Evaluation Form

Eighth Conference of the Parties to the Convention on the Transboundary Effects of Industrial Accidents



Geneva, 3-5 December 2014

Dear Participants in the CoP and the seminar, please complete this evaluation form and email it to the secretariat to teia.conv@unece.org

Please indicate below your opinion of various aspects of the meeting and provide comments (overleaf) on how future meetings should be organized.

# Preparations for the meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Very satisfactory | Satisfactory | Unsatisfactory | Very unsatisfactory | No opinion |
| Availability of meeting documentation in due time before the meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Availability of (formal or informal) information and documents on the UNECE homepage | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Usefulness of “informal notes and practical information for delegates” | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Online Registration (information provided, clarity of registration process, deadline, etc.) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Meeting venue and location | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Time schedule for the meeting and agenda items | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Support provided by UNECE secretariat before the meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | ++ | + | - | -- | ? |

# Conduct of the meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Very satisfactory | Satisfactory | Unsatisfactory | Very unsatisfactory | No opinion |
| Quality of chairing of the meeting (facilitation, conclusions drawn, etc.) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Meeting documents: quality and content | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Meeting documents: relevance | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Meeting documents: length | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Presentations: quality and content | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Presentations: relevance  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Presentations: length | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Discussions: quality | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Discussions: efficiency | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Outcome of/ Decisions taken at the meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Duration of the meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Level of participation | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Quality of interpretation during the meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Support provided by UNECE secretariat during the meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Quality and content of the seminar (5 Dec. 2014) | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

**Your comments, especially if an aspect was (very) unsatisfactory:**

*Continue overleaf as necessary*

# Practical arrangements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Very satisfactory | Satisfactory | Unsatisfactory | Very unsatisfactory | No opinion |
|  |  |  |  |  |  |
| Quality of headphones / microphones | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Degree of implementation of a paperless meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Usefulness of providing publications at the meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | ++ | + | - | -- | ? |

**Your comments, especially if an aspect was (very) unsatisfactory:**

**4. Your name or delegation (optional):**

# 5. Seminar on enhancing industrial safety in the ECE region (5 December 2014, 10:00 – 13:00)

**Your specific comments on the conduct of the seminar (content, approach, effectiveness of information conveyed):**

**Which aspect of the seminar did you find least helpful? Please explain:**

**Would you recommend repeating the conduct of a similar seminar at CoPs in future?**

Yes[ ]  No[ ]

Please explain:

# 6. General comments on CoP-8

**Your comments and ideas for improvements for future meetings:**