Example of post-event evaluation, from a webinar on agriculture in the UNFCCC negotiations on 21 Oct 2015

**Part 1: Participant background**

***1.*** ***How you would describe your function/ role in your job? Please tick appropriate below.***

|  |  |
| --- | --- |
| o Researcher | o Advocacy |
| o Policy Maker/Advisor | o Other, please specify |

***2.*** ***How confident and knowledgeable are you in the areas mentioned below?***

*Please rate these questions on a scale from 1 to 5 with 1 = very low, 2 = low, 3 = moderate, 4 = high, 5 = very high*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BEFORE Webinar** | | | | |  | **AFTER Webinar** | | | | |
| **1** | **2** | **3** | **4** | **5** | **Understanding the role of agriculture in UNFCCC process** | **1** | **2** | **3** | **4** | **5** |
|  |  |  |  |  | 1. The evolution of agriculture in the negotiations |  |  |  |  |  |
|  |  |  |  |  | 2. Relevance of SBSTA process for agriculture and current submissions |  |  |  |  |  |
|  |  |  |  |  | 3. Opportunities for agriculture in the post-2015 climate agenda |  |  |  |  |  |
|  |  |  |  |  | 4. Synergies and trade-offs on adaptation, mitigation and food security concerns |  |  |  |  |  |
|  |  |  |  |  | 5. Role of countries in prioritizing and planning agricultural interventions |  |  |  |  |  |
|  |  |  |  |  | 6. Tools and strategies for communicating agriculture issues up to, during and after COP21 |  |  |  |  |  |

**Part 2: Evaluation of the webinar**

1. ***How useful was the information shared in the webinar to you?***

*Please rate these on a scale from 1 to 5 with 1 = not useful at all, 3 = somewhat useful, 5 = very useful*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| *Presenter 1 / Recent progress and developments (including SBSTA 2015)* |  |  |  |  |  |
| *Presenter 2 /Agriculture under SBSTA: technical submissions and workshops in 2016* |  |  |  |  |  |
| *Presenter 3 /Using the Toolkit: resources for engaging* |  |  |  |  |  |
| *Questions and Answer session* |  |  |  |  |  |

***Please explain any of your ratings to explain e.g. why you found a session particularly useful or not at all.****Text field ….*

1. ***How relevant did you find the offered sessions of the webinar to your work?***

*Please rate these on a scale from 1 to 3 with 1 = not relevant at all, 3 = somewhat relevant, 5 = very relevant*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| *Presenter 1 / Recent progress and developments (including SBSTA 2015)* |  |  |  |  |  |
| *Presenter 2 /Agriculture under SBSTA: technical submissions and workshops in 2016* |  |  |  |  |  |
| *Presenter 3 /Using the Toolkit: resources for engaging* |  |  |  |  |  |
| *Questions and Answer session* |  |  |  |  |  |

***Please feel encouraged to elaborate on any of the ratings that you have given to explain e.g. why you found a session particularly irrelevant or relevant.***

*Text field ….*

***3. Please share with us what immediate follow-up you are planning based on what you have learned in the webinar:*** *Text field ….*

***4. Was the webinar format suitable for you?*** o *Yes* o *No, because …*

***5. How was the quality of the connection?***

o Very good so I could follow without any problems.

o OK so that I could follow what was being said.

o *Very bad to the extent that it was very difficult to understand and follow what was said.*

***6. How did you find the presentation of the content for the session?***

*Please rate on a scale of 1 to 5 with 1 = very bad, 2 = bad, 3 = ok, 4 = good, 5 = very good*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| *Presenter 1 / Recent progress and developments (including SBSTA 2015)* |  |  |  |  |  |
| *Presenter 2 /Agriculture under SBSTA: technical submissions and workshops in 2016* |  |  |  |  |  |
| *Presenter 3 /Using the Toolkit: resources for engaging* |  |  |  |  |  |
| *Questions and Answer session* |  |  |  |  |  |

***Please elaborate any of your ratings given above.*** *Text field*

***7. Could the organizing team of the webinar get in contact with you with follow up questions? [Yes/No]****If yes please add your e-mail ……*