Opening Meeting Address by the Head of Delegation/ ET Chair

Good morning. It is my honor and privilege to address you today as the Head of the BAETE Delegation for the accreditation visit of this institution. On behalf of the team, I would like to thank you for your warm welcome and your cooperation in this important process. We express our gratitude for providing the hospitality to us and being the host for the next 3 days.

I am [Insert HoD Name], the Evaluation Team Chair for the BSc in [Insert Program-1 Name] Program and also the Head of the BAETE delegation. [Insert Program-1 ET Member-1 Name] and [Insert Program-1 ET Member-2 Name] are the two members of the BSc in [Insert Program-1 Name] Program Evaluation Team.

I have [Inset Program-2 ET Chair Name] with me; he/she is the Evaluation Team Chair for the BSc in [Insert Program-2 Name] Program. [Insert Program-2 ET Member-1 Name] and [Insert Program-2 ET Member-2 Name] are the two members of the BSc in [Insert Program-2 Name] Program Evaluation Team.

The Head of Delegation will continue if there are more programs under evaluation to introduce the delegation members.

==== the team introduction ends====

The purpose of our visit is to evaluate your programs in the accreditation criteria set in the BAETE manual. We are here to verify the information provided in the self-assessment report submitted by your programs, meet with the program stakeholders, visit your facilities, identify the strengths and weaknesses of your institution and programs, and provide recommendations for improvement.

As your peers, we are not here to judge or criticize but to support and guide. We have a busy and challenging schedule ahead of us. Still, we are confident that with your help and collaboration, we will be able to conduct a fair, thorough, and constructive evaluation. We will share our findings in the exit meeting in accordance with section 5.6.3 of BAETE Accreditation Procedure (ACC-MAN-04). However, the final decision is with the Board.

Thank you for your attention. I now invite the [Insert Head of the Institution Name] to briefly introduce your team and also say a few words withing the next five minutes. We will then proceed with the business as listed in the schedule.

Note:

1. *For single program evaluation, the ET Chair has only one team to introduce. For finalizing this template, the ET Chair/ Head of Delegation should replace the yellow marked sections of the document with the appropriate information.*
2. *The text in italics in the document should be removed after finalizing the contents of the document.*