

## Application for registration as central office on i-EVAL

As registered central organisation or central office, you have the possibility to view overall results of all meetings that you have been assigned to by those organisations conducting the meetings (or a choice of meetings).

This is how it works:

1. Register as user on [www.i-eval.eu](http://www.i-eval.eu). You now have the same rights as regular organisations, i.e. you may create meetings and conduct evaluations.
2. Fill out this form, sign and send it to the i-EVAL team by email. (See address above).
3. After appraisal, you will be assigned as "central office".
4. You will now have the possibility to view results of all meetings that have been assigned to you and create and download overall evaluations.

I hereby apply for registration as central organisation on i-EVAL and confirm to be authorized to do so. I obligate myself to handle all data confidentially, as defined by the principles of use of i-EVAL printed below.

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*Name of the central organisation*

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*Address*

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*Contact person*

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*Email address*

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*Date & signature*

## Principles of use for the evaluation instrument

From the very beginning, it was important for the creators of this evaluation instrument to develop a process which would be helpful to institutions and staff in ensuring the development of quality in their work. It is not intended that this instrument be used for monitoring or controlling. The following principles of use were unanimously decided upon by the project team:

- The goal is to make the self-evaluation for every institution/organizer as easy and convenient as possible
  - The evaluation instrument is used exclusively for quality development and not as a “surveillance instrument.”
  - Whoever works with the data, commits him- or herself to dealing with it confidentially. Anonymity is guaranteed at all levels
  - The data of the individual institutions should be continually collected and combined.
  - Taking the information on board and evaluating the data is open and self-critical.
  - Evaluation and interpretation takes place in cooperation with all participants
  - Further development of the instrument is desirable, however only on the basis of firm scientific standards
  - Whoever uses the evaluation instrument ensures transparent implementation and observance of these principles within his/her area of responsibility.
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