

ANNEX 4 E-MAIL QUESTIONNAIRE

EVALUATION OF THE VERIFIN TRAINING PROGRAMME

Tick the correct alternative/s

QUESTIONNAIRE FOR TRAINEES (to be distributed via e-mail)

I BACKGROUND INFORMATION

1. Name of the trainee:

2. Country of origin _____

3. Gender female male

4. Training programmes that you have participated

Basic – year of participating _____

Advanced – year of participating _____

Internship

Protection and Assistance

NACD

Other (names of courses/workshops) _____ and years

5. Organisation, where you worked when sent for training

6. _____

7. Present Job/ position in the organisation _____

8. Is there a laboratory in your organization YES/NO

9. If, yes is the laboratory adequately and sufficiently equipped YES/NO

Please specify more detailed:

10. Do you have a gas chromatography/
flame ionization detector (GC/FID) YES/NO

11. Do you have a gas chromatography/
nitrogen phosphorous detector (GC/NPD) YES/NO

12. Do you have a gas chromatography/mass spectrometry (GC/MS)? YES/NO

13. Do you have a liquid chromatography/mass spectrometry (LC/MS)? YES/NO

14. Do you have a NMR? YES/NO

15. How often your laboratory equipment are used and , mention the names of the laboratory equipment that you use?

Daily _____

Weekly _____

- Monthly** _____
 Less than monthly _____

16. Is servicing and maintenance of the laboratory equipment organized satisfactorily? YES/NO

17. If not, describe the problems in maintenance and servicing _____

18. Are spare parts and consumable items easily available for your laboratory equipment? YES/NO

19. If not, describe the problems _____

20. Has your organization received laboratory equipment during the last 10 years?
 through donation from the government not received any new equipment

21. Is the donated laboratory equipment installed and used YES/NO

II ASSESSMENT OF THE VERIFIN TRAINING

22. How were you selected in the training?

Self-application Other way, describe shortly below _____

23. What is your educational background? Bachelor level Masters level
 Doctoral level Other, describe shortly, _____

24. Was the training in a proper relation with your professional background? YES/NO

25. If not, give reasons _____

26. Have you been able to use the skills learned in VERIFIN training? YES/NO

27. If yes, describe, how the skills have been utilized? _____

28. Have you been promoted after the VERIFIN training? YES/NO

29. If yes, what is the new position? _____

30. Do you participate in training of other employees in organization in the skills that you acquired in the VERFIN training? YES/NO

31. Have you applied for positions in OPCW? YES/NO

32. If yes, were you selected? YES/NO

33. Assess the usefulness of the VERIFIN training using grades 1-5 (1 not useful – 5 very useful)

Basic training 1 2 3 4 5

Advanced training 1 2 3 4 5

Internship 1 2 3 4 5

Protection and Assistance 1 2 3 4 5

NACD 1 2 3 4 5

Other training 1 2 3 4 5

34. In what way would you like to improve the VERFIN training programme?
