

## Meeting Evaluation

<b>Project Number:</b>	2015-1-PT01-KA202-013119
<b>Project Title:</b>	EURspace: European IVT Recognition Gateway
<b>Place:</b>	Arcos de Valdevez, Portugal
<b>Meeting:</b>	Kick-Off Meeting
<b>Dates:</b>	25-11-2015 to 26-11-2015
<b>Partner Organization:</b>	
<b>Name:</b>	
<b>Country:</b>	
<b>Position in the Project:</b>	

The kick-Off Meeting of the EURspace project is held in Arcos de Valdevez, Portugal, from 25<sup>th</sup> to 26<sup>th</sup> of November, 2015. The meeting's host organization is Escola Profissional do Alto Lima, CIPRL.

The goal of this questionnaire is to obtain information on the meeting carried out, to evaluate the effectiveness of the meeting for the project development and collect suggestions for improvement.

### Instructions for completion:

**Considering the scale, place an X on the appropriate answer for each topic covered, in which 1 represents the least positive value (Dissatisfied) and 4 the most positive (Very Satisfied).**

<b>Part I (Global Appreciation)</b> - Please, classify the satisfaction of your expectations about the project meeting, in terms of:				
	1	2	3	4
Reception and stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplan of the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions of the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Part II (Host Organization)</b> - Please, classify your satisfaction with the arrangements provided for the meeting / stay, with respect to:				
	1	2	3	4
Welcome and friendliness of the reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support and guidance provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comfort and conditions of the meeting room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coffee break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comfort and conditions of the accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of a local travel and/or a social/cultural activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Part III (Meeting Work Plan)</b> - Please, classify your opinion about the development of the meeting activities:				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Adequacy of the meeting programme considering the project development stage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functionality of the meeting programme to the achievement of the project outcomes / outputs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accomplishment of the meeting programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequacy of the time devoted to each topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectiveness of the meeting's moderation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribution to the exchange of experiences and collaborative learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Part IV (Startup and Development)</b> - Please, classify the importance of the kick-off meeting for the startup and development of the project, in terms of:				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Know more about Partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know in depth the Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve a better understanding about the goals and the expected outcomes of the Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly distribution of upcoming tasks and timings per Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agree about communication channels and strategies for sharing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve the cooperation between partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exchange of experiences and transfer of knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Part V (Development of Outputs)</b> - Please, identify which project's outputs were addressed in the meeting:	
European Platform to Support the Recognition, Validation, Allocation of Credits and Certification in Initial Vocational Training	<input type="checkbox"/>
EURspace Pedagogical Kit	<input type="checkbox"/>
Guide to support ECVET Understanding for Youths in IVT – <i>EURspace for Youths in IVT</i>	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please specify the major developments achieved in each one of the issues noted above.	

<b>Part VI (Suggestions)</b> - Give your suggestions for improvements for future project meetings.

Thank you for your cooperation!