Annex 23: Model report for study visits

**1. General information about the study visit**

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| --- | --- |
| **Reference number of the service contract under which the visit was carried out** | <…> |
| **Name of the technical assistance service contract** | <…> |
| **Start and end date of the study tour** | <…> |
| **Main purpose of the study visit** | <…> |
| **Country, date(-s), place(-s) and institution(-s) where the study visit took place** | <…> |
| **Name and function of the participants at the study tour** | <…> |
| **Costs of the study visit broken down by category (e.g. visas, travel expenses, per diems, etc.)** | <…> |
| **Name and function of the group reporter** | <…> |

**2. Feedback on each of the meetings, training events, mentoring sessions or lectures attended**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Host institution, names and functions of the hosts** | **Topic(-s) discussed** | **Summary of findings** |
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**3. Benefits or lessons learnt of the visit**

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| --- | --- | --- | --- |
| **Benefits or lessons learnt** | **Measures to be taken and envisaged challenges for their transferability** | **Responsible body and manager for their implementation** | **Deadline for**  **implementation** |
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**4. Organisation of the visit**

After discussing within the group of visitors, please indicate whether you agree or disagree with the following statements. Please mark only one box that expresses most closely the opinion of the entire group.

|  | **All**  **agree** | **Most**  **agree** | **Most**  **disagree** | **All**  **disagree** | **N/A** |
| --- | --- | --- | --- | --- | --- |
| The visit was carried out as planned | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| There was a balance between theoretical and practical sessions | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Presentations and field visit were linked in a coherent and complementary manner | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| The topic was presented from the perspective of the following stakeholders of the CBC system in the host country: |  |  |  |  |  |
| Central government and policy makers | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| CBC grant beneficiaries | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| JTS staff | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Contracting authority staff | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Local or regional government units | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| There was enough time allocated to participants’ presentations | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| The background documentation on the theme provided before the visit helped to prepare for the visit | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Most of the group received a programme well in advance | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| The information provided before the visit about transportation and accommodation was useful | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| The organiser accompanied the group during the entire programme | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| The size of the group was appropriate | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| The group comprised a good mixture of participants with diverse professional backgrounds | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| There were enough opportunities of interaction with representatives from host organisations | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| There was enough time allocated for discussion within the group | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |

If you have any comment on any of the items of the table above, please write them down here.

<…>

**5. Summary**

5.1. After the analysis of the answers in section 4 above, please indicate how satisfied you are with your participation in the study visit. Please indicate the number of participants for each category:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Very  satisfied |  | Satisfied |  | Somewhat satisfied |  | Not satisfied |  | Neither satisfied  Nor dissatisfied |  |

5.2. What elements and aspects of the study visit do you think could be changed or improved?

<…>

Name and signature of the group reporter:

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encl Photographs taken and materials received during the visit