

DOCUMENT 4

QUESTIONNAIRE FOR THE PARTICIPANT'S REPORT

Each professional is to write a five-page report (in English, French or German) at the end of his/her attachment by completing this form legibly or by using the scheme of this *Document 4*.

The professional is kindly requested to send, **preferably by e-mail**,

- one copy to his/her host,
- one to the co-ordinator in the sending country,
- one to the co-ordinator in the host country,
- one to HOPE (exchange@hope.be)

and this **not later than 31 July 2011**. If you send this report by post, please do it by **NORMAL** and **NOT** by **REGISTERED** post.

Name of the professional	
E-mail	
Sending country	
Host country	
Grade and designation of the professional	
Professional's employing organisation	
Hosting organisation	

Please describe what you did during the period of your attachment

Please describe the structure of the host organisation and compare and contrast it with that of your employing organisation. What are the advantages and disadvantages of each structure?

Is there anything that could or should have been added to the programme? If so, what?

**Have you benefited from your attachment with the hosting organisation? If so, in what ways?
Will your experiences be of value in your own job?**

What problems (if any) did you meet during your attachment? How could they have been avoided?

Outside of the work situation, did the attachment have any value, e.g. social and cultural value?

Would you recommend that the scheme be continued or extended in any way? Why (not)?

Do you have any general comments that you would like to add?

Place and date

Signature