

1st Evaluation of the Kick-Off-Meeting in Halle (16. – 18. December 2013)¹

1. Did the kick-off-meeting fulfill your expectations?



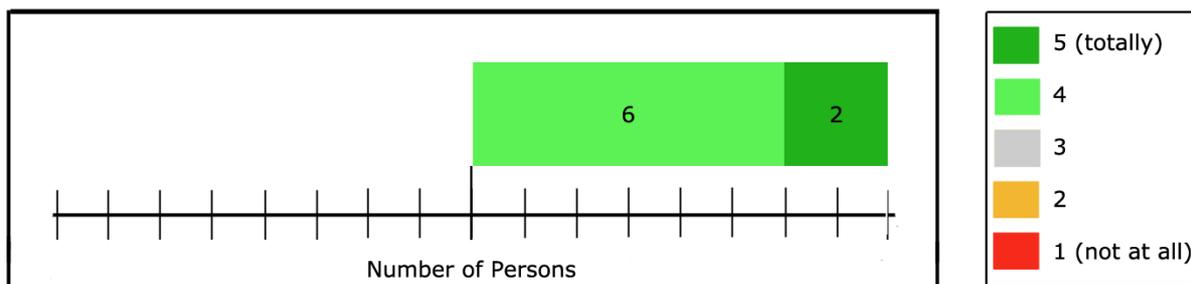
What was positive about the 1st meeting:

- Clarifying of roles, milestones & first targets
- Good structure & organization
- Good working atmosphere
- Effective work
- We had time to discuss and check important questions
- Language difficulties exist but everything works well because we take our time for translations.

What we have to work on:

- The working room was not good (lack of light) → We have to include criteria for good working conditions in our quality aspects (The quality of the room is especially important if working with visually impaired.)
- The working plan after Irun is not clear, yet.

2. Was the kick-off-meeting productive for you?



What was the most productive:

- Defining our milestones and clarifying financial questions
- Our discussions, agreeing on outlines and progression
- Conceptualizing our project plan (although there still are unclear points which may be natural at this stage)
- We reached all of our aims in the meeting.
- The partners work very well together. Everybody is interested and has experience in the field.

¹ Out of 11 participants at the kick-off-meeting 8 have answered the online questionnaire.

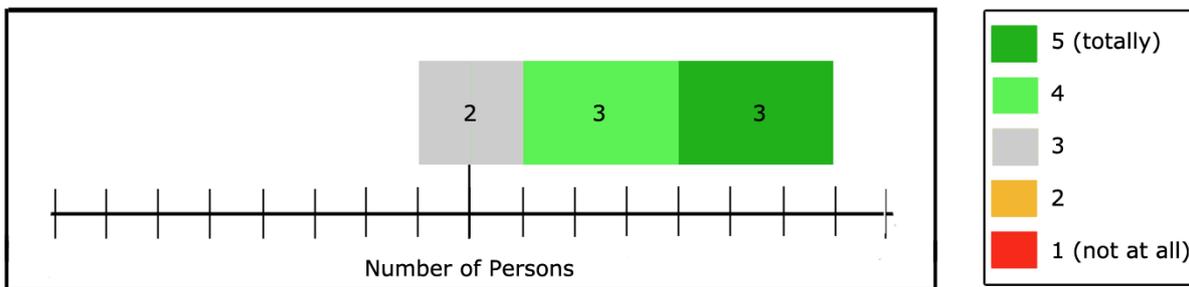
3. How satisfied have you been with the working atmosphere?



Comments:

- We work well together and everybody gives inputs.
- We worked concentrated and focused.

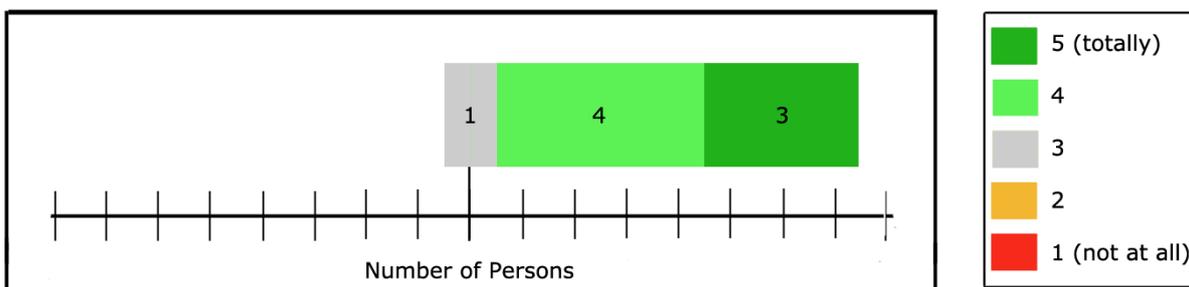
4. How satisfied have you been with the organizational framework?



Comments:

- Some discussions dragged on too long and we lost track. Maybe we need a stricter schedule at some times?
- We had enough time to talk over what was planned.
- The organization was very good!
- Maybe we would have needed ½ day longer.

5. How satisfied have you been with the moderation?



Comments:

- Nico did very well!
- For me the moderation was perfect. It was not strict but smooth, flexible and trenchant when needed.
- We didn't really have one moderator. We shared task of moderation.

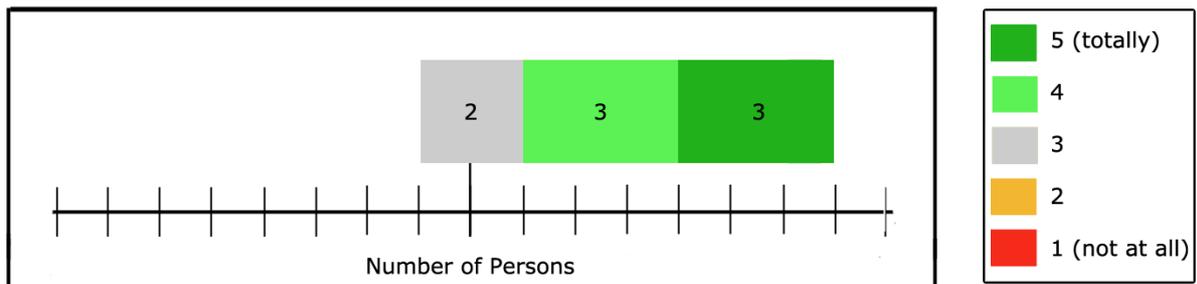
6. How clear are the tasks and next steps for you?



Comments:

- At first everything seemed clear at meeting but we needed time to realize that there are still difficulties.
- I expected that the adaption of the syllabus would work in another way.
- The tasks are not crystal clear but clear enough to know what to do tomorrow.
- Our deadlines were not exact enough. Also our plan for working on the syllabus was not exact enough.
- The Skype meetings help to clarify next steps.

7. How adequate is our mode of communication for you?



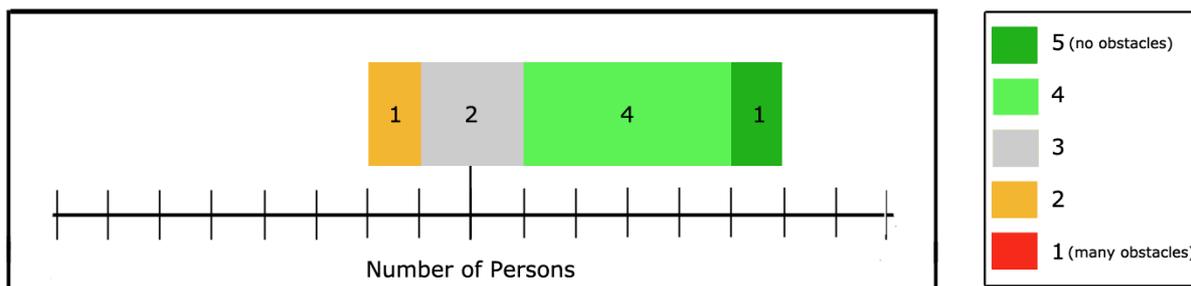
Skype:

- The Skype meetings very good to keep each other up to date.
- Skype not so easy to use with that many partners.
- Skype is good but not the best tool to include all partners.
- Maybe it would be easier if we used videos for our communication via Skype (or Google Hangout?)
- Skype is fine and the timing adequate.

Google Drive:

- Google Drive is a good idea but some partners can't edit the documents. We have to figure out how to work together on one document!
- A tutorial on Google Drive would be good (I don't really know how to use it)
- Google drive is fine.

8. Did you meet obstacles to report or transfer the results of our kick-off-meeting into the framework of your organization?



Comments:

- The focus of our organization is on daily survival, so our background is weaker. Our organization focuses on short term tasks, whereas the results of SMART will be important later on.
- The minutes of our meeting were helpful to integrate the concept in our organizational framework.
- There are obstacles concerning the logic of our curriculum (how and by whom it was defined). The inclusion of experts from our target groups was not foreseen on this point but some changes are on the way.

9. Where do you see the strength of our project?

- Strong partners, everyone does his best!
- The international character. It brings in different perspectives and the partners can learn from each other.
- Our project has a clear objective and the outcome will be useful for the partners and target groups!
- This project is the only way to put together our experience within the field in a structured way. Outside of this project there isn't enough time.
- It is a challenge to translate the approaches from one country to the others. But that's a strength of our project because this forces us to reflect on the content.

10. Where do you see the weak points of the project?

- We don't work according to our plan (delays).
- The milestones are not as clear as it seemed.
- The Communication over the distance is difficult. Not all partners answer mails or do their tasks on time.
- It is difficult to bring together different training concepts in the curriculum.
- We need a (better) pre-alert system to inform partners about tasks and upcoming deadlines.
- We have too many resources but a shortage of time.
- The long applying process and the long process between working on the ideas and getting the grant.
- A written project is not always so clear in reality. So we needed to adapt it to reality first. The structure is not easy to translate in a chronological order of workflow.
- We lack on the expertise for the needs of our target groups (especially learning disabilities → we may not even find an expert).
- Work and communication between our Skype meetings.
- I see no real weakness but it's difficult to work with distance and different languages

11. Problem that should be tackled as soon as possible

- We have to define our milestones better and adapt them to our new time schedule.
- We need a detailed working plan with our tasks from now on until the end of the project.
- Communication.
- More inputs ahead of deadlines.
- Travel details, financial questions and accommodation. A common idea of our syllabus.
- The agenda should be made clear before next meeting.
- We need deeper involvement of our target groups. We must check how to get expertise in our field of target groups.

12. What do you need in partner meetings to have good working conditions?

- Better time schedule!
- Enough space, bright rooms, snacks, coffee and enough breaks!
- A good structure and moderation.
- Wifi in the meeting room and hotel.
- Enough sleep ;)

13. Suggestion for the next partner meeting

- Content discussions (not just organizational).
- Inclusion of target groups (for the following meetings).
- A tour through the Basque Country and a walk at least every 2nd day.
- Splitting into working groups (sometimes).
- Finish early in the evening to have time-off before the dinner

14. Additions

- Thanks to Ralf for pointing out problems with the 1st syllabus draft!
- Meet deadlines, be open for compromise!
- Until we meet again may God hold you in the palm of his hand.
- Thank you for your trust!
- Thank you for your open mind!
- It is a pleasure!