



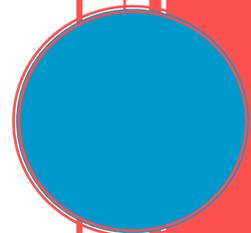
EVALUATION REPORT

EPEP - 2012-1-DE2-LEO05-11200

Third meeting the 28th of March 2013 in Bruges

This report contains the evaluation analysis of the filled out questionnaire about the third meeting in Bruges of the EPEP project. Every question will be covered with a small evaluation supported by a diagram.

Tessa Grefkens – Stichting Kenniscentrum Pro Work
24-5-2013



EVALUATION REPORT

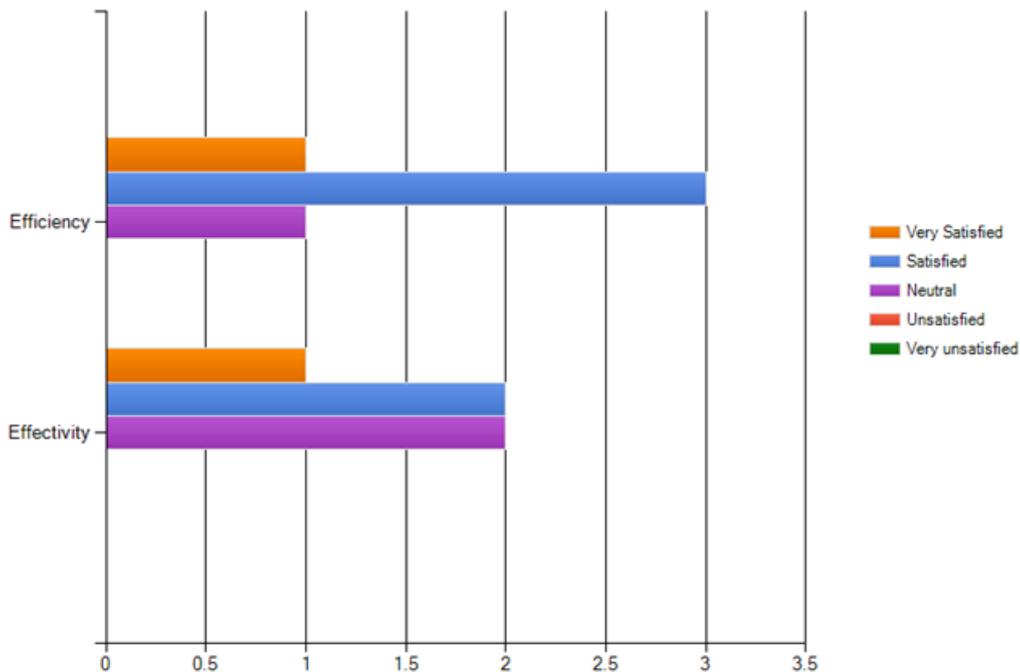
EPEP - 2012-1-DE2-LEO05-11200

Third meeting the 28th of March 2013 in Bruges

In this evaluation report all questions will be evaluated through a concise analysis supported with several diagrams. All 13 question are answered by 5 participants of the meeting and will be evaluated separately (so N=5 at all questions). At the end of this evaluation report a general analysis of the findings concerning this meeting will be given at question 13.

Question 1 – Efficiency and effectivity of the third meeting

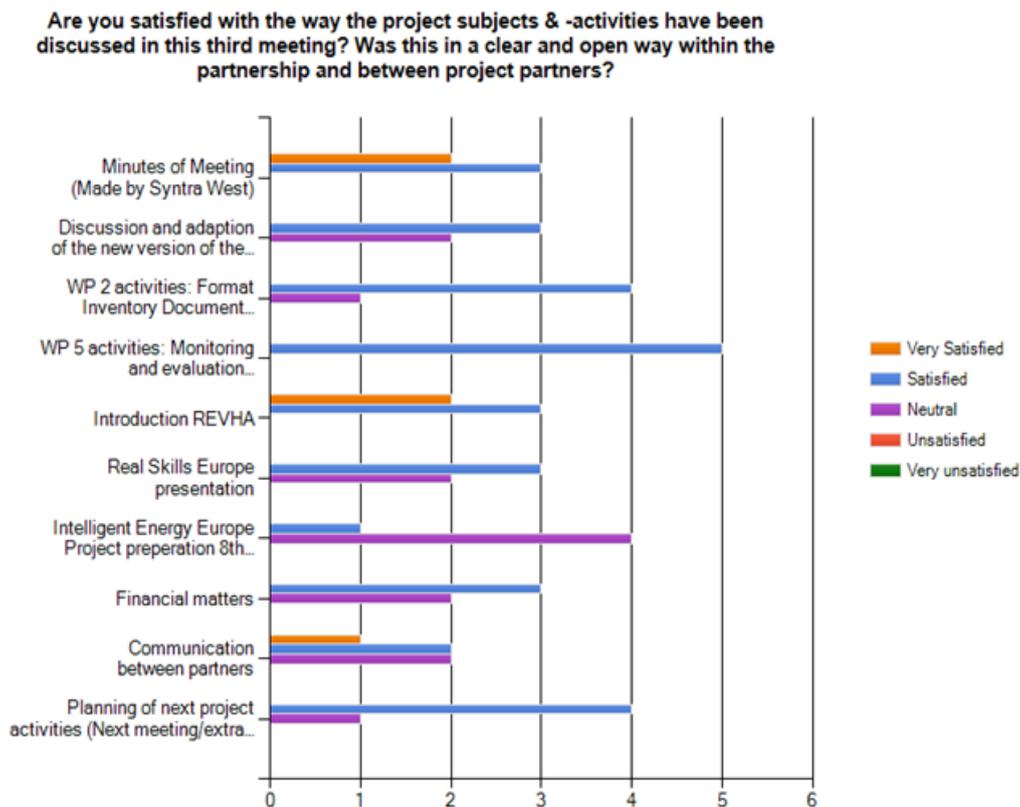
The third meeting of the EPEP project was located in Bruges on the 28th of March 2013. Please indicate your opinion concerning the efficiency and the effectivity of the meeting.



Remarks/Explanations
-

Regarding to the diagram and the fact that no extra remarks were made, it can be concluded that both the efficiency and effectivity of this third meeting was reasonable sufficient, but in relation to the Kick-off and second meeting the results were notable less positive. As a result of the diagram, it seems that especially the effectivity of the meeting was disappointing. This means that the participants were less positive about the outcome (effectivity) and more positive about the process (efficiency). This difference between those two subject is the same as in the previous evaluations. What exactly is the reason for this outcome remains unclear, because of the lack of remarks.

Question 2 – Discussion project subjects & -activities



Remarks/Explanations

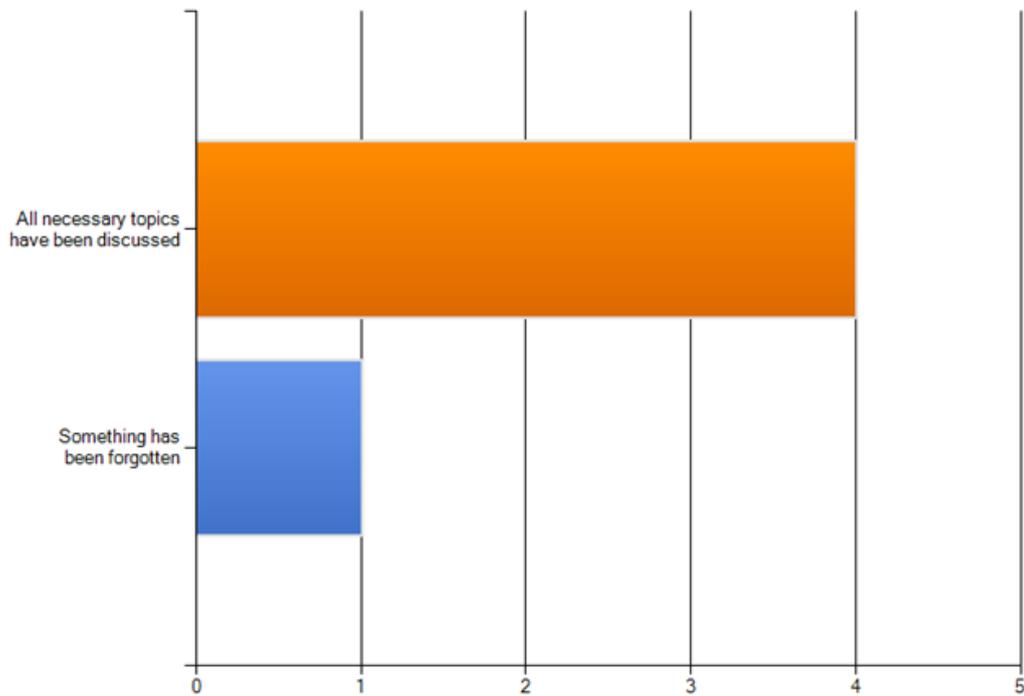
Better preparation of the concrete activities and its output is wanted to move forward. No point in organizing lots of meetings if not much has changed in between those meetings. Some more direct communication and coordination (e.g. setting dates) could be useful.

Concerning the project subjects and activities all partners are reasonable satisfied with the subjects and activities that are discussed, but also in relation towards the former evaluations it seems that the participants are less positive about this subject also. Only the communication between partners is better rated, and the minutes of meeting and the introduction of *REVHA* scored higher than the other subjects.

As can be concluded out of the only remark that is made, it seems that better preparation is needed to move forward and only in that case, meetings are necessary. This can be realized through better/direct communication and coordination (like setting dates), regarding a participant.

Question 3 – Discussion all necessary topics

Have all necessary topics been discussed in the meeting of the 28th of March or has anything been forgotten?

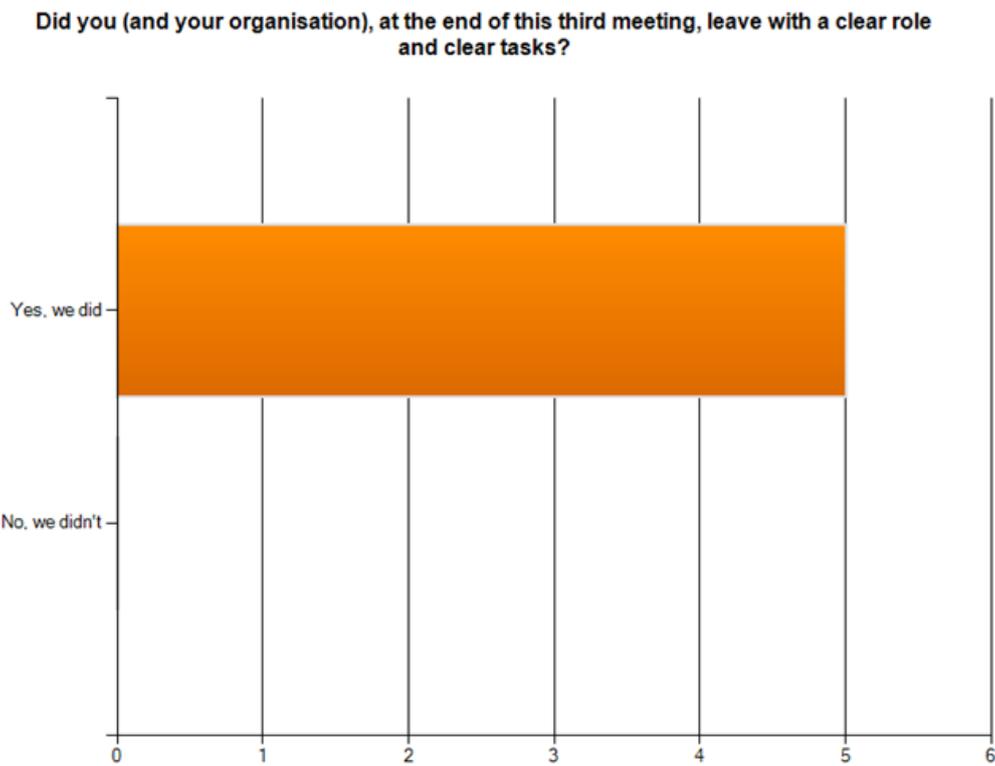


Remarks/Explanations

It was general, not a technical detailed meeting.

Everything has been tackled but not in-depth since not all partners had their input ready.

Regarding the most participants, all necessary topics have been discussed in the third meeting the 28th of March. But as two participants stated, it was a general meeting which lacked some technical details or in-depth information. This can be prevented by the partners next time, who can provide better input (and preparation) in the future meetings.

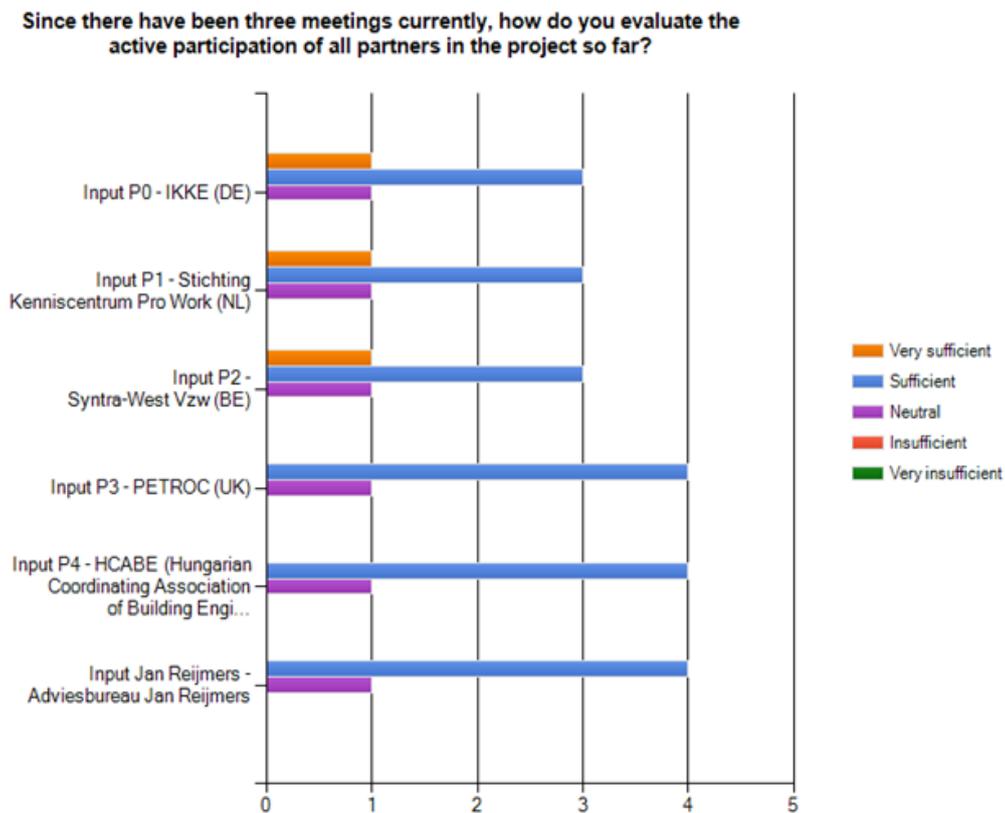
Question 4 – Role & tasks after the third meeting

Remarks/Explanations

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According to all participants the role and tasks were clear to them when they left this third meeting in Bruges. None of the participants made any remark.

Question 5 – Active participation of all partners



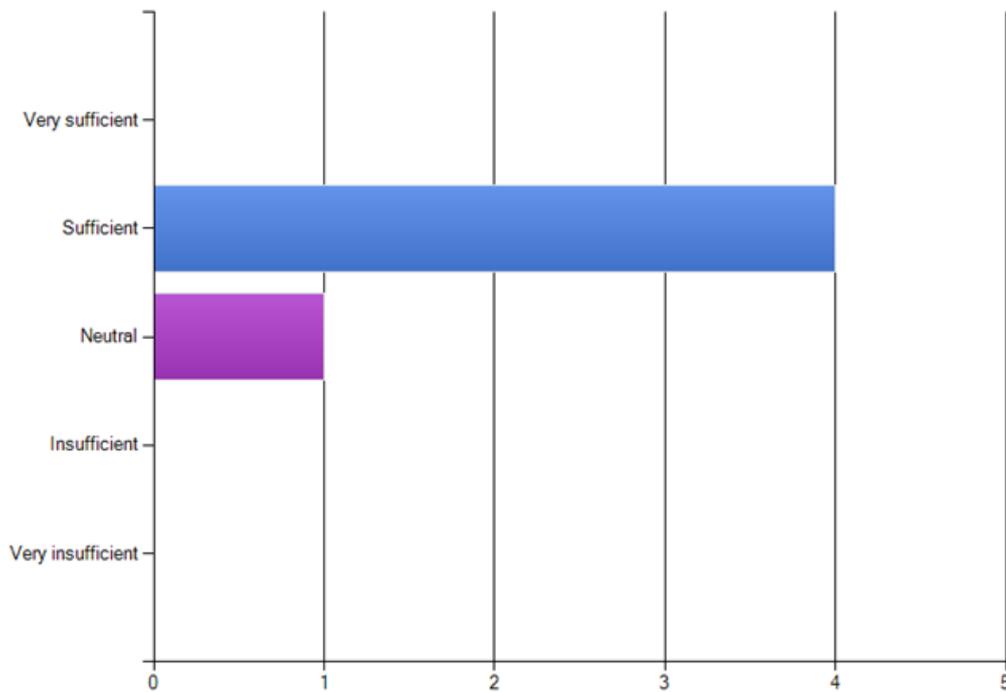
Remarks/Explanations
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In contrast to the former evaluations the difference at this question regarding the evaluation of the partners is notable, meaning the differences in scores (very sufficient, sufficient and neutral). These differences are larger, than in previous evaluations.

But overall all partners scored sufficiently, whereby *IKKE*, *Pro Work* and *Syntra-West* scored the highest. *PETROC*, *HCABE* and *Jan Reijmers* scored lower, but overall sufficient. No comments were made at this question.

Question 6 – Opinion about hosting organisation Syntra-West

What is your opinion about the hosting organisation of the third meeting in Bruges, Syntra West? Was this meeting well organised (f.e. meeting location, parking facilities, welcome, signage, facility services (lunch, coffee/tea etc.) schedule and coordination of the meeting (agenda meeting))?



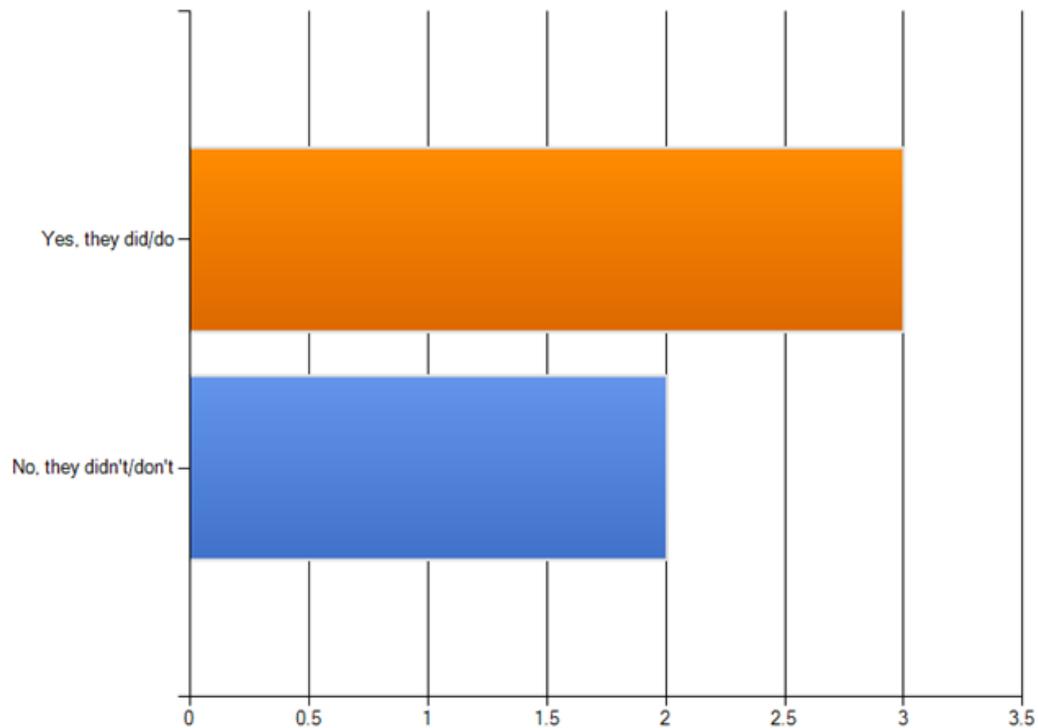
Remarks/Explanations
WIFI?
It was good to have lunch served in the restaurant. Wi-Fi/Internet access would be appreciated for all delegates.
There was no Wi-Fi network
The schedule and the agenda is set by the coordinator, this is not for the host organisation. So you cannot evaluate based on this.

As becomes clear by means of the diagram the hosting organisation *Syntra-West*, is reviewed sufficient to neutral by all partners. This is different in comparison with the second evaluation, where *Syntra-West* scored notable higher (with answers like sufficient to very sufficient). This may be due to the fact that the participants who made remarks, state that there is no Wi-Fi network available and that is yet appreciated.

Finally, the hosting organisation is not responsible for the schedule and agenda of the meeting, as a participant stated.

Question 7 – Keeping made promises as partners

Did all partners keep the made promises so far and fulfill their tasks as planned and agreed in the project plan and during this third meeting?

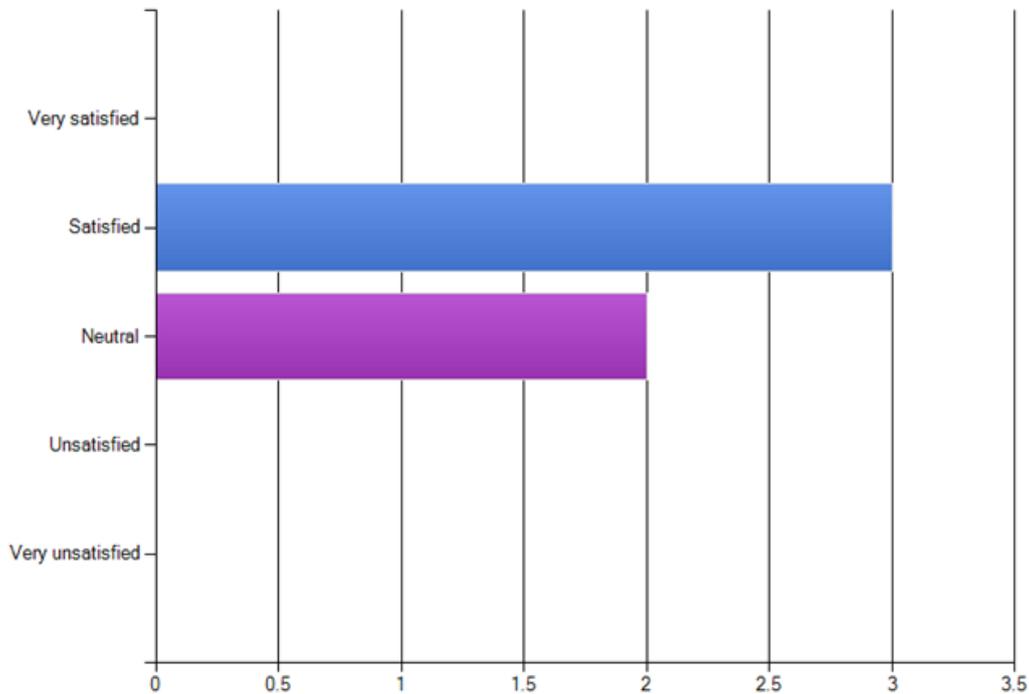


Remarks/Explanations
Only Syntra and Petroc had completed the research for Belgium and UK.
WP2 results are lacking so far.

The majority of all partners state (same as in former evaluations of the meetings), that all partners kept the made promises and fulfil their tasks as planned so far in the EPEP project. But according to two partners not everything was well covered by the project partners in this third meeting. Only *Syntra-West* and *PETROC* kept their made promises regarding to research for Belgium and the UK and therefore the WP2 results are lacking so far, as stated by two participants.

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, the Kick Off, second and third meeting)? I'm...

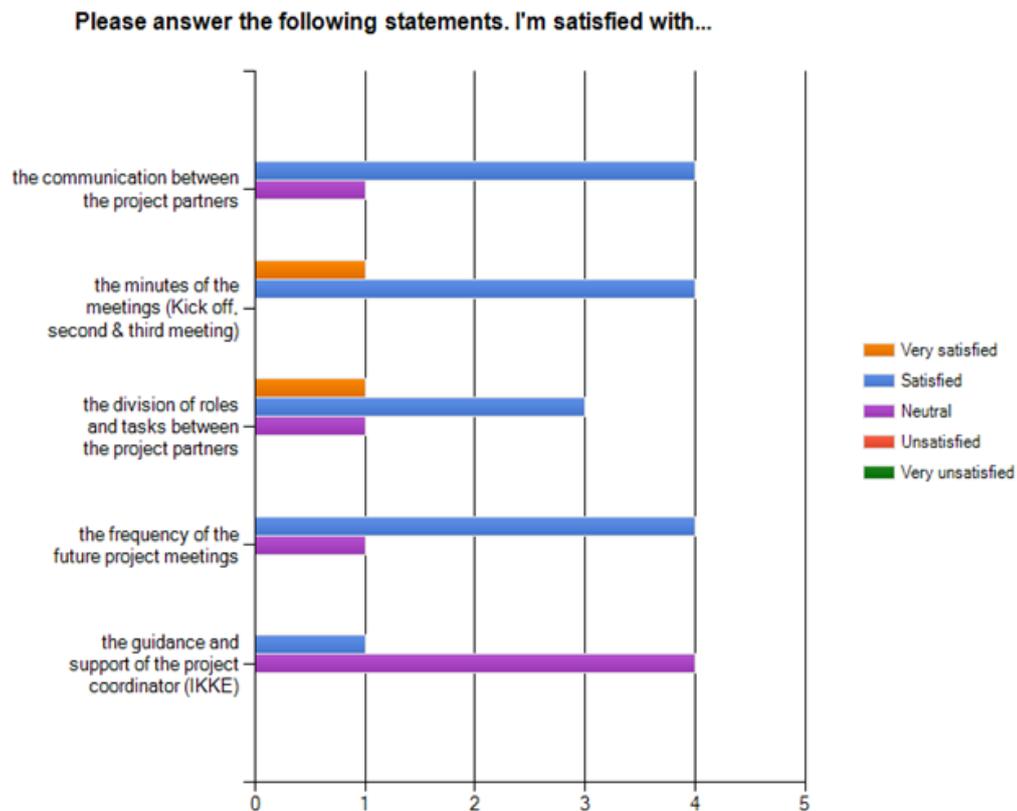


Remarks/Explanations

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The quality of teamwork is overall sufficient, according to all partners, but it is remarkable, that the opinion of the partners is again slightly less positive, than after the Kick-off and second meeting. None of the participants is very satisfied, but the majority of the participants are satisfied followed by the neutral opinion. No remarks were made, so it remains unclear where this outcome is based on, but maybe this can be related to former criticisms.

Question 9 – Answering statements



Remarks/Explanations

<p>There are more meetings than scheduled in the application. This is ok, but those meetings have to be effective. If not, travel time is lost and could be better spent. Communication of the coordinator (Pro Work) on practical arrangements such as setting dates, agenda and concrete tasks could be better and earlier.</p>

All partners are overall satisfied with the statements, because none of the participants answered this question with the unsatisfied or very unsatisfied answer. The most positive are the participants concerning the minutes of meeting and the division of roles and tasks. Less satisfied is the opinion about the frequency of the future meetings and especially the guidance and support of the project coordinator *IKKE* is reviewed notable less positive. Besides that especially the communication between project partners is evaluated much lower in comparison to the other evaluations. This can be, because of the remark one participant made her (and also another remark made earlier), that the meetings should be more effective and that *Pro Work* should pay more attention concerning practical arrangements (setting dates, agenda and concrete tasks).

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
I'm satisfied so far.
At this moment still general.
Although it is easy to get to Brugge, a variety of meeting locations would be good!
Constructive input of all partners.
-

According to the answers of the partners, it seems that in contrast with the outcome of other questions, the participants seem to be reasonable satisfied about the project progress and process. One participant state, that it is still general, but other state they are satisfied so far. Also a remark was made about the meeting location, namely if this can be another location instead of Bruges sometimes. And finally a participant state that all partners should ensure a constructive input (during meetings)!

Question 11 – Opinions about statements

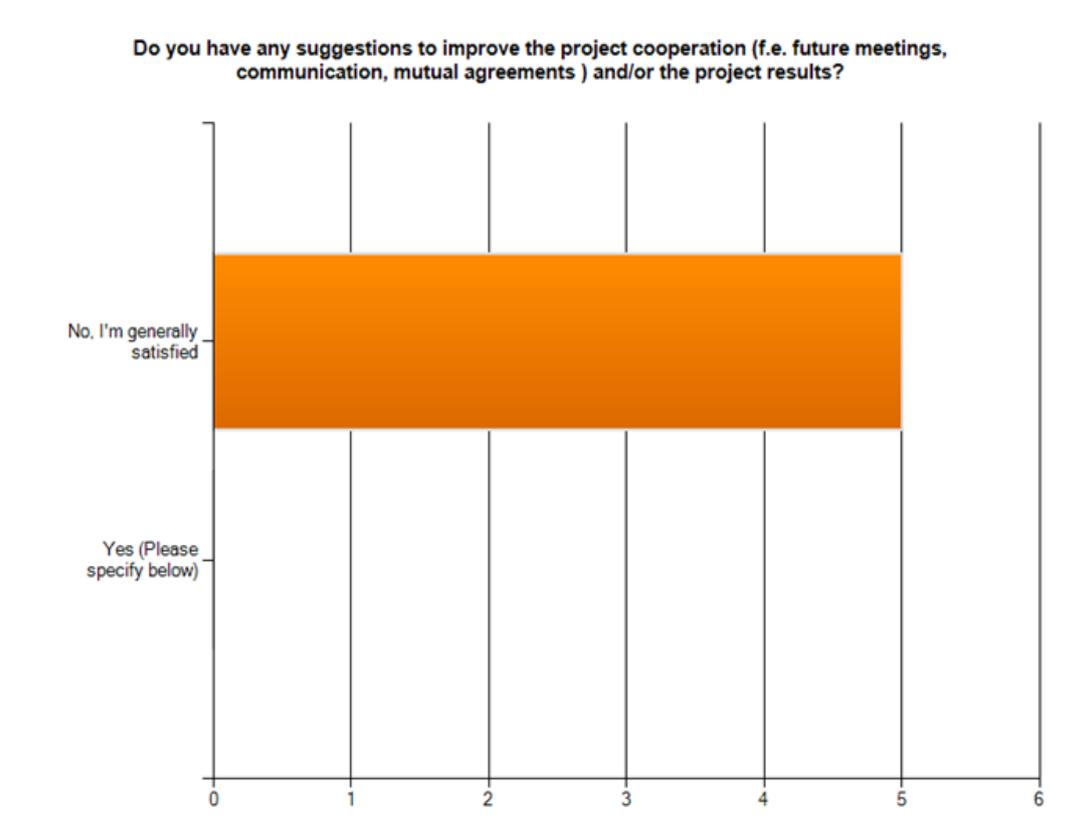


Remarks/Explanations

The use of project products after our project depends on LNE government

All partners are positive about reaching the project goals within the project period, they evaluate this question the same as in the second evaluation. Furthermore they share the opinion that the progress of the EPEP project so far and the quality of the project results is ok. Concerning the project products the opinions differ. Some are very positive of the added value of the products and the fact that project products will be used after the project (in relation to the second evaluation), but some are negative concerning this last statement. This can be related to the remark that is made, stated that the use of project products after the project period depends on the LNE (?) government.

Question 12 – Suggestion to improving project coordination



Remarks/Explanations

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While there can be stated that the evaluation of all questions are less reviewed than in former evaluations, no suggestion are made for the improvement of the project coordination. All partner answer this question with “No, I’m generally satisfied”, and do not have made any remarks or suggestions.

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
All OK!
-
Nothing further to add.
no
Clear roles and tasks are important, as one of the questions of this evaluation form states. Each partner's role should therefore be clear to all other partners e.g. Pro Work is coordinating meetings and practical arrangements - so they should discuss dates and agenda; IKKE is project coordinator - so IKKE has to communicate on financial arrangements; host organisation is what it states, a host - not to set the agenda or lead meetings ; Syntra wrote the minutes as a gesture but is not responsible for setting dates or communication between partners. This all comes down to communication...

As shown in the answers of all questions, the diagrams, the remarks and explanations, all partners seem to be reasonably positive about the project progress and process so far. But it is notable to state, that the participants are in general less positive in relation towards the former evaluations!

The third meeting

The participants are overall satisfied with the efficiency and effectivity, but as said before, it is noteworthy that they are less positive than the previous evaluations (they used more the neutral options than the option very satisfied). It seems that especially the effectivity of the meeting was disappointing. This means that the participants were less positive about the outcome (effectivity) and more positive about the process (efficiency).

Also the differences between the former evaluations concerning the partners input is notable. These are namely larger, than in the previous evaluations. But overall all partners scored sufficient. Regarding the hosting organization *Syntra-West*, it became clear that they scored less in comparison to the second evaluation. This may be due to the fact that the participants who made remarks, state that there is no Wi-Fi network available and that this is yet appreciated. Finally, as with the second evaluation it is stated, that not all partners were well enough prepared for this meeting!

Communication between partners

Concerning the communication between partners, it became clear that the partners think this can be improved in the future. There is some dissatisfaction about the frequency of the future meetings and especially the guidance and support of the project coordinator *IKKE* is reviewed notable less positive. And the communication in general between project partners is evaluated much lower in comparison to the other evaluations. This can be, because of remarks participants made, that the meetings should be more effective and *Pro Work* should pay more attention concerning practical arrangements (setting dates, agenda and concrete tasks). But as in the first evaluations, participants are hopeful regarding the quality of the teamwork in the ongoing project.

General EPEP project remarks

Regarding the general remarks, that were made about the EPEP project, all partners are reasonable satisfied with the subjects and activities that are discussed, but also in relation towards the former evaluations it seems that the participants are less positive about the subjects also. Regarding the role and tasks, every participant seem to be happy with the division of roles and tasks and all partners are positive about reaching the project goals within the project period, they evaluate this question the same as in the second evaluation.

Furthermore they share the opinion that the progress of the EPEP project so far and the quality of the project results are ok. Concerning the project products the opinions differ. Some are very positive, others more negative (in relation to governmental differences between partner countries).

Things to do

- *IKKE* should improve their guidance and support as project coordinator;
- *Pro Work* should improve practical arrangements (like setting dates, agenda's and concrete tasks);
- All partners should comply their promises regarding the research for WP2. Only *Syntra-West* and *PETROC* kept their made promises regarding to research for Belgium and the UK and therefore the WP2 results are lacking so far, and should be completed;
- Better preparation before - and constructive input during future meetings occur.