

EVALUATION OF THE COMMUNICATION EFFICIENCY

Purpose of the questionnaire No.1 is to assess the partner's views on communication methods and their effectiveness in order to implement successfully the project objectives, plan activities and promote cooperation. To implement project successfully, partners have to answer to the questionnaire No.1 for the period between the meetings before the each next meeting.

The questionnaire “Evaluation of efficiency of the communication among partners” consisted of four questions: communication with the coordinating partner and communication between partners, and the communication contribution to the project objectives evaluation, as well as recommendations on improving communication. Collecting partner assessments, it was concluded, that:

1) Communication with the coordinating partner:

The most widely used form of communication was an e mail; sometimes Skype and phone, Frequency of communication with the coordinating partner – once a week, Communication with coordinating partner was effective.

2) Communication with other partners:

The most widely used form of communication was an e mail; sometimes Skype and phone. Frequency of communication between partners – once a month, Communication between partners was sufficiently effective.

3) All the partners claimed that the types of communication, frequency and effectiveness **contribute to meet the project objectives.**

Recommendations how to improve communication between partners describe how communication has evolved and what features / types had impact on improvement. Recommendations were discussed and evaluated at each meeting.

During the first meeting in **Poland, October 2011**, it was decided:

- a) *To be in touch through “Skype” on every last Wednesday of each month on 3.00 p.m. (Polish time);*
- b) *Partners should try to prepare a lot of written materials and use simple language;*
- c) *Sending important e-mails to everybody form the mail list.*

But during the second meeting in **Italy, February 2012**, was concluded that Skype isn't a good way of communication with few partners at the same time but it could be useful in conversation with one partner. It was also decided that:

- a) *There is a good level of communication among partners, perhaps partners could use the AWAKE Facebook page to communicate and to share photos, documents, news about our organizations or about local activities of the project;*
- b) *To encourage the participation of all project team members, easy measures can be taken, such as: to use ‘simple’ language; to prepare as much written material about*

the subjects to be talked about at the meeting as possible, and send them to all project participants in advance; to use simplifications and visual aids like key point lists, graphs, charts, etc.;

c) *There is a need to improve their English.*

During the meeting in **Lithuania, in June 2012**, it was discussed some practical issues related to communication: the use of Dropbox and Facebook - how to register, how to insert / edit materials, etc.

During the fourth meeting in **Spain, October 2012**, it was decided that everything is good. But it was remarked that the communication level is high before and after the meetings but it's lower during the period between them. As can be seen, the recommendations made during the meeting in Spain is not so much focused on the improvement of the communication, but already its impact on project outcomes and how to improve project implementation process. It is characterized by partner entries in the questionnaires:

- 1) *We should share more information about each local activity not only about AWAKE project but also connected with other matters or developing opportunities. We should keep in touch to strengthen the relation and collaboration among the partnership;*
- 2) *I think should be useful to concrete twice per month a mailing, just to know if everybody is ok or there is any change or following the project objectives;*
- 3) *It will be more effective if we could communicate once a week and share everyday work. I think it'll be good if we will more active even on Facebook to share interesting events. It'll also help to improve our English.*

During the meeting in **Romania, March 2013**, it was decided that communication now is very good and there is no need to improve something.

ANNEX

Questionnaire No.1 EVALUATION OF EFFICIENCY OF THE COMMUNICATION AMONG PARTNERS

Purpose of this questionnaire is to assess the partners' views on communication methods and their effectiveness in order to implement successfully the project objectives, plan activities and promote cooperation.

Kinds of ways of the communication with the coordinating partner:

By phone E-mail Skype Meetings Other

Frequency of communication with the coordinating partner:

Every day once a week once a month once a 3 months

How effective was the communication with coordinating partner?

effective ineffective sufficiently effective

Kinds of ways of the communication with other partners and frequency of communication:

Where are partners from?	Kinds of ways of the communication with other partners:	Frequency of communication:	How effective was the communication?
Poland	by phone <input type="checkbox"/> E-mail <input type="checkbox"/> Skype <input type="checkbox"/> Meetings <input type="checkbox"/> Other <input type="checkbox"/>	every day <input type="checkbox"/> once a week <input type="checkbox"/> once a month <input type="checkbox"/> once a 3 months <input type="checkbox"/>	effective <input type="checkbox"/> ineffective <input type="checkbox"/> sufficiently effective <input type="checkbox"/>
Italy	By phone <input type="checkbox"/> E-mail <input type="checkbox"/> Skype <input type="checkbox"/> Meetings <input type="checkbox"/> Other <input type="checkbox"/>	every day <input type="checkbox"/> once a week <input type="checkbox"/> once a month <input type="checkbox"/> once a 3 months <input type="checkbox"/>	effective <input type="checkbox"/> ineffective <input type="checkbox"/> sufficiently effective <input type="checkbox"/>
Lithuania	By phone <input type="checkbox"/> E-mail <input type="checkbox"/> Skype <input type="checkbox"/> Meetings <input type="checkbox"/> Other <input type="checkbox"/>	every day <input type="checkbox"/> once a week <input type="checkbox"/> once a month <input type="checkbox"/> once a 3 months <input type="checkbox"/>	effective <input type="checkbox"/> ineffective <input type="checkbox"/> sufficiently effective <input type="checkbox"/>
Latvia	By phone <input type="checkbox"/> E-mail <input type="checkbox"/> Skype <input type="checkbox"/> Meetings <input type="checkbox"/> Other <input type="checkbox"/>	every day <input type="checkbox"/> once a week <input type="checkbox"/> once a month <input type="checkbox"/> once a 3 months <input type="checkbox"/>	effective <input type="checkbox"/> ineffective <input type="checkbox"/> sufficiently effective <input type="checkbox"/>
Romania	By phone <input type="checkbox"/> E-mail <input type="checkbox"/> Skype <input type="checkbox"/> Meetings <input type="checkbox"/> Other <input type="checkbox"/>	every day <input type="checkbox"/> once a week <input type="checkbox"/> once a month <input type="checkbox"/> once a 3 months <input type="checkbox"/>	effective <input type="checkbox"/> ineffective <input type="checkbox"/> sufficiently effective <input type="checkbox"/>
Spain	By phone <input type="checkbox"/> E-mail <input type="checkbox"/> Skype <input type="checkbox"/> Meetings <input type="checkbox"/> Other <input type="checkbox"/>	every day <input type="checkbox"/> once a week <input type="checkbox"/> once a month <input type="checkbox"/> once a 3 months <input type="checkbox"/>	effective <input type="checkbox"/> ineffective <input type="checkbox"/> sufficiently effective <input type="checkbox"/>

Do the types of communication, frequency and effectiveness contribute to meet the project objectives?

Contribute does not contribute partly contribute

Your recommendations how to improve communication between partners