



## EVENT LEADER REPORT FORM

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_ LOCATION : \_\_\_\_\_

**Please fill in this form electronically and e-mail it to Paris within one week of the conclusion of the event.** The Secretariat has already provided information in relation to items 1,2,3 and 6. This information should be corrected if there are any errors detected; further information needs to be filled in for items 3 and 6.

### 1.

EVENT LEADER \_\_\_\_\_  
EVENT CO-ORDINATOR \_\_\_\_\_  
EVENT ADMINISTRATOR \_\_\_\_\_

### 2.

EXPERTS

ORGANISATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **3. Participants**

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A list of participants and a summary of attendance by country is attached. Please comment on the participants including whether they were suitably qualified for the event, whether they took the event seriously, non-attendance at sessions, late arrival or early departure and the reasons, and who was a problem and who was outstanding. Please reread the Notes for Event Leaders under the heading Event conclusion before filling in this item.

### **4. Syllabus**

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Please summarise any changes from the syllabus circulated before the event, including changes in topics, times, experts; attach permanent changes to the syllabus for future events in hard copy (and on disk if possible).

### **5. Materials**

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Please comment on the usefulness of the materials; summarise any changes to materials made during the event; any materials created during the event; attach any permanent changes for future events in hard copy (and on disk if possible).

**6. Translation and interpretation**

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Please comment on any problems detected in translation of materials (these comments need to be specific so that the materials can be rectified); attach any translated materials created during the event for future events in hard copy (and on disk if possible).

***Languages for which interpretation provided:***

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Please comment on any general or specific problems detected in interpretation of presentations by experts and contributions by participants.

**7. Event administration**

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1. Please comment on issues arising with the participants and the local support, and how they were handled.

2. Please make any suggestions for improvements on any aspects of administration of the event:

i) before

ii) during

iii) after the event.

## **8. Discussion with experts**

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Please summarise comments, criticisms and suggestions arising out of the meeting of experts at or shortly before the end of the event or from informal discussions among experts.

## **9. Discussions with participants**

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Please summarise any issues raised by participants including general comments on the event, requests for events in particular areas whether at the Centres or in-country, and requests for assistance outside the training area.

**10. Follow up**

Please list here any special follow-up to the event required of the Secretariat.

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**11.**

**Other comments**

Please make here any other comments that you wish on the event.

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## **12. CONFIDENTIAL COMMENTS ON EXPERTS**

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Please comment on the experts that you work with, bearing in mind the competencies expected of the member country experts described in the Handbook on Co-operation with Non-OECD Economies (see section 4 on Expert Selection Criteria). The feedback is provided directly to the experts themselves. It is up to the experts how they wish to use the evaluation that they have received.

For each expert please comment on:

(i) Areas where the expert has made a significant contribution during the event;

(ii) Areas where the expert could refine or develop their expertise or delivery technique in order to maximise their effective contribution at similar events in the future; and

(iii) other general comments