

audit number:

date:

filled in by:

Current situation: describe all the activities that your organisation undertakes for each step. Please consult the infosheet for this theme for relevant questions.

step 1: organisation of predeparture activities

step 2: topics of predeparture activities

step 3: Human Resources

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Current situation: describe all the activities that your organisation undertakes for each step. Please consult the info sheet for this theme for relevant questions.

step 4: communication with the hosting / lead organisation

Additional information

Attachments (describe what documents you attached ; use the paperclip on the left to attach documents)