

Summary of Evaluation Forms

27th Focal Point meeting, 11th and 12th May 2016 - Zagreb (Croatia)

The survey was launched on 17th May and was kept open until 27th May. It consisted of open and closed questions, with 89% of Focal Points providing 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).*

Ex-quo score was given to "Information and assistance before the event" and to "Quality of Social Event", with 78% of all survey participants considering these two parameters excellent.

Overall, 31% of participants found generally good the management of "Logistics and Administration", almost 9% considered it average, while 1.5% of them thought it was below average.

Concerning free comments, almost all participants pointed out the dimension / quality of the meeting room. It was too small, with limited services and quality. On the other hands, very positive comments were widely expressed on the social event in Zagreb and on the Croatian team behind its organization.

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).*

The results of the evaluation show that more than 1/3 of participants found the EFSA communication excellent (41%) or good (45%); 8% of FPs found it average and negative comments were expressed by almost 4% of them (2.2% average, 1.5% no answer and 0,7% poor)

They confirmed the issues about DMS raised in the previous evaluation in 2015. DMS has not a user-friendly interface and it is a rather slow tool. The double login consumes time. A suggestion was made for considering the sharing of a lower number of zip files with the meeting material so to decrease the time spent in downloading it from DMS.

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).*

According to the evaluation form, 1/3 of participants found the content of the event excellent and almost 60% found it good; 5.6% of them expressed an average comment and no negative comments were made under this header.

The participants really appreciated the discussion on data collection & management, on grants & procurement, and on Focal Point tasks and activities. Therefore, they underlined the importance to have more time allocated to such type of topics given their direct link with the tasks laid down on the Focal Point Agreements.

Overall, participants expressed they welcomed all Agenda items, although they express the need to have more time for discussions on their Focal Point role and on as well allocated to sensitive topics subject to plenary discussion. Very positive comments were given on the chair of the meeting.

4. Web Conferencing

- a) Quality of the audio communication*
- b) Quality of the video communication*
- c) Overall quality of web conferencing (including remote desktop sharing and stability of connection)*
- d) Usefulness of web conferencing*

The quality of the audio connection was considered good by 50% of the participants. Other parameters got lower scores mostly due to connection problems occurred during the web-conferences. In general, 20% found it excellent, 43% found it good and 28% of them expressed an average score. Negative or neutral scores were given by 4.5% of participants.

The free text comments concerning this *brand new* Item underlined the positive attitude towards new technological and communication tools. Focal Point participants are open to innovative ways to organize and manage the meetings and they suggested to further explore/test additional web conferencing tools ahead of the meetings.

5. General comments

The overall assessment of the Meeting was good, with some suggestions being made on how to further improve the organization and management of the next Focal Points meetings.

Participants considered particularly helpful the discussions around data collection & management, grants & procurement, training opportunities and national/international funding landscapes. Concerning this last topic, they have asked to receive clearer directions on the next steps for the best use of this information since it required quite some effort to collect it.

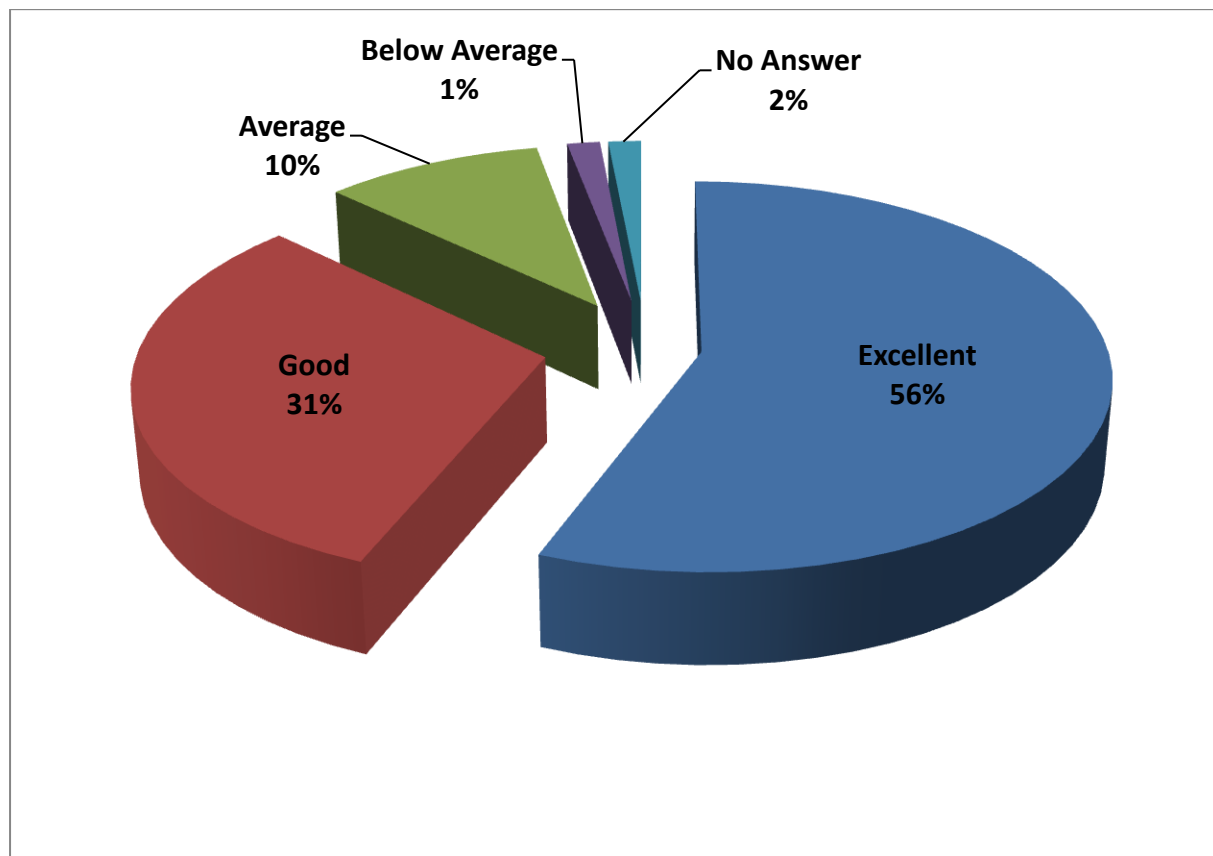
Despite some connectivity problems and limitations on the use of the Skype tool (namely on sharing of documents and of video imaging), participants appreciated the efforts placed on the web-conferencing system and encouraged the EFSA representatives to look further into better solutions, with proper testing made ahead of meetings.

Focal Points underlined the need to receive meeting documentation well in advance and to have more time to discuss about Focal Point tasks and activities.

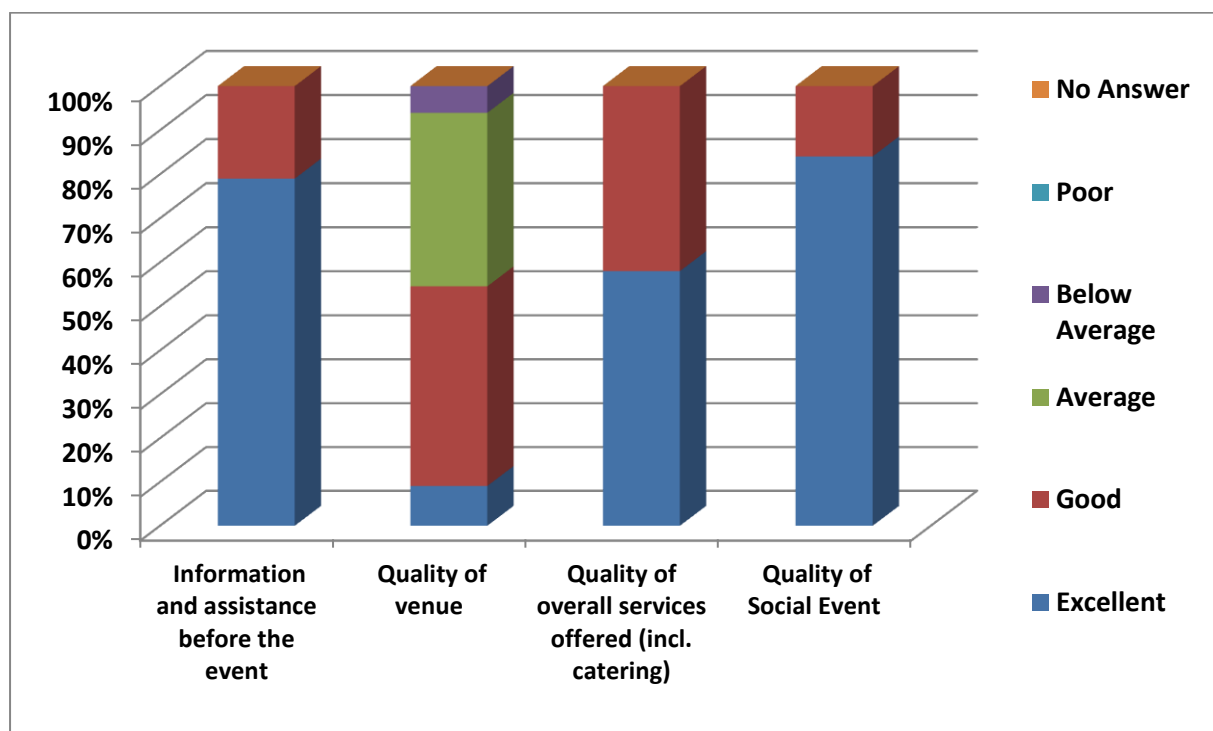
In general, Focal Points congratulated EFSA for the excellent chairing of the meeting, for the excellent social event, as well for the opportunity to network and meeting their counterparts across Europe.

1. Logistics and Administration

a) Overall assessment

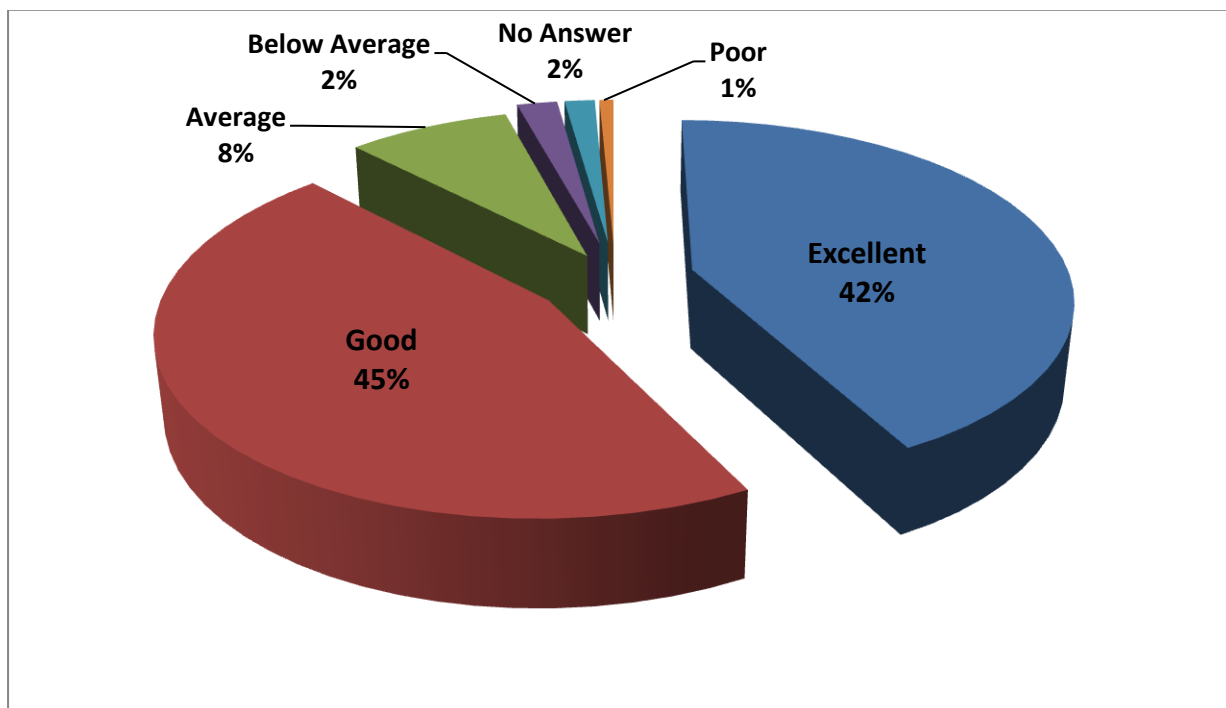


b) Detailed answers

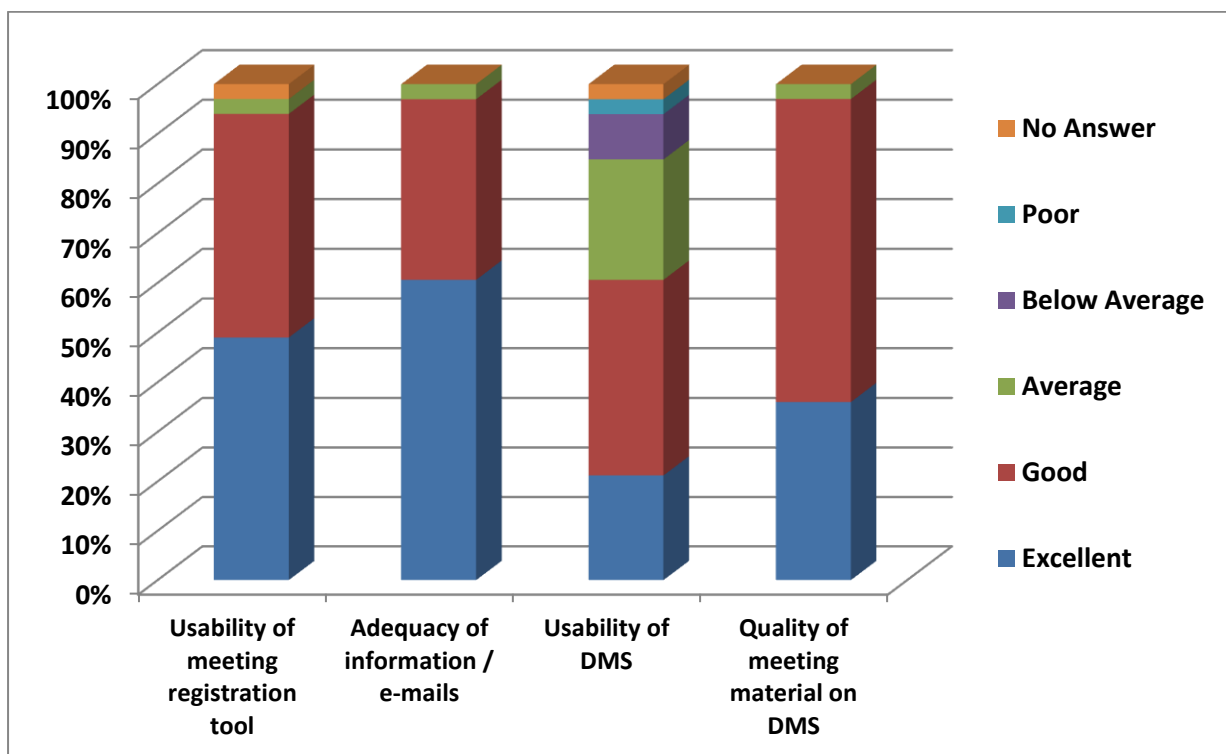


2. EFSA communication

a) Overall assessment

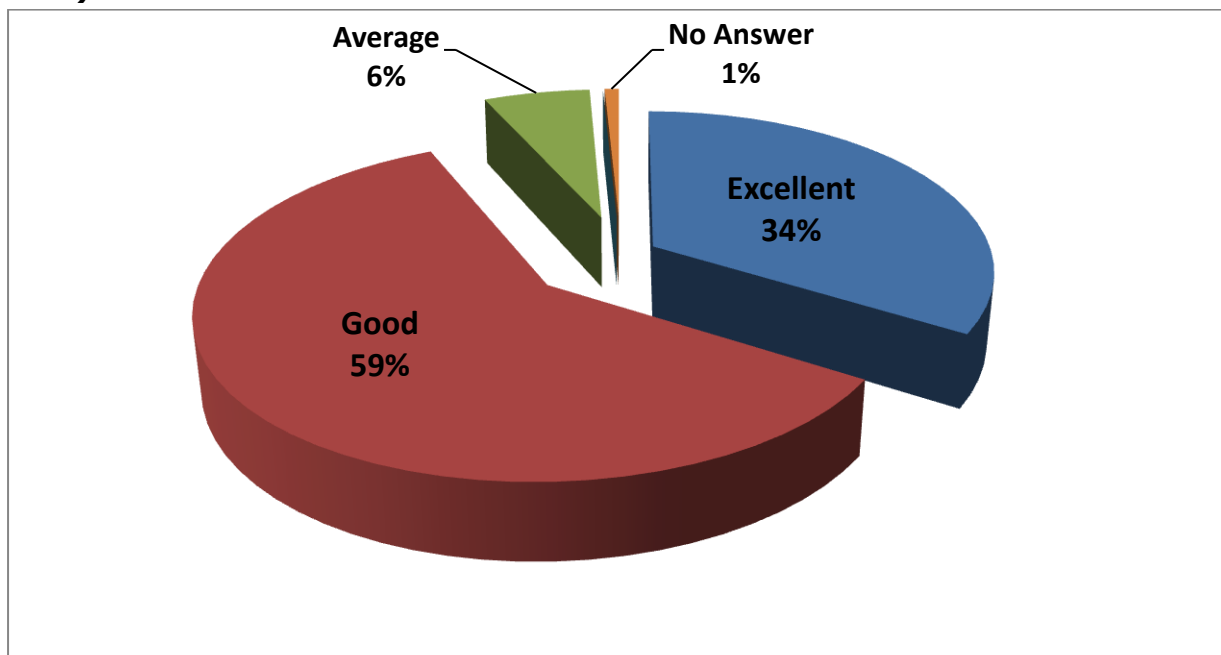


b) Detailed answers

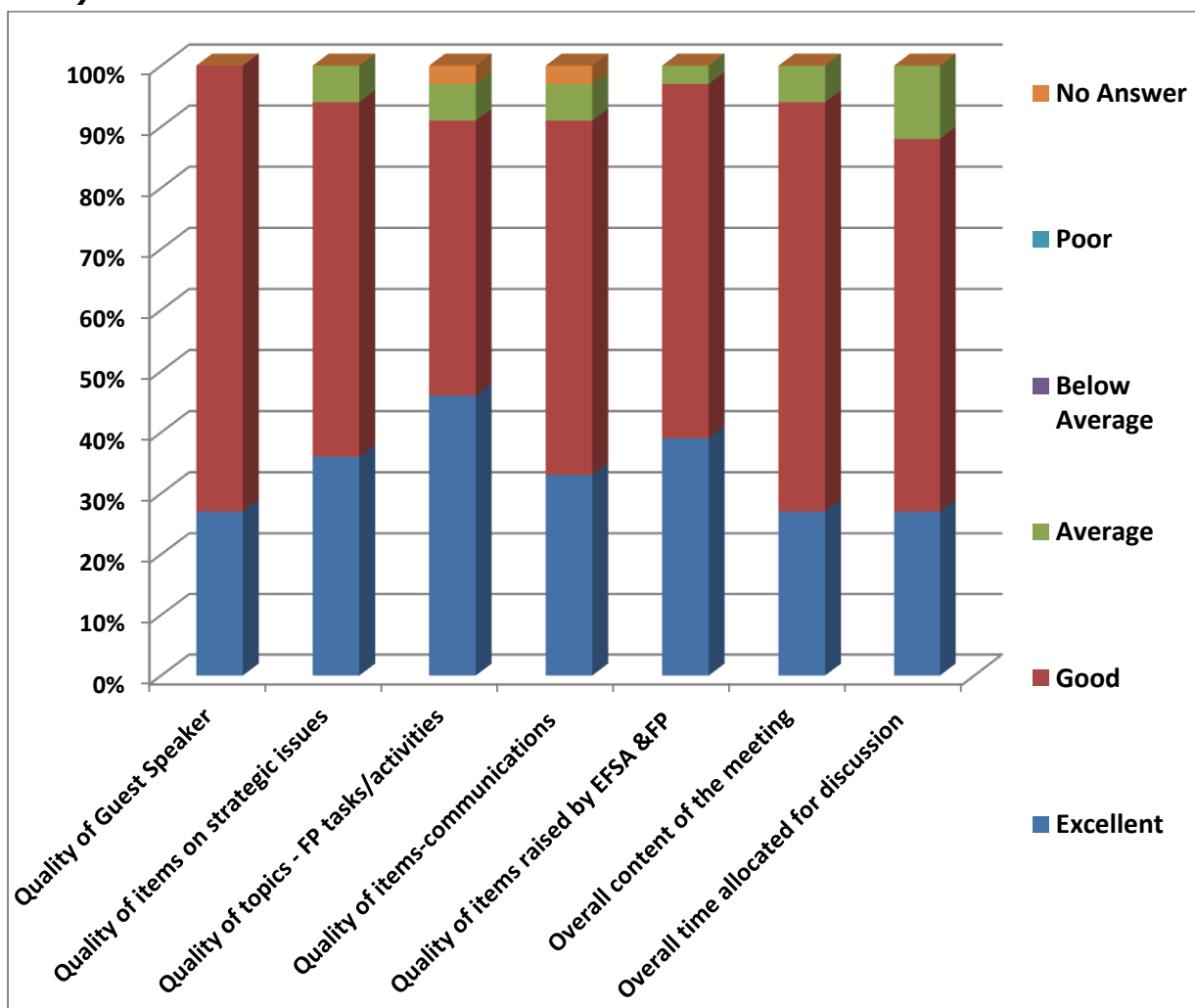


3.Content of the event

a) Overall assessment

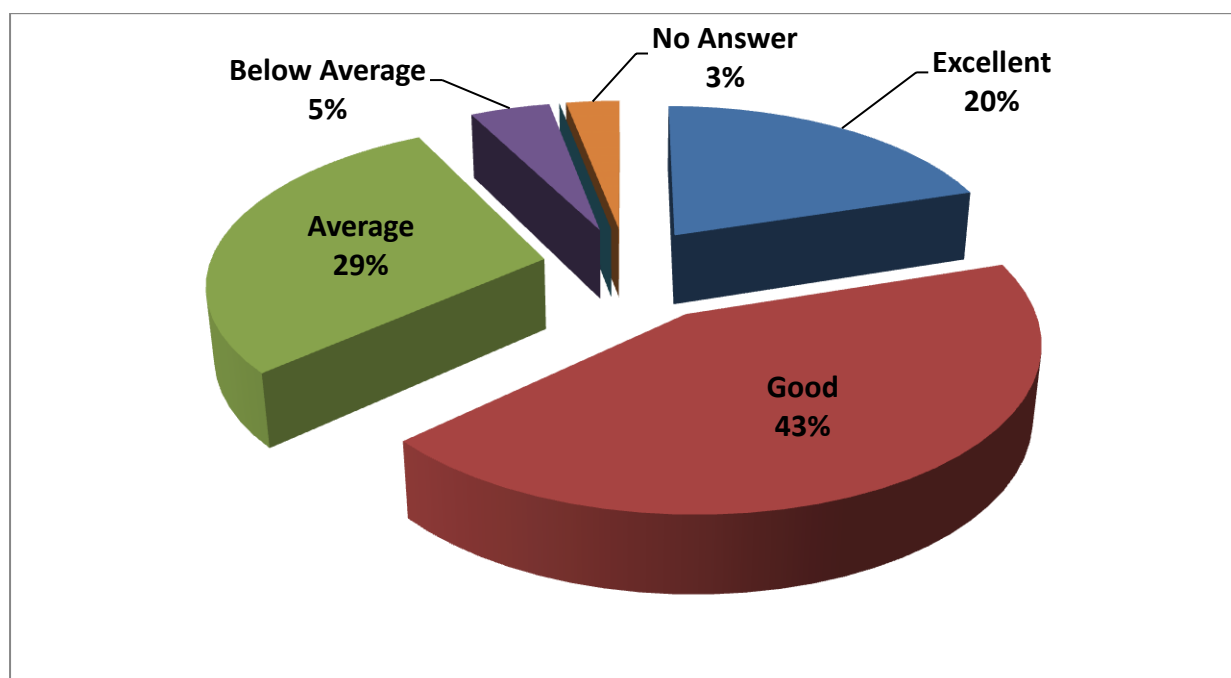


b) Detailed answers

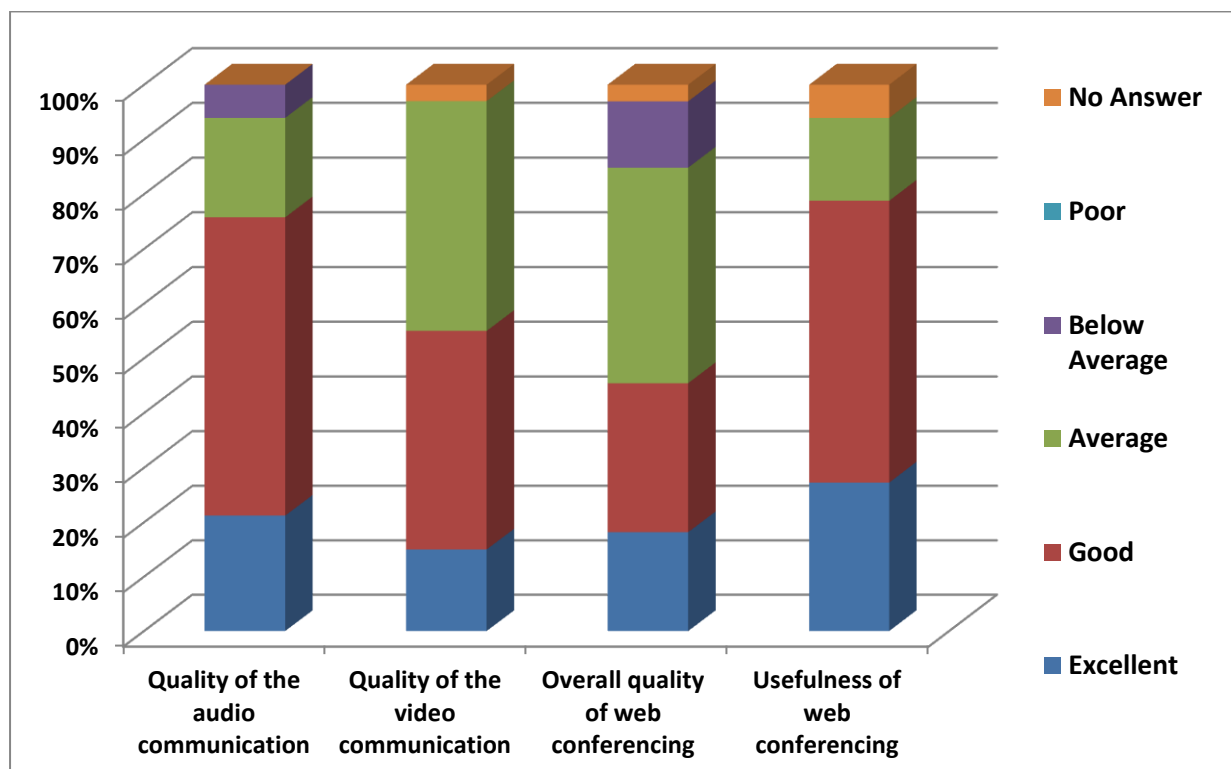


4. Web Conferencing

a) Overall assessment



b) Detailed answers



Document history

Document reference	Version
Prepared by	Maria Simona Isidori
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