3rd Annual Quality Report

October 2019-October 2020

WP 3 – Quality Assurance

CRETHIDEV and AUA
WP Leaders

December, 2020

Co-funded by the
Erasmus+ Programme
of the European Union

CLICHA
CLIMATE CHANGE IN AGRICULTURE
Project Nr. 586273-EPP-1-2017-1-EL-EPPKA2-CBHE-JP

Document Data

Deliverable: 3rd Annual Quality Report

Work Package No & Title: WP3 - Quality Assurance

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Work Package Co-Leaders: P2 - CRETHIDEV (Greece)

Partners involved: P3 National Centre for Scientific Research "Demokritos" (DEMOKRITOS) - (Greece), P4 University of Jendouba (UJ) - (Tunisia), P5 - The University of Carthage (UCAR) - (Tunisia), P6 - University of Sousse (US) - (Tunisia), P7 - The National Institute of Field Crops (INGC) - (Tunisia), P8 - Centre of Adaptation to Climate Changes (CACC) - (Tunisia), P9 - Latvia University of Life Sciences and Technologies (LLU) - (Latvia), P10 - Università degli Studi di Torino (UNITO) - (Italy)

Distribution level: partnership (Confidential)

Reviewed by: Consortium

Document Version: 1

Status: Draft

Document History

Version	Date	Author/Organization	Changes
0.1	15/12/2020	CRETHIDEV - AUA	First Draft
1	20/12/2020	CRETHIDEV - AUA	Final

Disclaimer

This project has been funded with the support of the Erasmus+ Programme of the European Union.

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EXECUTIVE SUMMARY

This document summarizes the main activities which have been implemented during the third year of the CLICHA project with regard to the quality assurance. For a more consolidated picture, this document should be read in conjunction to the Annual Progress Report.

The results presented are based on internal consortium surveys using the data collection forms included in the Quality Plan and agreed upon by the partnership. Based on the feedback supplied by the members of the consortium recommendations are developed for the practical amelioration of the different aspects that have been investigated.

In the Annex area, the evaluation forms used to collect data from partners are included.

RÉSUMÉ

Ce document résume les principales activités qui ont été mises en oeuvre au cours de la troisième année de déroulement du projet en matière d'assurance qualité. Pour une image plus consolidée, ce document doit être lu conjointement avec le rapport d'étape annuel.

Les résultats présentés sont basés sur des enquêtes internes du consortium utilisant les formulaires de collecte de données inclus dans le plan qualité et convenus par le partenariat. Sur la base des commentaires fournis par les membres du consortium, des recommandations sont développées pour l'amélioration pratique des différents aspects qui ont été étudiés.

Dans la zone annexe, les formulaires d'évaluation utilisés pour collecter les données des partenaires sont inclus.

1 Introduction

1.1 Purpose of the 3rd Annual Report

The objective of the 3rd year quality evaluation is to measure the degree to which CLICHA project is meeting its objectives, the efficiency of its use of resources and its European added value. The official period covered by this report is October 2019 – October 2020.

The conclusions of the evaluation will be fed back into the policy-making process. More specifically, the conclusions and recommendations will be used to:

- improve the on-going implementation of CLICHA,
- assist in better preparing and designing the final year of the project, based on lessons learned and experience gained during the previous years of project implementation.

1.2 Description of the Quality WP implemented activities

In the third year of CLICHA project, the submission and response collection, using scheduled check lists, for the evaluation of the 3nd year project outcomes, continued and the results were presented and discussed in plenary session during the 4th consortium meeting in Jelgava, in February 2020, to raise awareness and activate the decision-making process for the improvement of project achievements.

Below is the presentation of assessments which have taken place during the third project period (the numbering represents deliverables numbering).

4.5 Dissemination activities - Business Fora

The collection of evaluation data took place after the end of the events using structured questionnaires. In this report evidence from 2 Business Fora organized by the University of Carthage in Tunis and the University of Life Sciences in Jelgava are presented.

5.5.3 Evaluation of the Transnational Meeting in Jelgava, Latvia and the online Steering Committee (4th TNM and 5th ScM respectively)

The collection of evaluation data from LLU took place on the venue, at the end of the 3-days transnational meeting in Latvia, in February 26-28th, 2020, while for the ScM an anonymous survey was distributed online after the end of the meeting in September 2020.

3.3 Internal Project Evaluation

The collection of data took place from November 25th to December 15th, 2020. The call for data collection was addressed to all CLICHA partnership members. Fifteen (15) responses were collected from nine (9) partner organizations, thus missing the feedback of one (1) organization.

In the following chapters, a detailed presentation of the evaluations regarding business Fora, transnational meetings and the annual quality report are presented.

2 Dissemination Activities

2.1 Business Fora (Del 4.5)

In the business fora, representatives from companies and businesses from the technological, environmental and agricultural sectors participated as speakers and stakeholders. The aim of the fora was to create and establish cooperation and synergies between the HEIs and the business sector through discussion and recognition of the common ground, through exchange of ideas and practices. Business-oriented academic staff from EU and Tunisian HEIs participated in the Business fora. Students were also invited to participate to facilitate the interaction and networking with the enterprise sector in the field. The events were open for the public.

The purpose of the evaluations is to assess the delivery and impact of the event regarding the linkage of HEIs, businesses and future employees (students) who will exploit the knowledge gained from the project CLICHA and thus, increase the chances for the better utilization and multiplication of the results of the project.

2.1.1 University of Carthage: Climate change and plant health

The Business Forum took place in December 17th, 2019 at the National Institute of Agronomy of Tunisia (INAT), under the auspices of the University of Carthage. The event also included conferences related to this theme and was an opportunity for exchanges and sharing between professionals, academics and students.

Participants

The participants of the event were 139 students and academic staff from Tunisian Universities as well as local stakeholders. For the evaluation 75 anonymous questionnaires were collected.

Results Presentation

The evaluation is presented below, in %, where 1 is Poor and 5 is Very Good

	1	2	3	4	5
What is your opinion of the general organization and facilities of the event?		1	14	52	33
To which extent did the event live up to your expectations?		1	23	56	20
What is your opinion of the presenters/facilitators?		1	24	52	23
How do you evaluate the information and the material that was distributed before and during the event?		1	30	44	25

How do you evaluate the agenda of the event?		2	23	54	21
How do you evaluate the technical resources used?		4	28	44	24
How effective do you think was the methodologies used?		2	34	42	22
How useful was the event?		1	21	53	25
How valuable was the event for your professional growth?		1	19	54	26
How satisfied are you from the level of participation to the event proceedings?		3	27	49	21
Do you feel that the targets of the event have been fulfilled?		1	25	47	27
How do you evaluate the accommodation and catering of the event?		1	29	48	22

Conclusions and Recommendations

The evaluation was very positive in all indices, since more than 90% of the participants gave scores equal or above 3 and more than 70% of the participants gave scores between 4 and 5, on the 5-points Likert scale, where 1 is Poor and 5 is Very Good. So, the event was considered successful.

2.1.2 University of Life Sciences and Technologies: Land management and agricultural practices for reducing greenhouse gas and ammonia emissions

The Business Forum took place in February 27th, 2020 at Latvia University of Life Sciences and Technologies, Jelgava, Liela street 2, Center of Bioeconomy, 293. aud.

Participants

The participants of the event were 29, students from LLU, experts, and business representatives. The analysis, presented below, is based on the 29 anonymous questionnaires distributed at the venue.

Results Presentation

The assessment is presented below, in %, where 1 is Poor and 5 is Very Good.

	1	2	3	4	5
(1) What is your opinion of the general organization and facilities of the event?				41	59
(2) To which extent did the event live up to your expectations?			7	59	34
(3) What is your opinion of the presenters/facilitators?			3	34	63
(4) How do you evaluate the information and the material that was distributed before and during the event?			7	48	45
(5) How do you evaluate the agenda of the event?			7	38	55
(6) How do you evaluate the technical resources used?				38	62
(7) How effective do you think was the methodologies used?				48	52
(8) How useful was the event?			10	45	45
(9) How valuable was the event for your professional growth?			21	45	34
(10) How satisfied are you from the level of participation to the event proceedings?			17	52	31
(11) Do you feel that the targets of the event have been fulfilled?			11	41	48
(12) How do you evaluate the accommodation and catering of the event? (*)			8	17	75

Conclusions and Recommendations

The assessment was very positive in all indices, since more all participants gave scores equal or above 3 and more than 90% gave scores between 4 and 5 on the 5-points Likert scale, where 1 is Poor and 5 is Very Good. So, the event was considered successful.

3 Evaluation of Transnational meetings

3.1 4th Transnational meeting in Jelgava, Latvia

The purpose of the fourth transnational meeting was to discuss project activities and work progress so far, as well as plan future work to accomplish project goals.

3.1.1 Participants

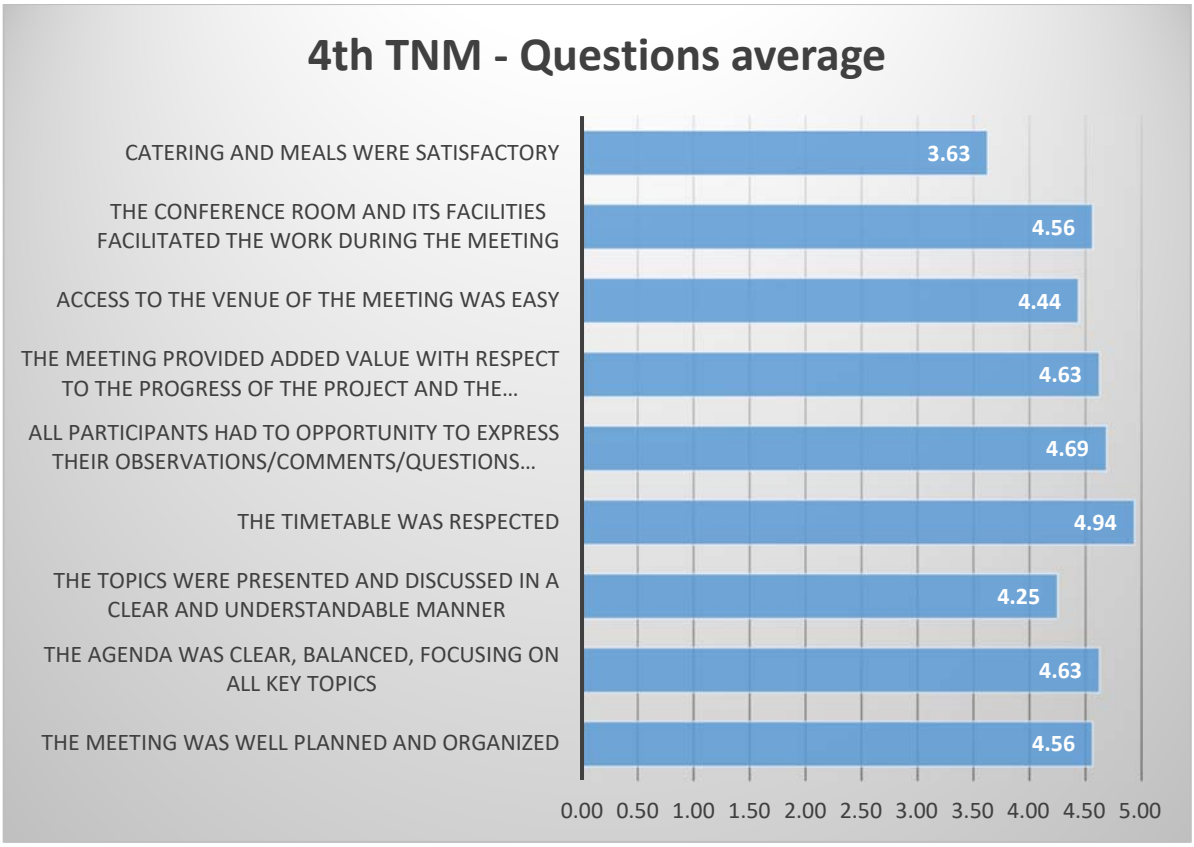
There were 20 participants in the meeting from the Partner Organizations and 19 participated in the evaluation. Participants filled out a standard questionnaire (Annex B), distributed at the end of the meeting. The names of the organization and the participant were optional. Sixteen (16) responses included the name of the organization and/or the participant, while 3 were anonymous. The analysis presented in the following pages is based on the responses from 16 participants, since the responses of the organizers (3 responses) have been excluded, as agreed by the consortium members.

For confidentiality reasons, the filled-in questionnaires were collected and are being kept by the WP leaders. Only aggregated results are presented in the consortium.

PARTNERS	***Number of participants***
P1- AUA	*2*
P2 - CRETHIDEV	*1*
P3 - National Centre for Scientific Research "Demokritos" (DEMOKRITOS)	*1*
P4 University of Jendouba (UJ)	*1*
P5 - The University of Carthage (UCAR)	*2*
P6 - University of Sousse (US)	*2*
P7 - The National Institute of Field Crops (INGC)	*1*
P8 - Centre of Adaptation to Climate Changes (CACC)	*2*
P10 - Università degli Studi di Torino (UNITO)	*1*
Anonymous	*3*
	Total: 16

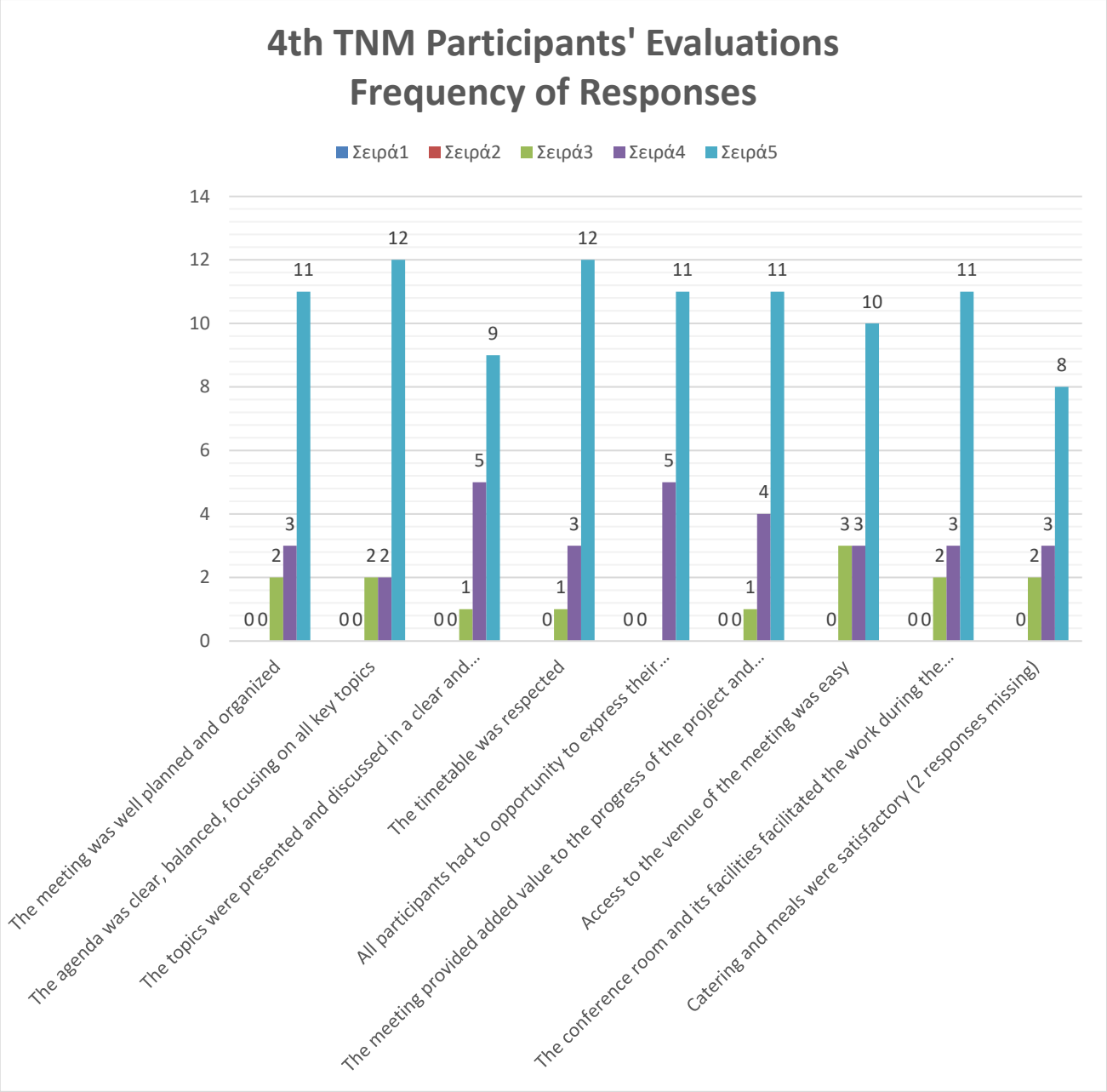
3.1.2 Results presentation

In the following figure, the average score per evaluation question is presented.



As shown, the average responses in all questions are above the pre-determined by the project Quality Plan threshold of approval, i.e., more than 70% of answers with score ≥ 3 on a 5 Likert Scale (1=Poor, 5=Excellent).

In the graph below, the frequency of responses is presented (Series 1=1 Poor, series 2=2....series 5=5 Excellent).



In the Table below, participants' comments and suggestions are presented.

	Comments/Suggestions
1	"Thank you for the hospitality!".
2	"Very well organized TNM".

3.1.3 Conclusions and Recommendations

Overall, the 4th Transnational Meeting was considered very successful. There were not any negative evaluation responses, i.e., below 3 and the majority of the participants gave very high scores in all criteria (4 or 5).

According to the evaluation feedback, participants praised the hospitality and the good organization of the meeting by the hosts. This meeting was also combined with a Business Forum organized by LLU and it provided the opportunity to create awareness about the project and its outcomes as well as exchange valuable information and opinions between the partnership, field experts and stakeholders from the region.

3.2 Online Steering Committee Meeting, September 2020

The 5th Steering Committee meeting was organized by the coordinator Agricultural University of Athens (AUA) online in September 30th, 2020 from 10:00 to 14:00 CET. The purpose was to discuss project activities and work progress and the effects of the pandemic on the implementation of certain planned activities, in order to make the necessary adjustments and to plan future work to accomplish project goals.

The Quality Manager created and circulated an online evaluation questionnaire in google forms in October 2020 to all participants. The responses were anonymous. For confidentiality reasons, the filled-in questionnaires are kept by the WP leaders. Only aggregated results are presented in the consortium.

3.2.1 Participants

There were 26 participants in the meeting from the Partner Organizations and 10 participated in the evaluation, representing all partner organizations.

PARTNERS	*Number of participants*
P1- AUA	*1*
P2 - CRETHIDEV	*1*
P3 - National Centre for Scientific Research "Demokritos" (DEMOKRITOS)	*1*
P4 University of Jendouba (UJ)	*1*
P5 - The University of Carthage (UCAR)	*1*
P6 - University of Sousse (US)	*1*
P7 - The National Institute of Field Crops (INGC)	*1*
P8 - Centre of Adaptation to Climate Changes (CACC)	*1*
P9 - Latvia University of Life Sciences and Technologies (LLU)	*1*
P10 - Università degli Studi di Torino (UNITO)	*1*
	Total: 10

3.2.2 Results presentation

In the following Table, the average score per evaluation question is presented.

Meeting Evaluation Questions	Score
(1) How do you rate the information you received before the meeting, intended to facilitate your participation?	4.3
(2) How do you rate the organization of the meeting regarding the themes, the time available and the procedures?	4.1
(3) What is your opinion on the agenda of the meeting? (Do you think it was clear, balanced, and focused on all key topics?)	4
(4) How do you rate the presentation of the topics and the discussions generated? (Were these presented and discussed in a clear and understandable manner?)	3.8
(5) How do you rate the adherence to the timetable?	4.1
(6) How do you rate the encouragement provided to the participants to express their observations/comments/questions? about the topics?	4
(7) How do you rate the contribution of the meeting with respect to the progress of the project and the scheduling of the next steps?	4.1
(8) How do you rate the meeting software/platform used? (Was it easy or confusing?)	3.8
(9) How do you evaluate the video and audio quality of the meeting?	3.5
(10) How do you evaluate the length of the online meeting?	3.5

3.2.3 Conclusions and Recommendations

As shown in the previous unit, the average responses in all questions are above the pre-determined by the project Quality Plan threshold of approval, i.e. more than 70% of answers with score ≥ 3 on a 5-point Likert Scale (1= "Very Unsatisfactory" and 5= "Very Satisfactory"). Overall, the Steering Committee Meeting of the project was considered very successful and productive.

However, although above the set quality standards, the platform used and the connection (audio and video) were evaluated less favorably as well as the length of the meeting. This could imply that, although the usefulness of the meeting regarding the progress of it was considered very high (an average of 4,1 on a 5-point scale), the technical quality and the length of a meeting have more impact in an online context.

4 Project Evaluation

The purpose of the third annual project evaluation is to review the third-year project implementation, i.e. the work methodology and achievements of the project, but also to assess the project's partnership approach including management structures, communications and work relationships using the perceptions of the consortium members.

4.1 Participants

In the 3rd year Project Evaluation, 15 participants of the CLICHA consortium from different Partner organizations participated, as follows:

PARTNERS	*Number of participants*
P1- AUA	*2*
P2 - CRETHIDEV	*2*
P3 - National Centre for Scientific Research "Demokritos" (DEMOKRITOS)	*2*
P4 - University of Jendouba (UJ)	*1*
P5 - The University of Carthage (UCAR)	*1*
P7 - The National Institute of Field Crops (INGC)	*1*
P8 - Centre of Adaptation to Climate Changes (CACC)	*1*
P9 - Latvia University of Life Sciences and Technologies (LLU)	*1*
P10 - Università degli Studi di Torino (UNITO)	*4*
	Total: 15

4.2 Results presentation

In the following Tables, the frequency of responses and the mean scores in each evaluation question are presented.

FREQUENCY OF RESPONSES

	Evaluation Questions	Poor 1	2	3	4	Excellent 5
1	The extent to which the consortium commits time and resources as required by the Work Plan			4	9	2
2	The consortium's efficiency to resolve problems		1	6	4	4
3	The effectiveness and clarity of the communication among the partners and the PC			4	7	4

4	The effectiveness and clarity of communication with other agencies e.g. the National Agency? *			6	5	3
5	The commitment and proportionate involvement of all partners?		1	4	8	2
6	The arrangements for the implementation of the work packages and the administration of budgets?		1	4		3
7	The effectiveness of the project co-ordination			3	7	5
8	The professional competence and commitment displayed by the PC?			2	5	8
9	The quality of the relationship among the partners and team-development?		1	4	6	4
10	The quality of the project monitoring and evaluation processes?			3	7	5
11	The quality of the project information/results dissemination arrangements?			7	5	3
12	The adherence to the Work Plan by all partners?	1		7	5	2
13	The deviations from the Work Plan? If any, were they based on well-considered reasons and mutual agreement?	1	1	2	7	4
14	The quality of the project in terms of its short, medium- and long-term impact at local/regional/ national/European level?			4	6	5
15	The quality of materials/guides/reports/products throughout the life-cycle of the project?			3	7	5
16	The support from within your partner organization, in terms of managerial support, specialized support or peer support?		1	2	8	4
17	The sufficiency, range and suitability of project resources, including, where appropriate, technology resources?			4	7	4
18	The sharing of resources/expertise amongst transnational partners?		1	3	7	4
19	The extent to which technology and other resources are used effectively and innovatively?			7	2	6
20	The link between project workplan and cost-effective use of resources?		1	6	4	4

*: one response missing

MEAN SCORES (in hierarchical order)

Evaluation Questions		Year 3
8	The professional competence and commitment displayed by the PC?	4.4
15	The quality of materials/guides/reports/products throughout the life-cycle of the project?	4.2
10	The quality of the project monitoring and evaluation processes?	4.1
14	The quality of the project in terms of its short, medium- and long-term impact at local/regional/ national/European level?	4.1
7	The effectiveness of the project co-ordination	4.1
3	The effectiveness and clarity of the communication among the partners and the PC	4
16	The support from within your partner organization, in terms of managerial support, specialized support or peer support?	4
17	The sufficiency, range and suitability of project resources, including, where appropriate, technology resources?	4
1	The extent to which the consortium commits time and resources as required by the Work Plan	3.9
18	The sharing of resources/expertise amongst transnational partners?	3.9
19	The extent to which technology and other resources are used effectively and innovatively?	3.9
4	The effectiveness and clarity of communication with other agencies e.g. the National Agency? *	3.8
6	The arrangements for the implementation of the work packages and the administration of budgets?	3.8
13	The deviations from the Work Plan? If any, were they based on well-considered reasons and mutual agreement?	3.8
2	The consortium's efficiency to resolve problems	3.7
5	The commitment and proportionate involvement of all partners?	3.7
9	The quality of the relationship among the partners and team-development?	3.7
11	The quality of the project information/results dissemination arrangements?	3.7
20	The link between project workplan and cost-effective use of resources?	3.7

12	The adherence to the Work Plan by all partners?	3.5

4.3 Conclusions and recommendations

In all questions, the evaluation scores given by project partners are above the threshold of 3, ranging from 3.5 to 4.4. The highest scores are given to the competence of the Project Coordinator, the quality of the project outputs, the quality of the project monitoring and evaluation processes, the quality of the project in terms of its short, medium- and long-term impact at local/regional/ national/European level and the effectiveness of the project co-ordination. The lowest score is given to the adherence to the Work Plan by all partners (3.5).

Although all scores, based on the perceptions of the respondents, are on the positive side of the scale, a comparison with the evaluation of the previous years could provide some useful insight. In the table below, a comparison of mean scores is presented between Year 1, Year 2 and Year 3 of project implementation.

	INTERNAL PROJECT EVALUATION SCORES (comparison of annual evaluations)	Year 1	Year 2	**Year 3**
1	**The extent to which the consortium commits time and resources as required by the Work Plan**	3.91	3.60 ↓	**3.9** ↑
2	The consortium's efficiency to resolve problems	4.22	3.85 ↓	3.7
3	The effectiveness and clarity of the communication among the partners and the PC	3.91	3.85 ↓	**4**
4	The effectiveness and clarity of communication with other agencies e.g. the National Agency?	3.87	3.94 ↑	3.8
5	The commitment and proportionate involvement of all partners?	3.96	3.90 ↓	3.7 ↓
6	The arrangements for the implementation of the work packages and the administration of budgets?	3.91	3.95 ↑	3.8
7	The effectiveness of the project co-ordination*	4.43	4.10 ↓	**4.1**
8	The professional competence and commitment displayed by the PC?	4.48	4.50 =	4.4
9	The quality of the relationship among the partners and team-development? *#	4.35	3.75 ↓	**3.7**
10	The quality of the project monitoring and evaluation processes? #	4.48	3.95 ↓	**4.1**
11	The quality of the project information/results dissemination arrangements?	3.96	3.80 ↓	3.7
12	The adherence to the Work Plan by all partners?#	3.83	3.45 ↓	**3.5**

13	The deviations from the Work Plan? If any, were they based on well-considered reasons and mutual agreement? #	4.10	↓	3.74		**3.8**
14	The quality of the project in terms of its short, medium- and long-term impact at local/regional/ national/European level? #	4.39	↓	4.05		**4.1**
15	The quality of materials/guides/reports/products throughout the life-cycle of the project?	4.41	↓	4.20		**4.2**
16	The support from within your partner organization, in terms of managerial support, specialized support or peer support?	4.17	=	4.20	↓	4
17	**The sufficiency, range and suitability of project resources, including, where appropriate, technology resources?**	4.26	↓	3.50	↑	**4**
18	The sharing of resources/expertise amongst transnational partners?	3.70	↑	3.90		**3.9**
19	**The extent to which technology and other resources are used effectively and innovatively?**	3.91	↓	3.35	↑	**3.9**
20	The link between project workplan and cost-effective use of resources?	3.82	↑	3.95	↓	3.7

With bold fonts are presented those scores that showed improvement or remained the same compared with Year 2 results. A marked improvement has been shown in the following evaluation criteria:

- The extent to which technology and other resources are used effectively and innovatively (from 3.35 to 3.90)
- The sufficiency, range and suitability of project resources, including technology resources (from 3.5 to 4.0)
- The extent to which the consortium commits time and resources as required by the Work Plan (from 3.60 to 3.90)

showing that the consortium is convinced about the innovative nature of the project and of the resources used. This could be explained by the fact that new or enriched courses on climate change have been developed and they have been uploaded in the project platform improving the content and the mode of delivery.

However, there are questions in which the evaluation scores decreased noticeably, comparing to Year 2:

- The link between project workplan and cost-effective use of resources (from 3.95 to 3.7)
- The commitment and proportionate involvement of all partners (from 3.90 to 3.70)
- The support from within the partner organization, in terms of managerial support, specialized support or peer support (from 4.20 to 4.00)

In this year also, concerns are expressed regarding the commitment of all partners, an inherent challenge to multi-partner collaboration, as well as regarding inter-organizational collaboration and support from colleagues withing own organization. It seems that common goals are not shared by all or that there is lack in persuading partners and colleagues about the gain of mutual benefits. An emphasis in communication

efforts could support exchanging of knowledge and ideas and might help to achieve a better understanding between partners and colleagues advancing collaboration.

5 ANNEXES

5.1 ANNEX A: Deliverable Evaluation Form

Deliverable Evaluation Form

Work Package	
Deliverable Name	**Communication and Exploitation Plan**
Date of Review	
Reviewer's Name (optional) **Organization (mandatory)**	

1. Assessment of Deliverables by the Reviewer

Mark with X the appropriate column:

CONTENTS	Y	N	NA	Comments
Are the contents of the Deliverable adequately clear and understandable?				
Are the contents according to the Application Form description?				
Are the contents according to the project objectives?				
Are the contents according to the work package objectives?				
Are all aspects thoroughly and in depth analyzed?				
Does the Deliverable need the addition of information to reach completeness?				
Are there any sections in the Deliverable that should be removed?				
FORMAT (for documents)	**Y**	**N**	**NA**	**Comments**
Does the Deliverable contain: WP number, Deliverable name, Version, Author Name and Date?				
Does the Deliverable properly use the official template provided (formatting, fonts, logos)?				
Is the information required by the template properly included in the Deliverable (reviewers, distribution levels, table of contents, EU funding disclaimer)?				
Are there other remarks about the format of the Deliverable (spelling, grammar, etc)?				

NA: Please mark as "NA" if the question does not concern the specific deliverable

2. **Suggested improvements** (Changes that should be implemented - Missing information - Further improvements - add rows as needed)

Page No.	Section	Suggested Improvement

3. **Any other observations** (e.g. minor corrections that need attention - add rows as needed)

Page No.	Section	Observations

4. **Conclusion** (Mark with X the appropriate line)

Deliverable accepted, no changes required	
Deliverable accepted but changes required	
Deliverable not accepted, it must be reviewed after changes are implemented	

5.2 ANNEX B – Meeting Evaluation Questionnaire

Meeting Evaluation Form

Dear colleague,

Thank you for your participation in this meeting. You are kindly requested to take part in this short survey. Your feedback is very valuable in view of the further project progress and performance. All data will be treated confidentially.

Please answer each question with a grade between 1-5, where 1 is Poor and 5 is Excellent.

If you give 1 or 2, please explain why, using the comment space below. It would be helpful to have your comments or suggestions.

	1	2	3	4	5
(1) The meeting was well planned and organized.					
(2) The agenda of the meeting was clear, balanced, focusing on all key topics.					
(3) The topics were presented and discussed in a clear and understandable manner.					
(4) The timetable was respected.					
(5) All participants had to opportunity to express their observations/comments/questions about the topics of the					
(6) The meeting provided added value with respect to the progress of the project and the scheduling of the next steps.					
(7) Access to the venue of the meeting was easy. (*)					
(8) The conference room and its facilities facilitated the work during the meeting. (*)					
(9) Catering and meals were satisfactory. (*)					
Comments / Suggestions:					

(*) In case of long-distance meetings (teleconferences/videoconferences/skype meetings), questions (7), (8) and (9) should not be answered.

Name & Organization: (optional)_____

Thank you for your cooperation!

Online Meeting Evaluation Form

Please answer each question with a grade between 1-5, where **1** is **Very Unsatisfactory** and **5** is **Very Satisfactory**.

	1	2	3	4	5
(1) How do you rate the information you received before the meeting, intended to facilitate your participation? (2)					
(2) How do you rate the organization of the meeting regarding the themes, the time available, and the procedures?					
(3) What is your opinion on the agenda of the meeting? (Do you think it was clear, balanced, and focused on all key topics?)					
(4) How do you rate the presentation of the topics and the discussions generated? (Were these presented and discussed in a clear and understandable manner?)					
(5) How do you rate the adherence to the timetable?					
(6) How do you rate the encouragement provided to the participants to express their observations/comments/questions?					
(7) How do you rate the contribution of the meeting with respect to the progress of the project and the scheduling of the next steps?					
(8) How do you rate the meeting software/platform used? (Was it easy or confusing?)					
(9) How do you evaluate the video and audio quality of the meeting?					
(10) How do you evaluate the length of the online meeting?					
Comments / Suggestions:					

5.3 ANNEX C: Project Evaluation Form

Internal Project Evaluation Form

Date of Evaluation:	
Evaluation by Organization name (compulsory) **Respondent's name: (non-compulsory)**	

Please answer each question with a grade between 1-5, where **1 is Poor** and **5 is Excellent**.

How do you evaluate….		**1**	**2**	**3**	**4**	**5**
1.	The extent to which the consortium commits time and resources as required by the Work Plan?					
2.	The consortium's efficiency to resolve problems?					
3.	The effectiveness and clarity of the communication among the partners and the PC?					
4.	The effectiveness and clarity of communication with other agencies eg. the National Agency?					
5.	The commitment and proportionate involvement of all partners?					
6.	The arrangements for the implementation of the work packages and the administration of budgets?					
7.	The effectiveness of the project co-ordination?					
8.	The professional competence and commitment displayed by the PC?					
9.	The quality of the relationship among the partners and team-development?					

How do you evaluate….		1	2	3	4	5
10.	The quality of the project monitoring and evaluation processes?					
11.	The quality of the project information/results dissemination arrangements?					
12.	The adherence to the Work Plan by all partners?					
13.	The deviations from the Work Plan? If any, were they based on well-considered reasons and mutual agreement?					
14.	The quality of the project in terms of its short, medium and long term impact at local/regional/ national/European level?					
15.	The quality of materials/guides/reports/products throughout the life-cycle of the project?					
16.	The support from within your partner organization, in terms of managerial support, specialized support or peer support?					
17.	The sufficiency, range and suitability of project resources, including, where appropriate, technology resources?					
18.	The sharing of resources/expertise amongst transnational partners?					
19.	The extent to which technology and other resources are used effectively and innovatively?					
20.	The link between project workplan and cost-effective use of resources?					
Other Comments and Suggestions:						

5.4 ANNEX D: Event Evaluation Form

Event Evaluation Form

Event:

Date:

Your name (not compulsory):

Your company/organization (not compulsory):

Answer each question with an evaluation from 1-5, where 1 is Poor and 5 is Very Good.

	1	2	3	4	5
(1) What is your opinion of the general organization and facilities of the event?					
(2) To which extent did the event live up to your expectations?					
(3) What is your opinion of the presenters/facilitators?					
(4) How do you evaluate the information and the material that was distributed before and during the event?					
(5) How do you evaluate the agenda of the event?					
(6) How do you evaluate the technical resources used?					
(7) How effective do you think was the methodologies used?					
(8) How useful was the event?					
(9) How valuable was the event for your professional growth?					
(10) How satisfied are you from the level of participation to the event proceedings?					
(11) Do you feel that the targets of the event have been fulfilled?					
(12) How do you evaluate the accommodation and catering of the event? (*)					

(*) only in case there was accommodation included