

Title
Venue
Date

The Event Assessment Sheet shall be completed by the organizing SAI in coordination with the observer from the SPC (if present at the event). The form shall summarize the information from the Participants' Evaluation Sheets on the one hand, and highlight the organizers' lessons learnt as well as recommendations for future events on the other hand. Also, recommendations for steps to follow-up by the Project Leader or Committee Chair should be included. Please send the completed form to the responsible Committee Chair and the SPC (**contact:**).

General information about the event / activity			
Name of event / activity			
Name of Committee		Committee Chair	
Organizing SAI / Project Leader		Name of person reporting	
SAIs participating			
Date according to work plan		Date event was conducted	
Reasons for delay (if applicable)			
Budget planned (in \$)		Budget spend	
Reasons for difference (if applicable)			
Please describe the event's expected outputs as concrete as possible?			

Assessment of organization, implementation and design and use of the event (Rating scale for the assessments: very good, good, satisfactory, bad, very bad; a „strong agreement“ in the participants evaluation equals a „very good“ assessment, a “strong disagreement” stands for a “very bad” assessment)	
1. How did the participants assess the preparation and organization of the event overall? (Summary of assessment of last question under point 1 in participants' evaluation.)	
What are the participants' most important comments and / or suggestions with regard to preparation and organization of the event?	
What are the lessons learned and recommendations with regard to preparation and organization of the event?	
2. How did the participants assess the quality of the content and implementation overall? (Average of assessment of last question under point 2 in participants' evaluation.)	
What are the participants' most important comments and / or suggestions with regard to the content and implementation?	
What are the lessons learned and recommendations with	

regard to the content and implementation of the event?		
3. How did the participants assess the quality of the design and facilitation overall? (Summary of assessment of last question under point 3 in participants' evaluation.)		
What are the participants' most important comments and / or suggestions with regard to the design and facilitation?		
What are the lessons learned and recommendations with regard to the design and facilitation?		
4. Are participants prepared to use the workshop results ? (Summary of assessment of last question under point 4 in participants' evaluation.)		
What are the participants' most important comments and / or suggestions on the use of the event's results?		
What kind of support could be provided to the respective SAI participants in using the results from the event?		

Follow up - lessons learned and recommendations for future events		
5. How did the participants assess the organization, implementation of the event and the possibilities to make use of the knowledge overall? (Summary assessment of points 1, 2, 3, 4 in participants' evaluation.)		
Have the planned outputs been achieved by the event? (If applicable, explain why some planned outputs have not been achieved)		
What are the next steps to be taken by the Project Leader and / or the Chair of the responsible Committee?		