

## **FIM's Practitioner Case Study Methodology**

Practitioner case studies are FIM's signature contribution to the creation and dissemination of knowledge in relation to civil society engagement with the multilateral sphere. Since 1999, FIM has conducted over 35 case studies. These studies have been disseminated through published FIM Forum proceedings, in a book soon to be published by the University of Waterloo, and on the FIM web site. Based on this extensive experience, FIM has developed a methodology designed to enhance the quality and validity of practitioner case studies. This methodology will support the creation of practice-based knowledge within a peer review process that is customized to FIM's commitment to the dissemination of practitioner knowledge.

Included in this methodology are peer discussant and author response elements that will follow the initial preparation of the study. This feedback process will require up to one year from initial commissioning of the study to completion. We are confident that this built in reflection, feedback, and reaction time is well invested in ensuring the quality and validity of practitioner case studies. Following is an outline of FIM's practitioner case study methodology.

1. Case study author is identified and provided with terms of reference.
2. Author writes (a) draft case and (b) his or her analysis of the case including lessons learned. (approx 3 months)
3. Case study is forwarded to FIM
4. FIM provides preliminary editorial feedback to author.
5. Author prepares final draft. (steps 3-5 = 1 month).
6. Final author's draft forwarded to 'peer discussants': This could be 1-2 civil society practitioners, or 1 practitioner and 1 academic, or another configuration according to the nature and dictates of the study.
7. Peer discussant(s) write 1- 2 page reaction/feedback note addressing the case analysis and/or the case itself where appropriate (e.g. adding information to the case itself; supporting, extending, or arguing the case analysis; or reinforcing or adding to lessons learned).
8. Discussant responses are forwarded to FIM. (steps 6-8 = 2 months)
9. FIM forwards peer discussant feedback to author for reflection. If desired, the author can submit a 1- page response to this feedback. (1.5 months)
10. FIM in collaboration with author does final editorial check. (1 month)
11. Case study, including peer discussant and author response is presented and published.

