



## **Tasks and responsibilities of the Coordinator - a guide for the EAEVE staff person (Coordinator) accompanying a on-site visiting team**

### **Prior to the visit:**

*6 months* before the visit; the EAEVE office is to trigger the process by communicating/confirming the details of the upcoming visitation: the Faculty to be visited, dates of visit; and contact details of the chair, team and faculty liaison officer.

*Several months* prior to the visit, contact the liaison officer of the faculty and team members: ensure communication settings (e-mail addresses, portable telephone numbers). Not later than *6 months* prior, contact chair, sent copy of "Guidelines for the Chair" and request name and coordinates of student team member. Make sure faculty has received "Guide for the Faculty in preparation of an on-site visit". Every e-mail exchange between faculty and coordinator should be received in copy by the team chair. Also, on every message exchange within the team, the coordinator should be copied.

*Two months* prior to the visit, the coordinator makes sure (by return requests) that the SER has been distributed and received by all team members. Send out or have office send all pertaining guides to the individual team members (guide for the visiting team, guide for the practitioner, guide for the food hygiene expert, and guide for the student member).

Visiting schedule should be received from the faculty at the same time the SER is distributed. Check schedule and coordinate any corrections with faculty and chair.

Coordinate with faculty travel arrangements for the whole team (tickets either purchased by faculty and distributed directly or itinerary chosen individually and refunded by faculty – inquire about local refunding policy).

*Two weeks* prior to visit, remind team and chair to send any requests for clarifications of SER content to dean's office.

Contact each team member and/or liaison officer to obtain information on arrival and departure times (dates, airline, flight numbers). Make sure on-site travel information from airport to hotel has been organised and communicated to the team.

## **During the visit:**

Monday afternoon, check arrangements for meeting room at hotel. Receive team and give short introduction as to the procedures. Obtain information from our office on experience status of experts (and chair). Be specifically thorough and helpful introducing first-time team members. If faculty officials are present, express thanks on behalf of the organisation. Introduce chair and hand over meeting to the chair.

From that moment on and during the entire on-site visit, the coordinator shall have the role of consultant to the team, specifically to the chair and of mediator between team and faculty officials. The main task shall be to ensure reasonable and just application of the 13 evaluation standards, the EU directive 36/2005 including amendments, all under strict observance of the Standard Operating Procedures. It is therefore expected that the coordinator participates actively at the entire on-site visit and at all internal discussions and meetings of the team. The coordinator should not be directly involved in the evaluation process. His/her involvement shall be indirect only by consulting, advising and insuring observance of rules. The lead in the evaluation process shall be taken by the chair. Although it might sometimes be necessary for the coordinator guide the team in intern discussions; vis-à-vis the faculty and in all public meetings, however, the coordinator shall only be passively involved; active involvement should be the exception and only when procedural circumstances so require.

On the first day of the visit (Tuesday), the morning session (public) is being opened with an introduction by the coordinator and/or the chair to the team; these opening statements (visit objectives, aims and brief operating procedures) should be coordinated and discussed between coordinator and chair ahead of time.

The Exit Report should be prepared by the chair with the help by and the input of the coordinator. This is usually done by Thursday evening.

Throughout the visitation and especially towards the end, the coordinator hand in hand with the chair should take every effort to progressively harvesting written chapter contributions from each team member.

Furthermore, it falls within the responsibility of the coordinator to check the ratios delineated by the establishments for plausibility – and when preparing Draft A, collect them transparently as Annex to the report.

On the last day, during the official concluding meeting, the coordinator shall make a brief general statement explaining the procedures following the on-site visit (report generation, drafts, opportunity for faculty correcting factual errors, timetable, and ECOVE decision); the chair shall deliver the Exit Report in presence of all team members. The Exit Report should contain a preliminary but clear indication as to the outcome of the visit; the fact that the final outcome is being decided by ECOVE has to be emphasised.

## **After the visit**

The coordinator receives within 2 weeks after the visitation the draft report containing all chapters collected by the chair (except chapters 1, 2, 3 and 8 which are usually written by

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the coordinator). The coordinator edits, fine tunes, checks and where necessary corrects contents and adds the Executive Summary. Minor corrections may only require consent by the chair. More substantial or factual corrections may require, in addition to the chair, consent of the respective expert and/or the entire team. The report finalised in such way (and formatted if necessary by the EAEVE office, called draft A) should be finalised approximately one month after the visit and sent to the dean's office for factual corrections, if any. It is the coordinators responsibility to screen the faculty's reply and to judge the validity of comments made. In case of ambiguity, the chair should be consulted. The coordinator's tasks end with the final report draft B being forwarded to ECOVE via the EAEVE office (who sends copies of draft B to all team members).

GN. October 2011