



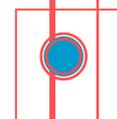
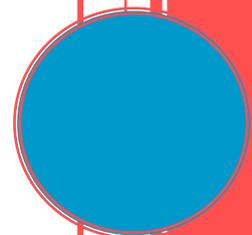
EVALUATION REPORT

EPEP - 2012-1-DE2-LEO05-11200

Second meeting the 10th of June 2013 in Duisburg

This report contains the evaluation analysis of the filled out questionnaire about the fourth meeting in Duisburg of the EPEP project. Every question is covered with a small evaluation and is supported by a diagram.

Tessa Grefkens – Stichting Kenniscentrum Pro Work
19-8-2013



EVALUATION REPORT

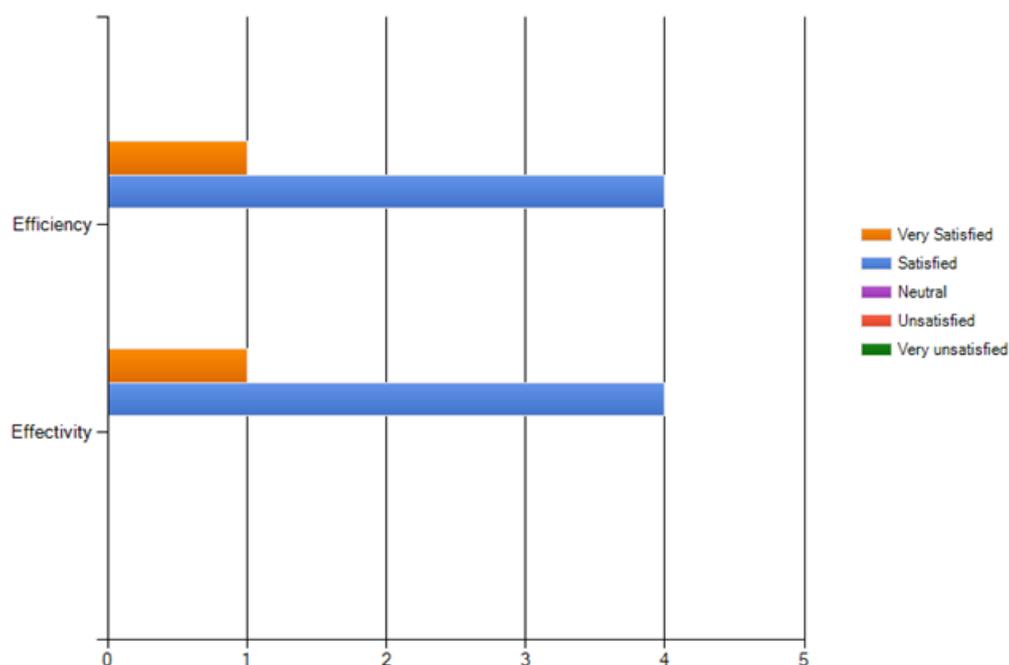
EPEP - 2012-1-DE2-LEO05-11200

Second meeting the 10th of June 2013 in Duisburg

In this evaluation report all questions will be evaluated through a concise analysis supported with several diagrams. All 13 question are answered by 3 participants of the meeting (5 people started the evaluation, but unfortunately only 3 people finished the evaluation in a correct way) and will be evaluated separately (so N=5, N=4 or N=3 at some questions, depending on how many people finished each question in a correct way). 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 fourth meeting

The fourth meeting of the EPEP project was located in Duisburg on the 10th of June 2013. Please indicate your opinion concerning the efficiency and the effectivity of the meeting.



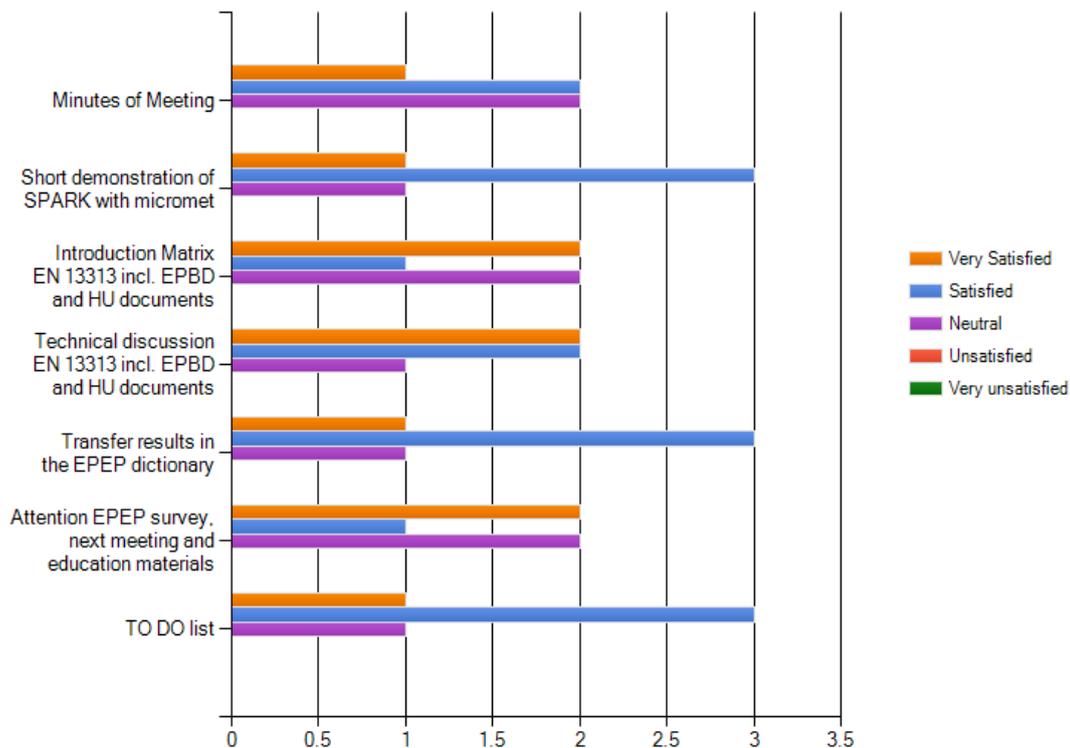
Remarks/Explanations
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Regarding to the diagram it seems that both the efficiency and effectivity of this fourth meeting was sufficient, and very sufficient in relation to the third meeting in Bruges, whereby the answer was often 'neutral' instead of 'satisfied' or even 'very satisfied'.

It also seems, that instead of the third (and the other) meeting(s) the results are this time similar for as well as efficiency as for effectivity. This indicates that everyone is as satisfied with the meeting process as with the outcome. No additional remarks were made.

Question 2 – Discussion project subjects & -activities

Are you satisfied with the way the project subjects & -activities have been discussed in this fourth meeting? Was this in a clear and open way within the partnership and between project partners?



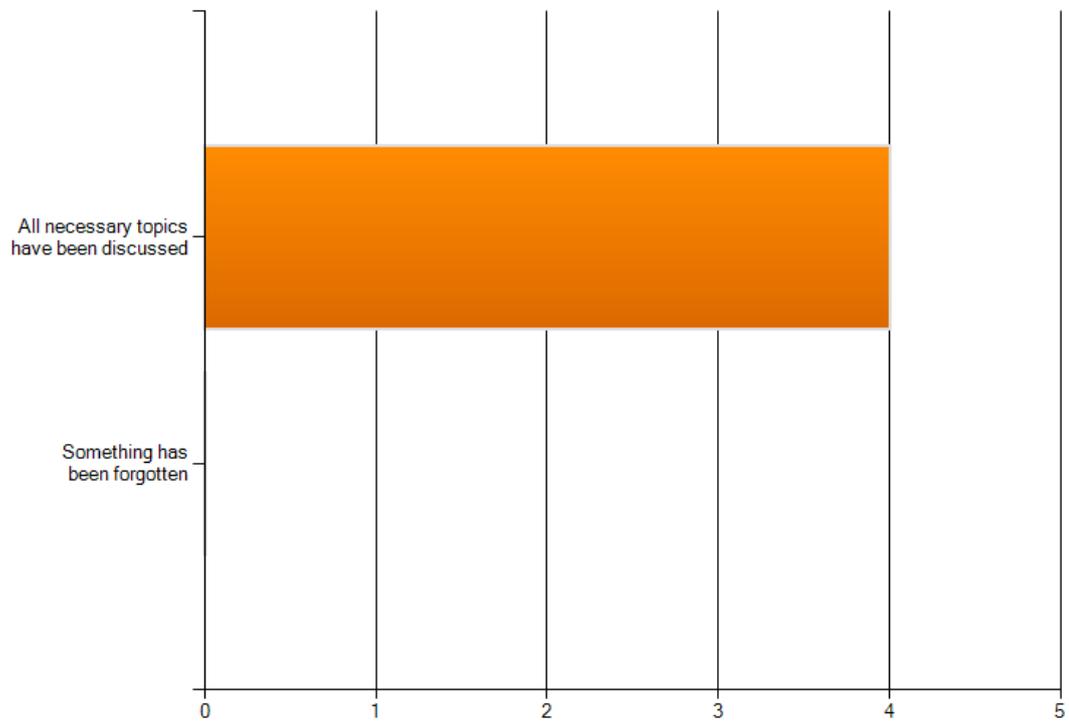
Remarks/Explanations
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Concerning the project subjects and activities all partners are very satisfied with the ‘Introduction of the Matrix EN 13313’, the ‘Technical discussion EN 13313’ and the ‘Attention of the EPEP survey, next meeting and education materials’. Also the ‘Short demonstration of SPARK with micromet’, the ‘Transfer of results in the EPEP dictionary’ and the ‘TO DO list’ scored sufficient. Less positive was the evaluation of the ‘Minutes of Meeting’, but why is not clear because no extra remarks were made.

Overall the discussion of project subjects and –activities seem to be better reviewed than other meetings, like the previous meeting where the scores were significantly lower.

Question 3 – Discussion all necessary topics

Have all necessary topics been discussed in the meeting of the 10th of June or has anything been forgotten?



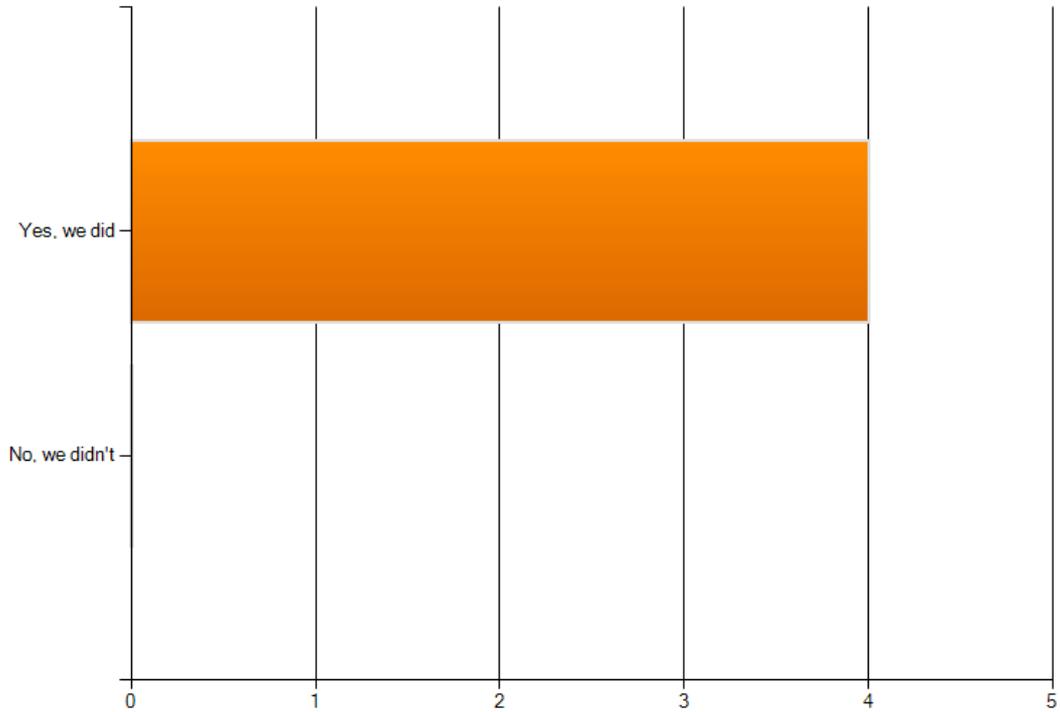
Remarks/Explanations

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As well as in previous meetings, all topics are discussed according to all participants of this evaluation. No additional remarks were made, so this can be evaluated as a positive outcome.

Question 4 – Role & tasks after the fourth meeting

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

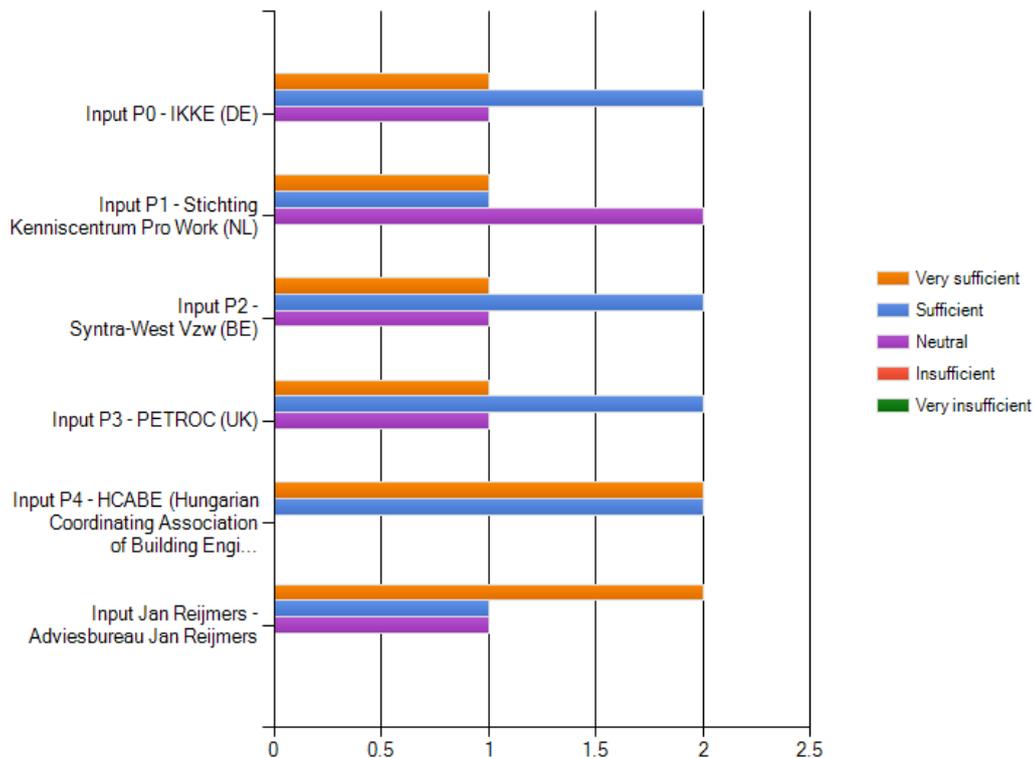


Remarks/Explanations
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According to all participants the role and tasks were clear to them when they left this fourth meeting. No one of the participants made any remark again.

Question 5 – Active participation of all partners

Since there have been four meetings currently, how do you evaluate the active participation of all partners in the project so far?



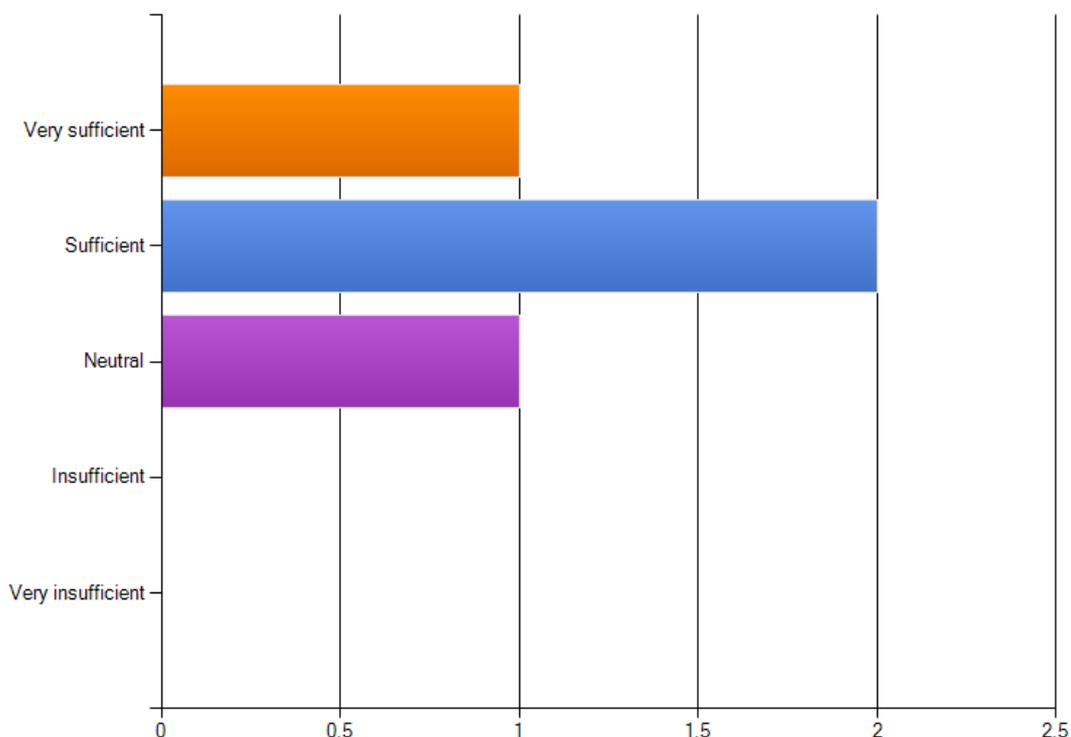
Remarks/Explanations

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The partners opinion about each other's active participation after four meeting is still generally sufficient, since nobody scored below neutral again. But the differences between scores are quite large. As can be seen from the diagram, the input of especially HCABE and also Jan Reijmers are best reviewed. The other four partners input where reviewed approximately equal, whereby Pro Work scored the largest number of 'neutral' of most partners, maybe because Pro Work did not attend this last meeting. Where this score is exactly based on is not clear, since no additional comments are given.

Question 6 – Opinion about hosting organisation IKKE

What is your opinion about the hosting organisation of the fourth meeting in Duisburg, IKKE? 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))?

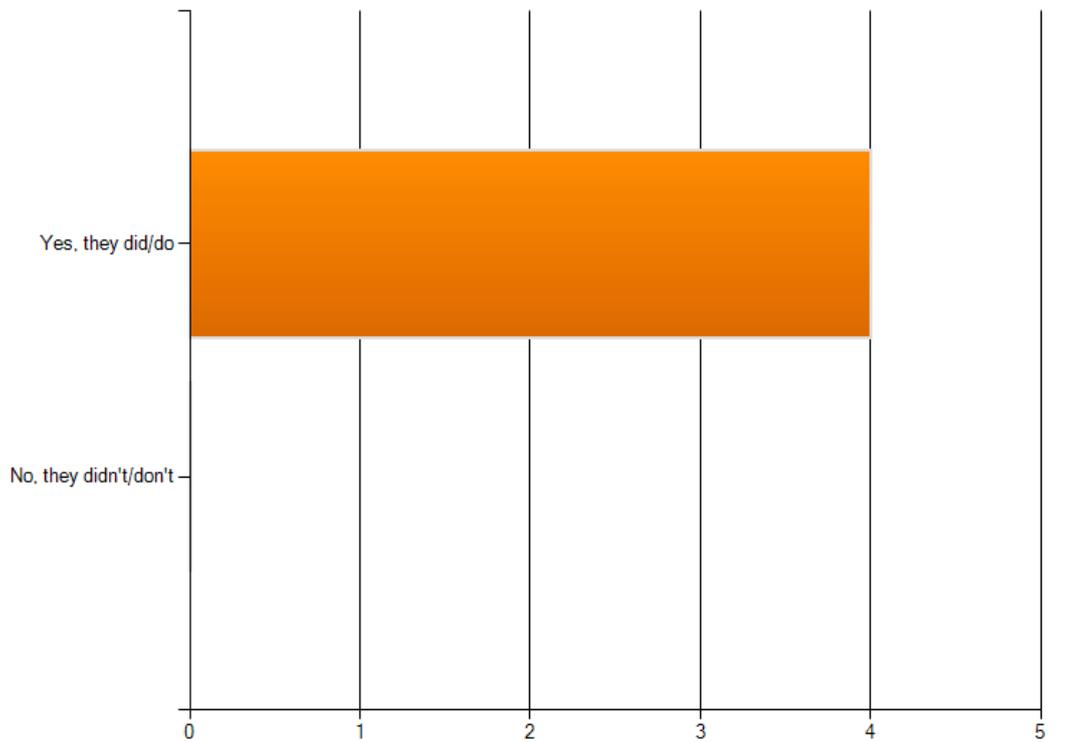


Remarks/Explanations
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As becomes clear by seeing the diagram the host organisation of this fourth meeting in Duisburg of IKKE, is reviewed mainly sufficient. No additional remarks were made, but this outcome can be evaluated positive.

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 fourth meeting?



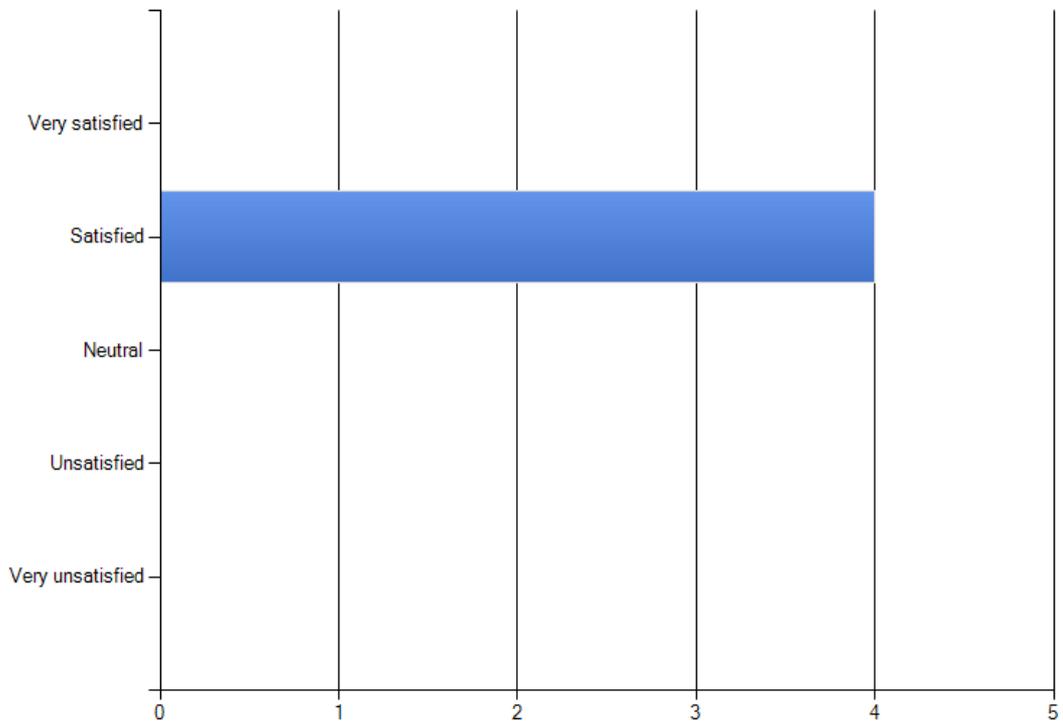
Remarks/Explanations

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All partners state (same as the main part in previous evaluations), that all partners kept the made promises and fulfil their tasks as planned so far in the EPEP project. As stated before, the precise reason for this answer is clear, since no additional comments are made.

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, third and fourth meeting)? I'm...



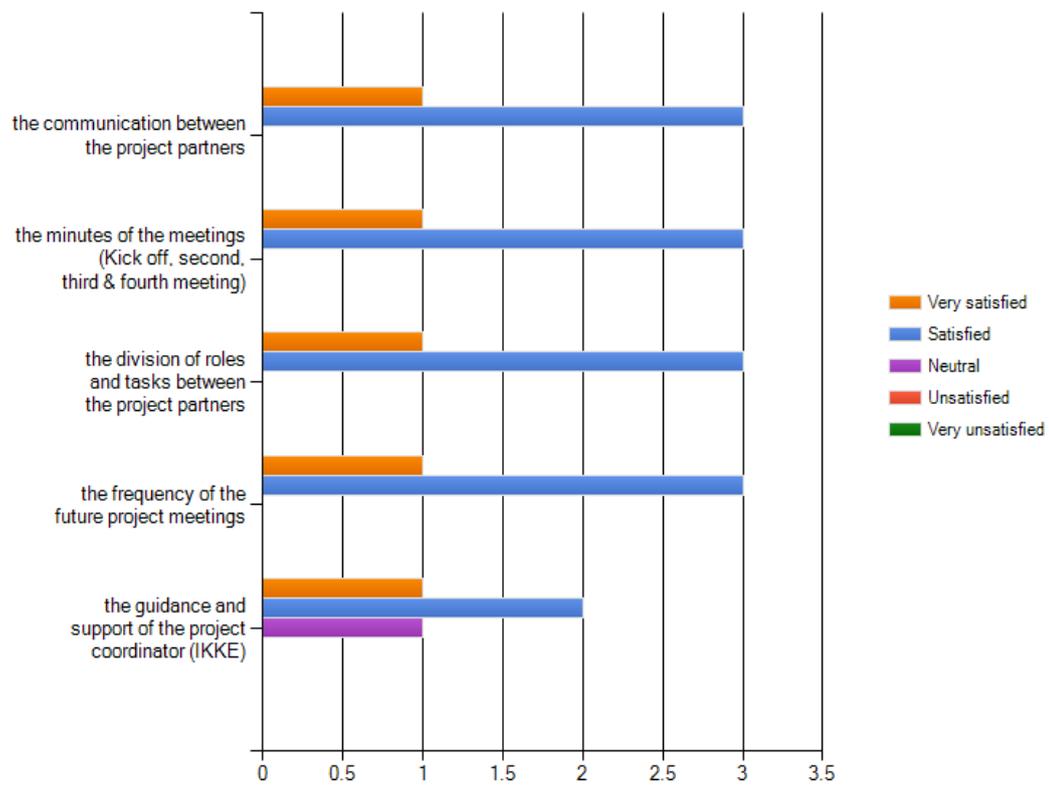
Remarks/Explanations

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The quality of teamwork is overall sufficient, according to all partners who answered this question in this evaluation. In relation to the third evaluation, this score is better, because everyone evaluated the quality of teamwork and coordination in the third evaluation less positive as in this evaluation.

Question 9 – Answering statements

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



Remarks/Explanations
-

All partners seem to be overall satisfied with the statements, but no remarks were made. And all statements were reviewed better than before, especially regarding the communication between partners and the frequency of future project meetings. Also the guidance and support of the project coordinator IKKE is evaluated better in relation to the third evaluation for example, nevertheless this statement scored (as well as in the other evaluations) least well.

Question 10 – Opinion about project progress and process so far

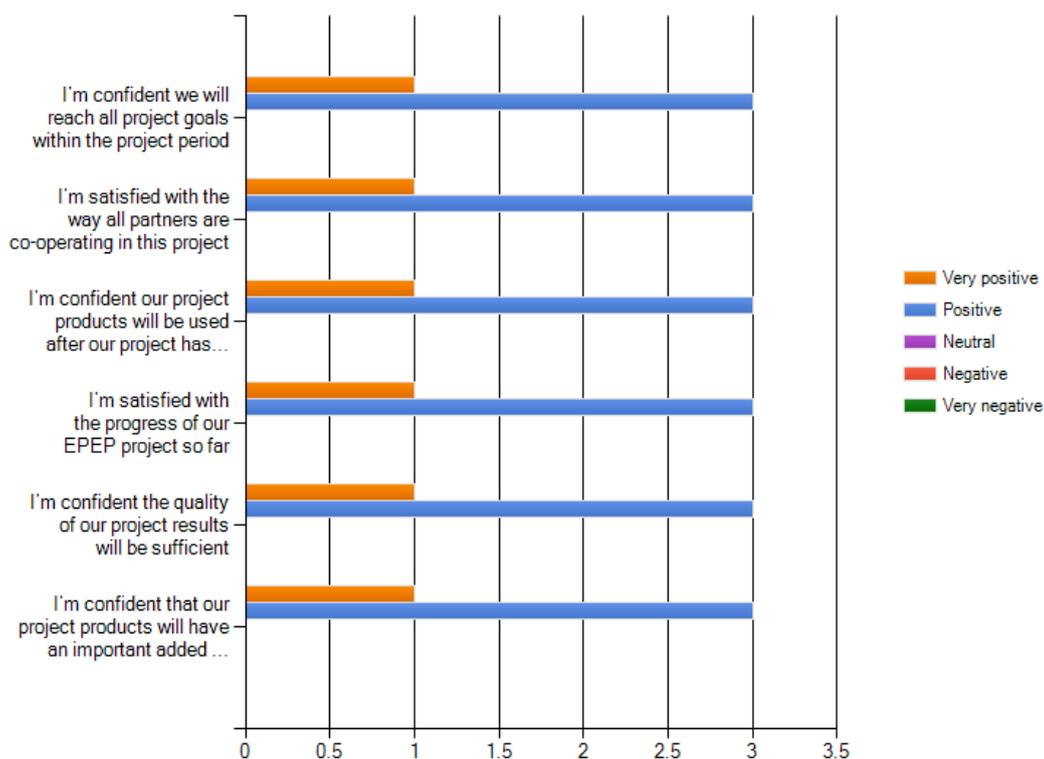
What is your general opinion about the project progress and process so far (including the future meeting locations, project activities, -content, development, et cetera)? Please describe your opinion in the text box below:

Remarks/Explanations
We are making progress and we are on the right way
Next meetings are planned and partners promised support there are actual progress in the EU about the goals of the project
We hope to receive more detailed information from LNE (our government) about Airco >12kW before next meeting.
...

Only three answers were given, but judging from these answers no partner seem to be sceptical about the project progress and process. One of the partners made a very positive statement and the other two are very detailed about some topics in the project, that should be clarified.

Question 11 – Opinions about statements

Please give your opinion until now, by grading the following statements:

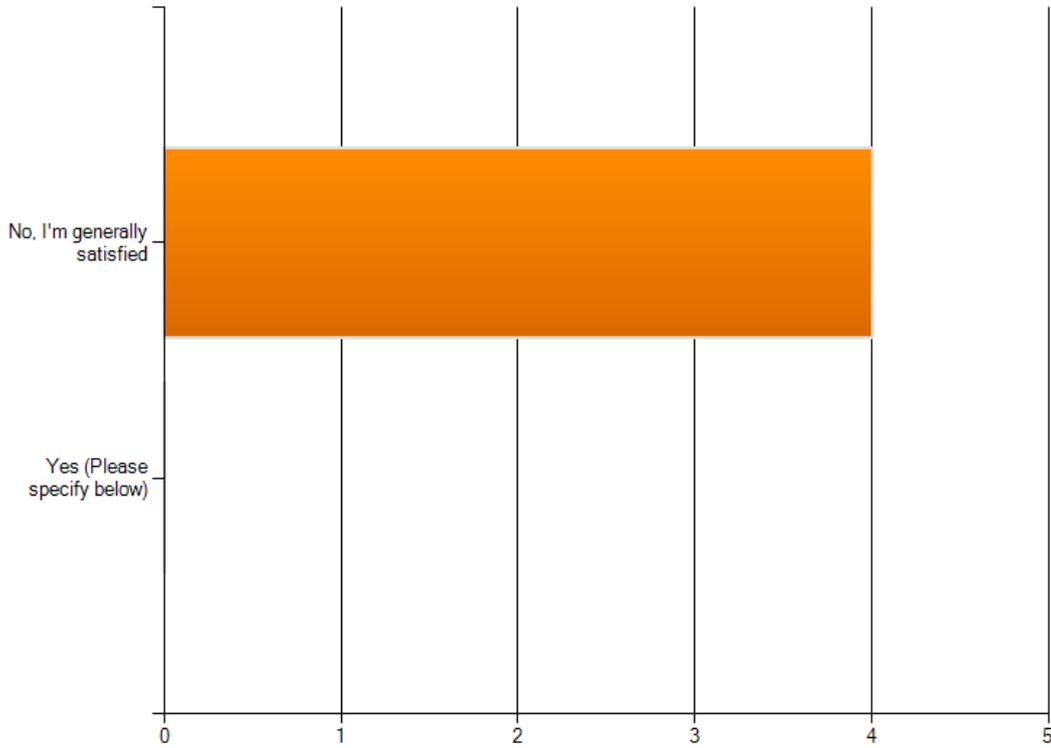


Remarks/Explanations
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All partners are very positive about reaching the project goals within the project period and they are clearly more positive, than in the other evaluations. All topics scored equally and there are no explanations given, so no differences between the statements can be detected.

Question 12 – Suggestion to improving project coordination and project results

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



Remarks/Explanations
-

As well as in the other answers, all partners that answered this question seem to be generally satisfied with the project and do not make any suggestion to improve the project coordination or project results. This is the same outcome as in the third evaluation.

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!
not
ok
-

As shown in the answers of all questions, the diagrams, the remarks and explanations, all partners seem to be positive about the project progress and process so far. The overall analysis of all questions are even more positive than the evaluation of the third (and other) meeting(s) and no questions are at a lower level than the ‘neutral’ option.

The fourth meeting

All participants state, they are equally satisfied with the efficiency and effectivity of this fourth meeting. Besides that, this evaluation made clear that every participant had an active role, according to the participants of this evaluation. Especially HCABE and Jan Reijmers scored high. Hosting organisation IKKE did a good job coordinating this fourth meeting, no improvements were given. Finally all partners state, that all partners kept their promises and fulfil their tasks as planned so far. Also all topics are discussed and all subjects that are discussed this meeting are reviewed better, than in the other evaluations (except the ‘Minutes of Meeting’, this could be better regarding to the outcome in this evaluation, but what exactly could be improved remains unclear).

General EPEP project remarks

As stated before, all partners are satisfied with the project subjects and activities so far and they are even more satisfied as in previous evaluations. Every participant is also confident, that the project goals will be reached, as well as about the cooperation between partners, the project products that will be used after the project period, the progress of the project so far, the quality of the results and the added value of the project products. This is significantly better reviewed in relation to the third and other evaluations. Only three of the partners gave a comment at question 10. One was very positive and two were more detailed concerning certain details that should be clarified (see chapter ‘Things to do’. Ultimately, it is noticeable to state that no additional remarks were given at any question except at question 10. Although the analysis of this fourth evaluation is clearly more positive than the previous evaluations, it is unfortunate that no explanation has been given at certain questions/topics. This helps to interpret certain data and therefore all participants are encouraged to participate in the future surveys in general, but also to accompany their answers with a written text to clarify it.

Communication between partners

Also after this evaluation it appears that the participants think that the communication between partners is on a clear and open way. And as well as in the previous cases, the participants are hopeful regarding the quality of the teamwork in the future.

Things to do

- Higher number of participation in the evaluations and more written comments in each question;
- “Next meetings are planned and partners promised support there are actual progress in the EU about the goals of the project” → question 10;
- “We hope to receive more detailed information from LNE (our government) about Airco >12kW before next meeting” → question 10