

# 4.13. Monitoring, evaluation and learning (MEL)

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APC MEL team is the point of reference for the creation of standardised evaluation process for convening, including operations and logistics. OPS Core as well OPS Programs can initiate request for support and have to be part of any tools or survey that will be developed and shared with participants.

- [An evaluation checklist for participants and hosting or co-hosting teams](#)

A convening start at the moment its dates, place and purpose are announced and end when the last participants have reached home and the financial reconciliation is finalized and signed off.

OPS Core has developed a checklist aiming to help monitoring and evaluating how the event's process worked. It can be used internally for the host | co-host team to monitoring and reflect on the convening experience so that learning can be recorded and incorporated in future events. It can also servers as a guideline to request and collect participants insights on their overall experience.