

## MEETING EVALUATION FORM - HOW WAS THE EVENT?

DATE AND PLACE OF THE MEETING: **8th – 12th June 2015, Pakruojis, Lithuania**

NAME OF THE HOST ORGANISATION: Pakruojis Adult and Youth Education Centre

NAMES OF THE PARTNER ORGANISATIONS: Dodo ry. (Finland), Toroslar Public Education Centre (Turkey), Balvi Professional and Comprehensive Secondary School - former Balvi Education Centre (Latvia), Messzelato Association (Hungary).

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	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	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	4 100%			
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	3 75%	1 25%		
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	4 100%			

		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:

- Very nicely planned and arranged all in all

## 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	<b>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		
		The evidence of partners sharing roles and responsibilities during the event	<b>2</b> <b>50%</b>	<b>1</b> <b>25%</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:

- The partners were all nicely involved in the conference. There was no sharing of roles and responsibilities, as in different partners taking care of different parts of the programme.

## 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>1</b> <b>25%</b>	<b>3</b> <b>75%</b>		
		Agreement amongst partners	<b>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		
		Effective communication amongst partners		<b>2</b> <b>50%</b>	<b>2</b> <b>50%</b>	
		Development of trust and positive attitudes	<b>1</b> <b>25%</b>	<b>3</b> <b>75%</b>		

PERSONAL RESPONSE TO THE THEMES/ ANY ADDITIONAL COMMENTS:

- Even though it was the fifth meeting country groups held quite tight together. Ways of dividing the group into mixed teams during workshops (like the herb picking) or at meals could have fostered a more international atmosphere.

#### 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>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		
		Quality of overnight accommodation, if appropriate	<b>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		
		Evidence of special requirements (dietary for example) being met	<b>3</b> <b>75%</b>	<b>1</b> <b>25%</b>		

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

- Very nice accommodation. Moving hotels has its order you see different places. Personally I felt restless not to be able to check in with my group to the third hotel, just having to leave my belongings in a bus hoping they would find their way to my room.
- The manor was super for the conference! It really added to the style of the event 😊
- Thank you for arranging vegetarian food, and not questioning. The final dinner arrangements left our group wondering. Hope the food that was left over got eaten.