



## 28th FOCAL POINT MEETING

# Summary of Evaluation Forms

**AFSCO Unit**

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## 28<sup>th</sup> Focal Point meeting, 15 and 16 September 2016 Parma (Italy)

The survey was launched on **19<sup>th</sup> September** and was kept open until **30 September**. 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).

According to the evaluation forms, the **logistics and administration** of the meeting were considered excellent by **63%**, while **33%** considered it **good**, with no negative comments being made. The parameter "**Information and assistance before the event**" merited the highest score, with **70%** of respondents considering it excellent.

Concerning free comments, very positive comments were received on the organization and professionalism of the EFSA team, also before the event.

### 2. EFSA communication

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

The highest score was given to "**Adequacy of information sent through e-mails**": **64%** found it **excellent**.

Comments on **DMS** were reiterated as in the previous FP survey, namely about difficulties in accessing DMS, a tool that some consider "not user-friendly" (**22%** rated it **below average** or **poor**). They also mentioned to have received the **meeting material** (presentations and background documents) **very late**. They stressed the importance to have them well in advance, in order to be able to read and to easily forward them by email to third parties.

### 3. Content of the event

- a. Quality of strategic Agenda items;
- b. Quality of topics concerning FP tasks and activities;
- c. Quality of breakout session;
- d. Quality of online demo on MS Office 365;
- e. Quality of items within the communications area;
- f. Quality of items raised by EFSA & Focal Points & under AOB;
- g. Overall content of the meeting;
- h. Overall time allocated for discussion of different agenda items;
- i. Indicate which topics are most relevant for your national use;
- j. Any additional comments.

Regarding the content of the event, very positive comments were given to the **quality of strategic agenda items**. **45%** of the participants found it excellent and the same score was expressed for the **quality of the breakout session**, which was very appreciated by the majority of the Focal Points members.

With regards to the most relevant topics for national use, they underlined the **EU Risk Assessment Agenda**, the **Data Quality Project**, the new **Stakeholder Engagement Approach** and the **Grants and Procurement session**.

In general, FPs were very satisfied about the opportunity to be updated on the EFSA activities and about the development of the interactions between the Member States.

#### NEW QUESTIONS:

- **What was particularly helpful for you?**

Positive comments were expressed on the **breakout session** and on the **EU RAA joint projects**. Some of the participants also underlined the importance of the **coffee break** for the networking activity and occasion to liaise with the other countries.

- **What did you find less or not useful?**

In general, only few participants answered this question and those who did it commented about the usefulness of the **AFCWG discussion**, which they found **superfluous** to be discussed in this last meeting.

- **How could the meeting have been further improved?**

They suggested, as in the last surveys, to **reduce the number of the Agenda Items** and to **receive presentations and annexes well in advance**. They also proposed to **increase the number of short breaks**, in order to improve the attention of the participants.

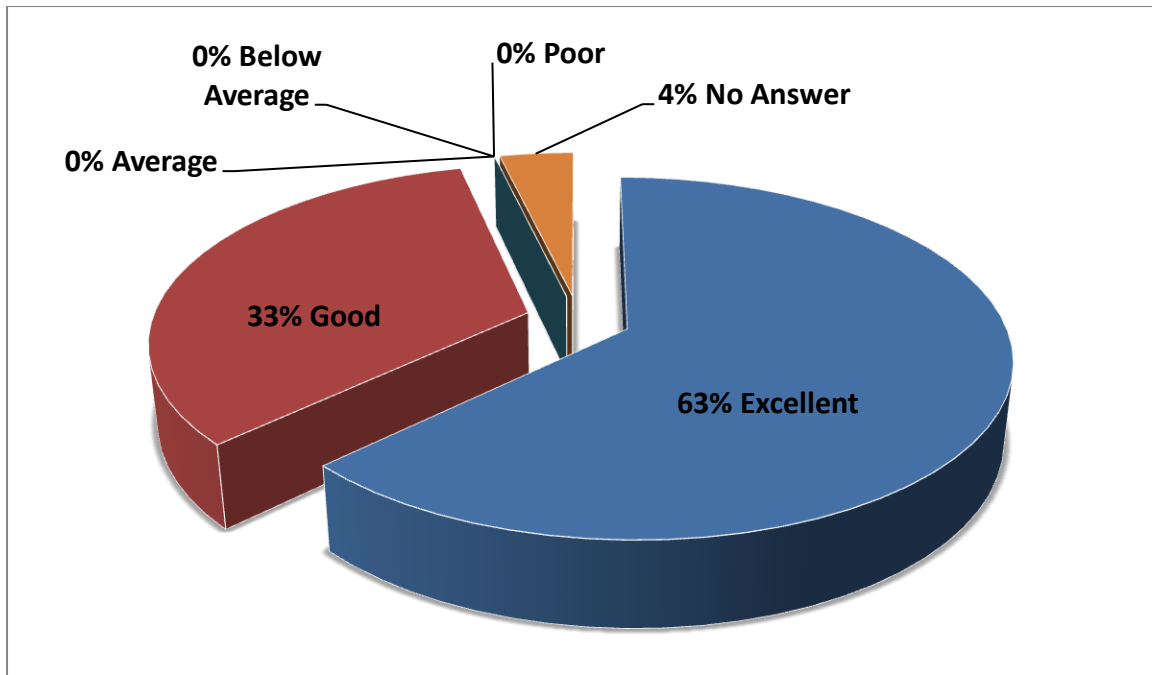
- **Any other comments on the meeting**

In general, the most successfully aspect of this Focal Point MTG was the **well managed & organized “breakout session”**. Participants found it very enjoyable and informative and they strongly proposed to repeat it and to **increase the number of breakout sessions during the next meetings**.

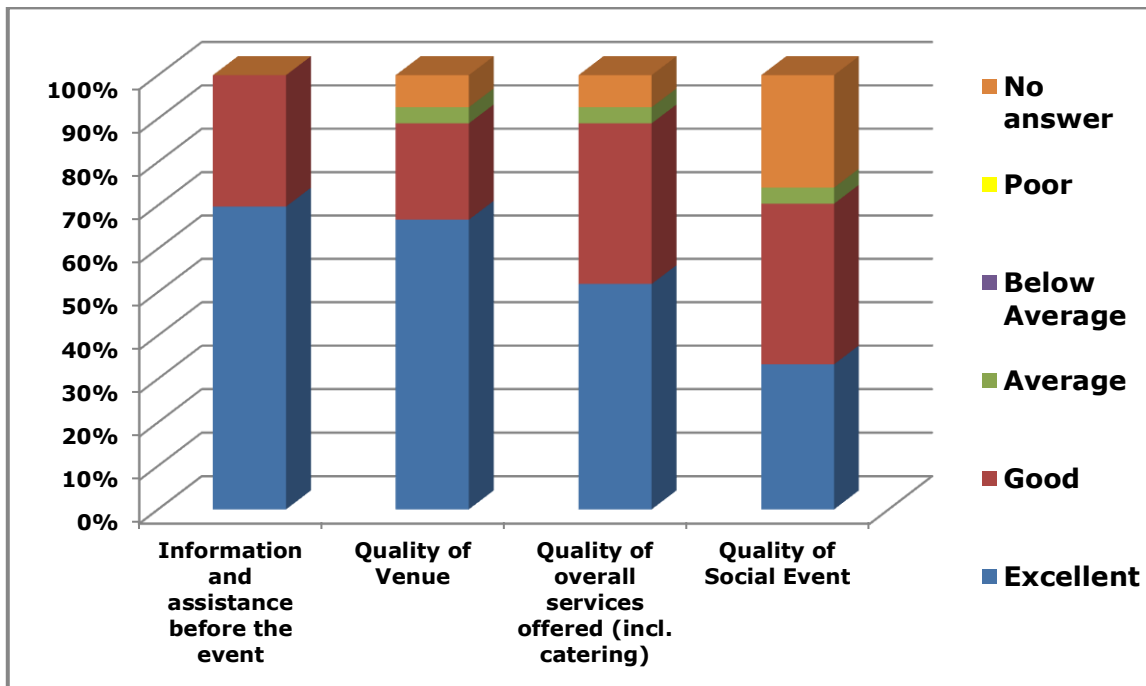
**A visit to the EFSA building was also suggested by some of the FPs.**

# 1. Logistics and Administration

## a) Overall assessment

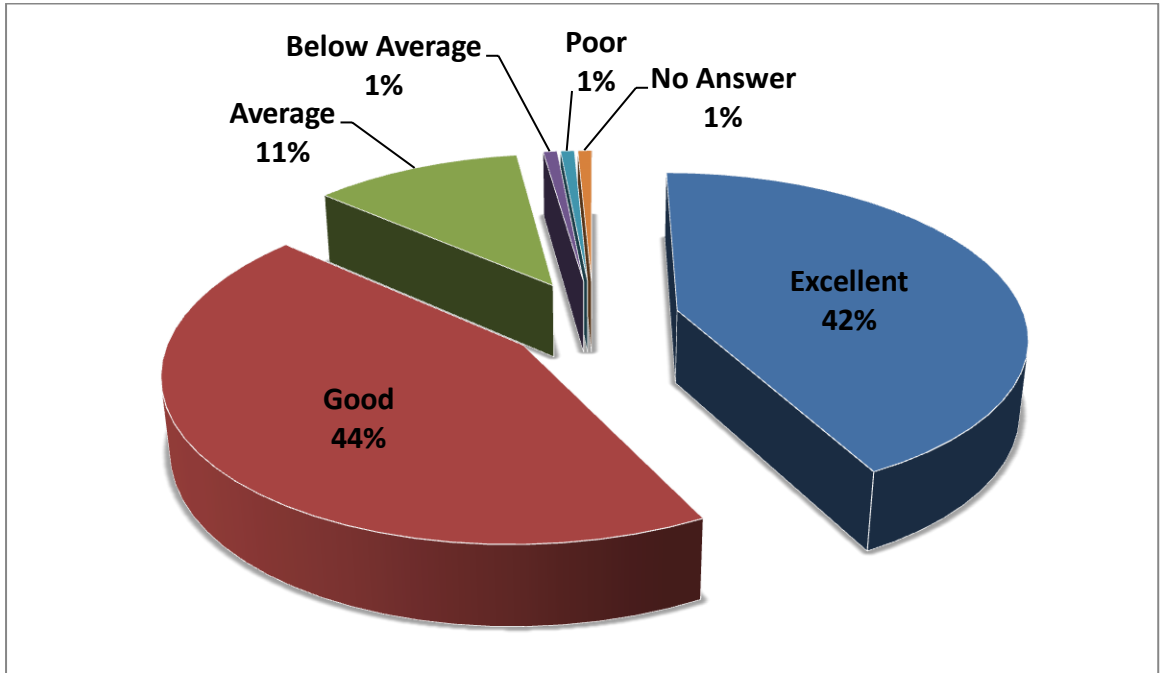


## b) Detailed answers

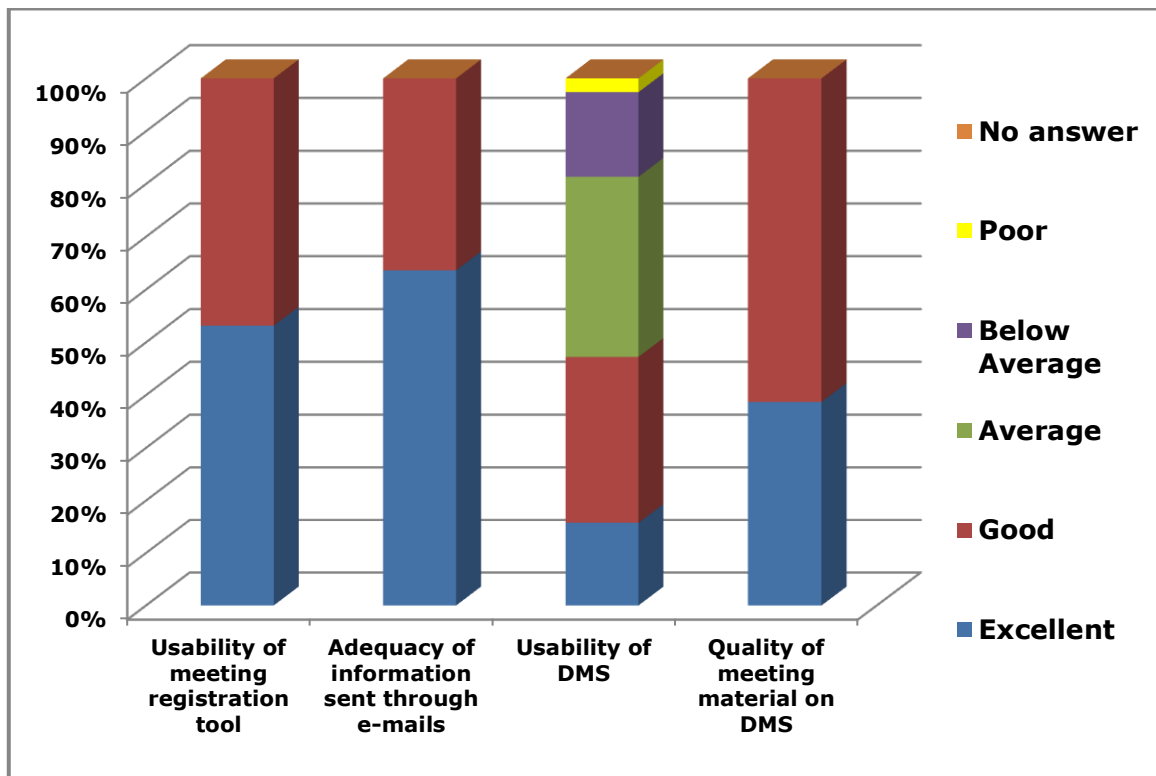


## 2. Communication

### a) Overall assessment

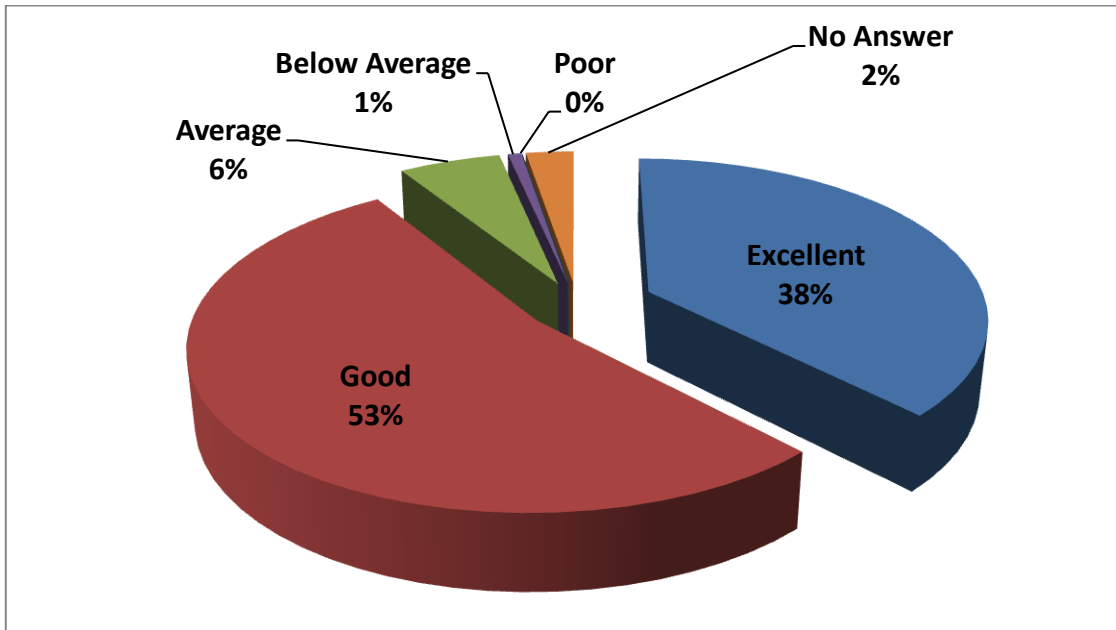


### b) Detailed answers

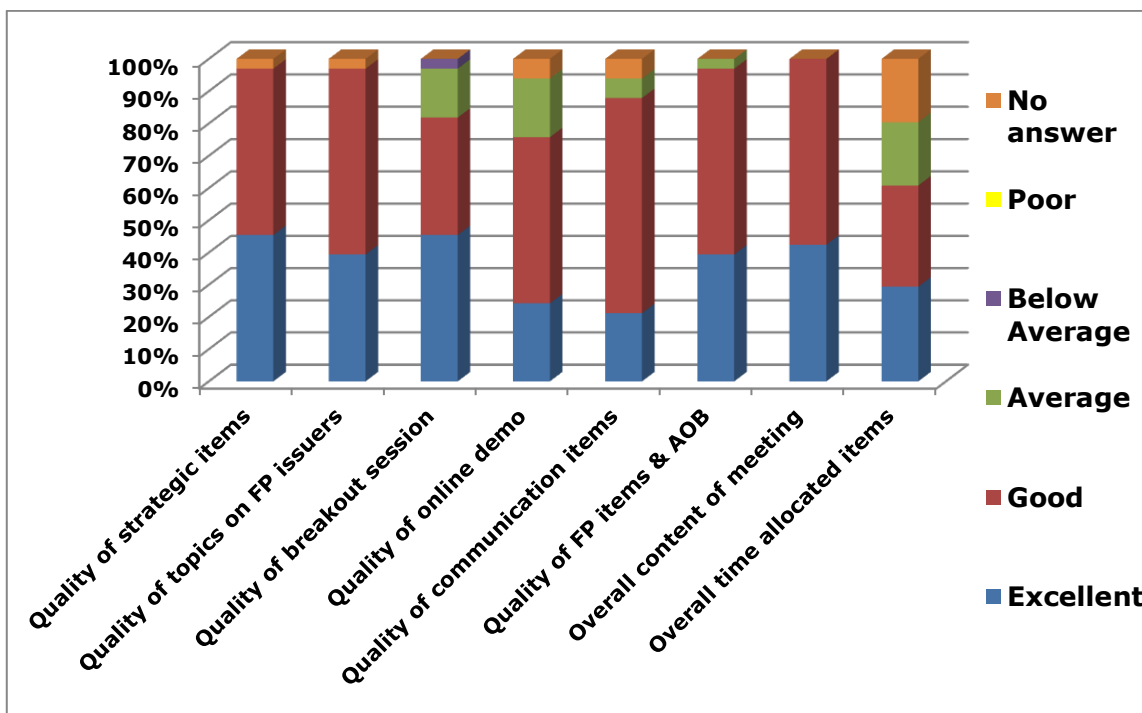


### 3. Content of the event

#### a) Overall assessment



#### b) Detailed answers



#### Document history

Document reference

Version

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