



Date: 21 September 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	<b>(5</b>
Quality of presentations	1	2	3	4	25/
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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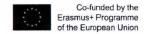
Grading	Poor	OK	Good	Very Good	Excel lent
Logistic preparation and organization of meeting	1	2	3	4	5
Content of the Agenda	1	2	3	4	(5)
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	5

Comment:

## General working communication

8					
Grading	Poor	OK	Good	Very	Excel
		100		Good	lent
Communication before the meeting	1	2	3	<b>(4</b> )	5
Duration and timetable of the meeting	1	2	3	4	(3)
Quality of materials provided during the meeting	1	2	3	4	(5)
Quality of presentations	1	2	3	4	(5)
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Quality of materials provided during the meeting	1	2	3	4	(5)
Quality of presentations	1	2	3	<b>(4</b> )	5
Communication between the coordinator of the project and the other partners	1	2	3	4	(3)
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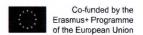
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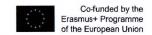
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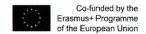
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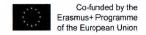
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