



## Checklist

# Formal Guidelines for Evaluation Reports

## 1 Title Page

The title page for an evaluation report commissioned by the FOPH should cover the following elements:

- Business or Institute's name / logo
- **Evaluation study title** (and sub-title where relevant)
- Type of report and status e.g. "Draft Intermediate Report" or "Draft Final Report" or "Intermediate Report" or "Final Report" etc.  
Until it has been approved, the evaluation report must clearly indicate that it is still a Draft!
- Author(s)
- Commissioner e.g. "Commissioned by the Federal Office of Public Health (FOPH)"
- Date

## 2 Publishing information

On the reverse side of the title page, the "Publishing information" must indicate the following:

Contract number:

Contract period:

From (month/year) – to (month / year)

Data collection period:

From (month/year) – to (month / year)

FOPH Evaluation Manager:

Name and Surname, Evaluation and Research Service

Meta-evaluation:

The FOPH commissioned this evaluation study to an external entity with a view to obtaining an independent and scientifically based response to essential questions. The interpretation of the findings, conclusions and possible recommendations provided to the FOPH and other stakeholders can therefore differ from the FOPH's opinion and position.

The FOPH's Evaluation and Research Service conducted a meta-evaluation (scientific and ethical quality control of an evaluation) of the draft report, based on the quality standards of the Swiss Evaluation Society (SEVAL Evaluation Standards). The results of the meta-evaluation were passed on to the evaluation team and have been taken into account in this final version of the report.

Order:

Federal Office of Public Health, 3003 Berne  
Evaluation and Research Service (E&F)

<https://www.bag.admin.ch/de/evaluationsberichte>

Translation:

Translated from the original language to xxxx by (translator's

Proposed citation:

name)

Address for correspondence:

### 3 Content Structure

The authors are free to structure the evaluation report as they will, providing, of course, this conforms with scientific standards. Normally, however, the structure includes the following: **introduction** (including initial situation, the study's aims and objectives, a description of the evaluand, and the evaluation questions), **methodology** (including a table of methods\*, **findings, interpretation\*\***, **conclusions and recommendations** (if these were requested)).

\* The table of methods generally consists of the following columns: main evaluation questions, data collection target group(s), methods, samples, data collection timeline etc.

\*\* Any gender aspects are considered.<sup>1</sup>

### 4 Accessibility and gender-appropriate Language

When writing the report, the basic principles of the accessibility of PDF documents and of a gender-appropriate language are to be observed.

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<sup>1</sup> Federal Council's guidelines on the consideration of gender in Federal studies and statistics (BBI 2024 410, <https://www.fedlex.admin.ch/eli/fga/2024/410/de>)