Tool 08: Template for providing feedback on the zero draft guidelines document

Template for the feedback on the advance copy of zero draft of guidelines

How to provide feedback:
1. During fortnightly consultations
2. Send the following template via email

TEMPLATE FOR COMMENTS

Document on which feedback is being provided	
Title of the draft being reviewed:	
Contact information of the person providing feedback	
Name:	
Division, State:	
Email address	
Phone:	

General Comments
e.g. The guidelines should include…
e.g. Term … needs to be clarified

Specific Comments		
Page	**Line**	**Comment**
e.g. 5	e.g. 43	e.g. Please replace "xxx" with "xyz"
12	4	e.g. Please replace "abcd" with "pqrs"
23	7	e.g. this recommended task should be supported by a detailed checklist in the toolkit
45	23	e.g. a format for collecting this information in the field should be developed as part of the check-list
		e.g. in our division, we are already using this methodology. A box is attached as an example/ good practice
Additional rows can be added to this table by selecting "Table" followed by "insert" and "rows below"		

Comments should be sent by e-mail to neeraj.khera@giz.de