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Questionnaire for Feedback on the Effectiveness of a FACA Committee Meeting

EPA/Contractor Assessment

Background

This questionnaire is designed to obtain an EPA/contractor perspective on the effectiveness of a FACA committee meeting or set of meetings. Agency staff will use this information to better understand what is working well and what improvements could make future FACA committee meetings more successful. Thanks in advance for taking time to fill out the questionnaire. We value your input!

Directions

Rate the following statements on a scale from 1-7 and write your own opinion to questions in the space provided. If you have no opinion, circle the number representing "Don't know." Please return your questionnaire to an EPA official before you leave.

	Strongly disagree	Disagree	Somewhat disagree	Somewhat agree	Agree	Strongly agree	Don't know
Meeting objectives were							
a) clear	1	2	3	4	5	6	7
b) achieved	1	2	3	4	5	6	7
Meeting was run effectively.	1	2	3	4	5	6	7
Sufficient technical information was available.	1	2	3	4	5	6	7
EPA participation was useful.	1	2	3	4	5	6	7
Participants could express their points of view and be heard.	1	2	3	4	5	6	7
Participants were able to influence meeting outcome.	1	2	3	4	5	6	7
This FACA meeting was a success.	1	2	3	4	5	6	7

Please explain your ranking of the previous statement about success:_____

_____

Please provide any additional comments or suggestions for improving future FACA meetings:__

_____

Please return your completed questionnaire to an EPA official before you leave.
Thank you for helping EPA improve its public involvement practices.

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