



QUESTIONNAIRE FOR THE EVALUATION OF TRANSNATIONAL PROJECT MEETINGS

HOSTING PARTNER	To be completed by partner institutions before distribution
HOSTING COUNTRY	To be completed by partner institutions before distribution
DATE(S)	To be completed by partner institutions before distribution
PARTNER INSTITUTION	

1. How do you assess the organisation of the meeting?

- Very good
- Good
- Average
- Should be improved

2. How do you assess the following elements related to the preparation and organisation of the meeting?

1. The host partner provided adequate support				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
2. I received enough information on logistic aspects (how to arrive, accommodation)				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
3. The premises of the meeting were suitable for the occasion				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
4. The agenda was sent beforehand and with enough time to prepare				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely

3. How do you assess the progress which has been made during the meeting?

- 1 – Very low
- 2 - Low
- 3 - Average
- 4 - High

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5 – Very high

4. How do you assess the following elements of the project meeting concerning their use for the project?

1. Institutions were presented in detail				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
2. The project overview was comprehensive				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
3. The work plan was explained in detail				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
4. The budget is clear to me and I am well aware of financial questions				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
5. The dissemination strategy is well designed				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
6. The evaluation and quality assurance strategy are well designed				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
7. The premises of the meeting were suitable for the occasion				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
8. I understand the main aspects related to coordination and project management				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely



5. Concerning the tasks of your organisation until the next meeting

1. Our tasks are clear to me; I understand what needs to be done				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
2. The schedule is clear to me; I agree that the tasks can be done in time				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely
3. The tasks are feasible; I agree that they can be done within the budget				
<input type="checkbox"/> I agree completely	<input type="checkbox"/> I partially agree	<input type="checkbox"/> I am neutral about it	<input type="checkbox"/> I partially disagree	<input type="checkbox"/> I disagree completely

7. Recommendations and suggestions for Improvement

Thank you for your cooperation!