

1. All team members should carefully review all available information concerning the specific program component in question, including the component description and profile resulting from the overview assessment. They should also be familiar with the purpose and procedures of the evaluability assessment.

2. Before the first meeting with program managers, the team should develop some preliminary ideas as to the appropriate nature, scope, and possible approaches to the evaluation. Particular attention should be given to reviewing critically the stated objectives, and determining the appropriate focal point of the assessment (i.e. should one consider the component as a whole, or treat specific sub-components separately, such as Consular Policy and Consular Operations?).

3. The "data collection" portion of the interview program should be arranged and completed. Each interview generally should follow the Interview Guide attached as Appendix "A",* but should also incorporate generous measures of initiative, inquisitiveness, and judgement.

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* not included in the report.