QM + EVALUATION OF H-CODE

Competence Development in Health Precaution for disadvantaged target groups and teachers/trainers in adult education and qualification.

Evaluation of Coordination, Work Packages, Transnational Meetings, Dissemination and Exploitation – WP 5.1.

Author: Roger Schmidtchen, INIBIA

LEONARDO DA VINCI im Programm für lebenslanges Lernen – Innovationstransfer
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1. The Quality-Management-Plan (QM-Plan) WP 5.1.

The QM-Plan was developend an implemented as main outcome of Work Package 5 "Project Evaluation".

It structured the entire quality management and evaluation process over the lifetime of the project.

All project partners were involved in the development of the main objectives and the decision concerning the tools and methods of the Quality Management of H-CoDe.

Quality metrics have been decided by the members of the consortium to remove subjectivity from quality assessment, ensure clarity of definitions, measurability and reportability. The QM-Plan was implemented by confirmation of all 7 project partners. **(Annex 1)**

All the partners were responsible for the quality of their work and deliverables and were also involved in the overall quality control and quality assurance process leaded by INIBIA.

Main objective of the Quality Plan and Quality was to develop and implement tools and instruments for the monitoring and evaluation of the quality performance of all project activities as well as of the cooperation and added value for the H-Code partners. Quantitative and qualitative performance indicators have been developed to provide quantifiable goals and to monitor the overall effectiveness and efficiency of all aspects of the project.

Monitoring and evaluation was an integral part of the project to ensure that objectives have been met in the most effective and efficient way possible and that they have addressed the needs of all intended project beneficiaries.

The evaluation and process for the development and implementation of the H-CoDe Curricula and Training Courses was also undertaken. The results will be reported through a separate report.

The entire objective of the Quality Plan and the identified and used tools/methods was to verify that deliverables were of planned and acceptable quality as well as that they were complete and correct. The Quality Plan was mainly be used by the consortium as the guidelines to verify if the deliverables were of acceptable quality and that they met the completeness and correctness criteria established in the proposal.

2. Quality Indicators and chosen Instruments/Tools

The Quality Plan was structuring and planning the evaluation and QM-process for all 7 Work Packages and additionally for transnational elements and the impact/added value for the several partner in the consortium.

For each Workpackage, Process or Outcome different quality indicators were set up and according the objectives of the evaluation the adequate method and tool was chosen by the Evaluator and the Project Consortium. All evaluation was undertaken only internal.

3. Co-ordination and Management of Work-Packages

The evaluation measured the quality of the Management and Workplan, if the work and deliverables were in time, if the partners communicated and cooperated in a proper way, if all partners contributet in an equal way. The instruments were questionnaires to all Project-Partner and WP-Leader, which had to be filled out 3 times each during the project-period. **(Annexes 2 und 3)**

3.1.) Evaluation of the Project Coordination and the Ccooperation among the Partnership:

The evaluation was undertaken 3 times and the project was devided for this in 4 project periods. The evaluation was provided through Google-Drive as online-questionnaire. The evaluation was anonymiously. In the followig figure 1 you can see the 3 evaluation periods and the number of participating partners:

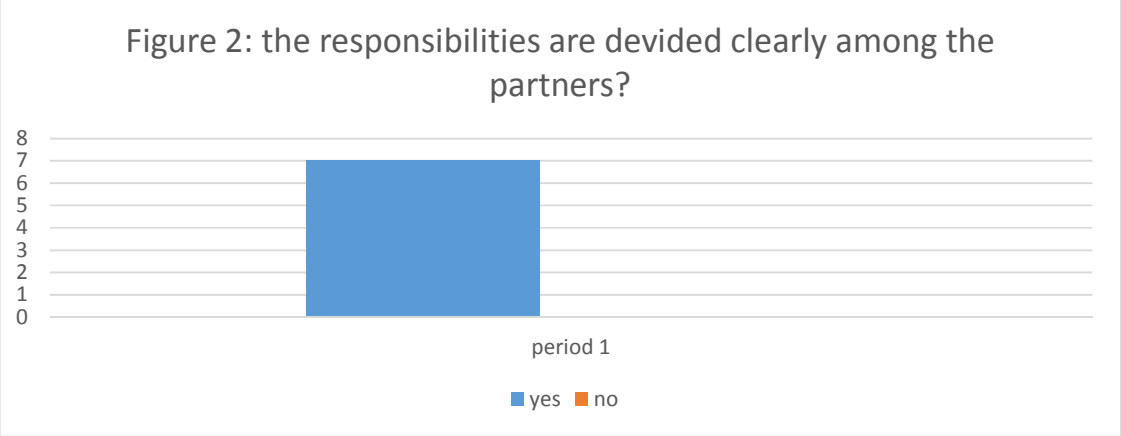
Figure 1: number of evaluations and respondents

No	Period	Number of respondents
1.	01.10.2013 – 31.05.2014	7
2.	01.06.2014 – 31.01.2015	7
3.	01.02.2015 – 31.07.2015	5

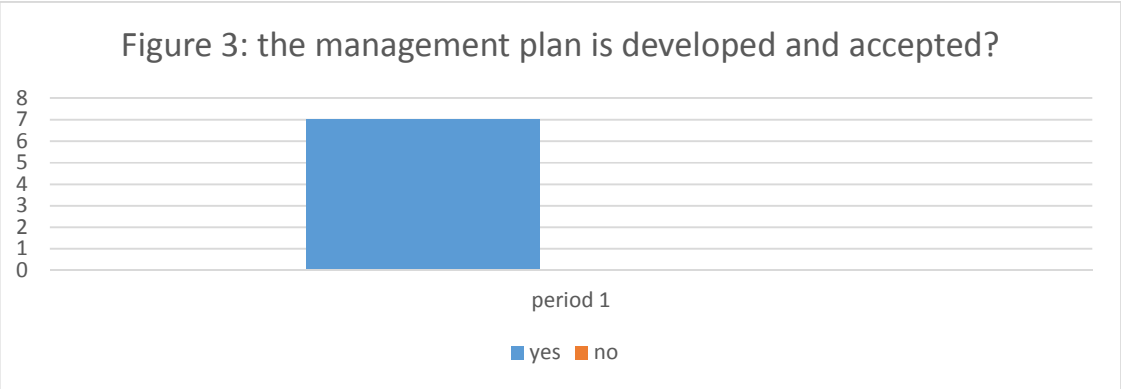
The Questionnaire have had 14 questions, which should be answered with yes or no as well as with the level of satisfaction at all. The first survey have had two more questions concerning the distribution of tasks, the management plan and the entire working plan. It was offered an opportunity for own comments. A midterm evaluation was presented at the 5th transnational meeting in Ankara, Turkey, 25th till 28th of February 2015.

The results through over the project period were the following:

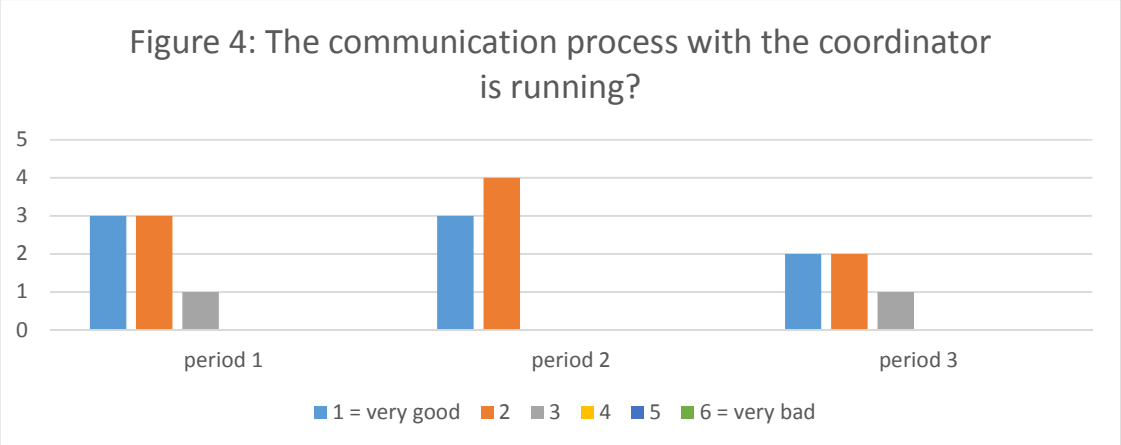
a1) The tasks and responsibilities between the partners are clear devided and accepted? (only 1st period)



a2) The Managementplan is developed and accepted, work plan and time table is available and suitable? (only 1st period)

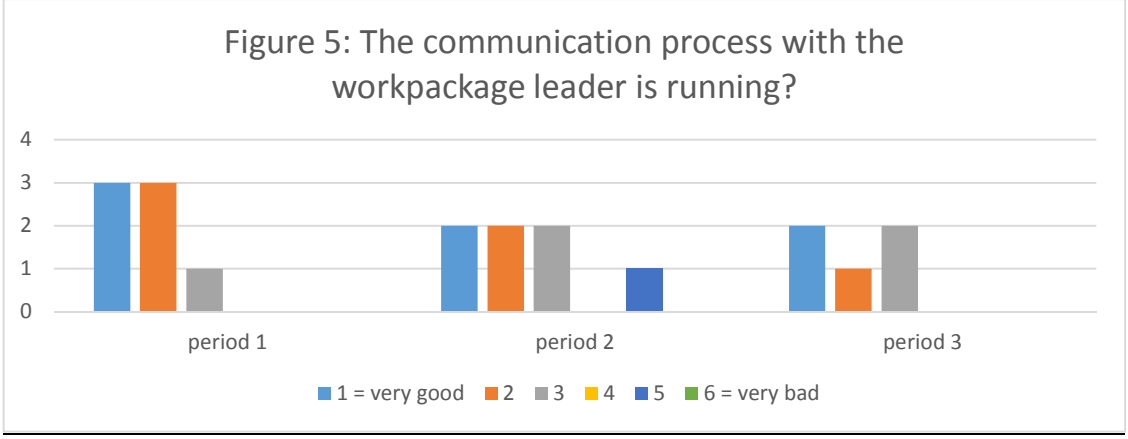


a3) The communication process with the Coordinator is clear and well running?



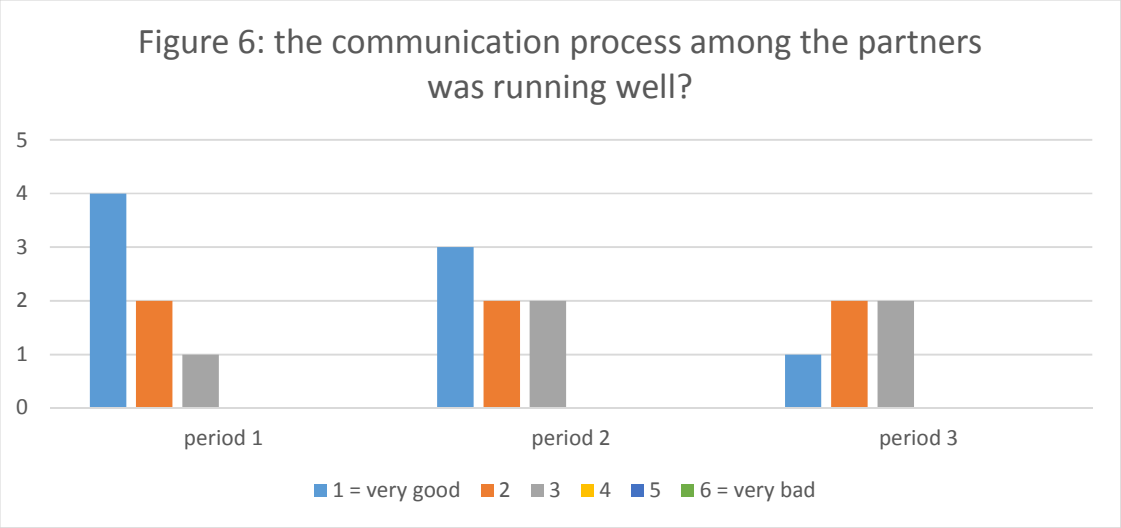
Comments in period 3 were „Some times we must to send the same documents and messages, some times we don't care the information that we send or received, we need to improve this one".

a4) The communication process with the Workpackage Leader is clear and well running?



One comment in period 2 was „there was a period of time when communication was not so good, but this is solved now".

a5) The communication process among the partners is clear and well running?

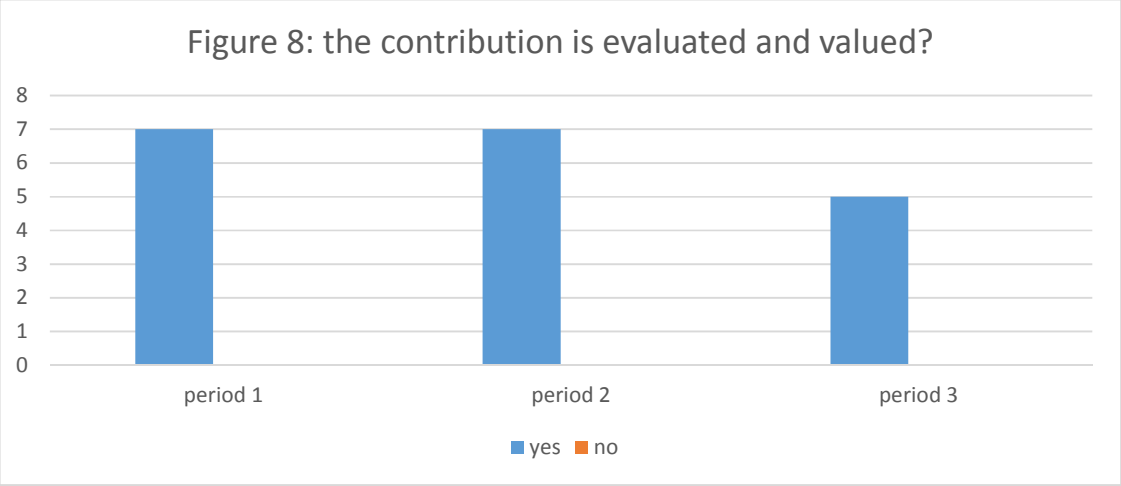


One comment in period 3 was „Some times we get no answers from the partners that work together with us in this WP.

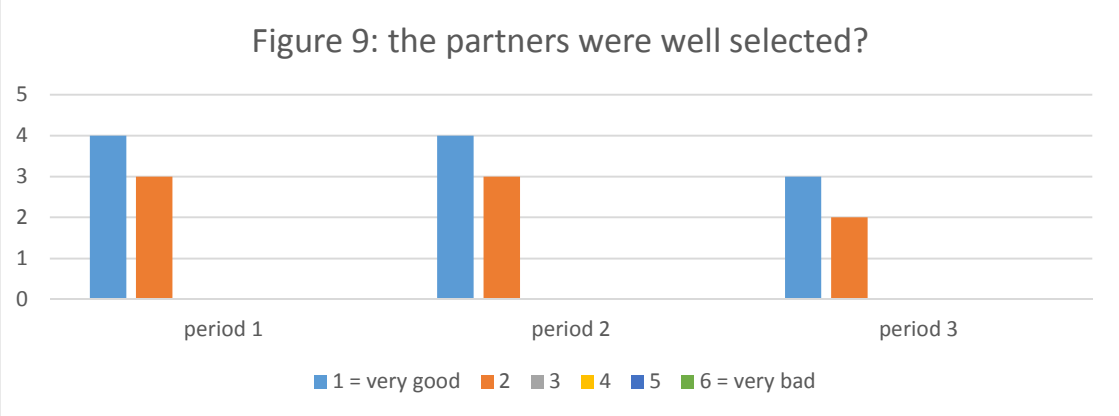
a6) Every partner collaborates actively to the entire workingplan and at the meetings?

Two comments in the third period are showing some critical points of cooperation: „Not everyone is present at the meetings" and „Only sometimes, I say something about this in the second point. Sometimes we have some different levels and times to work, ans answer, etc."

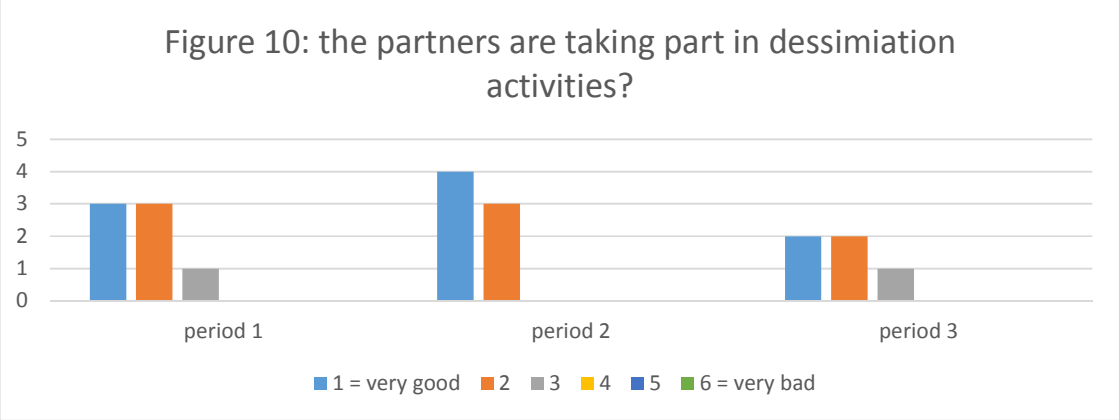
a7) Your contribution is evaluated and valued?



a8) The Partners in HCoDe are well selected, competent in communication language and transnational work?

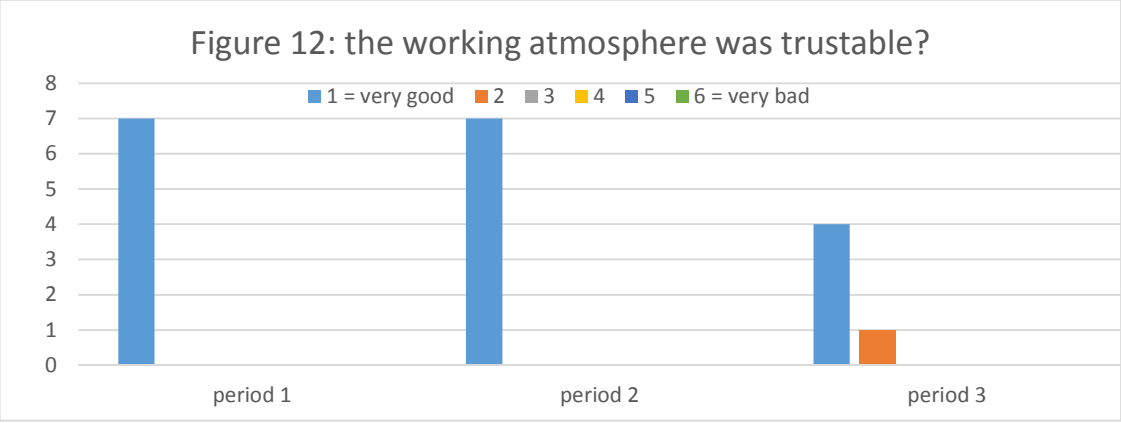


a9) The Partners are taking part in the dissemination and exploitation process?

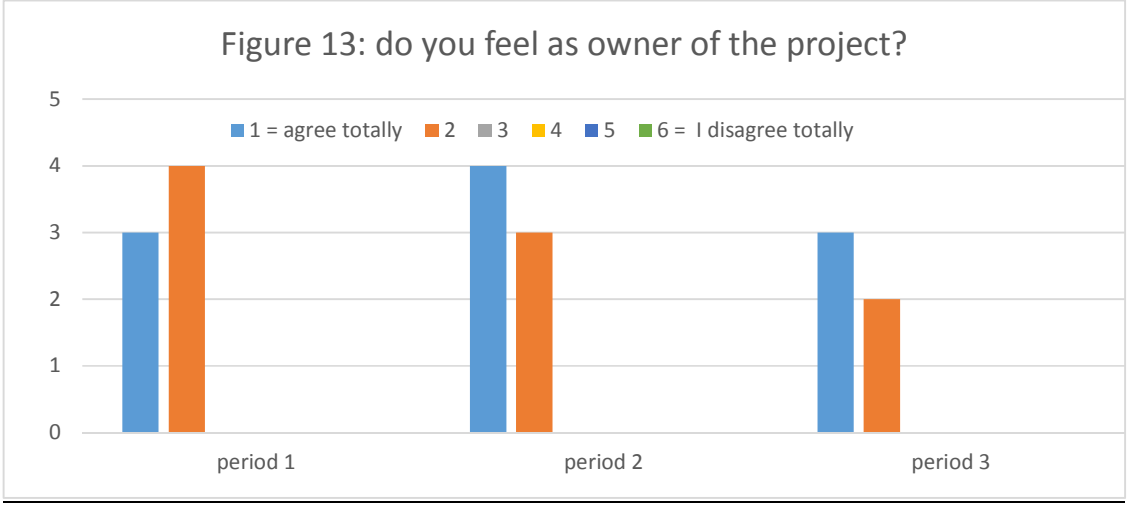


a10) The Partners are willing to cooperate and to find solutions in critical situation?

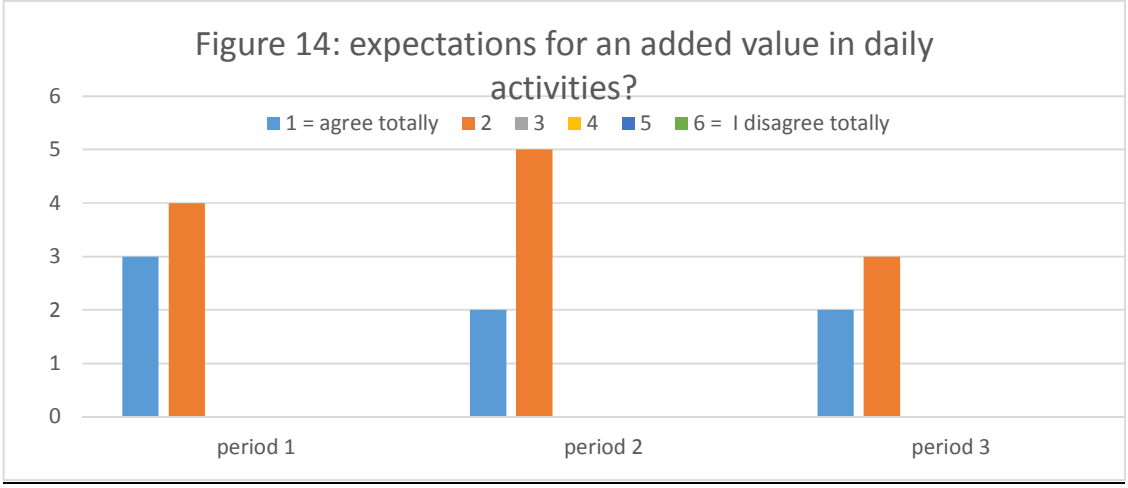
a11) The working atmosphere is trustable and we have a confidential work!



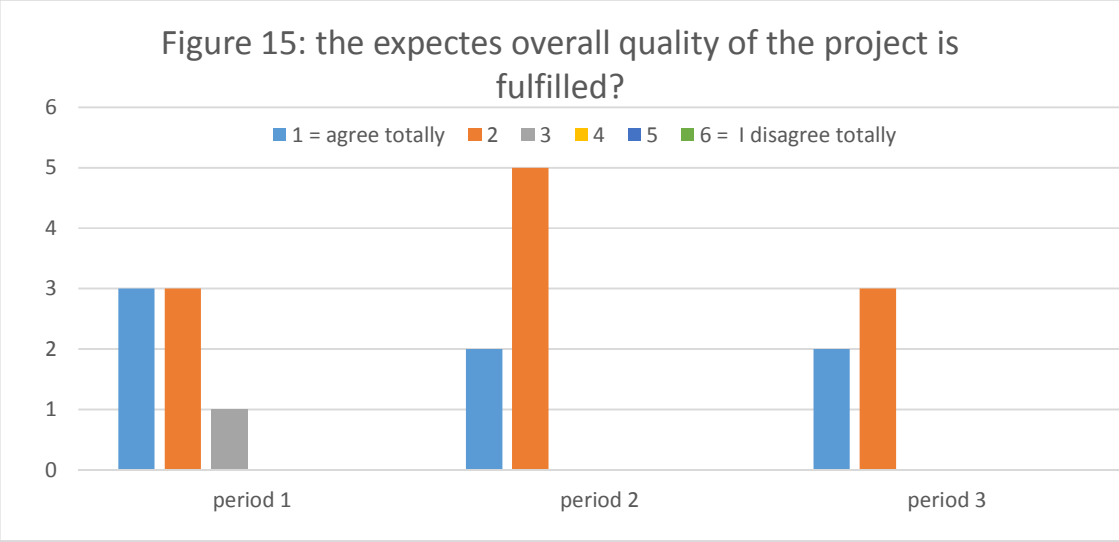
a12) Do you feel as owner of the project?



a13) Your expectations for an added value for your daily work in your organisation are fulfilled?



a14) The expected overall quality and benefit of the project is fulfilled?



3. 2.) Resume Evaluation Project Coordination:

The tasks and responsibilities between the partners were clearly devided and accepted.

The Managementplan was developed and accepted, work plan and time table were available and suitable.

The communication process among the partner, with the coordinator and the workpackage leader was mostly clearly, well running and accepted.

The partner collaborated mostly actively to the entire work plan and the partners felt, that their contribution was evaluated and valued.

But during the second and third project period some partners had difficulties, e.g. in attending the meetings, repeated problems with communication.

These communication problems were put on the agenda of each transnational meeting and the partnership tried to solve these problems.

The partners felt, that their contribution was evaluated and valued.

The Partners in H-CoDe were well selected, competent in communication language and transnational work?

The Partners found, that the others are mostly well taking part in the dissemination and exploitation process?

The Partners showed a huge will to cooperate and to find solutions in critical situations of the project.

The working atmosphere was trustable and the partners found, that they had a confidential work!

They feel mostly very well as owner of the project and for the most of them the expectations for an added value for their daily work in the organisation were highly fulfilled.

The partners found also, that there was an overall quality and benefit of the project as expected.

The Evaluator gave some recommendations during the transnational meeting in Ankara in February 2015

- To implement a communication rules, to answer within a certain number of days latest to E-Mails
- To implement a critic session in transnational meetings
- To install intermediary sessions of PP-Managers by Skype between the transnational meetings.

The partners tried to follow these recommendations.

3.3.) Evaluation of Workingprogress and Cooperation in Working-Packages:

The evaluation was undertaken also 3 times and the project was devided for this in 3 project periods. The evaluation was made through Google-Drive as online-questionnaire. In the followig figure 1 you can see the 3 evaluation periods and the number of participating partners:

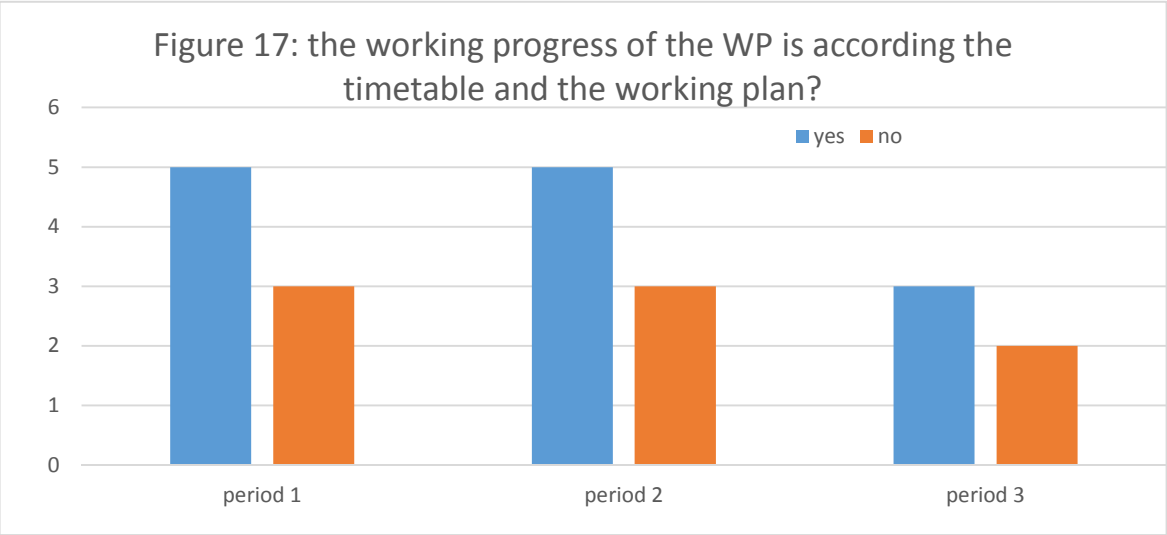
Figure 16: number of evaluations and repondents

No	Period	Number of respondents
1.	01.10.2013 – 31.03.2014	8
2.	01.04.2014 – 30.09.2014	8
3.	01.10.2014 – 31.03.2015	5

The Questionnaire have had 3 questions, which shoud be answered with yes or no as well as with the level of satisfaction at all. It was offered an opportunity for own comments. A midterm evaluation was presented at the 5th transnational meeting in Ankara, Turkey, from 25th till 28th of February 2015.

The results through over the project period were the following:

a1) The work progress of this WP is according to the timetable and work plan.



The start of the project was marked through the process of starting a strong cooperation and collaboration among the partnership. Some of the partners haven't worked before together and different cultural behaviours and working methods as well as language problems must be solved through strong management of the Workpackage Leader and the Project Coordinator.

In the first project period the WP-Leader from WP 1 (Coordination, INIBIA), WP 3 (European Traning Course, MKV) and WP 6 (Disemination, Andragoški zavod Maribor-Ljudska univerza) pointed out, that there were some delays.

The comments of WPL 1 was „The reasons were different. Different experiences of the partners, different knowledge on about questions regarding the philosophie of curriculum development, the different understanding of steps and questions regarding the the application (during the process of development of the application the writer didn't receive no or not enoughcritical comments or questions about the planned steps and now it was difficult for some partners to follow the plans)."

Leader of WP 3 pointed out, that tehy try to close the gap by having skype-meetings and that they are trying to reveice the modules from partners after their modification and improvement).
WP 6 leader meant there was a lack of planning at the transnational meetings before and that it might be easier for the dissemination when there are concrete results to disseminate.

After the second project period the Coordinator found the problems in coordination are mostly solved and that the coordination process was much better, than in the

first period. (Which is according the evaluation results of the cooperation quality under 3.a of this report).

WP-Leader of WP 3 (European Training Courses) was still waiting for the different training modules from the partners.

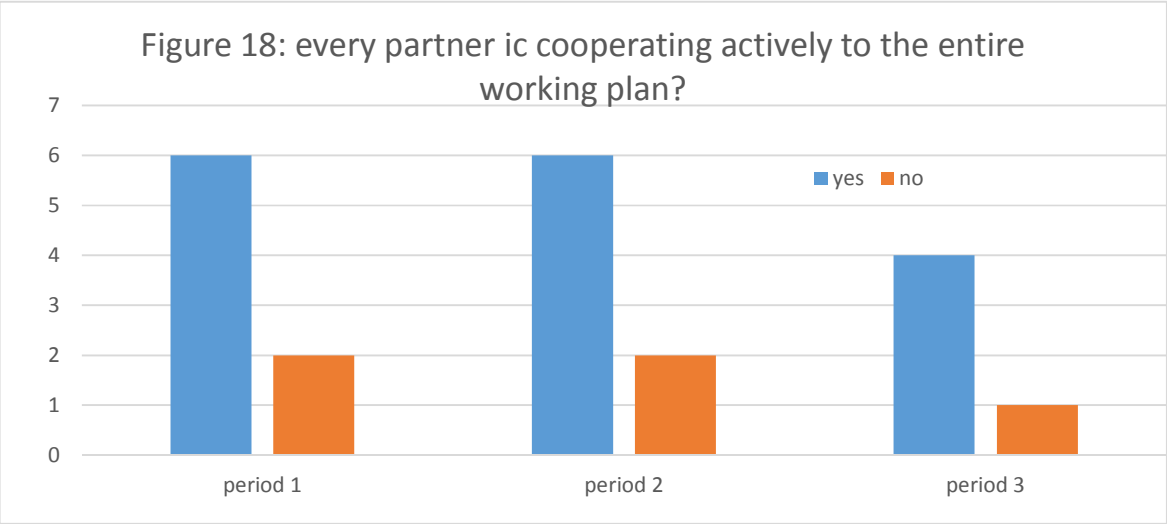
WP-Leader of WP 6 (Dissemination) saw also still problems with the concrete agreements in previous meetings but the dissmenination plan was adapted in second project period.

WP-Leader of WP 2 (Exploitation) saw a delay because of waiting for the first results of piloting and also more information about the possibility to have the national certification of the training was needed.

In project period 3 the coordinator saw the WPL coordination and management still in time, but with some delays in singular cases.

Leader of WP 6 (Dissemination) saw only a delay with the editing of the Newsletters and also a problem with the change of the country and place for the final conference from Brussels to Barcelona, but this problem could be solved finally.

a2) Every partner collaborates actively to the entire work plan.



Through over all three periods most of the partners found, taht the other partners are cooperation actively to the entire workingplan, but there are also one or two different meanings.

The coordinator and the WPL of WP 5 Evaluation and QM have a devided meaning:

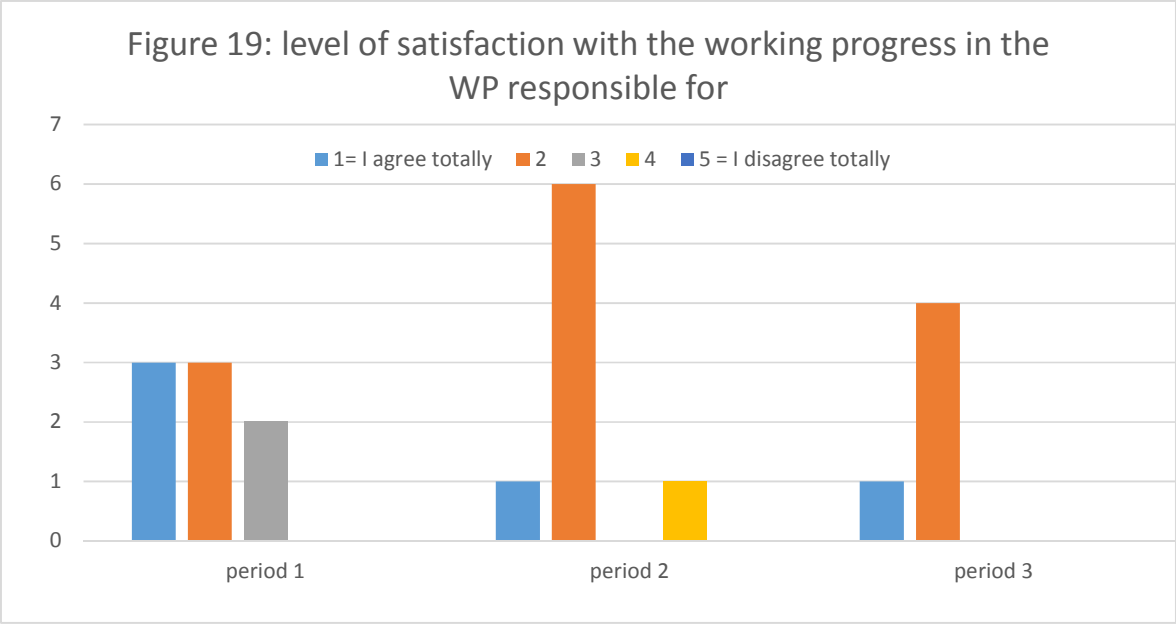
„I don't know. On one hand sometimes I think that I (as WP leader) didn't remember the partners often enough to do the jobs but very often I have the feeling that 1 or 2 partners only work when they are forced or the time run off. The communictio between some (not all!) partners is very low."

„Some participants of transnational meetings didn't answer to the OnlineEvaluation Questionnaires in time or generally not. Counter measures are more reminder Emails and announcements during the following transnational meetings."

In the second period the Leader of WP 5 renewed is critics. The Coordinator saw now a better cooperation level than before but an other partner commented „We have not a lot of communication between the meetings, but it is our (own) responsibility to follow and enforce the process of the work package, so we must to be more active in this way."

In the third period the level of cooperation was better than the two periods before. Only in WP Evaluation and QM there were still some problem in the participation level of the partners to the Evaluation process.

a3) I am satisfied with the work progress regarding the work package I am responsible for generally.



In the first project period most of the WP-Leader were very well or well satisfied with their WP they are repronsible for. But two of them have a more ambivalent view (The coordinator with WP 1 and Arbeit und Bildung as WPL 2, development of Curriculum.

The comments were, „that the partnership is very flexible in adjusting the plan and making concrete steps to follow it more efficiently" and that „the objectives must

again be clearly defined and accepted and understood by all partners in correct order".

In the second period the level of satisfaction has not changed in average, but one WPL was not satisfied with the working progress in the WP, the number of totally agrees was reduced to one vote. The Leader of WP 7 (Exploitation) pointed out, that „we think it is better to develop this workpackage now in the second half of the project,
with more results and more information about the possibilities of exploitation in every
country."

In the last project period more or less all WPL were again satisfied but on lower level and the working progress seemed to be in an approriate level.

3.4.) Resume of Evaluation of Work Packages:

The work progress of the different Working Packages was moe or less mostly according to the timetable and work plan. The score became better in the second half of the project.

Every partner collaborated mostly actively to the entire work plan. The score was more or less the same over the project time.

Some delays and collaboration problems resulted from the finding process of the partnership and the deeper involvement and work with the objectives of the project. That is why the workingplan was also changed a bit, especially the phases for the development of the curricula and the piloting. The dissemination and expolitation activities were also more concentrated to the second half of the project, because of having concrete results to desseminate and exploite.

The entire satisfaction level with the working progress and the collaboration was mostly good and in some workpackages very high.

The Evaluation made some recommendations during the transnational meeting in Ankara, February 2015:

- Better communication and check of state of work by the Workpackage-Leader
- To install intermediary sessions of Workpackage-Meetings by Skype between the transnational meetings.

The partners tried to follow these recommendations.

4.) Evaluation of Transnational Meetings

The transnational meetings were evaluated with two instruments, a questionnaire and a critic session at the end of each meeting with recommendations for the next meetings. **(Annex 4)**

Indicators were the arrangement and preparation time for the meeting, clear objectives and targets, attention and participation level, quality of information and communication, partner participation and contribution, opportunity to have influences on progress, working environment, time management, next steps, technical topics like organisation, accommodation etc.

Totally 7 transnational meetings were planned in the working plan and 7 meetings took place, one in each partners country with exception of Spain with a second and final transnational meeting corresponding to the final conference in Barcelona:

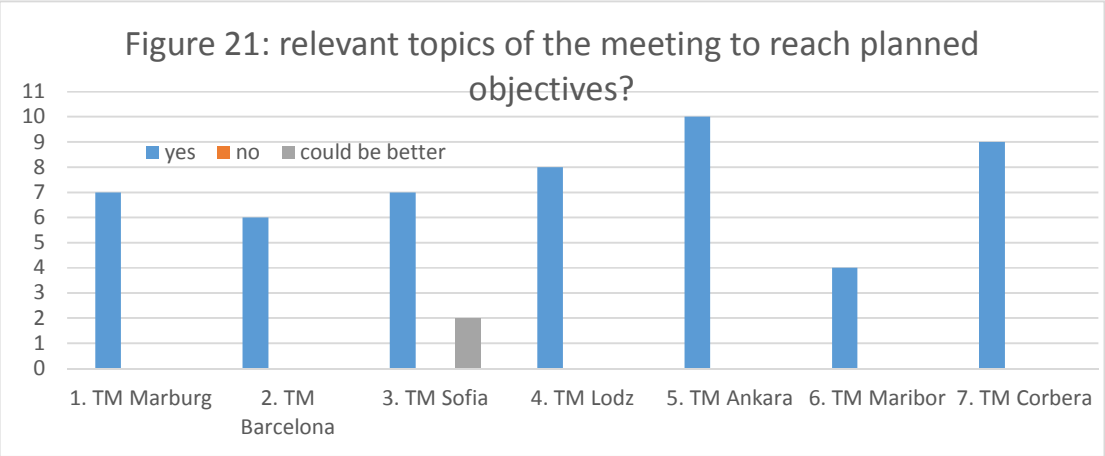
Figure 20: Transnational Meetings

No	Date	Place	Number of Partners*)	Number of participants
1.	18.10. – 20.10.2013	Marburg, Germany Lithuania	7+2	13
2.	11.12. – 14.12.2013	Barcelona, Spain	7+4	19
3.	03.04.- 06.04.2014	Sofia, Bulgaria	7+1	18
4.	25.09.- 28.09.2014	Lodz, Poland	6+2	13
5.	25.02. – 28.02.2015	Ankara, Turkey	6+2	15
6.	04.06. - 07.06.2015	Maribor, Slovenia	4+2	9
7.	02.09. – 06.09.2015	Corbera/Barcelona, Spain	7+2	17

The evaluation reports of each transnational meeting were made after the meetings and sent to the project partners. The Evaluator presented the results and recommendations in each following transnational meeting.

The results of the responds to the questions in comparison to all meetings are compared as followed:

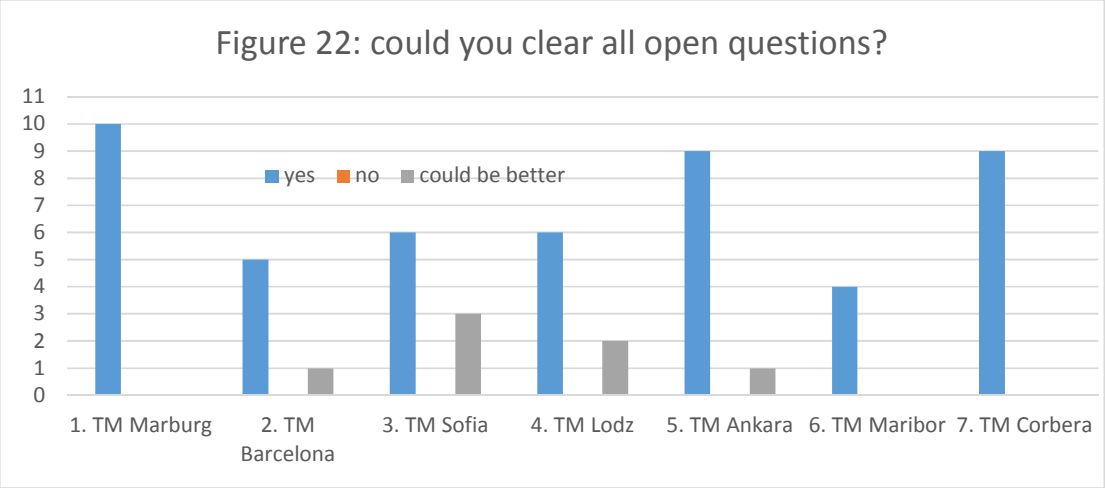
c1) Do you feel that the topics covered were relevant to all and contributed in a good way to reach the objectives of the meeting and the project as a whole?



With exception of the meeting in Sofia all respondents agreed, that the topics covered at the meeting were relevant to all and contributed in a good way to reach the objectives of the meeting and the project as a whole.

Comments were like this „partners are very aware for their tasks and responsibilities",
„I think we work in a good way, the meetings are efectives and all partners work in the same level".

c2) Did the meeting help to clear all details of the project at this stage? Could you clear all questions?

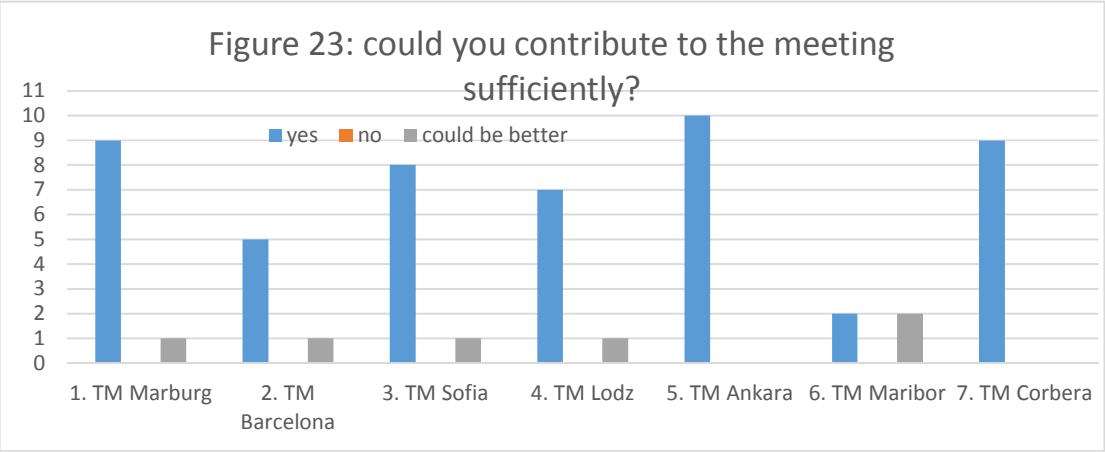


In general most of the participants found their open questions and problems clearified during the transnational meetings. In teh meetings in Barcelona, Sofia, Lodz and Ankara one to three participants voted, that it might have been better.

Some critical comments were like this „too few time", „There were still some questions concerning organisation and goals of the priloting workshops, eg. doubts on the possibility of general extrapolation of isolated national outcomes".

But also positive critics like „I don't have any doubt about the results" and „ All things cleared which are neccessary for an successfull end of the project"

c3) Do you feel that you could contribute to the contents, the working process, the contacts with the partners, etc. sufficiently?

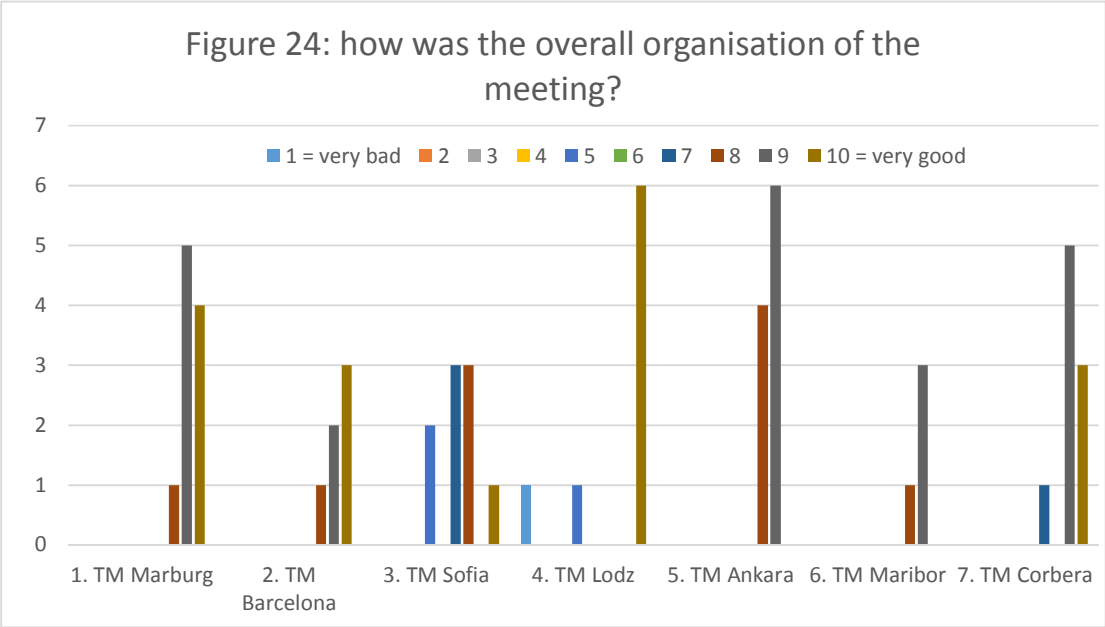


Most of the participants felt, that you could contribute to the contents, the working process, the contacts with the partners, etc. sufficiently. Only 1 or 2 participants in the meetings, with exception of 5th TM in Ankara and final TM in Corbera, voted, that it could have been better.

Some critics were, that all partners should be better prepared for the tasks during the meetings and that the communication between the meetings must be improved, maybe by using more social media and the website.

But finally „we found last and new solutions for the last questions and got some good advices from the invited experts who were excellent".

c4) How do you evaluate the overall organisation of the meeting (preparation, time, management, agenda)?

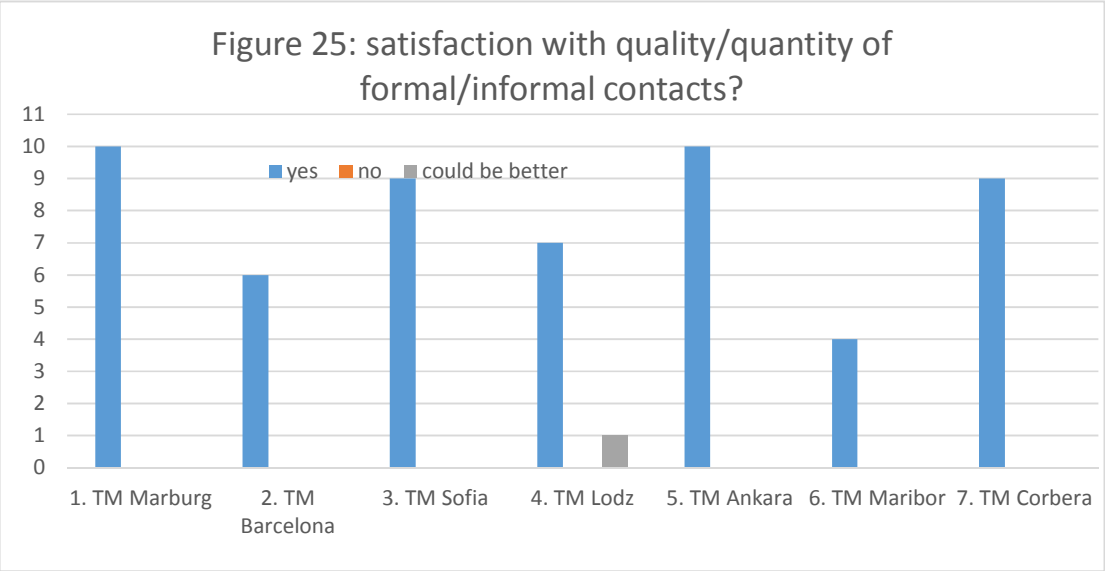


With exception of the 3rd meeting in Sofia and the 4th meeting in Lodz the participatants voted the overall organisation of the meetings with very high scores.

Some critics of the Sofia meeting were: „Maybe I am spoiled by other partner meetings", „Time management could be better. A lot of time was spent on preparation of the program's outline which was hard to be done properly right on the spot and it was necessary to go though it again, aferwards. So this time was rather misspent." But this seems more a critic also for the coordinator concenring the leading of the meeting.

Some other critics especially for the final meeting in Corbera were: „Perfect!" and „I felt perfectly well regarding time, travelling, preparation and expecially the management through the host".

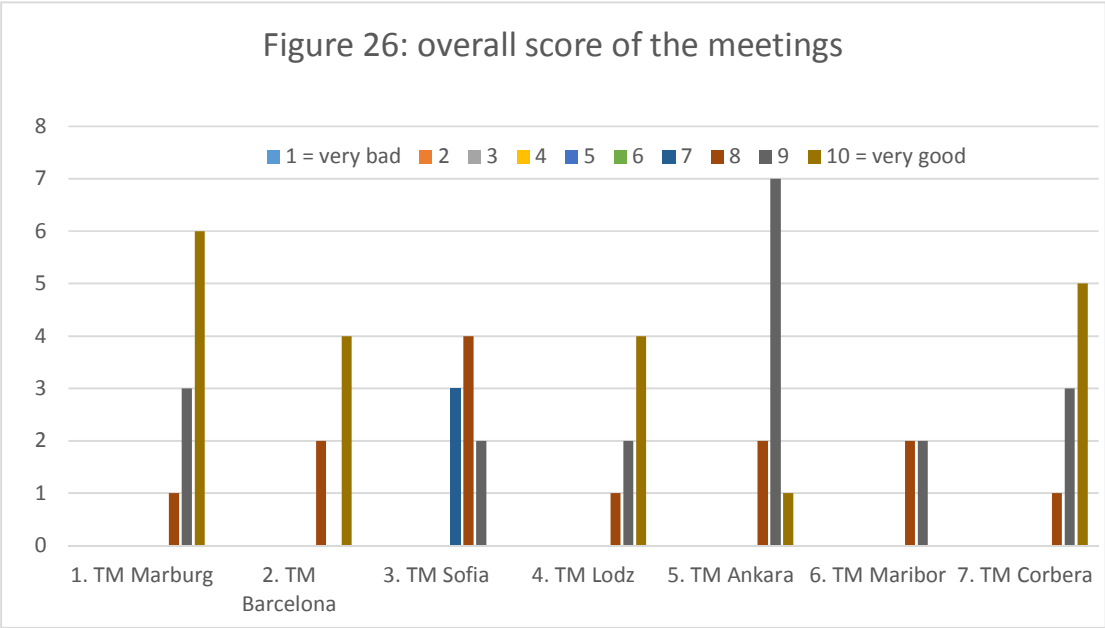
c5) Are you satisfied with the formal / informal contacts?



The participants were with one exception during the meeting in Lodz satisfied with the formal and informal contacts during the meetings.

Many positive critics were like these: „after the Meeting we had good time with whole team and enjoyed so much", „ Thank you to whole team", „For me is very interesting to know more new partners, and new experiences" and at least „Good relation with partners and mutual trust and understanding".

c6) How do you evaluate the meeting as a whole?



The participants were with one exception during the meeting in Lodz satisfied with the formal and informal contacts during the meetings.

c7) What should be done better in our next meeting?

The participants used this option for free comments very frequently.

Some comments were related to the social program or the informal contacts among the project partners, which should be better organized:

- It would be great if it is possible all the partners to stay at the same hotel (first meeting)
- Have more relationship with the partners (second meeting).
- Organisation of informal contact. (fourth meeting)

Others were related to the level of participation and preparation of each participant:

- More programme preparation of each partner for meeting (first meeting)
- Will be good that all aprtners will be present in the meetings!!! (fourth meeting)
- better preparation of all partners, We need to be all partners for to develop better all contents and make decisions,The presence of all partners (fifth meeting)

Some comments were made concenring the way of working during the meetings:

- If we make work together with other partners, we need time for to prepare and make the exchange, Time management, I would like to introduce some small dynamic during meetings to change the energy or allows us to concentrate or to help us give us feed back appreciative among us, More detailed organization of the meeting.

Organisation:

- more regional experts for a better exchange of experiences
- More discussion and less breaks (fifth meeting).

And finally some recommendations were made concerning technical and organisational topics:

- active WiFi
- More detailed organization of the meeting.

These comments became part of the evaluation reports of the transnational meetings and in further meetings the host organisation and the coordinator tried to fulfill these requirements in a better way.

4.1. Resume of Evaluation of Transnational Meetings:

With exception of the meeting in Sofia all respondents agreed, that the topics covered at the meeting were relevant to all and contributed in a good way to reach the objectives of the meeting and the project as a whole.

In general most of the participants found their open questions and problems clearified during the transnational meetings. In teh meetings in Barcelona, Sofia, Lodz and Ankara one to three participants voted, that it might have been better.

Most of the participants felt, that you could contribute to the contents, the working process, the contacts with the partners, etc. sufficiently. Only 1 or 2 participants in the meetings, with exception of 5th TM in Ankara and final TM in Corbera, voted, that it could have been better.

With exception of the 3rd meeting in Sofia and the 4th meeting in Lodz the participatants voted the overall organisation of the meetings with very high scores.

The participants were with one exception during the meeting in Lodz satisfied with the formal and informal contacts during the meetings.

The participants were with one exception during the meeting in Lodz satisfied with the formal and informal contacts during the meetings.

The Evaluator used the results and comments to provice recommendations for the next meetings:

- Common preparation of next agenda at end of the actual meeting
- Taking care on appropriate meeting date
- Strict leading on meeting agenda, taking care, that all participants are following the common work
- More time to discuss weak points among the partnership
- Better organization of social program

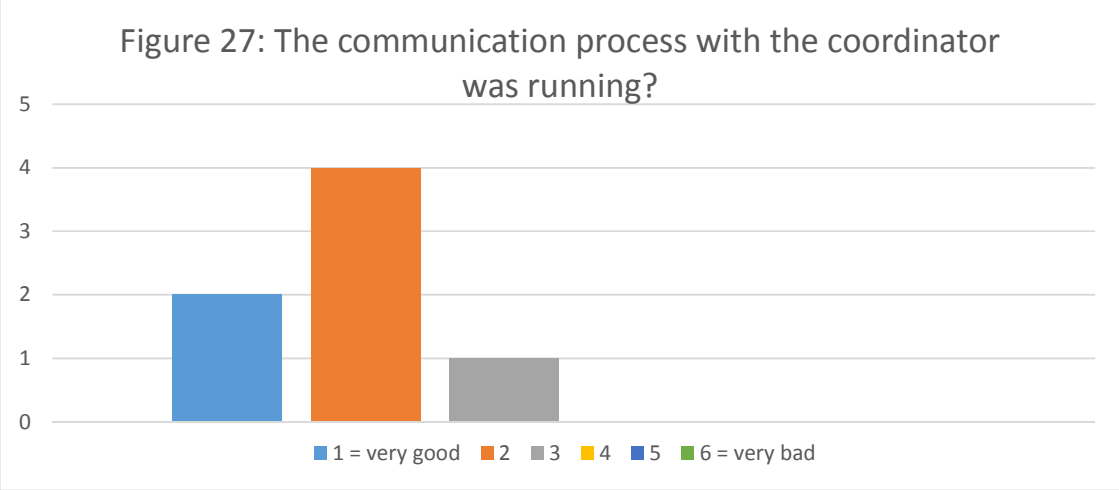
The high scores for the overall quality of the meetings showed, that during the lifetime of the project the transnational meetings became better organised and the participants more satisfied.

5.) Final Evaluation concerning the Added Value for Project Partners and the overall Partnership Quality (form Annex 5)

To get a final summary from all partners about the added value of the project for them, how they felt involved and owner of the project as well as the overall qualtiy of the partnership and the collaborative work a final Online Survey with a questionnaie was provided among the representatives of the six project partner after the end of the project. The partners got also the opportunity to add indiviual comments.

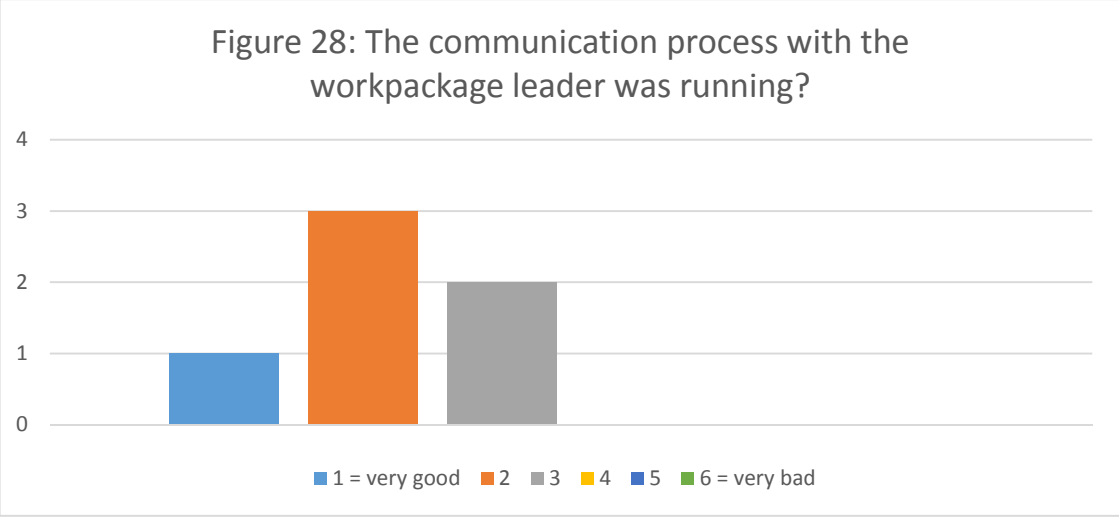
Indicators of this evaluation were "Partners well selected, competent in communication language and transnational work", "Partners participate at all meetings and events", "Partners taking part in the dissemination process", "Partners are willing to cooperate and to find solutions in critical situation", "roles & responsibilities clear shared and evident", "Trustable working atmosphere and confidential work" and "all partner feel as owner of the project".

d1) The communication process with the Coordinator was clear and well running?



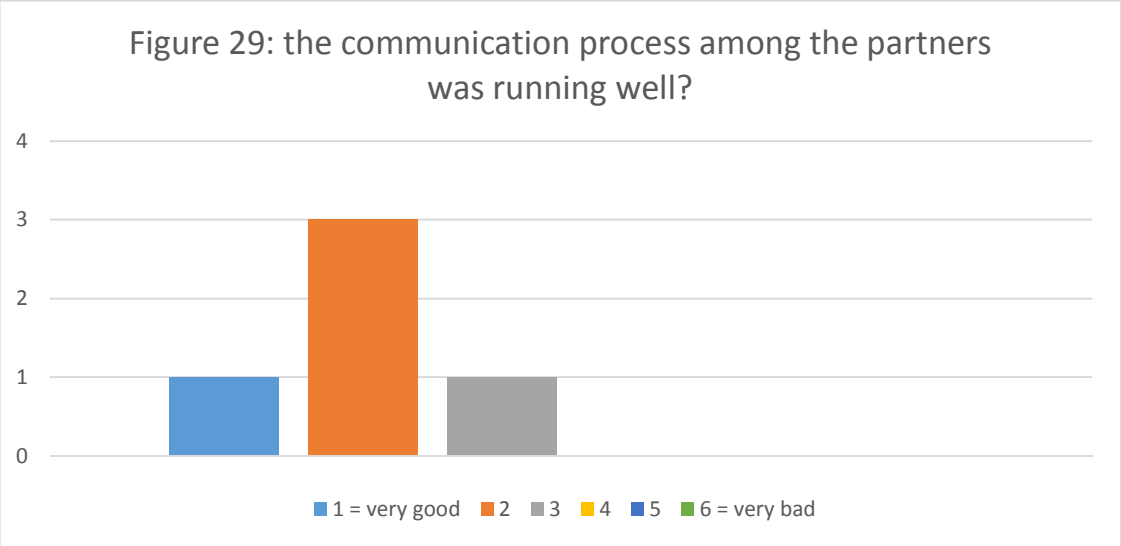
The communication process with the Coordinator was mostly well or very well running.

d2) The communication process with the Workpackage Leader was clear and well running?



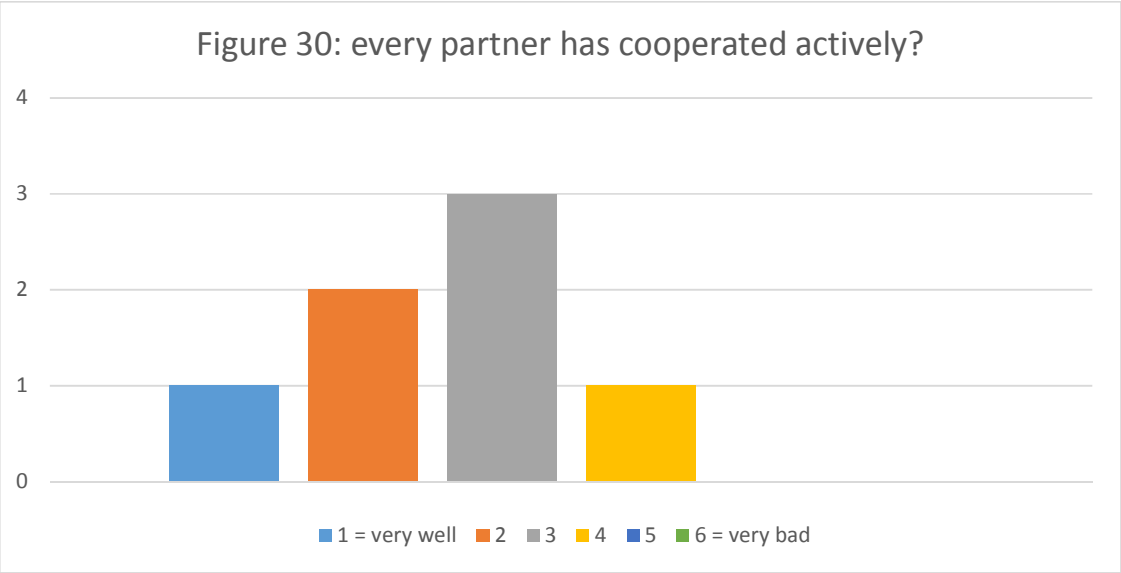
The communication process with the Workpackage Leader was almost well running, but two respondents votes only more with the tendency to sufficient.

d3) The communication process among the partners was clear and well running?



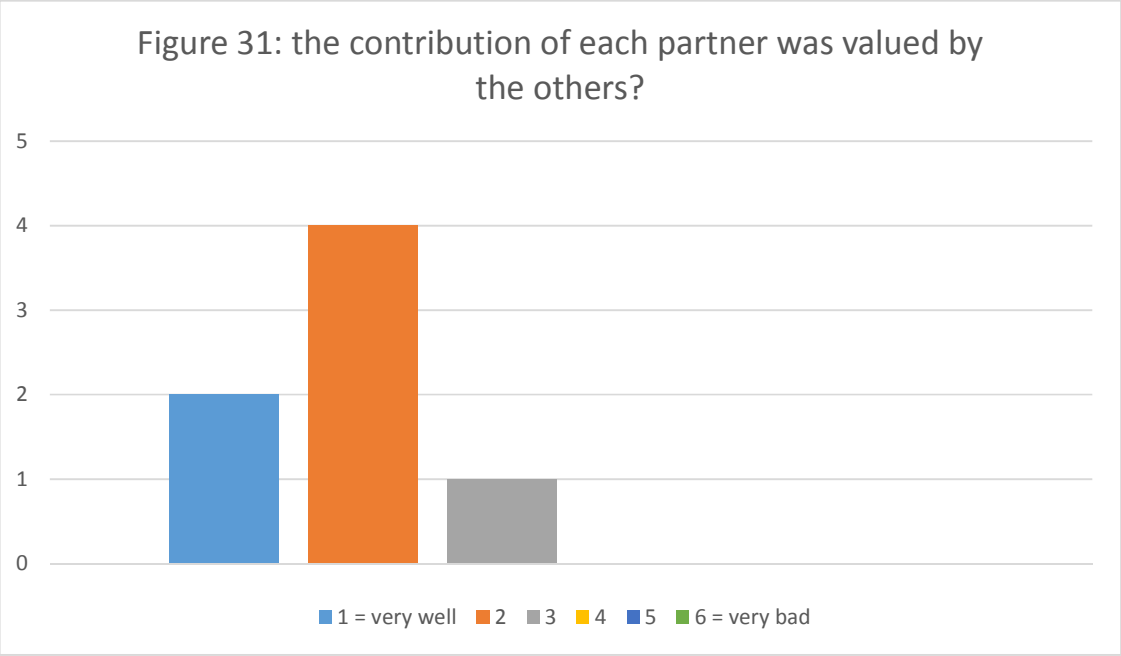
The communication process among the partners was clear and almost well running, but two respondents votes only more with the tendency to sufficient.

d4) Every partner collaborated actively to the entire workingplan and at the meetings?



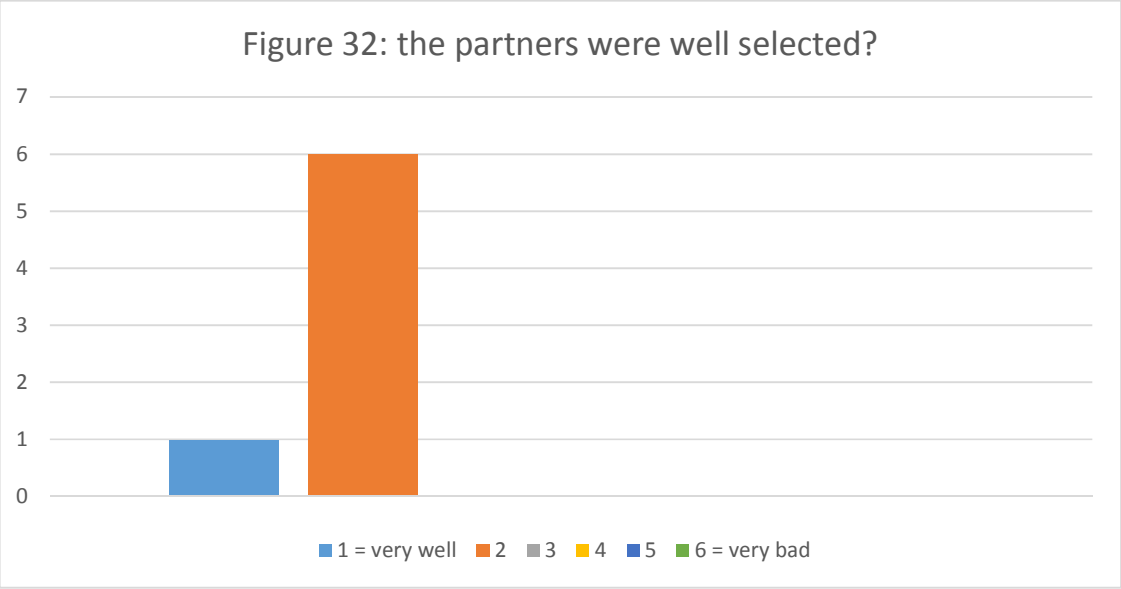
The score concerning the question, if every partner collaborated actively to the entire workingplan, is more devided. Only 1 partner voted very well and two well, three of them scored only sufficient and one sufficiently with a tendency to bad. This score is mirrowing the results of the evaluation of the cooperation quality in the three project periods and also the comments.

d5) Your contribution to the project was evaluated and valued by the other partners?



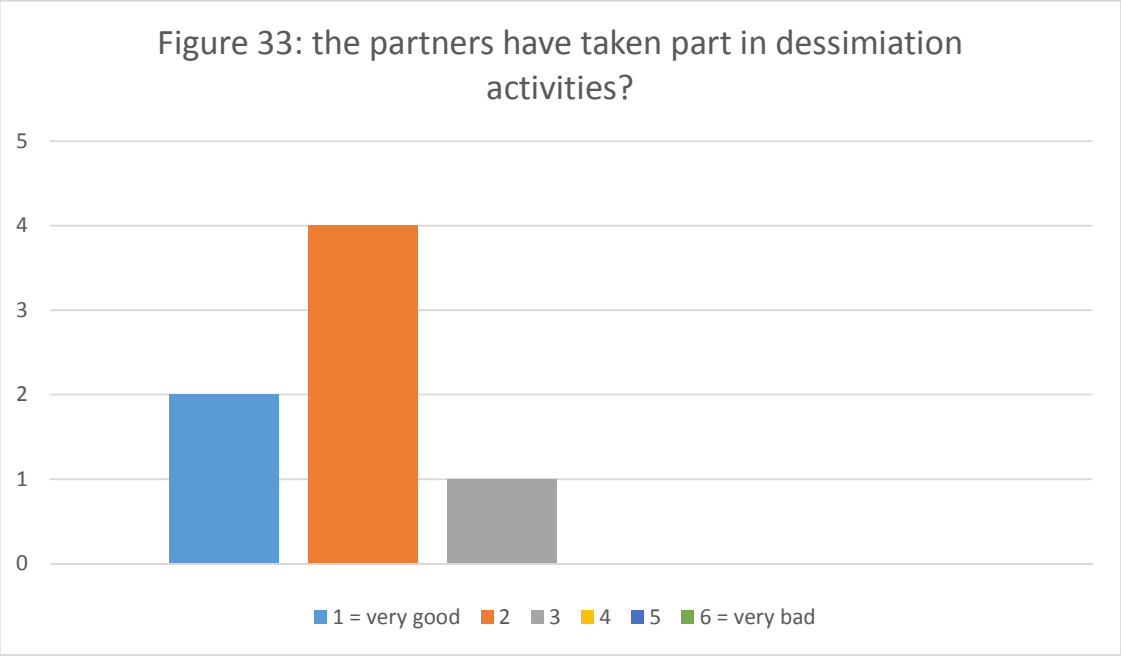
The contribution to the project of each partner was evaluated and valued by the other partners almost in a good way.

d6) The Partners in HCoDe were well selected, competent in communication language and transnational work?



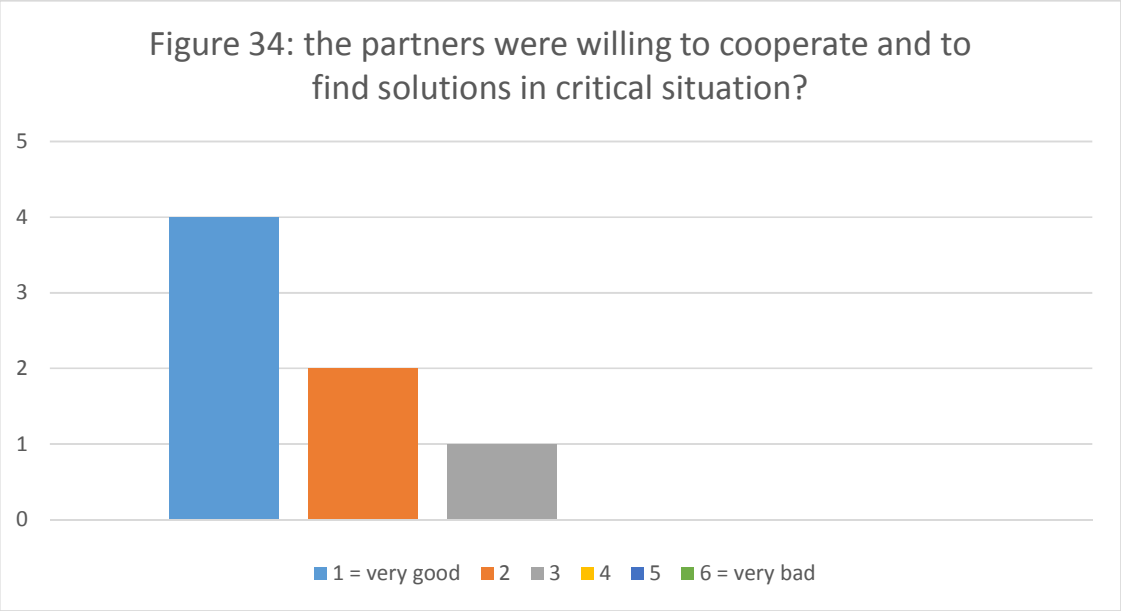
The Partners in HCoDe were well selected, competent in communication language and transnational work.

d7) The Partners have taken part in the dissemination and exploitation process?



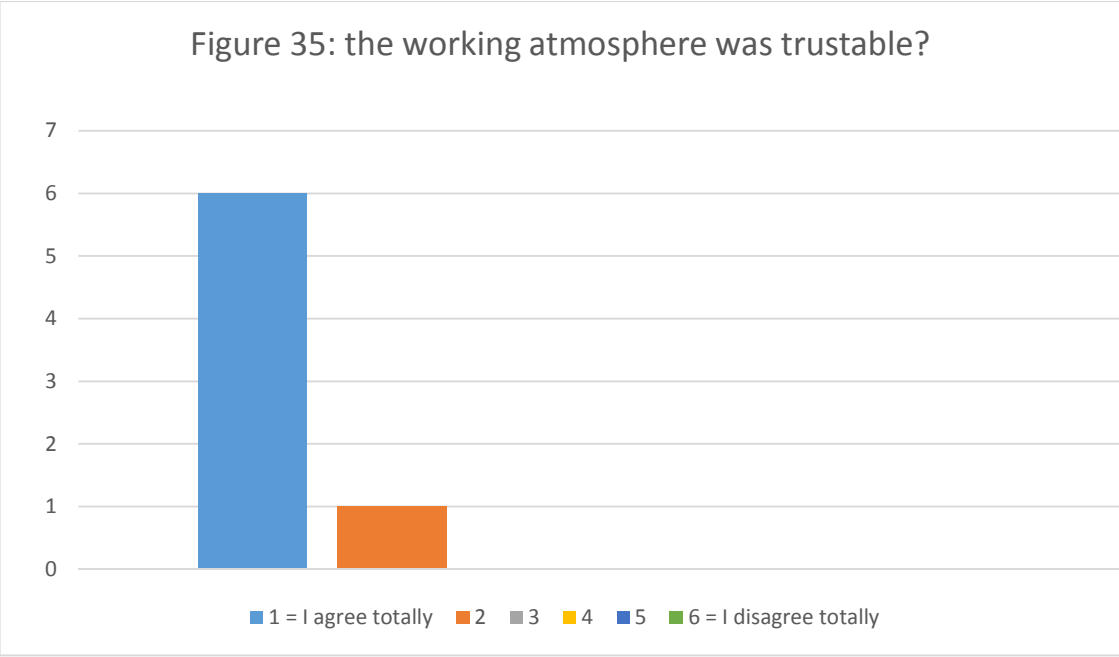
The Partners have taken part in the dissemination and exploitation process mostly in a good and very good way.

d8) The Partners were willing to cooperate and to find solutions in critical situation?



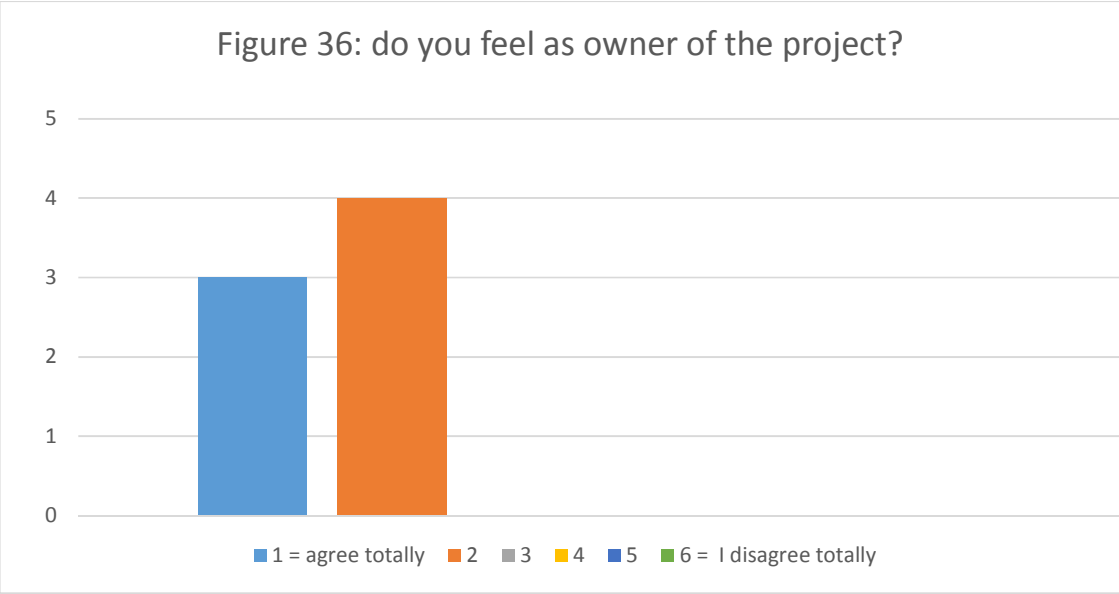
The Partners were willing to cooperate and to find solutions in critical Situation mostly in a very good way.

d9) The working atmosphere was trustable and we have had a confidential work together?



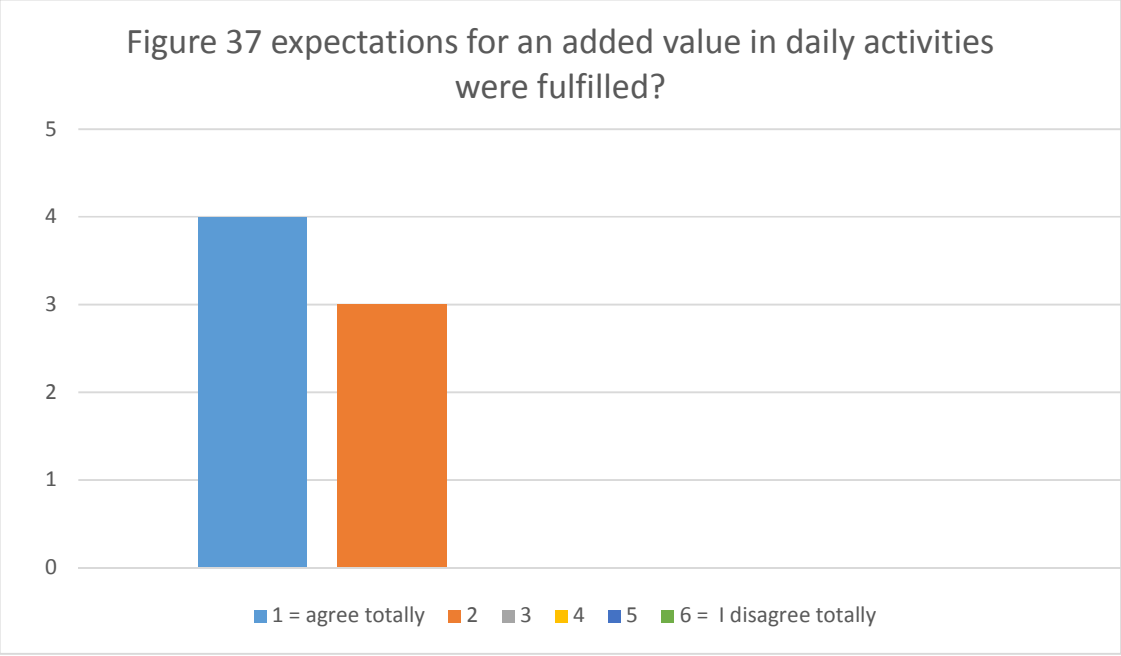
The partners agreed totally, that the working atmosphere was trustable and there was a confidential work together.

d10) Do you feel as owner of the project?



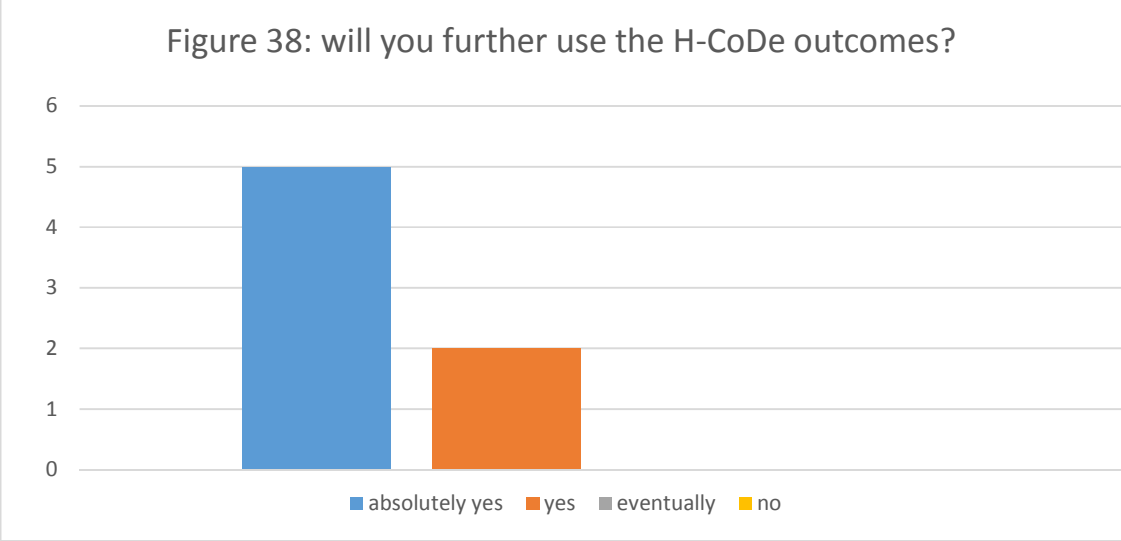
The partners felt as owner of the project totally.

d11) Your expectations for an added value for your daily work in your organization were fulfilled?



The expectations of the partners concerning an added value for your daily work in their organisation were fulfilled mostly totally.

d12) Will you further use the H-CoDe outcomes in the activities of your organization?

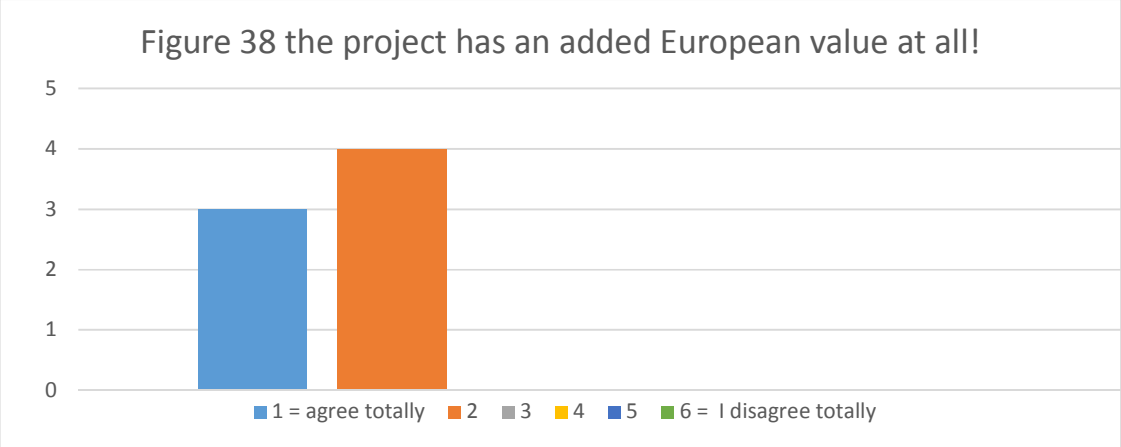


All partners will use the H-CoDe outcomes in the further activities of their organizations.

These are the partner comments how they will use it in further activities:

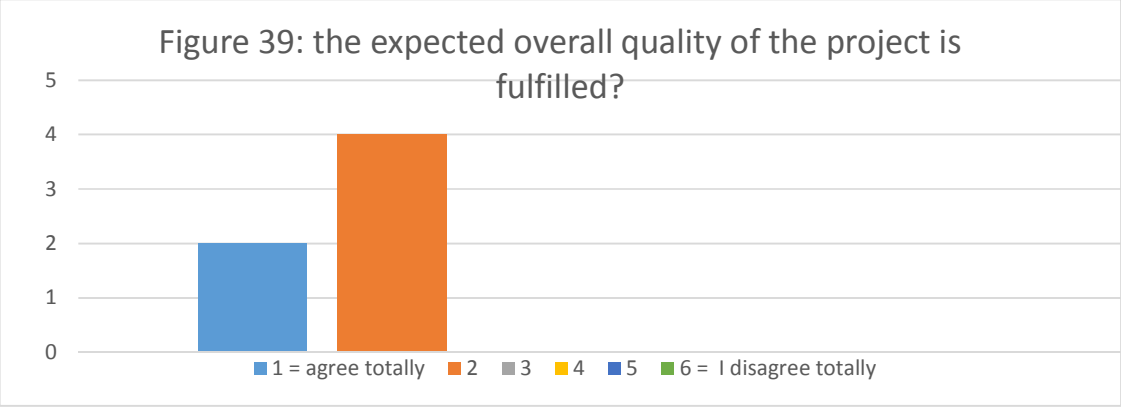
- We use the different modules for to introduce theses concepts and learnings in the training of our staff and also in the activities with the clients.
- We will try to offer training course on the basis o curriculum and try to use what we have learnt in other projects or applications.
- We conduct training for vocational counselors and trainers working in labor offices in all over Poland.
- different certification AZAV, WEGEBAU in the work with longtimeemployed people and for the trainers

d13) Do you think the project have had an added European Value at all?



All partners saw an added European Value of the project on an high level.

d14) The expected overall quality and benefit of the project is fulfilled?



The partners agreed that the expected overall quality and benefit of the project is fulfilled.

5.1.) Resume Evaluation Added Value and overall Quality:

The communication process among the partner, with the coordinator and the workpackage leader was clearly, well running and accepted.

The partner collaborated mostly actively to the entire work plan and the partners felt, that their contribution was evaluated and valued by te other partners.

The Partners in H-CoDe were well selected, competent in communication language and transnational work?

The Partners found, that the others have mostly well taken part in the dissemination and exploitation process?

The Partners showed a huge will to cooperate and to find solutions in critical situations of the project.

The working atmosphere was trustable and the partners found, that they had a confidential work together!

They feel mostly very well as owner of the project and for the most of them the expectations for an added value for their daily work in the organisation were highly fulfilled.

All partners will use the H-CoDe outcomes in the further activities of their organizations.

All partners saw an added European Value of the project on an high level.
The partners found also, that there was an overall quality and benefit of the project as expected.

Summarized all partners scored more or less the over all quality of the project and the partnership and the added value for themselves and Europe very high with in average good and very good.

6. Work Packages 3 and 4 Development and Piloting:

The Evaluation of „WP 3 Development of an European Training Course" and „WP 4 Piloting the Curricula" will be taken by a separate report.

The objective of the evaluation was oriented to the quality of the process and of the outcomes and shall help to finalise the Curricula and the Training Courses in a way, that trainer and learner could use them in an adequate, proper and sufficient way after the project time as regular product in the Lifelong Learning Market.
To measure the learners involvement and the results of the learning process in the pilote courses a special form was developed "Evaluation form for adult learners". Also for the trainers a special form/questionnaire was developed. Both forms were available as print-versions and online-versions.

Selected indicators were "Trainings scheduled and organised in time", "number of participants", "Implementation work follows schedule and work plan", "partner participation and contributions", "akquisition of trainer and participants", "dissemination", "termination and preparation time for the trainings", "clear objectives and targets", "attention and participation level", "Quality of Information and communication", "learning expectations, progress, results of trainers and learners", organisation like location and learning environment.

The chosen instrument was "Questionnaires" for trainer and learner.

7. Evaluation of Workpackage 6 : Dissemination

The evaluation of dissemination was made concerning the number of dissemination products, the number of reached target groups through dissemination activites, the number of visitors of the project website and at least the quality of the final conference in Barcelona as well as the impact of the dissemination activities so far we could get them until the end of the project period. The mid- and longterm impact will be measured through a Online Questionnaire at the Website as well as a questionnaire send via E-Mail to the former participants of trainings, seminars and other registered stakeholder involved in the project.

a) Evaluation of the number of dissemination products:

Figure 40: number of dissemination products plannes/reached

activity	planned	reached
Website	1	1
Website languages	2	2
Project broschures in 7 languages	1	1
Bulletins/newsletter	4	3
Social media (XING, Facebook, Linkedin)	3	3
Final conference	1	1

Finally all of the planned dissemination products were produced and distributed, with exception of one missing newsletter.

b) number of other dissemination activities

The number of other dissemination activities were measured through 2 surveys with a questionnaire via survey-monkey from 01.10.2013 till 30.09.2014 and 01.10.2014 till 30.09.2015. The following figures are showing shows the number of other dissemination activities and reached stakeholder:

Figure 41: number of reached stakeholder with any dissemination activity

activity	1. period 01.10.2013 – 30.09.2014	2. period 01.10.2014 – 30.09.2015	Total number
Public institution	1118	1129	2247
Private institution	3807	225	4032
Private persons	1631	7472	9103
Press	10	23	33
Social networks	23	3811	3834

Figure 42: number of press releases and pressarticles

activity	1. period 01.10.2013 – 30.09.2014	2. period 01.10.2014 – 30.09.2015	Total number
Press releases	9	9	18
Press articles	6	6	12
Other media contacts	3	3	6

Figure 43: number of followers in social media

activity	1. period 01.10.2013 – 30.09.2014	2. period 01.10.2014 – 30.09.2015	Total number
Facebook followers	61	133	194

Figure 44: number of stakeholder meetings and number of participants

activity	1. period 01.10.2013 – 30.09.2014	2. period 01.10.2014 – 30.09.2015	Total number
Number of stakeholder meetings	61	55	116
Number of participants	611	307	918

c) evaluation of website

The evaluation of website measured the quantity of visitors, new visitors and returing visitors. The quality of the website should be was measured via an Evaluation link to an online-questionnaire, but unfortunately the number of respondents was too small to make any evaluation with sense.

Figure 45: Number of visitors of H-CoDe-Website

activity	1. period 01.12.2012 – 30.06.2014	2. period 01.07.2014 - 31.05.2015	Total number
H-CoDe website totally	13789	89716	103505
H-CoDe website new visitors	10109	53267	63376
H-CoDe website returning visitors	3680	10233	13913

d) Evaluation of final conference Barcelona

At the final conference in Barcelona at 04.09.2015 took 40 stakeholder including staff and representatives of the project partner part.

The evaluation was made through a paperbased questionnaire which was structured in 7 chapters **(Annex 7):**

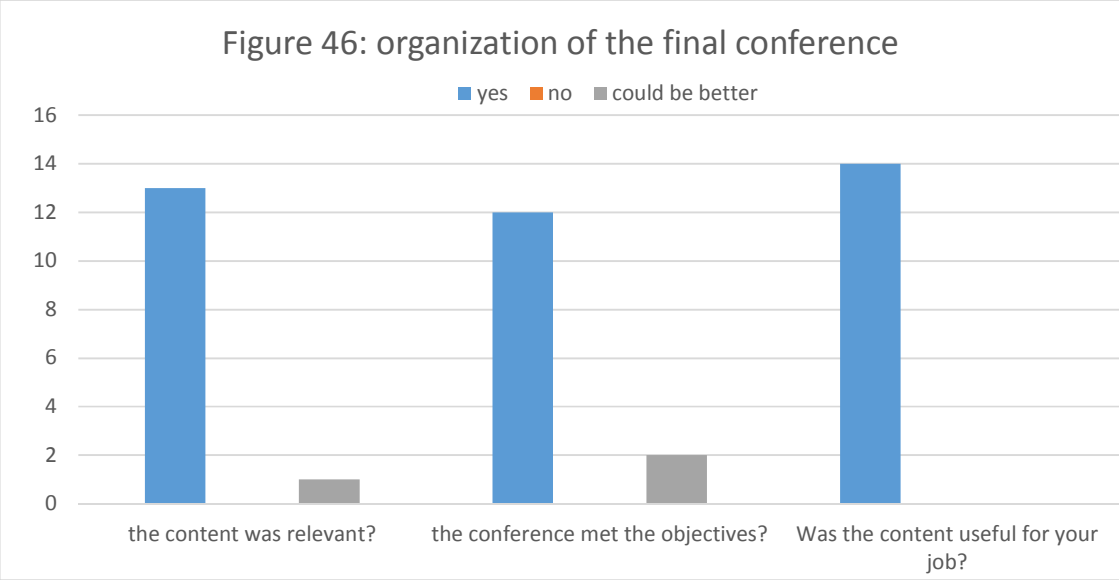
- Organization
- Content
- Speaker and Presenter
- Communication, Social aspects
- Facility, Place of the Workshop
- Open questions
- Overall satisfaction

15 participants took part at the Evaluation.

d1) Organization of the final conference

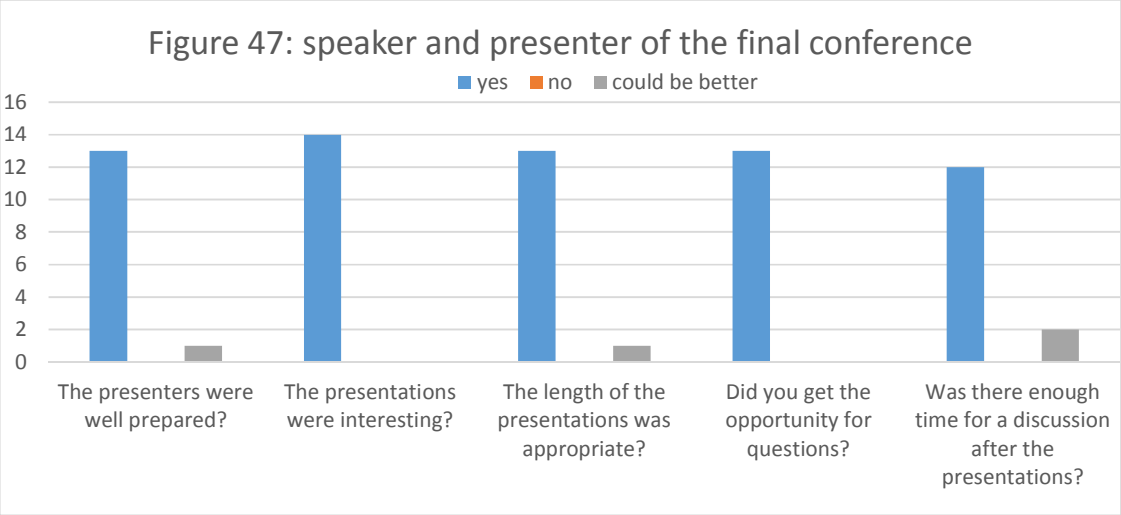
The arrangement of the conference was good, the participants were in formed well about the objectives, the agenda was followed clearly, a summary was given at the end and the conference was in generally organized well.

d2) Content of the final conference:



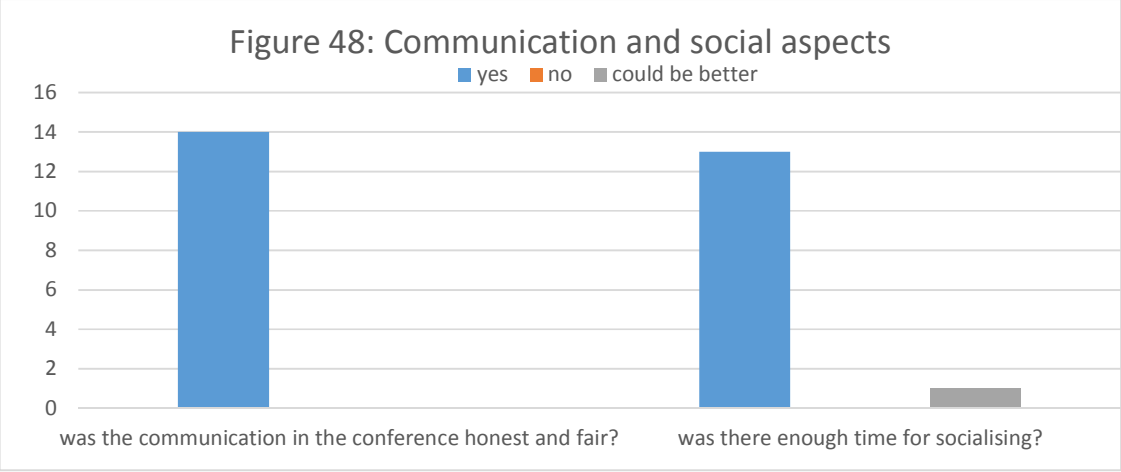
The content of the conference was for 13 from 15 respondents relevant. 12 of them found, that the objectives and expectations were well met and all of them pointed out, that the content was useful for your job or the organization/institution they are representing.

d3) Speaker and presenter of the final conference



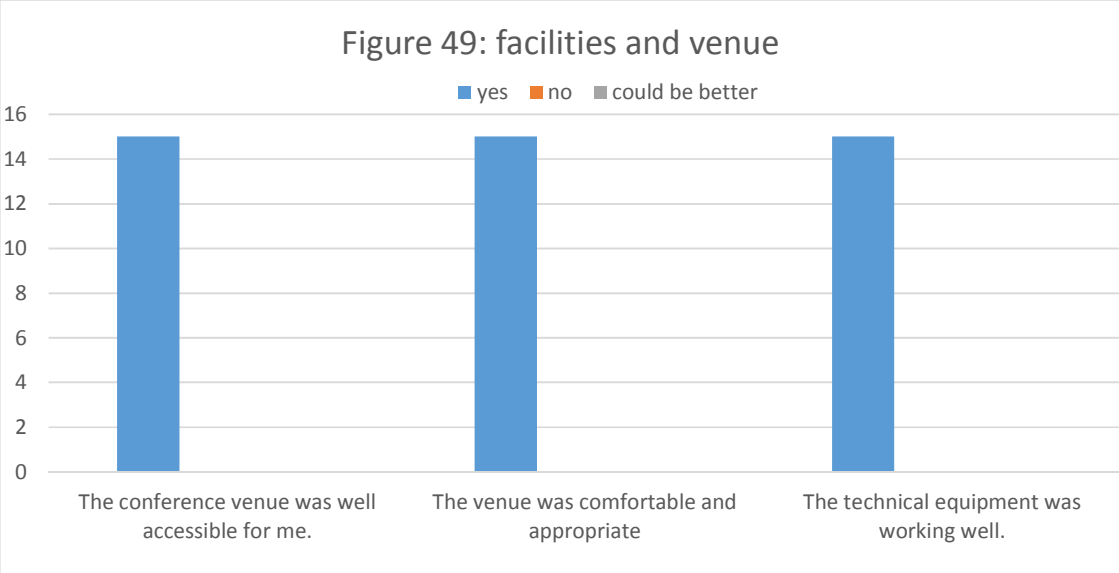
The presenter and speaker of the final conference were well prepared, all of the respondents found the presentations interesting, the length of presentation appropriate and they got enough opportunities for questions. Most of the respondents found, that there was enough time for discussions after the presentations but 2 respondents answered that there should have been a bit mor time.

d4) Communication, Social aspects of the final conference:



All respondents found the communication during the conference open, fair and honest as well as there was enough time for socialising and coming together besides the official program.

d5) Facility, venue of the final conference



The conference venue was well accessible for the respondents, all of them found the conference room and the other facilities comfortable and appropriate for the conference and that the technical equipment was working well.

d6) Open questions

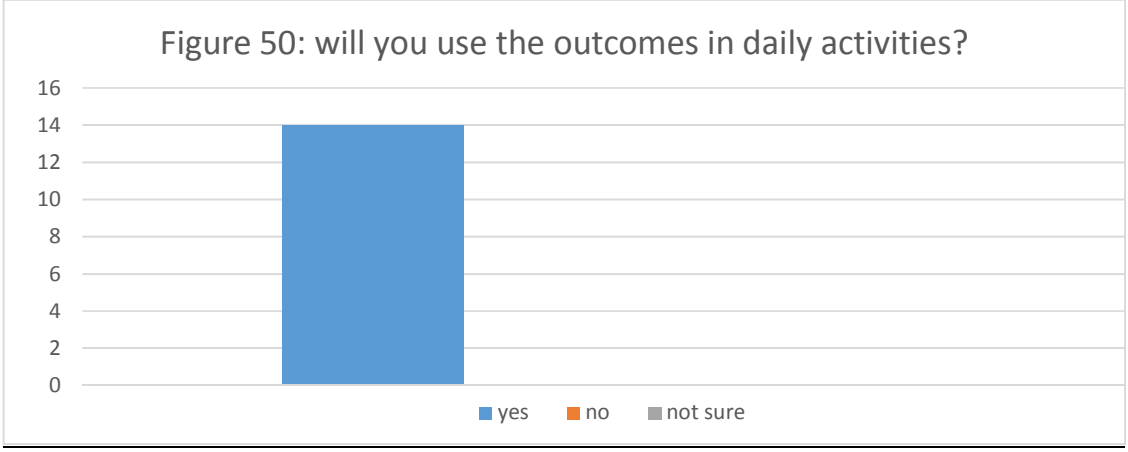
The open questions were ***„What topics were more or less interesting for you?“*** and ***„Do you have any additional comments/suggestions/questions?***

Here are some comments:

More interesting was:

- the introductions from experts,
- to share knowledge and experiences,
- the trainer's competences and the workshop of emotions.
- the curricula.
- the introduction from Poland and the demonstration of the practice and concrete module of emotions.
- exchanges of experiences and different situations with the beneficiaries in different countries.

d7) Will you use the HCoDe outcomes in your daily work in your organization?



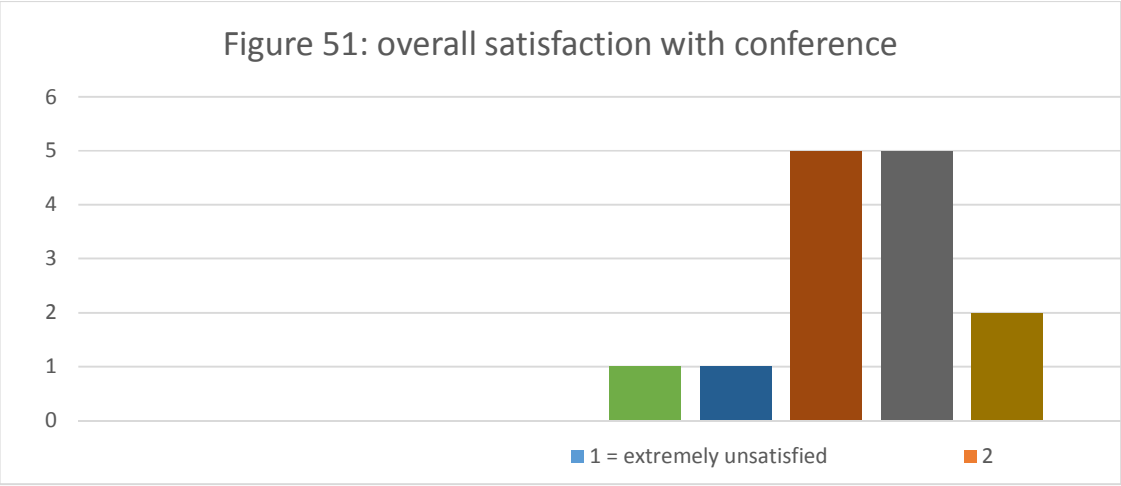
14 respondents agreed, that they will use the results of H-CoDe project and of the conference in daily activities of their organization.

Some respondents could describe more detailed about their ideas how to use H-CoDe results:

- Personal use with the target groups, maybe some workshope,
- Personal use,
- Training courses,
- Training courses for enterprises,
- Trying to adapt the contents to my organization.
- Training actions and intervention methodologies.

d8) Overall Satisfaction with the final conference

The overall satisfaction was measured by a final scoring of the participants of the conference between 1 point=extremely unsatisfied and 10 points=extremely satisfied.



The average score is 8,5, means that the particpants were mostly well satisfied up to
extremey satisfied with the final conference at all.

d9) Resume

The arrangement of the conference was good, the participants were in formed well about the objectives, the agenda was followed clearly, a summary was given at the end and the conference was in generally organized well.

The content of the conference was for 13 from 15 respondents relevant. 12 of them found, that the objectives and expectations were well met and all of them pointed out, that the content was useful for your job or the organization/institution they are representing.

The presenter and speaker of the final conference were well prepared, all of the respondents found the presentations interesting, the length of presentation appropriate and they got enough opportunities for questions. Most of the respondents found, that there was enough time for discussions after the presentations but 2 respondents answered that there should have been a bit mor time.

All respondents found the communication during the conference open, fair and honest as well as there was enough time for socialising and coming together besides the official program.

The conference venue was well accessible for the respondents, all of them found the conference room and the other facilities comfortable and appropriate for the conference and that the technical equipment was working well.

14 respondents agreed, that they will use the results of H-CoDe project and of the conference in daily activities of their organization.

The average score is 8,5, means that the particpants were mostly well satisfied up to
extremey satisfied with the final conference at all.

8. Evaluation of Work Package 7: Development of Exploitation plan and roll out

The evaluation of the exploitation plan and the impact of the H-CoDe project can only be done after the end of the project, when all Curricula and training courses are available ob the common website.

The mid- and longterm impact of H-CoDe and the level of exploitation will be measured by an Online-Questionnaire and an Download-Counter at the website as well as a questionnaire which will be sent 1 year after project end to the former trainer and participants of pilot trainings (if E-Mail adresses are still available) but also to first regular courses of the different partners.

9. Annexes:

- Annex 1: QM-Plan
- Annex 2: Questionnaire Evaluation level of cooperation Project Partner
- Annex 3: Questionnaire Evaluation level of cooperation Workpackages
- Annex 4: Questionnaire Evaluation Transnational Meetings
- Annex 5: Questionnaire Evaluation added value and quality of entire partnership
- Annex 6: Questionnaire Evaluation of Final Conference
- Annex 7: Questionnaire Dissemination Activities (Survey Monkey)