**STANDARD MANAGEMENT RESPONSE MATRIX**



*(Manual “Evaluation Management”, Step 10: Facilitate the take up)*

**Project number and titel:**



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| **Evaluation recommendation 1:1** |
| **Recommendation to:** | **Priority level:2** |
| **Management response: Agree / partially agree / disagree (if recommendation is rejected or partially accepted, please provide an explanation):** |
| **Actions to take** | **Due date** | **Who is in charge?** | **Tracking (or monitoring)** |
| **Progress** | **Comments/status** |
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| **Evaluation recommendation 2:** |
| **Recommendation to:** | **Priority level:** |
| **Management response: Agree / partially agree / disagree (if recommendation is rejected or partially accepted, please provide an explanation):** |
| **Actions to take** | **Due date** | **Who is in charge?** | **Tracking (or monitoring)** |
| **Progress** | **Comments/status** |
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**Completed by (signature evaluation manager), date: Approved by (signature evaluation commissioner (and HoPr or CD)), date:**

1 The evaluator(s) have to fill in the recommendations, the addressees and the priority level of the recommendations (marked in **red**). They can further propose key actions, a time frame and the responsible unit), (marked in **green**)

2 There are three priority levels: 3: high, 2: medium, 1: low