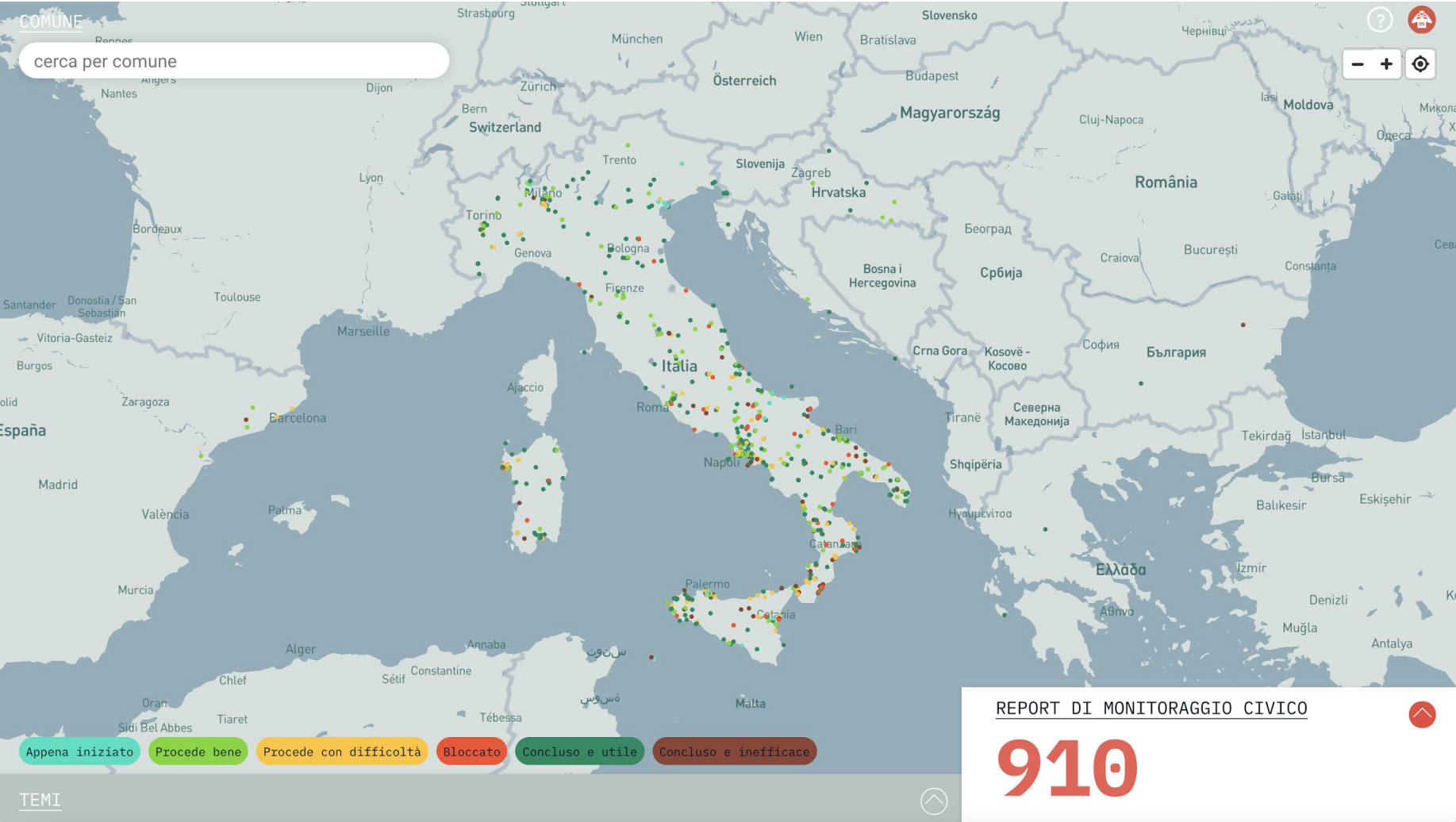


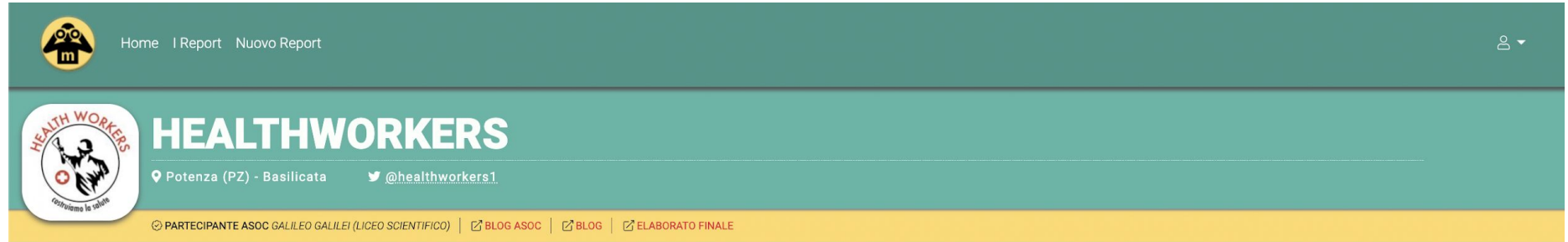


# **How to write the perfect civic monitoring report**

Read reports  
already sent



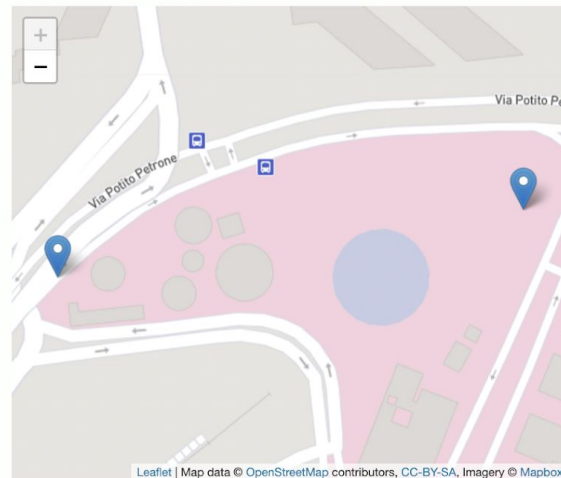
# Your report drafting page



## CHI SIAMO

Siamo i ragazzi della 4B del Liceo Scientifico Galileo Galilei di Potenza e ci presentiamo come team HEALTHWORKERS! SISMA E SANITA' sono le parole chiave del nostro percorso, infatti il progetto da noi scelto è: "Lavori di adeguamento sismico dei padiglioni M2 ed M3 e ampliamento della piastra poliambulatoriale presso A.O.R. dell'ospedale San Carlo di Potenza"

## MAPPA DEI REPORT



## I NOSTRI REPORT

### LAVORI DI ADEGUAMENTO SISMICO DEI PADIGLIONI M2-M3 E AMPLIAMENTO DELLA PIASTRA POLIAMBULATORIALE PRESSO A.O.R. SAN CARLO DI POTENZA

11/03/2021 ASOC Experience - Il Monitoraggio Continuo

Il progetto scelto e monitorato da noi Healthworkers è l'adeguamento sismico dei padiglioni M2 ed M3 e Ampliamento della piastra poliambulatoriale presso A.O.R San Carlo di Potenza. La nostra decisione è ricaduta su questo progetto in quanto esso riguarda una questione molto cara a tutti i cittadini, che è la messa in sicurezza di una struttura essenziale per il benessere della comunità: l'ospedale. Se i lavori riuscissero ad essere portati a termine si migliorerebbe la funzionalità...

LEGGI TUTTO +

### ADEGUAMENTO SISMICO DEI PADIGLIONI M2-M3 E AMPLIAMENTO DELLA PIASTRA POLIAMBULATORIALE PRESSO A.O.R. SAN CARLO DI POTENZA

14/03/2020

Il progetto scelto da noi Healthworkers è l'adeguamento sismico dei padiglioni M2 ed M3 e Ampliamento della piastra poliambulatoriale presso A.O.R San Carlo di Potenza. La nostra decisione è ricaduta su questo progetto in quanto esso riguarda una questione molto cara a tutti i cittadini, che è la messa in sicurezza di una struttura essenziale per il benessere della comunità: l'ospedale. Se i lavori riuscissero ad essere portati a termine si migliorerebbe la funzionalità non solo...

LEGGI TUTTO +



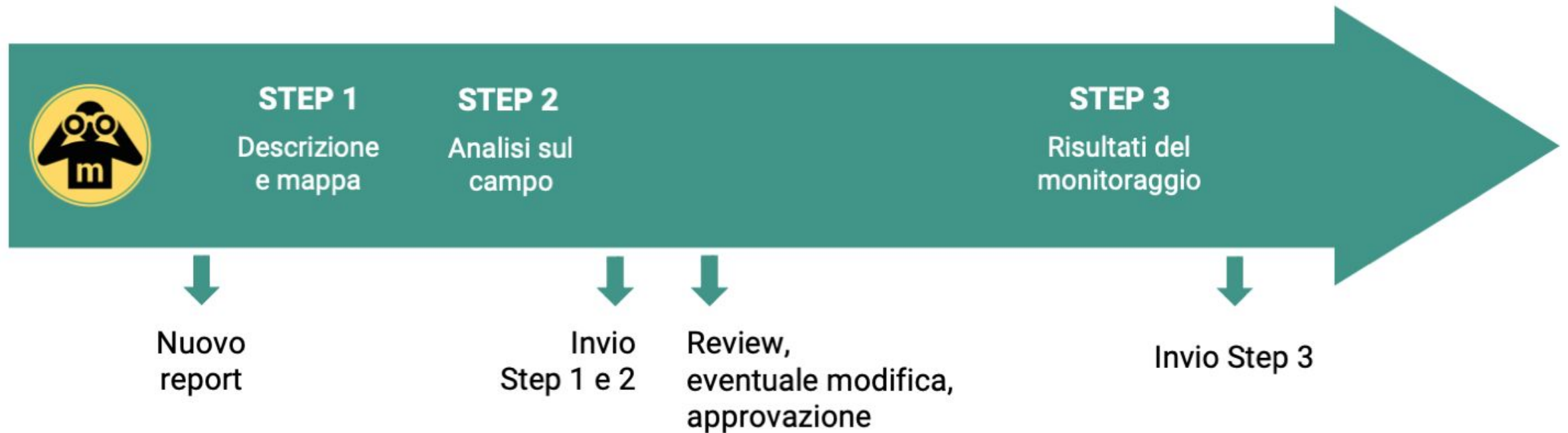
BLOCCATO



BLOCCATO

## Monitoring STEP

Send STEP 3 only at the end, when  
the report is ready to be reviewed



# How to start

## ❖ **Report the evidence**

- ❖ Give centrality to the evidence gathered in the various fields of step 2.
- ❖ Cite the sources and show “evidence” of your claims (e.g. photos)

## ❖ **Writing for an audience**

- ❖ responses to the various sections will form the published report
- ❖ write having in mind an article of investigative journalism, in which the various sections are conceived as a track

## ❖ **Be specific but synthetic**

- ❖ select information carefully
- ❖ give specific examples without claiming to be exhaustive
- ❖ Attach the documents used for your analysis
- ❖ Attach all the “raw materials” of your inquiry

## What questions do you pay more attention to?

### ❖ **Step 1 – Description**

- ❖ The description should always refer to the monitored project
- ❖ Explain in a few sentences why it is important to monitor it, its goals and how it intends to achieve them
- ❖ You can write an article or a blog post to tell all the details about your group and your activities!

### ❖ **Step 2 – Tips and proposals (“Suggerimenti e proposte” in the form)**

- ❖ In the published report, tips and proposal will be highlighted: they are the basis for dialogue with public decision-makers.

### ❖ **Step 2 – Positive and Negative Aspects**

- ❖ They refer to the monitored project

### ❖ **Step 2 – Who You Have Interviewed**

- ❖ In addition to listing the roles and organisations your interviewees belong to, you can also specify any difficulties. For example, were you unable to interview the mayor? Write because!

# Monithon criteria for reviewing your report

- ❖ **Grammar and syntax**
  - ❖ Spaces, capital letters and list points. Language understandable to an external user
- ❖ **Full report in all its parts**
- ❖ **The answers must be coherent with each other.**
  - ❖ E.g. if the project is proceeding, the summary judgment cannot be “blocked”. If the project is plenty of difficulties, you can’t write “it proceeds well”...
- ❖ **At least one image for the cover of the report**
- ❖ **Provide “evidence” of your statements (sources and evidence)**
- ❖ **Specify the role of interviewees and who answered the questions**

## How not to risk losing the texts?

- ❖ **Always save texts in a document before compiling the report on the site**
- ❖ When compiling the report, be careful **not to access the platform from two different devices simultaneously with the same credentials!** EXAMPLE: If you are writing the report on a PC, and your teammate logs in with his mobile phone, you get “un-logged” and you will miss all the changes.
- ❖ Check the size of the photos and materials you attach. For each save, **the overall size of the materials you are attaching must not exceed 8 MB.** Only images (jpg, gif, png) or document files (doc, docx, xls, xlsx, pdf) are allowed.
- ❖ **If you want to insert a video, upload it to YouTube or Vimeo** and insert the link in the appropriate field.



How many questions and answers do I have to report?

- ❖ **2 questions and their answers are enough!**
- ❖ Se avete già trascritto domande e risposte per tutti gli intervistati, sarebbe fantastico se riusciste ad allegarle tra i materiali (in PDF o altro formato)

May I delete attachments?

- ❖ **Yes, by clicking on the red «X»**
- ❖ If you have any problems, please send us an email with an indication of which materials you want to delete or add

## What should I do when the report has been sent?

- ❖ Wait a couple of days to give us time to review it, then **go to the “My Reports” page to check the status** of your report.
- ❖ If the report is approved (**green icon**), find the **link to the published report by clicking on the title of your report**.
- ❖ If your report is back in “draft” (**grey icon**), it means there are changes to make. **Enter the report and you will find our comments under each field to edit**
- ❖ Always check the email which you registered with, if there are any problems we write to you.

## Can I modify the report after sending it?

- ❖ In general, write to us ☐ [redazione@monithon.eu](mailto:redazione@monithon.eu).