



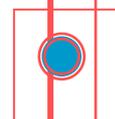
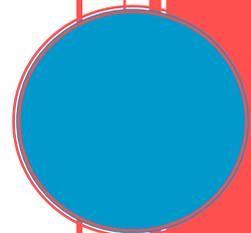
EVALUATION REPORT

EPEP - 2012-1-DE2-LEO05-11200

Kick-off meeting 23th of October 2012 Duisburg

This report contains the evaluation analysis of the filled out questionnaire about the Kick-off meeting in Duisburg of the EPEP project. All questions will be covered with a small evaluation and supported by a diagram.

Tessa Grefkens – Stichting Kenniscentrum Pro Work
28-1-2013



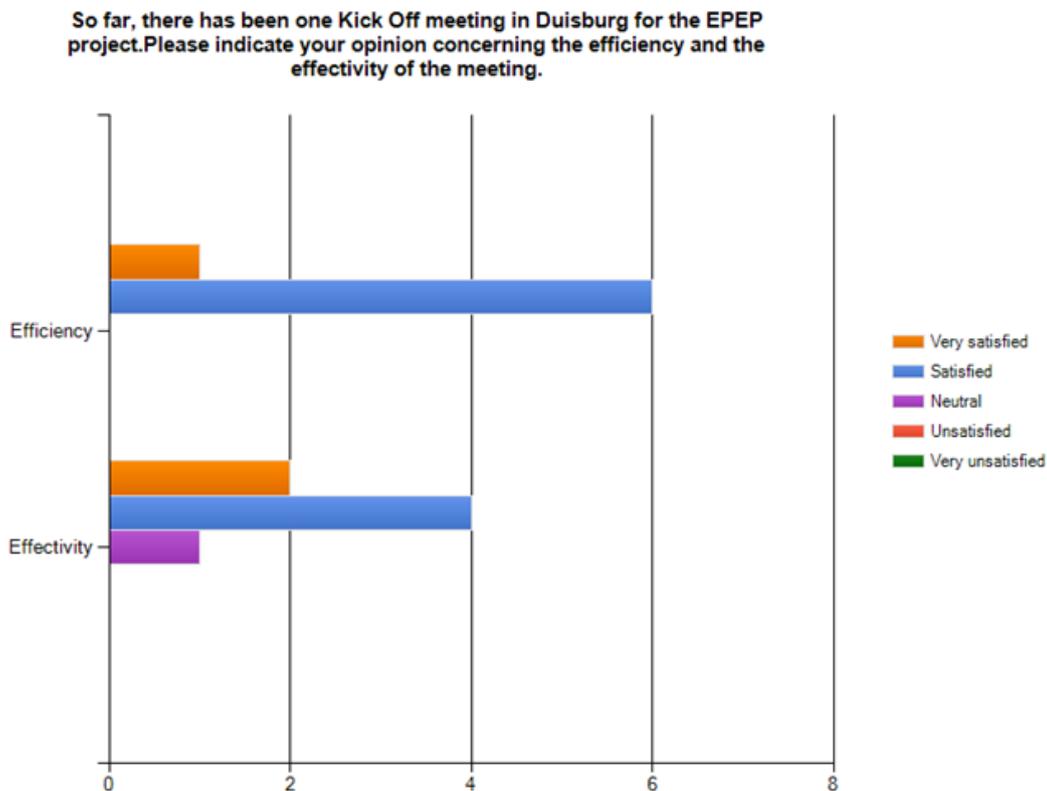
EVALUATION REPORT

EPEP - 2012-1-DE2-LEO05-11200

Kick-off meeting 23th of October 2012 Duisburg

In this evaluation report all questions will be evaluated through a concise analysis supported with several diagrams. All 13 question are answered by all seven participants of the meeting and will be evaluated separately (so N=7 at all questions). At the end of this evaluation report a general analysis of the findings concerning the Kick-off meeting will be given at question 13.

Question 1 – Efficiency and effectivity of Kick-off meeting

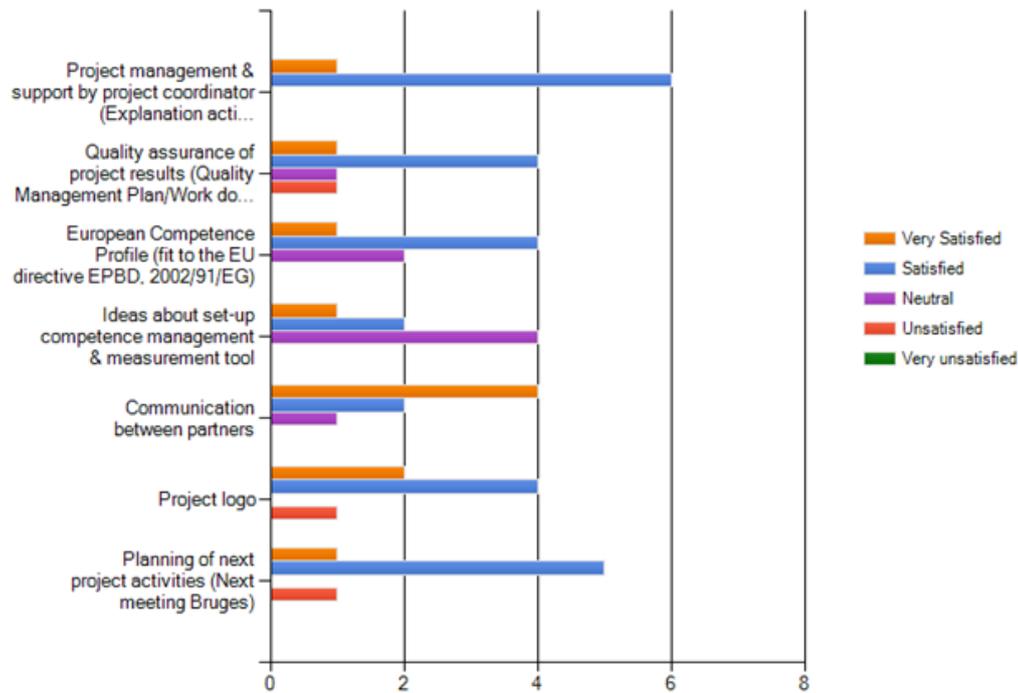


Remarks/Explanations
Enough time to discuss the purpose, target group and possible outcomes related to the Quality Management plan.
Very good covered everything on the Agenda 1 partner not in attendance.
Everything on the Agenda was covered.

Regarding to the diagram and the extra remarks that were given from three participants it seems that both the efficiency and effectivity of the Kick-off meeting were sufficient. In terms of the efficiency the score was slightly better, what indicates that everyone was satisfied with the meeting process, that finally achieved the purpose of the meeting. Regarding the effectivity, that is less about the process but more about the outcome, was slightly less positive evaluated, but still sufficient overall.

Question 2 – Discussion project subjects & -activities

So far, are you satisfied with the way the project subjects & -activities have been discussed? Was this in a clear and open way within the partnership and between project partners?

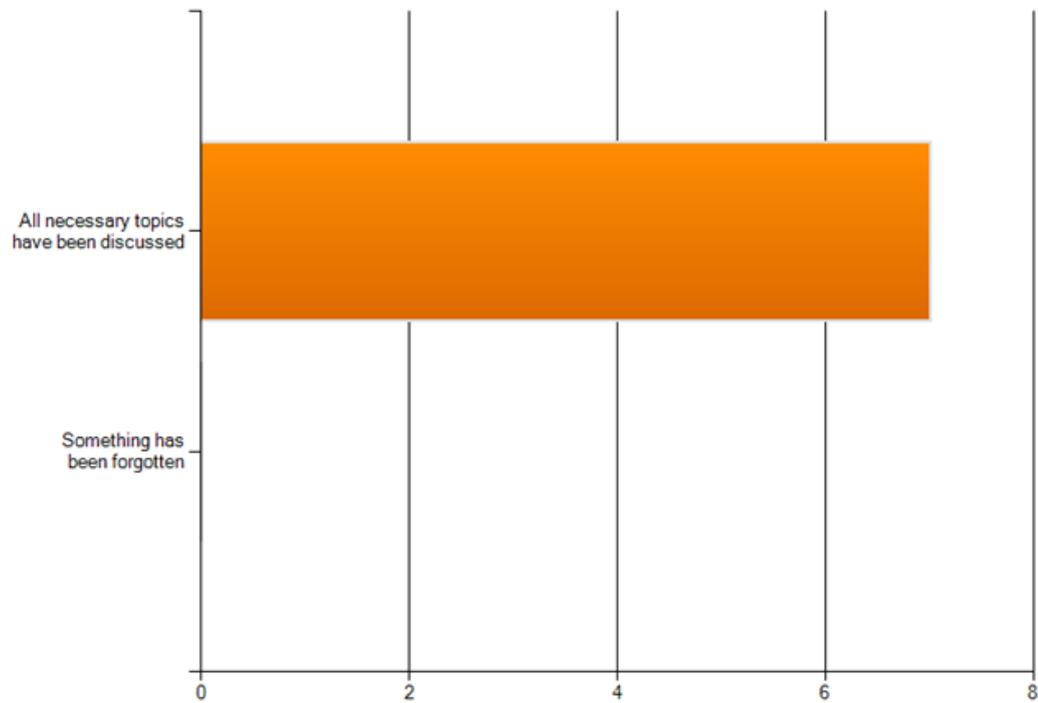


Remarks/Explanations
Have not received any minutes from the kick-off meeting. Quality Management Plan contained some errors with dates and content.
No project logo yet. Next meeting not confirmed yet. No meeting report.
Dates in work plan needs some of the dates amending. All partners speak good English.

Concerning the project subjects and activities all partners of the Kick-off meeting are reasonable satisfied with the outcome of the Kick-off meeting concerning the seven points that are presented in this question. Especially the communication between all partners is highly rated. Concerning the project management (except the Quality Management Plan), the EU competence profile and the ideas about the management tool, the participants are also overall satisfied. Nevertheless, when it concerns the project logo, the Quality Management Plan and the next meeting or planning in general the participants of the meeting are slightly unsatisfied. The Quality Management should be updated, the project logo should be designed and the next meeting should be confirmed.

Question 3 – Discussion all necessary topics

Have all necessary topics been discussed in the Kick Off meeting the 23th of October or has anything been forgotten?



Remarks/Explanations

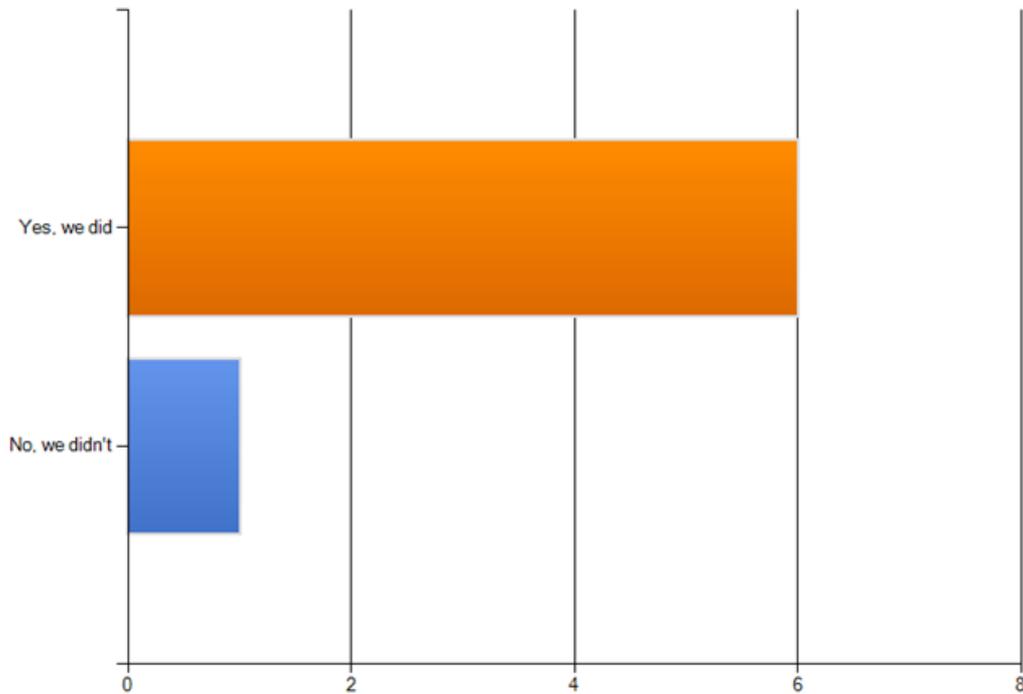
Agenda items were all covered.

All agenda items were discussed.

Obviously, all topics of the agenda were discussed during the Kick-off meeting of the EPEP project in Duisburg, no negative remarks were made.

Question 4 – Role tasks after Kick-off meeting

Did you (and your organisation), at the end of this Kick Off meeting, leave with a clear role and clear tasks?



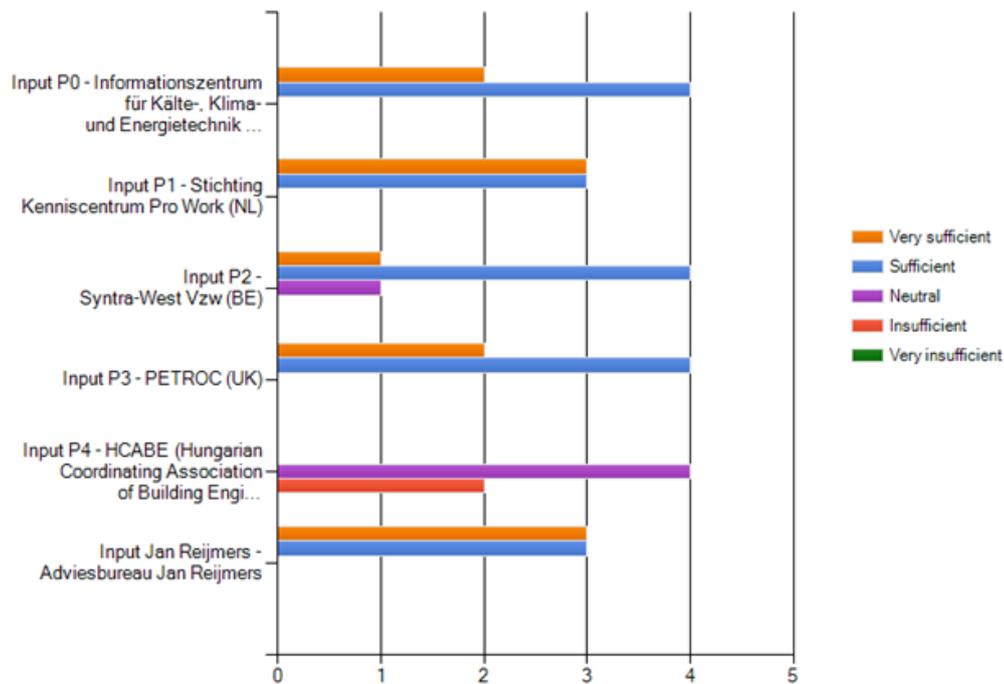
Remarks/Explanations

Still waiting for minutes and action points!
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According to six of the seven participants the role tasks were clear to them when they left the Kick-off meeting last year October. But one of the participants states that they are still waiting for the minutes of meeting and the action points and consequently he or she did not leave the meeting with a clear role and tasks.

Question 5 – Active participation of all partners

Taking into account the partners expertise with the project topics and in this Kick Off meeting, how do you evaluate the active participation from all partners in the project so far?

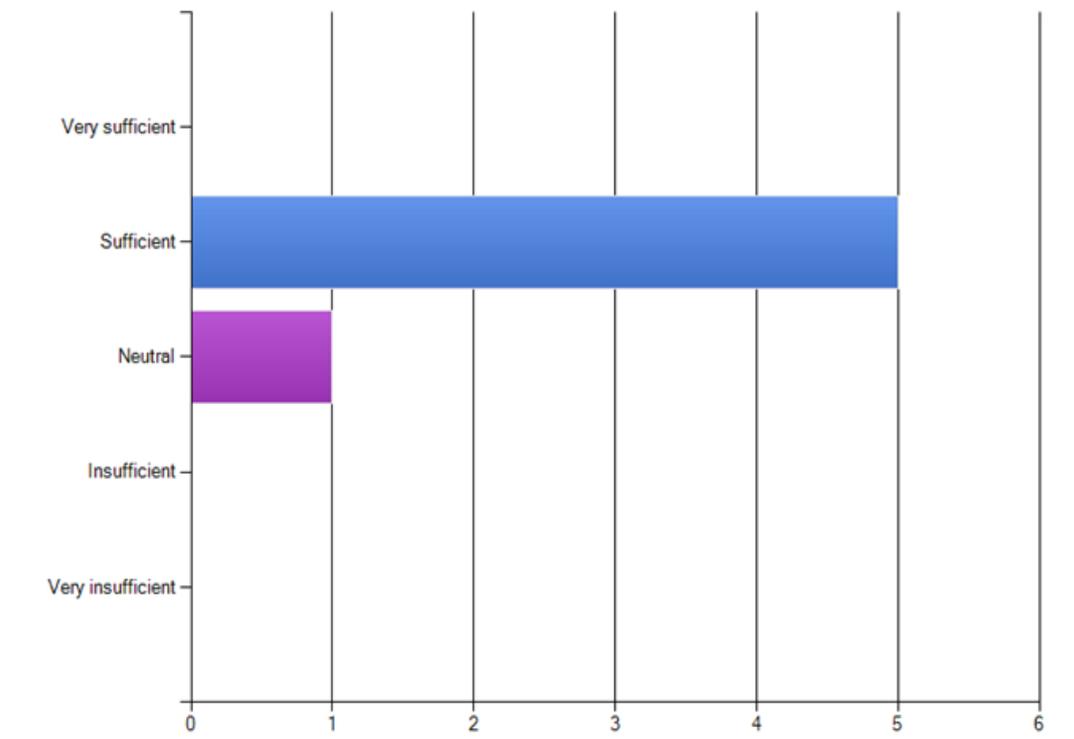


Remarks/Explanations
HCABE was not present
Hungarian partner did not attend
Not really a lot of input yet. This will depend on the next project steps. First deadline was the research on how things are organised nationally, no reports seen yet...
Looking forward to the Hungarian partner joining future meetings.

The partners opinion about each other's active participation so far and during the Kick-off meeting is generally sufficient. Especially Stichting Kenniscentrum Pro Work and Adviesbureau Jan Reijmers have a elevated score. The input of IKKE, Syntra West and PETROC is sufficient according to all partners. Only the Hungarian partner HCABE did not attend at the Kick-off meeting and score consequently 'neutral' and 'insufficient' according the partners. Finally, the deadline of the reports that should be made per country about the research is not achieved, a partner said.

Question 6 – Opinion about project coordinator IKKE

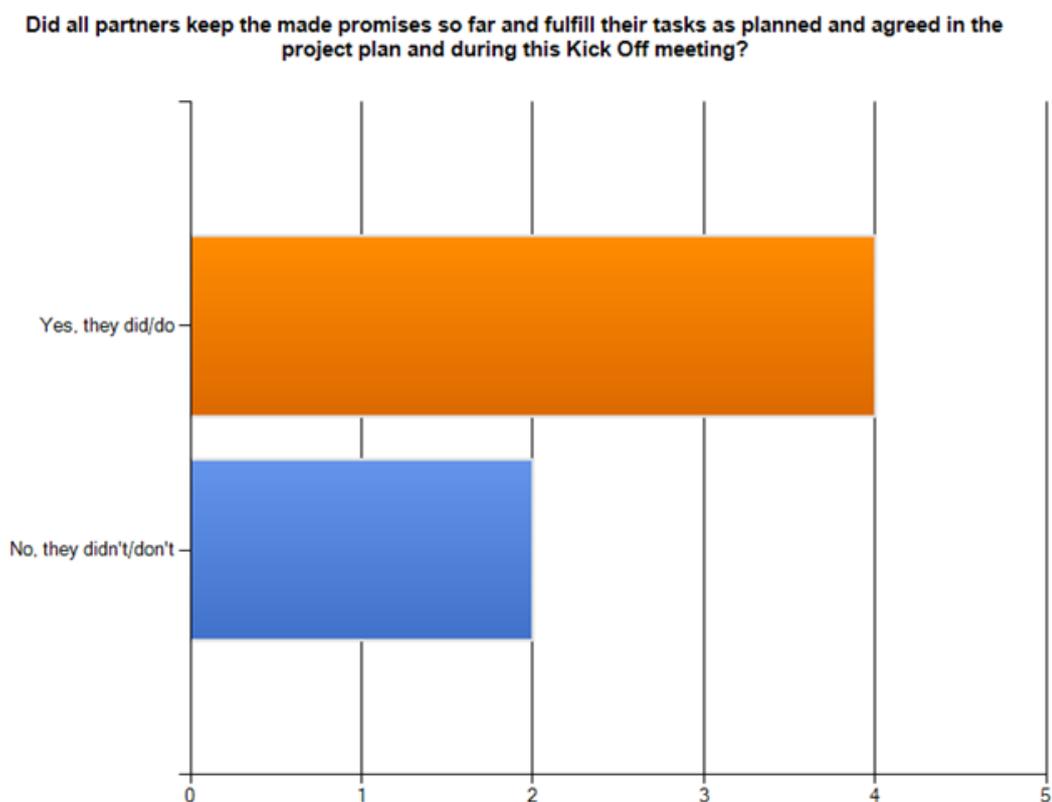
What is your opinion about the coordinator of this project (Informationszentrum für Kälte-, Klima- und Energietechnik gGmbH) in relation to the organization of this Kick Off meeting in Duisburg?



Remarks/Explanations
Supported by Pro Work.
Coordination was largely supported by Pro Work with information being communicated by them.
Practical organisation was ok coordination and lead of the meeting was not done by the coordinator, so difficult to respond to this question.
A goog meeting venue.

As becomes clear through the diagram the coordination of the meeting is generally sufficient, according to the partners. But as the remarks make clear, the coordination is strongly supported by Stichting Kenniscentrum Pro Work who assist the meeting and they expressed more a coordinating role than IKKE did.

Question 7 – Keeping made promises as partners

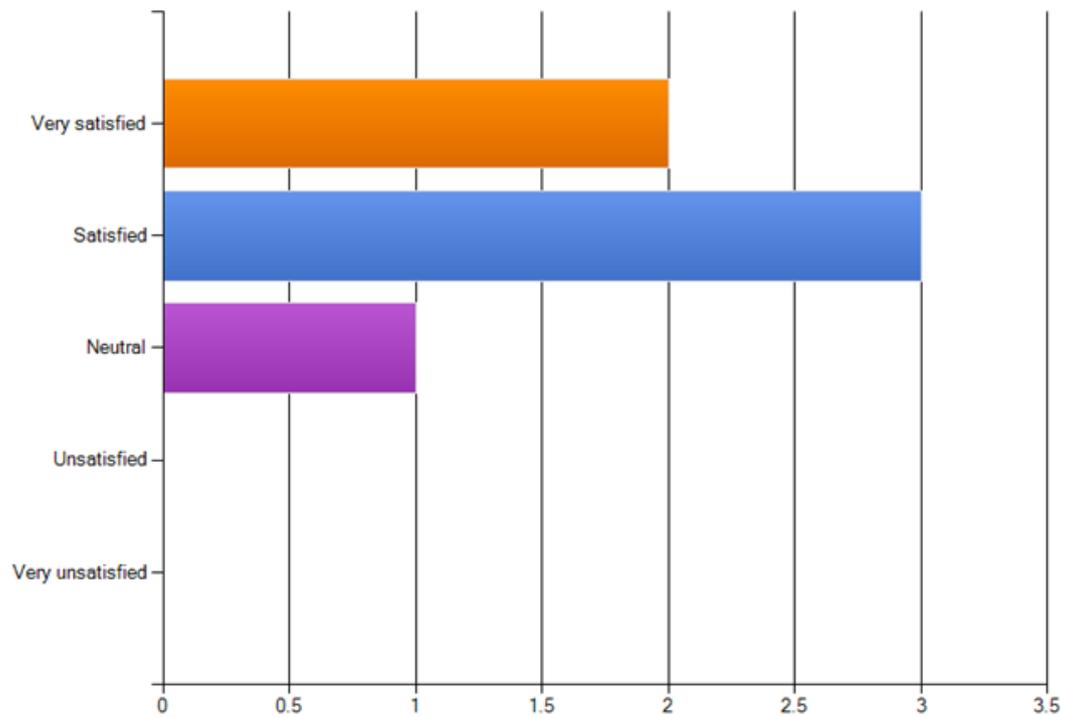


Remarks/Explanations
As this was the kick off meeting any action points are yet to be confirmed through minutes of the meeting
No minutes of the meeting received so far - first deadline of Dec.10 missed by most partners?
Looking forward to the Hungarian partner's input at future meetings.

Not all partners claim that the made promises are fulfilled as planned and agreed in the project plan. Especially the minutes of meeting lack according to the partners, as well as the input of the Hungarian partner.

Question 8 – Quality of partner teamwork and coordination so far

What is your opinion about the quality of the development of teamwork and partner cooperation in the project so far (both during the start-up phase and the Kick Off meeting)? I'm...

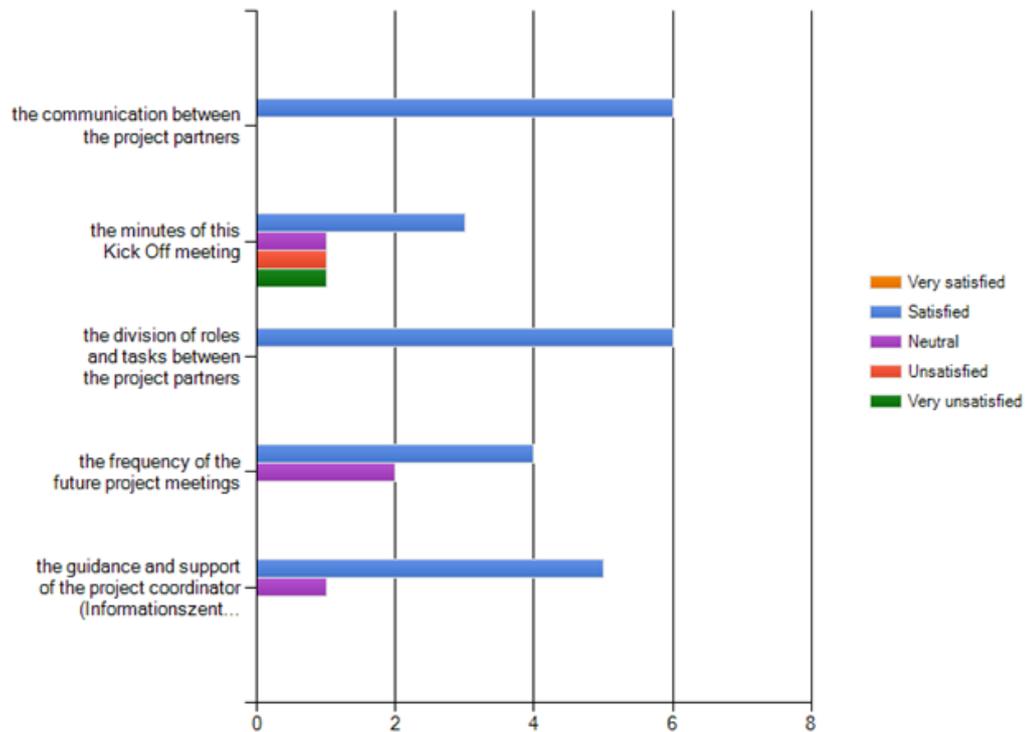


Remarks/Explanations
Having worked with all partners previously there is already a good relationship in place. It will be good when Attila attends the next meeting.
To be seen in the next project phase
A very good consortium with a good mix of specialism.

The quality of teamwork is overall sufficient, according to all partners. Some are very satisfied, maybe because of their previous experience with the partners or their high expectations about the partners and their specialism. Others are maybe more neutral, because they shape their opinion on future experiences.

Question 9 – Answering statements

Please answer the following statements. I'm satisfied with....



Remarks/Explanations
The frequency of the meetings: one Meeting was planned in January, workgroup meetings should be planned
Have not received any minutes from the kick off meeting, otherwise communications operate at the appropriate level.
No guidance necessary yet, no progress report to be filled in yet
Minutes and action points from meeting are required.

All partners are satisfied with the communication between partners so-far and the division of roles and tasks between the project partners. A little bit less satisfied is the opinion about the frequency of the future project meetings and the guidance and support of the project coordinator (but this is not really necessary at this point, as a participant stated). The partners are unsatisfied, or even very unsatisfied with the fact that the minutes of meeting are not made yet.

Question 10 – Opinion about project progress and process so far

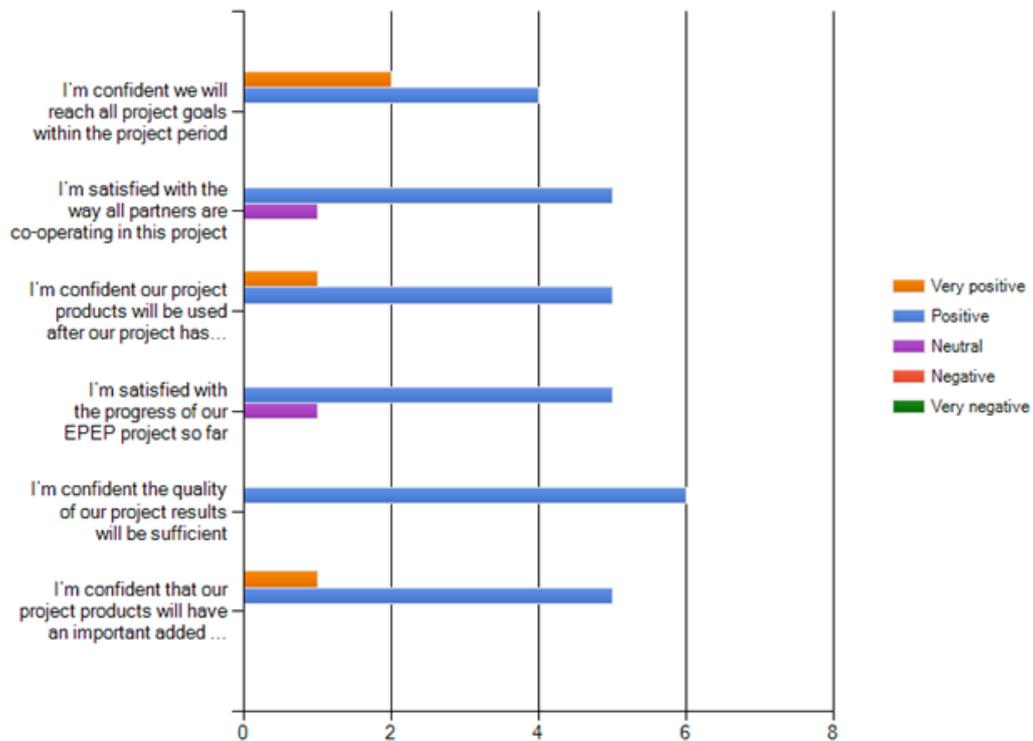
What is your general opinion about the project progress and process so far (including the future meeting locations, project activities, -content, development, et cetera)? Please describe your opinion in the text box below:

Remarks/Explanations
We are on a good way and work in a good team manner!
We had a previous project SPARK, this project is in the line of SPARK which was a success, so we are hopeful.
Unable to comment at this early stage.
It was good first meeting where the future meeting location, the project activities and the project content were discussed.
More communication is required between partners to ensure objectives are being met between meetings. SharePoint's has been created but not being fully utilised.
Difficult to judge so far, good progress will depend on he next project steps.

According to the answers on this question the partners seems to be all hopeful in terms of the project progress and process. They relate to the former project SPARK and to the meeting and project activities and content so far. But some partners think it is difficult to state an opinion already and are looking forward to next project steps. Finally one partner states that there should be more communication between the partners to realize the project objectives and that the created SharePoint should be used sufficiently.

Question 11 – Opinions about statements

Please give your opinion by grading the following statements:



Remarks/Explanations

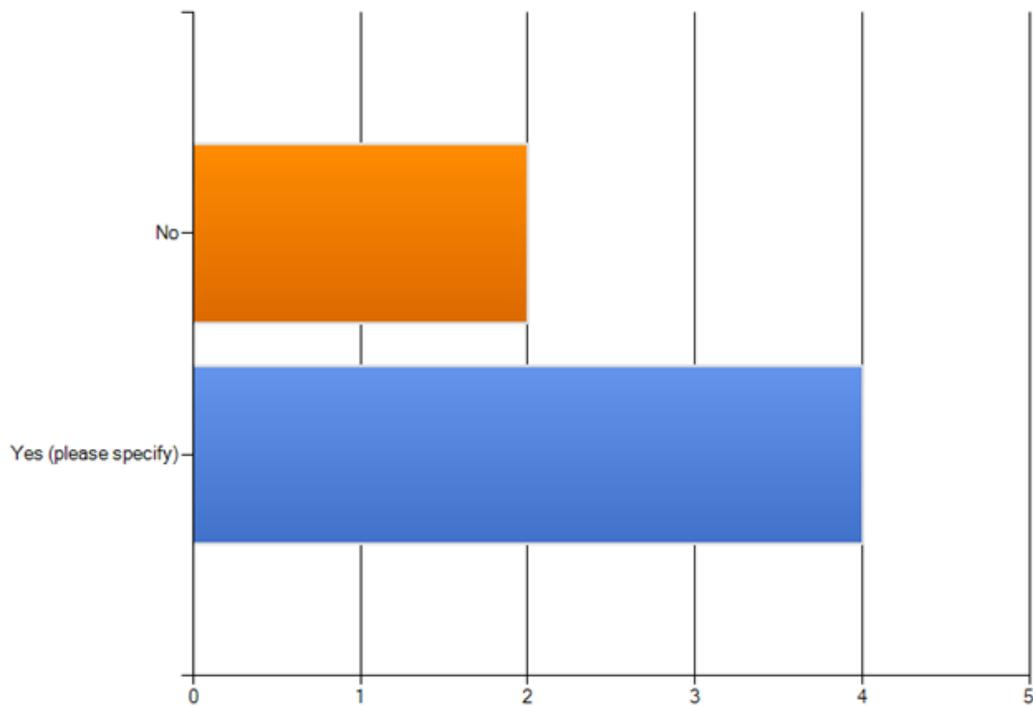
The partnership is such that I am confident the objectives will be met and project products will provide ongoing value for teaching and learning.

The quality of the consortium is strong and will achieve the necessary results, quicker input is required between meetings.

All partners seems to be positive about the project outcome. Especially when it concerns reaching the project goals within the project period, using the project products after the project ends and they are all positive that the quality of the project results will be sufficient and they are all confident that the project products will have an added value for tailor made learning and teaching. When it concerns the satisfaction about the way the partners are cooperating and the progress of the EPEP progress so-far, the partners are a little bit less positive, especially because quicker input is required between meetings, according to a partner remarks.

Question 12 – Suggestion to improving project coordination

Do you have any suggestions to improve the project cooperation (f.e. future meetings) and/or the project results?



Remarks/Explanations
Project workgroup meetings for WP2 and WP3 to agree with the Competence profile and dictionary for the assessment tools.
Would like more time allocated to social interaction rather than just covering agenda items in the meeting. More cultural activities by partner host country.
Better communication. More use of SharePoint by all partners. Quicker response on action points after meetings to ensure nothing is forgotten.
Good communication in due time.

The partners especially suggest a better way of communicating between partners concerning the project activities, progress and goals. One partner is very concrete about a meeting that should be arranged for WP2 and WP3 concerning the competence profile, dictionary and assessment tools. Others suggest more social interaction (as cultural activities host by the partner host country), more use of the SharePoint and quicker response on action points after a meeting.

Question 13 – General remarks

If you feel anything has been forgotten or in case you have any questions or comments with respect to this questionnaire or the project progress/process/content, please add your remarks here!

Remarks/Explanations
At that time everything is OK!
Meetings need to be evaluated soon after taking place i.e. within 2 weeks.
I cannot trace that I have received any minutes from the kick-off meeting. Would have preferred to complete this questionnaire soon after the meeting (within 2 weeks) rather than 10 weeks later!

As shown above in all answers, the diagrams and the remarks and explanations, all partners seems to be reasonably positive about the project progress and process so far.

Kick-off meeting

They all state that the efficiency and effectivity of the Kick-off meeting is sufficient because all agenda points were covered and all necessary topics were discussed. Besides that, every participant of the meeting had an active role, except the Hungarian partner HCABE who were not there. All partners hope they will be there next time! Project coordinator IKKE did a good job coordinating the Kick-off meeting, but they were very strongly supported by Stichting Kenniscentrum Pro Work who did more coordinating tasks, stated by some partners. Finally the only promise that is not fulfilled and that should be made already, is the minutes of meeting.

General EPEP project remarks

All partners are satisfied with the project subjects and activities so far and are all positive on the project outcome. But some things could be better, f.e. the progression on behave of designing the project logo, updating the Quality Management Plan and planning the next meeting. Also the role tasks are not overall clear by all partners, especially because of the lack of the minutes of meeting and the action points after the first meeting. And some partners state that the report of the research should be made already by each partner and should be shared on SharePoint. SharePoint itself is not used correctly also and should be utilised better. And lastly, there should be another meeting planned about WP2 and WP3!

Communication between partners

The communication between partners is on a clear and open way. Every participant is hopeful regarding the quality of the teamwork, mainly because of the former working relationship at the SPARK project. But some participants state that on behave of the communication the social interaction could be better between partners (and be better organized when partner countries are visited) and there should be a quicker response between partners on questions or actions/activities that were or should be made.

Things to do

- Project logo should be designed
- Quality Management Plan should be updated

- Minutes of meeting should be made for the Kick-off meeting and should be made earlier (within 2 weeks) after a meeting in the future. Concerning the Kick-off meeting the 'minutes of meeting' were more like a 'to do list'.
- SharePoint should be better used by all partners
- A research report should be delivered by all partner countries