



**Questionnaire and check list for  
WP 14: Fourth partner meeting in Vienna, May 2019  
Recommendations for the future  
May 2019**

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

## 1. WP10: Fourth Partner Meeting in Vienna

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 Vienna?			
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.?			
<i>Do you have any comments?</i>			
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 finalisation of the project?			
<i>Do you have any comments?</i>			

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## 2. Recommendations for the future

### 2.1. Recommendations Bridging

*Do you have any recommendations for future projects/initiatives working on the issue and content of bridging (in terms of approaches for bridging, target groups, methods, etc.)?*

### 2.2. Recommendations

*Do you have any recommendations for similar cooperation projects in term of process and structure (such as the division of work, the work flow in general, etc.) ?*

## 3. Confirm contact information

4.1 Key Persons	IF change of person, mention new name and title	Contact info (email, telephone)	Done, Tick
The legal representative	No change		
The project leader/ contact person	No change		
4.2 Other members	IF change of person, please mention names and titles of all staff, you expect will	Contact info (email, telephone)	Done, Tick

	be involved with possible salary refunding		
	No change		

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		