Annex 11. Template and guidelines for the writing of the Re-visitation Report

*(as approved by the EAEVE Executive Committee on 7 June 2023)*



**RE-VISITATION REPORT**

**To** *(official name and location of the VEE)*

**On** *(date of the Re-visitation)*

**By the Re-visitation Team**

*(First name, name, city, country):* Chairperson

*(First name, name, city, country):* ESEVT Coordinator

***Forewords (to be read by each Visitor before the writing of the Re-visitation Report)***

*The Re-visitation Report must be written in agreement with the ESEVT SOP (see Chapter 2, paragraph 2.6). The version of the SOP used to write the Re-visitation Report must coincide with the version the VEE followed when preparing its RSER, as stated in the official Re-visitation agreement.*

***Twenty calendar days before the Re-visitation at the latest****, each Visitor must have read the RSER. If appropriate, questions to be asked to the VEE are sent to the Liaison Officer before the start of the Re-visitation.*

*The Re-visitation Team is responsible for making an independent assessment and proposing an unambiguous statement on whether the Major Deficiencies identified during the previous visitation have been fully corrected and whether an ongoing process to correct the Minor Deficiencies is in place.*

*The Re-visitation Report must be written in UK English in Times New Roman font, size 12, single spacing, and it should be focused on the correction of the Major and Minor Deficiencies identified during the previous Full Visitation.*

*The draft A Re-visitation Report must be completed by each Visitor in the online document editor twenty calendar days before the start of the Re-visitation at the latest (at this stage it must include at least the ‘Findings’, and a list of questions to be asked to the VEE/issues to be clarified on-site) and it must be amended during the Re-visitation based on the replies to questions, onsite findings and onsite discussions within the Team. The resulting draft B must be completed before the end of the Re-visitation, edited by the Coordinator and Chairperson and sent to the VEE for correction of factual errors 14 calendar days after the Re-visitation at the latest.*

***The texts in italics in this template must be deleted in the final version of the Re-visitation Report.***

**Contents of the Re-visitation Report**

Introduction

1. Correction of the Major Deficiencies

2. Correction of the Minor Deficiencies

3. ESEVT Indicators

4. Executive Summary

**Introduction**

*Brief summary of the conclusions of the previous Visitation, about the RSER and about the Re-visitation*

**1. Correction of the Major Deficiencies**

1.1. Major Deficiency 1: ... *(to be completed)*

1.1.1. Findings

1.1.2. Analysis of the findings/Comments

1.1.3. Suggestions

1.1.4. Proposal from the Re-visitation Team *(whether Major Deficiency 1 has been fully corrected or not)*

1.2. Major Deficiency 2: ... *(to be completed)*

1.2.1. Findings

1.2.2. Analysis of the findings/Comments

1.2.3. Suggestions

1.2.4. Proposal from the Re-visitation Team *(whether Major Deficiency 2 has been fully corrected or not)*

…

**2. Correction of the Minor Deficiencies**

2.1. Minor Deficiency 1: ... *(to be completed)*

2.1.1. Findings

2.1.2. Analysis of the findings/Comments

2.1.3. Suggestions

2.2. Minor Deficiency 2: ... *(to be completed)*

2.2.1. Findings

2.2.2. Analysis of the findings/Comments

2.2.3. Suggestions

…

**3. ESEVT Indicators**

3.1. Findings

3.2. Analysis of the findings/Comments

3.3. Suggestions

**4. Executive Summary**

*Proposal from the Re-visitation Team about the correction or not of the Major Deficiencies and the presence or not of at least an ongoing process to correct the Minor Deficiencies*