



Date: 23 May 2017

# STUDY VISIT EVALUATION LIST

### The general organisation of the meeting

Grading	Poor	OK	Good	Very	Excel
				Good	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	Excel
				Good	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	Excel
				Good	lent
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

Comment:

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Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP





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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

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Communication before the meeting	1	2	3	4	5
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Mode of reaching the decisions at the meeting	1	2	3	4	( <del>5</del> )
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)
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Logistic preparation and organization of meeting	1	2	3	4	5
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Communication before the meeting	1	2	3	4	5
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Engagement of the participants in the activities and discussions	1	2	(3)	4	5
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		1450		Good	lent
			V		_
Mode of reaching the decisions at the meeting	1	2	3	$\left(\begin{array}{c}4\end{array}\right)$	5
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Achievement of the meeting and project goals	1	2	3	4	(5)
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Content of the Agenda	1	2	3	4	(5)
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	(5)

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Grading	Poor	OK	Good	Very	Excel
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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)
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	1295)			Good	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	Excel
				Good	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





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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)
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Opportunities to express your opinion and influence decisions	1	2	3	4	(5)
Achievement of the meeting and project goals	1	2	3	4	<b>6</b> 5
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	(5)
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Logistic preparation and organization of meeting	1	2	3	4	(5)
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				Good	lent
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				Good	lent
Mode of reaching the decisions at the meeting	1	2	3	4	3
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	*
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			Good	lent
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	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 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





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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 lent
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)

Comment:

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Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP





Date: 23 May 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	Excel		
				Good	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)		
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Mode of reaching the decisions at the meeting	1	2	3	4	(5)
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Content of the Agenda	1	2	3	4	5
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#### General working communication

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Date: 23 May 2017

## STUDY VISIT EVALUATION LIST

## The general organisation of the meeting

Grading	Poor	OK	Good	Very	Excel
	- 4.5.5			Good	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

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Date: 23 May 2017

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