



WP5 – Pilot Implementation Guide

Date of Issue	April 3, 2015		
Author(s)	Vicky Branika		
Contributors	Dimitris Tolias, Georgia Dede		
Contact name	Georgia Dede		
E-mail address	gdede@hau.gr		
Organisation	Hellenic American Union		
Approval Status	Draft <input checked="" type="checkbox"/>		Final <input type="checkbox"/>
Number of Pages			
Keyword list	Pilot implementation, testing, course evaluation, module fine-tuning		
Recipients	Only Partners <input checked="" type="checkbox"/>		Public <input type="checkbox"/>
Method of Distribution	Email <input checked="" type="checkbox"/>		Internet <input type="checkbox"/>
Confidentiality Status	Confidential <input checked="" type="checkbox"/>		Public <input type="checkbox"/>

History

Version No	Date	Revised by
1		
2		
3		



Table of Contents

Overview of WP5	3
Common elements for all pilot trainings	4
Deadlines.....	4
Pilot Events Type and Structure.....	4
Identification of Pilot Events Participants.....	5
Practical Issues.....	5
Piloting per Country	6
Italy	6
Greece.....	6
Latvia.....	6
Pilot evaluation and Reporting	7
Communication and Troubleshooting	7
Annexes.....	8
Annex I. Participants' List Template.....	8
Annex II. Checklist for Pilot Events Organization.....	9
Annex III. Pilot training evaluation.....	10
Annex IV. Pilot Report Template.....	12



Overview of WP5

The aim of WP5 is to test the training material (revised material as well as newly developed modules), to gather feedback from the participants in the pilot events, and based on this feedback, to produce a fine-tuned version of the material.

Pilot trainings (1-day workshops) will be organized in Italy, Greece, and Latvia. A minimum of 70 participants in total (in all three countries) is required, while primary (farmers, agricultural entrepreneurs) and secondary target groups (farmer associations, VET trainers, national/local authorities) must be represented in the pilot events.

An evaluation questionnaire will be finalized among project partners, translated in national piloting languages and distributed to all pilot trainings' participants.

A pilot report template will be prepared by WP5 leader and distributed to project partners responsible for piloting, in order to gather and summarise data for each pilot event and for suggested changes to the training material.

A final piloting report, summarizing all piloting activity as well as the proposed revisions of the training material, will be prepared by the WP5 leader.



Common elements for all pilot trainings

Deadlines

Pilot events in all three countries will be conducted in May and June 2015. The exact dates will be set by the project partners, according to national priorities and limitations. Once the exact dates are set, project partners will inform the WP5 leader via e-mail.

For Greece and Italy, where two partners share the pilot activities, task allocation will be discussed and agreed by April 25, 2015, to allow time for pilot invitations to be sent and the proper organization of each pilot event.

All pilot reports must be sent to the WP5 leader by July 1, 2015, while the WP5 leader must deliver the WP5 final report by July 15, 2015, to allow time for material revision and finalization.

Pilot Events Type and Structure

Successful piloting must take into consideration the differences that exist in the agricultural sector, training system, and culture, of each of the piloting countries. It is therefore necessary that project partners follow some common general guidelines for piloting in their countries, and be given reasonable freedom to customize the pilot events according to the local expectations and needs.

According to the project proposal and the discussions and agreement of project partners during the 3rd Consortium Meeting, three different types of pilots have been identified:

- a. Visit of participants (farmers) to a best-practice farm in their area and on the spot training
- b. Class training with participation of VET trainers and/or farmers' associations or marketing specialists
- c. Direct meeting with farmers, allowing 1-2 week of individual study of the training material and final meeting to gather their feedback

At least one of all three types of pilots will be conducted in each country (3 of the 5 pilot events). Responsible partners will decide of how the remaining two pilots per country will be structured and will justify their decision in the pilot report to be sent to the WP5 leader by July 1, 2015.

Each pilot workshop will include the following:

- a. Participants' welcome and acquaintances, signing of the participants' list (Annex I)
- b. Overview of the Farm Inc project and its aims
- c. Short presentation of the different modules of the training material (which includes a brief presentation/demonstration of the e-learning tool and its features)
- d. Elaborated training for the two newly developed modules on branding and internationalization (Modules 5 and 6)
- e. Discussions, Q&A with participants
- f. Evaluation of training by participants



Depending on the pilot type and the participants' level of online training familiarity, project partners may decide to provide participants with handouts and/or e-learning tool link for further study prior to or after the pilot event.

Identification of Pilot Events Participants

For the pilot events to be successful, project partners need to attract a wide range of different but relevant stakeholders, like farmers, farmer associations and unions, farm owners, agricultural entrepreneurs, agri-businesses, VET trainers, national/local authorities, etc.

Such participants can be located through various sources, such as:

- The WP3 (Needs and Transferability Analysis) survey respondents, or focus groups' participants
- Invitations sent to each partner's contact database
- Open announcements-invitations to the local press
- Via national agencies, chambers of commerce, or cooperatives

Practical Issues

Depending on the country, territory and pilot type decided, project partners may have to arrange for participants' transportation, catering services, training room availability and equipment, and instructors. Partners must plan such issues according to the budget allocated for piloting. A checklist for pilot events organization (Annex II) is provided to their assistance.

P7 (RNDO) will be asked to be alert for each planned pilot event, to be able to fix any technical problem that may arise with regards to the online tool.



Piloting per Country

Italy

INIPA is the responsible partner for piloting in Italy; however the UNIVERSITY OF MACERATA will also support the organization and implementation of pilot training courses.

According to the project proposal 5 pilot trainings must be organized with approximately 10 participants each. In any case, the total minimum number of participants should be 20 people.

The two partners will discuss and agree how tasks will be distributed, preferred training dates and regions, types of pilots, etc by April 25, 2015 and will notify WP5 leader accordingly.

The partners will ensure that the English evaluation questionnaire (once it is finalized) will be translated in Italian and handed to pilot participants as necessary.

The partners will transfer close-format answers to SurveyMonkey.

The partners will safe keep the original participants' list per pilot – the NA may request to check on them – but will also send scanned copies of the participants' list per pilot to the WP5 leader.

The partners will fill out and send the pilot reports to the WP5 leader by July 1, 2015. An analysis and translation into English of participants' answers in open-ended questions will be included.

Greece

HELLENIC AMERICAN UNION and MILITOS are the responsible partners for piloting in Greece.

According to the project proposal 5 pilot trainings must be organized with approximately 10 participants each. In any case, the total minimum number of participants should be 30 people.

The two partners will discuss and agree how tasks will be distributed, preferred training dates and regions, types of pilots, etc by April 25, 2015.

The partners will ensure that the English evaluation questionnaire (once it is finalized) will be translated in Greek and handed to pilot participants as necessary.

The partners will transfer close-format answers to SurveyMonkey.

The partners will safe keep the original participants' list per pilot – the NA may request to check on them – but will also send scanned copies of the participants' list per pilot to the WP5 leader.

The partners will fill out and send the pilot reports to the WP5 leader by July 1, 2015. An analysis and translation into English of participants' answers in open-ended questions will be included.

Latvia

FARMERS' PARLIAMENT is the responsible partner for piloting in Latvia.



According to the project proposal 5 pilot trainings must be organized with approximately 10 participants each. In any case, the total minimum number of participants should be 20 people.

The partner will decide preferred training dates and regions, types of pilots, etc by April 25, 2015 and will notify WP5 leader accordingly.

The partner will ensure that the English evaluation questionnaire (once it is finalized) will be translated in Latvian and handed to pilot participants as necessary.

The partner will transfer close-format answers to SurveyMonkey.

The partner will safe keep the original participants' list per pilot – the NA may request to check on them – but will also send scanned copies of the participants' list per pilot to the WP5 leader.

The partner will fill out and send the pilot reports to the WP5 leader by July 1, 2015. An analysis and translation into English of participants' answers in open-ended questions will be included.

Pilot evaluation and Reporting

The WP5 leader will upload the final version of the pilot evaluation form (Annex III) (questionnaire in English) on SurveyMonkey and will send the relevant link to all partners responsible for piloting.

Each partner responsible for piloting will hand the evaluation questionnaire in the local language to pilot participants, and will be responsible for collecting and analyzing the feedback at local level.

More specifically, upon the completion of each pilot event, the responsible partner will collect the complete evaluation forms. Then, the answers to the closed-format questions of each participant will need to be transferred to SurveyMonkey. Since SurveyMonkey does not allow for multiple entries from the same IP address, partners are advised to use the "Incognito browsing" for entering each form.

Participants' feedback in open-ended questions as well as any further comments and observations will be analyzed, categorized and sent to the WP5 leader in English, as part of the Pilot training report (Annex IV).

The WP5 leader will consolidate all data from SurveyMonkey and each country's pilot training reports to prepare the final WP5 report with suggestion for material fine-tuning.

Communication and Troubleshooting

The WP5 leader will be the key contact person for any problems/questions may arise before, during, or after the pilot trainings. The WP5 leader may have to ask the Project Manager for assistance, in case that certain issues require the NA prior approval.

The WP5 leader may need to address specific questions or ask for clarification during the consolidation of all pilots' data. For this reason, partners are requested to be alert between July 1 and July 15, 2015.



Annexes

Annex I. Participants' List Template

Pilot Date:

Pilot Country:

Pilot City (or Region):

Organizer:



	Full Name	Organization	Title or Position	Telephone	E-mail	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



Annex II. Checklist for Pilot Events Organization

- The date of each of the 5 pilot events is set
- The place (region) of each of the 5 pilot events is set
- The type of each of the 5 pilot events is set
- The venue of each of the 5 pilot events is set (and/or rental agreements-contracts)
- A brief notification for all the above has been sent to the WP5 leader
- The equipment necessary for each of the 5 pilot events is set (PC/laptop, projector, screen, flipchart and/or rental arrangements-contracts)
- The instructor who will teach each of the 5 pilot events is confirmed (and/or contract-agreement, accommodation and transportation details if necessary)
- Public announcements, direct communications and invitations have been sent for all 5 pilots on time
- Follow up communications with potential participants has been arranged in order to finalize the participants per pilot
- Reminder communications with confirmed participants 1-2 days prior to each pilot have been arranged
- The pilot evaluation questionnaire has been translated and a number that corresponds to each pilot event has been printed
- Participants' transportation for each pilot course has been arranged (if necessary)
- Catering services for each pilot course have been arranged (and/or agreement-contract)
- Participants' list per pilot course has been prepared and printed
- Project leaflets and/or training material has been arranged for each pilot event
- Participants' list with participants' contact details and signatures have been collected. Scanned copies have been sent to the WP5 leader
- Complete evaluation questionnaires have been collected for all pilot events. The closed-format answers of all participants have been transferred to the online questionnaire (SurveyMonkey link)
- All participants' feedback in open-ended questions has been analyzed and the pilot report has been filled out and sent to the WP5 leader



Annex III. Pilot training evaluation

Participant Profile

1. Full name
2. I am a: Farm owner
 Farm Employee
 Agri-business Manager
 VET Provider
 Marketing specialist
 Other.....
3. I have been involved in farming or farm-related activities for:

 1 – 3 years
 4-6 years
 7-10 years
 More than 10 years

Course organization

4. The course was well-structured: YES NO
5. The trainer knew the subject well: YES NO
6. The trainer promoted participation: YES NO
7. The training venue and equipment were adequate: YES NO
8. I had the opportunity to learn new and useful things: YES NO
9. I had the opportunity to meet potential business partners: YES NO

The online tool and training content

10. The online tool used was: (select all that apply)
 User-friendly Easy to navigate
 Enjoyable Interesting
 Slow Difficult to understand and use
11. Module 5 (branding) content was: (select all that apply)
 Interesting Useful Comprehensive
 Relevant to my business Boring Disappointing
 Irrelevant to my business Difficult to understand Too advanced
12. Please describe some positive features of the Module 5 material presented in the course
.....
13. Please describe any negative features of the Module 5 material:



.....
14. I am willing to apply what i learned in Module 5 to my business

YES NO

If no, why?.....

15. Module 6 (selling abroad) content was: (select all that apply)

Interesting Useful Comprehensive

Relevant to my business Boring Disappointing

Irrelevant to my business Difficult to understand Too advanced

16. Please describe some positive features of the Module 6 material presented in the course
.....

17. Please describe any negative features of the Module 6 material:
.....

18. I am willing to apply what i learned in Module 6 to my business

YES NO

If no, why?.....

Overall impression

19. On a scale 1-5, where 5 equals "excellent" and 1 equals "poor" you would rate this course as:

5 4 3 2 1

20. What would you suggest for improving this course?
.....

21. What did you enjoy the most in this course?
.....

22. Would you suggest this course to other farmers? YES NO

23. General comments / recommendations
.....



Annex IV. Pilot Report Template

Piloting Country.....

Piloting City.....

Date of Conduct.....

Number of Participants

Participants' Profile [average experience in agriculture in years]

.....

Notes on course organization: [type of pilot and why chosen, observations on participation, positive/negative comments, other noteworthy issues]

.....

Notes on participants' reactions with regards to the online tool:

.....

Notes on Module 5 content and presentation:

Positive features according to participants' evaluation

.....

Negative features according to participants' evaluation

.....

Your own impression/observations according to participants' reactions to Module 5 during the course

.....

Notes on Module 6 content and presentation

Positive features according to participants' evaluation

.....

Negative features according to participants' evaluation

.....

Your own impression/observations according to participants' reactions to Module 6 during the course

.....

Overall impression



What would the participants suggest for improving the course?

.....

What did they enjoyed in the course?

.....

General participants' comments/recommendations

.....

Your own general comments (if any)

.....