

## Checklist of tasks and actions for evaluators and inviting Geopark areas:

<p><b>Geoparks and evaluators</b></p> <p>Agree on <u>date</u></p> <p>Agree on <u>agenda</u> which must be approved by the UNESCO Secretariat, it can look as below and must include mandatory items:  <b>D0</b> arrival in the Geopark territory and hotel; 1 hour opening meeting where the area briefly introduces/presents itself to the evaluators  <b>D1</b> field visit  <b>D2</b> field visit  <b>D3</b> field visit; de-briefing at the end of the day between the two co-evaluators + preparation of the presentation/discussion at the closing meeting about your observations of Geopark accomplishments and recommendations  <b>D4</b> closing meeting (1h30 max.): co-evaluators present their observations and discuss their recommendations, go through all material the area has prepared as well as forms A/B, this closing meeting is only for the main people involved in the Geopark and not supposed to be done in having 40-60 people around; departure</p> <p>Agree on <u>suitable flight(s)</u> for the experts (UNESCO rules, economy class and reasonable travel time, it is not acceptable to have a 24 h travel if you can reach the area in 6 hours)</p> <p>Check about <u>visa</u> procedure (Geopark pays), eventual invitation letter from the area needed</p>	
<p><b>Evaluators</b>  <b>PREPARATIONS, HEALTH AND SAFETY:</b>  Send a proof of your valid travel insurance to UNESCO</p> <p>Check you have a valid passport (at least 3 month before expiring!)</p> <p>Check if you need a visa to realise the mission</p> <p>Check that your vaccinations are up to date</p> <p>Do the UN security (bsafe) test (<a href="https://trip.dss.un.org/dssweb/bsafe.aspx">https://trip.dss.un.org/dssweb/bsafe.aspx</a>)</p> <p>Carry a first aid kit with you (attention: certain items may not be permitted in all countries) and your usual medication</p> <p>Make yourself aware of possible hazards in a country</p> <p>Never (NEVER!) accept hazardous tasks or itineraries beyond a reasonable normal family tourist level</p>	<p><b>Geoparks</b>  <b>ORGANIZATION AND LOGISTICS:</b>  Prepare time table and mission programme, discussing with experts, get approval of the UNESCO Secretariat (at least one month before the mission)</p> <p>Send e-ticket (Geoparks must ensure all the logistic conditions including the issue of flight tickets, to prevent unpleasant situations for the evaluators such as delay in reimbursement of flight tickets and only exceptional situations and under agreement of all parties should be accepted that evaluators purchase their flight tickets and/or accommodation)</p> <p>Inform experts about area, climatic and other important things to know (also cultural)</p> <p>Arrange all necessary logistics of the visit like local transport, hotel, stakeholders meetings</p>

<p><b>Evaluators</b></p> <p><b>EVALUATION PROCESS before departure:</b></p> <p>Study again the Statutes and Operational Guidelines to be familiar with the UNESCO Global Geoparks philosophy, designation process and criteria</p> <p>Study carefully the application dossier/progress report and other relevant documents taking into consideration existing UGGps nearby and their connections with the new application</p> <p>Have a look at the Geopark’s website for a first and unmistakable impression on the area’s quality</p> <p>Ask the UNESCO Secretariat if you have any questions about the dossier/progress report , the evaluation/revalidation process, or anything else concerning the mission</p> <p>Contact your co-evaluator via e-mail/phone to exchange ideas and discuss about your mission</p> <p><b>During and after your visit:</b></p> <p>Bring background documents with you</p> <p>Bring a note book (also on paper and a pen!) to take notes during the mission</p> <p>Finalize the report within 2 weeks after the mission (your memory will be fresh) jointly with your co-evaluator</p>	<p><b>Geoparks (continued)</b></p> <p>Without hampering the privacy of the work of the experts:</p> <p>arrange a reasonable (!) amount of media visibility while realizing that the evaluators can under no circumstances communicate about the quality of the findings and judgement during the mission to the press and that the decision on the area (accept, defer, reject/green or yellow card) will be taken solely by the UNESCO Global Geoparks Council</p> <p>Ensure that all relevant official entities and relevant actors (local and national) are aware and informed of the mission</p>
<p><b>UNESCO Secretariat</b></p> <p>Oversee the process, communicate with the Geoparks and evaluators before and after the field mission</p> <p>Ensure that all relevant stakeholders (local and national) are being informed about the mission and are aware of their role, dates and responsibilities, including financial and logistics</p> <p><b>Endorse the mission agenda and activities</b></p> <p>UNESCO will oversee that a strict code of ethics is respected during the mission by all stakeholders and will report any unacceptable behaviour</p>	