

INTRODUCTION

As part of a robust Monitoring and Evaluation plan, group participants may be asked to keep journals where feasible. Journals may be kept by participants, but will more likely be notes on short interviews the facilitator will hold with selected participants. These should be kept in a separate notebook just for journals.

Record the following information:

- **Group Name.**
- **Number of participants.** Code each participant so no name is written on journal.
- **Follow-up location and date.** If there is a consultation visit with the facilitator.
- **Journal entry.** This will include relevant matters discussed in as much detail as possible; it's important to record direct experiences of the participants. This information should form a narration of events, which will ultimately form a story.

Include the issue and the following information:

- What options were considered?
- What options were followed and what was the result?
- What was the resolution?