

## ANNEX VII

### GUIDE FOR THE LIAISON OFFICER

The Liaison Officer (LO) should be a senior member of the faculty familiar with faculty matters, including organisation.

It is further essential that the LO is entirely familiar with the principles and procedures of the evaluation system laid down in the EAEVE/FVE SOP.

#### PRIOR TO THE VISIT

The fundamental task of the LO is to ensure that the preparations for the visit and the visit itself proceed smoothly and on time.

The core of an evaluation visit are the Self Evaluation Reports (SER 1 and SER 2). The LO should ensure that the Faculty starts work on the SER in good time allowing for contributions from academic and non-academic staff and from students. It is particularly important that the LO ensures that the Faculty dispatches the SER to the visiting experts at least 2 months before the visit.

The LO should also ensure that about 2 months before the visit the Faculty sends a draft programme to the Chairperson of the group of experts and to the Co-ordinator.

Other matters for joint action by the LO and the Faculty:

- group travel arrangements;
- choice and reservation of accommodation (hotel or alternative accommodation), with notice to the experts and the co-ordinator in due time, including phone, fax numbers and e-mail address;
- selecting a room in the Faculty adequate for group meetings, and a room for the group of experts to work privately with access to the internet, a computer and printer. Sometimes, a meeting room in the hotel may also be necessary for part of the visit;
- lunch and dinner arrangements as agreed with the co-ordinator;
- badges for the experts and for all persons they will meet;
- ensuring that the "Open hour", at which individual faculty members meet privately with the group of experts is well advertised.
- ensuring wide information about the visit for all staff and students, and outside groups/bodies that the group will meet.

### **DURING THE VISIT**

The LO is the main link between the group of experts and the Faculty throughout the visit. She/he should therefore be available for the full period that the group is there. The LO's specific functions at this time are to:

- ensure that any additional information requested by the group of experts is supplied by the Faculty;
- ensure that the timetable for the visit is adhered to. This includes ensuring that all institutes/departments are ready to receive the group of experts at the times stated in the programme;
- accompany or arrange for company of the group of experts on its tour of the facilities.
- arrange with the Faculty any changes of the programme requested by the group of experts;
- resolve any queries that arise with regard to the hotel, daily travel to/from the Faculty, etc.;

### **Please note:**

All discussions and interviews between the group of experts with the various groups (faculty, students non academic staff, farmer students, practitioners etc.) are confidential and – unless otherwise arranged – strictly restricted to the respective group members.

### **AFTER THE VISIT**

Normally very little is required from the LO, although while the team is finalising its report queries may arise on which the LO can be of help.