

## 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 their learning experience by helping them 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. An evaluation is completed using the evaluation form of the EYP by publishing it at the Member Platform.
5. 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 and Head Facilitators evaluate Vice-Presidents, Chairpersons and Facilitators;
  - ii. Editors evaluate Editorial Assistants and Media Team members;
  - iii. Head-Organisers evaluate Core-organisers and Organisers;
  - iv. Heads of Jury evaluate Jury Members;
  - v. Head Trainers evaluate Trainers;
  - vi. National Committees evaluate Presidents, Head-Organisers, Editors, Head Trainers, Heads of Jury and Head Facilitators. National Committees may consult other members of leadership at a session to guide their evaluation.
  - vii. National Safe Persons evaluate Event Safe Persons in exceptional cases described in Clause 26. Consultation with the National Committee is advised while conducting the evaluation of the Event Safe Persons.
6. In cases of special circumstances where an individual was not physically present at the event but their actions—or lack thereof—had a significant negative impact, they may still receive an evaluation from their respective team leader, in accordance with the scheme outlined in Clause 5. This applies when their conduct has demonstrably affected the event, the team, or the wider organisational environment. This ensures that future selection panels have access to all relevant information, even if the person was not physically present at the session.

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<sup>1</sup> President, Head-Organiser, Editor, Head of Jury, Head-Trainer, Head Facilitator

Consultation with the National Committee is advised while conducting the evaluation. Examples of conduct that may be considered under this provision include, but are not limited to:

- i. Breach of the EYP Policy on Welfare
- ii. Breach of the EYP Policy on Safeguarding, Safety, and Dignity
- iii. Failure to fulfil responsibilities
- iv. Persistent unresponsiveness (e.g., failing to reply for more than seven days despite clear deadlines, multiple reminders, and reasonable efforts to establish contact)
- v. Inappropriate behaviour

7. Chairpersons and Facilitators can evaluate their Delegates or Participants, if they believe to have relevant information on them for a future selection panel.
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. The authorisation expires as follows:
  - i. If the applicant is not selected for the event, the authorisation to access their evaluation expires on the first day of the event as stated on the Members' Platform.
  - ii. If the applicant is selected, the authorisation expires after the evaluation period for the event has passed (see clause 20).
  - iii. For other exceptional authorisations granted by the Executive Director, the Executive Director will set the authorisation expiry date.
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 them 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 Core-Organisers and 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 evaluatee, ideally before the session and no later than a week after the end of the event.

## **Common Provisions**

16. Following roles should be possible to add to an event on the Members Platform:

- i. Head-Organiser, President, Editor, Head of Jury, and Head-Trainer;
- ii. Core-Organiser, Vice-President, Editorial Assistant, Jury member, and Trainer;
- iii. Organiser, Chairperson, and Media Team Member;
- iv. Facilitator, and Event Safe Person;
- v. Governing Body Member, NC Board Member, and EYP Staff;
- vi. Teacher, Delegate, Trainee, and Participant.

17. 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.

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

18. 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.

19. 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.

20. The following deadlines apply for submitting evaluations:

- i. Six weeks after the session, evaluations must be submitted for officials of extended leadership and team members;

- ii. Eight weeks after the session, evaluations must be submitted for leadership members;
  - iii. In exceptional cases, the Executive Director can decide to accept late submissions.
- 21. 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.
- 22. 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.
- 23. Prior to the submission of any evaluation, regardless of the voluntary or mandatory character of the evaluation, the individual(s) responsible for submitting it shall/must consult with the event's Safe Person(s) in order to verify whether a breach of the Welfare Policy or the Policy on Safeguarding Safety and Dignity in EYP has taken place.
- 24. In case an individual is 'flagged' to the new Members' Platform due to a potential breach of Safety and Welfare Policies had been indicated in their evaluations, they are not considered automatically excluded from any other further selection either on the national or international level. The flagging function aims to solely notify future selection panels on the need to read carefully through the 'Welfare' section of the evaluation before making a free and independent final selection.
- 25. All session officials have a deadline of 9 calendar days following the event's last day to request an evaluation from their team leader. Past that deadline, team leaders are not obligated to provide an evaluation to their team members.
- 26. In case an Event Safe Person is found to act in ways that do not align with the requirements for this role, National Safe Persons may evaluate the individual. These actions may include:
  - i. breaches of the Code of Conduct;
  - ii. grave breaches of the Policy on Safety and Welfare such as bullying, harassment, abuse, and sexual violence;
  - iii. not performing the tasks outlined in Clause 33 of the Policy on Safety and Welfare;
  - iv. not living up to the criteria outlined in Clause 14 of the Policy on Safety and Welfare in other ways.