

**Annex 7. Evaluation: Questionnaire**

**INSTRUCTIONS**

This questionnaire has been designed to assess the PHEPA project\*. The tool asks questions about different aspects of our Project and allows you to express your opinions and provide information about your experiences anonymously. There are no right or wrong answers to the questions. Thoughtful and honest responses will give us the most valuable information. Your answers will be used to generate a report for the EC. Please answer every question. Thank you for your collaboration.

**A. ROLE**

1. What is your role in the project?

- Partner
- Observer
- Expert
- Others (please specify: \_\_\_\_\_)

2. What tasks are involved in your role?

3. How clearly were your tasks clarified by the project managers?

- Completely clarified
- Mostly clarified
- Somewhat clarified
- A little clarified
- Not at all clarified

4. What are the main barriers you confront when carrying out these activities?

5. How much participative is your role?

- Extremely high participation
- High participation
- Some participation
- Low participation
- No participation

6. How satisfied are you with your role in the project?

- Completely satisfied

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\* The Questionnaire is partially adapted from the PARTNERSHIP SELF-ASSESSMENT TOOL 2.0 Developed by The Center for the Advancement of Collaborative Strategies in Health at [The New York Academy of Medicine](http://www.partnershiptool.net/). The Tool is available online at: <http://www.partnershiptool.net/>.

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- Mostly satisfied
- Somewhat satisfied
- A little satisfied
- Not at all satisfied

**B. LEADERSHIP**

7. Please rate the effectiveness of leadership in the following areas:

|   | Excellent | Very good | Good | Fair | Poor |
|---|-----------|-----------|------|------|------|
| a. Taking responsibility of the project                             |           |           |      |      |      |
| b. Motivating people involved                                       |           |           |      |      |      |
| c. Working to develop a common understanding and vocabulary         |           |           |      |      |      |
| d. Fostering respect, trust, inclusiveness and openness             |           |           |      |      |      |
| e. Creating an environment where different opinions can be said     |           |           |      |      |      |
| f. Resolving conflicts among partners                               |           |           |      |      |      |
| g. Combining the perspectives, resources and skills of the members. |           |           |      |      |      |

**C. ADMINISTRATION AND MANAGEMENT**

8. Please, rate the effectiveness of the staff carrying out the following activities:

|   | Excellent | Very good | Good | Fair | Poor |
|---|-----------|-----------|------|------|------|
| a. Explaining project objectives  |           |           |      |      |      |
| b. Coordinating communication between partners  |           |           |      |      |      |
| c. Clarifying roles to participants   |           |           |      |      |      |
| d. Managing funds   |           |           |      |      |      |
| e. Coordinating partnership activities and meetings                                       |           |           |      |      |      |
| f. Preparing the material that informs partners and helps them to take decisions on time. |           |           |      |      |      |
| g. Performing secretarial duties  |           |           |      |      |      |
| h. Minimizing barriers to participate in meetings   |           |           |      |      |      |

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**D. DECISION-MAKING**

9. Please, rate the influence you have had in the following areas:

|  | A lot of influence | Quite influence | Somewhat influence | A little influence | No influence |
|--|--------------------|-----------------|--------------------|--------------------|--------------|
| a. Development of the project products   |                    |                 |                    |                    |              |
| b. Meeting's Agenda                      |                    |                 |                    |                    |              |
| c. Group decisions                       |                    |                 |                    |                    |              |
| d. Financial and non financial resources |                    |                 |                    |                    |              |

10. How comfortable are you with the way decisions are being made?

- Extremely comfortable
- Very comfortable
- Somewhat comfortable
- A little comfortable
- Not at all comfortable

11. How often do you feel that you have been left out of the decision making process?

- Always
- Most of the time
- Sometimes
- Almost never
- Never

**E. BENEFITS AND COSTS**

12. Please rate the advantages of participating in this project?

|  | Most important |  |  | Least important |  |
|--|----------------|--|--|-----------------|--|
| Enhanced ability to address an important issue               |                |  |  |                 |  |
| Development of new skills                                    |                |  |  |                 |  |
| Increased utilization of my expertise or services            |                |  |  |                 |  |
| Acquisition of useful knowledge                              |                |  |  |                 |  |
| Enhanced ability to affect public policy                     |                |  |  |                 |  |
| Development of valuable relationship                         |                |  |  |                 |  |
| Ability to have a greater impact than I could have on my own |                |  |  |                 |  |
| Acquisition of additional financial support                  |                |  |  |                 |  |
| Others (specify: )   |                |  |  |                 |  |

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13. What are the disadvantages of participating in this project?

Insufficient influence in partnership activities

Diversion of time and resources away from other priorities or obligations

Conflict between my job and the partnership's work

Others (specify: )

|  | Most important |  |  |  | Least important |
|--|----------------|--|--|--|-----------------|
|  |                |  |  |  |                 |
|  |                |  |  |  |                 |
|  |                |  |  |  |                 |
|  |                |  |  |  |                 |

14. How do the advantages compare to the disadvantages of participating in this project?

- Much more advantages than disadvantages
- More advantages than disadvantages
- Both are equal
- More disadvantages than advantages
- Much more disadvantages than advantages

**F. COMMUNICATION**

15. Please rate your frequency of communication (by telephone, e-mail, etc) with the rest of members of the project?

a. with other partners of the project

b. with the leaders of the project

|  | Very high frequency | Very frequently | Somewhat frequently | Low frequency | Not at all frequent |
|--|---------------------|-----------------|---------------------|---------------|---------------------|
|  |                     |                 |                     |               |                     |
|  |                     |                 |                     |               |                     |

16. Please rate the quality of your communication with other members of the project

a. with other partners of the project

b. with the leaders of the project

|  | Excellent | Good | Fair | Poor | Very poor |
|--|-----------|------|------|------|-----------|
|  |           |      |      |      |           |
|  |           |      |      |      |           |

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17. How is this communication?

- Strongly effective
- Very effective
- Somewhat effective
- A little effective
- No effective

18. How do you feel when expressing your point of view?

- Extremely comfortable
- Very comfortable
- Somewhat comfortable
- A little comfortable
- Not at all comfortable

19. How often is your opinion listened to?

- Always
- Often
- Sometimes
- Rarely
- Never

**G. CONFLICTS**

20. In your opinion, what (if any) have been the major points of conflict within the members of the group?

21. Please describe the way in which these conflicts have been resolved?

- Excellent
- Good
- Fair
- Bad
- Very bad

22. How satisfied are you with the way the group deals with problems?

- Strongly satisfied
- Very satisfied
- Somewhat satisfied
- A little satisfied
- Not at all satisfied

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**H. MEMBERS PARTICIPATION**

23. How often do you:

|                                   | Strongly frequently | Very frequently | Somewhat frequently | A little frequently | Not at all frequently |
|-----------------------------------|---------------------|-----------------|---------------------|---------------------|-----------------------|
| a. Suggest new ideas              |                     |                 |                     |                     |                       |
| b. Ask for additional information |                     |                 |                     |                     |                       |
| c. Provide information            |                     |                 |                     |                     |                       |
| d. Express your opinion           |                     |                 |                     |                     |                       |

24. How many hours on average have you dedicated to the project per month:

\_\_\_\_\_

**I. MEMBERS SATISFACTION**

25. Please, indicate your level of satisfaction in the following areas:

|   | Completely satisfied | Mostly satisfied | Somewhat satisfied | A little satisfied | Not at all satisfied |
|---|----------------------|------------------|--------------------|--------------------|----------------------|
| a. The way people in the group work together                              |                      |                  |                    |                    |                      |
| b. The general way in which the project is being developed                |                      |                  |                    |                    |                      |
| c. The rate of progress the project is making in achieving its objectives |                      |                  |                    |                    |                      |
| d. The progress of the group since the beginning of the project           |                      |                  |                    |                    |                      |

**J. ACHIEVEMENT OF THE AIMS OF THE PROJECT**

26. Please, rate your level of agree with the followings areas:

|   | Absolutely agree | Somewhat agree | Uncertain | Somewhat disagree | Absolutely disagree |
|---|------------------|----------------|-----------|-------------------|---------------------|
| a. The project responds to the needs of the European Community about intervention on harmful and hazardous alcohol consumption. |                  |                |           |                   |                     |
| b. The project develops tools that are the most likely to work in this issue.   |                  |                |           |                   |                     |
| c. The tools are enough flexible as to be adapted in the different countries  |                  |                |           |                   |                     |

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**K. PRODUCTS OF THE PROJECT**

27. Please, rate if your opinion has been taken into account for the development of the products

|                                    | Always | Often | Sometimes | Rarely | Never |
|------------------------------------|--------|-------|-----------|--------|-------|
| a. Clinical Guidelines             |        |       |           |        |       |
| b. Training Manual                 |        |       |           |        |       |
| c. Internet website and database   |        |       |           |        |       |
| d. National dissemination strategy |        |       |           |        |       |

28. Please, rate your opinion on the achievement of the products?

|                                    | Excellent | Good | Fair | Bad | Very bad |
|------------------------------------|-----------|------|------|-----|----------|
| a. Clinical Guidelines             |           |      |      |     |          |
| b. Training Manual                 |           |      |      |     |          |
| c. Internet website and database   |           |      |      |     |          |
| d. National dissemination strategy |           |      |      |     |          |

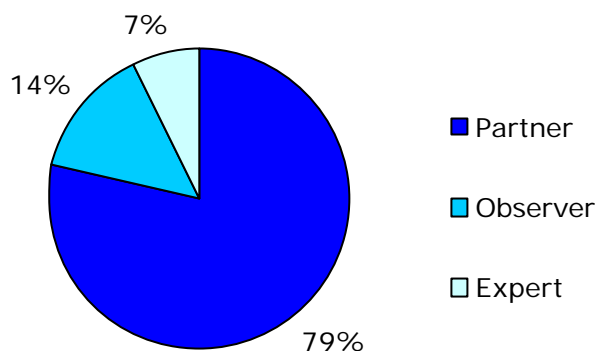
29. What would you change of the methodology used?

30. Please, rate your level of agree with the followings areas:

|                                      | Absolutely agree | Somewhat agree | Uncertain | Somewhat disagree | Absolutely disagree |
|--------------------------------------|------------------|----------------|-----------|-------------------|---------------------|
| a. The project was all worth it?     |                  |                |           |                   |                     |
| b. I would join such a project again |                  |                |           |                   |                     |

## A. ROLE

A total of 14 professionals involved in the project, of whom 79% partners, replied to the questionnaire.

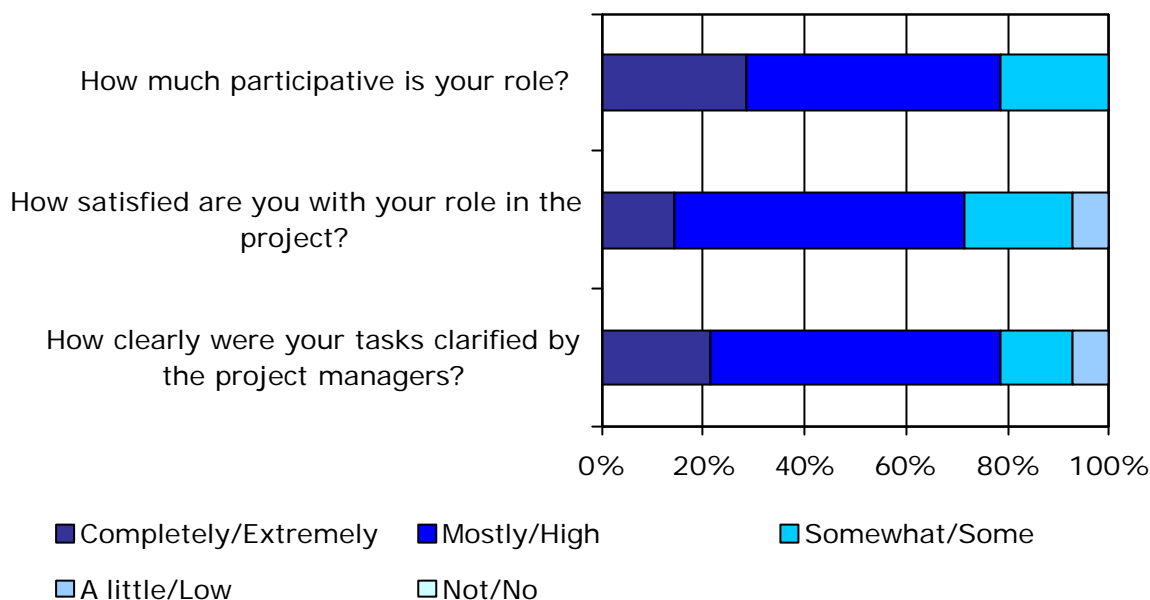


### They described the tasks involved in their role as follows:

- Carrying out the project activities at country level and contributing to the project activities and objectives
- Coordination of National Part of Study, data collection national situation, guideline development in our country, organisation of national website, organisation of Belgian country meetings and coordination of answering questionnaires.
- Coordination. Materials development and in the future health professionals training.
- I am performing all the work with Phepa in Denmark as the other members of the alcohol group are working with other topics. The group is sleeping.
- Identifying knowledge base and attitude assumptions and correcting and advising
- Promotion, dissemination, training new trainers in brief implementations and coordination.
- Responsible for a country based team.
- To help produce the documents arising from the project, to play a part in the team, to organize the country based team, to prepare the country report.
- To inform the coordinators about the national situation.
- To participate and actively contribute at PHEPA meeting and to try to run similar tasks as full partners if possible without funds.
- To represent the interest of SBI implementation in England and to advice on various aspects of the project based on my experience in the WHO Phase IV Project



When asked about their role, 50% considered that their role involved a high participation in the project, 57% were mostly satisfied with their role and 57% commented that their role was mostly clarified

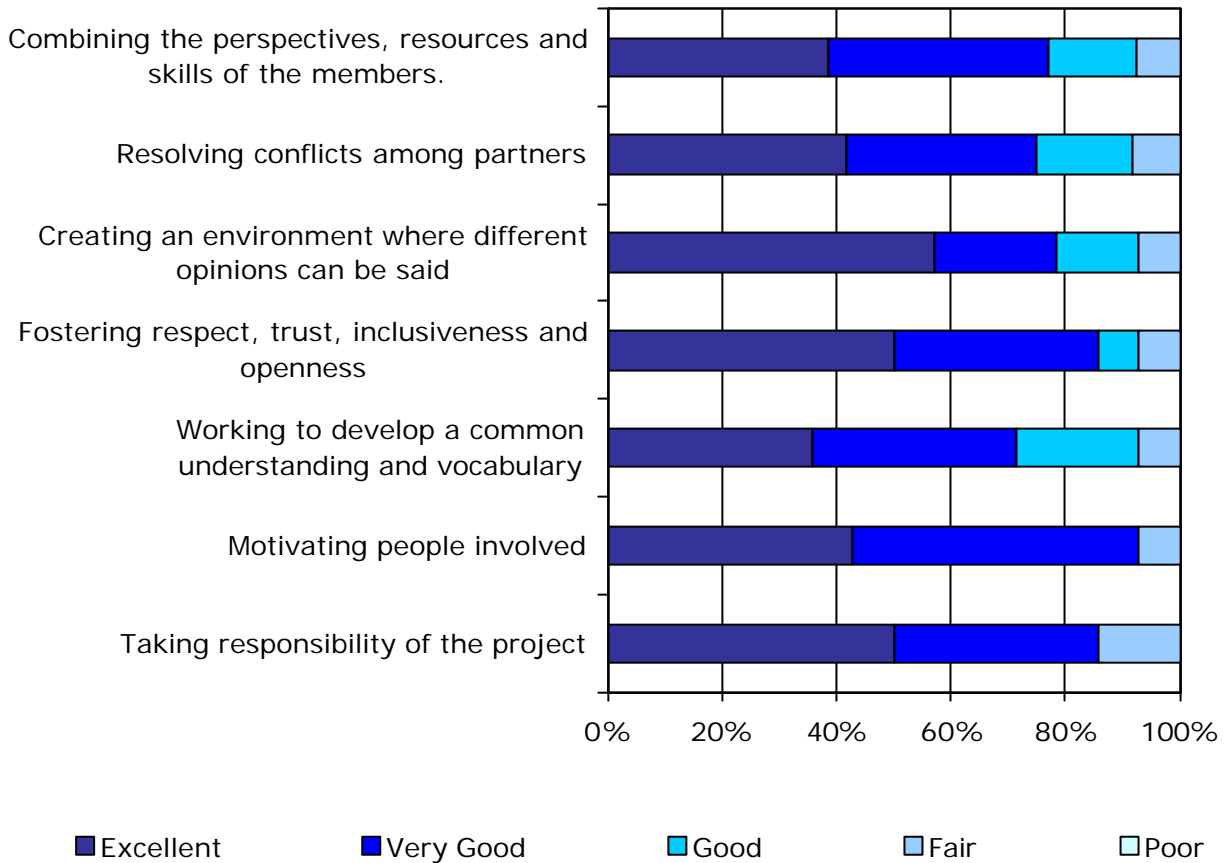


**What are the main barriers you confront when carrying out these activities?**

- Getting all national counterparts collaborating in time and adapting different aims of different national counterparts
- Implementation and dissemination of the project and financial constraints at central level with retention/delay of the financial resources from the PHEPA Project.
- Lack of funding (no EU member country)
- Lack of man power in time
- Lack of time and money related to lack of human resources
- Lack of time and/or of funding
- Low priority to alcohol problems among health decision and policy makers, very low budget and slow decision making
- Mobilizing professionals form OHC, you need a lot of time to do it
- None
- There has been a lot of documentation coming out of PHEPA and sometimes this has become confusing. Also it was not clear how my specific remit regarding input from the WHO Phase IV Project was to be fulfilled.
- Too much material.
- Unclear task given and poor feedback from the Phepa Team

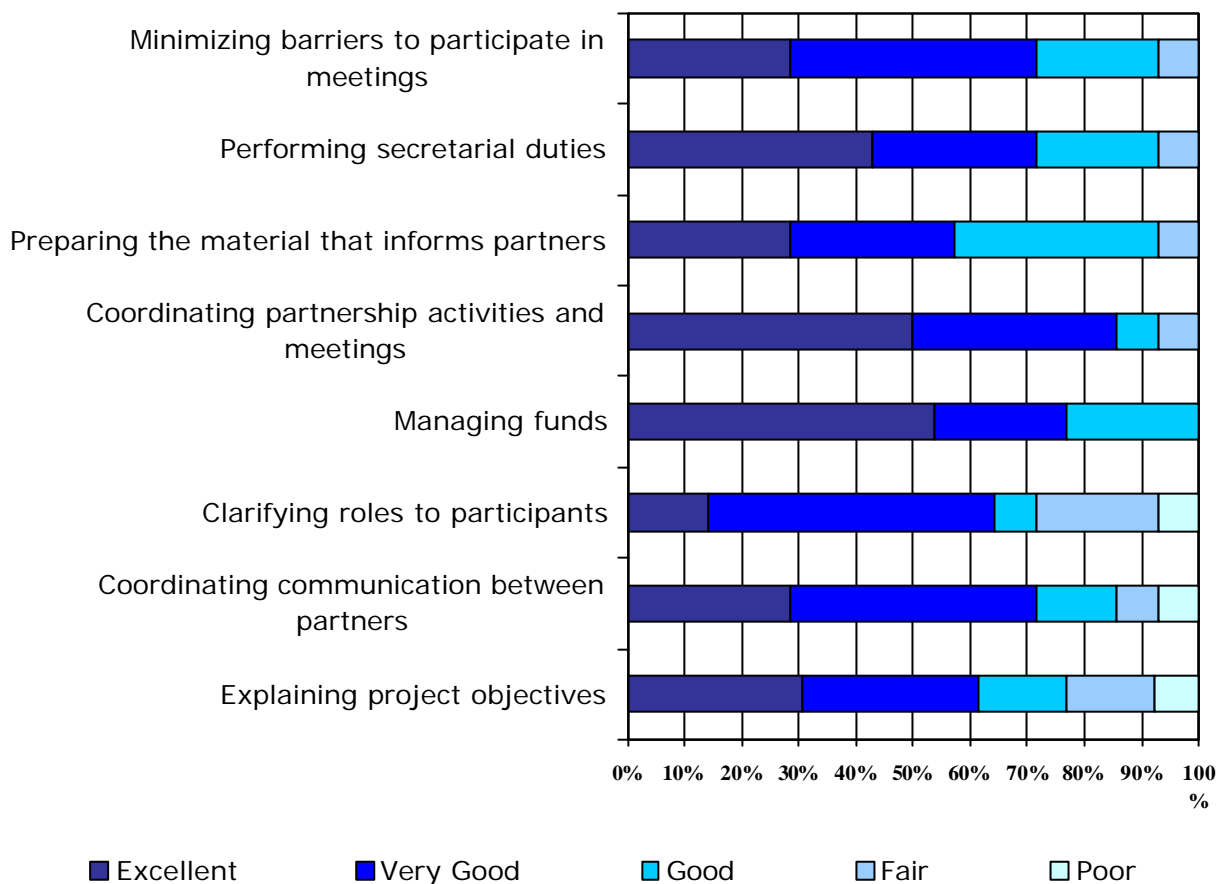
**B. LEADERSHIP**

When asked about the effectiveness of leadership the best areas were those related with creating a good environment, motivating people and fostering respect, trust among participants.



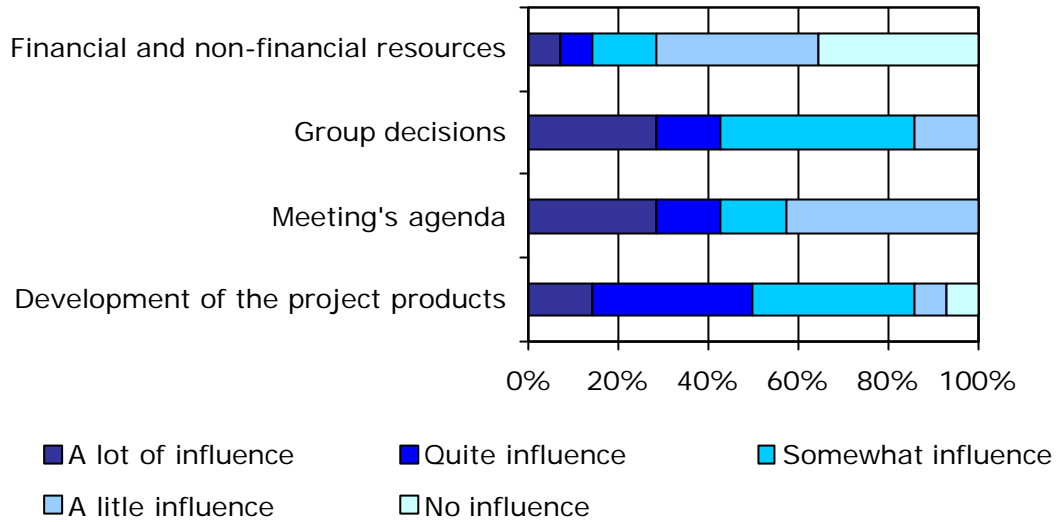
**C. ADMINISTRATION AND MANAGEMENT**

In relation to the effectiveness of the staff when carrying different activities, the worst evaluation received where in the areas of clarifying roles to participants, coordinating the communication between partners and explaining project objectives.

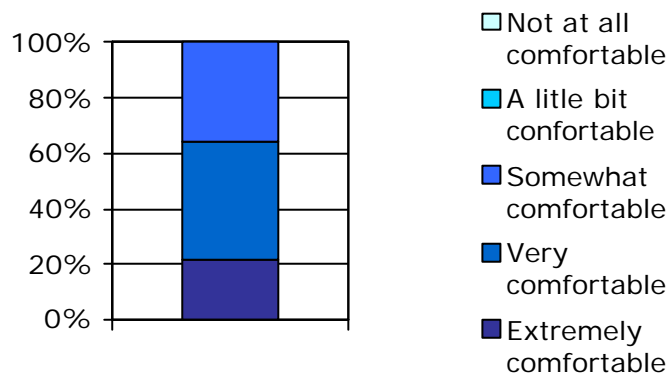


**D. DECISION-MAKING**

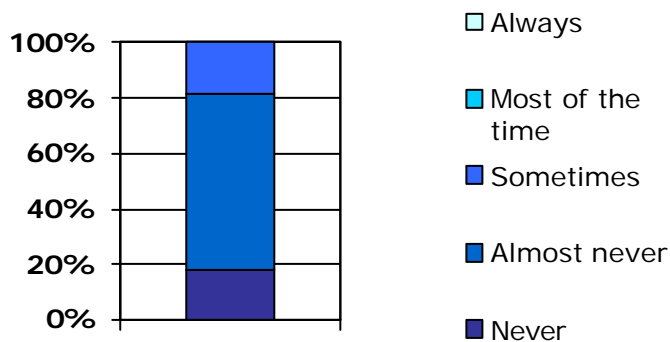
Partners complaint on not having had influence on the decision on the meetings agenda and on the financial and non-financial resources of the project.



43% mentioned feeling very comfortable with the way decisions have been made during the project.

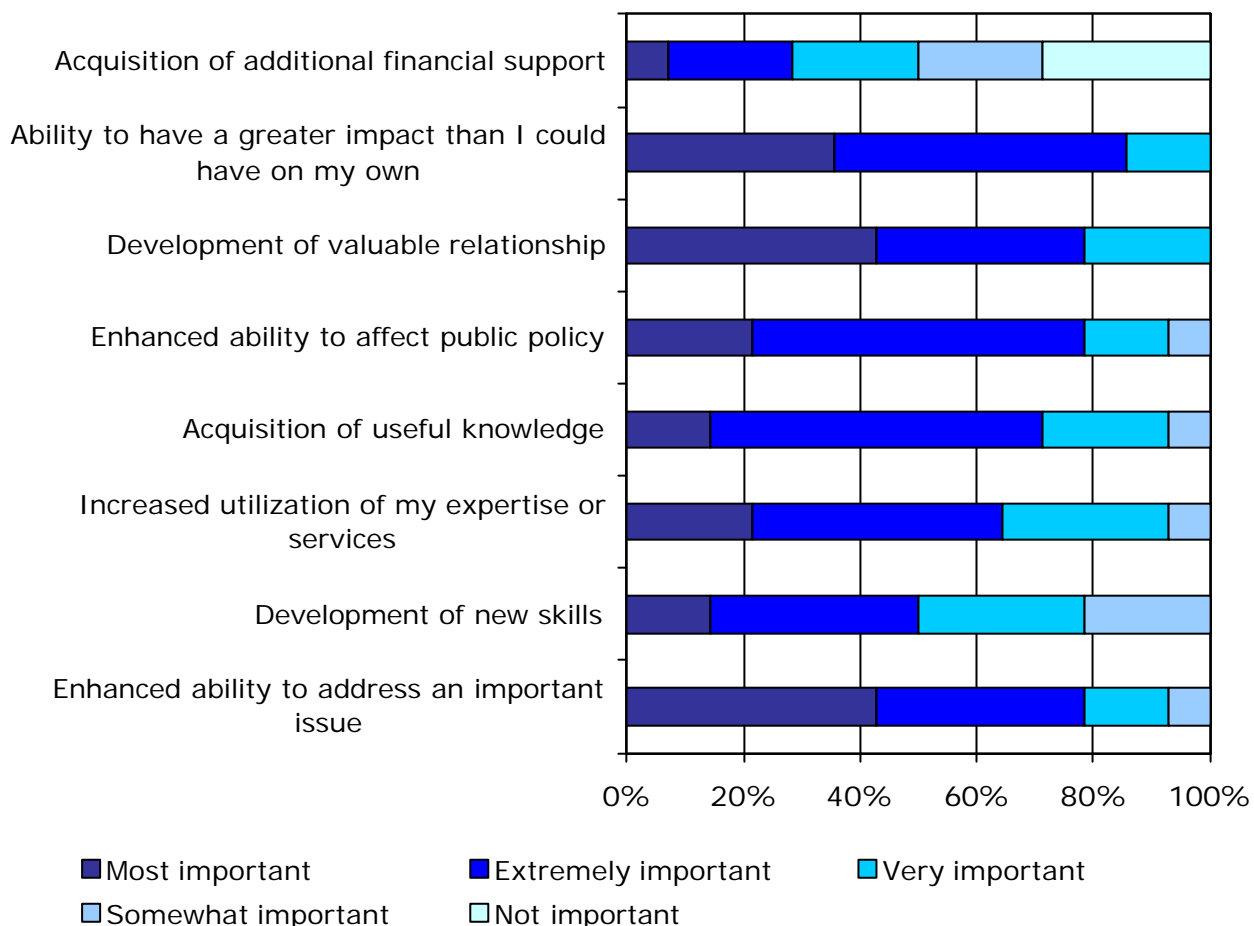


36% responded that sometimes they had been left out of the decision making process

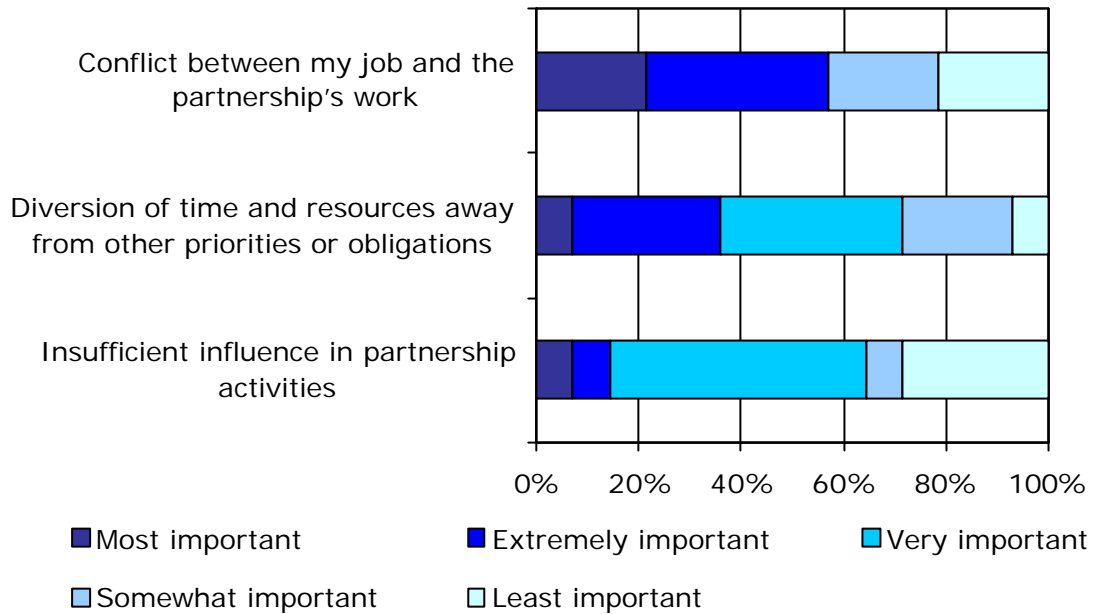


**E. BENEFITS AND COSTS**

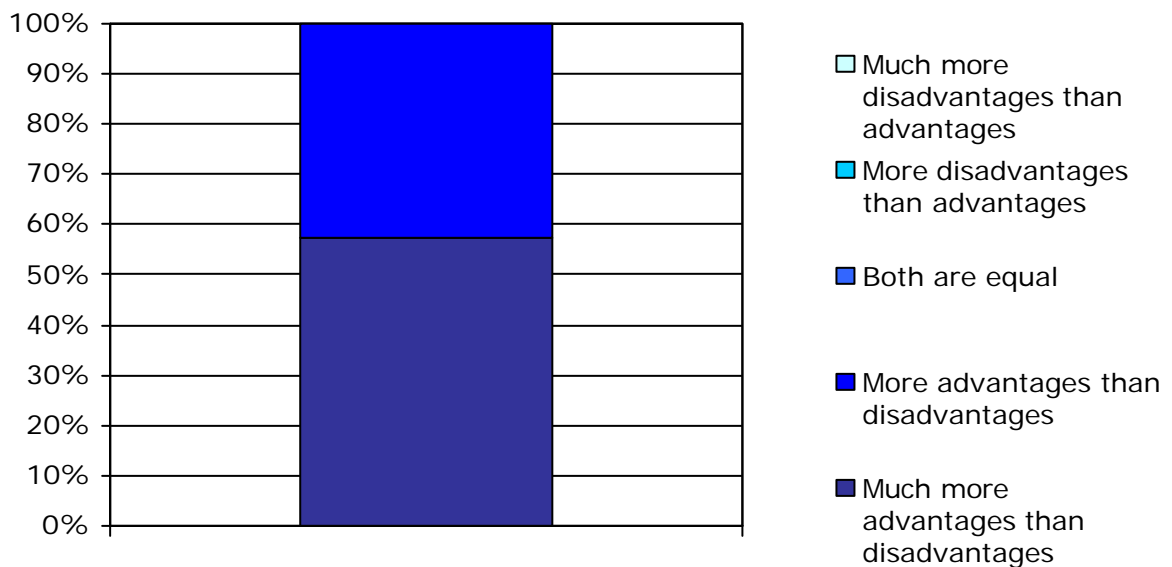
The main advantages of participating in the project were the possibility to have a greater impact than being alone and the enhanced ability to affect the public health policy. The acquisition of additional financial support was not considered an advantage of joining the project.



Regarding the disadvantages of participating in this project the most important was the conflict between the own job and the partnership's work.

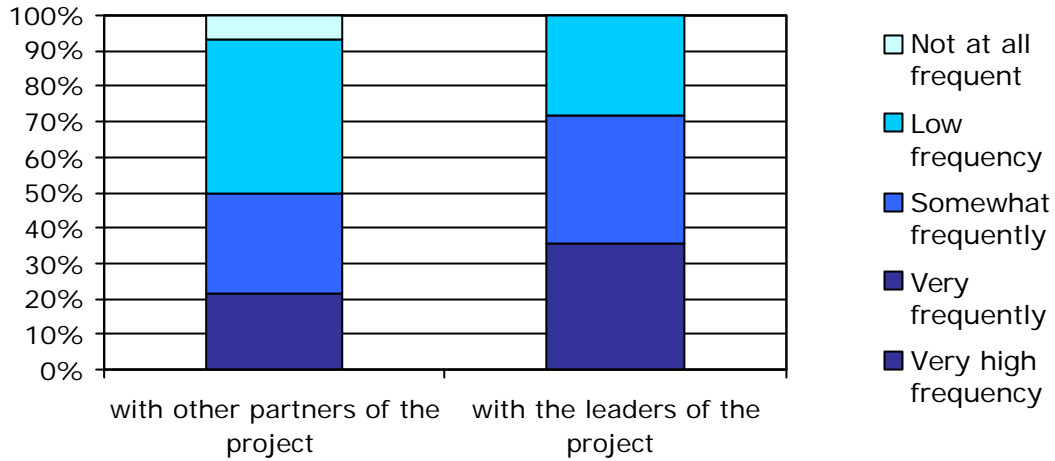


Besides that the majority considered that there were more advantages than disadvantages.

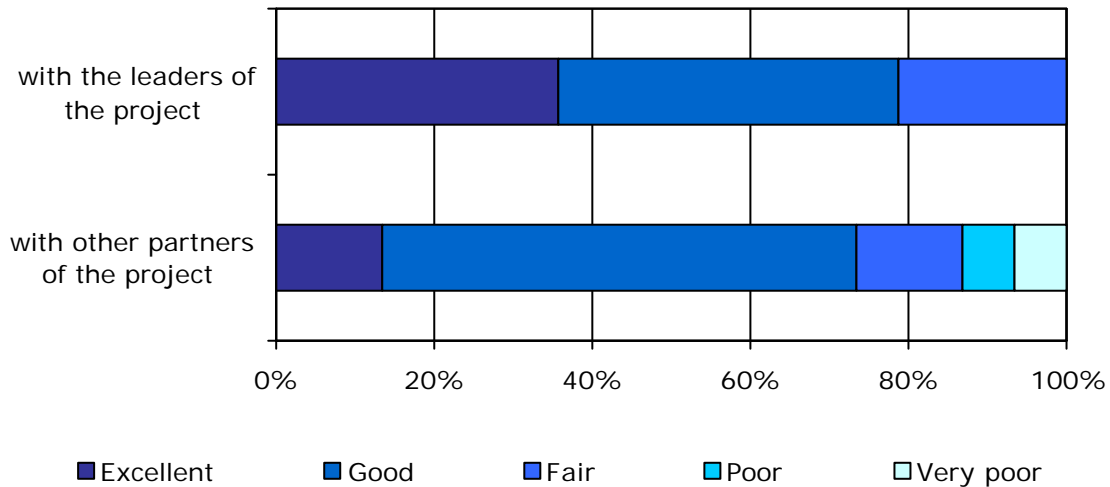


**F. COMMUNICATION**

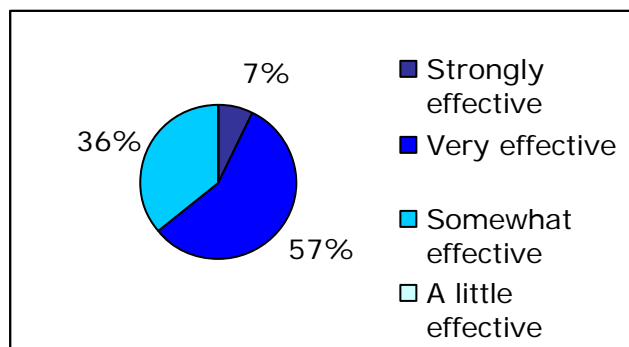
The communication with the leaders of the project occurred more frequently than the communication among other partners.



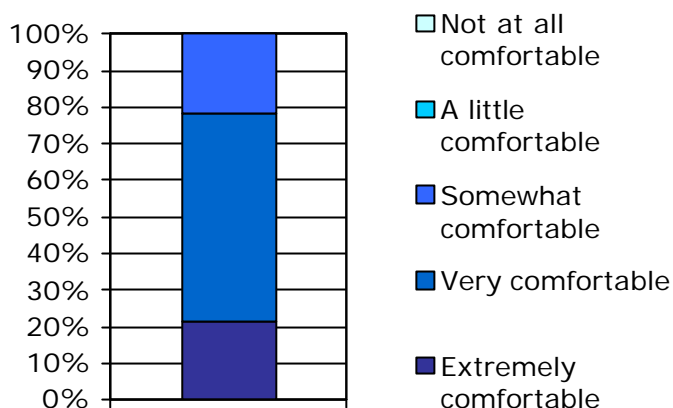
The quality of the communication was good but it was a little bit more difficult between partners.



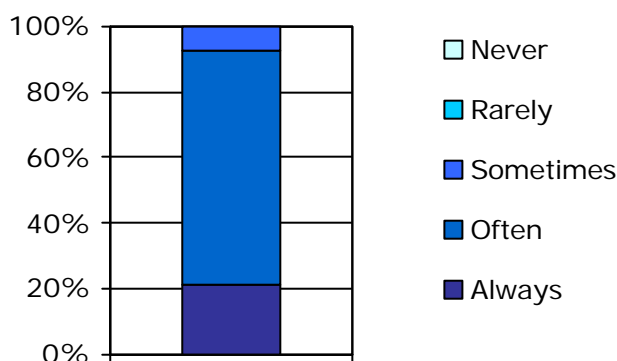
And communication was very effective for 57% of the participants.



57% of participants felt very comfortable when expressing your point of view.



And 71% felt that their opinion was listened



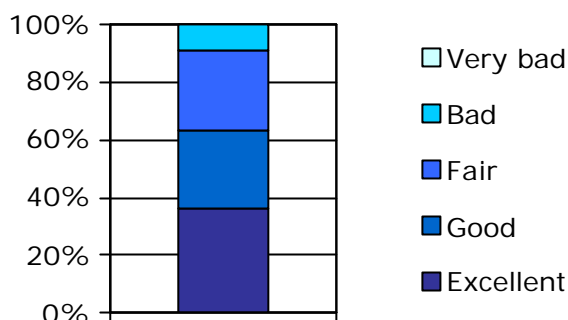
## G. CONFLICTS

The major points of conflict seen within the members of the group were the following:

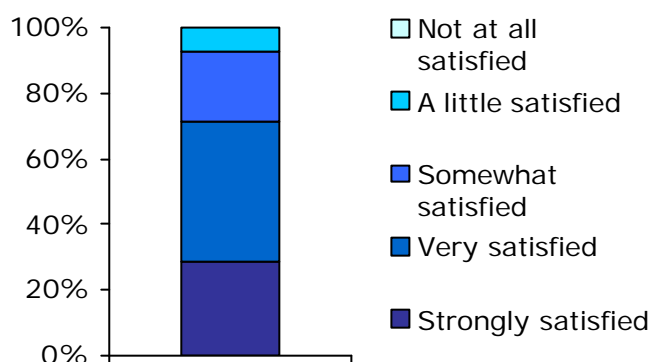
- Fluctuation of some participation of the members of the group
- Small group of decision makers between meetings
- Rigid way of data collection procedure through questionnaire not really useful for national action
- Development of training approach rather centrally not adapted to local settings.
- Technical discussions on the contents of clinical guidelines
- There was no real conflict only some different opinions that were listened to, some of them were resolved and some of them remained.



36% of the participants mentioned that the conflicts were solved in an excellent manner

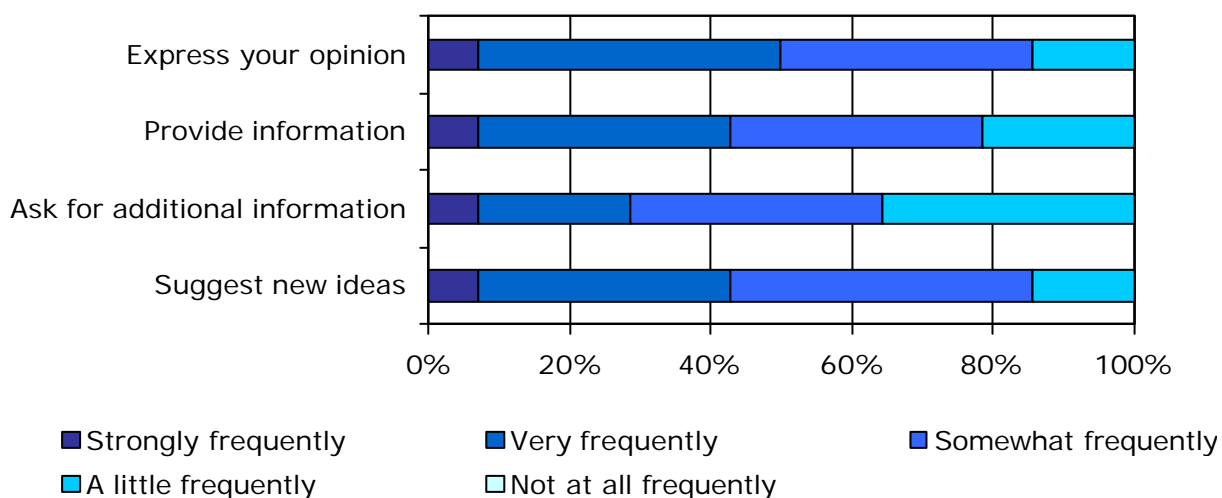


43% were very satisfied with the way the group dealt with problems.



**H. MEMBERS PARTICIPATION**

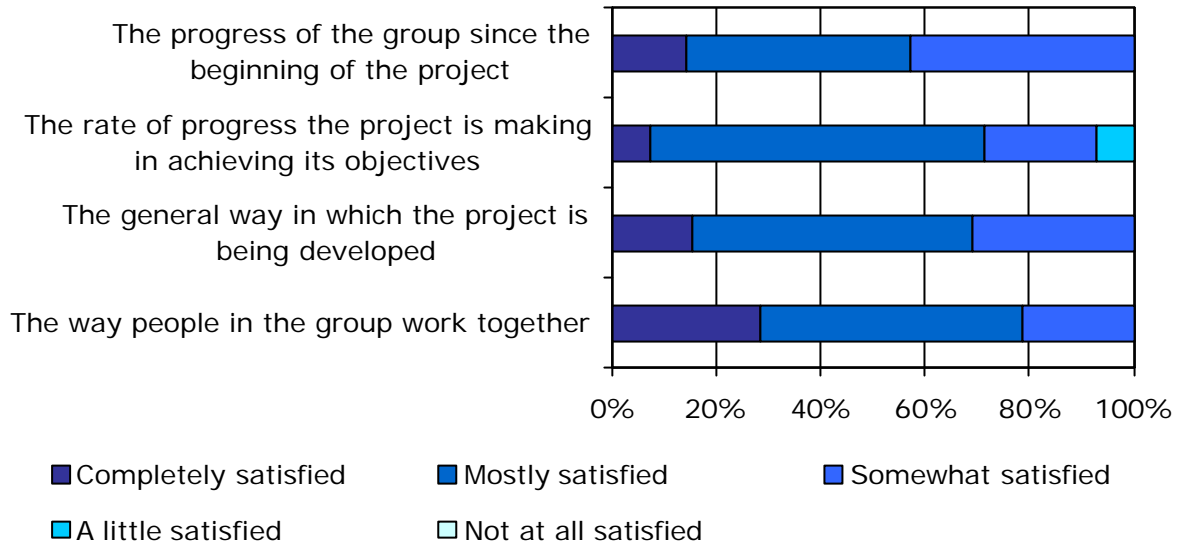
The majority of the members commented a somewhat frequently participation in the project by expressing their opinion, providing information and suggesting new ideas.



On average the hours dedicated per month to the project have been: 14.82 [1-40]

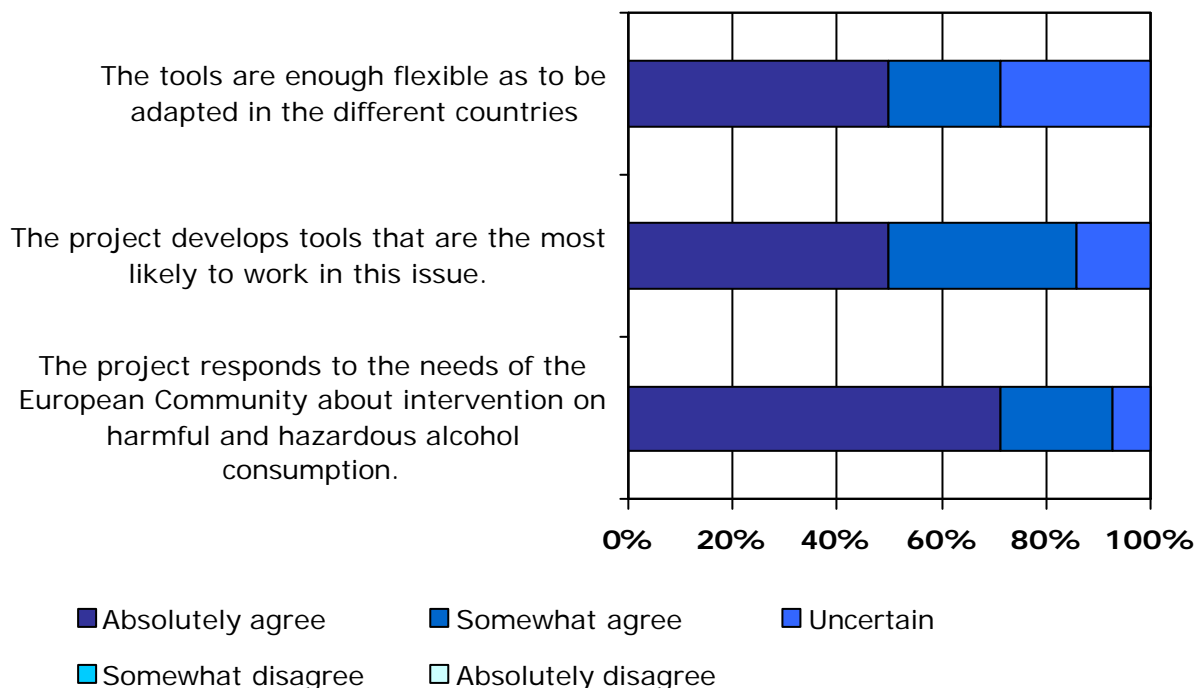
### I. MEMBERS SATISFACTION

Members were mostly satisfied with the different areas evaluated



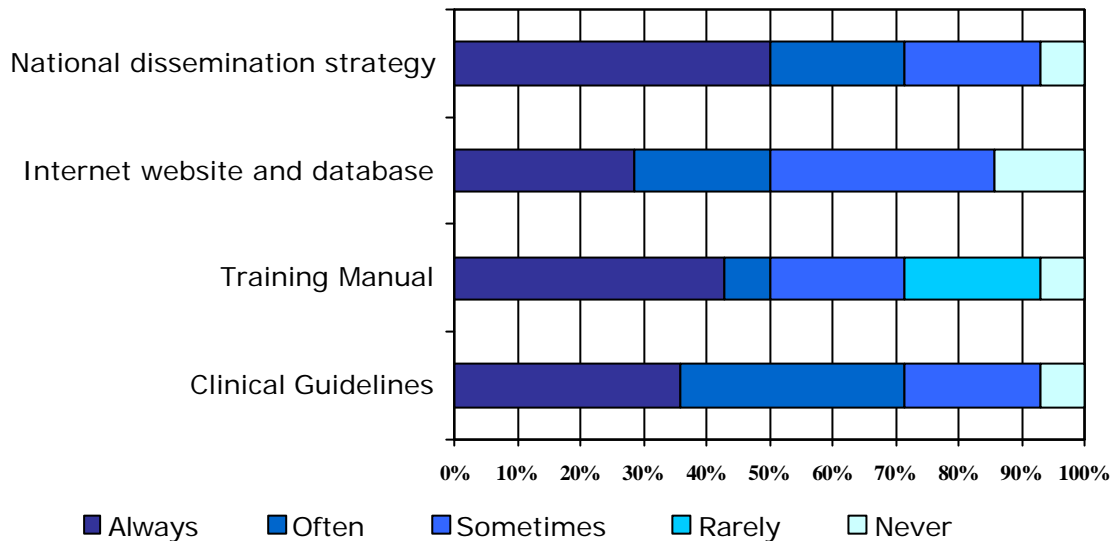
### J. ACHIEVEMENT OF THE AIMS OF THE PROJECT

The level of agreement in the different aspects was high, especially in relation to the project responding to the needs of the European Community about intervention on harmful and hazardous alcohol consumption.

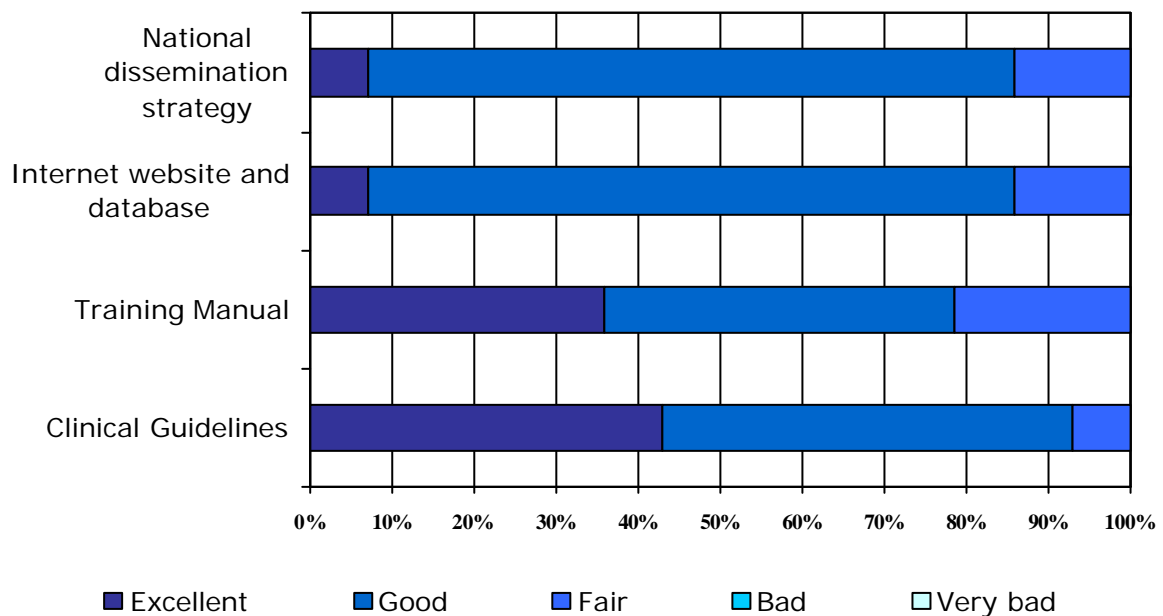


**K. PRODUCTS OF THE PROJECT**

Asked about if her opinion has been taken into account when developing the products of the project they considered that they opinion was taken into account especially in the clinical guidelines.



28. Please, rate your opinion on the achievement of the products?



## 29. What would you change of the methodology used?

- Difficult to change something too centralized in my point of view
- I think that the methodology was the right one
- Insist on deadlines!! Otherwise everything as could as it can be with so many partners.
- More interactive leadership, more clarification on budget distribution, less questionnaire approach, exchanging all country documents freely within group, developing methodology jointly or clarification if steering groups exists what decisions are taken
- The way of doing dissemination, implementation and sustainability and the way of giving an ongoing support to primary care-creating a good network involving primary, secondary and tertiary levels of care.
- There was a long delay in being able to pay members of CBT the per diem expenses that had been agreed and this should have happened sooner. Communication on this matter was not altogether clear. The different docs involved were not clearly differentiated.

70% of the participants absolutely agreed with the idea that the project was all worth it and that they will join such a project again.

