

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

Standard	Evaluation question	Rating from 1 to 10	Comment
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?		
