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| **Ministry for Foreign Affairs of Finland**Development Evaluation Unit (EVA-11)Evaluation Manual |
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| * **Template for Start-up Meeting Agenda**
* This template can be used as basic agenda for start-up meetings. Please note that the agenda concentrates on the substance issues of the evaluation. Administrative issues can be discussed in a separate session or in the beginning /at the end of the start-up meeting.
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**Start-up Meeting**

**Date, time and place**:

**Participants**:

**Agenda**

1. **Opening of the meeting, introductions, purpose of the meeting**

*Evaluation manager*

1. **Discussion on the Terms of Reference: Objectives of the evaluation, use of its results, key issues**

*Discussion facilitated by the Evaluation manager*

1. **Presentation and discussion on the evaluator’s tender as well as evaluation approach and methodology**

*Team Leader of the evaluation team, home-office coordinator*

1. **Discussion on the timetables and deadlines, logistical arrangements and roles of the Embassy, partner institutions and other stakeholders**

*Discussion facilitated by the Evaluation manager*

1. **Handing over documentation (if not done earlier)**

*Evaluation manager*

1. **Other issues and concerns of the stakeholders**
2. **Administrative issues (if not done earlier)**

*Evaluation manager and home-office coordinator*

*- possible questions concerning the contract and signing of it*

*- Non-Disclosure Agreement*

*- invoicing practices of the Ministry*

*- contact persons and communication practices of the Ministry*