**R5**

**ECML Training and consultancy for member states**

**Moderator’s report**

In the two weeks after the event, please complete this report which is intended as a record for the expert team, the ECML secretariat and the programme consultant.   
This report will not be forwarded to the local organisers unless agreed upon otherwise.

**Please send this completed form together with the programme of the event within two weeks after the event to** [**erika.komon@ecml.at**](mailto:erika.komon@ecml.at)

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| **Internal information** |

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| **Title of the training and consultancy** |  |
| **Event moderator(s) and number of participants** |  |
| **Date and venue of the event** |  |
| **Type of the event** | workshop, seminar  consultancy of experts  conference contribution  other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **What is the envisaged impact of the event? Which follow-up activities are planned?** |  |
| **Outputs of the event (materials produced, etc.)**  **Please attach output document(s) (e.g. PowerPoint presentation) or include link(s) to outputs here.** |  |
| **Has the intervention fulfilled the envisaged purpose from your point of view as a moderator of the event?** | It fulfilled the purpose.  It fulfilled the purpose to a significant extent.  It did not fulfill the purpose to a significant extent.  It did not fulfill the purpose at all. |
| **If it did not fulfill the purpose, what were the issues? What conclusions can be drawn for the work of your ECML training and consultancy team?** |  |
| **Feedback on the cooperation with the host country/the local organiser (preparation of the event, support on site, overall communication etc)** |  |
| **What did you learn from the responses given to the feedback questionnaire by the participants? Were there concerns raised? What are the conclusions (if applicable)?** |  |
| **Feedback, questions, and requests and/or any further comments that you may wish to offer the ECML secretariat** |  |