## Annex D: Study Tour Feedback Report – VISITING

This short report can help you debrief the visit to your organisation, inform us of the usefulness and the results of the work shadowing visit and is necessary for the reporting of GuiDanCe project to the European Commission.

|  |
| --- |
| (Visiting city) |

*visited*

|  |
| --- |
| (Host city) |

|  |  |
| --- | --- |
| Dates of the visit |  |
| **Content:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Sessions** | **Very good** | **Good** | **Satisfactory** | **Poor** | **N/A** | **Comments** | | Day 1 |  |  |  |  |  |  | | Day 2 |  |  |  |  |  |  | | … |  |  |  |  |  |  | | |
| **Objectives**: taking into account your objectives, did the visit meet your expectations? |  |
| **Outcomes**: what are the main outcomes of the visit? Which policies or projects did you find most interesting? |  |
| **Follow-up**: are you thinking of following-up this visit? How? |  |
| **Transferability** | |
| What will be the impact of the visit in your city? |  |
| Which practice from the host city could potentially be applied back home? |  |
| **Short action plan**: Can you describe at least one action that you are going to implement back home in order to transfer what you learned during the work shadowing visit? | 1… |
| 2… |
| **Additional comments:** |  |
| GuiDanCe has received funding from the EU’s Horizon 2020 research and innovation programme under Grant Agreement No. 653640 | |

## Annex E: Study Tour Feedback Report – HOST

This short report can help you debrief the visit to your organisation, inform us of the usefulness and the results of the work shadowing visit and is necessary for the reporting of GuiDanCe project to the European Commission.

|  |
| --- |
| (Visiting city) |

*visited*

|  |
| --- |
| (Host city) |

|  |  |
| --- | --- |
| Dates of the visit |  |
| Number of participants |  |
| Main topic/s covered during the visit |  |
| Taking into account the stated objectives of the visiting city, do you think the visit met their expectations? |  |
| What were your general impressions of hosting this visit? What would you do differently next time? |  |
| As the hosting city, did you learn anything from the visiting city? If yes, will you be able to apply such knowledge and information in your work? |  |
| As the hosting city, did you have any objectives for the visit (e.g. learning or cooperation objectives)? If so, were these objectives met? |  |
| Additional comments |  |
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