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[1] 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.

Small Scale Events (SSE's)

5. Evaluations can be provided to Presidents and Head Organisers of SSEs, if the evaluators believe to have relevant information on them for a future selection panel, according to the following scheme:

   i. National Committees evaluate Presidents and Head-Organisers. National Committees consult Head-Organisers when evaluating Presidents, and consult Presidents when evaluating Head-Organisers.

6. An evaluation contains a grading scheme supporting the written comments. A complete evaluation contains comments for all sections and grades for all sub-competences.

7. In line with the nature of EYP as an educational programme, evaluations should be written in a constructive manner and in good faith, with the intent of describing an individual's performance as objectively as possible, to assist future selection panels in their decision. Evaluations should not contain any personally sensitive information (struggles from one's personal life, disabilities, personal matters disclosed in confidence).

8. 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.

[1] President, Head-Organiser, Editor

9. A request to the GB for an evaluation to be deleted or for its content to be edited (removed) can be made in the following circumstances:

   i. if an evaluated person considers that their evaluation includes personal sensitive information, as defined in the above article;
   ii. If the evaluated person feels uncomfortable with the evaluation submitted by their team leader with whom they had a romantic/physical relation during the session, in breach of the provisions of the Policy on Safeguarding Safety and Dignity in EYP;

   iii. If a finding has been made that serious harmful behaviour has taken place between the evaluating and evaluated person, and that has influenced the content of the evaluation, the evaluated person can ask the GB for the evaluation to be removed; this is not applicable to instances where the evaluation takes note of such behaviour occurring.

9. i. The person writing an evaluation should share a draft of the evaluation with the person concerned before submitting it online, giving her/him the opportunity to seek corrections to factual inaccuracies in the evaluation.

   ii. The evaluating person should seek, in good faith, to resolve requests for rectification of factual information, while ensuring that future selection panels can get an objective description of the evaluated individual's performance.

   iii. In case no input is received from the evaluated person in 5 days, the evaluating official can submit the evaluation.

   iv. The evaluated person can still seek rectification of factual information after the submission of the evaluation, in which case the evaluating person can submit an updated version and ask the HR Officer to upload it. In case of disagreement with the subjective evaluation in the evaluation, the individual can submit comments to it on the Member Platform.

   v. The HR Officer, or if needed the Governing Body, can be asked to assist the two parties in finding a mutually convenient solution as regards needed rectifications.

10. All members and alumni are entitled to view their information stored and valid evaluations.

11. Evaluations are stored in the database for four years and deleted thereafter, whereby they become invalid.

International Sessions

12. 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 Media Team members;
    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.

13. Chairpersons can evaluate their Delegates, if they believe to have relevant information on them for a future selection panel. If a chairperson does not intend to submit any evaluations for any of their delegates, they must inform the HR Officer in writing by the deadline for evaluations' submission.

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

15. If in exceptional cases a yet to be evaluated Official indicates that they do not require an evaluation, a team leader can be absolved of the obligation of submitting said evaluation without repercussions. The person to be evaluated must communicate their decision and reasoning behind it to their team leader. Once the team leader approves the request, they must communicate it to the HR Officer for final approval in the form of a written communication signed by the evaluator and the evaluee, ideally before the session and no later than a week after the end of the event.

National and Regional Events

16. 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 Media Team members;
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.

17. Chairpersons can evaluate their Delegates, if they believe to have relevant information on them for a future selection panel.

18. 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. Presidents and Head Organisers of Small Scale Events (SSEs) that do not fulfill the aforementioned criteria are considered to be exceptions to this clause and may also receive an evaluation.

Common Provisions

19. Session trainers are evaluated by the team leaders they supported, where the team leaders believe to have information relevant for future selection panels (e.g. a board and/or chairs' team trainer will be evaluated by the President, a media team trainer will be evaluated by the editor). Where a trainer supports several teams, the evaluation is submitted by the president in cooperation with the other team leaders involved in the training.
In case of training events, the Head-Trainer evaluates trainers; the NOC evaluates the Head-Trainer, where the respective evaluator believes to have information relevant for future selection panels.

Evaluations can be submitted for training events/in-session training that last at least 6 hours.

20. Should a team leader become unable to fulfil their post-session responsibilities in terms of offering evaluations and feedback after the event,

(a) Vice-presidents can take on the responsibility to do so for chairpersons;
(b) Editor assistants for media team members;
(c) Core team organisers/team leaders within the organisers' team for organisers' teams.

In such instance, the respective team leader should inform the HR Officer as soon as possible. Alternatively, such communication can be made by the (remaining) leadership team of the event and/or NOC. In case no evaluations are submitted by a team leader after an International Session, the HR Officer will contact the individuals mentioned in provisions (a)-(c) to inquiry as to whether they are willing to take on the responsibility.

21. National Committees can choose to delegate their responsibilities of evaluating team leaders to those who should be consulted in the process of drafting evaluations, as per Clauses 12(iv) and 15(v). This is done by way of written communication to the HR Officer ideally before the event, and latest one week after the end of the event.

22. 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.

23. If the above deadlines are not met, evaluations will not be considered valid for the purpose of selection panels. Members failing to comply with their mandatory post-session responsibilities are to be flagged with a negative record on their profile.

24. 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.