

- Internal discussions within the appraisal team during the execution of above steps in order to evaluate and coordinate them.
- Steps after completion of the PPR mission:
  - final editing, duplication and distribution of PPR report
  - debriefing at GTZ head office

### **3.1.2.1 Checklist for Internal Briefing/Coordination Talks with Appraisers**

- Various parties have introduced themselves to each other
- PPR objectives and focus
- Team formation and team cooperation
- TOR discussed and assigned to the individual appraisers along with the structure of the PPR report
- Procurement of required information organized
- Contributions to documentation and reporting specified
- Ongoing internal discussions and coordination

### **3.1.2.2 Checklist for Initial Talks with the Project Manager and the Principal Advisor and/or with the Project Team**

- Objectives and focus of the PPR, and TOR
- Agreement on PPR implementation schedule
- Office space for appraisers
- Use of project's EDP facilities by appraisers
- Communications (telephone, fax, e-mail)
- Photocopying facilities
- Translations/guides/interpreters
- Transport - official and private
- Currency exchange
- Safety/freedom of movement in the project area
- Emergency rescue data on appraisers (air-borne rescue services)
- Addresses/telephone numbers of local doctors and hospitals