



Date: 28 June 2017

STUDY VISIT EVALUATION LIST

The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excel lent
Logistic preparation and organization of meeting	1	2	3	4	(5)
Content of the Agenda	1	2	3	4	(5)
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	(5)

Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excel lent
Communication before the meeting	1	2	3	(4)	5
Duration and timetable of the meeting	1	2	3	(4)	5
Quality of materials provided during the meeting	1	2	3	4	(5)
Quality of presentations	1	2	3	4	(5)
Communication between the coordinator of the project and the other partners	1	2	3	4	5
Engagement of the participants in the activities and discussions	1	2	3	4	5
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	(5)





Grading	Poor	OK	Good	Very Good	Excel			
Mode of reaching the decisions at the meeting	1	2	3	4	5			
Opportunities to express your opinion and influence decisions	1	2	3	4	5			
Achievement of the meeting and project goals	1	2	3	(4)	5			
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	(5)			
Assignment of follow-up tasks	1	2	3	4	(5)			
6								

Comment:

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Arrangements of the meeting (venue, equipment, etc.)	1	2	(3)	4	5

Comment:

General working communication

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1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	5
1	2	3	4	5
1	2	3	4	(5)
	1 1 1 1	1 2 1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4





Poor	OK	Good	Very Good	Excel
1	2	3	(4)	5
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	5
1	2	3	4	(5)
	1 1 1 1 1 1 1	1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4

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Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	6

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General working communication

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Communication before the meeting	1	2	3	4	(5
Duration and timetable of the meeting	1	2	3	4	(6)
Quality of materials provided during the meeting	1	2	3	4	(5)
Quality of presentations	1	2	3	4	()5
Communication between the coordinator of the project and the other partners	1	2	3	4	(5)
Engagement of the participants in the activities and discussions	1	2	3	4	(5/
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	5





Grading Poor OK Good Very							
Poor	OK	Good	Very Good	Excel			
1	2	3	4	5			
1	2	3	4	6			
1	2	3	4	15			
1	2	3	4	0			
1	2	3	4	(5)			
	1 1 1 1 1 1 1	1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4			

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Mode of reaching the decisions at the meeting	1	2	(3)	4	5
Opportunities to express your opinion and influence decisions	1	2	3	4	5
Achievement of the meeting and project goals	1	2	3	(4)	5
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	5
Assignment of follow-up tasks	1	2	3	(4)	5

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1	2	3	4	5
1	2	3	4	5
1	2	3	4	(5)
1	2	3	4	5
	1 1 1 1	1 2 1 2 1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4





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1	2	3	4	5
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1	2	3	4	5
	1 1 1 1 1	1 2 1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4





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1	2	3	4	(5)			
1	2	3	1	5			
1	2	3	4	08			
	Poor 1 1 1 1 1 1 1	1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4			

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