

Joint Action on Chronic Diseases and Promoting Healthy Ageing across the Life Cycle

MEETINGS EVALUATION

3rd STAKEHOLDERS FORUM
2nd GENERAL ASSEMBLY
2nd; 3rd & 4th GOVERNING BOARD
2nd and 3rd ADVISORY BOARD
6th; 7th 8th & 9th EXECUTIVE BOARD
(2016)

Prepared by: WP3

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Introduction

RATIONALE: In the frame of the evaluation of JA-CHRODIS's development, WP3 has been commissioned to complete the assessment of partners and stakeholders meetings organised by JA-CHRODIS. This evaluation will allow both to evaluate the quality of each meeting and to gather insight on the level of satisfaction of the participants with the global development of the JA. These opinions are useful to explore potential weaknesses of the JA and find areas of improvement.

OBJECTIVE: To assess the quality and satisfaction of participants of the 3rd Stakeholders Forum (or meetings attended by representatives of interest groups or stakeholders in the field of chronic diseases, in addition to JA-CHRODIS partners), the 2nd General Assembly (attended by all associated partner and collaborating partner institutions); the 2nd, 3rd and 4th Governing Board meetings (bringing together Member State representatives and the JA-CHRODIS Executive Board), the 2nd and 3rd Advisory Board meetings (where external expert advisors met with JA-CHRODIS partners) and, finally, the 6th, 7th, 8th and 9th Executive Board meetings (attended by JA-CHRODIS WP leaders).

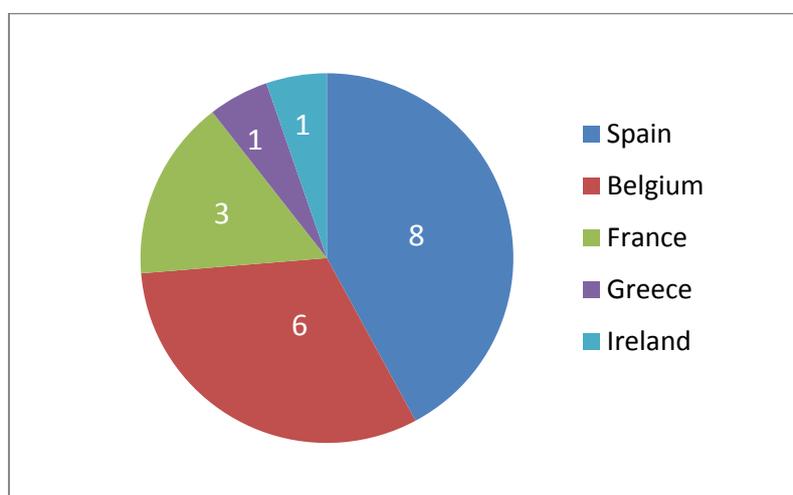
METHODOLOGY: Satisfaction surveys were distributed in paper to participants during the meetings and collected at the end of each meeting. Broadly, all surveys administered to evaluate the meetings were similar. Questions covered: personal and institutional involvement in JA-CHRODIS; the rating of different aspects of the organisation and development of the meeting (e.g., location, agenda, information shared and supporting documentation, opportunities for participating and time devoted to discussion) and its content (e.g., relevance of topics covered during the meeting, orientation to hold the discussions, and whether the meeting met the objectives and expectations of the participants); weaknesses and strengths of the meeting; and, finally, a general rating of the meeting and a box in which participants could leave further comments. The full survey questionnaires are included in the annexes. Results were analysed both quantitative and qualitatively.



3rd Stakeholders Forum

The 3rd Stakeholders Forum (SF) of JA-CHRODIS was held on February 4th 2016 at the Institute of Health Carlos III, Madrid (Spain). A total number of 16 professionals participated in the stakeholders meeting from 5 European countries, being the main country of origin Spain (Figure 1). Only 8 surveys were collected (50% of participation). Even though this meeting had a smaller number of participants in comparison with the previous editions, the rate of participation in the survey was higher (1st SF, 47% and 2nd SF 34%).

Figure 1: Distribution by country of origin of the participants in the 3rd Stakeholders Forum



Careful interpretation of the results presented here is advisable as they proceed from a small number of surveys.

Focusing on participants' satisfaction, the opportunities for participation and sharing and the time devoted to discussion were aspects positively assessed (Very Good/Excellent) by 6 participants, followed by the location of the venue which was rated so by 4 participants. The appropriateness and usability of handouts was the worst rated aspect since 3 participants rated it as Poor/Fair. More detailed information is provided in Table 1.

In general, the items of the group discussions were positively assessed. Perhaps opportunities for discussion and time for discussion were the aspects receiving a lower score (2 participants rated both as Poor). More details in Table 2.

The majority of respondents (n=6; 85.7%) declared to be interested in participating in future JA-CHRODIS Stakeholder Forums.

Table 1: Satisfaction scores for 3rd Stakeholders Forum (n=8)

	Poor	Fair	Good	Very good	Excellent
Agenda	--	28.6% (2)	28.6% (2)	14.3% (1)	28.6% (2)
Location of the meeting	--	14.3% (1)	14.3% (1)	14.3% (1)	57.1% (4)
Information shared in this meeting	--	14.3% (1)	42.9% (3)	14.3% (1)	28.6% (2)
The handouts (appropriate, useful)	5.1% (3)	14.3% (1)	42.9% (3)	14.3% (1)	28.6% (2)
Opportunities for participation and sharing	--	14.3% (1)	--	42.9% (3)	42.9% (3)
Enough time for discussions	14.3% (1)	--	--	42.9% (3)	42.9% (3)
Was this meeting worth your time	--	14.3% (1)	28.6% (2)	42.9% (3)	14.3% (1)

Values show the percentage for each category and in brackets the corresponding number of responses.

Table 2: Global satisfaction scores on Discussion Groups session

	Discussion contents	Opportunity for discussion	Time for discussion
Poor	--	12.5% (1)	12.5% (1)
Fair	25% (2)	--	--
Good	25% (2)	--	--
Very good	12.5% (1)	37.5% (3)	37.5% (3)
Excellent	25% (2)	37.5% (3)	37.5% (3)

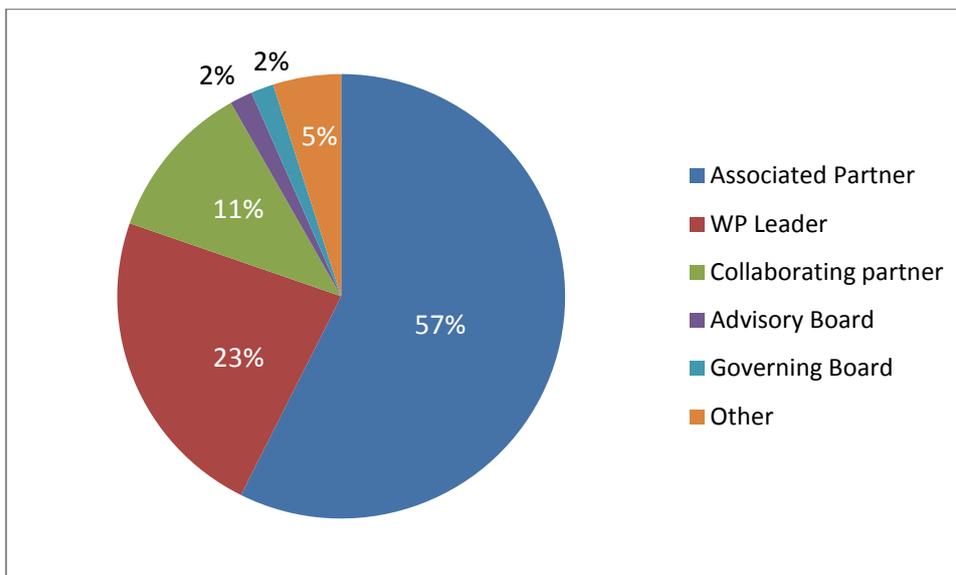
Values show the percentage for each category and in brackets the corresponding number of responses.

2nd General Assembly

The 2nd General Assembly (GA) of JA-CHRODIS was held on February 4th 2016 at the Institute of Health Carlos III, Madrid (Spain). About 108 people attended the GA and a total number of 61 surveys were collected (56.5% of participation), 25 of them with comments in the open answer questions.

The profiles of the attendees were: 57% (n=35) Associated Partners, 23% (n=14) WP leaders, 12% Collaborating Partners (n=7), one member from the Advisory Board, one from the Governing Board, and 3 participants from other institutions (e.g., European Commission, external consultants and potential collaborating partners). The distribution by different profiles can be seen in Figure 2.

Figure 2: Participants profile (according to the collected surveys, n=61).



“Other” category includes members of the European Commission, external consultants and potential collaborating partners.

When asked about their involvement in the JA-CHRODIS, 89% (n=54) considered that their institution was fully involved in the JA development and 90% (n=55) confirmed their personal participation in the JA. Table 3 shows the percentages of institutional and personal involvement in the JA splitting by profile. In general, there was a high involvement of the different profiles at both levels. All WP leaders and most of the associated partners reported being involved at the institutional level as well as a personal level with the JA. Less involvement was seen in collaborating partners, especially at the institutional level (71.4%).

Table 3: Involvement of participants in JA-CHRODIS by participant's profiles (n=61)

	Institutional	Personal
WP-leaders	100% (14)	100% (14)
Associated partners	94.3% (33)	94.3% (33)
Collaborative partners	71.4% (5)	85.7% (6)
Advisory Board	0%	100% (1)
Governing Board	100% (1)	0%
Others	33.3% (1)	33.3% (1)

Values show percentage of scores in each category and the number of responses in each one, in brackets. "Other" category includes members of the European Commission, external consultants and potential collaborating partners.

Concerning the organization of the assembly, 95% of the respondents (n=57) considered that they were notified about the meeting with enough time for planning their attendance and the same percentage pointed out that the meeting started and finished on time (n=57).

Focusing on the content, the most valued aspect was having the opportunity for participating and sharing during the meeting (75% of the respondents scored it as "Very good/Excellent"), followed by time dedicated to the different discussions (75% of scores in the "Very good/Excellent" categories). All other aspects, such as the location of the venue, the information shared during the meeting and the handouts were mostly valued as Good/Very good (65.6%; 65.6%; 72.1%). In comparison with previous meetings of the GA, in 2016 the majority of the aspects were better assessed, except for the handouts that rated worse (2015: Poor/Fair: 3.7% [n=2]. 2016: Poor/Fair: 13.6%, [n=13]. See Table 4 for more details.

Table 4: Scoring on different aspects of the 2nd General Assembly meeting (n=61)

	Poor	Fair	Good	Very good	Excellent
Agenda	--	8.2% (5)	29.5% (18)	37.7% (23)	24.6% (15)
Location of the meeting¹	1.6% (1)	3.3% (2)	32.8% (20)	32.8% (20)	27.9% (17)
Information shared in this meeting¹	1.6% (1)	8.2% (5)	36.1% (22)	29.5% (18)	22.9% (14)
The handouts² (appropriate, useful)	5.1% (3)	8.2% (5)	31.1% (19)	41.0% (25)	11.5% (7)
Opportunities for participation and sharing	--	1.6% (1)	22.9% (14)	42.6% (26)	32.8% (20)
Enough time for discussions²	--	5.1% (3)	19.7% (12)	42.6% (26)	29.5% (18)

Values show the percentage for each category and in brackets the corresponding number of responses.

¹ One missing value; ² Two missing values.

Regarding the discussion groups carried out during the 2nd General Assembly, they were quite well valued according to roughly 70% of the respondents that ranked them as “Very good/Excellent” (Table 5). This also constitutes a higher proportion of respondents giving a higher score in comparison with 2015 edition (e.g., 60%).

Table 5: Global satisfaction scores on Discussion Groups session.

	Discussion content	Opportunity for discussion	Time for discussion
Poor	1.6% (1)	--	--
Fair	4.9% (3)	1.6% (1)	4.9% (3)
Good	27.9% (17)	18.0% (11)	26.2% (16)
Very good	39.3% (24)	41.0% (25)	34.4% (21)
Excellent	26.2% (16)	37.7% (23)	32.8% (20)

Values show the percentage for each category and in brackets the corresponding number of responses.

On the positive side, the open answer questions (25 comments) showed that participants considered the event well organised, and valued interactions and discussions, including the breakout sessions. On the other hand, when asked about aspects that could have gone better, participants pointed out to have preferred to have more practical sessions, including about the platform for knowledge exchange, and that the Q&A session could have been better exploited. Logistics as the meeting venue acoustics and the prior availability of materials were likewise mentioned as an aspect with room for improvement.

At the end of the survey respondents were asked to rank the overall level of interest of the meeting (1: not interesting / 5: very interesting). The mode value (the value that appears most often) of the rank was 4. Table 6 shows values according to participants' profile and it shows that those who better scored the meeting were participants from other institutions, following by the WP leaders, the associated and collaborating partners, and members from the Governing Board, whereas members of the Advisory Board reported lower scores.

Table 6: General Assembly overall level of interest ranks by participants' profile (n=61)

	Mode	Minimum	Maximum
WP leader	4	3	5
Associated partner	4	3	5
Collaborating partner	4	3	5
Advisory Board	3	3	3
Governing Board	4	4	4
Other	5	5	5

Values show the mode value and minimum and maximum scores per each group of participants.

“Other” category includes members of the European Commission, external consultants and potential collaborating partners.

2nd, 3rd and 4th Governing Board Meetings

The 2nd Governing Board (GB) of JA-CHRODIS was held on February 3rd 2016 at the Institute of Health Carlos III, Madrid (Spain). 32 people attended the 2ndGB and a total number of 26 surveys were collected (81.3% of participation), 3 of them with comments in the open-ended questions.

The 3rd Governing Board (GB) of JA-CHRODIS was held on June 16th 2016 during the morning at the Spanish National Research Council in Brussels (Belgium). 37 people attended the meeting, 28 of them were from the Governing Board, 2 from the European Commission (CHAFEA and DG SANTE members) and 7 from JA-CHRODIS Executive Board. A total number of 22 surveys were collected (59.5% of participation), four of them with comments in the open answer questions.

The 4th JA-CHRODIS Governing Board (GB) meeting was held on November 30th at the Netherlands House for Education and Research (Neth-ER), in Brussels (Belgium). A total of 35 attendees participated in the meeting, 17 from the Governing Board, 16 from the Executive Board, and two from the European Commission (CHAFEA members and DG SANTE). A total of 15 completed the survey questionnaire (42.9% of participation), 3 of them with comments in the open-ended questions.

2nd Governing Board meeting: full sample

Out of the 26 surveys collected, 13 (50%) were GB members, 9 (34.6%) were WP leaders followed by 2 members from other institutions, one member from the AB and one associated partner. Regarding the organisation, 96% of the attendees considered that they were notified about the meeting in sufficient time and 89% valued that the meeting was conducted on time.

When GB members were asked about their involvement in JA-CHRODIS, 69.2% (n=18) considered that their institution was fully involved in the JA development and 61.5% (n=16) confirmed their personal participation in the JA. These figures by the different participant's profile are displayed in Table 7. Less involvement was seen among members of the GB, especially at the personal level, in comparison with other profiles.

Table 7: Involvement of participants in 2nd GB meeting (n=26)

	Personal involvement	Institutional involvement
WP-leaders	100% (9)	100% (9)
Associated partners	100% (1)	100% (1)
Advisory Board	100% (1)	0%
Governing Board	30.8% (4)	53.8% (7)
Others	50% (1)	50% (1)

Values show the percentage for each category and in brackets the corresponding number of responses.

The feedback from the open answer questions (3 comments) was centred on the content and breadth of the meeting discussions, highlighting the desire for both more feedback from GB members and more time allowed to debate WP leaders presentations.

In general all aspects concerning the meeting were positively assessed. Particularly the location of the venue and the handouts were the best valued aspects. Both were scored as Very Good/Excellent by 69.2% (n=18). Having enough time for discussion can be the aspect to improve as it received the lowest scoring (Fair/Poor =19.2%, n=5). More detailed information is available in Table 8.

Table 8: Scoring on different aspects of the 2nd GB meeting (n=26)

	Poor	Fair	Good	Very good	Excellent
Agenda	--	7.7% (2)	30.8% (8)	38.5% (10)	19.2% (5)
Location of the meeting		7.7% (2)	23.1% (6)	50% (13)	19.2% (5)
Information shared in this meeting	--	11.5% (3)	26.9% (7)	34.6% (9)	23.1% (6)
The handouts (appropriate, useful)	7.7% (2)	7.7% (2)	15.4% (4)	42.3% (11)	26.9% (7)
Opportunities for participation and sharing	3.8% (1)	11.5% (3)	34.6% (9)	19.2% (5)	30.8% (8)
Enough time for discussions	11.5% (3)	7.7% (2)	19.2% (5)	34.6% (9)	26.9% (7)
Content (appropriate, useful)	7.7% (2)	7.7% (2)	26.9% (7)	42.3% (11)	15.4% (4)

Values show the percentage for each category and in brackets the corresponding number of responses.

Finally, the respondents were asked to rank the interest of the meeting (1: not interesting / 5: very interesting). The mode value of the rank was 4. Table 9 shows values according to participants' profile and it shows that those who better scored the meeting were WP leaders, members from the AB and members from the EB, even though a wider range of responses were obtained (see minimum value=0 and maximum value= 5).

Table 9: 2nd GB meeting's ranking by participants' profile.

	Mode	Minimum	Maximum
WP leader	4	2	5
Associated partner	3	3	3
Advisory Board	4	4	4
Governing Board	4	0	5
Other	3	3	3

Values show the mode value and minimum and maximum scores per each group of participants. "Other" category includes members of the European Commission, external consultants and potential collaborating partners.

2nd Governing Board meeting: assessment by Governing Board members (n=13)

Following, the assessment of the meeting by the members of the GB (n=13) is presented. Most of the members pointed out that they were notified about the meeting in time (n=12, 92.3%) and that the meeting started on time (n=10, 76.9%).

Overall, all organisational aspects were positively assessed. The best scored aspect was the time devoted to discussion (Excellent/Very Good= 84.6%), followed by the information shared and the handouts, both scored Excellent/Very Good by 77% of the participants. Some aspects received a low rating, such as the location, the handouts and the content. More detailed information can be found in Table 10.

Table 10: Scoring on different aspects of the 2nd GB meeting by GB members (n=13).

	Poor	Fair	Good	Very good	Excellent
Agenda	--	--	30.8% (4)	30.8% (4)	30.8% (4)
Location of the meeting		7.7% (1)	23.1% (3)	46.2% (6)	23.1% (3)
Information shared in this meeting	--	--	15.4% (2)	38.5% (5)	38.5% (5)
The handouts (appropriate, useful)	--	7.7% (1)	15.4% (2)	30.8% (4)	46.2% (6)
Opportunities for participation and sharing	--	--	30.8% (4)	7.7% (1)	61.5% (8)
Enough time for discussions	--	--	15.4% (2)	30.8% (4)	53.8% (7)
Content (appropriate, useful)		7.7% (1)	23.1% (3)	38.5% (5)	30.8% (4)

Values show the percentage for each category and in brackets the corresponding number of responses.

There was a better assessment over some areas from GB members in comparison with the global assessment. This difference highlights some discordance between WP leaders and GB members, as they were the two main profiles attending the meeting.

3rd Governing Board meeting: full sample

Out of the 22 surveys collected, 12 (60%) were GB members and 10 (40%) were WP leaders. Regarding the organisation, 100% considered that they were notified about the meeting in sufficient time and 50% (n= 11) valued that the meeting was conducted on time (2 missing answers).

When attendees were asked about their involvement in the JA-CHRODIS, 62% (n=13) considered that their institution was fully involved in the JA development and 64% (n=14) confirmed their personal participation in the JA (in both 1 missing answer). These figures by

the different participant's profile are displayed in Table 11. Less involvement was seen among members of the GB, in comparison with the other profiles.

Table 11: Involvement of participants in 3rd GB meeting (n=22)

	Personal involvement	Institutional involvement
WP-leaders	100% (9)	100% (9)
Associated partners	100% (1)	100% (1)
Governing Board	27.3% (3)	36.4% (4)

Values show the percentage for each category and in brackets the corresponding number of responses.

In general all aspects concerning the meeting were positively assessed. Particularly the best valued aspect was opportunities for participation and sharing, which was scored Very Good/Excellent by about 82% (n=18). The location of the venue was the aspect receiving the lowest scoring (Poor/Fair =13.6%, n=3). More detailed information is presented in Table 12.

Table 12: Scoring on different aspects of the 3rd GB meeting (n=22)

	Poor	Fair	Good	Very good	Excellent
Agenda	--	9.1% (2)	22.7% (5)	50% (11)	18.2% (4)
Location of the meeting	4.5% (1)	9.1% (2)	9.1% (2)	59.1% (13)	18.2% (4)
Information shared in this meeting	--	--	22.7% (5)	59.1% (13)	18.2% (4)
The handouts (appropriate, useful)	--	10.5% (2)	31.6% (6)	42.1% (8)	15.8% (3)
Opportunities for participation and sharing	--	4.5% (1)	13.6% (3)	45.5% (10)	36.4% (8)
Enough time for discussions	--	14.3% (3)	27.3% (6)	40.9% (9)	27.3% (6)
Content (appropriate, useful)	--	4.5% (1)	27.3% (6)	40.9% (9)	27.3% (6)

Values show the percentage for each category and in brackets the corresponding number of responses.

Four survey participants provided feedback to the open-ended question. One concern was the need to improve the agenda keeping and clarify the purpose of each agenda item, so participants can know what is expected from them in each session. One participant took the opportunity to suggest that the intranet section messages of the JA-CHRODIS website gave a little more detail on what was the newly available content, rather than just mentioning that "new content was available". On the positive side, one participant considered that this GB had been the most interactive and productive so far.

Finally, the respondents were asked to rank the interest in the meeting (1: not interesting / 5: very interesting). The mode value of the rank was 4. Table 13 shows values according to participants' profile, with similar ratings for all profiles.

Table 13: 3rd GB meeting's ranking by participants' profile.

	Mode	Minimum	Maximum
WP leader	4	2	5
Governing Board	4	2	5
Associated partner	4	4	4

Values show the mode value and minimum and maximum scores per each group of participants.

3rd Governing Board meeting: assessment by Governing Board members (n=12)

The assessment of the meeting by members of the GB alone (n=12) is now presented. Regarding the organisation, 100% of the GB members considered that they were notified about the meeting in sufficient time and 70% (n= 7) valued that the meeting was conducted on time (2 missing answers).

Overall, all aspects concerning the meeting were positively assessed. Particularly the opportunities for participation and the time for discussion were both best valued aspects (Scored as Very Good/Excellent by about 83%; n=10). The location of the venue was the aspect receiving the lowest scoring (Poor/Fair =16.7%, n=2) followed by the quality of handouts (Fair = 16.7%, n=2). Table 14 provides more details.

Table 14: Scoring on different aspects of the 3rd GB meeting by GB members (n=12).

	Poor	Fair	Good	Very good	Excellent
Agenda	--	8.3% (1)	8.3% (1)	50% (6)	33.3% (4)
Location of the meeting	8.3% (1)	8.3% (1)	16.7% (2)	41.7% (5)	25.0% (3)
Information shared in this meeting	--	--	25.0% (3)	50.0% (6)	25.0% (3)
The handouts ¹ (appropriate, useful)	--	16.7% (2)	16.7% (2)	41.7% (5)	16.7% (2)
Opportunities for participation and sharing	--	8.3% (1)	8.3% (1)	33.3% (4)	50% (6)
Enough time for discussions ¹	--	--	16.7% (2)	41.7% (5)	33.3% (4)
Content (appropriate, useful)	--	8.3% (1)	25% (3)	25% (3)	41.7% (5)

Values show the percentage for each category and in brackets the corresponding number of responses.

¹ One missing value.

4th Governing Board meeting: full sample

Out of the 15 surveys collected 9 (60%) were GB members and 4 (26.7%) were WP leaders, whereas one associated partner and an external consultant also participated. Regarding the

organisation, 100% considered that they were notified about the meeting in sufficient time and all but one (93.3%) valued that the meeting was conducted on time.

When attendees were asked about their involvement in the JA-CHRODIS, 53.3% (n=8) considered that their institution was fully involved in the JA development and 60% (n=9) confirmed their personal participation in the JA. These figures by the different participant's profile are displayed in Table 15. Less involvement was seen among members of the GB or external consultants, in comparison with the other profiles.

Table 15: Involvement of participants in 4th GB meeting (n=15)

	Personal involvement	Institutional involvement
WP-leaders (n=4)	100% (4)	100% (4)
Associated partners (n=1)	100% (1)	100% (1)
Governing Board (n=9)	44.4% (4)	33.3% (3)
Others (n=1)	0% (0)	0% (0)

Values show the percentage for each category and in brackets the corresponding number of responses.

In general all aspects concerning the meeting were positively assessed. Particularly the best valued aspects were the information shared in the meeting, the opportunities for participation and sharing and the time for discussion, with 80% (n=12) of attendees scoring each of them as Very Good or Excellent. The appropriateness or usefulness of the handouts (Fair= 13.3%, n=2) and the location of the venue (Poor = 6.7%, n=1) were the aspects receiving the lowest scoring. More detailed information in Table 16.

Table 16: Scoring on different aspects of the 4th GB meeting (n=15)

	Poor	Fair	Good	Very good	Excellent
Agenda¹	--	6.7% (1)	13.3% (2)	53.3% (8)	20.0% (3)
Location of the meeting	6.7% (1)	--	26.7% (4)	40.0% (6)	26.7% (4)
Information shared in this meeting	--	--	20.0% (3)	46.7% (7)	33.3% (5)
The handouts² (appropriate, useful)	--	13.3% (2)	6.7% (1)	26.7% (4)	26.7% (4)
Opportunities for participation and sharing	--	--	20.0% (3)	26.7% (4)	53.3% (8)
Enough time for discussions	--	--	20.0% (3)	33.3% (5)	46.7% (7)
Content¹ (appropriate, useful)	--	6.7% (1)	13.3% (2)	40.0% (6)	33.3% (5)

Values show the percentage for each category and in brackets the corresponding number of responses.

¹ One missing value; ² Four missing values.

Looking into the open answer question replies (N=3), on the one hand positive comments were given concerning the presentations and a good capacity of delivering clear messages. On the other hand, one person was not satisfied with the room layout, as the seating did not allow all attendees to see and hear each other, whereas more time to prepare and discuss meetings content (i.e. CHRODIS plus, obtaining feedback from MS prior to the meeting) was considered as needed by another participant.

When asked about the level of interaction between JA-CHRODIS Executive Board Members and representatives of the Member States of the Governing Board there were a diversity of opinions. Two thirds of the attendees (66.7%) ranked this aspect as “Very good” or “Excellent”, but 13.3% as “fair” as shown in Table 17. Regarding this aspect, 60.0% thought it had improved comparing to previous JA-CHRODIS Governing Board meetings, 26.7% that it remained the same, and an additional 13.3% could not answer this question because they did not attend previous GB meetings.

Table 17: Scoring on EB and GB interaction aspect of the 4th GB meeting (n=15)

	Poor	Fair	Good	Very good	Excellent
Interaction between EB and GB	--	13.3% (2)	20.0% (3)	40.0% (6)	26.7% (4)

Values show the percentage for each category and in brackets the corresponding number of responses.

Finally, the respondents were asked to rank the interest in the meeting (1: not interesting / 5: very interesting). The mode value of the rank was 4, as in previous occasions. Table 18 shows values according to participants’ profile and it shows slight differences between profiles.

Table 18: 4th GB meeting’s ranking by participants' profile.

	Mode	Minimum	Maximum
WP leader (n=4)	4	2	4
Governing Board (n=9)	4	3	5
Associated partner (n=1)	4	4	4
Others (n=1)	5	5	5

Values show the mode value and minimum and maximum scores per each group of participants.

4th Governing Board meeting: assessment by Governing Board members (n=9)

Taking the responses of GB members alone (n=9), 100% of the GB members considered that they were notified about the meeting in sufficient time and 88.9% (n= 8) valued that the meeting was conducted on time.

Overall, all aspects concerning the meeting were positively assessed. Particularly the information shared in the meeting, opportunities for participation and sharing, and the time for discussion were among the best valued aspects (scored as Very Good/Excellent by about 77.7%; n=7). The location of the venue was the aspect receiving the lowest scoring (Poor

=11.1%, n=1) followed by the appropriateness of handouts (Fair = 11.1%, n=1). More detailed information in Table 19.

Table 19: Scoring on different aspects of the 4th GB meeting by GB members (n=9).

	Poor	Fair	Good	Very good	Excellent
Agenda¹	--	--	22.2% (2)	44.4% (4)	22.2% (2)
Location of the meeting	11.1% (1)	--	22.2% (2)	44.4% (4)	22.2% (2)
Information shared in this meeting	--	--	22.2% (2)	33.3% (3)	44.4% (4)
The handouts¹ (appropriate, useful)	--	11.1% (1)	11.1% (1)	33.3% (3)	33.3% (3)
Opportunities for participation and sharing	--	--	22.2% (2)	11.1% (1)	66.7% (6)
Enough time for discussions	--	--	22.2% (2)	33.3% (3)	44.4% (4)
Content¹ (appropriate, useful)	--	--	22.2% (2)	44.4% (4)	22.2% (2)

Values show the percentage for each category and in brackets the corresponding number of responses.

¹ One missing value.

When asked about the level of interaction between CHRODIS Executive Board Members and representatives of the Member States on the Governing Board, only one attendee considered the interaction as less than good, with more than half (66.7%) ranking this aspect as “Very good” or “Excellent”. 55.6% thought the level of interaction had improved comparing to previous JA-CHRODIS Governing Board meetings, 33.3% that it remained the same, and an additional 11.1% could not answer this question because they did not attend previous GB meetings

Table 20: Scoring on EB and GB interaction aspect of the 4th GB meeting (n=15)

	Poor	Fair	Good	Very good	Excellent
Interaction between EB and GB	--	11.1% (1)	21.1% (2)	33.3% (3)	33.3% (3)

Values show the percentage for each category and in brackets the corresponding number of responses.

2nd and 3rd Advisory Board (also covering 9th Executive Board) Meetings

The 2nd Advisory Board (AB) meeting of JA-CHRODIS was held on February 3rd 2016 at the Institute of Health Carlos III, Madrid (Spain). About 32 people attended the meeting and 20 surveys were collected (62.5% of participation), one with comments in the open answer questions.

The 3rd Advisory Board (AB) meeting of JA-CHRODIS was held on September 21st 2016 at the Slovakian Ministry of Health, Bratislava (Slovakia). A total number of 20 people attended the meeting, 3 of them were from the Advisory Board and the rest were JA-CHRODIS partners. It should be noted that this meeting corresponds to both the 3rd Advisory Board meeting and the 9th Executive Board meeting. A total of 12 surveys were collected (60.0% of participation), one of them with additional comments. Among survey participants there were 9 WP leaders and co-leaders, and 3 Advisory Board members.

2nd Advisory Board meeting: full sample

Of the 20 surveys collected during the 2nd AB meeting, there were 13 WP leaders, 5 members from the AB and 2 members from other institutions. Regarding the organisation, 90% of the AB members considered that they were notified about the meeting in sufficient time and 100% valued that the meeting was conducted on time.

When AB members were asked about their involvement in JA-CHRODIS, 75% (n=18) considered that their institutions and themselves personally were fully involved in the JA. This figure by the different participants' profile is displayed in Table 21. Less involvement was seen among members of the AB, especially at the personal level, in comparison with other profiles.

Table 21: Involvement of participants in 2nd AB meeting (n=20)

	Personal involvement	Institutional involvement
WP-leaders	100% (13)	100% (13)
Advisory Board	20% (1)	0%
Others	50% (1)	100% (2)

In general all aspects concerning the meeting were positively assessed. Particularly the location of the venue and the opportunities for discussion were the best valued aspects. Both were scored as Very Good/Excellent by 75% (n=15) and 80% (n=16). The information shared during the meeting (Fair/Poor =26%, n=5), the time spent for discussion (Fair/Poor=19%, n=4), and the content of the discussions (Fair/Poor = 21%, n=4) were the aspects worst valued. More detailed information is available in Table 22.

Table 22: Scoring on different aspects of the 2nd AB meeting (n=21)

	Poor	Fair	Good	Very good	Excellent
Agenda	--	5% (1)	25% (5)	40% (8)	30% (6)
Location of the meeting	--	--	25% (5)	40% (8)	35% (7)
Information shared in this meeting	5% (1)	21% (4)	5% (1)	47% (9)	21% (4)
The handouts (appropriate, useful)	10% (2)	5% (1)	25% (5)	50% (10)	10% (2)
Opportunities for participation and sharing	5% (1)	5% (1)	10% (2)	60% (12)	20% (4)
Enough time for discussions	--	19% (4)	10% (2)	52% (11)	19% (4)
Content (appropriate, useful)	--	21% (4)	11% (2)	47% (9)	21% (4)

Values show the percentage for each category and in brackets the corresponding number of responses.

The open answer question analysis reported again a desire for more interaction with and feedback from the AB members.

Finally, the respondents were asked to rank the level of interest in the meeting (1: not interesting / 5: very interesting). The mode value of the rank was 4. Table 23 shows values according to participants' profile and it shows that those who best scored the meeting were the members from the AB.

Table 23: AB meeting's ranking by participants' profile.

	Mode	Minimum	Maximum
Advisory Board	4	4	5
Other	4/3	3	4

Values show the mode value and minimum and maximum scores per each group of participants. "Other" category includes members of the European Commission, external consultants and potential

2nd Advisory Board meeting: assessment by Advisory Board members (n=5)

Taking the members of the AB (n=5) as a separate subset, most of the members pointed out that they were notified about the meeting with time (n=4, 80%) and all reported that the meeting started on time (n=5, 100%).

Overall, all organizational aspects were positively assessed. All members reported that the location, the handouts, the opportunities and the time devoted to discussion were either "Very Good" or "Excellent". The aspect receiving the lowest rating was the agenda, as 1 member though it was "Fair". More detailed information in Table 24.

Table 24: Scoring on different aspects of the 2nd GB meeting by AB members (n=5).

	Poor	Fair	Good	Very good	Excellent
Agenda	--	20% (1)	--	40% (2)	40% (2)
Location of the meeting	--	--	--	60% (3)	40% (2)
Information shared in this meeting	--	--	20% (1)	60% (3)	20% (1)
The handouts (appropriate, useful)	--	--	--	80% (4)	20% (1)
Opportunities for participation and sharing	--	--	--	40% (2)	60% (3)
Enough time for discussions	--	--	--	60 % (3)	40% (2)
Content (appropriate, useful)	--	--	20% (1)	20% (1)	60% (3)

Values show the percentage for each category and in brackets the corresponding number of responses.

3rd Advisory Board and 9th Executive Board meeting: full sample

Of the 12 survey replies collected during the 3rd AB meeting¹, 9 were from WP leaders and co-leaders and 3 members from the AB. Regarding the organisation, all attendees considered that they were notified about the meeting in sufficient time and all valued that the meeting was conducted on time, but two of them did not answer this question.

All aspects concerning the meeting were positively assessed, in general. The location and facilities of the meeting venue was the worst perceived aspect (Poor/Fair = 25.0%, n=3). The information shared in the meeting was rated the highest, followed by the opportunities for participating and sharing and the agenda, all three were considered Very Good/Excellent by 83.3% (n=10) of the participants. More detailed information is available in Table 25.

The comment expressed through the open answer question was related to the lack of Wi-Fi connection during the meeting, as the established system in the venue was under repair.

Finally, the respondents were asked to rank the level of interest in the meeting (1: not interesting / 5: very interesting). The mode value of the rank was 4, the minimum value was also 4 and the maximum 5, both for AB members and other participants (Table 26).

¹ The 3rd AB meeting was conjointly held with the 9th Executive Board meeting. To avoid duplication, the information is presented only in this section of the report.

Table 25: Scoring on different aspects of the 3rd AB meeting (n=12)

	Poor	Fair	Good	Very good	Excellent
Information given for the preparation	--	--	25.0% (3)	50.0% (6)	25.0% (3)
Agenda	--	--	16.7% (2)	58.3% (7)	25.0% (3)
Location of the meeting	--	25.0% (3)	25.0% (3)	33.3% (4)	16.7% (2)
Supporting documents (appropriate, useful) ¹	--	8.3% (1)	25.0% (3)	33.3% (4)	25.0% (3)
Information shared in this meeting	--	--	16.7% (2)	33.3% (4)	50.0% (6)
Relevant topics covered during the meeting	--	--	25.0% (3)	33.3% (4)	41.7% (5)
Adequate orientation given to the topics presented	--	--	50.0% (6)	25.0% (3)	25.0% (3)
Adequate orientation for discussion	--	--	25.0% (3)	41.7% (5)	33.3% (4)
Content (appropriate, useful)	--	--	25.0% (3)	50.0% (6)	25.0% (3)
Opportunities for participation and sharing	--	8.3% (1)	8.3% (1)	41.7% (5)	41.7% (5)
Enough time for discussions	--	8.3% (1)	16.7% (2)	25.0% (3)	50.0% (6)
Meeting covered objectives and expectations	--	--	25.0% (3)	50.0% (6)	25.0% (3)

Values show the percentage for each category and in brackets the corresponding number of responses.

¹ One missing value

Table 26: AB meeting's ranking by participants' profile.

	Mode	Minimum	Maximum
Advisory Board	4	4	5
Other	4	4	5

Values show the mode value and minimum and maximum scores per each group of participants. "Other" category includes GB members and secretariat, members of the European Commission and EB members.

3rd Advisory Board and 9th Executive Board meeting: assessment by Advisory Board members (n=3)

Following, the assessment of the meeting by AB members (n=3) is presented. All of them pointed out that they were notified about the meeting with time (n=3, 100%) and all but one, who did not answer, indicated that the meeting started on time (n=2, 66.7%).

Overall, all organisational aspects were positively assessed. The majority were rated as “Very good” and “Excellent”. The aspects regarding the information given for preparation, the supporting documents, and the adequate orientation given to the topics presented were also rated as “Good” for one AB member. The aspect receiving the lowest rating was the location, as 1 member thought it was “Fair”. More detailed information is given in Table 27.

Table 27: Scoring on different aspects of the 3rd AB meeting by AB members (n=3).

	Poor	Fair	Good	Very good	Excellent
Information given for the preparation	--	--	33.3% (1)	33.3% (1)	33.3% (1)
Agenda	--	--	--	66.7% (2)	33.3% (1)
Location of the meeting	--	33.3% (1)	--	33.3% (1)	33.3% (1)
Supporting documents (appropriate, useful)	--	--	33.3% (1)	33.3% (1)	33.3% (1)
Information shared in this meeting	--	--	--	66.7% (2)	33.3% (1)
Relevant topics covered during the meeting	--	--	--	66.7% (2)	33.3% (1)
Adequate orientation given to the topics presented	--	--	33.3% (1)	33.3% (1)	33.3% (1)
Adequate orientation for discussion	--	--	--	66.7% (2)	33.3% (1)
Content (appropriate, useful)	--	--	--	66.7% (2)	33.3% (1)
Opportunities for participation and sharing	--	--	--	66.7% (2)	33.3% (1)
Enough time for discussions	--	--	--	33.3% (1)	66.7% (2)
Meeting covered objectives and expectations	--	--	--	66.7% (2)	33.3% (1)

Values show the percentage for each category and in brackets the corresponding number of responses.

6th, 7th, 8th and 9th Executive Board meetings

The 6th Executive Board (EB) meeting was held on 11-12 July 2015 at the Centro Studi Linda e Achille Lorenzon, Treviso (Italy). A total number of 21 people attended the meeting: 3 members of the coordination team, 16 WP leaders and co-leaders, and 2 members of the Advisory Board. 16 surveys were collected (76.2% of participation), two of them with additional comments.

The 7th EB meeting was held on February 2nd 2016 at the Institute of Health Carlos III, Madrid (Spain). A total number of 27 people attended and a total number of 23 surveys were collected (85.2% of participation), five of them (21.7%) with comments in the open answer questions.

The 8th EB meeting was held on June 15th at the Flemish Ministry of Welfare, Public Health and Family in Brussels (Belgium), whereas on June 16th and 17th the 8th EB meeting was held at the Spanish National Research Council in Brussels (Belgium). On the 15th the number of attendees was 18, 16 on the 16th, and 17 on the 17th. A total of 8, 10 and 9 surveys were correspondingly collected each day (participation= 44.4%, 62.5%, and 52.9%, respectively).

Since the 9th EB meeting coincided in time and space with the 3rd AB meeting, one unique questionnaire was delivered, and corresponding results have been presented above.

6th Executive Board meeting

The majority of the participant's profile were WP leaders (n=15) and there was one associated partner. All attendees, except one, considered that they were notified about the meeting in sufficient time and all valued that the meeting was conducted on time.

In general all aspects concerning the meeting were positively assessed. Particularly the agenda and the orientation received for the discussion of the topics. Both were scored as Very Good/Excellent by 100% (n=16). The information given in preparation for the meeting was the aspect with the lowest scoring (Fair =6.3%, n=1). More detailed information in Table 28.



Table 28: Scoring on different aspects of the 6th EB meeting (n=16)

	Poor	Fair	Good	Very good	Excellent
Information given for the preparation	--	6.3% (1)	18.8% (3)	31.3% (5)	43.8 (7)
Agenda	--	--	--	25% (4)	75% (12)
Location of the meeting	--	--	12.5% (2)	31.3% (5)	56.3% (9)
Information shared in this meeting	--	--	6.3% (1)	31.3% (5)	62.5% (10)
Relevant topics covered during the meeting			6.3% (1)	18.8% (3)	75% (12)
Supporting documents (appropriate, useful)	--	--	18.8% (3)	37.5% (6)	37.5% (6)
Adequate orientation for discussion				37.5% (6)	62.5% (10)
Content (appropriate, useful)			6.3% (1)	31.3 (5)	56.3 (9)
Opportunities for participation and sharing	--	--	6.3% (1)	6.3% (1)	81.3% (13)
Enough time for discussions	--	--	6.3% (1)	18.8% (3)	68.8% (11)
Meeting covered objectives and expectations	--	--	6.3% (1)	43.8% (7)	43.8% (7)

Values show the percentage for each category and in brackets the corresponding number of responses.

Open remarks (2 comments) focused on the preference to have relevant documents in advance of the meeting, to facilitate preparation of the discussion.

Finally, the respondents were asked to rank the interest in the meeting (1: not interesting / 5: very interesting). The mode value of the rank was 5, the minimum value was 3 and the maximum value was 4.

7th Executive Board meeting

The majority of the participant's profile were WP leaders (n=17) and there were three participants from other institutions (e.g., members of the European Commission, external consultants and potential collaborating partners). Regarding the organisation, the same results as in the 6th EB meeting were observed: all but one attendee considered that they were notified about the meeting in sufficient time and all valued that the meeting was conducted on time.

In general all aspects concerning the meeting were positively assessed, even though some aspects obtained lower scores in comparison with the 6th EB meeting (e.g., the information given in the preparation of the meeting, the agenda, the relevance of the topics covered during the meeting, the time for discussion and the content). Having an adequate orientation for discussing the topics was the aspect worst valued (Poor/Fair=17.3%, n=4), followed by the opportunities for participating and sharing (Poor/Fair=13%, n=3). The supporting documentation and the information shared in the meeting were the best valued aspects as they were considered Very Good/Excellent by 87% (n=20) of the participants. More detailed information in Table 29.

Table 29: Scoring on different aspects of the 7th EB meeting (n=23)

	Poor	Fair	Good	Very good	Excellent
Information given for the preparation	8.7% (2)	--	13% (3)	47.8% (11)	30.4% (7)
Agenda	8.7% (2)	--	13% (3)	34.8% (8)	43.5% (10)
Location of the meeting	4.3% (1)	--	17.4% (4)	39.1% (9)	39.1% (9)
Information shared in this meeting	4.3% (1)	--	8.7% (2)	47.8% (11)	39.1% (9)
Relevant topics covered during the meeting	4.3% (1)	4.3% (1)	13% (3)	47.8% (11)	30.4% (7)
Supporting documents (appropriate, useful)	4.3% (1)	4.3% (1)	4.3% (1)	47.8% (11)	39.1% (9)
Adequate orientation for discussion	4.3% (1)	13% (3)	8.7% (2)	43.5% (10)	30.4% (7)
Content (appropriate, useful)	4.3% (1)	4.3% (1)	13% (3)	39.1% (9)	34.8% (8)
Opportunities for participation and sharing	8.7% (2)	4.3% (1)	8.7% (2)	34.8% (8)	39.1% (9)
Enough time for discussions	8.7% (2)	--	26.1% (6)	13% (3)	47.8% (11)
Meeting covered objectives and expectations	4.3% (1)	--	17.4% (4)	26.1% (6)	47.8% (11)

Values show the percentage for each category and in brackets the corresponding number of responses.

The open answer question analysed (5 comments) focused on time management during the meeting, although recognising that time constraints that shorten the discussion are inevitable.

Finally, the respondents were asked to rank the level of interest in the meeting (1: not interesting / 5: very interesting). The mode value of the rank was 5, with 2 as the minimum value 5 as the maximum.

8th Executive Board meeting

The majority of the participants' profile were WP leaders (n=9) and there was one Associated Partner and one Advisory Board member. Regarding the organisation, the 8th EB meeting was broke out into 3 days and the content of each day was different: on 15th June outputs and results from the different WPs were discussed; on 16th June different aspects on dissemination strategy and the communication of results were examined; and on 17th June conclusions from the 3rd Governing Board meeting (which was held the day before), open questions on different aspects of JA-CHRODIS (e.g. Next JA, interaction among WPs, etc.), the impact plan and the final conference were discussed.

Overall, the attendees found that they were notified in sufficient time about the meeting (91%, n=9). Most of the aspects were positively assessed, except for the information shared in the meeting and the relevance of the topics covered during the meeting which were scored fair by 1 participant. More detailed results can be seen in Table 30.

Table 30: Scoring on different aspects of the 8th EB meeting (n=10)

	Poor	Fair	Good	Very good	Excellent
Information given for the preparation	--	--	50% (5)	40% (4)	9.1% (1)
Agenda	--	--	50% (5)	27.3% (3)	18.2% (2)
Location of the meeting	--	--	30% (3)	50% (5)	20% (2)
Information shared in this meeting	--	10% (1)	10% (1)	60% (6)	10% (1)
Relevant topics covered during the meeting	--	10% (1)	20% (2)	40% (4)	30% (3)
Supporting documents (appropriate, useful)	--	--	30% (3)	60% (6)	10% (1)

Values show the percentage for each category and in brackets the corresponding number of responses.

Three meeting participants left comments in the open answer space. On the positive side, the meeting was considered smoothly conducted and containing worthwhile discussions, whereas there was some concern on the need to improve the time keeping.

Finally, the respondents were asked to rank the level of interest in the meeting (1: not interesting / 5: very interesting). The mode value of the rank was 4, the minimum value was 3 and the maximum value was 5.

Some specific aspects were assessed through the different days in which the meeting took place. Overall, all days were positively rated. The 17th was the best scored day and the 15th the worst. On the 17th the most valued aspects were the content and the opportunities for participation and sharing (Very Good/Excellent 87.5%, n=7). On the 15th there were three aspects with a fair assessment: the meeting covering of objectives and expectations, the time for the discussions and the orientation given to the discussion of the topics. More details can be seen in Tables 31, 32 and 33 (15th, 16th and 17th June results respectively).

Table 31: Scoring on specific aspects of the 8th EB meeting (15th June)

	Fair	Good	Very Good	Excellent
Adequate orientation given to discussion of topics	12.5% (1);	25% (2)	50% (4)	12.5% (1)
Content (appropriate, useful)	--	12.5% (1)	75% (6)	12.5% (1)
Opportunities for participation and sharing	--	--	100% (8)	--
Enough time for discussions	12.5% (1)	12.5% (1)	75% (6)	--
Meeting covered objectives and expectations	14% (1)	14% (1)	72% (5)	--

Table 32: Scoring on specific aspects of the 8th EB meeting (16th June)

	Fair	Good	Very Good	Excellent
Adequate orientation given to discussion of topics	--	40% (4)	30% (3)	30% (3)
Content (appropriate, useful)	--	30% (3)	50% (5)	20% (2)
Opportunities for participation and sharing	--	20% (2)	50% (5)	30% (3)
Enough time for discussions	--	40% (4)	40% (4)	20%(2)
Meeting covered objectives and expectations	--	30% (3)	50% (5)	20% (2)

Table 32: Scoring on specific aspects of the 8th EB meeting (17th June)

	Fair	Good	Very Good	Excellent
Adequate orientation given to discussion of topics	--	29% (2)	57% (4)	14% (1)
Content (appropriate, useful)	--	12.5% (1)	62.5% (5)	25% (2)
Opportunities for participation and sharing	--	12.5% (1)	75% (6)	12.5% (1)
Enough time for discussions	--	37.5% (3)	50% (4)	12.5% (1)
Meeting covered objectives and expectations	--	37.5% (3)	50% (4)	12.5% (1)



Main findings

- In general, high participation rates in all meetings except for the 3rd Stakeholders Forum.
- Globally, in comparison with 2015 editions, meetings in 2016 were better scored, except for the 7th EB meeting.
- The most valued aspect in the majority of the meetings were the opportunities and time for discussion, which was a clear improvement area in comparison with the 2015 meetings.
- On the other hand, while communication issues were initially noticed, especially in regards to the meetings with the AB and GB, interaction with these supportive bodies was reported to have increasingly improved during 2016.
- All meetings left an overall good feeling, although the need to improve time keeping was a recurring consideration.

- 3rd Stakeholders Forum:
 - Overall, there was a very low number of returned questionnaires.
 - Strengths: Opportunities for participation and sharing and the time devoted to discussion.
 - Weakness: Some participants mentioned their lack of knowledge on what the Platform for Knowledge Exchange was about.

- 2nd General Assembly:
 - Overall, the venue, the organization and the participation were the best rated aspects of the meeting. Moreover, the dynamics for presentations and the discussions were satisfactorily rated, and the discussion groups were all well valued.
 - Strengths: General organisation.
 - Weakness: The acoustic of the room.

- 2nd Governing Board:
 - Overall, the meeting was positively rated.
 - Strengths: The location of the venue and the handouts.
 - Weakness: Time constraints for meaningful discussions, and the need for better communication between GB members and WP leaders.

- 3rd Governing Board:
 - Overall, the meeting was positively rated.
 - Strengths: Opportunities for participation and the time for discussion.
 - Weaknesses: The location of the venue and the appropriateness or usefulness of the handouts.

- 4th Governing Board:
 - Overall, the meeting was positively rated.



- Strengths: The information shared in the meeting, the opportunities for participation and sharing and the time for discussion.
 - Weaknesses: The appropriateness or usefulness of the handouts and the location of the venue.
- 2nd Advisory Board:
 - Overall, the meeting was positively rated.
 - Strengths: The location of the venue and the opportunities for.
 - Weakness: More advice from the Advisory Board was expected.
- 3rd Advisory Board and 9th Executive Board:
 - Overall, the meeting was positively rated.
 - Strengths: The information shared in the meeting, opportunities for participating and sharing, and the agenda.
 - Weaknesses: Location of the venue and facilities.
- 6th Executive Board:
 - Overall, the meeting was positively rated.
 - Strengths: The agenda and the orientation received for the discussion of the topics.
 - Weakness: The information given in preparation for the meeting.
- 7th Executive Board:
 - Overall, all aspects concerning the meeting were positively assessed, even though some aspects obtained lower scores in comparison with the 6th EB meeting.
 - Strengths: The supporting documentation and the information shared in the meeting.
 - Weaknesses: Having an adequate orientation for discussing the topics and opportunities for participating and sharing due to time constraints.
- 8th Executive Board:
 - Overall, all aspects concerning the meeting were positively assessed, even though some aspects obtained lower scores in comparison with the 6th EB meeting, and participants rarely valued aspects as excellent.
 - Strength: The best valued aspect was the relevant topics covered during the meeting.
 - Weakness: Information shared in this meeting.



Annexes

ANNEX 1: 3rd STAKEHOLDER'S FORUM QUESTIONNAIRE



Funded by
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JA-CHRODIS 3rd Stakeholder Forum Satisfaction meeting survey Madrid, 4th February

Please take a couple of minutes to complete this form. The feedback will help us improve the quality and friendliness of the meetings and the effectiveness of the work of participants.

Please indicate:

Has your institution been actively involved in any CHRODIS work package (WP)?

YES NO

Have you yourself been actively involved in any CHRODIS work package (WP)?

YES NO

Have you attended past JA-CHRODIS events?

YES NO

If yes, please specify events _____

Have your institution participated in past JA-CHRODIS events?

YES NO

If yes, please specify events _____



Please, rate:

How would you rate each of the following:	Poor	Fair (regular)	Good	Very good	Excellent
The agenda (clear?)	1	2	3	4	5
The location of the meeting	1	2	3	4	5
Information shared in this meeting	1	2	3	4	5

How would you rate each of the following:	Poor	Fair (regular)	Good	Very good	Excellent
The handouts (appropriate, useful)	1	2	3	4	5
Opportunities for participation and sharing	1	2	3	4	5
Enough time for discussions	1	2	3	4	5
Was this meeting worth your time?	1	2	3	4	5

Group discussion	Poor	Fair (regular)	Good	Very good	Excellent
Content (appropriate, useful)	1	2	3	4	5
Opportunities for participating and sharing	1	2	3	4	5
Enough time for discussion	1	2	3	4	5

Would you like to participate in future JA-CHRODIS stakeholder forums?

YES NO

What went well in this meeting?

What could have gone better?

Please, feel free to provide us with any other comment:

'This event arises from the Joint Action CHRODIS, which has received funding from the European Union, in the framework of the Health Programme (2008-2013). Sole responsibility lies with the authors and the Consumers, Health, Agriculture and Food Executive Agency is not responsible for any use that may be made of the information contained therein.'



ANNEX 2: 2nd GENERAL ASSEMBLY QUESTIONNAIRE

Funded by
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of the European Union



JA-CHRODIS
2nd General Assembly Meeting feedback questionnaire
Madrid, 4th February 2016

Please take a couple of minutes to complete this form. The feedback will help us improve the quality and friendliness of the meetings and the effectiveness of the work of the participants

Are you a member of

WP leader organisation	Associated Partner	Collaborative Partner	Advisory board	Governing board	Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If others, please specify _____

Has your institution been actively involved in any CHRODIS work package (WP)?

YES NO

Have you yourself been actively involved in any CHRODIS work package (WP)?

YES NO

Have you attended past JA-CHRODIS events?

YES NO

If yes, please specify events _____



How would you rate each of the following:	Poor	Fair (regular)	Good	Very good	Excellen t
The agenda (clear?)	1	2	3	4	5
The location of the meeting	1	2	3	4	5
Information shared in this meeting	1	2	3	4	5
The handouts (appropriate, useful)	1	2	3	4	5
Opportunities for participating and sharing	1	2	3	4	5
Enough time for discussion	1	2	3	4	5

Group discussion	Poor	Fair (regular)	Good	Very good	Excellen t
Content (appropriate, useful)	1	2	3	4	5
Opportunities for participating and sharing	1	2	3	4	5
Enough time for discussion	1	2	3	4	5

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ANNEX 3: 2nd GOVERNING BOARD MEETING QUESTIONNAIRE

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2st Governing Board Meeting Feedback Questionnaire

Madrid, 3rd February 2016

Please take a couple of minutes to complete this form. The feedback will help us improve the quality and friendliness of the meetings and the effectiveness of the work of the participants

Are you a member of

WP leader organisation	Associated Partner	Collaborative Partner	Advisory board	Governing board	Others
<input type="checkbox"/>					

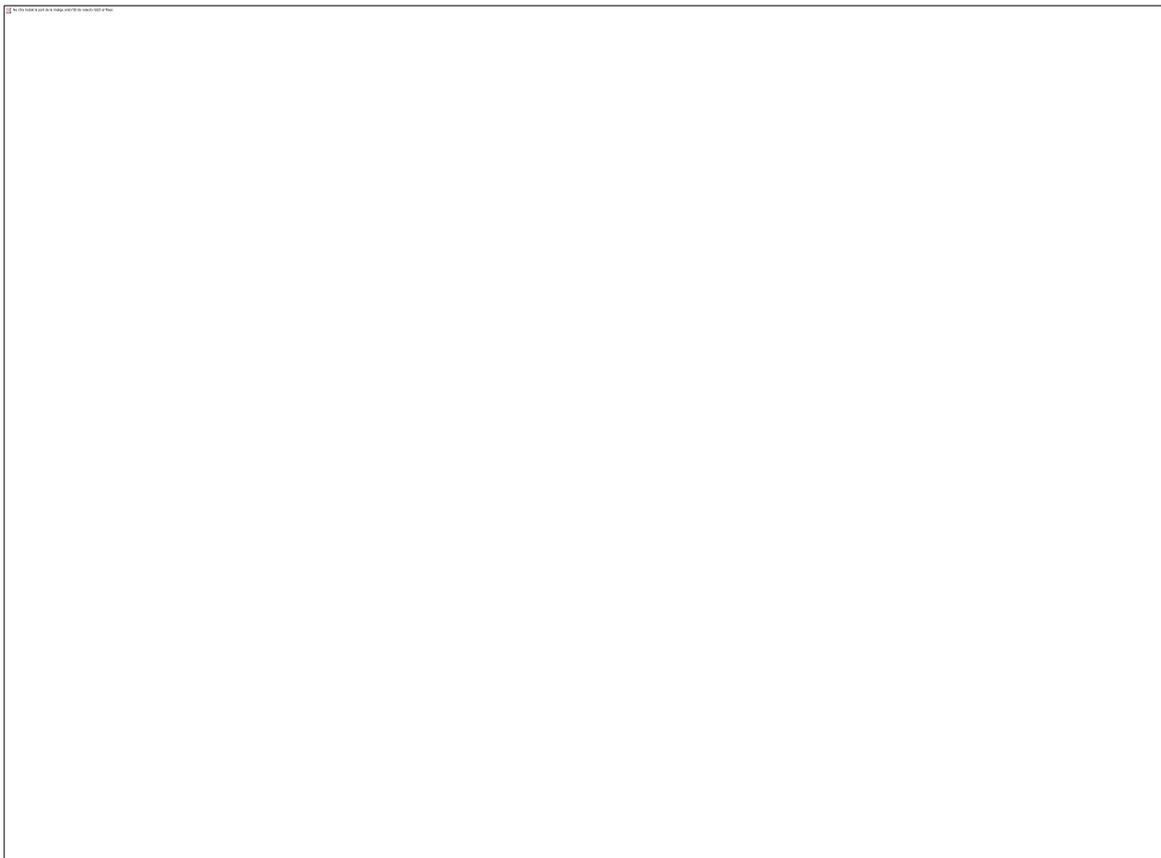
If others, please specify _____

Has your institution been actively involved in any JA-CHRODIS work package (WP)?

YES NO

Have you yourself been actively involved in any JA-CHRODIS work package (WP)?

YES NO



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ANNEX 4: 3rd GOVERNING BOARD MEETING QUESTIONNAIRE

Funded by
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3rd Governing Board Meeting Feedback Questionnaire

Brussels, 16th June 2016

Please take a couple of minutes to complete this form. The feedback will help us improve the quality and friendliness of the meetings and the effectiveness of the work of the participants

Are you a member of

WP leader organisation	Associated Partner	Collaborative Partner	Advisory board	Governing board	Others
<input type="checkbox"/>					

If others, please specify _____

Has your institution been actively involved in any JA-CHRODIS work package (WP)?

YES NO

Have you yourself been actively involved in any JA-CHRODIS work package (WP)?

YES NO



Please, rank this Governing Board meeting from 1 to 5

(1: not interesting / 5: very interesting)

1

2

3

4

5

Please, feel free to provide us with any other comment

THANKS FOR YOUR COLLABORATION!

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ANNEX 5: 4th GOVERNING BOARD MEETING QUESTIONNAIRE

Funded by
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4th Governing Board Meeting Feedback Questionnaire Brussels, 29th November 2016

Please take a couple of minutes to complete this form. The feedback will help us improve the quality and friendliness of the meetings and the effectiveness of the work of the participants.

Are you a member of

WP leader organisation	Associated Partner	Collaborative Partner	Advisory board	Governing board	Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If others, please specify _____

Has your institution been actively involved in any JA-CHRODIS work package (WP)?

Yes No

Have you yourself been actively involved in any JA-CHRODIS work package (WP)?

Yes No



Please, feel free to provide us with any other comment

THANKS FOR YOUR COLLABORATION!

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ANNEX 6: 2nd ADVISORY BOARD MEETING QUESTIONNAIRE



Funded by
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2nd Advisory Board Meeting Feedback Questionnaire
Madrid, 3rd February 2016

Please take a couple of minutes to complete this form. The feedback will help us improve the quality and friendliness of the meetings and the effectiveness of the work of the participants.

Are you a member of	WP leader organisation	Associated Partner	Collaborative Partner	Advisory board	Governing board	Others
	<input type="checkbox"/>					

If others, please specify _____

Has your institution been actively involved in any JA-CHRODIS work package (WP)?

YES NO

Have you yourself been actively involved in any JA-CHRODIS work package (WP)?

YES NO





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ANNEX 7: 3rd ADVISORY BOARD and 9th EXECUTIVE BOARD MEETING QUESTIONNAIRE



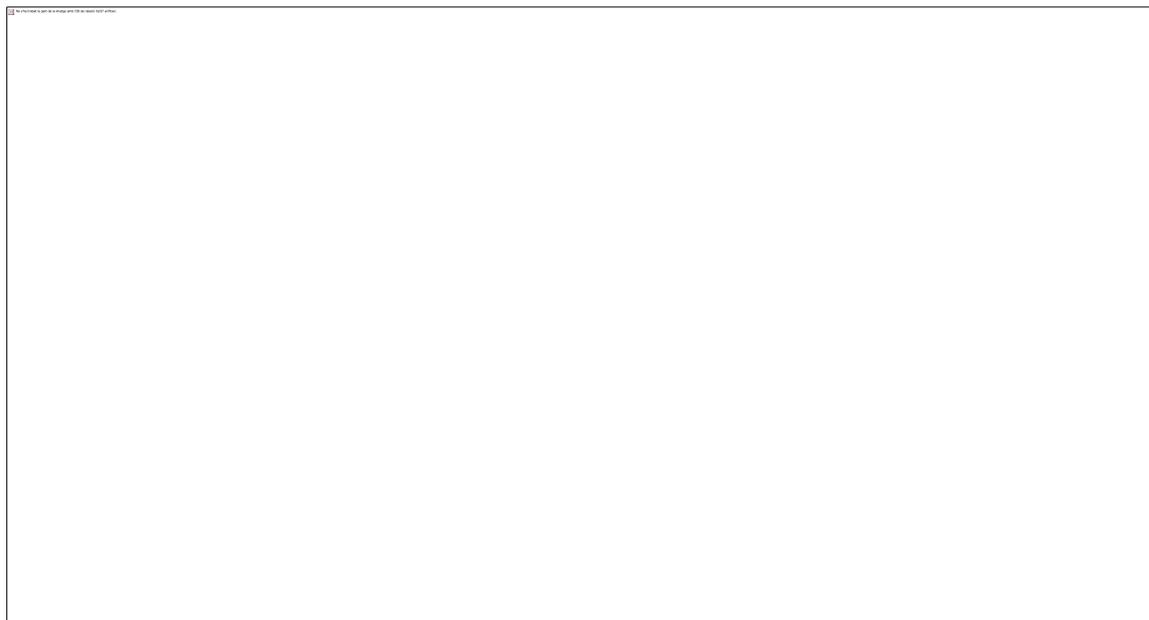
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1

2





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ANNEX 8: 6th EXECUTIVE BOARD MEETING QUESTIONNAIRE



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ANNEX 9: 7th EXECUTIVE BOARD MEETING QUESTIONNAIRE

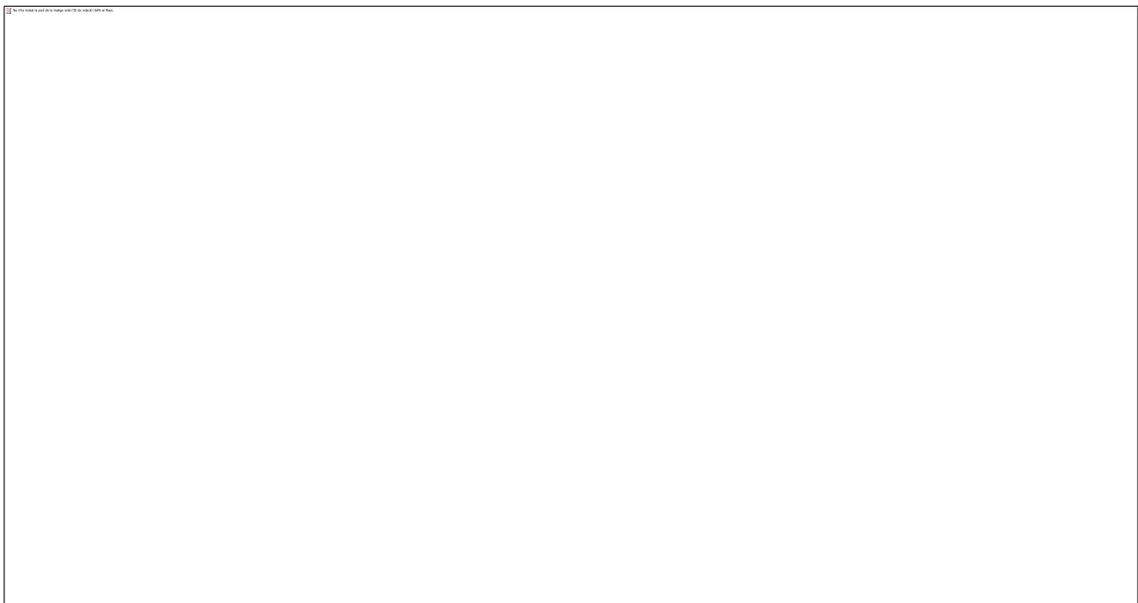
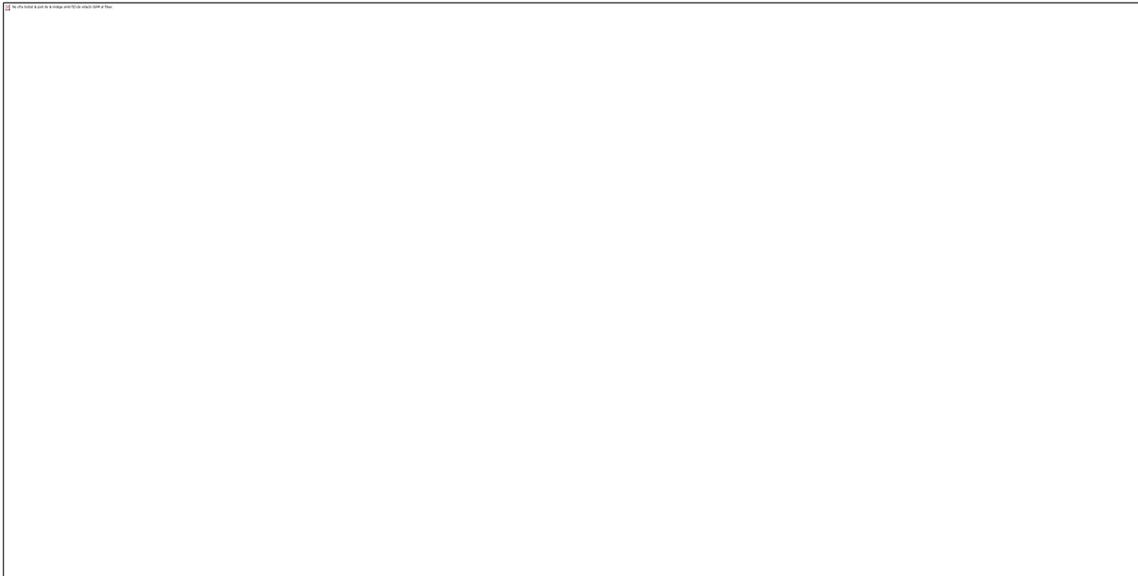


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7th Executive Board Meeting Feedback Questionnaire
Madrid, 2 February 2016

Please take a couple of minutes to complete this form. The feedback will help us improve the quality and friendliness of the meetings and the effectiveness of the work of the participants.



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ANNEX 10: 8th EXECUTIVE BOARD MEETING QUESTIONNAIRE



Funded by
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8th Executive Board Meeting Feedback Questionnaire
15th-17th June 2016
ISCIH- Madrid

Please take a couple of minutes to complete this form. The feedback will help us improve the quality and friendliness of the meetings and the effectiveness of the work of the participants.

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Please, rate 17 th June sessions					
	Poor	Fair (regular)	Good	Very good	Excellent
Adequate orientation given to the topics presented					
Adequate orientation given to discussion of topics					
Content (appropriate, useful)					
There has been opportunities for participating and sharing					
There has been time for discussion					
The meeting has covered my objectives and expectations					

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