Input paper: PAP38-5.10.4.2

Input paper for the following Committee(s): check as appropriate Purpose of paper:

**□** ARM **□** ENG **x** PAP **□** Input

**□** ENAV **□** VTS **x** Information

Agenda item 5.10.4

Author(s) / Submitter(s) IALA Secretariat

ENG 9 Committee Meeting Survey

# Summary

|  |
| --- |
| It was decided to send a committee survey after each meeting to receive feedback from Committee meetings participants. |
| Number of total participants to the committee meetings last session: 78 |
| Number of answers to the survey: 26  The results are mainly positive. |

## Purpose of the document

Information Paper

# Discussion

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| **1. How was the level of information received before the meeting?** | 3,85% | 0,00% | 15,38% | 34,62% | **46,15%** |
|  |  |  |  |  |  |
| **2. How easily could you find information to prepare and to register for the meeting?** | 0,00% | 3,85% | 3,85% | **50,00%** | 42,31% |
| Improve input paper page on the website (more visibility of new papers, search) |  |  |  |  |  |
| **3. How easily could you find accommodation for the meeting?** | 11,54% | 19,23% | 15,38% | 11,54% | **42,31%** |
|  |  |  |  |  |  |
| **4. How were you welcomed upon your arrival for the meeting?** | 4,17% | 4,17% | 8,33% | 37,50% | **45,83%** |
|  |  |  |  |  |  |
| **5. How did you enjoy the premises (coffee, lunch facilities, social events)?** | 0,00% | 8,33% | 12,50% | 20,83% | **58,33%** |
| Not sustainable |  |  |  |  |  |
| **6. How satisfied were you with the work division of each working group?** | 0,00% | 0,00% | 16,67% | 29,17% | **54,17%** |
|  |  |  |  |  |  |
| **7. How did the file sharing, wifi and video system work for your working group?** | 4,17% | 4,17% | 8,33% | 37,50% | **45,83%** |
| No wifi in the lounge |  |  |  |  |  |
| **8. How satisfied were you with the work accomplished during the week?** | 0,00% | 0,00% | 17,39% | **60,87%** | 21,74% |
|  |  |  |  |  |  |
| **9. Would you have any further comment regarding this committee meeting held at IALA HQ ?** |
| Good. Suggest to bring own cup for sustainable purpose |
| **10. Would you have any suggestion to make to the Secretariat for improvement?** |
|  |  | | | | | |

The IALA Secretariat has considered these answers and intend the following actions:

* Research of a solution for the layout of the input document page with the contracting company (Redwire)
* IALA cups will be made available for participants to borrow and use instead of cardboard cup.