Input paper: PAP38-5.10.4.1

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

VTS 46 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: 118 |
| Number of answers to the survey: 23  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?** | 0,00% | 8.70% | 13,04% | **47,83%** | 30,43% |
|  |  |  |  |  |  |
| **2. How easily could you find information to prepare and to register for the meeting?** | 0,00% | 0,00% | 8,70% | 43,48% | **47,83%** |
|  |  |  |  |  |  |
| **3. How easily could you find accommodation for the meeting?** | 0,00% | 0,00% | 0,00% | 34,78% | **65,22%** |
|  |  |  |  |  |  |
| **4. How were you welcomed upon your arrival for the meeting?** | 0,00% | 0,00% | 4,35% | 30,43% | **65,22%** |
|  |  |  |  |  |  |
| **5. How did you enjoy the premises (coffee, lunch facilities, social events)?** | 0,00% | 0,00% | 13,64% | 36,36% | **50,00%** |
| Not enough options for tea, coffee and lunch |  |  |  |  |  |
| **6. How satisfied were you with the work division of each working group?** | 0,00% | 4,35% | 13,04% | 39,13% | **43,48%** |
|  |  |  |  |  |  |
| **7. How did the file sharing, wifi and video system work for your working group?** | 0,00% | 0,00% | 13,64% | **45,45%** | 40,91% |
|  |  |  |  |  |  |
| **8. How satisfied were you with the work accomplished during the week?** | 0,00% | 0,00% | 9,09% | **50,00%** | 40,91% |
| Very productive |  |  |  |  |  |
| **9. What did you think about this meeting being hosted outside of IALA Headquarters?** |
| Ok from time to time. Difficult to be efficient in new places. More participants but not sure they will follow up on the work. Composition of the groups was different and has influenced the work on the tasks. Good visit. |
| **10. What suggestions would you like to make to the Secretariat for improvement?** |
| Better coordination. |  | | | | | |

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

* Meetings away from HQ should not be too often to not disrupt the work programme