



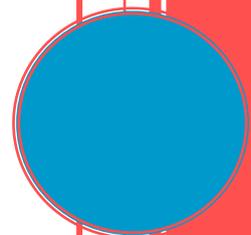
# EVALUATION REPORT

## EPEP - 2012-1-DE2-LEO05-11200

*Second meeting the 30th of January 2013 in Bruges*

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

Tessa Grefkens – Stichting Kenniscentrum Pro Work  
12-3-2013



# EVALUATION REPORT

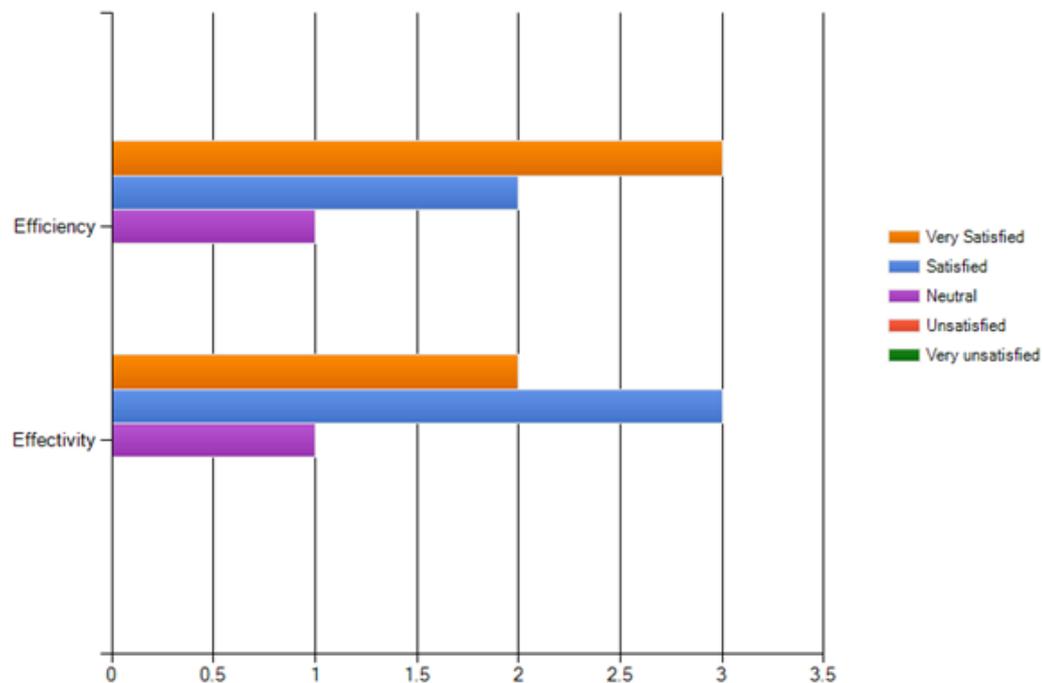
## EPEP - 2012-1-DE2-LEO05-11200

### *Second meeting the 30th of January 2013 in Bruges*

In this evaluation report all questions will be evaluated through a concise analysis supported with several diagrams. All 13 questions are answered by 6 of all (7) participants of the meeting and will be evaluated separately (so N=6 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 second meeting

**The second meeting of the EPEP project was located in Bruges on the 30th of January 2013. Please indicate your opinion concerning the efficiency and the effectivity of the meeting.**



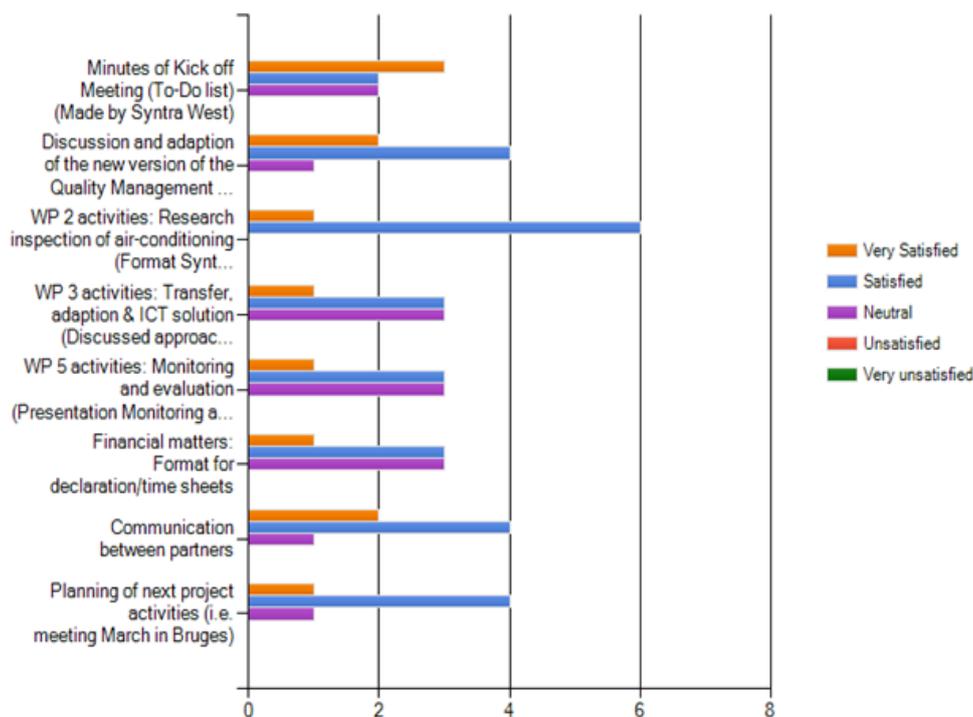
Remarks/Explanations
It finished very early due to partners travel connections.
A little bit double. A lot of items had been discussed during the kick-off and it seemed to be a bit of a repetition.
Meeting was cut short due to partners travel arrangements. Confusion regarding lead partner LdV paperwork.
Concrete discussions compared with the start up of an earlier project SPARK.

Regarding to the diagram and the extra remarks that were given from four participants it seems that both the efficiency and effectivity of this second meeting was reasonable sufficient, but in relation to the Kick-off meeting the results were slightly less positive. As a result of the remarks, there can be concluded that the travel time of the partners was one of the reasons plans were changed a little bit (shortened meeting time). And as one participant stated, the Kick-off meeting was very extensive whereby some topics where covered twice after this meeting. Another participant noted on the other hand, that this meeting covered those topics, but that these topics were discussed more in detail compared to the earlier project SPARK. Due to the sentence “Confusion regarding lead partner LdV paperwork”, it is not totally clear what was meant with this explanation. Maybe the fact that IKKE is supported by Pro Work regarding the paperwork?

Finally, as well as in the first evaluation, it seems that in terms of the efficiency the score was slightly better, what indicates that everyone was more 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

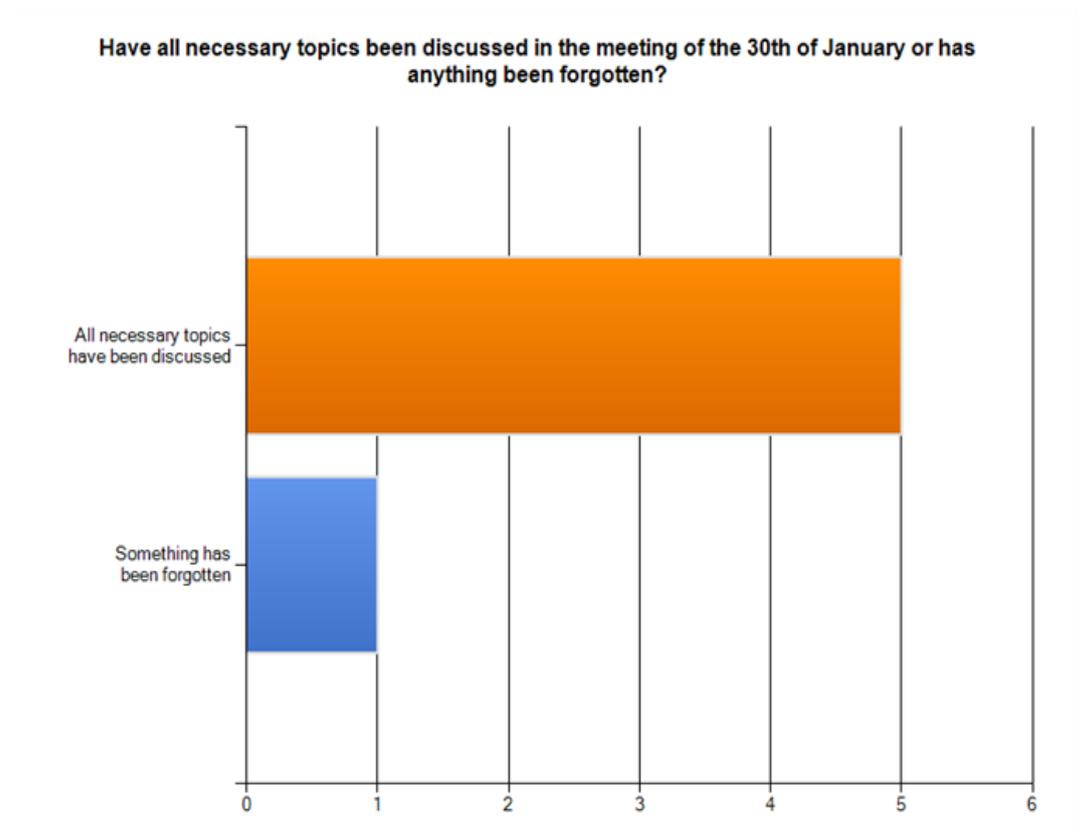
**Are you satisfied with the way the project subjects & -activities have been discussed in this second meeting? Was this in a clear and open way within the partnership and between project partners?**



Remarks/Explanations
No time available to discuss the feedback/evaluation from kick off meeting. Too much time spent discussing timesheets.
Setting a date for the meeting should be either discussed during the meeting or with a Doodle so all participants/experts are able to participate.
Kick off meeting minutes were very brief. Confusion amongst partners of declaration/timesheets.
WP3 Only appointments took place for a next meeting. Financial matters: decisions to be arranged concerning the use of the financial format by partners.

Concerning the project subjects and activities all partners are satisfied with the WP 2 activities, but in relation to the rest of the subjects that are discussed here, they are less content. Especially the discussions regarding WP3-, WP5 activities and the financial matters are evaluated lower than the other subjects. This can be related to the remarks that were made, namely the fact that the feedback/evaluation concerning the Kick-off meeting was poorly discussed and the financial matters are not correct discussed (some topics timesheets/declarations/financial format) were discussed too long and/or weren't discussed properly). Discussions about the new Quality Management Plan, the communication between partners in general and the planning of the next project activities were discussed enough, but as one participant stated, the future meetings could better be arranged in the meetings itself or via 'Doodle'.

Question 3 – Discussion all necessary topics



<b>Remarks/Explanations</b>
Not enough time allowed to fully discuss each topic due to limited time available.
All agenda items were covered, however some were too quick due to time limitations of the meeting.

In relation to the Kick-off meeting, whereby all topics of the agenda were discussed in a proper way according to the partners, some stated that all topics of the agenda are covered in this second meeting, but by the lack of time some topics weren't discussed properly.

Question 4 – Role & tasks after the second meeting

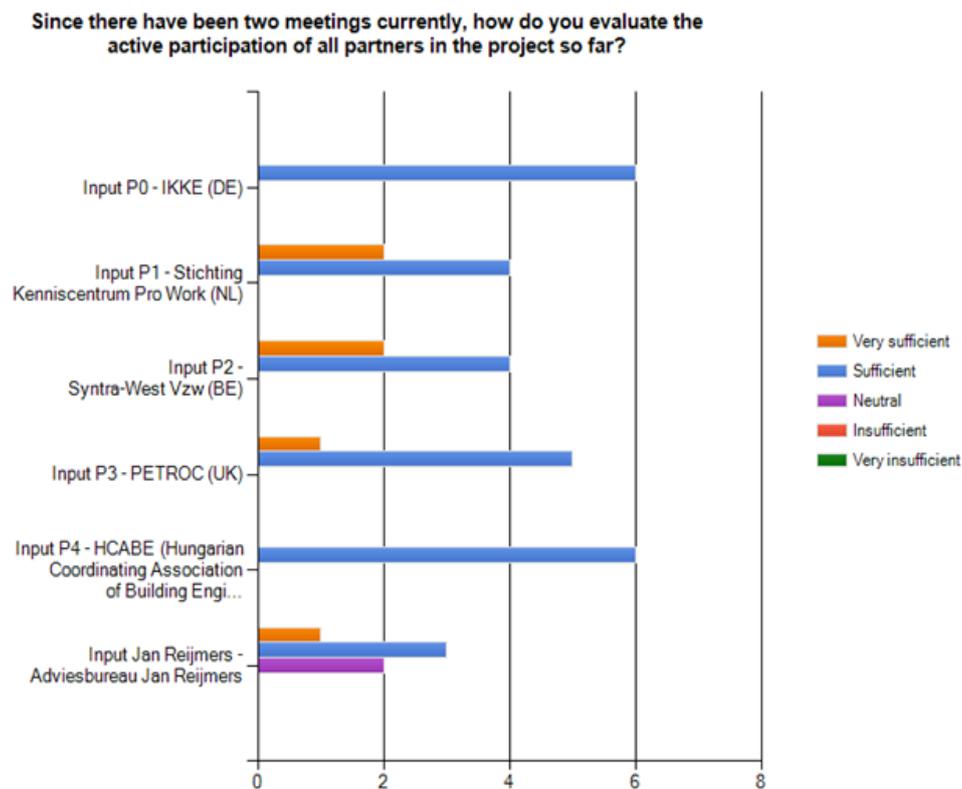


**Remarks/Explanations**

Notes were made throughout the meeting and Valerie took minutes that were distributed soon after the meeting.

According to all participants the role and tasks were clear to them when they left this second meeting in Bruges. One of the participants made a remark, that the minutes of meeting were soon distributed after the meeting by Valerie. So, overall very positive on behave of this topic.

### Question 5 – Active participation of all partners



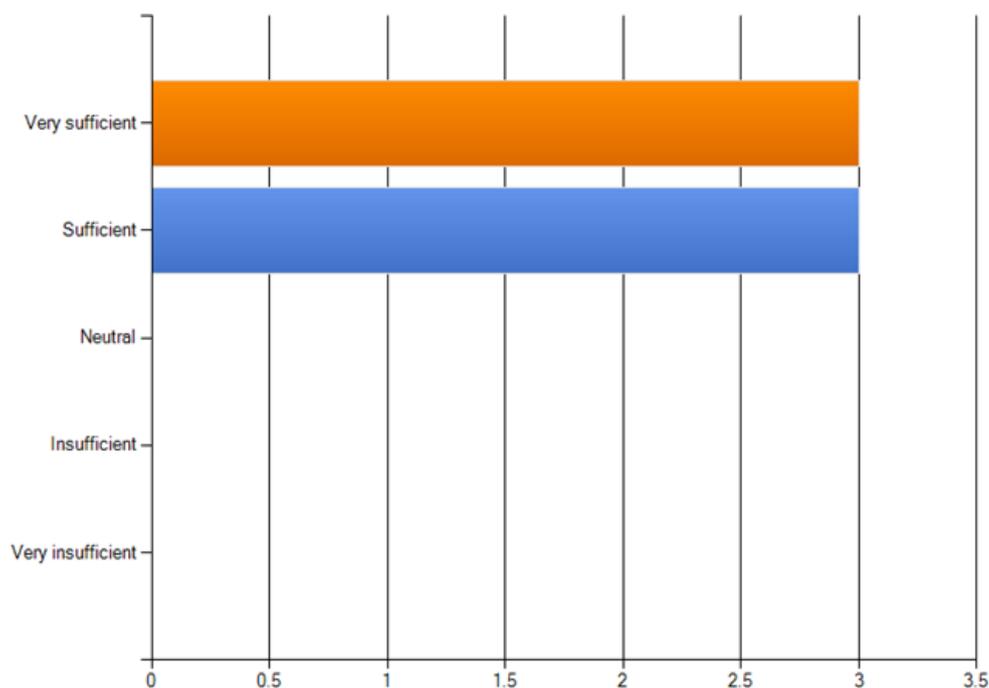
#### Remarks/Explanations

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The partners opinion about each other's active participation after two meetings is generally sufficient, since nobody scored below neutral. Especially Pro Work and Syntra-West have an elevated score, with the highest score regarding 'Very sufficient'. The input of IKKE, Syntra West, Jan Reijmers, HCABE and PETROC is sufficient according to all partners. But in relation towards this question in the first evaluation (after the Kick-off meeting) it is notable, that the participation of IKKE, PETROC and Jan Reijmers are (slightly) less sufficient reviewed by the partners in comparison with the first evaluation. On the other hand, the participation of Syntra-West and HCABE is (much) better reviewed. 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 second 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))?

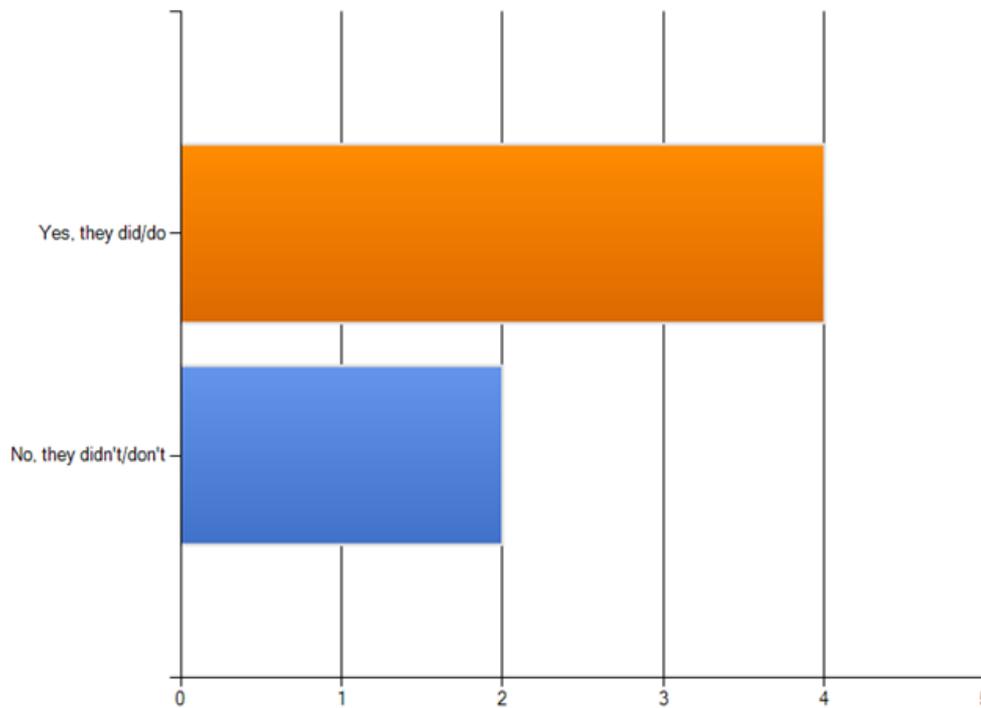


Remarks/Explanations
Room was very small. Parking was good. Lunch was very basic. Schedule and coordination of the meeting, as previously mentioned, was a little rushed.
Meeting room was quite small. Not much variety for lunch and lunch was served in the meeting room.

As becomes clear by means of the diagram the host coordination of Syntra-West of this second meeting in Bruges is reviewed sufficient to very sufficient reviewed by all partners. But as the two remarks make clear, the meeting room was quite small and the facility services (like the lunch) were rather basic.

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 second meeting?**

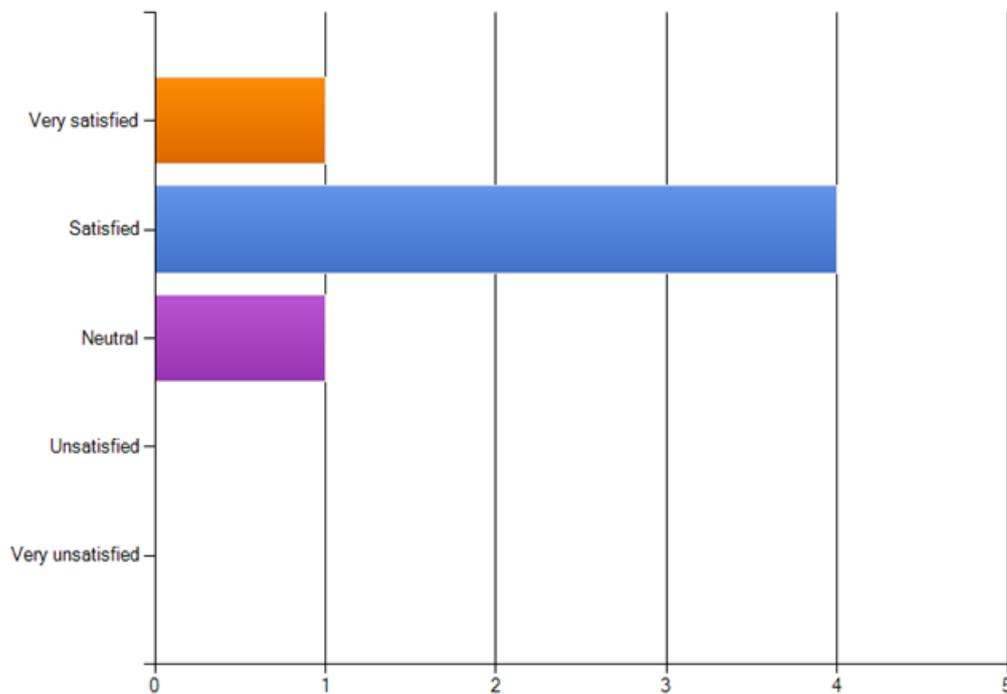


Remarks/Explanations
Repetition of a lot of the items already tackled during the kick-off meeting.
All partners contributed well at the meeting.
Not all partners were prepared but this was solved during the meeting by using the Syntra format.

The majority of all partners state (same as in the evaluation of the Kick-off meeting) 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 in the meetings or/and by the project partners in this second meeting. As mentioned before, there was a lot of repetition of topics in relation to the Kick-off meeting. And as stated by a partner, not all partners were well prepared for this meeting (but this was solved by using the Syntra format).

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 meeting and this second meeting)? I'm...**

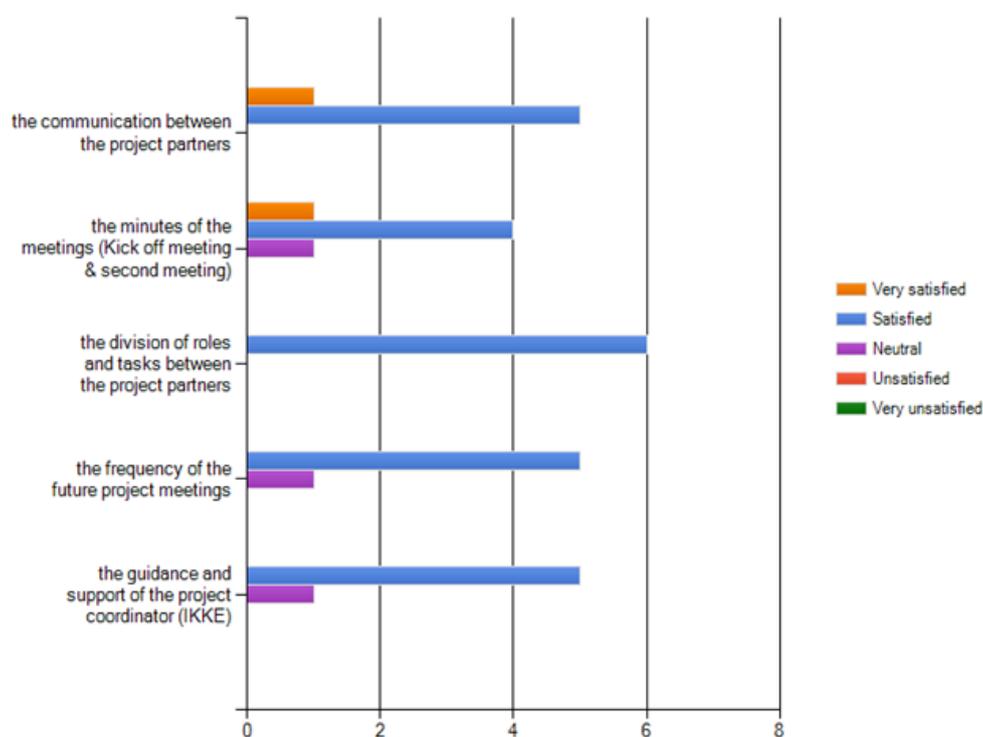


Remarks/Explanations
All partners work well together as they have worked together on previous projects.
All partners have worked together on previous projects and contribute towards the aims and objectives of EPEP.

The quality of teamwork is overall sufficient, according to all partners, but it is remarkable, that the opinion of the partners is slightly less positive than after the Kick-off meeting. One participant is very satisfied, but the majority of the participants are reasonable satisfied. One participant is neutral, maybe because he or she based his or her opinion on future experiences. All partners explain that the previous working experiences between partners in previous projects form their (positive) opinion at this question.

## Question 9 – Answering statements

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



Remarks/Explanations
IKKE are receiving project management support from Pro Work.
Minutes are stronger for this second meeting. All partners are contributing. IKKE receiving guidance and support from Pro-Work for project management.
Minutes of meeting of the 2nd meeting is not applicable.

All partners are overall satisfied with the statements, especially regarding the communication between partners. Also the minutes of meetings and the division of roles and tasks between partners is positive reviewed. 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 (maybe because of the fact, as two participants stated, that IKKE is supported by Pro Work?). In relation to the minutes of meeting of the Kick-off meeting, one of the participants state that the second minutes of meeting are better. Another participant remarks that the minutes of the second meeting is not applicable, but it is unclear what is meant by this statement.

Question 10 – Opinion about project progress and process so far

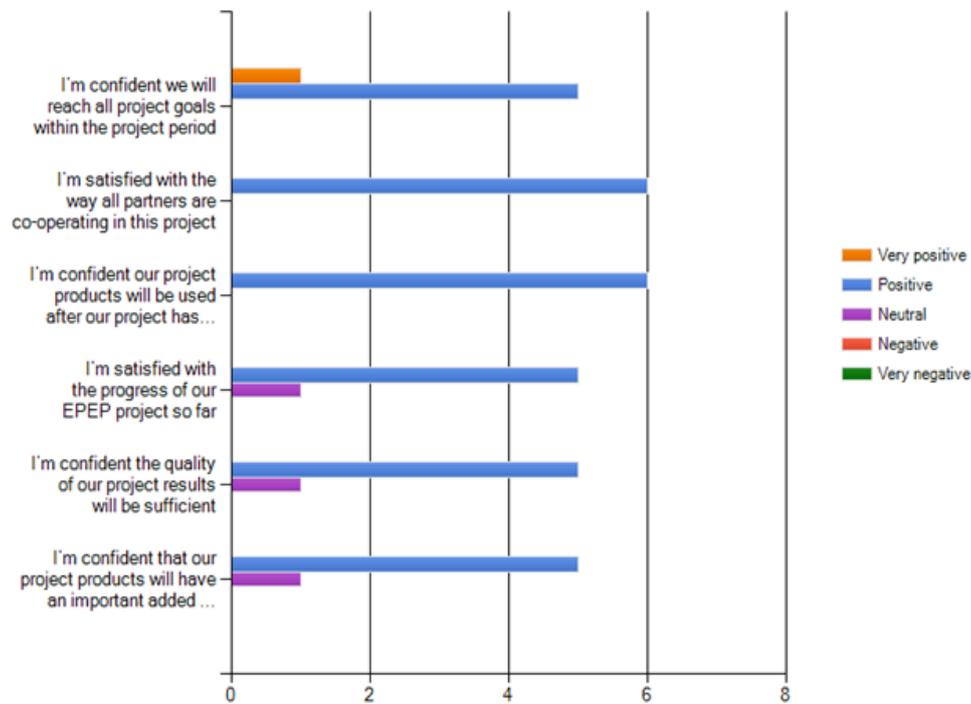
*What is your general opinion about the project progress and process so far (including the future meeting locations, project activities, -content, development, et cetera)? Please describe your opinion in the text box below:*

<b>Remarks/Explanations</b>
We start very well looking forward the results, it is project what actual interest.
All targets appear to be on schedule.
We see that we are on the right way and will manage this project!
A good meeting schedule and timing of activities is necessary.
There was some confusion about the type of role for an Air Conditioning Assessor, whether it would be an installer or a professional person.
Clear objectives reached in the 2nd meeting. WP2 fill in the format and after that research report will be the start of WP3 (dictionary).

According to the answers of the partners, it seems that they are differently certain or uncertain about different topics. The first remark is difficult to understand, but it seems to be that this partner is optimistic about the future of the project. Two partners relate to the schedule and timing of the project (whereby one states that the schedule is respected until now and the other one points out the importance of tracking the schedule in general). Two other participants refer to detailed project progress and process topics concerning confusion about typing the Air-conditioning Assessor and the objectives/agreements that are reached/made concerning WP2 en WP3.

## Question 11 – Opinions about statements

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



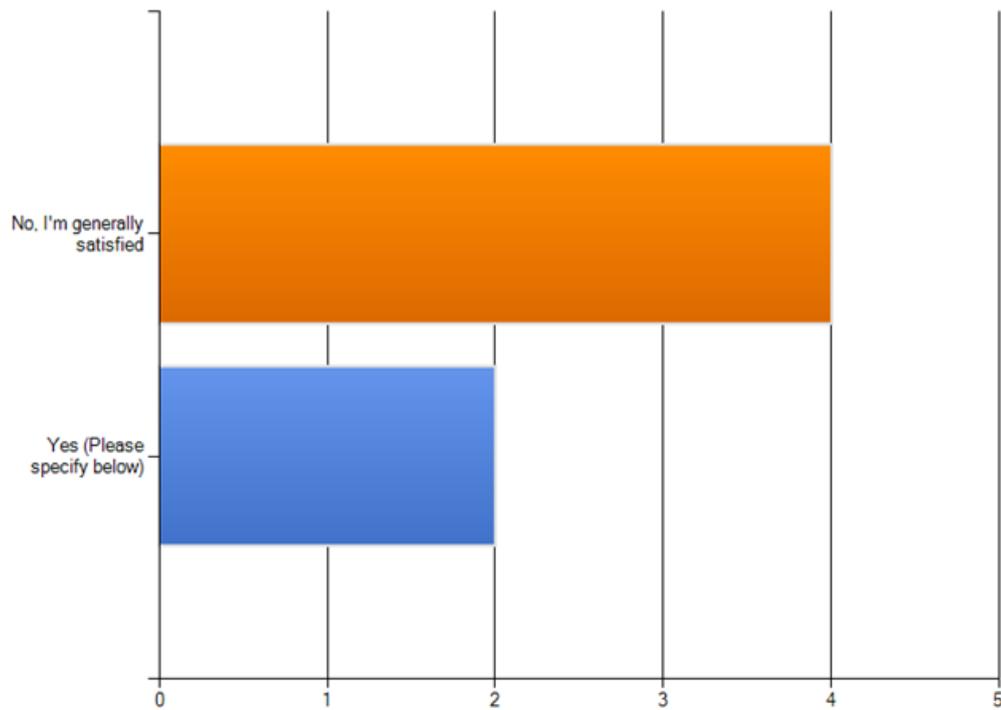
Remarks/Explanations
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Not all is in our hands, a lot also depends on decisions made on higher levels.
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All partners are very positive about reaching the project goals within the project period, but they are slightly less positive in relation to the first evaluation. They are all satisfied with the way all partners are cooperating in this project and with the fact that project products will be used after the project is finished. Yet they are more positive regarding the cooperation and less positive about the project use after finishing the project, compared with the first evaluation. The progress so-far is reviewed positive/neutral in (same as Kick-off meeting). Concerning the quality and added value of the project products, the participants are reasonable positive. These last two subjects were reviewed slightly more negative compared with the first evaluation.

Question 12 – Suggestion to improving project coordination

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



Remarks/Explanations
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Ensure partner travel plans do not inhibit future meetings.
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- Good communication is important -
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Communication remains a very important topic that should be secured in the future!
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The partners emphasize the fact that communication is very important (same as in first evaluation). One partner also states, that the partners should pay close attention to travel plans the next time, so they don't intervene the future meetings again. Overall the most partners are satisfied with the project coordination so-far also in relation to the first evaluation of the Kick-off 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
No remarks.
Nothing further to add.
Everything is OK so far!
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Nothing to add
NA

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. The overall analysis of the reviews are slightly less positive than the evaluation after the Kick-off meeting, but no questions are at a lower level than the 'neutral' option.

### **The second meeting**

All participants state, they are overall satisfied with the efficiency and effectivity of this second meeting, but it seems that they are slightly less satisfied than after the Kick-off meeting. This can be related to the remarks concerning the travel time of the partners that shortened the meeting time and the topics that were covered twice (but also in more detail). Besides that, this evaluation made clear that every participant had an active role. Hosting organisation Syntra-West did a good job coordinating this second meeting, but they can improve their meeting room - and lunch facilities. Finally a participant stated, that not all partners were well enough prepared for this meeting and that there was a lot of repetition of the previous meeting. But the majority of partners state that all partners kept their promises and fulfil their tasks as planned so far.

### **General EPEP project remarks**

All partners are reasonably satisfied with the project subjects and activities so far, but they are less positive in relation to the first evaluation. They criticize the discussion about the financial matters (too long /not properly) and the poor discussion about the Kick-off meeting matters. Regarding the role and tasks, every participant is very happy with the clarification of this matter and they give positive feedback regarding the quick completion of the minutes of meeting by Valerie. Every participant is confident the project goals will be reached, but the project progress, - products, - quality, - added value and - schedule are slightly less positive evaluated (also in comparison with the first evaluation). Specifically, a participant comment characterization of the air conditioning assessor, namely whether it should be/called an installer or a professional person. Finally, it is noticeable that not all remarks are understandable written for the evaluator (f.e. question 1 and 9) or explanations are on a poor / limited way described.

### **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 in the first evaluation some participants are hopeful regarding the quality of the teamwork, mainly because of the former working relationship. But some participants state, that on behave of the communication they have to pay close attention concerning the securing of this in the project future.

**Things to do**

- A research report should be delivered (and discussed) by all partner countries;
- Decision about the characterization of the air conditioning assessor (should it be (called) an installer/professional person)?;
- Create a better schedule concerning meetings in the future (more time to discuss topics in dept (Kick-off meeting, financial matters) and better planned travel time);
- Pay more attention to remarks at evaluations in general (understandable English and described in more detail);