



IPDET

International Program for Development Evaluation Training



July 15 - August 2 | Bern, Switzerland



PARTICIPANTS GUIDE 2019

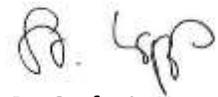
Dear IPDET Participant,

We are very pleased to extend a warm welcome to the 2019 International Program for Development Evaluation Training (IPDET) launching from the University of Bern, Switzerland, in cooperation with the Center for Evaluation (CEval), Germany, and in partnership with the Independent Evaluation Group (IEG) of the World Bank Group. We are looking forward to an innovative and exciting program, with participants from all over the world.

To help you prepare for your visit, we are providing this package of additional information about the program, the University of Bern, and the city of Bern. Please read through this information carefully before your arrival.

We look forward to welcoming you to IPDET personally and to your participation in the core course and/or workshops.

Best Regards,

A handwritten signature in black ink, appearing to read 'Stefanie Krapp', written in a cursive style.

Dr. Stefanie Krapp
Head of Program

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BEFORE YOU LEAVE HOME

Packing appropriate clothing

July and August are summer months in Bern. You can expect temperatures between 15 and 35 degrees Celsius (59 - 95 degrees Fahrenheit) and should pack accordingly. It is likely to be humid and may rain, but you should also be prepared for some cooler days as well. An umbrella is highly recommended.

The dress code for classes and workshops is casual attire. Especially for the evening events, your national dress would be most welcome.

Please note: Buildings on campus are not air-conditioned whereas it can get very hot in the classrooms!

For those participants staying the first 2 weeks or the entire 3 weeks, an excursion to the Alps on Sunday 21st is planned. Please bring adequate shoes and a jacket to be well prepared to walk in the mountains. On Saturday 27th we will organize a picnic on the *Gurten* (local mountain of Bern) with outdoor games.

For sports activities please bring your athletic shoes, and for swimming your bathing suit.

Baggage allowance

Please check the baggage restrictions on your airline ticket and allow yourself sufficient weight and room to take your materials home with you. Many airlines impose hefty fees for overweight luggage! Please note that IPDET will not mail or ship overweight baggage.

IPDET does not offer lost luggage insurance. We advise travelers to inquire about coverage locally.

Prescriptions and other medication

Please remember to bring enough of any prescription or other medications you require for the duration of your visit. There is a pharmacy close to campus, but occasionally a drug sold over the counter in another country will require a doctor's prescription in Switzerland. Although there is a medical clinic nearby, scheduling a doctor's appointment on short notice may be difficult.

Prohibited items

A number of items are prohibited in residence, due to the danger they pose to residents. They include but are not restricted to: flammable liquids, candles, incense, firearms and other weapons, fireworks and illegal drugs or unauthorized controlled substances. It is not allowed to smoke or bring parties.

Transit Visa

Depending on the routing booked for your travel, you may need to obtain a transit visa for your connections on the way to Bern additional to your Schengen Visa. We suggest that you check with the embassies locally. Having the proper documentation will avoid delays.

ARRIVAL IN SWITZERLAND AND BERN

Please inform us about your travel itinerary as soon as possible!

To do that please go to www.ipdet.org and log in your account (same as you did for registration). Under "my IPDET" you are able to insert the travel times. Please type in the approximate arrival time **in Bern**.

By air

Flights arrive into one of the Swiss airports, Zurich or Geneva, and transfers must be made from there to Bern by train. Zurich airport is about an hour, Geneva about a two hours train ride to Bern main train station. To check the timetable go to www.sbb.ch/en or check directly at the airport.

By train

The train connection from the airports to Bern main train station is swift and reliable and will run most every hour until almost midnight and resumes again at around 5 am in the morning. Find the train station within the airport to purchase a 2nd class one-way ticket, which costs approximately CHF 56.- You might want to check for online tickets in advance as they often cost less.

An option worthwhile checking is the *saver day pass* for 2nd class which allows traveling around Switzerland's train, tram and bus network for one day. The earlier you buy, the cheaper the price. To check saver day pass prices, please go to:

www.sbb.ch/en/travelcards-and-tickets/tickets-for-switzerland/1-day-travelpass/saver-day-pass.html.

To find your way from the train station to your hotel, please see the following link for public transportation: Go to www.sbb.ch/en or via www.google.com.au/maps with specific directions, or use one of the taxis at the taxi stand outside of the train station.

The tourist-information-desk is located inside the main station and the airport, in case you need help finding your way.

Our public transport company SBB also provides a device for mobile phones, the "SBB Mobile"-app, which could be helpful for your stay in Switzerland. For more information please see:

<https://www.sbb.ch/en/timetable/mobile-apps/sbb-mobile.html>.

Free public transportation in Bern with the "Libero Ticket"

Full boards participants will receive the "Libero Ticket" **upon on-site registration** (at the IPDET-site, UniS, Schanzeneckstr. 1) for the duration of the program in Bern (valid in Bern City zones 100 and 101, incl. train up the Gurten). Participants staying in hotels will receive the Libero Ticket from the hotel.

Please make sure to validate the ticket before using it; you can do so at every ticket-vending-machine.

Please note: If possible you should go to onsite-registration directly from the train station in Bern upon arrival. If you chose to go to the Student's House first, you have to buy respective tickets for the train ride to the Student's House and back to Bern on your own costs.

ACCOMMODATION IN THE STUDENT'S HOUSES BOLLIGEN, TSCHARNERGUT and FELLERGUT

If you booked full board, or you are a scholarship holder, you will soon receive a Housing Assignment email, which will indicate which student's house you are assigned to, as well as a step by step description on how to get to your student house.

The university where IPDET will take place is in the heart of the City of Bern, a 5 minutes' walk from the main train station, and close to the down town hotels of Bern. Please be aware that the university does not have a typical campus, you need to take a train for a short ride to the student's houses! The student's houses are in different locations in Bern.

Student's houses check-in and check-out times

Upon check in, you will be assigned to a single private room either with shared bathroom for two people or shared bathroom on the floor. Please be aware that there is no possibility to accommodate families in the Student's houses.

Please see the following dates and times for check-in and check-out:

CHECK-IN:

Check in is only possible on Sunday July 14th, 21st or 28th, depending on the attendance of the program, from 10:00 am to 6:00 pm. If you arrive after 6:00 pm, we will install a key-box for you (located in front of the entrance of the Student's Houses). **Please inform us about your travel itinerary, especially your approximate arrival in Bern!**

To do that please go to www.ipdet.org and log in your account. Under "my IPDET" you are able to insert your travel times.

CHECK-OUT:

Check-out has to be done by **10 am on Saturday** after program attendance, i. e. Saturday July 20th, 27th or August 3rd. There will be a room provided in the residence to store baggage if required.

Upon check-out you need to put **your key** in the provided envelope and put it in the box "Briefkasten" in front of the office! *You will be charged if keys are not turned back!*

Food in the Student's Houses

There is no food outlet in the student's houses. A supermarket, a restaurant and a café are close by the residences of Fellerhut and Tscharnergut. Close to Bolligen residence is only a small supermarket. Please be aware that on Saturdays, many supermarkets close at 5 pm and none are open on Sundays except the ones in the main train station. *Upon your arrival on Sunday it is advisable to buy something at a supermarket in the train station!*

Each floor has a common living space, a kitchen equipped to prepare light refreshments and a refrigerator. The kitchen on each floor is used by all the inhabitants. Please respect that and leave it in a proper state, should you make use of it. Make sure to sign your food if you do not want others to consume it.

The provision of meals for full board participants will start with breakfast on Monday, July 15th in the university Cafeteria (please see section on meals).

Room description, furnishings, equipment & supplies

Each room is furnished with a single bed, a desk, storage space, and access to Wi-Fi. Your room will also be supplied with bed linen (including blankets), and towels. Suggest you bring flip-flops or some slippers for accessing the shared bathroom, which is outside the room. A hair dryer can be borrowed from the front desk. If you bring your own one, please don't forget to bring an adapter too!

Security & valuables: Rooms are equipped with a lock to ensure privacy. They are not provided with a room safe, nor can IPDET provide storage for valuables. Participants are therefore encouraged to limit the number of valuables they bring.

Housekeeping service: Daily housekeeping in the student accommodation is your responsibility. You will be advised on the local recycling system, and your participation is appreciated. Basis cleaning supplies are available on each floor. For those staying two or three weeks there will be a housekeeping service on the weekends, including changing towels and removing trash.

Please respect the facilities as well as the other residents, cleanliness and mutual courtesy.

Laundry, detergent, irons & ironing boards: There are laundry facilities located in the residences. The use of these facilities in Tscharnergut and Bolligen requires a washing-card, which can be picked up at the front desk. IPDET provides several cards per house. *The cards will be used by all IPDET participants, please return them to the office after usage!* The use of the washing machines in Fellerhut requires coins.

The Student's Houses Reception Desk

Opening hours of the reception desks during the week:

Bolligen:	Mo. to Wed.	8:00 - 11:30 am and 1:00 - 4:00 pm
	Thur. and Fri.	8:00 - 11:30 am
Fellerhut:	Mo. to Fri.	8:00 - 11:30 am and 2:00 - 4:30 pm
Tscharnergut:	Mo. to Fri.	8:00 - 11:30 am and 2:00 - 4:30 pm

The secretariat of the student houses is available under +41 31 991 11 67.

The personnel at the desk will be pleased to provide you with general information and introduce you to the specificities of the house, incl. laundry possibilities, kitchen, general rules, etc. Please bear in mind that this is a student accommodation and not a hotel so you will need to make your own arrangements for services of any kind.

REGISTRATION FOR IPDET UPON ARRIVAL

Location of registration: UniS, Schanzeneckstrasse 1, 3001 Bern, lobby on the ground floor.

Dates and times of ON SITE registration:

- **Sunday, July 14th from 1:00 pm to 6:00 pm**, for participants attending core course and workshops in week 2 and 3.
- **Sunday, July 21st from 1:00 pm to 6:00 pm**, for participants attending workshops in Week 2 and 3.
- **Thursday, July 25th and August 1st, from 7:30 am to 8:45 am**, for participants attending only one workshop in the second sessions of week 2 or 3.
- **Monday, July 29th from 7:30 am to 8:45 am, and during Monday coffee breaks**, for participants attending workshops in Week 3.

Only for those participants who are unable to register during this time, there will be a short registration period on Monday, July 15th, and July 22nd, from 7:30 to 8:45 am as well as during Monday's coffee breaks. *Please bear in mind that you have to be in class by 8:50am!*

Your identification badge will grant you access to the course and workshops, coffee breaks, lunch in the university cafeteria and evening events. For those booked full board, the ID will also grant access to breakfast and dinner at the university cafeteria.

Medical insurance information will be verified at registration.

GENERAL COURSE INFORMATION

Class times, breaks, lunch period

Classes are held between 9:00 am and 5:30 pm, with two fifteen-minute breaks and an hour and a half for lunch (12:30 – 2:00 pm).

Location of core course: UniS (Schanzeneckstrasse 1, 3001 Bern), Audimax, ground floor.

Room numbers of the workshops in week 2 and 3 will be provided at the time of registration. The workshops will also be located in UniS.

➤ *We would like to remind all participants that changes are not permitted to your workshop selections and you are not permitted to "hop" between the workshops!*

Code of conduct: IPDET expects of all participants to behave appropriately and decently. Any form of discrimination is a violation of personal integrity, the dignity of individuals and fundamental rights.

SPECIAL EVENTS

Peer-to-peer learning, July 24 and 31:

Wednesday afternoons during the two workshop weeks, participants have the opportunity to either engage with each other on topics of their interest in the **Open Space Format**, or sign up for visiting Bern based Swiss organizations to discuss the challenges of institutionalizing evaluation.

If you wish to discuss a special case with your co-participants, or get advice on a specific problem, please feel free to provide a brief input during the Open Space afternoons, and engage others!

Presentation and discussion, July 22:

For those who are interested, Prof. Stockmann will present the newest findings on "Institutionalization of Evaluation in Europe" on Monday, July 22, 7:00 – 8:00 pm, in A003, UniS.

Dinners, July 15th, 19th, 26th and August 2nd:

A Welcome Reception will be held on July 15th, 6:00 - 9:00 pm.

Graduation dinners will take place each Friday from 6:30 - 9:00 pm.

The costs are included in your registration fees. Dress for these events is business formal. Your national dress is most welcome.

Excursions:

To the Alps, Sunday, July 21:

For all participants staying the first and second week, as well as all three weeks, we organize a full day excursion to the **"Schynige Platte"**, 1,967 meters above sea level. *Please bring adequate shoes and a jacket to be well prepared to walk in the mountains!*

Picnic and games on the Gurten, Saturday, July 27:

With participants staying the second and third week, as well as all three weeks, we will enjoy the afternoon on the **"Gurten"**, Bern's local mountain.

For further information, please see the information flyer upon onsite registration and sign up!

COMPUTERS AND ELECTRONICS

Voltage

Please note that the voltage used in Switzerland is of 220V. Thus, in order for electronic appliances to work, power supplies must correspond to this voltage. Please also note that plug prongs must conform to the Swiss configuration (see "Laptops & Adaptors" below, <https://www.myswitzerland.com/en-ch/electricity.html>).

For other appliances that do not have variable voltages (e. g. hair dryers), you will need a voltage converter. *Unfortunately, IPDET cannot provide these converters*, thus you will have to purchase your own converter. These do not cost much and can be found in several electronic stores close to the main station, e.g.:

- Digitec: Laupenstrasse 18, 3008 Bern
- Fust AG: Laupenstrasse 6, 3008 Bern
- Interdiscount: Bubenbergpl. 10, and Neuengassunterführung 3, 3011 Bern

Laptops & Adaptors

Laptops and cell phone adaptors usually have a variable voltage, and as such, they are suitable for use in Switzerland. The only thing that you will need is a plug adapter that will make your computer compatible with the plugs in your room. You can find information here www.myswitzerland.com/en-ch/electricity.html. For ease of access to your laptop, we recommend you bring your own adapter.

Please note that IPDET does not provide laptops or adaptors to participants.

Internet

Wireless internet (Wi-Fi) will be accessible in the university as well as in the student's houses. *Please make sure before your departure that your laptop can be connected to public networks.* You should have admin rights in order to change setting of your laptop in case you face connecting problems while in Bern.

Cell Phones

If you intend to bring a cell phone, make sure that the frequencies of your cell phone are compatible with Swiss frequencies (you can find this out by contacting your service provider). Moreover, in the event that you will need a SIM card to operate your phone in Switzerland, make sure that the phone is unlocked and that it will be able to recognize SIM cards from Swiss cellular networks. You will be able to obtain this information from your cell phone operator in your home country.

MEALS

Location: Cafeteria of the University, Gesellschaftsstrasse 2, 3012 Bern.

If you have registered for **full board**, your meals during days of scheduled programming are as follows:

Breakfast: 07:30 – 08:45 am
Lunch: 12:30 – 02:00 pm
Dinner: 06:00 – 07:00 pm (*except of the evenings with a special event!*)

No food will be provided over weekends.

For **all participants** lunch will be served during days of scheduled programming:

Lunch: 12:30 – 02:00 pm

HEALTH CARE

Insurance

Visitors to Switzerland are not covered by Switzerland's health system. It is important to ensure you have adequate coverage for medical emergencies while attending the program by checking with your insurance provider or by purchasing travel insurance before you depart for Switzerland. You should carry proof of insurance with you. Please note that IPDET does not cover any personal health costs.

In Case of Emergency

The general number in case of emergency is 112 **OR** 117 for police, 118 for fire brigade and 144 for the ambulance.

IPDET emergency phone: +41 77 456 37 28 (Please call this number only in an emergency!)

Health Services

The biggest hospital in Bern is the university hospital called "Insel", Freiburgstrasse 18, 3010 Bern (www.insel.ch).

If you need to see a doctor, please go to the "City Emergency" clinic, which is a five minutes' walk from the university, Schanzenstrasse 4A, 3008 Bern.

There is also a dentist near the main-station, Centrodent, Schanzenstrasse 4b, PostParc on the opposite of the "Welle 7" (at mainstation).

General Tips

Bern can get hot during the summer. Make sure you drink sufficiently during the day in order to keep hydrated. **Tap water in Bern is perfectly safe to drink and highly recommended.** All food vendors are required to pass food health inspections on a regular basis. The food is generally very safe.

Bring any over-the-counter medication you use frequently. It may be difficult to track down brands you may be use from overseas.

Supermarkets are readily available and have reasonable operating hours. Fresh produce, additional snacks, drinks and basic pharmaceuticals can be purchased if you forget something or require something extra.

MOVEMENT ACTIVITIES

Exercise classes

We offer Qi Gong and soccer. Please see the respective time in the schedule. You have also free access to the university's fitness room/Gym. Please bring your own workout clothes, shoes, and towels.

River Aare

The twinkling green blue river and its glacial fresh waters are a feature of Bern's summers. Locals can be seen hopping into the river, clothes and belongings safely encased in plastic bubbles that float alongside

them. Please be cautioned that the current of the river is extremely strong and unless you are an experienced and strong swimmer *entry into the waters is very risky. IPDET takes no responsibility for those swimming in the river and any happenings that may befall them.*

Walking and bicycle paths

A network of recreational pathways next to the river are pleasant for walking, jogging and can be accessed at different points throughout the city. At their own expense, participants can rent bicycles and helmets at various locations around Bern. Bike rental locations can be found at www.bern.com/en/detail/bikesharing-in-bern. One rental-station is located just outside the UniS, where IPDET takes place.

BERN

Bern is a beautiful and safe city. However, the same caution should be exercised here as in any major urban center. Limit the valuables and cash that you bring and carry with you. Bern has a comprehensive and easy to use transport system. With your "Liberio Ticket", you can use any public transportation mean in Bern.

University of Bern is approximately ten minutes by walking from the old city center. We encourage you to explore the city and the many sights and events that are held throughout the summer. For more information, please check www.bern.com/en or visit one of the Bern Tourism offices.

Old City walking tour

The city of Bern offers walking tours through the old part of the city, which is UNESCO heritage on Tuesdays and Thursdays from 7:00 to 8:30 pm exclusively for IPDET participants free of charge. We will provide a list for signing in on first come first serve basis.

Parking: Parking everywhere in Bern is limited, very expensive and strictly enforced.

Banking

The unit of currency in Switzerland is the Swiss Franc (CHF). You can change money at the airport or at a bank in Bern. Banks in the city are generally open from 9:00 am to 5:00 pm on weekdays, and closed on weekends. Many branches stay open later on Thursday and Friday evenings, and close early on Saturday (usually by 3:00 pm). Transactions or cashing traveler's cheques will require two pieces of photo ID.

At the airport itself, at the main train station of Bern and around the city you can find ATM bank machines and currency exchange facilities (<https://www.sbb.ch/en/station-services/services/change-currency-exchange.html>). Alternatively look on google maps for 'ATM around Bern train station'.

Postal Service

Swiss postage must be used on all mail posted from any point in Switzerland. A post office is located close to the university, Post office PostParc, Bogenschützenstr 9b, 3008 Bern, between the train station and the University (check on google maps 'Post office PostParc Bern'). Check with the post office for current postal rates and classes of mail. The opening times are daily until 9pm with limited hours over the weekend.

Religious Services

Many faiths are represented in Bern. A list of places of worship in nearby areas or on campus will be included in your registration materials. We would like to introduce the "House of Religions" (Haus der

Religionen). It is a place where eight different religions (Alevism, Bahá'í Faith, Buddhism, Christianity, Hinduism, Judaism, Islam, Sikhism) meet. It is ten minutes from Bern main station, reachable with Tram 7 (direction "Bümpliz") or 8 (direction "Bern Westside"), near to the station "Europaplatz". The website is only available in German or French: www.haus-der-religionen.ch

IMPORTANT NUMBERS

IPDET office	Bern University – UniS building, tact A, level 0, office A 015 Schanzeneckstrasse 1, 3001 Bern Office phone +41 (0)31 631 30 56 ipdet@zuw.unibe.ch
Student's house accommodation	Manager: Mrs Renate LEDERMANN Office phone: +41 (0)31 991 11 67 Mobile number: +41 79 788 5357 (only in case of emergencies for student's house tenants!) www.vbsl.ch/en/info/
City Emergency AG	Medical walk-in clinic closest to University, open daily until 10pm Schanzenstrasse 4A, 3008 Bern +41 (0)31 326 20 00 http://www.localmed.ch/standorte/bern-postparc/city-notfall/
Tourist information at the Bern train station	Bahnhofplatz 10a, 3011 Bern Phone: +41 (0) 31 328 12 12 info@bern.com www.bern.com/en/detail/tourist-information
IPDET emergency phone	+41 77 456 37 28 (Please call this number only in an emergency!)

Time	Monday 15.07.	Tuesday 16.07.	Wednesday 17.07.	Thursday 18.07.	Friday 19.07.	Saturday 20.07.	Sunday 21.07.
8:00 - 8:45	On-site registration	<i>Qi Gong</i>		<i>Qi Gong</i>	<i>Qi Gong</i>	<i>Departure of participants</i>	<i>Excursion to the "Schynige Platte" for participants staying the first and second week, and all three weeks</i> <i>Arrival of new participants</i> <i>On-site registration (1:00-6:00pm)</i>
9:00 - 12:30	Open plenary, Core Course	Core Course	Core Course	Core Course	Core Course		
12:30 - 2:00	<i>Lunch</i>						
2:00 - 5:30	Core Course	Core Course	Core Course	Core Course	Core Course		
5:30 - 6:00	Networking & interaction	Networking & interaction	Networking & interaction	Networking & interaction	Networking & interaction		
6:00 - 7:00	Welcome reception (Lobby UniS)	Dinner for full boards	Dinner for full boards	Dinner for full boards	Graduation dinner with Keynote by Ray Rist ("Grosse Schanze")		
7:00 - 8:30		<i>City walk</i>		<i>City walk, Soccer</i>			
Time	Monday 22.07.	Tuesday 23.07.	Wednesday 24.07.	Thursday 25.07.	Friday 26.07.	Saturday 27.07.	Sunday 28.07.
8:00 - 8:45	On-site registration	<i>Qi Gong</i>		<i>Qi Gong</i>	<i>Qi Gong</i>	<i>Departure of participants</i>	<i>Arrival of new participants</i>
9:00 - 12:30	Open plenary, Workshops	Workshops	Workshops	Workshops	Workshops		
12:30 - 2:00	<i>Lunch</i>						
2:00 - 5:30	Workshops	Workshops	"Open space"	Workshops	Workshops		
5:30 - 6:00	Networking & interaction	Networking & interaction		Networking & interaction	Networking & interaction		
6:00 - 7:00	Dinner for full boards	Dinner for full boards	Dinner for full boards	Dinner for full boards	Graduation dinner with Keynote by Frans Leeuw ("Heitere Fahne")		
7:00 - 8:30	Presentation by Reinhard Stockmann (A003, UniS)	<i>City walk</i>	<i>Chess "World Cup"</i>	<i>City walk, Soccer</i>			
Time	Monday 29.07.	Tuesday 30.07.	Wednesday 31.07.	Thursday 01.08.	Friday 02.08.	Saturday 03.08.	
8:00 - 8:45	On-site registration	<i>Qi Gong</i>		<i>Qi Gong</i>	<i>Qi Gong</i>	<i>Departure of participants</i>	
9:00 - 12:30	Open plenary, Workshops	Workshops	Workshops	Workshops	Workshops		
12:30 - 2:00	<i>Lunch</i>						
2:00 - 5:30	Workshops	Workshops	"Open space"	Workshops	Workshops		
5:30 - 6:00	Networking & interaction	Networking & interaction		Networking & interaction	Networking & interaction		
6:00 - 7:00	Dinner for full boards	Dinner for full boards	Dinner for full boards	Dinner for full boards	Graduation dinner with Keynote by Linda M. Imas ("Dählhölzli")		
7:00 - 8:30		<i>City walk</i>	<i>Soccer</i>	<i>City walk</i>			