

Read Me for the GREENKEYS MONITORING SYSTEM

Before commencing the monitoring process please note:

Monitoring is an on-going process that should be carried out during the whole implementation of the project! The main objectives and the actions to be monitored, including fixed indicators, should be set down at the outset, if possible at the beginning of the planning phase. The monitoring arrangements should include a time schedule which identifies when and how often the checks are to be made.

How to use the GreenKeys Monitoring System?

Components of the GreenKeys Monitoring System:

- (1) Front Page
- (2) Evaluation Sheet

(1) Front Page of the GreenKeys Monitoring System (Figure 1)

GreenKeys Monitoring System 2.1 (EU)

File Help

Indicators Evaluation

Insert the main objectives of your project =>

Insert the actions regarding main objectives of your project =>

Print Indicators Page

Printer Setup

Quantity	1. Size of green space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Connectivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality	3. Biodiversity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Naturalness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. State of green space	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. State of artificial (built) objects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. Quality of plants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Ecological regulatory roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10. Aesthetic value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. Quality of green space	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. Green space and local identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usability	13. Number of potential users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14. Age structure of users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15. Conflicts of use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16. Public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17. Activities of people on the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18. Frequency of use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19. Timing of use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	20. Duration of stay by users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	21. Type and amount of play and sport facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	22. Satisfaction with play/sport facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	23. Role providing leisure activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24. Forms of access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25. Public transport routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	26. Educational resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	27. Information system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning management	28. Finance for maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	29. Finance for development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	30. Participation and involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	31. Planning and management process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	32. Green space jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Own indicators	33. Number of public events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fig 1: The Front Page of the GreenKeys Monitoring System with included example

When you open up the GreenKeys Monitoring System, the front page of the monitoring system, with indicators, will be highlighted on the first sheet.

Steps to be taken:

- 1 – Please list the main objectives of your project in the yellow marked records.
- 2 – If you have determined an objective you can list the actions (interventions, tasks) into the green records that serve this objective.

Examples for objectives and actions are:

- **Objective 1** **Improve attractiveness of the green space**
 - Action 1/1 Plant vegetation
 - Action 1/2 Renovate pavements
 - Action 1/3 Install lighting infrastructure
- **Objective 2** **Enhance the use of green space**
 - Action 2/1 Organise public events
 - Action 2/2 Install information pavilions

Please note: You can list actions only if you have determined the objective(s) of your project!

In this way you will have a comprehensive overview of your project objectives and actions.

For the monitoring process it will be necessary to compile a 'Monitoring Questionnaire'.

- 3 – Below the table of objectives and actions you can see a pool of indicators which relate to the quantity, quality, usability and planning/management of the green areas. Please consider which of these indicators could be suitable to measure the actions of the different objectives during the monitoring process. Select the appropriate indicator(s) and stick it (them) in the column of the objective examined.
- 4 – When you select an indicator a window 'pops up' containing a question(s) for measuring the indicator. In this window you also have to earmark the person who should answer this question in the Monitoring Questionnaire. It can be:
 - **R** – the researcher carrying out the monitoring,
 - **E** – local expert(s) working in local organisation(s) or
 - **I** – local residents or other potential users of the green area.

In the printed version of the Monitoring Questionnaire these questions will be ordered in three different parts:

- **Part I** questions for the researcher,
- **Part II** questions for local expert(s) and
- **Part III** questions for local residents.

Please note: You can select indicators only if you have listed objectives and actions to be carried out during the project!



If you consider the indicators and questions listed in the file don't fit your conception, you can define your own indicators and questions at the bottom of the table.

To print the indicators' page, please, use the *print button on the sheet*.

- 5 – Once you have your Monitoring Questionnaire (Parts I-III) compiled please print this using the *print option in the menu bar*. You can then commence the practical tasks of the monitoring process on the site (Figure 2).

Part I. Questions for the researcher

1. Surface area of the green space? _____

2. Please list 5 of the most typical species!

1 _____

2 _____

3 _____

4 _____

5 _____

3. How do you rate the state of artificial (built) objects on the green space?
1=very bad, 5=very good

4. How do you rate the quality of the greenery on the green space?
1=very bad, 5=very good

5. The number of potential users living in the catchment area
(within 500m distance)?

6. Type of information available about the green area?

brochures

tables, descriptions

study paths

other _____

7. How do you rate the quality of the information available?
1=very bad, 5=very good

Fig. 2: Example for a printed Monitoring Questionnaire

- 6 – In the next phase of monitoring you will need to go to the green site and use the Monitoring Questionnaire to collect and provide basic data about the green area. After collecting this information it will be necessary to analyse your results and fill in the Monitoring System Evaluation Sheet.

(2) Evaluation Sheet of the GreenKeys Monitoring System (Figure 3)

Pool of indicators		Targets	Evaluation	Previous evaluation	A significant improvement	B improvement	C no changes	D deterioration	E significant deterioration
Quantity	2 - Important	1. Size of green space	Size of green sp	4	1				
Quality	weight	2. Connectivity		rating	rating				
		3. Biodiversity		rating	rating				
		4. Naturalness		rating	rating				
		5. State of green space		rating	rating				
		6. State of artificial (built) objects	State of objects	3	2				
Usability	weight	7. Quality of plants	Quality should be	3	3				
		8. Ecological regulatory roles		rating	rating				
		9. Contamination		rating	rating				
		10. Aesthetic value	Satisfaction of n	4	2				
		11. Quality of green space		rating	rating				
		12. Green space and local identity		rating	rating				
		13. Number of potential users		rating	rating				
		14. Age structure of users		rating	rating				
		15. Conflicts of use		rating	rating				
		16. Public safety		rating	rating				
Planning management	weight	17. Activities of people on the site		rating	rating				
		18. Frequency of use		rating	rating				
		19. Timing of use		rating	rating				
		20. Duration of stay by users		rating	rating				
		21. Type and amount of play and sport facilities		rating	rating				
		22. Satisfaction with play and sport facilities		rating	rating				
		23. Role providing leisure activities		rating	rating				
		24. Forms of access		rating	rating				
		25. Public transport routes		rating	rating				
		26. Educational resource		rating	rating				
Own indicators	weight	27. Information system		rating	rating				
		28. Finance for maintenance		rating	rating				
		29. Finance for development		rating	rating				
		30. Participation and involvement		rating	rating				
		31. Planning and management process		rating	rating				
		32. Green space jobs		rating	rating				
		33. Number of public events		rating	rating				
		34.		rating	rating				
		35.		rating	rating				
Summary					2	1	1	0	0

Fig. 3: The Evaluation Sheet of GreenKeys Monitoring System with included example

Steps to be taken:

- 1 – Please mark the date of monitoring on the right side of the sheet.
- 2 – At the top of the sheet the objectives and actions listed in the front page will appear automatically. Please, select an objective (e.g. objective 1) and mark the current position of the respective actions (not yet started, proceeding or completed). Actions which are not yet started cannot, of course, be analysed!
- 3 – In the first column on the left side of the table you can weight the indicators selected for monitoring:
 - 1 – Very important,
 - 2 – Important,
 - 3 – Less important.
 In this way the importance of the different indicators can be earmarked for the evaluation process.

- 4 – In the second column you can formulate your targets and identify the expected shape of certain indicators. It is to be expected that numeric descriptions will be used of the targets, to ensure a better comparison of progress. For example 'The size of the green area should be enlarged by 10 percent.'
- 5 – After detailed analysis of the Monitoring Questionnaire please rate the extent to which your expectations concerning the respective indicators have been achieved or discharged. For rating please use the column 'Evaluation'.
 - 1 – Expectations have been discharged by 0-20%.
 - 2 – Expectations have been discharged by 20-40%.
 - 3 – Expectations have been discharged by 40-60%.
 - 4 – Expectations have been discharged by 60-80%.
 - 5 – Expectations have been discharged by 80-100%.
- 6 – You will now have the first evaluation sheet for objective 1 completed. Repeat steps 3 to 5 above for any other objectives. A separate Evaluation Sheet will be required for each main objective.
- 7 – You will now have completed the start-up monitoring process (time T_0).
- 8 – Save your results by using the 'save option' on the menu bar under 'File'.

Further remarks:

- 9 – It will be necessary to repeat the monitoring procedure by the frequency that was fixed at the commencement of the project's implementation. These will produce monitoring results T_1 , T_2 , T_3 etc.. You can import your ratings from previous evaluations by using the button 'Load Prev.'. The progress (improvements or deteriorations) of the indicators selected for monitoring will automatically be highlighted in the auxiliary table to the right of the main table (columns A-E). At the foot of the table there is an additional summary about the progress of the indicators. During the analysis of the results you can compare the Evaluation Sheets of certain of the objectives that have been completed in different phases of the monitoring process.
- 10 – During the monitoring process you can evaluate the actions that are already completed in the same way as described in step 5 (rating 1-5). In the case of low rated results you should also check the actions that are still requiring to be completed. If necessary be prepared to rethink or change an action!

Please note: You can rate only finished actions.

- 11 – If you have finished all the actions belonging to an objective the programme will automatically evaluate and rate the main objective on composite basis from the ratings of the individual actions.

Please note: You can rate objectives only after finishing all the individual actions belonging to them.

- 12 – For printing the Evaluation Sheet please use the *print button on the sheet*.

