

EaPGREEN



Partnership for Environment and Growth



Enhancing strategic environmental assessment in selected countries of Eastern Europe, the Caucasus and Central Asia

Training of Trainers Workshop: Design and Delivery of training events on SEA

3-6 November 2015

Lopota Lake Resort, Kakheti, Georgia



Workshop Report

November 2015

The EaP GREEN programme is funded by the European Union and other donors, and is jointly implemented by the four partner organisations: OECD, UNEP, UNECE and UNIDO.



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1. Background information

In cooperation with the United Nations Economic Commission for Europe (UNECE), Ministries responsible for environment in Armenia, Azerbaijan, Belarus, Georgia, the Russian Federation, the Republic of Moldova and Ukraine (hereinafter Ministries) are in the process of reforming their respective national environmental assessment legislation and institutional frameworks with a view to joining and implementing the UNECE Protocol on Strategic Environmental Assessment (SEA) to the Convention on Environmental Impact Assessment in a Transboundary Context (Espoo Convention). Kazakhstan plans to initiate similar reforms in 2016. The aim of the reforms is to establish and implement national SEA systems that are aligned with the provisions of the Protocol. In 2015, some of the countries have also initiated or intend to initiate pilot SEA procedures for selected national plans or programmes. These pilot procedures allow for: practical application of the draft legislation; building of national capacities on SEA; and development of recommendations for further reforms.

Despite significant efforts of the Ministries, countries still face a number of challenges that could delay the introduction of national SEA systems, lead to incorrect interpretation and to weak transposition into national level of the provisions of the Protocol on SEA, and delay their expected ratification of/accession of the countries to the Protocol. To date, Armenia is the only country in Eastern Europe, the Caucasus and Central Asia sub-region that is Party to the Protocol on SEA (since 2011). In particular, some of the reported challenges relate to difficulties in understanding and designing procedures on screening, quality control and transboundary SEA procedures; in engaging sectoral authorities that play crucial role in the SEA systems; and in creating their own pool of experienced national experts that can further support the reform processes.

To support legislative reforms of environmental assessment systems and build national capacities in implementing SEA, UNECE secretariat to the Espoo Convention and its Protocol on SEA organised a one day sub-regional conference and four day Train-the-Trainers workshop on SEA. While the sub-regional conference ‘Developing legislative framework for the SEA in line with the UNECE Protocol on SEA’ introduced the legal aspects related to the transposition of the requirements of the Protocol into the national legislation, the Train-the-Trainers workshop on SEA aimed mainly at preparing national experts as trainers for carrying out further SEA capacity-building and awareness-raising events at national and local levels.

Up to forty participants from Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, the Russian Federation, the Republic of Moldova and Ukraine actively took part in the events.

The events were mainly funded under the European Union (EU) funded Programme “Greening Economies in the Eastern Neighbourhood” (EaP GREEN). This funding was supplemented by the EU funded project ‘Supporting Kazakhstan's Transition to a Green Economy Model’ and a UNECE project in support of the development of the SEA system in the Russian Federation funded by the Swedish Government. The events were organized by the UNECE secretariat with the assistance of the international consultants. The logistical support was provided by the Georgian non-governmental organization ‘Georgia’s Environmental Outlook’.

2. Objectives of the Workshop

The aims of the four-day Training of Trainers workshop (hereinafter also the ‘ToT workshop’) were:

- to prepare national experts as trainers for carrying out further SEA capacity-building and awareness-raising events at national and local levels;
- to identify the priorities to further support development of SEA systems in the participating countries and review 2016 national capacity building and technical assistance work programmes accordingly;

In addition, the workshop provided an occasion to discuss a concept, focus and a possible content of the national guiding documents for the practical application of SEA which are to be developed in six EaP countries in the framework of the EaP GREEN Programme.



Picture: Group discussion

2.1 Participants

Altogether 35 participants attended the workshop (see the List of Participants in Annex 3). They mainly represented central environmental authorities (i.e. the ministries responsible for environmental issues) and other governmental agencies, there were representatives of NGOs as well as experts and consultant. The participants were selected based on the nomination by the beneficiary countries. Nominated persons had to meet following criteria:

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- Previous experience with SEA and/or other types of environmental assessment (EIA, OVOS, State Ecological Expertise);
- Current function in SEA and/or other environmental assessments-related tasks e.g. administration of SEA and/or other environmental assessment processes, preparation of environmental reports, involvement in planning processes or project permitting etc.;
- Availability for the entire duration of the four-day ToT workshop in 2015 and for a follow-up training session (scheduled for summer – autumn 2016);
- Availability for delivering training at subsequent SEA trainings to be organized in your country (in Spring/Summer 2016);
- Willingness and availability for the development of the national guidance documents on the SEA (from February to September 2016);
- Commitment to being involved in further SEA capacity building activities at the national level.

2.2 Trainers team

The workshop was facilitated by the team of altogether seven international trainers:

- Ms. Olena Borysova
- Ms. Maia Gachechiladze-Bozhesku
- Ms. Marina Khotuleva
- Mr. Michal Musil
- Ms. Olena Pometun
- Mr. Dima Skrylnikov
- Mr. Martin Smutny

The trainers represented a wide range of background and experience – with practical application of SEA in former Soviet Union countries as well as in the EU, extensive knowledge of the legal aspects in the participants' countries, as well as expertise in training skills. The trainers' team was supported by Ms. Elena Santer, UNECE EaP GREEN Programme manager



3. Workshop design

The workshop design provided maximum space to the participants to perform as lecturers and trainers. The core time of the ToT was dedicated to the group work, when participants were preparing their training sessions, and subsequently delivering the prepared training. The agenda was slightly adjusted based on the needs assessment, which had been conducted before the ToT – the participants were asked to complete a short questionnaire (see Annex 4) to indicate – among others – the most challenging aspects of SEA as well as specific issues they would like to address at the ToT.

The conclusions from the training needs assessment were discussed at the initial session (using the ‘Problem Tree’ approach) – following reasons were identified causing ‘not fully functioning SEA system’ (which was defined as the core problem):

- Lack of capacities for conducting SEA
- Late SEA application (in planning process)
- Too wide scope of SEA (inefficient scoping)
- Too narrow identification of relevant stakeholders
- Limited involvement of health authorities
- Lack of legal/regulatory framework for SEA
- Reluctance of planning authorities to conduct SEA
- Lack of quality control

The participants suggested topics to be addressed during the ToT as well as further support needed to overcome the problems identified:

Topics to be addressed at the ToT

- How to carry out quality control/quality assurance
- How to link SEA and planning
- How to link SEA and EIA
- How to conducting efficient scoping
- How to draft a good SEA report
- To present case examples and ‘success stories’

Further support needed

- Establishing clear screening procedure and criteria to decide on SEA application
- Developing practical guidance on SEA application
- Developing tools and methods to be used in SEA
- Capacity development of the local authorities
- Awareness raising among the planning authorities
- Establishing of SEA network

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Picture: The Problem Tree

The ToT was largely based on the draft Training Manual ‘How to conduct training events on strategic environmental assessment’. The draft Training Manual had been specifically developed for the event in English and Russian. The draft manual provides theoretical background on SEA as well as case examples for the group work, and it also contains section on the training skills including tips for training practice. The participants were encouraged to review the Training Manual and provide suggestions for improvements – inputs gained at the workshop shall be used in its finalization.

To improve the efficiency of the training, the participants had been asked in advance of the ToT to prepare two training sessions on selected SEA topics (using the training manual and their work knowledge and experience with SEA) – see Annex 2. The division of topics among the countries was as followed:

Country	Topic 1	Topic 2
Armenia	Introductory presentation on ‘Introduction to SEA’	Facilitated discussion on ‘Stakeholders consultations’
Azerbaijan	Group exercise on ‘Scoping’	Case example on ‘Analysis of impacts and mitigation measures’
Belarus	Introductory presentation on ‘Analysis of impacts and	Facilitated discussion on ‘SEA and decision-making’

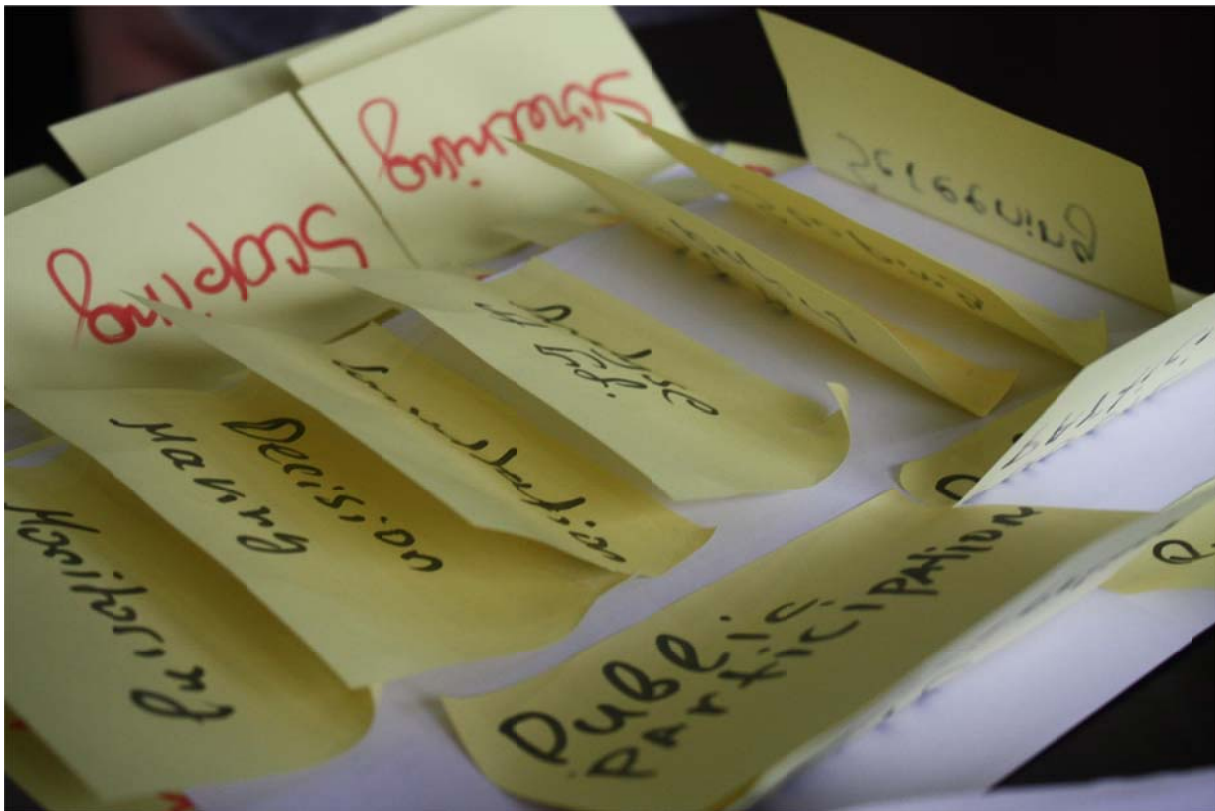


	mitigation measures'	
Georgia	Group exercise on 'Screening'	Case example on 'Scoping'
Kazakhstan	Introductory presentation on 'SEA report'	Facilitated discussion on 'Introduction to SEA'
Moldova	Case example on 'SEA report'	Group exercise on 'Stakeholders consultations'
Russian Federation	Introductory presentation on 'Stakeholders consultations'	Facilitated discussion on 'SEA report'
Ukraine	Introductory presentation on 'Quality control'	Group exercise on 'Introduction to SEA'

The training programme combined introductory plenary sessions to present basic information about SEA topics and the work in groups for preparation and delivery of the training sessions by the participants. For the group work the participants from eight countries were divided in two rooms (i.e. there were between 16 – 19 participants in each room). The participants in each room were further divided into three smaller 'international' groups of 5 – 6 participants (i.e. with group members from different countries). This setting enabled to share the country specific experiences and knowledge and can be seen as the element contributing to the successful training.

The group work sessions had similar structure – after a short introduction to the topic by the international experts, the groups were working on the assignment supported by the international experts (three experts in each room) for around 30 – 40 minutes. Once the groups were ready with the preparations, the selected participants delivered training sessions (usually around 20 minutes were allocated to each group) and obtained the immediate feedback from the international experts. The experts commented on both content and the training performance. As a results accelerated learning was facilitated to provide an opportunity to the participants to develop the training skills and improve their knowledge on SEA. The concluding session for each topic included presentation of the case examples by the international experts to highlight the key messages and principles of SEA and questions and answers session.

Besides SEA-related topics, also specific sessions on the training skills were included in the agenda. These session were organized in an interactive way to – through exercises – enhance participants' skills on facilitating the discussion, delivering presentations etc.



Picture: Preparation for the group work presentation

In addition, the participants also discussed the needs regarding further SEA development in countries in order to outline activities to be conducted in 2016 within the EaP GREEN projects (both within the ToT at plenary discussion, as well as during ‘bilateral meetings’ with the UNECE Secretariat representatives). Specifically, a part of the concluding sessions was dedicated to the preparation of the national SEA guidelines – the participants were asked to formulate general focus of the guidelines and expected content (e.g. should the guidelines be of the procedural nature or rather addressing specific analyses to be conducted in SEA etc.).

At the end of the workshop, the participants were awarded by the certificate confirming their participation of the event.

After the training workshop the participants are expected to design and deliver their own training courses and awareness raising events for national stakeholders to be organized in 2016.



4. Summary of Outcomes

As mentioned above, there were two main aims of the ToT:

- To prepare national experts as trainers for carrying out further SEA capacity-building and awareness-raising events at national and local levels, and
- To identify the priorities to further support development of SEA systems in the participating countries and review 2016 national capacity building and technical assistance work programmes accordingly;

This sections summarizes the outcomes of the training in relation to these two aims – regarding trainers' preparation in chapter 4.1, while chapters 4.2, 4.3, and 4.4 refer to priorities for further SEA development and related tools.

4.1 Trainers' development

Considering day-by-day performance of the participants, it can be concluded that the goal to prepare the SEA trainers capable to organize and deliver the SEA training in the beneficiary countries was met to a large extent. Majority of the participants has sufficient knowledge of SEA and related aspects – through the ToT they gained further information on main SEA principles, its specific steps and analyses. Also, training skills of many participants are on a relatively high level.

4.2 Priorities to further support development of SEA systems in the participating countries

The final session of the training was dedicated to clarifying priorities for technical advice and capacity building activities under the EU funded EaP GREEN Programme, the EU funded project 'Supporting Kazakhstan's Transition to a Green Economy Model' and the UNECE project in support of the development of the SEA system in the Russian Federation funded by the Swedish Government.

The conclusions of these discussions can be summarized as follows:

Country	Needs and proposals
Azerbaijan	<ul style="list-style-type: none"> • Training(s) for planning authorities • Training and capacity building events for civil servants • Development of by-laws to the SEA law
Armenia	<ul style="list-style-type: none"> • Awareness raising events for sectoral authorities • Changes to the SEA law and greater attention to the legal base for SEA • National trainings as there are no SEA experts in Armenia (could be sector-wise SEA trainings) • Additional SEA pilot projects, in particular in urban development area
Belarus	<ul style="list-style-type: none"> • Trainings with the planners to incorporate SEA in the planners work (could be undertaken in 2016) • We face the refusal of the MoH to participate in SEA: options to engage them
Georgia	<ul style="list-style-type: none"> • An awareness raising event for the reps of different agencies,



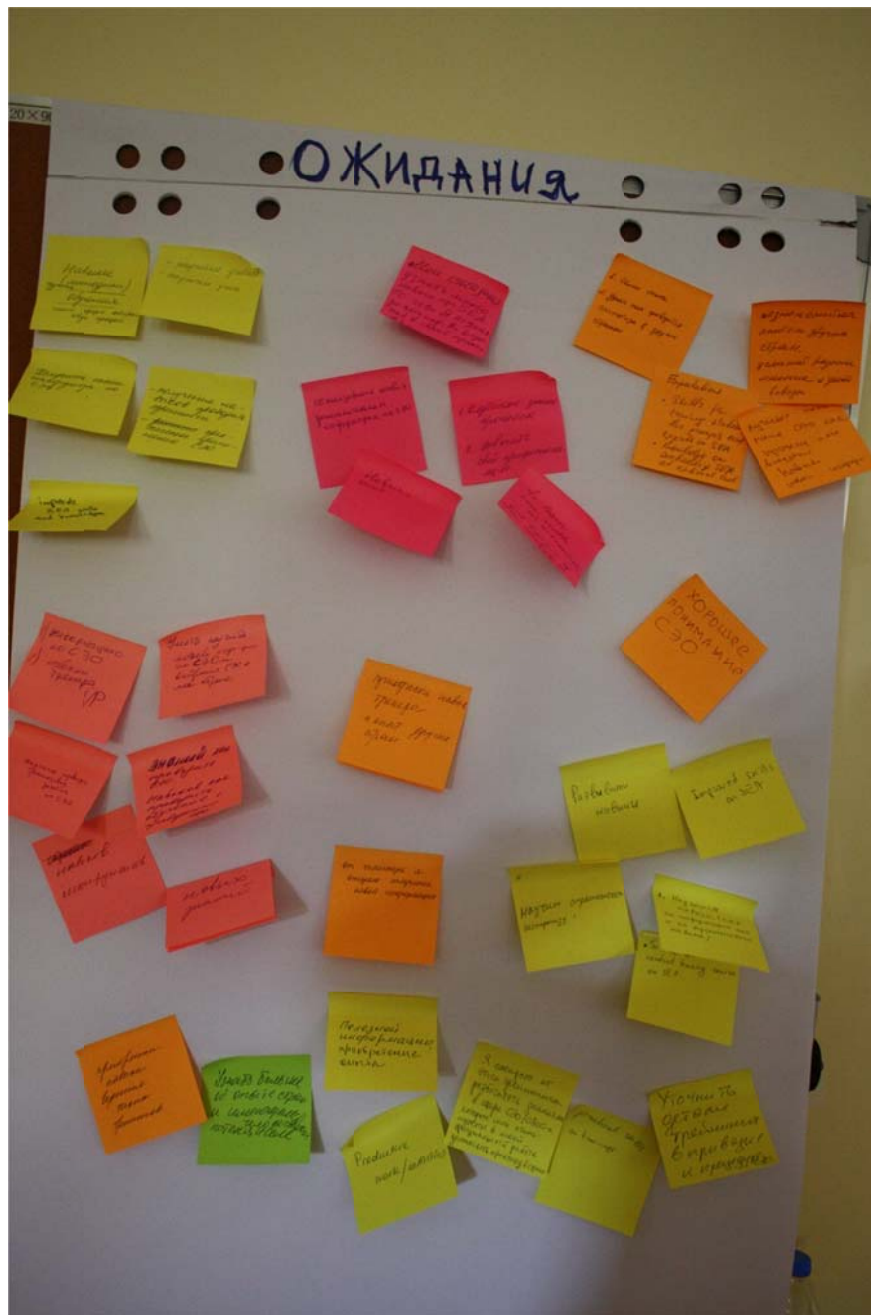
Country	Needs and proposals
	<p>ministries, Government Committees, etc. to tell them about the SEA and its benefits</p> <ul style="list-style-type: none"> • A training for the MoE, MoH and other major stakeholders on their role in SEA • A training for the MoH as we have problems with their involvement
Moldova	<ul style="list-style-type: none"> • Training events for planning authorities, NGOs and other stakeholders • Implement a Pilot SEA at the national level and compare the approaches and outputs of the two Pilots • National Guidance on SEA
Kazakhstan	<ul style="list-style-type: none"> • Review of the national legislation • Development of the national SEA legislation • Training events for authorities • A Pilot SEA that would demonstrate the importance of SEA for planning
Russia	<ul style="list-style-type: none"> • Impact assessment workshop as part of the SEA Pilot • Trainings for the regional authorities (could be joint events with the participation of the WWF experts and UNECE SEA experts) • National Guidance or Manual on SEA for Russia
Ukraine	<ul style="list-style-type: none"> • A number of training events, most probably at the regional level involving planning authorities, MoH, NGO, etc. • A Pilot SEA project.

At the regional level the following priorities were mentioned:

- Exchange of experiences i.e. regular regional meetings and trainings
- Training and guidelines on quality control of the SEA documentation
- Application of SEA pilot projects mainly at the national in the major planning scheme (e.g. spatial/urban planning) addressing transboundary aspects as well as adaptation to the climate change
- Further capacity building i.e. training and developing guidelines on specific topics (incorporation of the health issues into the environmental assessments (both SEA and EIA), which can be built on UNECE – WHO cooperation in this field , or guidelines on SEA as a tool for integrating climate change adaptations)
- The participants also indicated further support for them as trainers will need to be provided.

In addition, during the workshop the discussions initiated by the participants on establishing the regional network were organized. The first suggestions were presented during the concluding session and the request for further EaP GREEN support was raised. The platform should primarily connect the experts and governmental officials in the field of SEA to exchange experience as well as to provide future basis for possible certification of quality for SEA experts – also possibility to link the platform to the International Association for Impact Assessment (IAIA) was discussed.

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Picture: Example of poster session's outputs

The UNECE EaP GREEN Programme manager, Ms. Elena Santer emphasized that taking into account the existing financial situation and the anticipated project closure at the end of 2016, the EaP GREEN will be able to address these requests only partially. Based on the bilateral discussions between the UNECE Secretariat and the National Focal Points to the Espoo Convention the existing national workplans will be

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reviewed and the requests raised will be accommodated to the extent possible. The UNECE Secretariat will also communicate the countries' priorities to the EU and other donors.

4.3 Focus of the National SEA Guidelines

Since the national SEA guidelines should be elaborated within the EaP GREEN project in the participants' countries in 2016, the concluding session was also dedicated to this topic – participants were asked to formulate general focus of the guidelines and expected content (e.g. should the guidelines be of the procedural nature or rather addressing specific analyses to be conducted in SEA etc.). Considering the suggestions raised (see overview on the table below), it is obvious that the most of the countries would like to have more than one guiding document. On the other hand, the guidelines on SEA procedure will be of a high importance optimally also providing practical examples on how to address certain SEA analyses and/or procedural steps.

Country	Ideas and proposals regarding SEA guidance documents
Azerbaijan	<ul style="list-style-type: none"> • A general SEA Guidance • The guidance should include hand-outs (would be useful to include the experience of Georgia) • There could be two guidance documents: for the MoE and for planning authorities
Armenia	<ul style="list-style-type: none"> • One Guidance document with the detailed procedure of SEA (a guidance of a procedural nature)
Belarus	<ul style="list-style-type: none"> • A theoretical guidance with practical examples for various sectors
Georgia	<ul style="list-style-type: none"> • National Guidance should be well tailored to the national legal requirements • Three guidance documents are desirable: <ol style="list-style-type: none"> 1. For SEA consultants on the SEA substance 2. For planning authorities 3. For decision-makers / Ministries
Moldova	<ul style="list-style-type: none"> • Guidance should include a clear division of roles among the stakeholders in SEA • In addition, Guidelines on public participation in SEA (Note: It was suggested to refer to the existing Aarhus Convention Manual for PP)
Kazakhstan	
Russia	<ul style="list-style-type: none"> • A general National Guidance or Manual on SEA
Ukraine	<ul style="list-style-type: none"> • Step-wise (detailed) instructions on how to conduct SEA targeted at planning authorities (not on a procedure, but more on the substance of SEA) • Note: The earlier prepared SEA Manual (part of the Canadian project) is intended only for the regional development strategies

4.4 Comments and suggestions to the SEA Training Manual

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- To include more case examples to illustrate a good practice
- To include exercises developed during the ToT

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5. Evaluation

The evaluation was carried out using the evaluation form (see Annex 5 to this Report) completed by the participants at the end of the event. In total, 34 forms have been filled out and the summary of results is provided below.¹

Evaluation question 1: Please, indicate how relevant the event was for you and explain why.

Average scoring: 3

Summary of written feedback: The training was linked to the practical work of the participants, who gained knowledge and experience for coordinating further trainings and promoting SEA. They learned skills on how to conduct trainings including preparation of the training materials, planning the training, and training methods to be used for different target groups. Especially practical examples and exercises led to improving the training skills.

Evaluation question 2: Where the background documents provided before the event useful for you and why?

Average scoring: 3

Summary of written feedback: It was noted that the training materials could have been sent earlier to provide more time to get familiar with them, and thus make the ToT more efficient. On the other hand, the Training Manual was found useful during the preparation of practical exercises.

Evaluation question 3: Where the provided presentations clear and understandable?

Average scoring: 2.91

Summary of written feedback: Yes, especially the case studies. All presentations combined theoretical and practical aspects, which helped a lot to understand the issues. The most of the presentations provided practical examples and case studies from other countries.

Evaluation question 4: Where you satisfied with the performance of the trainers and why?

Average scoring: 2.94

Summary of written feedback: The trainers were evaluated as well informed, very experienced, and flexible; they presented the issues also from practical, not theoretical point of view. Their practical experience was obvious in every step of the training. Performance of the trainers met the expectations.

¹ Please note that the numerical scoring using the scale 1 – not very good, 2 – partially, 3 – very good, was used only for questions no. 1, 2, 3, 4, and 7. Therefore for these questions also the average scoring is provided.



Evaluation question 5: What, in your view, was the most useful topic discussed within the event and why?

Summary of written feedback: Screening, scoping (as a basis for further analysis), baseline analysis, public participation, quality control. Training methods – for their practical application in future.

Evaluation question 6: What forms of support would you need for organizing and delivery of training events on SEA in your country?

Summary of written feedback:

- Training materials
- Case examples
- Expert support (international expertise)
- Guidelines
- Financial and organizational support to plan further training courses on SEA
- Possibility to attend further trainings
- Organizing the round-table on draft legislation on SEA with ministries, agencies and representatives of Parliament dealing with this issues
- Organizing practical training on SEA to mid-range civil servants.

Evaluation question 7: Where you satisfied with the logistical aspects of the event? Explain why.

Average scoring: 2.91

Summary of written feedback: The event was well organised, very attentive to participants. All the details were considered and it met all needs and requirements. Everything was well planned and organised.

Evaluation question 8: What would you propose to improve delivery of similar events in future?

Summary of written feedback:

- To organize some sessions outside
- Allocating more time for each topic
- Some trainers should better the level and knowledge of the persons involved and try to be more diplomatic/flexible in conclusions
- ‘Green meeting’ approach should be applied

6. Conclusions

6.1 Lessons learned

Based on the conclusions from the discussions during the ToT as well as considering suggestions made through the evaluation forms, following aspects can be reflected when organizing similar events in future:

- Working in ‘international working groups’ highly contributed to exchange of information and experience and the efficient training (although the option of having the country groups had been discussed before the ToT, the international working groups were organized, which turned out to be a good option)
- The workshop agenda should be more ‘relaxed’ providing enough space for immediate discussions after each topic
- Although the event was organized at the ‘training of trainers’ and therefore assuming the participants will have sufficient knowledge of SEA theory, still there was a need to present theoretical background before actual work on the presentations and training sessions (since the Training Manual provides a solid theoretical basis, this aspect could be easily accommodated in the agenda)
- Using as many as possible practical and real case examples to illustrate possible approaches and challenges of SEA practice



Picture: Presentation of the group work

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6.2 Next steps

Following the discussions during the ToT the planning of the national training will be developed by the UNECE Secretariat. Also, the 2nd ToT workshops should be optimally organized in September – October 2016 to share experience from the national trainings as well as to further enhance participants understanding of SEA and their training skills.

However, as already mentioned above, the scope of activities will depend on the funds available.

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7. Annexes

7.1 Annex 1: Detailed agenda

Day 1: Tuesday, 3 November 2015

- 09:00 – 9:15** **Welcome address and presentation of the aims of the workshop**
Elena Santer, UNECE Secretariat
- 09:15 – 9:30** **Introduction to the ToT scheme and the ToT workshop – design and arrangement, schedule**
Ms. Martin, Smutny, Ms. Olena Borysova and Ms. Olena Pometun, consultants to UNECE
- 09:30 – 10:30** **Reflections on the conclusions of the Sub-regional conference and summary of the participants' views on the main SEA-related challenges to be addressed at the ToT**
Facilitated discussion
- 10:30 – 11:00** **Coffee break**
- 11:30 – 12:40** **Training and presentation skills – introduction**
Ms. Olena Pometun
- 12:40 – 13:00** **Introduction to the training manual and arranging the working groups**
Ms. Maia Gachechiladze-Bozhesku and Ms. Olena Pometun
- 13:00 – 14:00** **Lunch**
- 14:00 – 14:15** **Introduction to SEA**
Mr. Martin Smutny (tbc)
- 14:15 – 15:30** **Group work: Preparation of the training session on 'Introduction to SEA'**
Participants will work in groups with the support from the international experts
- 15:30 – 16:30** **Delivery of the training session on 'Introduction to SEA' facilitated by selected participants**
Selected participants will deliver the session developed by them and be provided with feedback on the training techniques used and the content of the session
- 16:30 – 17:30** **Concluding discussion – what has worked well, refining training techniques, suggestions for following days**



Facilitated discussion

- 17:30** **End of day 1 of the ToT**
- 18:00 – 21:00** **Excursion and Dinner in Chateau Mere, Kakheti Region**

Day 2: Wednesday, 4 November 2015

- 09:00 – 09:30** **Summary of Day 1 of the ToT**
Facilitated by Ms. Olena Pometun and Mr. Martin Smutny
- 09:30 – 9:45** **Introduction to screening**
Ms. Olena Borysova (tbc)
- 9:45 – 10:15** **Training skills – design and delivery of the group work exercises**
Ms. Olena Pometun (tbc)
- 09:30 – 11:00** **Group work: Preparation of the training session on ‘Screening’**
Participants will work in groups with the support from the international experts
- 11:00 – 12:30** **Delivery of the training session on ‘Screening’ facilitated by selected participants**
Selected participants will deliver the session developed by them and be provided with feedback on the training techniques and the content of the session
- 12:30 – 13:30** **Lunch**
- 13:30 – 14:30** **Training and presentation skill – skills to carry out a facilitated discussion**
Ms. Olena Pometun and Ms. Olena Borysova (tbc)
- 14:30 – 14:45** **Introduction to scoping**
Mr. Martin Smutny
- 14:45 – 15:45** **Group work: Preparation of the training session on ‘Scoping’**
Participants will work in groups with the support from the international experts
- 15:45 – 16:45** **Delivery of the training session on ‘Scoping’ facilitated by selected participants**
Selected participants will deliver the session developed by them and be provided with feedback on the training techniques and the content of the session
- 16:45 – 17:00** **Concluding discussion – what has worked well, refining training techniques,**



suggestions for following days

Facilitated discussion

17:00 **End of Day 2**

Day 3: Thursday, 5 November 2015

- 09:00 – 9:15** **Summary of Day 2 of the ToR**
Facilitated by Ms. Olena Pometun and Mr. Martin Smutny
- 09:15 – 9:30** **Introduction to baseline analysis and impact assessment**
Ms. Olena Borysova (tbc)
- 09:30 – 11:00** **Group work: Preparation of the training session on ‘Baseline analysis’ and ‘Impact assessment’**
Participants will work in groups with the support from the international experts
- 11:00 – 12:00** **Delivery of the training session on ‘Baseline analysis’ and ‘Impact assessment’ facilitated by selected participants**
Selected participants will deliver the session developed by them and be provided with feedback on the training techniques and the content of the session
- 12:00 – 13:00** **Lunch break**
- 13:00 – 14:00** **Training and presentation skill – continuation**
Ms. Olena Pometun
- 14:00 – 14:15** **Introduction to SEA report and quality control**
Mr. Martin Smutny
- 14:15 – 15:15** **Group work: Preparation of the training session on ‘SEA report’ and ‘Quality control’**
Participants will work in groups with the support from the international experts
- 15:15 – 16:15** **Delivery of the training session on ‘SEA report’ and ‘Quality control’ facilitated by selected participants**
Selected participants will deliver the session developed by them and be provided with feedback on the training techniques and the content of the session
- 16:15 - 16:45** **Practical aspects of SEA – design of SEA process, ToR, budgetary issues,**



composition of SEA team etc.

Introduction by Mr. Martin Smutny followed by a question and answer session

- 16:45 – 17:20** **Planning SEA events at the national level: target audiences, aims, objectives and focus of the events**
Facilitated by Ms. Elena Santer and Mr. Martin Smutny
- 17:20 – 17:30** **Concluding discussion – what has worked well, refining training techniques, suggestions for following days**
Facilitated discussion
- 17:30** **End of Day 3**
- 18:00 – 21:00** **Excursion and Dinner in Winery Khareba's Unique Wine Cellar and Tunnel, Kakheti Region**

Day 4: Friday, 6 November 2015

- 09:00 – 09:15** **Summary of Day 3 of the ToT**
Facilitated by Ms. Olena Pometun and Mr. Martin Smutny
- 09:15 – 09:30** **Introduction to stakeholders participation**
Ms. Olena Borysova (tbc)
- 09:30 – 11:00** **Group work: Preparation of the training session on 'Stakeholders participation'**
Participants will work in groups with the support from the international experts
- 11:00 – 12:00** **Delivery of the training session on 'Stakeholders participation' facilitated by selected participants**
Selected participants will deliver the session developed by them and be provided with feedback on the training techniques and the content of the session
- 12:00 – 13:00** **Lunch break**
- 13:00 – 14:00** **Training and presentation skill – continuation**
Ms. Olena Pometun
- 14:00 – 15:00** **Introduction to SEA and decision-making**
Mr. Martin Smutny



- 14:15 – 15:00** **Group work: Preparation of the training session on ‘SEA and decision-making’**
Participants will work in groups with the support from the international experts
- 15:00 – 16:00** **Delivery of the training session on ‘SEA and decision-making’ facilitated by selected participants**
Selected participants will deliver the session developed by them and be provided with feedback on the training techniques and the content of the session
- 16:00 – 17:00** **Concluding discussion**
- **Integrating the SEA training and capacity building in existing trainings schemes in the participants’ countries**
 - **Guidance on practical implementation of SEA: focus, structure and format**
 - **Workshop evaluation**
- Facilitated discussion*
- 17:00** **End of the workshop**
- 17:30 – 18:30** **Dinner**
- 19:00** **Departure to Tbilisi (to be confirmed)**



7.2 Annex 2: Home assignment

Subject: Preparation to the Sub-regional conference on SEA and the Training of Trainers workshop, 3-6 November 2015, Lopota Lake Resort, Kakheti, Georgia

Dear participants,

As the Sub-regional conference on legal implementation of SEA and Training of Trainers workshop on practical implementation of SEA (ToT) to be organized in November 2 – 6, 2015, in Kakheti, Georgia, are getting closer, let us hereby provide you with essential substantive information about the event, including background documents:

- The Sub-regional Overview of legislative and administrative reforms for implementing strategic environmental assessment in Eastern Europe and the Caucasus (will be sent to the participants on Monday, 26 October 2015) - for the sub-regional conference (2 November)
- Manual on Strategic Environmental Assessment for Trainers - for the training of trainers workshop (3-6 November).

The documents will be available in English and Russian at the UNECE website following the link <http://www.unece.org/index.php?id=40656#/>

The logistical information will be sent to you by our partners from GEO on Friday this week i.e. 23 October 2015.

In preparation to the ToT we kindly ask you – as the participants of the event – to complete a home assignment consisting of three tasks described below.

First, in order to allow the trainers and the experts to better target the discussions within the sub-regional conference and the ToT, please indicate any specific SEA topic or issue you would like to address within the ToT and the conference on legal aspects of SEA. It can be based on your experience from the practical application of SEA in your country, it can reflect existing challenges and problems related to the national system for environmental appraisal of projects and/or plans and programs, or it can consider aspects related to development of the legal framework for SEA. It is very important for the trainers and the experts facilitating the events to know in advance your ideas and suggestions to be able to properly integrate it in the design of the events. Therefore, we would like to ask you to **complete a short Training Needs Assessment questionnaire** (see separate annex to this letter) and send it back to us (by email to Elena.Santer@unece.org with copy to martin.smutny@integracons.com) **by Wednesday October 28, 2015, at the latest.**

The **second task** is in fact the follow up of the first one: Since the ToT agenda includes the initial session (Day 1, from 9.30am) to discuss the conclusions of the sub-regional conference (to be organized before the ToT) and the participants' views on the main SEA-related challenges to be addressed at the ToT. Thus, **please prepare a short session (up to 5 minutes) on behalf of your country** to introduce an overview of the main challenges and specific issues which would be the most important for further SEA development in your and which you would suggest to be addressed during the ToT. There is no specific format prescribed for this – you can use any method or approach to deliver you session.



Third, as obvious from the agenda, a large part of the ToT will be dedicated to the 'mock training' i.e. the training will be a highly interactive and practical: with the support from the international trainers you will have a chance to prepare and deliver (in the safe learning environment) presentations, facilitate group work and discussions etc. Since proper preparation for that can be very demanding during the training itself, we would like you to provide some time ahead the event to get ready'. The training manual (see the link above) provides an extensive background regarding SEA topics (i.e. screening, scoping, baseline analysis etc.) as well as describes training techniques and tools.

In principle, each SEA topic shall be taught through four training elements i.e. introductory presentation, group exercise or case example, and concluding discussion. The introductory presentation shall describe basic principles as well as tools and methods to be used for a given SEA topic, an exercise is supposed to apply the theory on selected case, while the case example should illustrate practical application of a given SEA topic on the real SEA case carried out. The concluding discussion should highlight the key messages related to a given SEA topic as well as to identify potential challenges regarding practical application.

Thus, we would like to ask you – together with other participants from your country – to prepare two training sessions. The topics and relevant training element is indicated in the table below. Although there will be time provided to finalize your sessions during the ToT, you should prepare it in advance to a large extent. Please also note that all country representatives should be involved in preparing and delivering your sessions at the ToT, therefore we kindly ask you to coordinate among yourselves. For further information please contact your national contact point for the ToT.

Country	Topic 1	Topic 2
Armenia	Introductory presentation on 'Introduction to SEA'	Facilitated discussion on 'Stakeholders consultations'
Azerbaijan	Group exercise on 'Scoping'	Case example on 'Analysis of impacts and mitigation measures'
Belarus	Introductory presentation on 'Analysis of impacts and mitigation measures'	Facilitated discussion on 'SEA and decision-making'
Georgia	Group exercise on 'Screening'	Case example on 'Scoping'
Kazakhstan	Introductory presentation on 'SEA report'	Facilitated discussion on 'Introduction to SEA'
Moldova	Case example on 'SEA report'	Group exercise on 'Stakeholders consultations'
Russian Federation	Introductory presentation on 'Stakeholders consultations'	Facilitated discussion on 'SEA report'



Ukraine	Introductory presentation on 'Quality control'	Group exercise on 'Introduction to SEA'
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In addition to preparing your lecture on the two topics above, we would like to highly encourage you to get familiar with entire training manual, since it will make your participation at the ToT more efficient.

We would also like to ask you to make sure that there will at least one laptop within your country group to be used during the ToT. Please note that only two printouts of the training manual will be available for each country group. Similarly, please make sure that you have your SEA legislation with you printed or in electronic format to facilitate your work during the sub-regional conference.

We remain available for any questions or comments – do not hesitate to approach us and/or send us your inputs on email martin.smutny@integracons.com in copy to the UNECE Secretariat on email Elena.Santer@unece.org. Should you consider it useful, you can send the draft presentations, group work assignment etc., during next week to get a preliminary feedback before the workshop.

We look forward to meeting you in Georgia

On behalf of the trainers and experts

Elena Santer and Martin Smutny

The team of trainers and experts to facilitate the events consists of:

Ms. Maia Gachechiladze-Bozhesku

Ms. Marina Khotuleva

Ms. Olena Borysova

Ms. Olena Pometun

Mr. Dima Skrylnikov

Mr. Jerzy Jendroška

Mr. Michal Musil



7.3 Annex 3: List of Participants

Armenia	
<p>Ms. Armine Vardanyan</p> <p>"Environmental Expertise" SNCO Assistant Director</p>	<p>3 Government Building, Republic Square Yerevan, Armenia</p> <p>Phone: + 3741 0220218</p> <p>E-mail: interdept@yahoo.com mnpexpertise@bk.ru</p>
<p>Ms. Azganush Drnoyan</p> <p>Ministry of Nature Protection Environmental Expertise SNCO, Chief Specialist</p>	<p>3 Government Building, Republic Square Yerevan, Armenia</p> <p>Phone: +374 93 39 77 60</p> <p>E-mail: interdpt@yahoo.com</p>
<p>Ms. Larisa Kharatova</p> <p>Ministry of Nature Protection, Chief Specialist of International Cooperation Department</p>	<p>3 Government Building, Republic Square Yerevan, Armenia</p> <p>Phone: +374 93 69 65 13</p> <p>E-mail: lararsh@rambler.ru</p>
<p>Ms. Nune Harutyunyan</p> <p>REC Caucasus Director, Executive Troika Member</p>	<p>Armenia, Yerevan</p> <p>Phone: + 374 93 200 281</p> <p>E-mail: nune.harutyunyan@rec-caucasus.org</p>
Azerbaijan	
<p>Ms. Aysel Babayeva</p> <p>Ministry of Ecology and Natural Resources Senior Adviser of State Expertise Administration</p>	<p>100 A B. Agayev St. Baku, Azerbaijan</p> <p>Phone: +994556001538</p> <p>E-mail: ayselbabasoylu@yahoo.com a.babayeva@eco.gov.az</p>



<p>Mr. Mehman Nabiye</p> <p>Ministry of Ecology and Natural Resources Environmental Policy Division Senior Adviser</p>	<p>100 A B. Agayev St. Baku, Azerbaijan</p> <p>Phone: + 994503424006;+994125387073</p> <p>E-mail: m.nabiyev@eco.gov.az</p>
<p>Mr. Fikrad Jafarov</p> <p>Sustainable Development Society Chairman</p>	<p>Salyanskoe road, Building 2, 2-19/20 Baku, Azerbaijan</p> <p>Phone: +99412 4949 572; +99 055 790 67 88</p> <p>E-mail: Fjafarov@mail.ru</p>
<p>Mr. Amin Mammadov</p> <p>Project Implementation Unit State Committee of Urban Planning and Architecture (SCUPA) of Azerbaijan, Deputy Director</p>	<p>Koroghlu 145/A Khirdalan City, Azerbaijan</p> <p>Phone: +99450 351 06 03</p> <p>E-mail: amigo.ihp@gmail.com</p>
<p>Mr. Shamil Huseynov</p> <p>Parliament of Azerbaijan Republic Head of Sector on Natural Resources, Energy and Environment</p>	<p>1 Parliament Ave. Baku, Azerbaijan</p> <p>Phone: +994503742142</p> <p>E-mail: shh_azinas@yahoo.com</p>
Belarus	
<p>Ms. Elena Karakina</p> <p>Legal Advisor</p>	<p>Minsk, Belarus</p> <p>Phone:+375 17 2007549 ; +375 29 6830775</p>



	E-mail: koryakina.elen@yandex.ru
Ms. Tamara Yalkouskaya Ministry of Natural Resources and Environmental Protection	Brest, Belarus Phone: +37529 6444577; +375293964818 E-mail: priroda@ecocom.brest.by
Ms. Tatsiana Lahuta Ministry of Natural Resources and Environmental Protection, Chief Specialist of the Department of State Ecological Expertise	Minsk, Belarus Phone: + 375 29 174 39 44 E-mail: tat.laguta@gmail.com
Ms. Darya Hrynchyk Ministry of Natural Resources and Environmental Protection, Chief Specialist of International Cooperation Department	Minsk, Belarus Phone: +375 25 609 57 83 E-mail: icd@tut.by
Ms. Nadezhda Zdanevich Ministry of Natural Resources and Environmental Protection, Chief of Division of Urban Development Expertise	Minsk, Belarus Phone: + 375 17 200 27 67, 375 44 738 71 98 E-mail: nzdanevich@tut.by
Georgia	
Ms. Khatuna Gogaladze	Tbilisi, Georgia



Independent Consultant	<p>Phone:</p> <p>E-mail: kh_gogaladze@yahoo.com</p>
<p>Ms. Tamar Sharashidze</p> <p>Ministry of Environment and Natural Resources Protection of Georgia</p> <p>Head of Environmental Impact Permits Department</p>	<p>6 Gulua St. Tbilisi, Georgia</p> <p>Phone: +995 591 91 31 39</p> <p>E-mail: t.sharashidze@moe.gov.ge</p>
<p>Ms. Irma Melikishvili</p> <p>LELP Environmental and Education Center, Ministry of Environment and Natural Resources Protection</p>	<p>6 Gulua St. Tbilisi, Georgia</p> <p>Phone: +995 591 81 96 18</p> <p>E-mail: irma.melikishvili@eiec.gov.ge</p>
<p>Ms. Tamar Nasuashvili</p> <p>Ministry of Environment and Natural Resources Protection of Georgia, Chief Specialist of Environmental Impact Permits Department</p>	<p>6 Gulua St. Tbilisi, Georgia</p> <p>Phone: +995 595 59 82 81</p> <p>E-mail: tamara2903@gmail.com</p>
<p>Mr. Koba Bakhturidze</p> <p>Ministry of Environment and Natural Resources Protection of Georgia, Deputy Head of Environmental Impact Permits Department</p>	<p>6 Gulua St. Tbilisi, Georgia</p> <p>Phone: +995 577620101</p> <p>E-mail: k.bakhturidze@moe.gov.ge</p>
<p>Ms. Nino Tandilashvili</p>	<p>6 Gulua St. Tbilisi, Georgia</p>



<p>Ministry of Environment and Natural Resources Protection of Georgia</p> <p>Head of Division of Parliamentary Affairs and Lawmaking</p>	<p>Phone: +995 577 28 25 45</p> <p>E-mail: ninucanlg@gmail.com</p>
Kazakhstan	
<p>Mr. Vadim Ni</p> <p>Ecoforum of Kazakhstan Chairperson</p>	<p>Almaty, Kazakhstan</p> <p>Phone: +77017101150</p> <p>E-mail: josefina.kz@mail.ru</p>
<p>Ms. Olga Melnik</p> <p>Ministry of Energy Head of the Department of Information Analytical Center of Environmental Protection</p>	<p>Kazakhstan, Astana</p> <p>Phone:</p> <p>E-mail: melnik.29@mail.ru</p>
<p>Ms. Assem Sadykova</p> <p>Ministry of Energy Head of Legal Department</p>	<p>Astana, Kazakhstan</p> <p>Phone: +7 701 9997084</p> <p>E-mail: asem83.08@mail.ru</p>
<p>Ms. Zhanna Kazzhanova</p> <p>Ministry of Energy Chief Expert of Environmental Expertise and Permits</p>	<p>Astana, Kazakhstan</p> <p>Phone: +770 15 38 99 08</p> <p>E-mail: zh.zhanna.84@mail.ru zh.kazzhanova@energo.gov.kz</p>
Moldova	
<p>Mr. Andrei Isac</p>	<p>Chisinau, Moldova</p>



Ministry of Environment Consultant	Phone: E-mail: andrei.isac.environment@gmail.com
Ms. Iordanca-Rodica Iordanov EcoContact Executive Director	Chisinau, Moldova Phone: +373 79716696 E-mail: r.iordanov@vox.md
Mr. Dumitru Gorelco Ministry of Environment Advisory Officer Consultant of International Relations and EU Integration	9 Cosmonautilor St. Chisinau, Moldova Phone: +373 022 204505 E-mail: gorelco.dumitru@mediu.gov.md
Ms. Tatiana Plesco Ministry of Environment Consultant	9 Cosmonautilor St. Chisinau, Moldova Phone: +373 79 901 48 36 E-mail: Plesco@mediu.gov.md
Mr. Silviu Neghina Ministry of Economy, Senior Consultant, Economic Development Projects Department	Moldova, Chisinau Phone: +373 2250637 E-mail: silviu.neghina@mec.gov.md
Russia	
Ms. Yulia Dolinina WWF Russia	19 Nikoloyamskaya St., building 3 Moscow, Russia Phone: +7 926 560 88 60 E-mail: yulia.dolinina@gmail.com



Environmental Law Project Coordinator	
Ukraine	
Ms. Natalia Trofymenko	Kyiv, Ukraine
Ministry of Ecology and Natural Resources	Phone: + 0675256161 E-mail: trofimenko@menr.gov.ua; trofi59@i.ua
Mr. Viacheslav Potapenko	Kyiv, Ukraine
NGO Institute of Green Economics Director	Phone: E-mail: potapenko@ukr.net
Mr. Oleksandr Tarasenko	35 Vasiliya Lipkivs'kogo St., Kyiv, Ukraine
Ministry of Ecology and Natural Resources of Ukraine Deputy Head of Department of International Relations	Phone: +380 6678 48966 E-mail: o.tarasenko77@gmail.com o.tarasenko@menr.gov.ua
Ms. Natalia Ryzhenko	Kyiv, Ukraine
State Ecological Academy Professor of Faculty of Ecology	Phone: + 380442063131 E-mail: kaf_ecol@ukr.net; dei2005@ukr.net
Mr. Gennadii Marushevskiy	Kyiv, Ukraine
National Academy of Public Administration, Doctoral Candidate	Phone: E-mail: gbmarush@gmail.com
International Organizations	



<p>Ms. Elena Santer</p> <p>United Nations Economic Commission for Europe (UNECE)</p>	<p>Palais des Nations 1211 Geneva Switzerland</p> <p>Phone: + 41 22 917 2090 E-mail: elena.santer@unece.org</p>
International consultants and experts	
<p>Mr. Martin Smutny</p> <p>Expert</p>	<p>Phone:</p> <p>E-mail: martin.smutny@integracons.com</p>
<p>Mr. Michal Musil</p> <p>Integra Consulting s.r.o.</p>	<p>Pobrezni 16 18600 Praha 8 Czech Republic</p> <p>Phone: +420 774 132 319 E-mail: michal.musil@integracons.com</p>
<p>Dr. Jerzy Jendroska</p> <p>Expert</p>	<p>Pl. Solny 16 50-062 Wroclaw Poland</p> <p>Phone: +48 71 341 02 34 Email: jerzy.jendroska@jjb.com.pl jjb@jjb.com.pl</p>
<p>Dr. Maia Gachechiladze-Bozhesku</p> <p>SEA Expert Company “Ecoline International ” Ltd. Managing Director</p>	<p>Sofia 1000, District “Sredetz”, 1 Racho Dimchev Str, entrc. A, 2nd floor, # 9</p> <p>Phone: +380 95 11 00 727 E-mail: mayagachechiladze@gmail.com</p>
<p>Mr. Dmytro Skrylnikov</p> <p>International consultant, Ukraine</p>	<p>O.Basarab str., 9/6 Lviv, Ukraine</p> <p>Phone: +380 322 43 96 32 E-mail: DSkrylnikov@mail.lviv.ua</p>



<p>Dr. Marina Khotuleva</p> <p>Expert Ecoline Environmental Assessment Centre Director</p>	<p>Leningradskoye road, 108-1-129 Moscow, Russia</p> <p>Phone: +7 903 519 2099 E-mail: marina_khotuleva@eac-ecoline.ru</p>
<p>Dr. Professor Olena Pometun</p> <p>Expert</p>	<p>Ukraine, Kyiv 7 Mishuga St, apt 11</p> <p>Phone: +380635729391 E-mail: opometun@gmail.com</p>
<p>Dr. Borysova Olena</p> <p>Expert</p>	<p>Ukraine, Kyiv 2/34 Kikvidze Street, ap. 15</p> <p>Phone: +380675784215 E-mail: borysova.olena@gmail.com</p>
<p>Mr. Siarhei Mahonau</p> <p>Expert</p>	<p>Minsk, Belarus</p> <p>Phone: + 375 295049611 E-mail: swat2@tut.by</p>
<p>Ms. Olga Khomyakova</p> <p>Resource and Analysis Center “Society and Environment”</p>	<p>42 Sakharova St., off.509 Lviv, Ukraine</p> <p>Phone: +380 97 380 60 00 E-mail: olga.khomyakova@rac.org.ua</p>



7.4 Annex 4: Questionnaire for the Training Needs Assessment

Training Needs Assessment questionnaire

Enhancing strategic environmental assessment in selected countries of Eastern Europe, the Caucasus and Central Asia

Sub-regional conference, 2 November 2015

&

Training of trainers workshop, 3-6 November 2015

Please answer the questions below considering your experience with strategic environmental assessment (SEA) and/or other types of the environmental assessment applied in your country as well as taking into account draft or approved national legal framework for SEA. We would kindly ask you to return completed questionnaire by email to Elena.Santer@unece.org with copy to martin.smutny@integracons.com by **Wednesday October 28, 2015**, at the latest.

1. Have you participated so far in any SEA/EIA trainings or any other capacity building? If so, what training parts and topics were the most useful for you?
2. What stage or analysis usually performed in SEA you consider as the most important and why?
3. Please describe the key challenges that you can foresee in your country in regard to the practical application or development of legal framework when it comes to the usual steps and analyses to be performed in SEA as listed below. When doing so, you may wish also to indicate how existing problems could be solved.
 - Screening i.e. deciding whether the plan or programme requires SEA.



- Scoping i.e. determining the focus and scope of the SEA
4. Linking SEA to planning i.e. how to integrate SEA in the planning process and reach planning authorities when introducing SEA schemes.
- Assessing likely effects and formulating mitigation measures

 - Stakeholders' participation

 - Quality control

 - Decision-making i.e. taking due account of SEA outcomes in the preparation of plans and programme

 - Monitoring
5. Please indicate what specific issues related to the SEA legal framework or its practical application you would like to be addressed during the sub-regional conference and/or the ToT?
6. What support materials (guidance on certain SEA analyses, forms for specific SEA steps, explanatory notes on the legal provisions, bylaws) should be optimally developed to support further application of SEA in your country?

EaP GREEN



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7.5 Annex 5: Evaluation Form

Training of Trainers Workshop on

‘Design and Delivery of training events on Strategic Environmental Assessment ‘

3 – 6 November 2015, Lopota Lake Resort, Kakheti, Georgia

Evaluation form

1. Please, indicate how relevant the event was for you and explain why.

1 (not relevant) 2 (partially relevant) 3 (very relevant)

2. Where the background documents provided before the event useful for you and why?

1 (not useful) 2 (partially useful) 3 (very useful)

3. Where the provided presentations clear and understandable?

1 (not clear) 2 (partially clear) 3 (very clear)

4. Where you satisfied with the performance of the trainers and why?

1 (not satisfied) 2 (partially satisfied) 3 (very satisfied)

5. What, in your view, was the most useful topic discussed within the event and why?



6. What forms of support would you need for organizing and delivery of training events on SEA in your country?

7. Where you satisfied with the logistical aspects of the event? Explain why.

1 (not satisfied) 2 (partially satisfied) 3 (very satisfied)

8. What would you propose to improve delivery of similar events in future?