7 Annex: Network Analytical Observation Grid

Identity of the network	
Name of the network	
Date of creation	
Contact person (name & position)	
Address	
Website	
Number of members	

Observers and contributors		Sources of information	
A		1	
B		2	
C		3	
D		4	

	Items	Description of initial situation	Evolution over observation period
STRATEGY	Values	Does the network have values? Are they formalised? Promoted? How have they been defined? Is there a consensus on values? Are they shared by members?	Have the values evolved/changed in time? On whose initiative? Can members question them?
	Mission / objectives	Does the network have a strategy? Is it formalised? Promoted? How has is been defined? Is it shared by members?	Has the strategy evolved/changed in time? Is it stable? Can members question it?
	Evaluation	Is there an evaluation process for the achievement of the strategy? For the expectations Is the evaluation formalised? Communicated?	If evaluation exists, how was it set? Has it evolved in time? For which reasons? Or on whose initiative?
ACTIVITIES	Description of activities	Are the activities formalised? Promoted? Are the planned activities actually taking place?	Have the activities changed in time? For which reasons? Or on whose initiative?
	Coherence with strategy	Are the activities contributing to the strategy? Is this contribution assessed?	Have the activities evolved in time? For which reasons? Or on whose initiative?
	Evaluation of activities	Is there an evaluation process for the satisfaction of participants? Of the members' involvement in the activities?	Have the activities evolved in time? For which reasons? Or on whose initiative?
MANAGEMENT	Coordination bodies	Are the managing bodies clearly identified? (General assembly, management board, etc) ? Are their roles and duties formalized? How have they been selected? Do they fulfil their responsibilities?	Is the composition of the managing bodies evolving? Are they questioned by members?
	Coordination rules	Are the coordination rules clear, shared and accepted? How have they been defined? Are they formalized?	Are the coordination rules evolving? Are they questioned by members?

MEMBERSHIP	External characteristics	What are the characteristics of members (sector, experience, nationality.)? Are these profiles managed? Specific recruitment process?	Are the characteristics of members changing in time? For which reasons? Which consequences?
	Internal characteristics	Are there differential statutes of members? Rights and duties? What are the criteria for joining in?	Are the different statutes of members questioned? Evolving? For which reasons? Which consequences?
	Internal relationships	What are the relationships / links among members? Are they managed?	Are the relationships among members evolving? For which reasons? Which consequences?
	Involvement in the network	What is the level of involvement of the members in the network? Is it rewarded? Managed?	Has the level of involvement of members on the network evolved? For which reasons? Which consequences?
EXTERNAL RELATIONSHIPS	External integration	Who are the external stakeholders? What kind of relationships? (Sponsoring, Partnerships...) What is the contents of relations (lobbying, participation in fairs,) Are the external relations managed?	Have the relationships with external stakeholders evolved? For which reasons? Which consequences?
	Environmental context	Are the external constraints and opportunities managed? (changes in regulation, policies, technology)	What is the level of reactivity of the network to changes int heir environment?
	Communication	What are the targets, contents and tools of communication? Is the communication of the network managed?	Has the communication of the network evolved? Evolution in network's communication (materials, targets)