



Terms of Reference for UNESCO Global Geopark Evaluators

Introduction

In order to evaluate the quality of an area, up to two evaluators are entitled to undertake missions to visit aspiring UNESCO Global Geoparks (aUGGp) as well as existing UNESCO Global Geoparks (UGGp). These evaluations are unique among the UNESCO site designation schemes, allowing and encouraging direct bilateral discussion with the stakeholders, as well as study and assessment of the territories, and are a crucial part of the statutory procedures. The high quality of these evaluation missions and the evaluators who carry out this work will assure the quality of all this new and prestigious designation of UNESCO.

The Second General Assembly of the Global Geoparks Network (GGN), in Madonna di Campiglio, Italy, in September 2018, agreed on the following Terms of Reference for UNESCO Global Geopark Evaluators to enhance the above mentioned quality standards.

The role and establishment of the evaluation teams is framed by Statutes of the International Geoscience and Geoparks Programme (IGGP) adopted by the 28 Session of the General Conference of UNESCO in November 2015. Following these Statutes (Article 5) and the Operational Guidelines for UNESCO Global Geoparks (Section 4), the UNESCO Secretariat in conjunction with the Global Geoparks Network (GGN) will establish and maintain a roster of evaluators who will undertake field evaluations of new applications for aspiring UNESCO Global Geoparks. These evaluators will have combined and proven professional experience relevant for Global Geopark development (geological heritage, conservation, sustainable development, tourism development and promotion, and environmental issues). These evaluators will also conduct revalidation missions.

Article 1: Evaluator selection process

UNESCO and the GGN shall jointly issue an annual call for the appointment of new evaluators. Individuals wishing to become an evaluator for UNESCO Global Geoparks must complete and submit the application form, prepared by UNESCO and the GGN.

Each evaluator must fulfil at least **two** of the criteria below:

1. Be/have been a manager or representing geoscientist in a “green card” holding UNESCO Global Geopark for at least four years;
2. Be/have been a member of the scientific committee of a “green card” holding UNESCO Global Geopark for at least four years;

3. Must have proven combined professional experience relevant to UNESCO Global Geopark development and backed by a corresponding recognized higher education degree in at least three of the following areas: 1 geological heritage, 2 geological conservation, 3 sustainable development, tourism development and promotion, 4 environmental issues, 5 community engagement, and 6 public communication of geoscience for at least five years;

Candidate evaluators that meet the criteria will be informed and kept on the roster.

The evaluators must be ready to dedicate time to carry out the evaluation/revalidation missions and study a considerable number of background documents related to the UNESCO Global Geopark applications and revalidations.

The ability to speak and understand English fluently is essential. The working language of the UNESCO Global Geoparks Council meeting is English. Evaluators shall submit their mission reports to the Council in English and therefore must have the ability to draft in English to a high standard.

As stipulated in the Operational Guidelines for UNESCO Global Geoparks (Section 5.4), evaluators will serve in their personal capacity, not as representatives of their respective States or any other affiliated entities. The GGN will ensure that evaluators have no conflict of interest regarding new UGGp applications or those requiring revalidation. Evaluators will not seek or accept instructions from governments or other authorities and will not conduct missions in their own country.

The UNESCO Global Geoparks Bureau will assign a maximum of two evaluators from the roster of evaluators to each field evaluation / revalidation mission.

Evaluation teams shall independently:

- (a) evaluate applications, extensions and revalidations for UGGps on the basis of the strict guidelines provided by the UNESCO Global Geoparks Council;
- (b) prepare a report after their mission to the Council on the applications, extensions and revalidations evaluated.

Article 2: Evaluator levels

2.1: Senior Evaluator

A Senior Evaluator is the person who has undertaken a minimum of **six** evaluation or revalidation missions. The Senior Evaluator shall undertake evaluation or revalidation missions in tandem with a (junior) co-Evaluator and will be required to train the co-Evaluator and score their performance using a standard evaluation form.

Senior Evaluators must attend at least one training course/seminar once every four years (Operational Guidelines for UNESCO Global Geoparks, Section 8) jointly organized by UNESCO and the GGN, and taking place usually within the framework of a regional Geopark Network meeting or conference.

In the exceptional case of a very complex candidature or revalidation, two Senior Evaluators may be asked to perform a mission together.

2.2 Evaluator

An Evaluator is a person who has undertaken less than **six** Geopark evaluation or revalidation missions. The Evaluator shall undertake evaluation or revalidation missions in tandem with a Senior Evaluator and participate in the annual training course/seminar to improve their skills and knowledge.

To become a Senior Evaluator, the Evaluator is required to:

- participate in a minimum of **six** missions in tandem with a Senior Evaluator,
- receive a score higher than 75 % on their evaluation,
- attend the training course/seminar.

Once an Evaluator has advanced to become a Senior Evaluator, they will receive a certificate delivered jointly by UNESCO and the GGN.

Article 3: Training course/seminar

Senior Evaluators/Evaluators are professionals representing a quality standard, having excellent knowledge regarding UGGps and procedures, and they should continually strive to improve this knowledge and performance in all areas of competency. In order to allow them having the same high level of quality all over the world, they must receive regular training. The training course/seminar will be organized during a regional Geopark Network meeting or conference.

Usually, the training course/seminar shall entail a full day (8 hours) and include space for discussion as well as training on:

- UGGp Statutes and Operational Guidelines,
- Role and principles of evaluations,
- Analysis and explanation of the evaluation and revalidation procedures,
- Evaluation checklist,
- Attitude to observe in different cultural contexts,
- Security information,
- Ethical principles and conflict of interest,
- What to do and not to do (FAQ),
- Discussion of case studies.

A certificate of attendance will be provided jointly by UNESCO and the GGN to all those who attend the training course/seminar and successfully pass the course assessment.

Article 4: Quality Evaluation

To assure the quality of the evaluator missions, three documents have been developed:

Form A: The "Evaluator form" is a questionnaire to be completed by the Senior Evaluator to assess the performance of the Evaluator accompanying the mission. This form should be returned to the GGN with the mission report within two weeks after completion of the mission.

Form B: "Senior Evaluator and Evaluator Evaluation form" is a questionnaire to be completed by the evaluated/revalidated UGGp/aUGGp. These forms should be returned to the GGN within two weeks of the completion of the mission.

Form C: UNESCO Secretariat will issue a quality assessment of the report received from the evaluators after the missions, regarding their reporting standards, drafting, and evaluation skills.

The forms will be collected by the GGN and jointly assessed by UNESCO and the GGN and will be treated confidentially.

Article 5: Control and sanction

5.1 General case

5.1.1. Senior Evaluator

While most of the senior evaluators will have no problem to obtain an A score, the assessment obliges to remain attentive and to adhere to the highest quality standard in full transparency. In the extreme case that a Senior Evaluator receives a low score, i.e. below 75% standard score (Form B, C) in **two** missions over a 3-year period; they will need to undertake another Evaluator's training course/seminar before reassuming further evaluation duties. For this reason, and for the sake of objectivity, UNESCO together with the GGN has elaborated a scoring system.

In order to obtain a score out of 100, the following formula will be applied:

$$\text{Score} = 100 \times (\text{Number of A} + (\text{Number of B} \times 0,5)) / \text{Number of criteria}$$

5.1.2. Evaluator

If an Evaluator receives on average a score of less than 75 % (Form A, B and C) after 5 continuous missions, they cannot be considered to become Senior Evaluator and shall only continue to serve as an Evaluator until they obtain the standard score in Form A (>75%) and have to follow the training course/seminar again. To calculate the score out of 100, the same formula as above applies.

If an Evaluator continually receives a below standard score (<75%) on more than **five** continuous missions they will be suspended from duty.

5.2. Case of complaint

5.2.1. Geopark Evaluators Commission

In order to analyse scores below the average and/or complaints from aUGGps/UGGps about evaluators (or the co-evaluator), the GGN jointly with UNESCO will create a Geopark Evaluators Commission, consisting of:

- GGN President and two Vice Presidents,
- GGN Advisory Committee Chairperson,
- Up to 3 members from GGN Regional Networks (GeoLAC, EGN, APGN, Africa and North America) selected by the GGN ExB,
- UNESCO Secretariat
- UGGp Council Chairperson

5.2.2. Case of complaint procedure

As soon as the GGN President is informed about a complaint, they shall inform the Geopark Evaluators Commission and notify the Evaluator concerned that a complaint has been filed against them.

Then the GGN President shall ask for an urgent meeting of the Geopark Evaluators Commission in which the Evaluator concerned in the complaint and the representative of the UNESCO Global Geopark under evaluation shall be invited to participate. This meeting can be held in person or via skype.

If the Geopark Evaluators Commission by majority vote upholds the Geopark or co-evaluator complaint, the Evaluator concerned will be suspended from duties for the next two years with the obligation to attend another Evaluator's training course/Seminar before resuming further mission work.

Article 6: Evaluator's database

The GGN shall create a Geopark Evaluator’s database including a criteria research system. This database shall be regularly updated with the new evaluators after each call, and include an alphabetical list of evaluators, their retaining mission history and performance data.

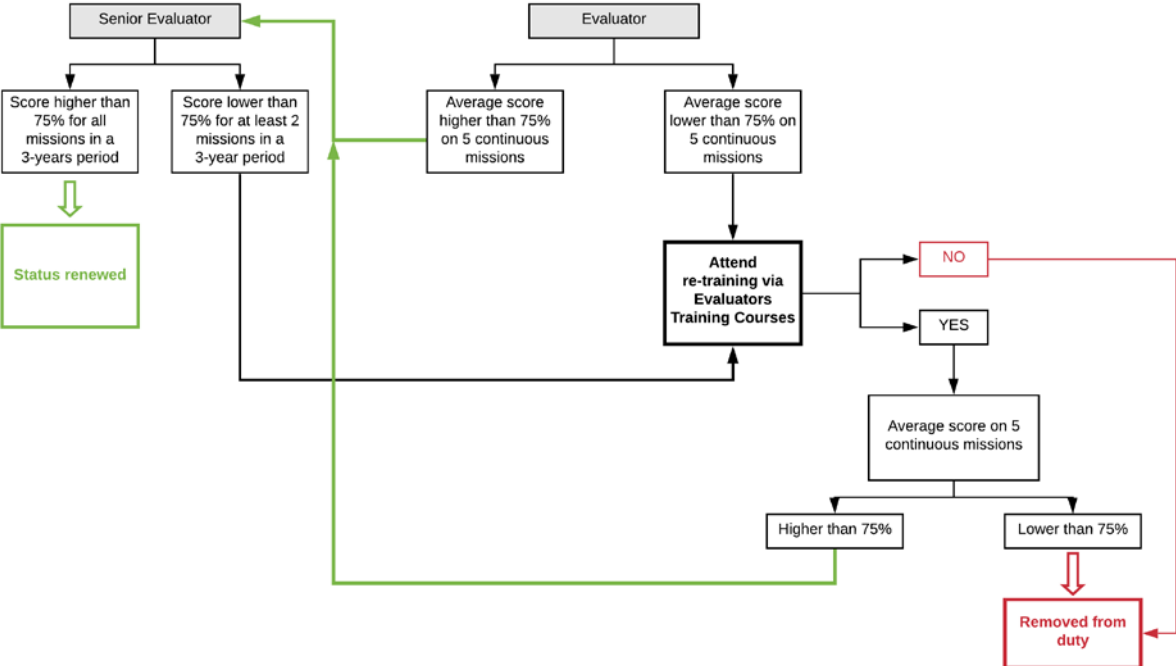


Figure 1: Chart for Senior Evaluator/Evaluator procedures

FORM A - Evaluation sheet for Evaluators by Senior Evaluator

| | |
|-----------------------------------|--|
| Name of the UNESCO Global Geopark | |
| Date of the mission | |
| Name of the senior evaluator | |
| Name of the evaluator | |

EVALUATION

1. Did you experience any problems communicating with the evaluator?

- YES
- SOME ISSUES
- NO

Comments:

2. Did you experience any logistical problems with the evaluator?

- YES
- SOME MINOR ISSUES
- NO

Comments:

3. Did you see the evaluator motivated and providing the required attention to the mission?

- YES
- NOT DURING THE ENTIRE MISSION
- NO

Comments:

4. Do you think the evaluator has a good understanding of the UGGp operational guidelines?

- YES
- SOME POINTS MISSING
- NO

Comments:

5. Do you think the evaluator had the ability and human knowledge to adapt to the cultural norms of the territory in a respectful manner?

- YES
- SOME MISUNDERSTANDINGS
- NO

Comments:

6. Do you think the evaluator had a sufficient level in English to participate in the mission?

- YES
- SOME ISSUES UNDERSTANDING AND SPEAKING
- NO

Comments :

7. Do you think the evaluator is ready to be a senior evaluator?

- YES
- SOME PROGRESS HAS TO BE MADE
- NO

Comments:

8.If "NO" to above, do you think with more time they will be ready to be a senior evaluator?

FORM B - Evaluation sheet for Evaluators by Aspiring UGGp

| | |
|-----------------------------------|--|
| Name of the UNESCO Global Geopark | |
| Date of the mission | |
| Name of the senior evaluator | |
| Name of the evaluator | |

Please provide a score for each evaluator.

1. Did you experience any problems communicating with either evaluator?

| Senior Evaluator | Evaluator |
|--|--|
| <input type="checkbox"/> YES | <input type="checkbox"/> YES |
| <input type="checkbox"/> ONLY MINOR ISSUES | <input type="checkbox"/> ONLY MINOR ISSUES |
| <input type="checkbox"/> NO | <input type="checkbox"/> NO |

Comments:

2. Did you experience any logistical problems trying to arrange the mission because of poor communication from evaluators?

| Senior Evaluator | Evaluator |
|--|--|
| <input type="checkbox"/> NO | <input type="checkbox"/> NO |
| <input type="checkbox"/> ONLY MINOR ISSUES | <input type="checkbox"/> ONLY MINOR ISSUES |
| <input type="checkbox"/> YES | <input type="checkbox"/> YES |

Comments:

3. Did you feel you were asked to do something you felt was unethical or outside your scope and responsibility?

| Senior Evaluator | Evaluator |
|------------------------------|------------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> YES |
| <input type="checkbox"/> NO | <input type="checkbox"/> NO |

Comments:

4. Do you feel that either evaluator had a good knowledge of your territory before they arrived?

| Senior Evaluator | Evaluator |
|--|--|
| <input type="checkbox"/> YES | <input type="checkbox"/> YES |
| <input type="checkbox"/> YES, BUT IT COULD BE BETTER | <input type="checkbox"/> YES, BUT IT COULD BE BETTER |
| <input type="checkbox"/> NO | <input type="checkbox"/> NO |

Comments:

5. Do you feel that either evaluator was sufficiently qualified to undertake the mission?

| Senior Evaluator | Evaluator |
|--|--|
| <input type="checkbox"/> YES | <input type="checkbox"/> YES |
| <input type="checkbox"/> YES, BUT NOT ON ALL AREAS | <input type="checkbox"/> YES, BUT NOT ON ALL AREAS |
| <input type="checkbox"/> NO | <input type="checkbox"/> NO |

Comments:

6. Do you feel that either evaluator had a good understanding of the Operational Guidelines for UNESCO Global Geoparks?

| Senior Evaluator | Evaluator |
|---|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> YES |
| <input type="checkbox"/> YES, BUT THERE WERE SOME LACKS | <input type="checkbox"/> YES, BUT THERE WERE SOME LACKS |
| <input type="checkbox"/> NO | <input type="checkbox"/> NO |

Comments:

7. Do you think that either evaluator had a sufficient level in English to undertake the mission?

| Senior Evaluator | Evaluator |
|---|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> YES |
| <input type="checkbox"/> SOME ISSUES UNDERSTANDING AND SPEAKING | <input type="checkbox"/> SOME ISSUES UNDERSTANDING AND SPEAKING |
| <input type="checkbox"/> NO | <input type="checkbox"/> NO |

Comments:

FORM C - Evaluation sheet for the evaluation report by UNESCO Secretariat

| | |
|-----------------------------------|--|
| Name of the UNESCO Global Geopark | |
| Date of the mission | |
| Name of the senior evaluator | |
| Name of the evaluator | |

1. Does the report address every item of the checklist and self-evaluation document to justify the assessment and recommendations?

- YES
- LACK OF MINOR INFORMATION
- NO

Comments:

2. Is the information in the report pertinent for evaluating the UGGp/aUGGp?

- YES
- NO

Comments:

3. Is the report written in an acceptable level of English?

- YES
- YES, BUT SOME MISUNDERSTANDINGS
- NO

Comments:

4. Is there a strong coherence between information, conclusions and recommendations?

- Yes
- No

Comments: