



Questionnaire and check list for WP 03: Communication Portal and WP 04: State of the Art Survey, Nov 2017 – Apr 2018

Name of my organisation	
My name	
Date for e-mailing this report to my partners	
The deadline for concluding this work package	

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1. WP03: The Communication Portal			
1.1. The overall usefulness of the portal	Tick a box		
	Yes	No	Don't know
Have you looked at/got an overview of the portal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you find it useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments or ideas for improvements?</i>			
1.2. The design	Tick a box		
	Yes	No	Don't know
Have you familiarised yourself with the design of the portal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you find it appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments or ideas for improvements?</i>			
1.3. The structure	Tick a box		
	Yes	No	Don't know
Have you familiarised yourself with the structure of the portal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you find it appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments or ideas for improvements?</i>			
1.4. The communication	Tick a box		
	Yes	No	Don't know
Did you communicate with the leading partner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the instructions/guidelines clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you communicate with other partners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Was the communication process with other partners appropriate?			
Did you receive necessary working results from partners in-time?			
<i>Do you have any comments or ideas for improvements?</i>			
1.5. 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?			
<i>Do you have any comments or ideas for improvements?</i>			

2. WP04: Online Surveys and Interviews

Note: Please answer these questions only, if your association was involved in WP04!

2.1. Online surveys	Tick a box		
	Yes	No	Don't know
Could you distribute the link for the online surveys easily?			
Was it easy to make people to take part in the survey?			
Did you find the survey questions appropriate?			
<i>Do you have any comments?</i>			
2.2. Interviews and summaries	Tick a box		
	Yes	No	Don't know
Could you easily find interview partners?			
Could you conduct the interviews easily?			
Did you find the interview questions appropriate?			
Could you generate valuable data by doing the interviews?			
Could you summarise the interviews easily?			
<i>Do you have any comments?</i>			
2.3. The communication	Tick a box		
	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?			
Did you receive necessary working results from partners in-time?			

Do you have any comments or ideas for improvements in upcoming work packages?

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

3. WP04: The State of the Art Report			
3.1. The overall usefulness of the State of the Art Report	Tick a box		
	Yes	No	Don't know
Have you looked at/got an overview of the State of the Art Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you find it useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments or ideas for improvements?</i>			
3.2. The structure	Tick a box		
	Yes	No	Don't know
Do you agree with the structure of the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments or ideas for improvements?</i>			
3.3. The content	Tick a box		
	Yes	No	Don't know
Have you familiarised yourself with the foreword (page 3–8)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the information given useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you familiarised yourself with the description of results along countries (page 9–41)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the information given useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you familiarised yourself with the comparisons between the countries (page 42–50)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the information given useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments or ideas for improvements?</i>			

4. 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			
The project leader/ contact person			
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 WP03/WP04		Days used (Use fractions. For example 1,25 day)
Name of staff 1		
Name of staff 2		
Name of staff 3		
Total days and hours used		