



## **Guidelines for use and adaptation of the ILO's training tool Start.COOP**

### **Purposes of these guidelines**

- Ensure high quality and worldwide delivery of Start.COOP
- Support the further development of Start. COOP
- Guide potential users on the use and adaptation of Start. COOP

### **Background**

Start.COOP has been developed as a low-cost, easy to use training module for those interested in launching a cooperative in a participatory manner. It draws on technical content of existing materials from different ILO cooperative training tools and is based on the peer-to-peer, activity-based learning methodology of the ILO's Community-Based Enterprise Development (C-BED) programme. The Start.COOP training tool has been divided into four modules that correspond to different phases of the cooperative formation process. The focus of the Start.COOP modules is on the decisions to be made at each step with a view to establishing a viable cooperative.

### **Ownership**

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- The material is freely available at the ILO's website:  
[http://www.ilo.ch/global/topics/cooperatives/news/WCMS\\_646741/lang--en/index.htm](http://www.ilo.ch/global/topics/cooperatives/news/WCMS_646741/lang--en/index.htm)
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### **Users**

The users of Start.COOP could be:

- Individuals
- Cooperatives
- Service providers (cooperative federations, cooperative unions, cooperative support organizations financial intermediaries, vocational training institutes, etc.)
- Government agencies
- NGO's

- Any other public and/or private institutions and/or organizations wishing to include Start.COOP in their capacity building activities

### **Translations extracts, adaptations and additions**

Start.COOP is copyrighted under Creative Commons, therefore its contents are freely accessible to all users. Nevertheless, and in order to keep quality standards of the tool, we encourage that the following guidelines are observed by the institution/organization translating, extracting parts of it, adapting and making additions:

- Translations, extracts, adaptations and additions to the existing tool cannot be copyrighted by the institution/organization.
- When working on Start.COOP translations, extracts, adaptations and additions, we encourage you to inform the ILO in the beginning of the process as another similar translation/adaptation may be under way.
- When working on Start.COOP translations, extracts, adaptations and additions, please share the final products with the ILO for others to benefit from it as well.

### **Adaptation and translation processes**

The following steps should be observed when adapting Start.COOP:

- **Identification of local partners:** In order to ensure high quality, it is best to work with local partners such as cooperative federations, cooperative unions, cooperative support organizations, cooperative departments in the relevant government ministries, and cooperative colleges or universities with specific knowledge of the national context. This helps ensure local ownership of the tool.
- **Translation:** Translation should generally be undertaken from the generic English, French or Spanish versions to the local language by a certified translator. It is highly advisable for the translator to work closely with local partners in order to ensure use of precise terminology.
- **Adaptation:** The (translated) Start.COOP tool can be adapted to: **a)** the local and national context and/or **b)** a specific sector of the economy and/or **c)** a specific target group and/or **d)** a specific type of cooperative. Adaptation consists of replacing case studies with specific cases from the country/sector/type of cooperative; photos may be changed to better illustrate the realities of the country/sector/type of cooperative.
- **Field testing:** Field testing is needed before finalizing the tool. The adapted tool should be tested and feedback on the contents should be integrated so as to finalize it.