

MEETING EVALUATION FORM - HOW WAS THE EVENT?

DATE AND PLACE OF THE MEETING: **26th – 30th September 2014, Budapest, Hungary**

NAME OF THE HOST ORGANISATION: **Messzelato Association**

NAMES OF THE PARTNER ORGANISATIONS; Pakruojis Adult and Youth Centre(Lithuania), Dodo ry. (Finland), Toroslar Public Education Centre (Turkey), Balvi Education Centre (Latvia)

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		4 100%		
		Realistic time scales		2 50%	2 50%	
		Appropriate selection of delegates	2 50%	2 50%		
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%	1 25%	1 25%	
		Relevant mixture of activities e.g. icebreaking activities, didactic sessions, workshops, social activities, free time	1 25%	2 50%	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	1 25%	3 75%		
		Evidence of on-going assistance to participants, if appropriate	2 50%	2 50%		
1.4	The quality of project management	Clarity of project coordination	1 25%	2 50%	1 25%	
		Quality of the management of monitoring and evaluation by the project coordinator	2	2		

			50%	50%		
		The project partners are made aware of the administrative structure of the project	3 75%	1 25%		

PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:

- There was too long time planned for some activities, waste of time a little bit.
- There was too much time allocated for some things and too little for others.
- The guided tour in the inner city of Budapest was not planned successfully. It was too long and exhausting.
- It is always helpful to check various possibilities while planning a particular social event (for example, a guided tour – the possibility of sightseeing by bus would have been a wise option especially when you had a big group of participants)
- It would have been nice to meet more of your gardeners.
- Still nice that the meetings were not too heavy, though this time it was leaning a lot towards free time (about relevant mixture of activities).
- Informative project related content was missing.
- The ideas about the material recycling were really original, especially the one about the fruit dryer in the garden.
- About clarity of project coordination – pretty clear maps, common run through the programme would have been nice.
- We were made aware of the administrative structure of the project in the institution, though there were some signs that the team members from the host institution were not aware of the agreements between partners or the specific tasks their institution should carry on, for instance covering the expenses for the poster publishing.
- There is a wonderful team of volunteers in the organisation. We really enjoyed their help and assistance during the event,
- You have put your EVS' evs (volunteers) in good work.
- I liked that volunteers were involved in the planning of the meeting and there was a task/responsibility given for each person.

2. Quality of the transnational element

No.	Performance Indicator	Themes	4	3	2	1
2.1	Input to the event by the project partners	The extent to which each partner contributes to the event	1 25%	3 75%		
		The evidence of partners sharing roles and responsibilities during the event		3 75%	1 25%	
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	2 50%	1 25%	1 25%	
		Clear evidence in the event programme of real synergy with the overall objectives of the project	3 75%	1 25%		

PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:

- Presents are always nice 😊
- About understanding the rationale and objectives of the event – digging out the application and talking about this might have helped.
- About roles and responsibilities – it has been mainly the hosts.
- We would recommend the host institution to work more closely with the coordinating institution and the partners before the meeting – this could help to share roles before the meeting so that that the host did not have to run and be responsible mainly for all the sessions of the working programme.
- Seedpaper making was nice 😊

3. Quality of the partnership

No.	Performance Indicator	Themes	4	3	2	1
3.1	Transnational Partnership	Commitment to the project by each partner	2 50%	2 50%		
		Agreement amongst partners	2 50%	2 50%		
		Effective communication amongst partners	1 25%	2 50%	1 25%	
		Development of trust and positive attitudes	3 75%	1 25%		

PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:

- Nice that people are planning and doing courses
- It is ok not always to agree but it is nice if we can agree on common things, so it is a bit pity that the talk about the book was this late and we did not here agree on what is going to be in it.
- Seems like many people are a bit tired with this project and that it has not reached what it aimed for on all levels

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	1 25%	2 50%	1 25%	
		Suitability of the working venue	1 25%	2 50%	1 25%	
		Quality of overnight accommodation, if	1	2	1	

		appropriate	25%	50%	25%	
		Evidence of special requirements (dietary for example) being met	3 75%		1 25 %	

PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:

- A recommendation – it is always good to check the accommodation place before sending a link to the partners to book it.
- The working venue wasn't so suitable and comfortable for us. Also the accommodation wasn't comfortable and clean enough to stay, but the location of the accommodation was good.
- We weren't given opportunity to choose the food.
- I especially liked Muszi. Happy with this plan B.
- Hope you would find a bigger office.
- We liked the flat that we booked.
- There been weggie food and food without pork.
- Breakfast was nice , the other food- not so exciting
- We would have enjoyed the chance to try more of the national cuisine.