ALAT 05 - TOOL 05 – PROCESS EVALUATION FORM – IMPLEMENTER’S EVALUATION

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| Standard | Evaluation question | Rating  from 1 to 10 | Comment |
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| Involvement | How many participants were included? What was the response rate? |  |  |
| Involvement | Did we identify and include all interested citizens and organizations? |  |  |
| Involvement | Was the engagement of vulnerable groups satisfactory? |  |  |
| Inclusion / Support | Did we identify and overcome any barriers to participation? |  |  |
| Planning | Did we collect data on needs and available resources and use them to agree on the purpose, scope, and timeframe of engagement and the activities to be undertaken? |  |  |
| Tools | Did we use public participation tools appropriate for the purpose? |  |  |
| Collaboration | Did we apply clear procedures to enable participants to work effectively and efficiently with one another? |  |  |
| Information exchange | Did we ensure that the necessary information was shared among participants? |  |  |
| Collaboration | Did we work effectively with everyone interested in participating? |  |  |
| Capacity building | Did we actively develop the skills, knowledge, and confidence of all participants? |  |  |
| Communicating outcomes -feedback | Did we provide feedback on the results of participation to the wider community and to participants? |  |  |
| Participation objectives and project objectives | Were the objectives achieved? Do you think public participation influenced the project solution? What could be improved and how can the lessons learned be shared? |  |  |
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