



COME-IN! Label Call June 2020

Annex 2 – Evaluation System

Applicants need to carefully observe the criteria and obligations set by this Call before submitting their proposals. Rejection clauses will apply automatically as explained over the text.

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1. Process of Evaluation

Each application form will be evaluated by the COME-IN! Selection Committee.

Each evaluation will proceed according to the evaluation table following the points system:

- A. Access statement (25 points)
- B. Interactive exchange with people with disabilities (30 points)
- C. Staff training (25 points)
- D. Willingness and commitment to invest into accessibility and inclusion - Achievements in the past and action plan for the future (20 points)

For each section, the evaluators will give a number of points as well as comments.

All applications received will be distributed to the members of the Selection Committee by the Committee Chair (CEI-ES). Once a year the list of applicants selected for the COME-IN! Label will be discussed and final judgement is given during a virtual or physical meeting of the Selection Committee.

2. Results

The applicant has to get at least half of the points for each criteria (see above) to become eligible.

If the applicant receives less than overall 50 points, the museum is not eligible.

If the applicant obtains between 50 and 75 points, it is eligible, but its awarding should be discussed during the Selection Committee's meeting.

An applicant achieving more than 75 points will be awarded the label without further discussion.

For all applicants, the reply will contain the scores and comments on the main results.

To the applicants not eligible, advice will be given for improvements of the museum concepts and accessibility.

Awarded museums will be re-evaluated every 5 years based on a progress report form. Both the actions implemented and future 5-years projects will then be evaluated.

3. Scoring System and Evaluation Procedure

3.1. Scoring System

- A. The [Application form](#) will be evaluated on the 4 criteria of the COME IN! project with the following scores:
 - **Access statement: 25 points**
 - **Interactive exchange with people with disabilities: 30 points**
 - **Staff training: 25 points**

- Willingness and commitment to invest into accessibility and inclusion – Achievements in the past and action plan for the future: 20 points
- B. The evaluator has to assign a score for each criterion according to the following rules:
- Not existing = 0
 - Not sufficient = 0,25
 - Sufficient with improvement potential = 0,50
 - Good = 0,75
 - Perfect= 1
- C. The Final score for each criterion will be calculated according to the following formula: Given that (A) is the total amount of points and (B) is the scale given before: $(A) \times (B) = (C)$ with C indicating the final score.
- D. The 4 criteria notes will be added up to the overall note.

Example:

In the given calculation, the evaluator considers the Access statement, the willingness to commit as well as the staff training are considered « sufficient with improvement potential » and the interactive exchange with people with disabilities is « good ».

Criteria	Available points	Score	Final score
Access statement	25	0,50	12,5
Interactive exchange with people with disabilities	30	0,75	22,5
Staff training	25	0,50	12,5
Willingness and commitment	20	0,50	10
OVERALL NOTE			57,5

→ Here, according to the evaluation procedure, if the 2 evaluators have the same result, the applicant would be eligible. But, the case would require discussion in the consortium based on the remarks of the evaluators.

3.2. Detailed Evaluation Procedure

The language for application and communication is English.

A museum has to fill in the COME-IN! application form that can be found online on the website (to be linked).

A) TIMELINE

There will be an Annual Call for application:

- published and communicated on the Web (to be linked) on June 15th
- deadline for applicants to answer: September 15th
- answers to the applicants: November 15th
- awarding: February 15th

B) PROCESS OF EVALUATION

Each application form will be evaluated by 2 different persons of the COME-IN! Selection Committee. Each evaluation will proceed according to the evaluation table following the points system:

- A) Access statement (25 points)
- B) Interactive exchange with people with disabilities (30 points)
- C) Staff training (25 points)
- D) Willingness and commitment to invest into accessibility and inclusion: Achievements in the past and action plan for the future (20 points)

For each criterion, a number of points as well as comments will be given by the evaluators. If the 2 evaluators have the same opinion (either good or bad), the Selection Committee follows their rating. If the 2 evaluators have different opinions, a 3rd evaluator from the COME IN! Consortium will be appointed and the decision will be made according to the majority of the opinions.

All applications received will be distributed to the members of the Selection Committee by the Committee Chair (CEI-ES). Once a year the list of applicants selected for the COME-IN! label will be discussed and final judgement is given during a virtual or physical meeting of the Selection Committee.

C) COMPOSITION and DECISION-MAKING PROCESS OF THE SELECTION COMMITTEE

The CEI-ES (Central Europe Initiative – Executive Secretary) will be the Committee Chair. The Selection Committee is composed of 8 persons, representing 8 former partners of the COME- IN! Project (2016-2019). During the first three years, the members of the Selection Committee will participate on a voluntary basis. The decision-making process is based on the rule of majority (4+1).

D) RESULTS

The applicant has to get at least half of the points for each criterion (see above) to become eligible. If the applicant receives less than overall 50 points, the museum is not eligible. If the applicant obtains between 50 and 75 points, it is eligible, but its awarding should be discussed during the Selection Committee's meeting. An applicant achieving more than 75 points will be awarded the label without further discussion.

For all applicants, the reply will contain the scores and relevant comments on the main results. To the applicants not eligible, advice will be given for improvements of the museum concepts and disabled access.

Awarded museums will be re-evaluated every 5 years based on a progress report form. Both the actions implemented and future 5-years projects will then be evaluated.

4. Evaluation Table

The evaluation table is a tool for the evaluators to rate the proposals as well as give positive and negative feedback to the applicants. It will be at the disposal of the evaluators as an Excel automatized table. It is composed of five different frames – the first four are meant for the single evaluation of each criteria and the last one gives the overall note and comments.

Extracts from the Excel table:

A) Access statement

<i>Available points</i>	<i>Score*</i>	<i>Final note</i>
25		0

Please list here the positive comments:

Please list here the negative comments:

* *Scoring system*

- *not existing = 0*

- *not enough* = 0,25
- *enough but could be even better* = 0,50
- *good* = 0,75

- *perfect* = 1

B) Interactive exchange with people with disabilities

Available points	Score*	Final note
30		0

Please list here the positive comments:

Please list here the negative comments

* *Scoring system*

- *not existing* = 0
- *not enough* = 0,25
- *enough but could be even better* = 0,50
- *good* = 0,75

- *perfect* = 1

C) Staff Training

Available points	Score*	Final note
25		0

Please list here the positive comments:

Please list here the negative comments:

* *Scoring system*

- *not existing* = 0
- *not enough* = 0,25
- *enough but could be even better* = 0,50
- *good* = 0,75

- perfect = 1

D) Willingness and commitment to invest: Achievements in the past and action plan for the future

Available points	Score*	Final note
20		0

Please list here the positive comments:

Please list here the negative comments:

* Scoring system

- not existing = 0
- not enough = 0,25
- enough but could be even better = 0,50
- good = 0,75

- perfect = 1

OVERALL NOTE

A) Access statement	0
B) Interactive exchange with people with disabilities	0
C) Staff training	0
D) Willingness to commit and to invest	0
TOTAL	0

Please explain here your general opinion on the application: