

MEETING EVALUATION FORM - HOW WAS THE EVENT?

DATE AND PLACE OF THE MEETING: 4th – 8th October 2013, Helsinki, Finland

NAME OF THE HOST ORGANISATION: Dodo

NAMES OF THE PARTNER ORGANISATIONS; Balvi Education Centre (Latvia), Messzelato Association (Hungary), Toroslar Public Education Centre (Turkey), Pakruojis Adult and Youth Education Centre (Lithuania)

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%	1 25%	1 25%	
		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	3 75%	1 25%		
		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	2 50 %	2 50%		
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	2 50 %	2 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:

- The didactic, discussion, feedback sessions were organized in a very professional way. The idea of giving a methodological support for organising meetings (by giving a live example how to use different meeting methods) has been very valuable in terms of encouraging partners to organize effective and inclusive meetings in the frame of our common partnership.
- I enjoyed to have some part of our meetings outside of a training room, so that's why our learners group and me also enjoyed it. Although it was a bit too intense working for a small period. We couldn't have much opportunity to go around Helsinki and for the social programme. So we should have had more free time.
- It was too much of programme in a small time period. All of the program was really exciting I would participate in all of them but at the 3 day I felt overloaded of working on two really important issues simultantly: two years of transnational partnership and of get know-how from the local host organisation.
- There were too many deficiencies in the plan of meeting – long breaks, long working hours, too much attention for unimportant things. Also activities could be more varied. Recommendation - to involve more people in the planning of the meeting, be more flexible.
- Though the agenda circulated to the partners beforehand gave us impression that we will have more social activities, this was not so much developed and proposed type of activities during this meeting. It would have been really beneficial have some activities just for fun/ enjoyment for laughing and getting to know each other and the representatives of the host institution (more volunteers) better. Excursion in Helsinki would also have been a very appropriate free time activity. On the other hand, we had some elements of this while walking together to the Otovan Centre in the mornings.

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	2 50 %	2 50 %		
		The evidence of partners sharing roles and responsibilities during the event	2 50 %	2 50 %		
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	3 75%	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:

- I miss a session of „new ideas“. Our partner organisation representative get to know each other and afterwards I would love to discover „new links“, „new inspirations“, new effects on what we can learn as organisation from eachother. Maybe also some other ideas that are not written in our application. I am sure we will use our partnership for this effectively. But it would be nice to have some more flexible, non formal methods of learning from each other in the forthcoming joint events (like: open space methods)
- I would really like to give helping hand in the next transnational meeting in organising coffee breaks or other local work in the next meeting (or icebreaker games for the groups etc)

3. Quality of the partnership

No.	Performance Indicator	Themes	4	3	2	1
3.1	Transnational Partnership	Commitment to the project by each partner	3 75%	1 25%		

		Agreement amongst partners	2 50%	2 50%		
		Effective communication amongst partners	3 75%	1 25%		
		Development of trust and positive attitudes	3 75%	1 25%		

PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:

- All partners are aware of the project aims and objectives, all of them are ready and eager to contribute to the project activities.

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	2 50%	1 25%	1 25%	
		Suitability of the working venue	2 50%	2 50%		
		Quality of overnight accommodation, if appropriate	3 75%	1 25%		
		Evidence of special requirements (dietary for example) being met	2 50%	2 50%		

PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:

- Quality of overnight accommodation was perfect. The hotel's location was close to the city center and also apartment was large, with kitchen and a beautiful view.
- The chosen accommodation was really cosy and comfortable. Regarding the catering, we enjoyed such aspects as arrangements to cater us home-made lunches or have lunches outside, in nature (not only restaurants). This added additional value to supporting and generating ideas about the future project activities in our own institutions.
- We didn't have a choice for the meals. We always had the meals at the same place and the catering was different for us. We wanted to eat at different places and different meals
- Though we have evaluated the theme as "Attention to practical details and catering" giving the highest evaluation, we would also like to add one comment - in case participants are accommodated in apartments with kitchens, they can have their breakfast in their apartments (it would help the hosts have some free time in the mornings). On the other hand, this recommendation should not be taken as a point to improve as breakfast was also an activity of social value, so it's good we had breakfasts together.