

Community Radio

SELF ASSESSMENT GUIDE



Ideosync
MEDIA COMBINE

Self Assessment to be conducted every six months /year

NOTE TO CR STATIONS:

This self Assessment tool is a guide. Please adapt it to suit the needs of your stations. The response options will give you a sense of the kinds of responses you could have to the areas of enquiry into your work. Use this tool to analyse and improve on your activities by ideating on opportunities for change and desirable actions and activities that you will undertake in a stipulated timeframe to improve on any or all of the areas below. You may like to print out the questions and responses for **reference**. Once this has been discussed by the team members, you can enter final responses in this booklet and save it for the record so that you may revisit the actions committed to during this self analysis and review of your work when undertaking the next review.

This self Assessment Guide for CR has been written by Venu Arora, Founder Director Ideosync Media Combine. This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 2.5 India License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/2.5/in/> or send a letter to Creative Commons, 444 Castro Street, Suite 900, Mountain View, California, 94041, USA.

Q1) How is the management committee formulated and who are the current members of the Management Committee?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Well known local community members from the community are nominated by the license holding NGO and there is equal representation of women and marginalised communities.
<i>EXAMPLE 2</i>	We hold an open call every two years and community representatives get elected to the CR management committee but there is unequal representation of women and marginalised communities.
<i>EXAMPLE 3</i>	Local politicians and village heads and heads of other local NGOS in the area and the district collector are on the management committee. There was no clear process how they became part of the committee.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q2) How often does the management Committee meet?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Once a month
<i>EXAMPLE 2</i>	Once in three months
<i>EXAMPLE 3</i>	Once in six months/or irregularly

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q3) When was the last Management Committee meeting, and what was discussed at this meeting?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Can't remember when the last meeting was held. There was no clear agenda
<i>EXAMPLE 2</i>	Three months ago on (date) Agenda attached
<i>EXAMPLE 3</i>	Four months ago. The Discussion was general and did not entirely pertain to the CR stations.No formal minutes of the meeting were circulated

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q4) Are the roles and responsibilities of the Management Committee defined and clearly articulated?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	The roles are not clear and have not been written up anywhere
<i>EXAMPLE 2</i>	Yes the CR team together with members of the management committee listed their roles and responsibilities. These are not written anywhere.
<i>EXAMPLE 3</i>	We have developed and Mngement committee roles and responsibilities note that is available for everyone. This was developed together with the management committee members, CR team and the community members

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q5) Does the CR station have a separate bank account and who manages it. How are the accounts audited?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	No, The CR bank account is the same as the NGO holding the license. The NGO senior staff manage the account and funds
<i>EXAMPLE 2</i>	The CR station has a separate bank account. The CR management committee representative manage the account.
<i>EXAMPLE 3</i>	The CR station has a separate bank account. The NGO representative, CR management committee and representatives reporter teams oversee the funds usage and accounts. While signatories remain constant the oversight responsibility rotates.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q1) Who are the current Program Producers?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Community members from different villages
<i>EXAMPLE 2</i>	Professional media personnel
<i>EXAMPLE 3</i>	Students with computer training

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q2) How many Women Producers are there and what roles do they fulfill?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Equal Number as men and perform all technical functions
<i>EXAMPLE 2</i>	Women form less than 25% of the production and volunteer team and the roles they perform are non technical
<i>EXAMPLE 3</i>	While there few women producers their roles are not goverened by gender and they perform all technical and non technical tasks at the CR station

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q3) How many lower caste or members/tribal community or from the marginalized community in your area are there in the production team and what roles do they fulfill?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	There is at least one representative from the marginalised groups and he/she performs all technical functions at the CR station
<i>EXAMPLE 2</i>	There is no representative from the marginalized group
<i>EXAMPLE 3</i>	There is more than one representative from the marginalized group within the content production team but he or she does not undertake technical roles.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q4) What are the last five programs that were produced?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	We are repeat broadcasting our programs. We have not made any new programs in the last month.
<i>EXAMPLE 2</i>	All the last five programs were live. We have a local songs show, a show on recipes, 'About our village' is a regular program.
<i>EXAMPLE 3</i>	The last five new programs focused on environment, gender, domestic violence and local update through community call in and participation about what is happening in the area.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q5) Who participated in the programs?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Experts and CR reporters.
<i>EXAMPLE 2</i>	Community members, CR reporters and experts.
<i>EXAMPLE 3</i>	CR reporters and community members.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q6) Were the programs produced entirely in the studio or did they have field recording components?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Only studio
<i>EXAMPLE 2</i>	Only Field
<i>EXAMPLE 3</i>	Studio and field

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q7) How were program issues and content decided?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	We had discussions with our CR teams.
<i>EXAMPLE 2</i>	We undertook community discussions through focus group meetings.
<i>EXAMPLE 3</i>	We invited all our stakeholders and also conducted community discussions.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q1) How many letters have been received by the CR station over the last three months?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Less than 10
<i>EXAMPLE 2</i>	Between 10 and 50
<i>EXAMPLE 3</i>	Over 50

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q2) How many phone calls have been received over the last three months?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Less than 50
<i>EXAMPLE 2</i>	Between 50 -100
<i>EXAMPLE 3</i>	Over 100

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q3) Who calls?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Mostly men.
<i>EXAMPLE 2</i>	Mostly students.
<i>EXAMPLE 3</i>	Mostly women.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q4) What do they call about?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Suggestions for program (Good and bad feedback)
<i>EXAMPLE 2</i>	To be heard on the program/participation
<i>EXAMPLE 3</i>	Reception issues

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q5) How many people have spontaneously visited the CR station over the last three months?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Less than 10
<i>EXAMPLE 2</i>	Between 1-20
<i>EXAMPLE 3</i>	More than 20

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q6) Have any attempts been made to include more community members in the activities of the CR station (Program production, narrowcast, management)?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes, we have regular community discussions designed to enroll volunteers.
<i>EXAMPLE 2</i>	We have regular announcement on our station and public orientations.
<i>EXAMPLE 3</i>	No we do not have any structured activity to enroll new community members.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q7) Has the CR station conducted any public meeting to increase community participation?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes, more than once in the last three months.
<i>EXAMPLE 2</i>	No.
<i>EXAMPLE 3</i>	Yes, once in the last three months

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q1) Is there any membership subscription process underway?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes, we already have members.
<i>EXAMPLE 2</i>	No, we have yet to announce membership and start subscription.
<i>EXAMPLE 3</i>	Yes, have started a membership drive but have no members yet.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q2) Has the station got any local advertisements?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes, we already have two advertisers.
<i>EXAMPLE 2</i>	No,.
<i>EXAMPLE 3</i>	Yes, we have more than two advertisers.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q3) Has the station produced any sponsored programs?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes - one program.
<i>EXAMPLE 2</i>	No - None
<i>EXAMPLE 3</i>	Yes, more than one.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q4) Are we engaging with DAVP for Government advertising?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes, we are empanelled.
<i>EXAMPLE 2</i>	No, we are not empanelled.
<i>EXAMPLE 3</i>	Yes, we have got a few campaigns from DAVP.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q5) Are we able to handle all our technology upkeep and maintenance needs?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes, our team has been trained.
<i>EXAMPLE 2</i>	We can handle the basic but we are hamstrung when breakdowns happen.
<i>EXAMPLE 3</i>	We have no clue what to do in case of breakdown or when equipment needs repair or maintenance.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q6) Are we able to attract new members from the community as volunteers?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes, we have several new volunteers training with us and working part time.
<i>EXAMPLE 2</i>	No, we have not managed to attract new volunteers.
<i>EXAMPLE 3</i>	Yes, we have a few new volunteers but we do not have a consistent process yet.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q7) Are we engaged with any regular sharing learning or capacity building processes?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes, we have regular trainings for our teams.
<i>EXAMPLE 2</i>	We have trainings but they are sporadic and we have no system in place.
<i>EXAMPLE 3</i>	We are part of ongoing learning, sharing and capacity building initiatives .

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q1) Does everyone in our CR station understand the CR policy guideline and broadcast rules and regulations in India?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes.
<i>EXAMPLE 2</i>	No, many of us have not fully read the policy.
<i>EXAMPLE 3</i>	Only senior management staff know details of the policy , volunteers and community reporters are not fully aware.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q2) Has the CR station have a gender policy?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	We have not heard of a gender policy
<i>EXAMPLE 2</i>	We give women and girls an equal opportunity to work at the station.
<i>EXAMPLE 3</i>	We know about a gender policy for CR but we have not discussed it or thought about it.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response:

Q3) Have we developed our own ethical guideline and rules and regulations?

Your Response:

SAMPLE RESPONSES: The suggested responses below are *template examples* and not options that you have to select from.

<i>EXAMPLE 1</i>	Yes.
<i>EXAMPLE 2</i>	No, we follow the guides given in the policy.
<i>EXAMPLE 3</i>	We have not thought about developing ethical guidelines of our own.

Is this in keeping with the Mission and Vision of the station?

Your Response: Yes / No / We have not articulated our vision and mission

How can this be changed/improved?

Your Response:

Actions decided and Timeline

Your Response: