

## Summary of Evaluation Forms

### **26<sup>th</sup> Focal Point meeting, 10 and 11 February 2016 - Parma (Italy)**

The survey was launched on Friday 12 February and was kept open until 25 February. It consisted of open and closed questions. 80% of the Focal Points sent a feedback. The following main aspects were assessed:

#### **1. Logistics and Administration**

- a. Information and assistance before the event;
- b. Quality of venue;
- c. Quality of overall services offered (incl. catering);
- d. Quality of social event;
- e. Any additional comments (free text).

More than 50% of the participants found logistics and administration of the meeting excellent (55%); 30% considered it good and only 3% of them thought it was average. Nobody expressed a negative comment (below average or poor).

The highest score was given to the first parameter "Information and assistance before the event" (up to 70%) while the social event was considered excellent by 33%. Some participants considered the dinner too long and would have preferred if it had started earlier or finished sooner.

Concerning free comments, one FP mentioned the negative experience with the shuttle, organized at a very late time considering the scheduled return flight. On the other hand, very positive comments were received on the friendly and efficient EFSA team.

#### **2. EFSA communication**

- a. Adequacy of information sent through e-mails;
- b. Usability of meeting registration tool;
- c. Usability of DMS;
- d. Quality of meeting material on DMS;
- e. Any additional comments (free text).

According to the evaluation forms, the communication was overall well managed. More than one third of participants considered it excellent (40%) and 43% found it good.

Some comments were made on difficulties in accessing DMS and on downloading of prepaid and ticket forms. Some FPs mentioned to have received the meeting material (presentations and background documents) very late. They stressed the importance to have them well in advance of the meeting and to avoid "heavy" files in order to be able to easily forward them by email to third parties.

### 3. Content of the event

- a. Quality of guest speaker;
- b. Quality of items on strategic issues;
- c. Quality of topics concerning FP tasks and activities;
- d. Quality of items within the communications area;
- e. Quality of items raised by EFSA & FPs.;
- f. Overall content of the meeting;
- g. Overall time allocated for discussion of different agenda items;
- h. Indicate which topics are most relevant for your national use (free text);
- i. Any additional comments (free text).

In general, the content of the event was highly appreciated by participants. Most of them found it excellent (41%) or good (54%).

Concerning the item "h" above (topics most relevant for national use) participants highlighted the importance of topics concerning FP tasks and activities. Regarding item "i" (additional comments) they noted that they would like to be informed in advance of meetings on who from EFSA end participates as Observers (with regards to the last meeting, they referred specifically to the "young EFSA observers" - the trainees from EXREL - that they did not know).

The main issue of concern seems to be the lack of time before the meeting to read all the material provided (i.e. presentations and slides). Several participants also disliked having too many agenda items. Moreover, they suggested having the presentations with a maximum of 5 slides/each. One participant considered the AMR presentation too long and difficult to be understood.

### 4. General comments

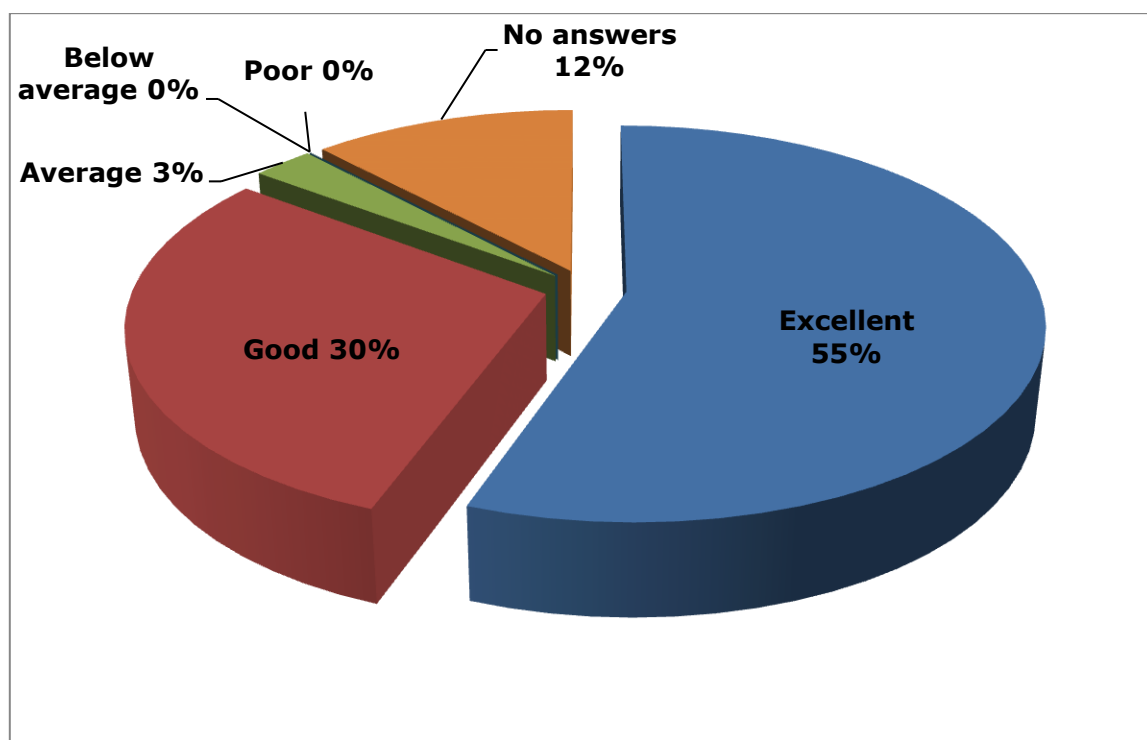
Regarding general improvements, FPs strongly suggested a prior clear communication, before each meeting, of the agenda items / material on DMS that is planned for discussion/feedback, ahead of being presented in detail during the meeting.

Participants also requested to receive more information on the available tools and mechanisms for sharing information, in particular related to risk assessment - a request made especially by the IPA Countries. They also suggested the use of new interactive communication tools to enhance the networking and communication between FPs, and to know more about the "secrets" of DMS.

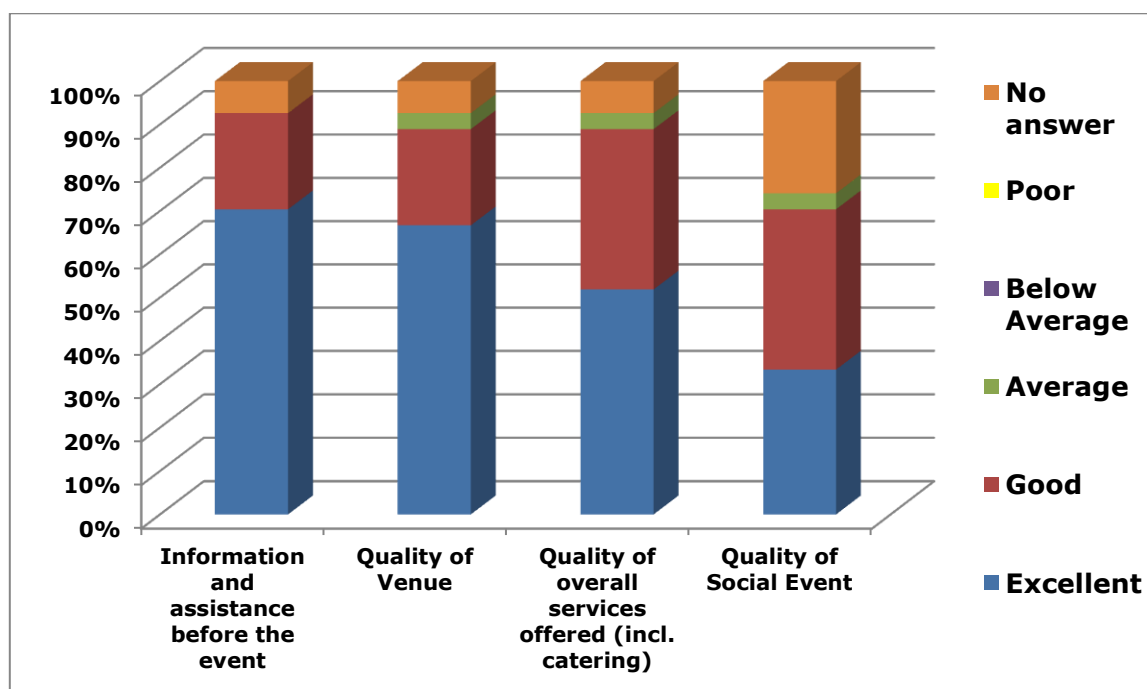
In general, FPs congratulated EFSA for the excellent chairing of the meeting, and as well for the information on upcoming calls for grants and procurements, on the update on the EU RAA, on the fellowship programme, on the RA training courses and on EFSA's international activities.

## 1. Logistics and Administration

### a) Overall assessment

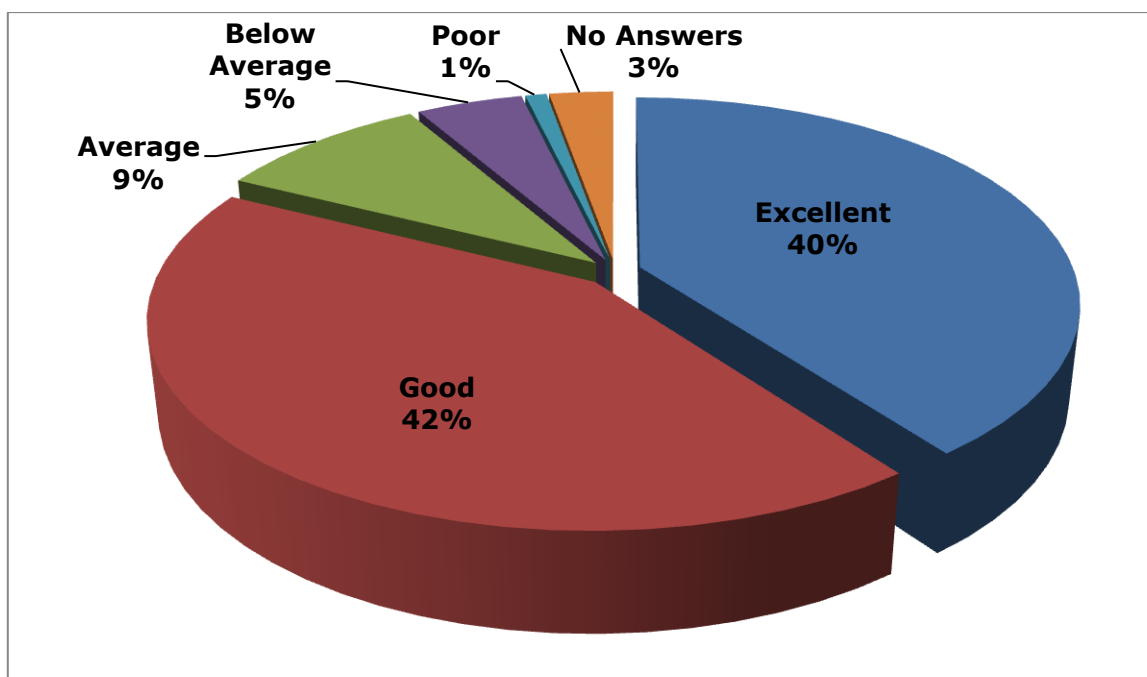


### b) Detailed answers

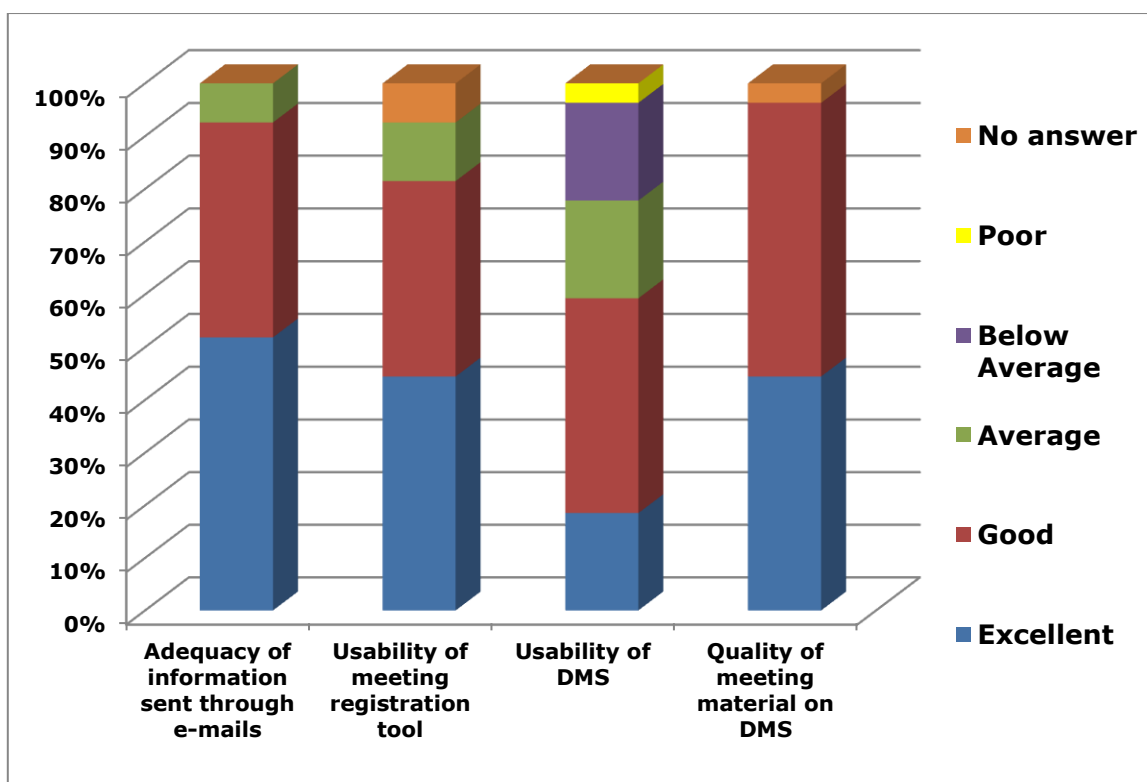


## 2. Communication

### a) Overall assessment

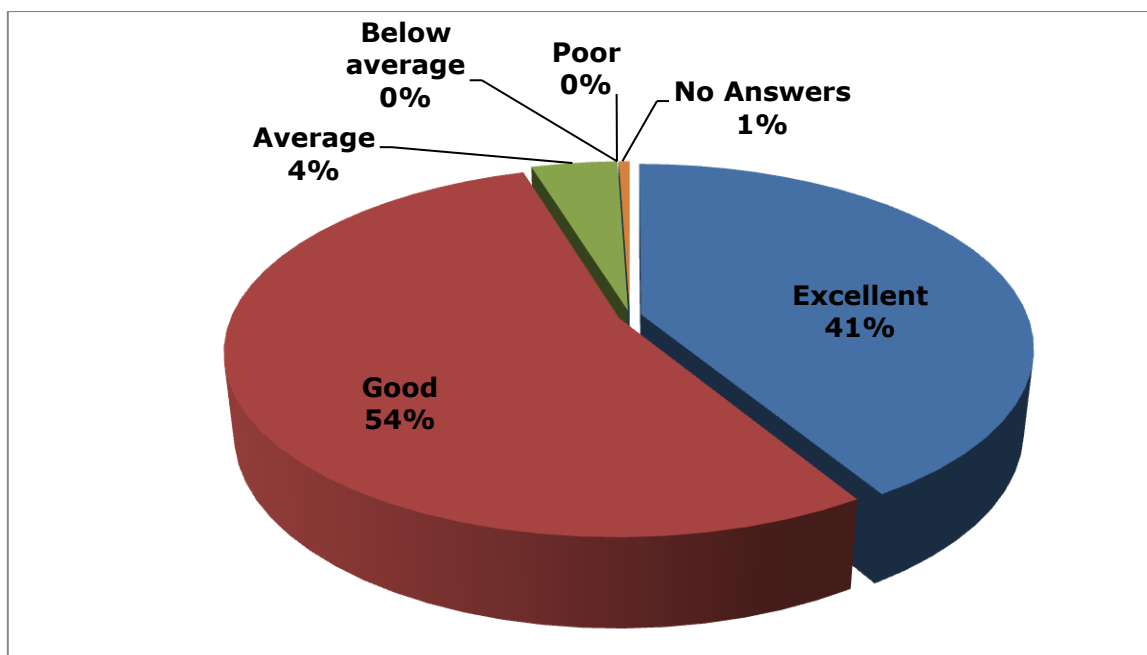


### b) Detailed answers

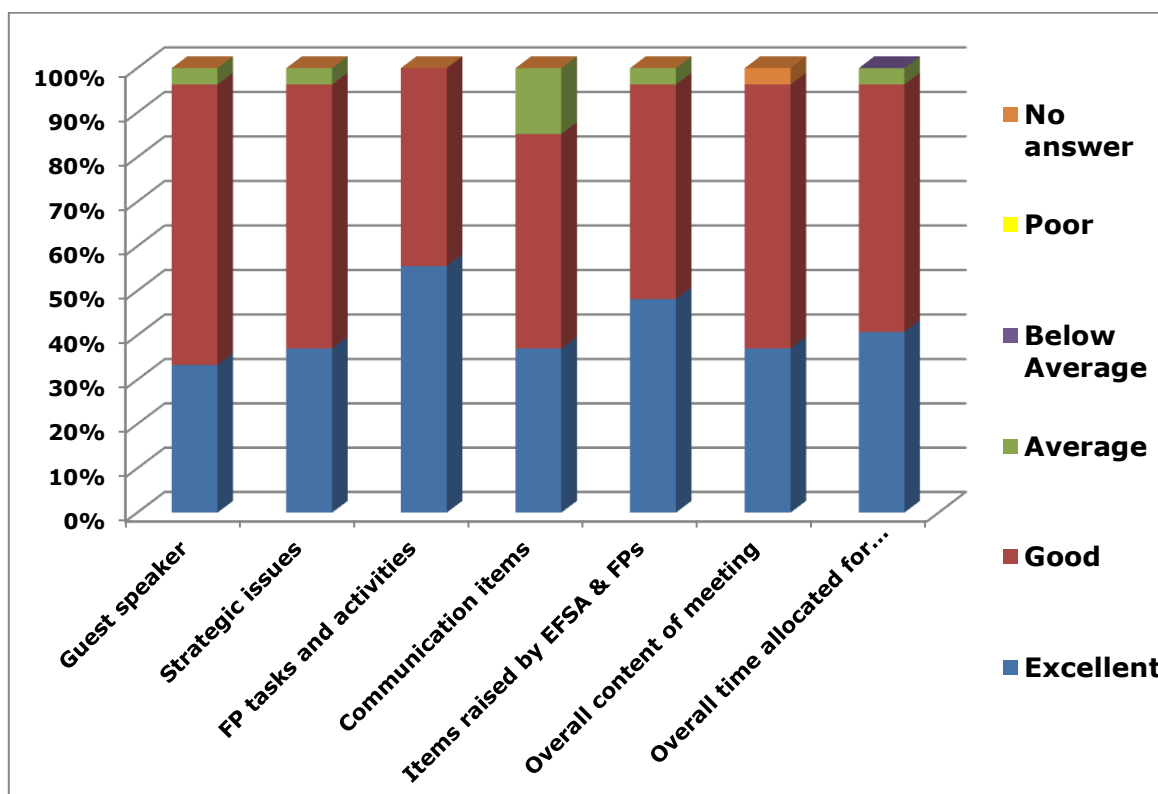


### 3. Content of the event

#### a) Overall assessment



#### b) Detailed answers



#### Document history

Document reference

Version

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14.03.2016

# Focal Points Meeting

Parma,  
10-11 February 2016

## SUMMARY OF EVALUATION FORMS

1. Logistics and Administration

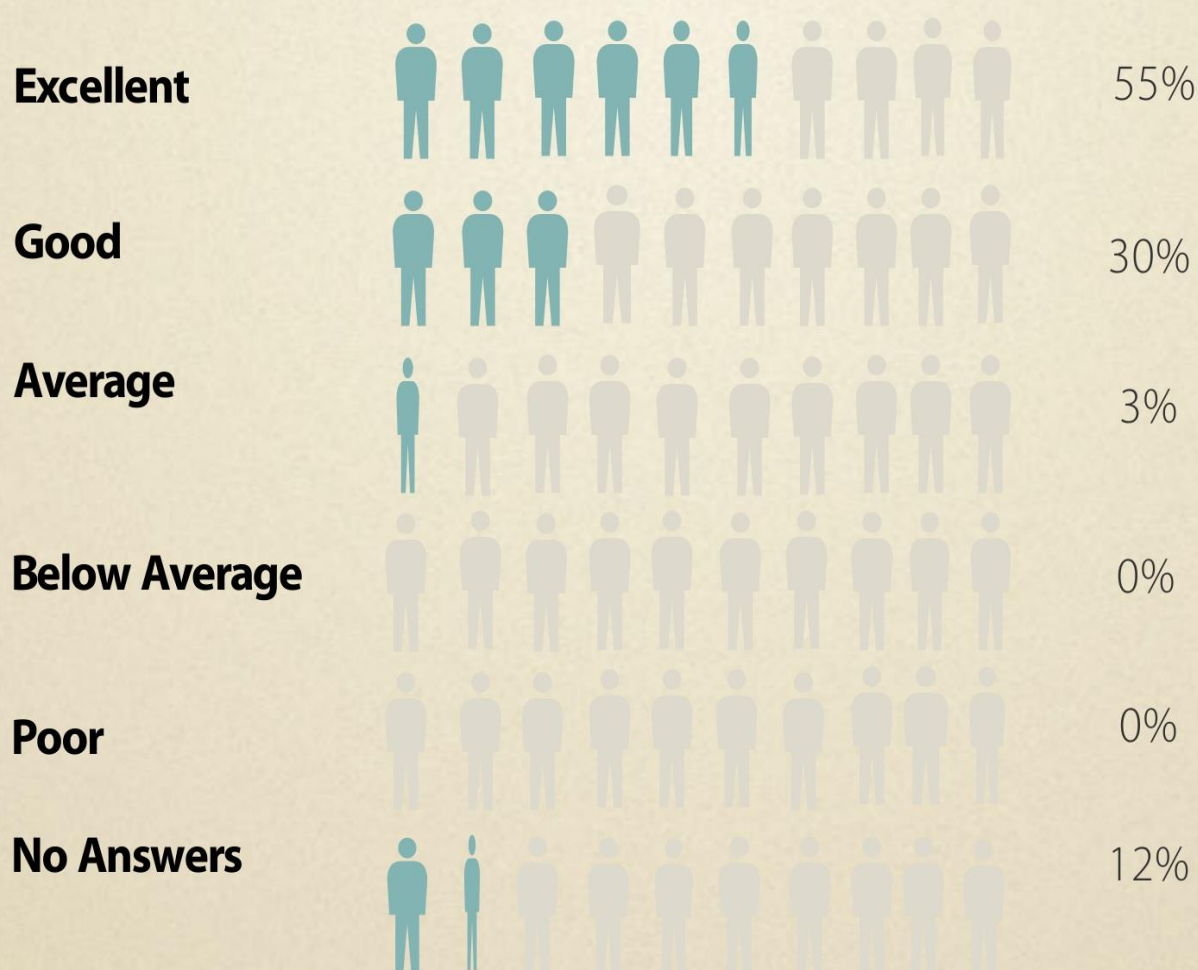
2. EFSA Communications

3. Content of the event

### 1. Logistics and Administration

- a. Information and assistance before the event;
- b. Quality of the Venue;
- c. Quality of overall services offered (incl.catering);
- d. Quality of Social Event;
- e. Any additional comments (free text).

## FEEDBACKS FROM FOCAL POINTS Logistics and Administration





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10-11 February 2016

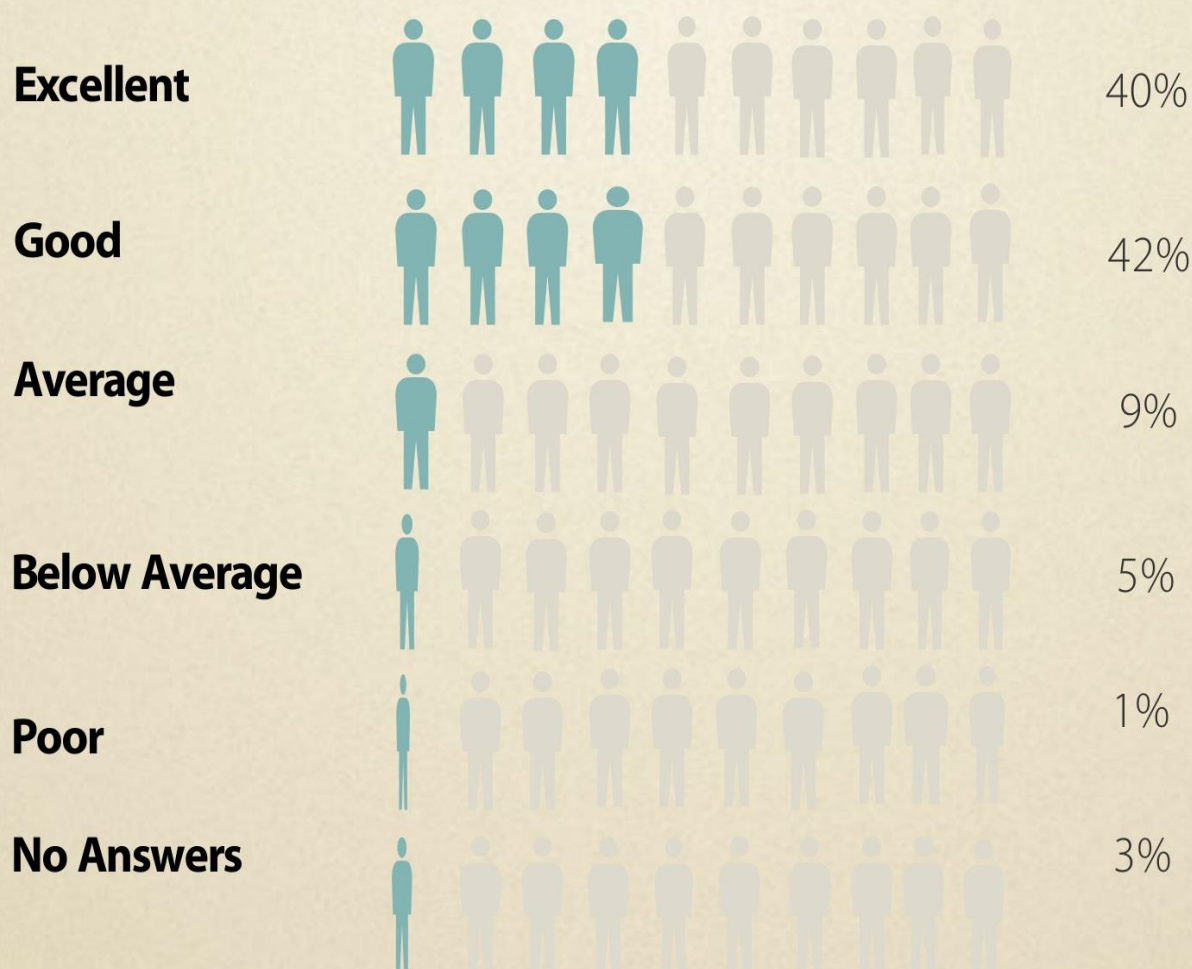
## SUMMARY OF EVALUATION FORMS

1. Logistics and Administration
2. EFSA Communications
3. Content of the event

### 2. EFSA Communications

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- b. Usability of meeting registration tool;
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## FEEDBACKS FROM FOCAL POINTS EFSA Communications



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## FEEDBACKS FROM FOCAL POINTS

### Content of the event

