

## QUESTIONS FOR THE INSTITUTIONS INVOLVED IN THE MANAGEMENT OF SAPARD PROGRAMME (MA SAPARD AND PARDF)

### Introductory questions:

*What is the main responsibility of the department you work in?*

*What is your position within the organization?*

## PROFESSIONAL TRAINING

1. HOW LONG HAVE YOU BEEN WORKING/HAVE YOU WORKED FOR THIS ORGANIZATION?

- Between 2006 and 2010
- Since 2006
- For less than one year

2. DO YOU WORK FOR THE SAME DEPARTMENT YOU WERE INITIALLY ASSIGNED TO?

Yes

No

3. WERE YOU PROVIDED WITH A JOB DESCRIPTION UPON YOUR EMPLOYMENT?

Yes

No

4. DID YOU ATTEND ANY PROFESSIONAL TRAINING COURSES PROMOTED BY THE ORGANIZATION MANAGEMENT?

- Yes, at least once a year
- Yes, once, upon employment
- Yes, several times
- No
- Other (please specify)

5. DID YOU ATTEND ANY ON-THE-JOB TRAINING?

Yes

No

Please comment if you wish:

6. IF YOU ATTENDED ANY PROFESSIONAL TRAINING, TO WHAT EXTENT DO YOU THINK THAT WAS USEFUL FOR THE PERFORMANCE OF YOUR JOB DUTIES?

Not at all

Just a little

Somewhat

Very much

## PROGRAMME MANAGEMENT PROCEDURES

### 7. TO WHAT EXTENT DID YOU FOLLOW THE WORK PROCEDURES MADE AVAILABLE IN PERFORMING YOUR JOB DUTIES?

Not at all

Just a little

Somewhat

Entirely

### 8. WHICH IS THE MOST IMPORTANT PROCEDURE IN RELATION TO THE PERFORMANCE OF YOUR JOB DUTIES?

- Project assessment and selection procedure
- Expenditure verification procedure
- Expenditure refund procedure
- Contracting procedure
- Procedure for communication with potential beneficiaries
- Project monitoring procedure
- Programme monitoring procedure
- Other procedures (please specify)

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### 9. WHAT IS YOUR OPINION ON THE CHANGES TO THE PROGRAMME MANAGEMENT SYSTEM DURING ITS YEARS OF IMPLEMENTATION?

*Please provide the answer you deem most suitable*

- Changes helped ensuring the absorption of funds
- Changes helped accelerating the processes
- Changes were useful, however occurred too late to have an actual impact on the programme implementation
- Changes were too many
- Other (please specify)

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### 10. SPECIAL COMMENTS AND NOTES

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