# National activity Evaluation form

(1) Please fill the form with correct information and attach official event’s brochure and event’s report for any necessary information verification. Fields with (\*) are mandatory.

(2) Please fill the form for each national event that you organized / animated in your country during 2017.

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| **National activity** |
| Date (\*) |  |
| City, Country (\*) |  |
| Host name (\*) |  |
| Category (training, seminar, coaching, etc.) (\*) |  | Rating Details: (from 1pt to 5pt) / Rating Factor: 1 *Evaluation (Reserved to IFIA’s Evaluation Department):* |
| Sub category (filling patents, PCT, etc.) (\*) |  | Rating Details: (from 1pt to 5pt) / Rating Factor: 1 *Evaluation (Reserved to IFIA’s Evaluation Department):* |
| Total Number of Participants (\*) |  | Rating Details: (from 1pt to 5pt) / Rating Factor: 1 *Evaluation (Reserved to IFIA’s Evaluation Department):* |
| Youth participants |  | Rating Details: (0pt or 5pt) / Rating Factor: 1 *Evaluation (Reserved to IFIA’s Evaluation Department):* |
| Women participants |  | Rating Details: (0pt or 5pt) / Rating Factor: 1 *Evaluation (Reserved to IFIA’s Evaluation Department):* |
| Total delivered certificates |  | Rating Details: (from 1pt to 5pt) / Rating Factor: 1 *Evaluation (Reserved to IFIA’s Evaluation Department):* |
| Certificates for Youth  |  | Rating Details: (0pt or 5pt) / Rating Factor: 1 *Evaluation (Reserved to IFIA’s Evaluation Department):* |
| Certificates for Women |  | Rating Details: (0pt or 5pt) / Rating Factor: 1 *Evaluation (Reserved to IFIA’s Evaluation Department):* |

A: Number of Criteria:

B: Sum of **Criteria Scores:**

**National Activity Evaluation (B/A):**

# Evaluation Criteria and Method

1. Each IFIA member has to fill and send the IFIA evaluation forms in due time to be evaluated by the IFIA’s Evaluation Department
2. The evaluation of each country depends on the evaluation of all its members activities (corresponding, collaborating and full members), if an IFIA member doesn’t send required forms in due time, his country ranking will be affected accordingly
3. Activities of organizations / institutions which are not members of IFIA, will not be evaluated and are not considered in the country activities evaluation
4. Each criteria is calculated using “ranking detail” and “ranking factor” as specified here after:

A: A **criteria score** is given for each form criteria (given information) = **matching “ranking detail”** x “ranking factor”

B: An **activity total score** is given for each activity = sum of **criteria scores** (A) / number of **criteria**

C: A **member global score** is given for all activities of IFIA member = sum of **activity total score** (B)

D: A Country score is given for all IFIA members in that country = sum of the **member** **global score** (C)

Example

|  |  |  |
| --- | --- | --- |
| Criteria | Given information | Rating Details: (from 1pt to 5pt) / **Rating Factor: 2** |
| Participants number | 200 | 1pt: from 1 to 202pt: from 21 to 503pt: from 51 to 100**4pt: from 101 to 300**5pt: 300 and more |

In this example:

A = 4pt x 2 (ranking factor) = 8