



EVALUATION REPORT

# Saving Water

Partner meeting, Czech Republic 02-05.08.2022

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## Introduction

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

This report discusses the evaluation results of the project meeting, which took place in Prague, Czech Republic on 2-5<sup>th</sup> of August, 2022. The aim of the meeting was to overview the progress on the so far conducted project activities and the remaining tasks until the end of the project; discuss the progress of the trainings and achieved results so far and plan the future activities. In addition, during the meeting, the partner aspired to consult about the dissemination actions, next steps towards finalisation and task distribution.

The objective of the meeting evaluation was to collect the partners’ feedback on preparation for the meeting; meeting content and arrangements; the partners’ concerns and suggestions for improvement.

Thus, the current evaluation report is part of Quality Management Activity for conducting check-ups at every project meeting with the aim of receiving honest feedback on the process and content of the meeting, as well as building on what’s working well and improving the next sessions. Its aim is to collect and analyze information from at least one person from each partner organization who has attended the project meeting on the following aspects:

- ▶ **Preparatory work** including: communicating the meeting dates; provided sufficient information for agenda, platform to conduct the meeting; goals of the meeting.
- ▶ **The meeting itself**: quality of presentations; time allotment for presentations; clearness of next steps; contribution of participants.
- ▶ **Project management and implementation**: overall project management and implementation; planning the project workflow; distribution of tasks and responsibilities within the partnership; communication within the consortium.

The meeting was attended by 6 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.

## Evaluation method

The internal evaluation method is used inside the project partnership to provide feedback regarding project implementation, work flow 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 8 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 1: Preparatory work**
- ▶ **Section 2: Evaluation of the meeting itself**
- ▶ **Section 3: Project management and implementation**

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

<input type="checkbox"/> Strongly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree	<input type="checkbox"/> Strongly disagree
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**Figure 1**

or

<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Not applicable
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**Figure 2**

The answers were used to define the level of participants' satisfaction with the aspects of the meeting related to the thematic sections. 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 project meetings 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 1: Preparatory work

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

- ▶ The meeting dates were communicated well in advance in order to participate in both days of the meeting.
- ▶ Sufficient information (incl. agenda, information about the meeting) 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 Figure 3, according to which, the participants unanimously agreed upon the good preparatory work of the transnational project meeting, by voting with strongly agree.

Please indicate whether you agree or disagree with the following statements

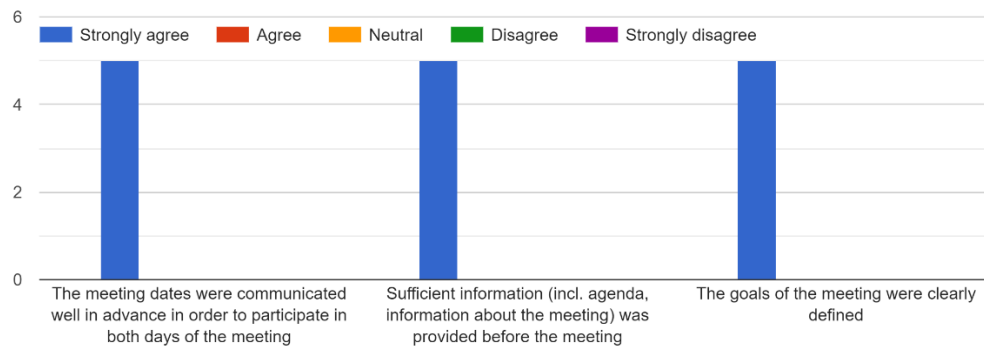


Figure 3: Preparatory work

## Section 2: Evaluation of the meeting itself

The This section consisted of the following elements to be evaluated:

- ▶ Quality of presentations;
- ▶ Time allotment for presentations;
- ▶ Clearness of next steps;
- ▶ Contribution of participants (participation in the discussions etc.);

and one open question asking to provide any addition 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.).

The results from the evaluation of the aspects of the Saving Water project meeting are represented in figure 4. According to the results, all of the participants were completely satisfied with all aspects of the execution of the meeting.

Please evaluate the following components of the meeting

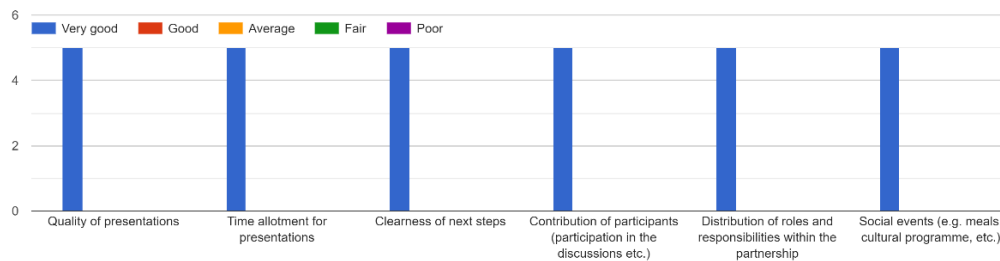


Figure 4: Evaluation of the meeting itself

This section also included an open question 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.). There were no answers provided by partners.

## Section 3: Project management & Implementation

This section consists of the following components addressing the project implementation:

- ▶ Overall project management;
- ▶ Planning of overall project workflow (Clarity of next steps);
- ▶ Distribution of tasks and responsibilities within the partnership;
- ▶ Communication within the consortium;
- ▶ Project quality management;

- ▶ Project dissemination activities.

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

- ▶ Please provide any additional comments, concerns, remarks that you may have regarding the project management and implementation.
- ▶ Should you have any suggestions as to how we can improve this evaluation form, please feel free to write them down! Thank you.

The responses to this section are visualized in Figure 5: Project management and implementation.

Please evaluate the following components concerning the project implementation

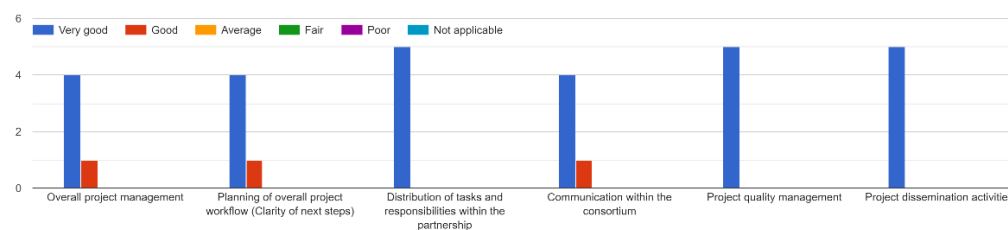


Figure 5: Project management and implementation.

Figure 5 shows that the overall positive response rate regarding the project management and implementation is 100% which is very high result indicating very high levels of satisfaction of all consortium members as regards crucial aspects of the project management and implementation such planning, communication between partners, etc.

For further clarification in **Section 3: Project management and implementation** of the evaluation form the respondents were asked to provide any additional comments, concerns or remarks on the matter. Two responses were received corresponding with the overall positive evaluation of this section:

- ▶ “No additional comments.”
- ▶ “Very good project work so far!”

Taking into account the aforementioned comments, it could be concluded that partners are satisfied with the organisation of the meeting and the information received before and during the meeting.

## Conclusion

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

- ▶ The participants were completely satisfied with the preparatory work for the meeting including the planning of the dates, the agenda and the goals of the meeting and this section has received 100% positive response rate from all respondents. Therefore, no recommendations could be outlined except to follow this good example also in future meetings.
- ▶ All aspects of the project meeting itself were highly assessed by the representatives of the project organizations receiving 100% positive response rate. These results indicate the consortium satisfaction with the transnational meeting and the way it was organized and carried out.
- ▶ All aspects of the project management and implementation section were rated positively which indicates high levels of satisfaction within the partnership in regards to crucial project activities so far such as: planning, tasks, communication, etc.

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



# Annex 1: Evaluation form

## *Saving Water Transnational Project Meeting (Prague, Czech Republic, 2-5 August, 2022) Evaluation form*

Dear partners,

This questionnaire is designed for the evaluation of the Transnational project meeting held in Prague, Czech Republic on 2-5 August 2022.

Please, answer the questions in the following sections. Your feedback will help us identify the strengths and challenges in the project implementation and mitigate risks that could hinder the project’s success.

Answering the questionnaire will take a few minutes. Please, answer the open questions briefly and precisely. Please, explain negative comments or ratings, if any.

Thank you!

ECQ team

### SECTION 1: Preparatory work

Please indicate whether you agree or disagree with the following statements

		Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1	The meeting dates were communicated well in advance in order to participate in both days of the meeting					
2	Sufficient information (incl. agenda, information about the meeting) was provided before the meeting					
3	The goals of the meeting were clearly defined					

### SECTION 2: Evaluation of the meeting itself

*Please evaluate the following components of the meeting*





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4	Quality of presentations.	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Average 😊	<input type="checkbox"/> Fair 😞	<input type="checkbox"/> Poor 😞😞	<input type="checkbox"/> Not applicable
5	Time allotment for presentations.	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Average 😊	<input type="checkbox"/> Fair 😞	<input type="checkbox"/> Poor 😞😞	<input type="checkbox"/> Not applicable
6	Clearness of next steps.	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Average 😊	<input type="checkbox"/> Fair 😞	<input type="checkbox"/> Poor 😞😞	<input type="checkbox"/> Not applicable
7	Contribution of participants (participation in the discussions etc.)	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Average 😊	<input type="checkbox"/> Fair 😞	<input type="checkbox"/> Poor 😞😞	<input type="checkbox"/> Not applicable

**8. Please provide any addition comments regarding the meeting (e.g. strengths and weaknesses of the meeting, suggestions how to improve the future meetings, etc.).**

**SECTION 3: Quality of Intellectual outputs & other project results**

9	Work done so far in regard to O3	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Average 😊	<input type="checkbox"/> Fair 😞	<input type="checkbox"/> Poor 😞😞	<input type="checkbox"/> Not applicable
10	Distribution of tasks and responsibilities in regard to O3	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Average 😊	<input type="checkbox"/> Fair 😞	<input type="checkbox"/> Poor 😞😞	<input type="checkbox"/> Not applicable
11	Work done so far in regard to O4	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Average 😊	<input type="checkbox"/> Fair 😞	<input type="checkbox"/> Poor 😞😞	<input type="checkbox"/> Not applicable
12	Distribution of tasks and responsibilities in regard to O4	<input type="checkbox"/> Very	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Average	<input type="checkbox"/> Fair 😞	<input type="checkbox"/> Poor 😞😞	<input type="checkbox"/> Not





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		Good 😊😊		ge ☹️			applic able
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13. Please provide any addition comments, concerns, remarks that you may have regarding the O3 and O4.

#### SECTION 4: Project management & Implementation

Please evaluate the following components concerning the project implementation

14	Overall project management	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Avera ge ☹️	<input type="checkbox"/> Fair ☹️	<input type="checkbox"/> Poor ☹️☹️	<input type="checkbox"/> Not applic able
15	Planning of overall project workflow (Clarity of next steps)	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Avera ge ☹️	<input type="checkbox"/> Fair ☹️	<input type="checkbox"/> Poor ☹️☹️	<input type="checkbox"/> Not applic able
16	Distribution of tasks and responsibilities within the partnership	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Avera ge ☹️	<input type="checkbox"/> Fair ☹️	<input type="checkbox"/> Poor ☹️☹️	<input type="checkbox"/> Not applic able
17	Communication within the consortium	<input type="checkbox"/> Very Good 😊😊	<input type="checkbox"/> Good 😊	<input type="checkbox"/> Avera ge ☹️	<input type="checkbox"/> Fair ☹️	<input type="checkbox"/> Poor ☹️☹️	<input type="checkbox"/> Not applic able

18. Please provide any additional comments, concerns, remarks that you may have regarding the project management and implementation.

19. Should you have any suggestions as to how we can improve this evaluation form, please feel free to write them down! Thank you 😊

*Thank you for sharing your opinion!*

