



EVALUATION REPORT

First partner meeting, Czech Republic,
29.06.-2.07.2021

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Introduction

This report is developed within the project “Saving Water”, Project No 2020-1-CZ01-KA204-078269.

The First project meeting took place in the period 29.06.-2.07 2021 with a slight delay that was due to the travelling restrictions connected with the COVID-19 pandemic. Due to the current pandemic situation in Spain, the representative of MAGENTA CONSULTORIA PROJECTS SL took part online using Google meet.

The meeting was aimed at ensuring good planning and a smooth start of all the activities planned under the Saving water project. During the meeting, partners managed to get to know each other better and learn more about each other organisations’ activities as well as to further gain an understanding of the project’s objectives, expected results, activities, work plan, and roles in the project implementation.

The objective of the current evaluation report is to collect and analyze information from representatives from each partner organization who has attended the First project meeting on the following aspects:

- Preparatory work including communicating the meeting dates; provided sufficient information for agenda, venue, logistics; goals of the meeting.
- The meeting itself: quality of presentations; time allotment for presentations; clearness of next steps; the contribution of participants and social events.
- Possible concerns and risks for the project implementation.

The meeting was attended by 5 participants, at least one representative of each partner organization:

- ✓ Spolek absolventu a pratel zemedelske skoly v Chrudimi z.s (Czech Republic)
- ✓ EduPlus - European Centre for Education and Skills Development, Lda (Portugal)
- ✓ MAGENTA CONSULTORIA PROJECTS SL (Spain)
- ✓ European Center for Quality OOD (Bulgaria)

Immediately after the meeting the responsible partner for quality management and evaluation - ECQ distributed online evaluation forms among all people who attended the meeting. The evaluation form was completed by at least one person from each partner organisation who participated in the meeting.

Evaluation method

The internal evaluation method is used inside the project partnership to provide feedback regarding project implementation, workflow design, partners' satisfaction, and partnership communication, as well as identification of areas for improvement and design recommendations for better performance. The current report is based upon the online questionnaire tool as outlined in the Quality Management Plan.

The online questionnaire was distributed via Google form and included 16 questions in total. There were two types of questions: (1) closed that required rating and (2) open ones for sharing or adding information. They were structured in the following sections:

Section 0: Participating organization;

Section 1: Preparatory work (including 3 statements);

Section 2: Evaluation of the meeting itself (including 1 statement question and 5 open questions);

Section 3: Project management and implementation (including 6 open questions).

The representatives of the partner organizations were asked to rate the statements marking one of the following options from the following rating scales:



Figure 1

and



Figure 2

The answers were used to define the level of participants' satisfaction with the aspects of the meeting. The responses "strongly agree" and "agree" and respectively "very good" and "good" are considered as positive feedback, while "disagree" and "strongly disagree" (fair and poor respectively) can be defined as negative. The option "average" is assessed as neutral feedback.

Receiving negative feedback should lead to recommendations for improvement outlined at the end of the current report.

The open questions aimed at:

- Collecting any additional comments, concerns, or remarks regarding the aspects of the meeting and the project management and implementation;
- Revealing the participants' concerns about the project implementation that arose at the meeting;
- Identifying strengths and weaknesses of the meeting and the project dynamics so far;
- Collecting suggestions for improving the implementation of the project activities in the future.

Content analysis was used to process the responses to the open questions and summarize the strengths and weaknesses of the meeting, the areas of concern, and the improvement suggestions.

Analysis of the results

Section 0: Participating organisations

The aim of this section is to ensure the participation of representatives of all the partner organisations. As the figure below shows, participants in all four partner organisations included in the project took part in the survey.

Your organisation
4 responses



Figure 3

Section 1: Preparation of the meeting

The first section of the evaluation questionnaire included the following statements:

- *The meeting dates were communicated well in advance.*
- *Sufficient information was provided before the meeting.*
- *The goals of the meeting were clearly defined.*

The participants rated each statement using the rating scale above (**Figure.1**). The results are presented in Table 1.

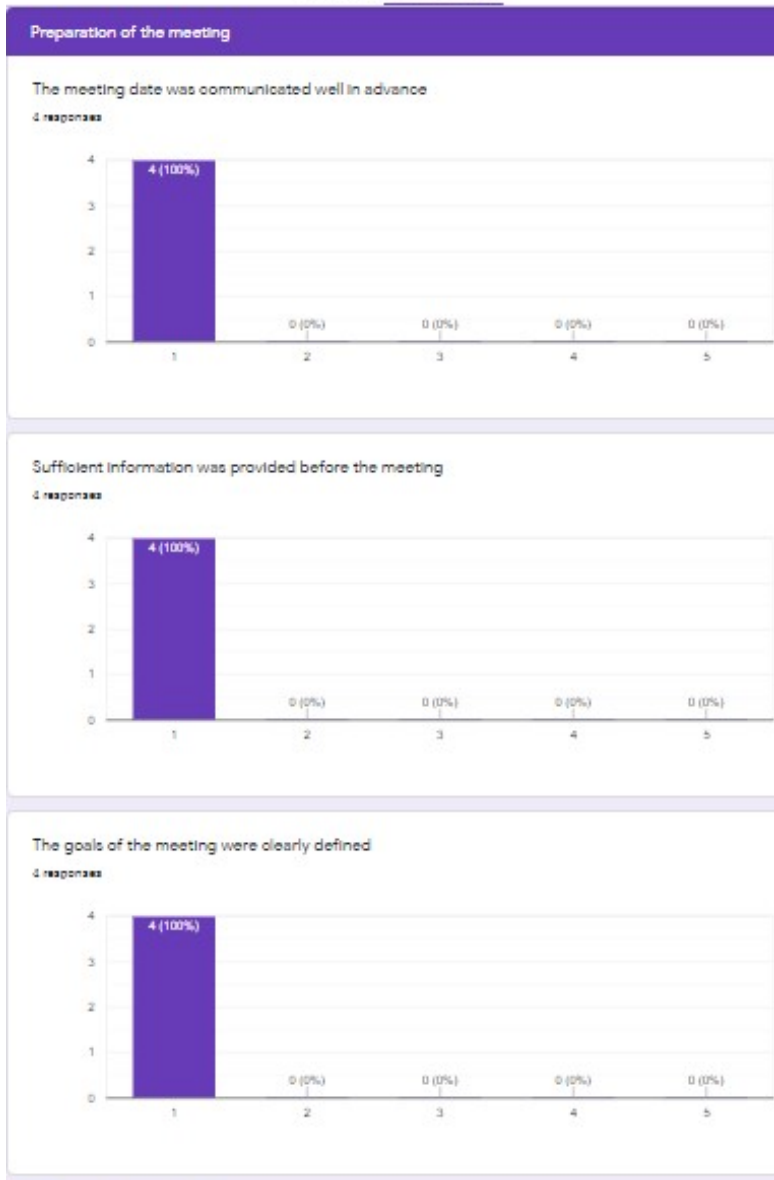


Table 1: Preparatory work

According to *Table 1*, all the partners in the consortium provided positive feedback on the three aspects of the preparatory work done before the meeting by the project coordinator, who is also the meeting hosting organization. All the respondents answered that they “strongly agree” to the statement that the meeting date was well communicated in advance, and all of them give positive feedback regarding the information provided in advance and the defining of meeting goals. The results show that preparatory work regarding the First project meeting was of high quality and executed in a timely manner.

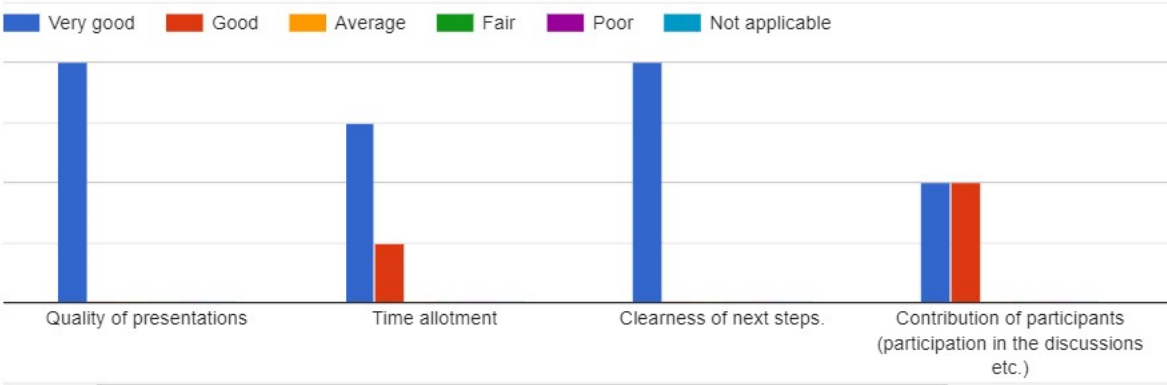
Section 2: Evaluation of the components of the meeting

This section consisted of the following elements to be evaluated:

- *Quality of presentations;*
- *Time allotment;*
- *Clearness of next steps;*
- *Contribution of participants (participation in the discussions etc.);*
- *Social events (e.g. meals, dinner).*

and five open questions. The results from the evaluation of the aspects of the Saving water First partner meeting are presented in Table 2 below.

How do you assess the components of the meeting?



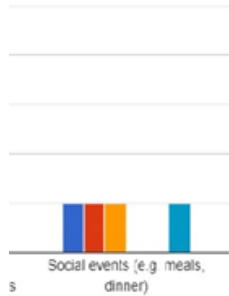


Table 2 Evaluation of the components of the meeting

According to the results shown in Table 2, the Saving water First partner meeting was highly rated by respondents. The positive response rate for the first four components, namely ‘Quality of presentations’, ‘Time allotment’, ‘Clearness of next steps’, and ‘Contribution of participants (participation in the discussions etc.)’ is 100 %. The lowest are the results on ‘social events’ where the positive rate is 66,7 % with one answer “not applicable” due to the fact that the Spanish partner participated in the meeting virtually. However, the received data shows that all of the meeting aspects received a high positive feedback.

This section also included five open questions asking the respondents to provide any additional comments regarding the meeting (e.g. strengths and weaknesses of the meeting, suggestions as to how we can improve these meetings in the future, etc.).

➤ *What were your main expectations for the partner meeting?*

To this open question the following answers were received:

- *“Establishing personal contact, effective communication”*
- *“High”*
- *“Getting more information regarding the mobility in Portugal”*
- *“Payment understanding, division of roles among partners, information of participants to fill mobility tools, programme of 1st mobility, establishing ways of communication, establishing ways of dissemination project goals.”*

The answers show a clear understanding by the project partners of the aims of the meeting and highlight their high expectations that the meeting will contribute highly to their understanding of the short and long-term aims of the project.

The next question in the survey is closely connected to the first one asking:

➤ *To what extent were these expectations met?*

Here the project partners provided their comments as follows:

- *“Completely”*
- *“They were met”*
- *“Totally met”*
- *“All the goals of this meeting were met as expected.”*

The next two questions included in the survey are aimed to evaluate the overall satisfaction of the participants:

- *What did you enjoy most during the meeting?*
- *Was there any part of the meeting that you didn't enjoy?*

The answers received to the first question highlight the friendly atmosphere, open communication among partners, and professional approach as the most positive traits of the partnership:

- *The communication*
- *Clarity and open communication*
- *The clarity of the presentations made by the partners*
- *Experiences of partners, their professional approach to project management, their reliability and friendly atmosphere.*

Expectedly, none of the participants in the survey shares negative experience in their answers to the question if there is anything they didn't enjoy.

- *No*
- *Nothing*
- *I hope everybody was satisfied.*

To the last open question in this section, namely *Please, share any additional comments you may have*, the following answers were received:

- *Very good partnership, great hospitality, and friendly attitude*
- *Thank you!*
- *For the Czech partner, it is the first time to lead such as project and we are grateful to have and meet the experienced partner such as these ones.*

Taking into account the aforementioned comments received to the open questions included in this section, they completely correspond with the results from **Table 1**, where all aspects of the meeting were positively rated. Therefore it could be concluded that the meeting served its main purpose to give a smooth start to the project implementation and establish the base for the coherent project team.

Section 3: Do you have any concerns about the main discussion points of the meeting?

This last section of the survey aims to identify any concerns on the project implementation and to foresee and prevent possible risks.

The first three questions in this row are dedicated to identifying concerns on project management, upcoming activities and tasks, and clearness of the next steps. Here, the following answers were received:

Do you have any concerns regarding the project management?

- *No*
- *No, I don't have any.*

Do you have any concerns regarding upcoming activities and tasks?

- *No*
- *Not being able to find enough participants; bad feedback from participants or partners regarding the quality of mobilities.*
- *No, I don't have any.*

Do you have any concerns regarding the clearness of next steps?

- *No*
- *No, I don't have any.*

As it is visible from the responses, one of the participants has stated finding participants for the mobilities and receiving bad feedback on the quality of the trainings as a critical risk that should be taken into account.

Asked to share their opinion on possible challenges in the future implementation of the project, the partners share realistic opinions having in mind possible risks for the project implementation that should be kept in mind:

What are the main challenges the project may face during the following months?

- *The Covid-19 crisis may cause serious problems with the mobilities*
- *Meeting budget limits and deadlines*
- *Mobility restrictions, lack of engagement from stakeholders, barriers to find participants.*
- *We are looking forward to the first realization of the Portugal mobility and the second in the Czech Republic in September 2021.*

The last two questions of the evaluation form were also open ones:

Do you have any improvement suggestions? If yes, please, share!

- *No*
- *Keep strong communication channels*
- *At this moment I don't have any.*

Do you have any additional comments? Thank you for participating! 😊

- *The meeting was effective and well-organised.*
- *No, thank you!*
- *Just Covid 19 situation makes the project realization a little bit difficult.*

The answers highlight the COVID-19 possible restrictions as a risk for the implementation of the mobilities, which is expected having in mind the current situation in the partner countries and the fact that one of the partners was not able to participate in person for this reason.

Conclusion

In the light of the results presented above, the following conclusions and recommendations could be outlined:

- The participants were satisfied with the preparatory work for the meeting including the planning of the dates, the agenda, logistics, venue, and the goals of the meeting. Responsible for these activities for the First partner meeting was the coordinator who was also the hosting organization. This section has received 100% positive response rate from all respondents. Therefore, no recommendation could be outlined except to follow this good example also in future meetings.
- All components of the First partner meeting itself were highly assessed by the representatives of the project organizations receiving a very high positive response rate. These results indicate the consortium's overall satisfaction with the transnational meeting and the way it was organized and carried out.
- The section on possible risks and concerns for the project implementation highlights several aspects that should be taken into account by the project coordinator and all the partner organisations:
 - ➔ Finding suitable participants for the mobilities;

- ➔ Reaching the expected quality of the trainings;
- ➔ COVID-19 restrictions that could hinder the timely implementation of the project activities.

Even though the results are completely satisfactory, information was timely sent to the coordinator regarding the identified risks, and recommendations were given for initiating discussions among the partnership for their mitigation.

Taking into account the aforementioned, it could be argued that the First partner meeting of the Saving Water project was very well organized and was beneficial to all partners in terms of providing information about the next steps, getting to know the consortium, clarifying the project, and forming a coherent and effective international project team to implement the project.