

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.

NATIONAL ACTIVITY		
Date (*)		
City, Country (*)		
Host name (*)		
Category (training, seminar, coaching, etc.) (*)		Rating Details: (from 1pt to 5pt) / Rating Factor: 1 <i>Evaluation (Reserved to IFIA's Evaluation Department):</i>
Sub category (filling patents, PCT, etc.) (*)		Rating Details: (from 1pt to 5pt) / Rating Factor: 1 <i>Evaluation (Reserved to IFIA's Evaluation Department):</i>
Total Number of Participants (*)		Rating Details: (from 1pt to 5pt) / Rating Factor: 1 <i>Evaluation (Reserved to IFIA's Evaluation Department):</i>
Youth participants		Rating Details: (Opt or 5pt) / Rating Factor: 1 <i>Evaluation (Reserved to IFIA's Evaluation Department):</i>
Women participants		Rating Details: (Opt or 5pt) / Rating Factor: 1 <i>Evaluation (Reserved to IFIA's Evaluation Department):</i>
Total delivered certificates		Rating Details: (from 1pt to 5pt) / Rating Factor: 1 <i>Evaluation (Reserved to IFIA's Evaluation Department):</i>
Certificates for Youth		Rating Details: (Opt or 5pt) / Rating Factor: 1 <i>Evaluation (Reserved to IFIA's Evaluation Department):</i>
Certificates for Women		Rating Details: (Opt or 5pt) / Rating Factor: 1 <i>Evaluation (Reserved to IFIA's Evaluation Department):</i>

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 20 2pt: from 21 to 50 3pt: from 51 to 100 4pt: from 101 to 300 5pt: 300 and more

In this example:

$$A = 4\text{pt} \times 2 \text{ (ranking factor)} = 8$$