Dear colleague,

Thank you for your participation in this meeting. You are kindly requested to take part in this short survey. Your feedback is very valuable in view of the further project progress and performance. All data will be treated confidentially.

For each question, please assign a grade, on a scale of 1 to 5, with 5 being the highest (fully agree) and 1 the lowest (fully disagree).

If you give 1 or 2, please explain why and if it is possible give an advice, using the Comment lines.

Thank you for your precious support!

**SECTION 1: Closed Questions**

|  |
| --- |
| 1. **The meeting**
 |
|  | **1** | **2** | **3** | **4** | **5** |
| 1. The meeting was well planned and organised.
 |  |  |  |  |  |
| 1. The agenda of the meeting was balanced, focusing on all key aspects of the project.
 |  |  |  |  |  |
| 1. The participants received all information about the meeting on time.
 |  |  |  |  |  |
| 1. The presentations by the partners were clear and understandable.
 |  |  |  |  |  |
| 1. Partners had the chance and the possibility to meet and interact with the other projects partners.
 |  |  |  |  |  |
| 1. The timetable was respected.
 |  |  |  |  |  |
| 1. The conference room and its facilities facilitated the work during the meeting.
 |  |  |  |  |  |
| 1. The overnight accommodation was satisfactory.
 |  |  |  |  |  |
| 1. Access to the venue of the meeting was easy.
 |  |  |  |  |  |
| 1. Catering and meals were satisfactory.
 |  |  |  |  |  |

**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| 1. **The Project**
 |
| After the meeting… | **1** | **2** | **3** | **4** | **5** |
| 1. I have a clear view of the project aims and objectives.
 |  |  |  |  |  |
| 1. I understand clearly the administrative structure of the project.
 |  |  |  |  |  |
| 1. The information given as to the administrative / financial management facilitated my understanding of those issues.
 |  |  |  |  |  |
| 1. The information given helped me to better understand the Activities of the project.
 |  |  |  |  |  |
| 1. I understand clearly the interactions and links between the different Activities.
 |  |  |  |  |  |
| 1. I understand clearly the role of my institution/organization in this project and what is expected from me for the project.
 |  |  |  |  |  |
| 1. I understand clearly the framework and deadlines to be respected by all partners.
 |  |  |  |  |  |
| 1. The timescales proposed are realistic and feasible.
 |  |  |  |  |  |
| 1. The meeting contributed positively to the progress of the project and the scheduling of the next steps.
 |  |  |  |  |  |

**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| 1. **The Partnership**
 |
| After the meeting… | **1** | **2** | **3** | **4** | **5** |
| 1. I feel the project is built on a strong partnership with an efficient administrative and financial coordination.
 |  |  |  |  |  |
| 1. The information given helped me to better understand the deliverables each partner has to produce and contributed to the mutual understanding of each partner’s mission.
 |  |  |  |  |  |
| 1. The communication amongst the partners was effective and clear.
 |  |  |  |  |  |
| 1. The meeting helped with the development of trust and positive attitudes among partners.
 |  |  |  |  |  |

**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 2: Open Questions**

**Project partners are asked to provide their opinions and concerns on the following project aspects.**

*Please fill in what is relevant for you.*

1. The meeting enabled me to clear up questions I previously had on:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The following element is still a major concern to me:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The major obstacle/barrier in this project for the near future will be:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please tell us the most important outcomes of the project for your organization. Why are they more important than other outcomes?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Suggestions and aspects to be improved (good practices noted)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are there any additional comments you would like to make regarding the project?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3: Personal info**

Name & Organisation: (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your cooperation!