

## MEETING EVALUATION FORM - HOW WAS THE EVENT?

DATE AND PLACE OF THE MEETING: **15th – 19th June 2014, Balvi, Latvia**

NAME OF THE HOST ORGANISATION: **Balvi Further Education Centre**

NAMES OF THE PARTNER ORGANISATIONS;

**Pakruojis Adult and Youth Centre(Lithuania),Messzelato Association(Hungary),Dodo ry.(Finland),Toroslar Public Education Centre(Turkey)**

Every partner in the “**NEW FLAVOUR OF YOUR LIFE: PROMOTING ACTIVE CITIZENSHIP AND HEALTH AWARENESS THROUGH GARDENING IN TOWNS AND CITIES**” project should fill in the evaluation form.

A grade should be given on a scale of 1 to 4, with 4 being the highest and 1 the lowest  
If you give 1 or 2, please explain why and if it is possible give an advice, using the remark/comment lines!

### 1. Structure, content and delivery of the event

No.	Performance Indicator	Themes	4	3	2	1
1.1	Organisation of the transnational event	Evidence of clear planning	2 50%	2 50%		
		Realistic time scales	1 25%	3 75%		
		Appropriate selection of delegates	3 75%	1 25%		
1.2	Effectiveness of content and appropriate range and balance of activities	Appropriate content, clearly related to the aims and objectives of the event	2 50%	2 50%		
		Relevant mixture of activities e.g. icebreaking activities, didactic sessions, workshops, social activities, free time	3 75%	1 25%		
		Appropriateness of the social programme	3 75%	1 25%		
1.3	Effectiveness of the process of monitoring and evaluation	Quality of the mechanism for evaluation both short term and long term including follow-up activities, if appropriate	2 50%	2 50%		
		Evidence of on-going assistance to participants, if appropriate	4 100%			
1.4	The quality of project management	Clarity of project coordination	4 100%			

		Quality of the management of monitoring and evaluation by the project coordinator	<b>4</b> <b>100%</b>			
		The project partners are made aware of the administrative structure of the project	<b>4</b> <b>100%</b>			

**PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:**

- In general we have evaluated the structure, content and delivery of the event by giving the highest grades mostly. The social programme was really very appropriate and encouraged us to communicate, share the feeling of togetherness. On the other hand, it wouldn't have been too much to have some more ice-breaking, team-building activities – that would have helped us to know each participant even better.  
For organizing the working sessions we would recommend to accept a suggestion to delegate some tasks for facilitating sessions to partners in advance or elaborate a more structured/detailed plan for delivering some sessions (use of inclusive meeting methods, to involve all participants for giving feedback after the monitoring session etc.).
- The meeting was very nicely planned and the plans worked out well. We had quite some tours and not that much content, but it was ok. Also it was good to get to know themes like the different ways of preserving food in a relaxed evening event.
- It was too little time between the activities, I felt we always hurry to arrive to another place during the meeting
- We enjoyed to see the green nature and the flowers, plants in spite of the bad weather conditions. The atmosphere was perfect and warm between the partners

**2. Quality of the transnational element**

No.	Performance Indicator	Themes	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
2.1	Input to the event by the project partners	The extent to which each partner contributes to the event	<b>2</b> <b>50%</b>	<b>2</b> <b>50%</b>		
		The evidence of partners sharing roles and responsibilities during the event	<b>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		
2.2	Links between the aims of the event and the overall aims of the project	Mutual understanding amongst partners about the project and event rationale and the short term and long term objectives of the event	<b>4</b> <b>100%</b>			
		Clear evidence in the event programme of real synergy with the overall objectives of the project	<b>4</b> <b>100%</b>			

**PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:**

- It was good that we looked at the shared tasks and what is done. It was interesting to hear about the courses the other partners had had.
- Each partner contributed to the event (though some homework tasks/presentations delivered still have some space for improvement), was eager to share the roles and responsibilities during sessions.

### 3. Quality of the partnership

No.	Performance Indicator	Themes	4	3	2	1
3.1	Transnational Partnership	Commitment to the project by each partner	<b>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		
		Agreement amongst partners	<b>4</b> <b>100%</b>			
		Effective communication amongst partners	<b>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		
		Development of trust and positive attitudes	<b>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		

#### PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:

- We discussed that there has been delay in communication. I think it was good that we took that up. Meeting again and seeing how others have worked on the project. The atmosphere was relaxed and we saw a lot of nice things during the meeting

### 4. Quality of the domestic arrangements

No.	Performance Indicator	Themes	4	3	2	1
4.1	Quality and appropriateness of the domestic arrangements and the comfort factor	Attention to practical details and catering	<b>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		
		Suitability of the working venue	<b>4</b> <b>100%</b>			
		Quality of overnight accommodation, if appropriate	<b>2</b> <b>50%</b>	<b>2</b> <b>50%</b>		
		Evidence of special requirements (dietary for example) being met	<b>4</b>			

			<b>100%</b>			
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PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:

- A friendly suggestion – why not to arrange the seating in the classroom upstairs in a circle next time, so that such arrangement let the presenters and helped participants to feel more comfortable while interacting/discussing with each other.
- The food was amazing! I liked that there was homemade food and a variety of dishes also for vegetarians. The day we ate out it was good that we preordered, as we came with a big group.
- The hotel was seemingly the one there is in Balvi, it was all right. The rooms were clean and tidy, even though a bit aged.