**FX15 Evaluation Template**

*The exercise objectives are central for evaluating the exercise as they describe its expected outcomes. With clear, concise and precise objectives, evaluation criteria can be determined. This template can be used for the evaluation of key functions/operations during a FX.*

*Functions that can be evaluated during an exercise include but are not limited to: EOC activation procedures; early warning and alert; communications and media (public relationship management); concept of operations (CONOPS) and use of SOPs; coordination mechanisms; and finance and data management.*

## Template

Title: Evaluation for [**NAME**] FX

[**COUNTRY**]

Date of exercise: [**DD/MM/YYYY**]

Function/operation: [**NAME OF FUNCTION/OPERATION THAT IS EVALUATED**]

N.B.  Tick relevant box at right (Y= Yes P= Partially N= No)

|  |  |  |  |
| --- | --- | --- | --- |
| **Observations** |  |  |  |
| Were the infrastructure, systems, organogram, team(s) (composition and roles and responsibilities) effective for the function/operation being evaluated?  Comment: | Y | P | N |
|  | | |
| Were there procedure(s) and protocol(s) relevant to the function/operation? Was it/were they effective? Was it/were they followed?    Comment: | Y | P | N |
|  | | |
| Was the coordination and communication between members of the team(s) clear and effective?  Comment: | Y | P | N |
|  | | |
| Did the actual outcomes match the expected outcomes? Please relate to specific outcomes.  Comment: | Y | P | N |
|  | | |
| General comments: | | | |