

# Sixth Evaluation Round

# Training for Evaluators

First Session: Strasbourg, 20 March 2025

**PREPARATION, VISIT AND REPORT: PRACTICAL NOTES**

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# PREPARATION

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## **Thorough preparation is critical:**

- ✓ Replies to the questionnaire and other information (legislation, regulations, etc.).
- ✓ Reference texts for the current evaluation round.
- ✓ Draft descriptive part of the report (DDP).
- ✓ Additional information needed.
- ✓ Draft program of the visit.
- ✓ Issues to clarify and questions to ask.
- ✓ Previous evaluation and compliance reports.
- ✓ Assistance of the Secretariat and Head of National Delegation.
- ✓ Practical arrangements.

# VISIT

## One week on-site:

- ✓ Preparatory meeting.
- ✓ Meetings with different institutions and organizations.
- ✓ Tight program - space to adjustments.
- ✓ Good preparation is crucial.
- ✓ During the meetings:
  - ✓ Ask short direct questions.
  - ✓ Confirm information from different sources.
  - ✓ Request additional information, if needed.
  - ✓ Act with courtesy and tact but be assertive.
  - ✓ Be objective and neutral.
  - ✓ **Take notes of all meetings.**

# REPORT

## **Main steps:**

- ✓ Articulate with all members of the GET.
- ✓ Suggest adjustments to the DDP.
- ✓ Provide a written analysis of the matters under evaluation.
- ✓ Critically analyze the findings.
- ✓ Identify gaps or shortcomings.
- ✓ Suggest recommendations:
  - ✓ Precise, objective, understandable and reasonable.
  - ✓ Focused on the subjects under evaluation.
- ✓ Draft evaluation report prepared by the Secretariat.
- ✓ Final version of the report to be presented to the Plenary.

# PRESENTATION

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## **Discussion and approval on Plenary:**

- ✓ Brief presentation of a part of the report.
- ✓ Explain the questions raised about the findings, conclusions and recommendations.
- ✓ Participate in meetings.
- ✓ Uphold the opinion agreed between GET members.