

## Policy on Evaluation and Feedback

1. Feedback comprises written or oral comments on a person's performance at a session given to and for the participant to facilitate his/her learning experience by helping him/her to become more self-aware and thus develop.
2. Team leaders<sup>1</sup> and Chairpersons must inform their team members of their right to receive feedback.
3. It is mandatory for team leaders and Chairpersons to give feedback to all individuals requesting it.

### Evaluation

4. An evaluation is a written description of a person's performance before and/or at a session and targeted at future selection panels. The performance is assessed against the EYP Competence Framework as set by the Governing Body. An evaluation is completed using the evaluation form of the EYP.
5. An evaluation contains a grading scheme supporting the written comments. A complete evaluation contains comments for all sections and grades for all sub-competences.
6. Evaluations are stored in a database managed by the Executive Director. The database is confidential and evaluations can only be accessed when a member applies to an event. During a selection process, the relevant evaluations are made accessible to the selection panel after authorisation through the Executive Director. Any other use of the database must be approved by the Executive Director.
7. All alumni are entitled to view the information stored about them in the database.
8. Evaluations are stored in the database for four years and deleted thereafter, whereby they become invalid.

### International Sessions

9. All officials must be evaluated by their team leaders according to the following scheme:
  - i. Presidents evaluate Vice-Presidents and Chairpersons;
  - ii. Editors evaluate Editorial Assistants and Journalists;
  - iii. Head-Organisers evaluate Organisers;
  - iv. National Committees evaluate Presidents, Head-Organisers and Editors. National Committees consult Head-Organisers and Editors when evaluating Presidents; consult Presidents and Editors when evaluating Head-Organisers; and consult Presidents and Head-Organisers when evaluating Editors.
10. Chairpersons can evaluate their Delegates, if they believe to have relevant information on them for a future selection panel.

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<sup>1</sup> President, Head-Organiser, Editor

11. For team leaders and Vice-Presidents, failure to submit evaluations will be included in the official session report.

### **National and Regional Events**

12. Evaluations can be given to all officials by their respective team leaders, if they believe to have relevant information on them for a future selection panel, according to the following scheme:
  - i. Presidents evaluate Vice-Presidents and Chairpersons;
  - ii. Editors evaluate Editorial Assistants and Journalists;
  - iii. Head-Organisers evaluate Organisers;
  - iv. Heads of Jury evaluate Jury Members;
  - v. National Committees evaluate Presidents, Head-Organisers, Editors and Heads of Jury. National Committees consult Head-Organisers and Editors when evaluating Presidents; consult Presidents and Editors when evaluating Head-Organisers; and consult Presidents and Head-Organisers when evaluating Editors.
12. Chairpersons can evaluate their Delegates, if they believe to have relevant information on them for a future selection panel.
13. Evaluations can be given if the event consists of at least one day of Teambuilding, one day of Committee Work and one day of General Assembly.

### **Submissions**

14. The following deadlines apply for submitting evaluations:
  - i. Six weeks after the session, evaluations must be submitted;
  - ii. In exceptional cases, the Executive Director can decide to accept late submissions.
15. If the above deadlines are not held, evaluations will not be considered valid for the purpose of selection panels. Alumni failing to comply with their mandatory post-session responsibilities are to be flagged with a negative record on their profile.
16. Individuals can submit to the Executive Director a comment to their received evaluation if they fundamentally disagree with its content, no more than two weeks after receiving the evaluation.