**TTX 09 Evaluation Guidance Note**

## Introduction

This tool provides some tips and keys steps to ensure evaluation is built into the exercise from the design phase to the reporting phase.

## Scope of the evaluation

The evaluation could address one or more of the following three aspects:

* Evaluation of the response system
* Evaluation of the response plan
* Organisation of the exercise.

Evaluation is a key part of the pre-exercise planning phase, and is necessary to ensure that the evaluation material and expected outputs will achieve the exercise objectives.

1. **During the exercise design phase**
* Compile all plans, SOPs and other reference materials existing within the response system
* Assemble an evaluators’ team. Nominate a lead evaluator and ensure that all the required technical expertise is represented within the team. Ensure balanced representation by choosing members from different organizations/departments when possible.
* Define expected actions for each task and operation and/or function.
* Provide indicators for success for each (i.e. specific decision made, correct use of specific SOPs, process initiated, etc.).
* With the management team, develop a methodology for the exercise debriefing.—e.g. evaluation can be built into each session or run as a separate activity at the end of the exercise.
* Develop the slides, support materials and templates needed to run the debriefing sessions.
* In most cases the evaluation can be done by using the exercise outline template (TTX 13), in which expected outcomes are listed per session and can be tracked by the evaluators.
* Develop slides, support materials and templates needed to run the debriefing sessions.
* Prepare the feedback form. *(****TIP****: See template for* Participant feedback form*).*
* Prepare materials for the evaluators’ briefing prior to the exercise.
* Invite all evaluators to the pre-exercise briefing and confirm availability.
1. **Evaluators’ briefing**
* Provide evaluators with clear directives on their expected roles and behaviours during the simulation.
* Allocate specific roles and responsibilities within the evaluation team during the exercise as well as during the debriefing sessions.
* Explain how evaluators are expected to compile and submit their observations.
* Confirm deadline for submission of their inputs.
1. **During the exercise**
* For a TTX, the simplest form of evaluation is to capture and report the exercise discussion points related to the exercise purpose and objectives. This would include solutions, comments, recommendations and ideas on how to improve the level of preparedness or response readiness.
* During the discussion sessions, assign one or more evaluators to capture the discussions, decisions, key comments and recommendations.
* Conduct quick meetings between the evaluation team and the facilitation team in between the sessions of the exercise in order to share any particular concerns regarding the conduct of the exercise.
* ***TIP:*** *the lead evaluator should circulate among the evaluators and ensure that all of them are able to perform their roles properly. Any urgent issues should be communicated directly to the control team.*
1. **After the exercise**
* Conduct an evaluators’ meeting before the participants’ debriefings.
* After the participants’ debriefing, the lead evaluator should facilitate an additional debriefing with all the exercise management team to collect feedback on the conduct of the exercise and lessons for future exercises.
* Provide all input necessary for drafting the report.