

**Water User Association  
Meeting Support  
Emerging Farmers Forums  
Evaluation Form**



Date :

Project Name:	Project CODE:
Date & Place of Support Session:	Date: Place:
Support from:	Name: Organisation:

Question 1:

Please indicate whether the following topics were discussed relating to meeting management, and how effectively it was understood (1 = OK, 2 = Good, 3 = Very Good).

Meeting Protocol	Yes / No	1 / 2 / 3
Roles of participants at a meeting	Yes / No	1 / 2 / 3
Agenda	Yes / No	1 / 2 / 3
Minutes	Yes / No	1 / 2 / 3
Putting an item on the agenda	Yes / No	1 / 2 / 3
Presenting a report during a meeting	Yes / No	1 / 2 / 3
Entering discussion on a point during a meeting	Yes / No	1 / 2 / 3

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Question 2:

Please answer the following session related to your experience of the Water User Association meeting:

a) The Chairperson opened the meeting on time	Yes / No
b) The Chairperson welcomed everyone and took note of language requirements	Yes / No
c) Everyone was given an opportunity to introduce him or herself	Yes / No
d) The seating was comfortable and there was enough room for everyone to attend the meeting	Yes / No
e) The Chairperson governed the meeting according to the agenda	Yes / No
f) The members of the meeting spoke through the chair and did not address each other directly or personally	Yes / No
g) I understood everything that was discussed	Yes / No
h) They offered us a glass of water or cup of coffee before, during or after the meeting	Yes / No
i) There was an opportunity to chat casually with some of the other members of the meeting	Yes / No
j) The meeting was closed on a positive note	Yes / No
k) The date for the next meeting was set and agreed by everyone, or an arrangement was made to communicate the date of the next meeting by a specified date	Yes / No

During the meeting, you may have applied some of what you learned during the pre-meeting session; please indicate if this is so or not, and describe in the space allowed how you were able to apply what you learned during your participation in the Water User Association meeting.

Meeting Protocol

Applied / Not Applied

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Roles of participants at a meeting

Applied / Not Applied

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Agenda

Applied / Not Applied

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Minutes

Applied / Not Applied

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Putting an item on the agenda

Applied / Not Applied

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Presenting a report during a meeting

Applied / Not Applied

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Entering discussion on a point during a meeting

Applied / Not Applied

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Question 3: Please indicate whether the following additional topics were discussed and whether you feel you have learned enough on each topic or need more input – If you feel the need for more input, please give an idea of what type of challenges you feel you need to be prepared for.

Effective Negotiation

Yes / No

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Conflict Management

Yes / No

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Note Taking during Meetings

Yes / No

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Presentation skills

Yes / No

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Diversity Management

Yes / No

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Additional Topic: \_\_\_\_\_

Yes / No

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Other Topic: \_\_\_\_\_

Yes / No

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Question 4:

Regarding the facilitator that offered pre-meeting support, please indicate (1 = Poor, 2 = Reasonable, 3 = Good)

Name of facilitator: \_\_\_\_\_

Understood the WUA Minutes and Agenda	1 / 2 / 3
Friendly and Easy to talk to	1 / 2 / 3
Knowledgeable	1 / 2 / 3
Makes the point clearly	1 / 2 / 3
Listened to my concerns	1 / 2 / 3
Answered my questions	1 / 2 / 3
Helped me relax	1 / 2 / 3
Helped me feel confident	1 / 2 / 3
Helped me organize my thoughts	1 / 2 / 3

Question 5:

The support session had enough time Yes / No

If no – please tell us why not \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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The actual WUA meeting was a good experience    Yes / No

If no – please tell us why not \_\_\_\_\_

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At future support sessions I need more information about:

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