

Di&Di – Encourager la Diversité et lutter contre la Discrimination sur le marché du travail
Project Number 2013-1-FR1-LEO05-4902

**Minireport on the evaluation of the first two project meetings
with possible conclusions for the forthcoming meetings**

Evaluation Results of the Kick-Off Meeting in Paris, 12-13 December 2013

Number of participants: 11 team members plus guests

Summary of the ratings in the questionnaire:

4 = Best rating, 1 = Worst rating

A. Before meeting	1	2	3	4
Logistic preparation and organization of meeting			2	9
Format of the agenda			3	8
Arrangements of the meeting (venue, equipment, etc)			2	9
Comments:				
- very good practical organisation - difficult to evaluate because we were in charge of these activities ...				

B. During meeting	1	2	3	4
Communication between the coordinator of the project and the other partners			2	9
Quality of presentations and other materials provided during the meeting			4	7
Clearness of the presentations of the coordination		1	4	6
Clearness of the presentations of the partners			4	7
Objectives in the agenda regarding the project reached			2	9
Duration and timetable of the meeting		1	4	6
Enrolment of the participants in the activities and discussions			1	10
Mode of decisions made in the meeting			3	8

Opportunities to express your opinion and influence decisions			1	10
Achievement of the meeting and project goals			3	8
Discussion of tasks for next activities and meetings			2	9
Comments: <ul style="list-style-type: none"> - very successful meeting - a little more short breaks during the sessions - difficult to evaluate because we were in charge of these activities ... 				

Reflections:

The feedback by questionnaire is very positive, it seems that generally participants are satisfied or even very satisfied by the meeting. In the view of future meetings, three points might be worth noting:

- The highly participatory way of working (enrolment in activities and discussions, opportunities to express opinions and influence decisions) could be continued.
- Even more attention could be paid to the quality and clearness of materials and presentations.
- The duration and time table of the meeting could be reviewed.

Summary of highlights and suggestions (“flashlight”)



a highlight	a suggestion
a stimulating challenge of the training/ mentoring/ dimension of the project	maintain intensive contact among partners
willing of transparency, accountability and communication during the project	keep contacts regularly
keeping the same constructive & positive spirit	careful of implementing a WP (4 & 6) with 2 leaders (coordination)
high quality of participation	staying in touch weekly
our team	...what a challenge -> so: STEP BY STEP! We can do it
cooperation between academic institutions and practise	each organisation would list activities to be done from now until the meeting in Berlin
affinity -> like we worked together since ever	more collective contacts among the consortium (no more than 1 per week)

agreement of partners	to get better precision on the steps of the project
the innovative aspect of this project in terms of works (Di & Di) & partnerships	

Reflections:

- Obviously, the partnership is most remarkable – in a positive sense and in different terms such as team spirit, high commitment to the project, willingness of cooperation, personal affinity and unanimity, complementarity ⇒ Suggestions focus on working closely to each other also between the meetings
- The important challenge that the project work poses to the partnership seems to be remarkable ⇒ There is a wish to grab precisely single steps and activities to be done one after the other

Evaluation Results of the 2nd Meeting in Berlin, 8-9 May 2014

Participants: 12 team members + 1 guest

Summary of the ratings in the questionnaire:

4 = Best rating, 1 = Worst rating

A. Organisation	1	2	3	4
Communication in planning the meeting			8	3
Logistics of the meeting (arrival, accommodation, meals, support ...)			1	10
Format of the agenda (“work-life-balance”)	1	2	5	3
Arrangements of the work place (venue, equipment, catering etc)			4	7
Comments and suggestions: <ul style="list-style-type: none"> - very fruitful and cooperative atmosphere - more small breaks - agenda earlier - more preparation work before the meeting ⇒ concrete “Aufgaben” [tasks] - “working day” of the meeting does not have to be that long - Hard to answer – as member of the hosting organisation – there’s always room for improvement ☺ - I would suggest to send the final agenda at least one week before, to be sure to get feedback and collective validation on the agenda proposal 				

B. Work	1	2	3	4
Clearness of roles and tasks of the partners		1	4	6
Quality of presentations and other materials provided during the meeting			4	7
Steering of discussions		1	6	4

Clearness of the presentations			5	6
Achievement of your expectations for the meeting			5	6
Distribution of topics and tasks for the meeting (work schedule)			8	3
Enrolment of the participants in the activities and discussions			4	7
Mode of decision making in the meeting		1	5	5
Opportunities to express your opinion and influence decisions			2	9
Achievement of the project objectives set out for the meeting			3	8
Discussion of tasks for next activities and meetings		1	5	5
Comments and suggestions: <ul style="list-style-type: none"> - very fruitful work - [decisions] should be written in a common paper ⇒ Flipchart - I feel like we didn't take enough time to discuss about the activities to be done from now on by each partner - It would be good to involve 2 persons by organisation in the charge of setting up the meeting, and also in the steering of discussions and interventions, it is a bit too much work for one person! In the minutes we should underline the decisions taken each time 				

Reflections:

The feedback by questionnaire is again rather positive, especially in terms of “atmosphere” and opportunities of contribution. In the view of future meetings, two core points might we worth noting:

- The duration and time table of the meeting could be reviewed (again – see results of the Paris meeting)
- The steering of the meeting could be improved. This obviously refers to a wish for more transparency about the agenda, the roles and tasks of each partner, the decisions made and the forthcoming tasks.

Summary of highlights and suggestions (“flashlight”)



My highlight	My suggestion
collective work of high quality (of 12 women and one James)	Pour appliquer le port-folio de Migrapass, c'est bien de la faire en avance avec son propre expérience

the personal testimony	Invite target groups and/or stakeholders at each EU meeting
collective work, atmosphere, discussions on target group	clarifying into the partnership our meaning of discrimination, maybe using a case study, to highlight some crucial aspects
collective work and Diomar's presentation	clear communication about the common/national products
great cooperative spirit ... that's a team!	incorporation of stakeholders/target group members or testimonials in the meetings
feel the nice atmosphere of the consortium	organisation - structuration - formalisation (evaluation, target groups, steering committees ...)
perfect team - great discussions	get the agenda for the meeting earlier
good insights of different realities in Europe	integrate Newsletter / actual information into the website
fast realisation of the website/blog, flyer etc.	go ahead!
think global act local	formalise frameworks (target groups + steering committees) and don't hesitate asking questions / sharing views ...
enthousiasme of the team	leave more time for debate and for questions
getting a clear idea of what is expected	next meeting: more breaks (can be short ones ...)
avoir eu la possibilité d'apporter dans cette réunion avec mon parcours migratoire	be very clear on definitions! Keep attention on goals of the project (not be taken away by emotions and solidarity)
Deepen essential aspects = target groups + method in a very good and concentrated mood!	be more strict on the agenda :)

Reflections:

- Obviously, the positive perception of the team was confirmed, not only in terms of atmosphere, personal commitment and cooperative spirit, but now also in terms of productivity ⇒ deepening essential aspects, clarifying concepts and ideas, gaining insights, finalising first products ... are highlighted
- The personal testimony was widely appreciated ⇒ Suggestion to get in contact with representatives of the local reality (target groups, stakeholders) at each forthcoming meeting
- A specific challenge the project team seems to face at this stage of the project might be to structure the work efficiently ⇒ there is the wish to continue the deepening discussions and mutual clarifications on the core concepts and definitions (target groups, discrimination, products etc.), but there is also the wish to have them related to structured frameworks and respected agendas.

Considerable aspects for the management of the work processes between meetings:

- Cultivate communication and cooperation among partners as members of one team (Skype conference, additional meeting between some partners ...)
- Support ongoing thematic discussions also at distance (thematic forums ...)
- Use structuring tools such as To-do-lists, reference papers for the individual WPs

Considerable aspects for the management of the forthcoming meetings:

- Define aims: What is the intended outcome of the meeting and of each topic (information, discussion, clarification, decision, To-do-list ...)
- Define roles: Who is responsible for a balanced agenda? Who will do the overall facilitation of the meeting? Who will facilitate individual topics on the agenda?
- Define tasks: Which are the tasks of a facilitator (keep the time, keep track of the agenda, keep track of the topic / steer the discussion toward the intended, summarise and visualise discussion results such as decisions, open questions ...)

Berlin, July 2014
The bildungsmarkt team