***Internal evaluation questionnaire PARTNERS MEETINGS***

This questionnaire will be distributed immediately after or during each transnational partners meeting to allow evaluation of the meetings in terms of organisation, content, usefulness.

**Date and place of the meeting**

**Partner Organisation (1 questionnaire per partner):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ABOUT THE MEETING: how do you rate the following aspects of the meeting?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ORGANISATION OF THE EVENT** | Very  poor | Poor | Neither poor nor good | Good | Very  good |
| Pre-event organisation |  |  |  |  |  |
| Organisation of the days (Agenda) |  |  |  |  |  |
| Venue and meeting’s facilities |  |  |  |  |  |
| **CONTENT OF THE EVENT** | Very  poor | Poor | Neither poor nor good | Good | Very  good |
| Relevance of topics covered |  |  |  |  |  |
| Usefulness of presentations |  |  |  |  |  |
| Satisfaction with decisions taken |  |  |  |  |  |
| Level of involvement & cooperation among partners during the meeting |  |  |  |  |  |

*COMMENTS AND SUGGESTIONS*