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| PHWBprojectQuality assurance WP  |

Quality Control and Impact Evaluation

Self-Assessment Form

Self-Assessment Target: InterimProject Meeting

Interim Project Meeting Held in Las Palmas, on 14-19June2017

Premise

This self-assessment form is designed to collect feedback from the project’s coordinator and the project’s partners who participated to the PHWBinterim meeting held in Las Palmas, on 14-19 June 2017.

The self-assessment form has been prepared by the PHWBQuality assurance coordinator (Dr VassilisBarkoukis) and shared with all partners in its final version on the 19th of June.

Please, indicate your:

Name:

Site:

Instructions

What follows is a list of questions concerning the PHWBinterim meeting that was held in Las Palmas on the 14-19 of June, 2017.

The objective of this set of questions is to collect your personal thoughts and reactions to organizational and substantive issues concerning the PHWBinterimmeeting.

Please, read and answer to each question, indicating your thoughts and reactions on the response options that are provided.

Thank you very much for providing these important self-evaluations for the PHWB quality control process required by the project.

Best,

Dr VassilisBarkoukis

Coordinator of Quality assurance and impact evaluation

1. Was the PHWBfinal meeting organized in a timely and efficient manner?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****Absolutely not** | **□** | **□** | **□****Yes, to some extent** | **□** | **□** | **□****Absolutely yes** |

2. Was the organizing project site efficient in providing all the details for the organization of the meeting and in assisting the project’s partners in their participation to the meeting (e.g., logistics about traveling and accommodation, meeting material)?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****Absolutely not** | **□** | **□** | **□****Yes, to some extent** | **□** | **□** | **□****Absolutely yes** |

3. Was the final meeting agenda of the meeting appropriate for the needs of the project?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****Absolutely not** | **□** | **□** | **□****Yes, to some extent** | **□** | **□** | **□****Absolutely yes** |

4. Was the final meeting effective in addressing all the issues presented at the outset of the meeting?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****Absolutely not** | **□** | **□** | **□****Yes, to some extent** | **□** | **□** | **□****Absolutely yes** |

5. Was the final meeting carried out with a positive and constructive flow of communication among the project’s partners?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****Absolutely not** | **□** | **□** | **□****Yes, to some extent** | **□** | **□** | **□****Absolutely yes** |

5. How would you rate the project’s partners in their participation and involvement at the final meeting?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****Barely****involved** | **□** | **□** | **□****Involved to some extent** | **□** | **□** | **□****Highly involved** |

6. In your opinion, to what extent did the project’s partners understand their project responsibilities outlined and discussed during the final meeting?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****Barely****understood** | **□** | **□** | **□****Understood to some degree** | **□** | **□** | **□****Understood very well** |

7. In your opinion, to what extent did the project’s partners show commitment to the project’s responsibilities and tasks discussed during the final meeting?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****Very little committment** | **□** | **□** | **□****Some extent of committment** | **□** | **□** | **□****Complete committment** |

8. In your opinion, to what extent did the project’s partners come to a consensus on how to organize and move forward on the PHWB project’s activities?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****No consensus at all** | **□** | **□** | **□****Some consensus** | **□** | **□** | **□****Complete consensus** |

9. In your opinion, to what extent you were able to express your ideas and thoughts about the issues being discussed during the meeting?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****I was not able at all** | **□** | **□** | **□****Able only to some extent** | **□** | **□** | **□****I was totally able** |

10. To what extent do you feel you contributed to the meeting discussion and decisions that were made?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **□****I did not contribute** | **□** | **□** | **□****Contributed only in part** | **□** | **□** | **□****Contributed a lot**  |

Is there any other comment that you would like to make concerning issues that were not addressed in the above set of questions? **NO YES**

If YES, please comment below:

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