

ECCE Evaluation Team Secretary Duties:

Maintains accurate list of all documents submitted by the institution;

Examines institution website prior to the site visit;

Supports the Chair during the entire procedure;

Acts as the contact person between the evaluation team, ECCE and the Institution during the site visit;

Ensures that the evaluation team keeps to time;

Has a draft of the review report template prepared;

Ensures that attendance lists per meeting are accurate;

Ensures that a list of reference materials accessed during the visit is maintained;

Ensures that any outstanding documents requested by the evaluation team are provided;

Keeps notes of formal and informal discussions;

Checks that sufficient evidence has been gathered at the end of each session;

Keeps the Chair informed of any shortfalls and where sufficient evidence has been obtained;

Ensures that discussion and team agreement on a judgement/level of compliance for each ECCE Standard has been done before feedback to the institution;

In all other respects he/she shall perform his activity in compliance with the tasks and responsibilities of the other team members.