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Curriculum Development for Sustainable Seafood and Nutrition Security

Project Acronym

SSNS

Deliverable 5.3: Periodic Quality and Evaluation

Reports

Evaluation Report

Kick-off meeting, 18th-20th of April 2018, in Bangkok, Thailand

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1. General Comments

An evaluation exercise was conducted by SSNS partners providing feedback for the kick – off meeting held in Bangkok on the 18th to 20th of April 2018. Questionnaires were developed and sent via email by Eurotraining. Partners were invited to complete the evaluation form as soon as possible, while a relevant reminder was sent some weeks later.

By the deadline, all 13 partners returned the fully completed questionnaire. More than one questionnaires were completed by some partner organizations.

This report aims to provide output on the whole project and its organizations, the allocated roles, the group of work and on the hosting organization. Thus, it will provide feedback particularly on:

- the understanding of the allocated roles of partners and their responsibilities within the project;
- the organizational and administrative frameworks of the project, including the financial aspect of it;
- the organization of the workload according to each Intellectual Output;
- the level of satisfaction with the management and the coordination of the meeting;
- the assessment of the logistics of the meeting and its general organization;
- the cooperation and flow of information during the meeting and between partners.





2. Evaluation Analysis Results

The partners had the opportunity to evaluate the meeting including different aspects as mentioned before by rating from 1 to 5, according to the questions provided and the level of satisfaction. The level of satisfaction was assessed from 1, which stands for the worst rating, to 5 which stands for the best rating.

1. Question 1: Name and surname (optional)

The first question of the questionnaire was about personal information of the participants, meaning their name and surname. Although it was an optional question, the majority of the respondents chose to give an answer.

2. Question 2: Organization's name

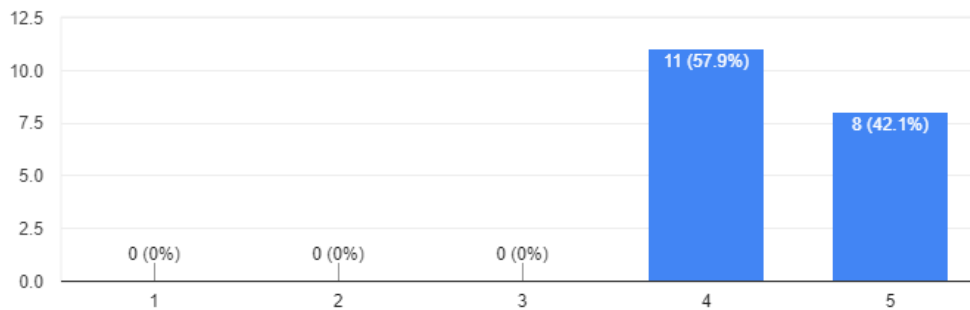
This question was about the representing organization of each participant, with results being distributed almost evenly among the thirteen partner organizations.





3. Overall, how would you rate the meeting?

For the third question, participants were asked to evaluate their overall satisfaction of the kick – off meeting.



As we can see from the graph, the percentages between “Excellent” (42.1%) and “Very good” (57.9%) are very close. This can be seen as a very encouraging fact, given that it was the first meeting of partners from different cultures and relations between participants were not yet cultivated in person.

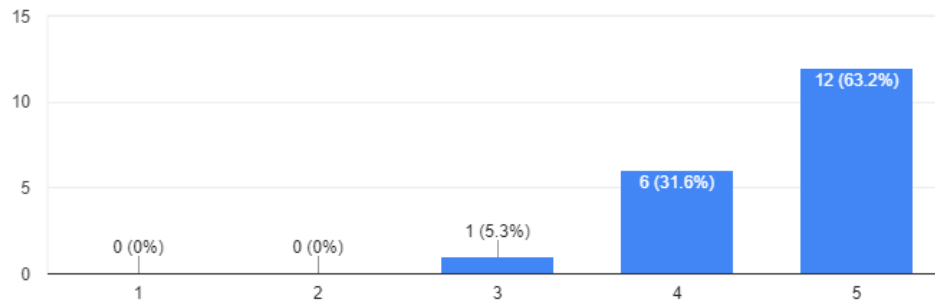
4. The objectives of the meeting were clear to the partners

The aim of this question is to evaluate in what extend participants were familiar with the objectives set for the meeting.





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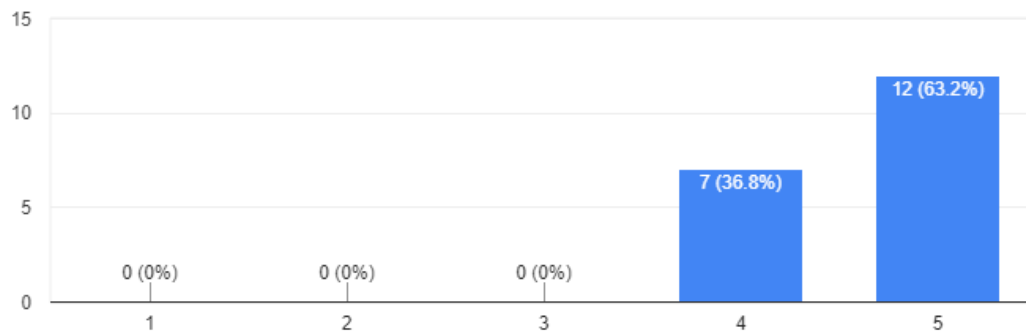


Twelve out of nineteen respondents answered that the meeting's objectives were very clear to them, while another six stated that the objectives were clear. Only one respondent was more neutral. Although the general outcome of the question is positive, it might be useful to collect some feedback about the points that were not completely clear about some partners, in order to proceed to improvements for the next meetings.

5. The meeting was useful for helping our organization to carry out the expected project activities

This question's objective is to identify whether partners found the meeting useful in terms of clarifying the way that specific activities will be implemented during the project.

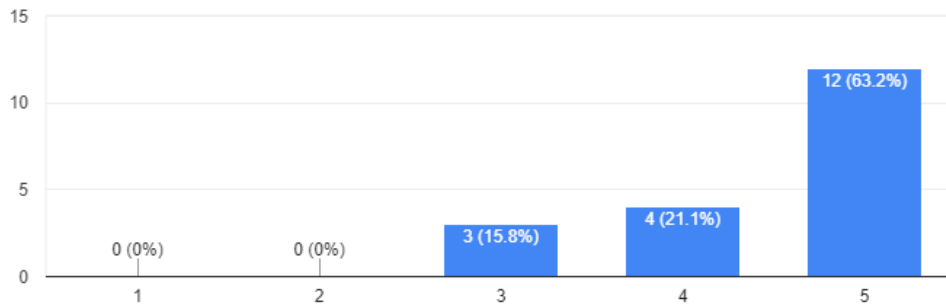




In general, participants seemed to be satisfied in that particular aspect of the meeting, as twelve out of nineteen found the meeting very helpful for their organizations. However, even if a small percentage (36.8%), there were seven participants who chose the answer “Useful”, indicating that some issues about the project’s activities might not be fully clear for them. This is not an unusual situation for a kick – off meeting, as things are still in an early stage and it is common for a certain level of uncertainty to exist.

6. The meeting was useful for establishing communication among partners

As continuous and effective communication is a vital part of the successful implementation of the project, this question is very important for the whole evaluation of the project.

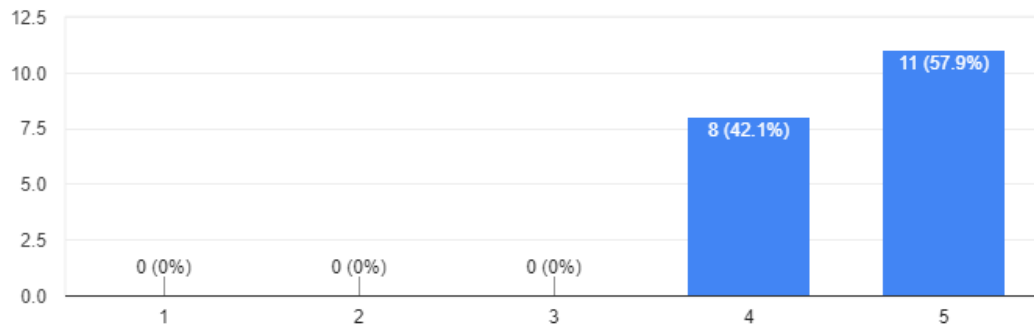


The results are promising as the majority of the participants stated that the meeting was “Very useful”. The rest of the seven respondents were separated into the answers “Useful” and “Fair”, indicating the fact that the communication among partners could be better in some points. Although the establishment of communication is crucial for the beginning of the project, it is even more important, and maybe harder, to improve the communication throughout the whole life – cycle of the project, and that is why this particular question can be used as a reference point for future meetings too.

7. After the meeting, work plan and deadlines for each result were clear

As the kick – off meeting is the most appropriate occasion for the consortium to clarify relevant work plans and deadlines, participants were asked to answer in what extend those issues were clear for them after the meeting.





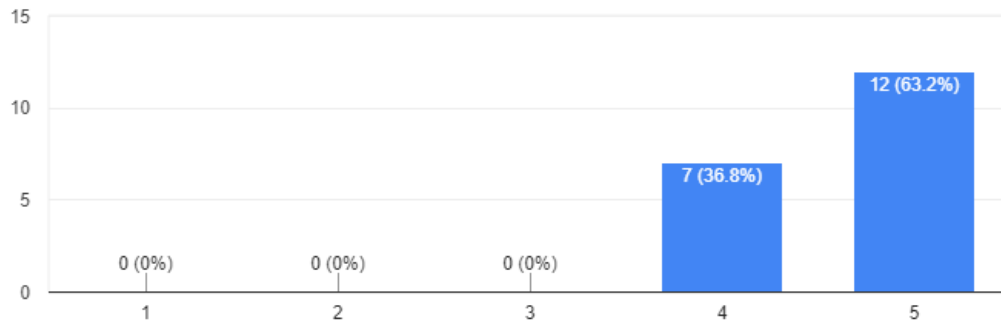
Most of the respondents (11 out of 19) replied that the work plan and deadlines set during the meeting were very clear to them, while eight people answered that they were just clear. The results of this question can be studied in combination with those regarding the establishment of communication among partners, as better communication is far more likely to produce clear and comprehensible timelines, work plans, deadlines, etc.

8. After the meeting, my role and responsibilities within the next project activities were clear

In that question, participants were asked to evaluate the level of clarification they acquired during the meeting, regarding their role and responsibilities within the next project activities.



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In general, participants' views can be considered positive, as 63.2% answered that their roles and responsibilities were very clear, whereas 36.8% that they were clear. It might be beneficial to look into the specific issues of uncertainty of some partners, as the full understanding of each partner's responsibilities is essential for the effective implementation of the project.

9. What is your opinion about the project meeting in terms of issues discussed, social interactions, problem resolution, etc.?

This question refers to the effectiveness of the meeting regarding the issues that were discussed, the social interactions among partners, the resolution of emerging problems, etc.

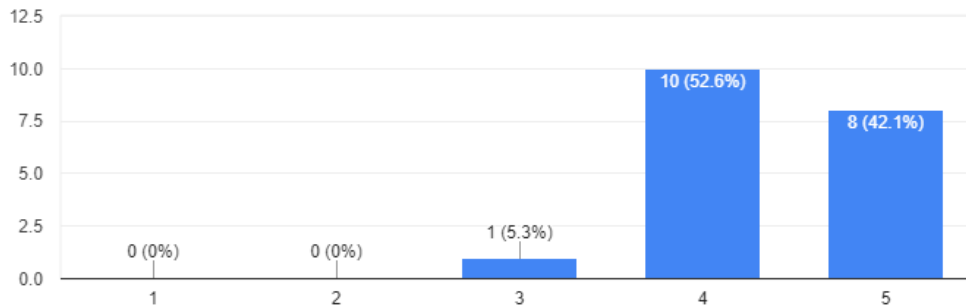


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As the above graph indicates, 10 out of 19 responses stated that they were just satisfied by the meeting in terms of those specific aspects. The remaining eight participants were “Very satisfied” with the exception of 1 respondent who answered more neutral. Taking into account that this meeting was the first for the consortium, it is very encouraging that partners chose to give such favorable reviews in such an important question.

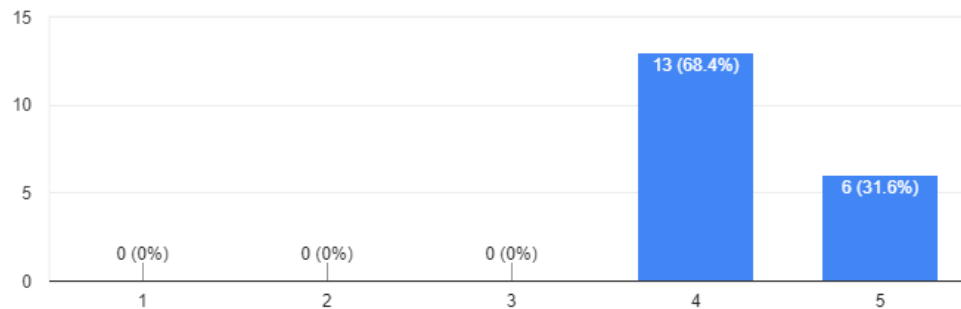
10. Are you satisfied with the presentations made by the partners in the meeting (timing, content, quality of content, connection with the project tasks, etc.)?

In that question, participants were asked to evaluate the presentations given by the partners during the meeting.



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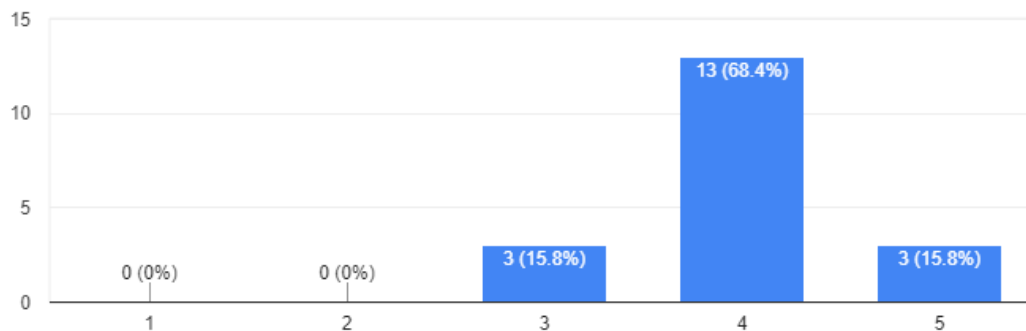




It can be noticed that six out of nineteen participants were very satisfied by the meeting's presentation, but there were also thirteen respondents who were just satisfied. The answers to that question depend, in a great extent, on the expectations of each participant, as well as on each partner's understanding of the roles and tasks that every other partner has committed to.

11. Where you satisfied with the meeting venue?

This question asks from participants to evaluate the venue where the meeting took place.



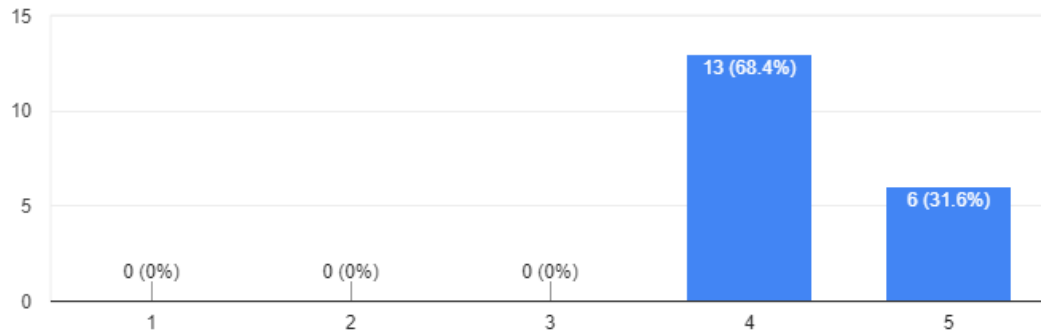
Respondents seemed to be satisfied with the meeting venue, while there were three participants who were very satisfied and other three that were neutral. As the evaluation of the venue was positive, future meetings can be organized following the example of the kick – off meeting’s venue.

12. How do you rate the duration, date and timing of the meeting?

Participants were asked to evaluate specific aspects of the meeting, namely its duration, date, and timing.



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Responses were again positive, as 68,4% of those who answered thought that those characteristics of the meeting were very good, whereas six participants thought they were excellent. Timing issues are very important for a successful meeting, as both a very short and a very long in duration meeting can have the opposite results.

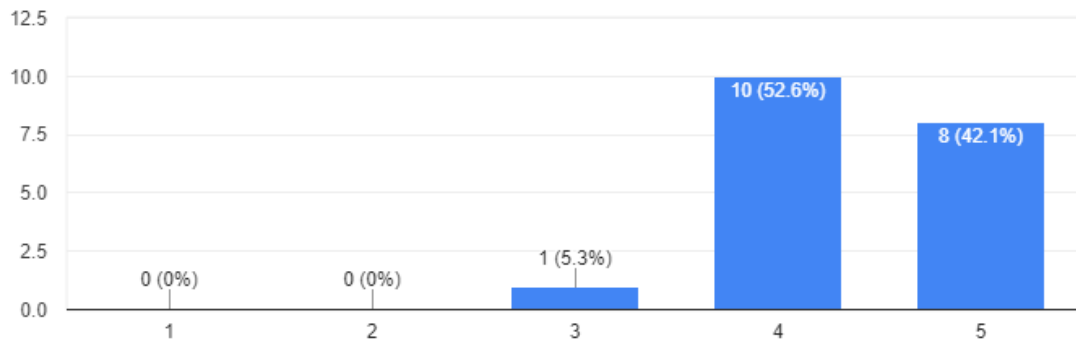
13. Was the information provided sufficient for this meeting (e.g. quantity and quality of information flow before the meeting; communication management from promoter and/or hotel, etc.)

For this question, participants were asked to evaluate the efficiency level of the meeting's activities in general.



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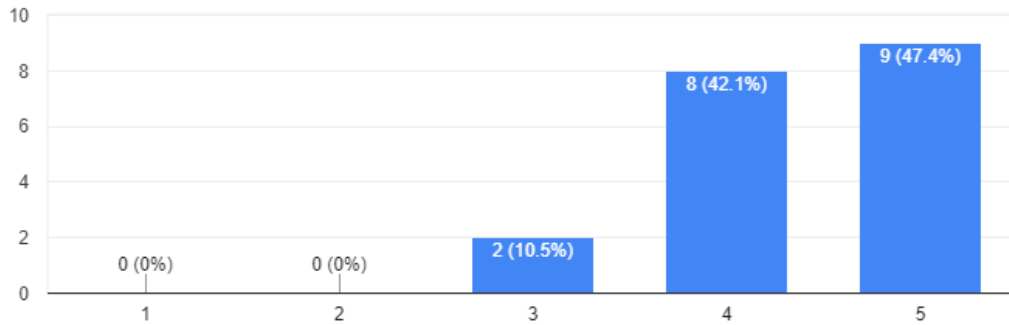




Participants were generally satisfied with the information flow, as 42,1% of answers were “Very satisfied” and 52,6% were “Satisfied”. Nevertheless, there were one participant who thought that the information provided were just fair, indicating that there might still be some room for improvement for future meetings.

14. Were meeting activities organized in an efficient manner?

For this question, participants were asked to evaluate the efficiency level of the meeting’s activities in general.



The majority of respondents (47,4%) stated that the project's activities were organized very efficiently, while the remaining others (42,1%) that they were just efficiently organized. However, there two responses which were neutral. Those results can be considered very positive, even though there might be some issues to be addressed for next meetings.

15. What should be improved for the next meeting? Which difficulties detected must be solved? How? Please explain.



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Transportation. Taxi driver got difficulties to find AIT as the taxi driver did not know AIT and unfamiliar with google map. It will be better if you provide scheduled transportation from airport to AIT or adjacent terminal (VV).
OVERALL VETY GOOD. BEST REGARDS.

The meeting room should be equipped with good air-conditioner.

Field review is reproduced and is currently in operation / process

The room and its facilities for hotel and room meeting

I think day two of the meeting was unefficient.

More time for discussions in smaler Groups (e.g. each WP)

We suggest that a more convenient venue can be provided for the next meeting.

Break-up sessions with EU and Asian partners or according to tasks would be helpful in the future and some topics are not so relevant for EU (accreditation of courses in Asia) or Asian partners (development of agenda for EU trips) so that time can be used up to discuss more relevant issues.

I have no recommendations for improvements as it was a well-organised and fruitful kick-off meeting

The chair arrangement is better U-shape, so every body can actively involved in every discussion.

Presentation by partners, they should be brief, concise and relevant to the project.

people should be more engouaged to participate in the discussions in order to establish better communication among partners and to strengthen collaboration

Document template needed for the project administration should be prepared before meeting as partners have different national languages in administration business.

time control of the presentation + the partners need to be informed clearer on the activities for their preparation

Catering and hostel facilities.

The meeting place is quite far from town and also the cost of the room is rather expensive.

Non

No comments

No

16. Any additional comments? (optional)



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European partners should be more active.

Thank you very much for arrangement this meeting.

-

3. Summary and conclusions

The results of the first evaluation of the kick – off meeting were very satisfying. Both the quantitative and qualitative parts of the evaluation provided a valuable feedback for assessment of the overall purpose of the meeting, its organization and the content and outputs produced. In addition, the results well depicted the communication and team – working aspects of the meeting providing a clear insight on the issues to be addressed to achieve the results of the project, the reporting methods, and the organization of the meeting.

The rating system that has been used during this evaluation was based on a scale rate from one (1) to five (5). The best rate that could have been given was 5 and the worst 1, according to each question. In all questions, the average rates were between 4 to 5, while in six questions a small percentage of the participants rated with 3 some aspects of the meeting. Those outcomes are very satisfactory and show that partners have already developed a positive view of the first phase of the project and the partnership's functionality.



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The only less satisfying aspects that have been identified in this evaluation are issues, such as:

- efficient organization of meeting activities.
- meeting venue
- establishment of communication among partners

It is worth pointing out some comments and recommendations that partners did:

- regarding the meeting venue there were some difficulties in transportation and the facilities
- group discussions either among WP leaders or EU and Asian partners accordingly, would be beneficial for understanding the role and responsibilities that each partner has.
- presentations should be brief
- communication and participation in discussion by all partners is essential so as to have an effective meeting.

In general, partners were all well satisfied but the above issues were reported in the questionnaires as less satisfying, although overall positive. Taking into account that this meeting was the first time for partners to meet and discuss about the project and its specific activities, the overall evaluation can be considered as very positive. The aforementioned minor issues should be noted down and used as feedback for the organization of next meetings.

3a. Final Remarks

It would be useful for partners to



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- carefully read on the project objectives and deadlines;
- communicate with other partners and/or the leading partner for clarifications;
- participate in all Skype meetings;
- evaluate and peer reviewing each meeting;
- meet internal deadlines and respect the work plan.



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