

CITI-VAL Evaluation of the kick-off meeting (Bordeaux 2016.11)

INSTRUCTIONS

1. Achievement of overall meeting objectives: Developing the project and planning next steps

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2. Clarification of roles: has the meeting contributed to clarifying your role?

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3. Clarification of next steps: Are you clear about the tasks that have to be fulfilled by you in the next months?

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4. Structure, content and delivery of the meeting: Selection of topics addressed in the meeting

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5. Structure, content and delivery of the meeting: Appropriateness of agenda, clear relations to project aims

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6. Structure, content and delivery of the meeting: Quality of documents and working materials

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7. Structure, content and delivery of the meeting: Balance of the meeting programme (duration, work, social activities)

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8. Structure, content and delivery of the meeting: Level of satisfaction with the practical arrangements (meeting venue, accomodation, meals)

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9. Quality of transnational cooperation: Extent to which each partner contributes to the meeting

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10. Quality of transnational cooperation: Mutual understanding amongst partners about the project

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11. Quality of transnational cooperation: Level of satisfaction with working language

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12. Overall satisfaction with the meeting

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