BRIDGING
Bridging social capital by participatory and co-creative culture

Erasmus+

Questionnaire and check list for
WP 10: Third partner meeting in Riga
WP 11: Curriculum Report, seven languages
WP 13: Seven national conferences
Dec 2018 – May 2019

Name of my organisation	
My name	
Date for e-mailing this report to my partners	

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1. WP10: Third Partner Meeting in Vilnius

1.1. The organisation/preparation of the partner meeting	Tick a box		
	Yes	No	Don't know
Did you have sufficient support in planning your stay in Vilnius?			
Did you find the programme of the meeting well drafted (well structured, enough time foreseen for the topics/programme points, etc.?			
Was the meeting well organised in terms venue, meals, etc.?			

Do you have any comments?

1.2. Output of the partner meeting	Tick a box		
	Yes	No	Don't know
Did the partner meeting cover all necessary topics?			
Were all your open questions clarified at the meeting?			
Did you consider the exchange with the partners as helpful?			
Was the partner meeting a good preparation for the WPs to come?			

Do you have any comments?

2. WP10: Curriculum Report, seven languages

1.1. The overall usefulness of the Curriculum Report	Tick a box		
	Yes	No	Don't know
Do you find the Curriculum Report generally useful?			
Do you have any comments?			

1.2. The communication	Tick a box		
	Yes	No	Don't know
Did you communicate with the leading partner?			
Was the communication process with the lead partner appropriate?			
Did you communicate with other partners?			
Was the communication process with other partners appropriate?			
Did you receive necessary working results from partner's in-time?			
Did you find the query to get recommendations for the Curricula Report helpful?			
Do you have any comments or ideas for improvements?			

1.3. The workload	Tick a box		
	Yes	No	Don't know
Was the preparation for the work package well organised?			
Was the division of work appropriate?			
Would you describe the workload as appropriate?			
Could you finish the working steps in-time?			
Do you have any comments or ideas for improvements in upcoming work packages?			

3. WP13: Seven National Conferences

3.1. The design	Tick a box		
	Yes	**No**	**Don't know**
Did you use the Conference Frame to design the national conference?			
Did you use the Thematic Compendia to design the national conference?			
Would you have needed more support from the peer-group in the design phase?			
Could you easily organise the national conference?			

Have there been any challenges? Do you have any other comments?

3.2. The implementation [please do not answer if not yet implemented]	Tick a box		
	Yes	**No**	**Don't know**
Would you describe the implementation as successful?			
Could you find a speaker/speakers easily?			
Could you find participants easily?			
Have there been at least 20 participants in your national conference?			
Have there been more than 50 participants in your national conference?			
Did you use the proposed questionnaire for the conference?			
Did you use State of the Art Report for/at the conference?			
Did you use the Themactic Compendia for/at the conference?			
Did you combine the conference with another event?			

Have there been any challenges? Do you have any other comments?

3.3. The results [please do not answer if not yet implemented]	Tick a box		
	Yes	**No**	**Don't know**
Would you say that the conference was addressing the topic appropriately?			
Do you think that the participants profited by taking part in the conference?			
Could you gain new insights into the Bridging topic?			
Did you establish new and useful contacts due to the conference?			

Do you have any comments?

	Tick a box		
3.4. The communication	**Yes**	**No**	**Don't know**
Did you communicate with the leading partner?			
Were the instructions/methods clear?			
Did you communicate with the other partners?			
Was the communication process with other partners appropriate?			
Do you have any comments or ideas for improvements?			

	Tick a box		
3.5. The workload	**Yes**	**No**	**Don't know**
Was the preparation for the work package well organised?			
Was the division of work appropriate?			
Would you describe the workload as appropriate?			
Could you finish the working steps in-time?			
Do you have any comments or ideas for improvements in upcoming work packages?			

4. Confirm contact information			
4.1 Key Persons	**IF change of person, mention new name and title**	**Contact info (email, telephone)**	**Done, Tick**
4.2 Other members	**IF change of person, please mention names and titles of all staff, you expect will be involved with possible salary refunding**	**Contact info (email, telephone)**	**Done, Tick**

Time used on filling out this questionnaire for WP10/WP11/WP13		Time (h/min)
Name of staff 1		
Name of staff 2		
Name of staff 3		
Total time used		