AGREEMENTS MEETING EVALUATION

Name (optional): _____

Your position title: _____

How did you attend? In Person _____ VTC (Location)_____ Webinar_____

1. Describe your responsibilities in agreements management:

   □ Negotiating agreement
   □ Writing notice of agreement
   □ Monitoring budget
   □ Recommending continuation award
   □ Negotiating budget
   □ Monitoring work performance
   □ Approving payments
   □ Other (specify)_____

   _____

   _____

2. Are you the appointed APHIS Authorized Departmental Officers Designated Representative (ADODR)? □ Yes □ No

   If yes, how many agreements?_____ Total dollar amount_____

   Years with APHIS?_____ Program and Region_____

   Indicate types of agreements for which you are the ADODR:

   □ Cooperative Service Agreements
   □ Cooperative Agreements/Grants
   □ Interagency Agreements
   □ Memoranda of Understanding

3. How would you evaluate the training?

   □ Poor □ Fair □ Good □ Very Good □ Excellent

4. What did you like most about the meeting?

5. What did you like least about the meeting?

6. What informational areas presented helped you in agreements management?

(over)

7. How could the meeting be strengthened to meet your needs?

8. Overall, do you feel the coverage of topics was adequate? If not, explain.

9. If you attended remotely, what worked well and what did not?

10. Was the length of the meeting adequate? □ Yes □ No

If not, how many days would you recommend?_____ Days