



Eighth Meeting Evaluation Report

WP 6
Quality plan

Author: CRETHIDEV
(WP Leader)

March 2020

Document Data

Deliverable: Eight Meeting Evaluation Report

Work Package: 6. Quality plan

Work Package Leader: P13-CRETHIDEV (Greece)

Partners involved: P1-JUST (Jordan), P2-UJ (Jordan), P3-MU (Jordan), P4-BAU (Jordan), P5-MONOJO (Jordan), P6-JFDA (Jordan), P7-HTWK (Germany), P8-UNITE (Italy), P9-SPLIT (Croatia), P10-JU (Jordan), P11-AUA (Greece), P12-P&B (Portugal), P13-CRETHIDEV (Greece).

Distribution level: Partnership (Confidential)

Review by: Internal

Document Version: 1 (final)

Status: Approved

2

Document History

Version	Date	Author/Organization	Changes
1	20/03/2020	CRETHIDEV	Base document

Disclaimer

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

The information and views set out in this publication re those of the author(s) and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf may be held responsible for the use which may be made of the information contained therein.

Reproduction is authorised provided the source is acknowledged.

All rights reserved

Table of Contents

1	Introduction.....	4
2	Internal Evaluation: Aims and Procedures	4
3	Evaluation Results	5
3.1	Questionnaire	5
3.2	Comments & Suggestions.....	6
4	Overall Conclusions	8



1 Introduction

The project FOODQA “Fostering Academia Industry collaboration in Food safety and Quality” has been co-funded under the Erasmus+ Programme. The FoodQA project aims at reinforcing and structuring a Jordanian network for promoting entrepreneurship and innovation in the food area, while improving the flow of knowledge and cooperation between HEI and industry. To achieve this ambitious goal, the consortium identified a set of activities to be carried out through the creation of the FoodQA centers. These activities will lead to key changes in teaching and learning approaches and will build strong & durable bridges between academia and industry.

The partnership has agreed to ensure that all relevant measures shall be taken in order for the project to be implemented with high quality provisions. The main quality characteristics regarding the progress of the project, that will be sought to be accomplished, are the effectiveness of management and communication among the partnership, the timely accomplishment of its milestones and the effective budget control.

4

2 Internal Evaluation: Aims and Procedures

This document is for internal use by the project team and has been prepared in the context of the internal quality evaluation of the Project. With an aim to ensure the quality of the FOODQA project, key project processes, such as the partnership meetings are assessed through internal self-evaluation of the consortium by the project partners.

The aim of the evaluation is to assess the organisational issues of the meeting, and also the value of the received information to the project progress.

The internal evaluation is performed after each partnership meeting; all participants receive a questionnaire using an online digital survey tool that allows respondents to remain anonymous in order to collect quantitative and qualitative data.

The assessment is done by analyzing the responses from each partner to these questions.

The Quality Manager collects all the answers from the partners and integrates them into a report which will reflect the views of the consortium on its progress.

The meeting/event is considered approved if the percentage of agreement is more than 70% of weighted answers with score ≥ 3 . Scores less than this will require corrective actions by the partnership, led by the Project Coordinator.

The delivery of the questionnaires and the collection of results of this internal evaluation were done using Google Forms. Elaboration of results was done using MS Excel.

3 Evaluation Results

The Eighth Meeting Evaluation was implemented after the meeting in Jordan that was organized by JUST along with the final conference, during March 4-7, 2020. A questionnaire was prepared and was delivered to the partners through Google Forms.

Partners were allowed to submit their answers during the period from March 11th, 2020 to March 17th, 2020. **Totally 10 responses were received.**

The survey contained a set of questions (5-point Likert scale), in which respondents had to give a grade between 1 and 5, with 5 being the highest (fully agree) and 1 the lowest (fully disagree). Also, the possibility to provide comments at the end was provided.

At the end respondents were asked regarding their personal data, for the purpose of ascertaining partner participation. This information was optional for the participants in order to preserve their anonymity.

Annex I gives the Attendance list with all attendees per partner.

The results given below incorporate all the findings of the evaluation questionnaire.

3.1 Questionnaire

Partners were asked to rate some questions characterizing the overall meeting organization and effectiveness. Answers to all the questions were required.

Looking at the following chart, the partners seem to be very satisfied about the organization of the meeting, and its contribution to the progress of the project so far. Moreover, it is of high importance that all agreed that all presentations were clear and understandable and that they could work in very good facilities. As we can see, partners stressed that the meeting contributed positively to the progress of the project and the scheduling of the next steps, which is vital to the success of the project. Furthermore, all of the participants believe that all had the opportunity to express their observations, comments and questions about the topics of the meeting, that the timetable was respected and that the access to the venue of the meeting was easy. Also all believe that the proposed accommodation was satisfactory. In all the above issues there was one neutral response coming from one participant.

Participants were satisfied regarding the overall meeting and believe that it was well planned and organized, that the agenda was clear and well balanced focusing on all the key aspects of the project and that catering and meals were satisfactory. We had 2 neutral responses to all these questions by two participants.

The combined percentage of agreement for scores ≥ 3 was above the threshold of 70%, for all questions.

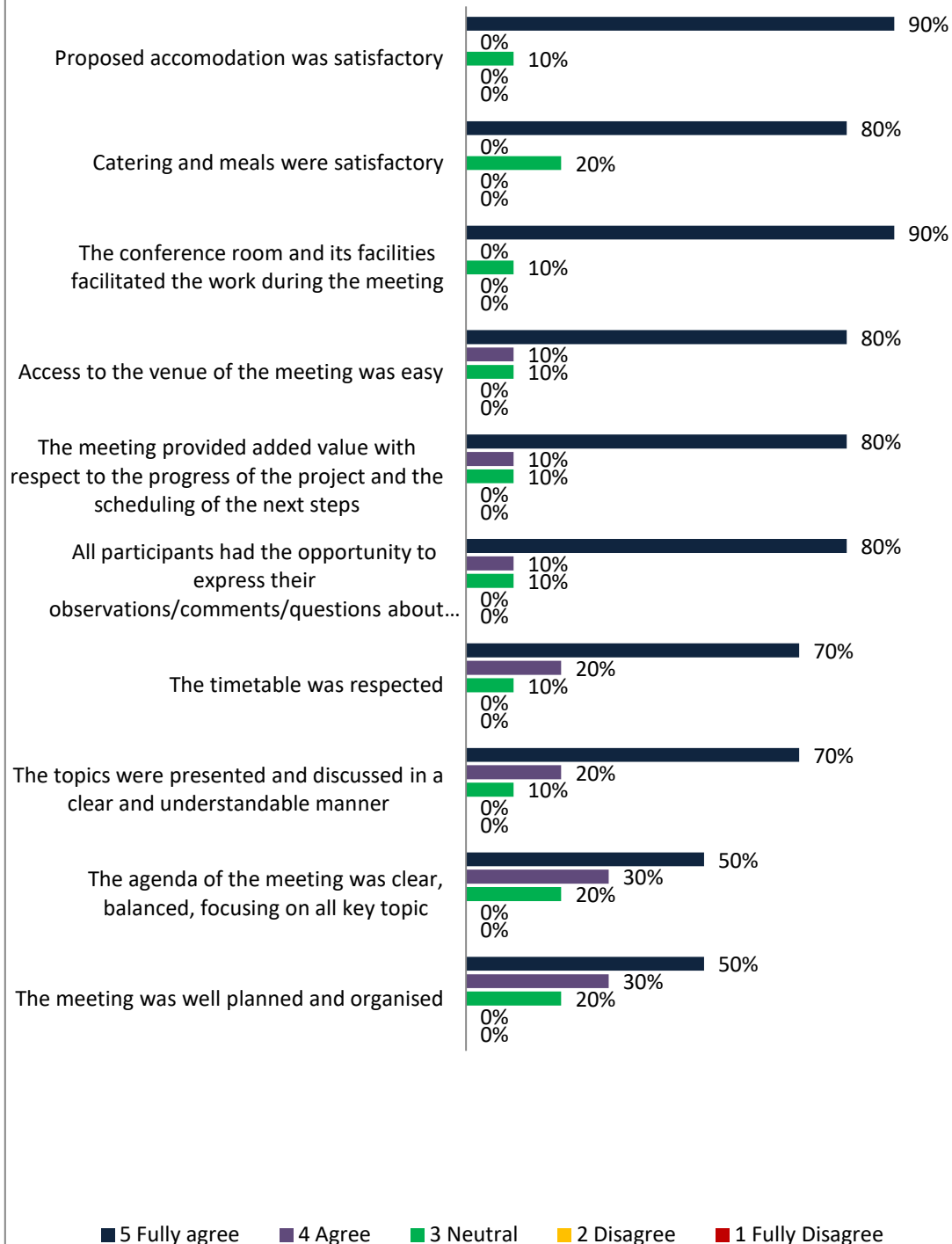
	1- Fully Disagree	2- Disagree	3- Neutral	4- Agree	5- Fully agree	weighted average	Combined % (≥ 3)	TOTAL
1. The meeting was well planned and organized	0	0	2	3	5			10
	0%	0%	20%	30%	50%	86%	100%	100%
2. The agenda of the meeting was clear, balanced, focusing on all key topics	0	0	2	3	5			10
	0%	0%	20%	30%	50%	86%	100%	100%
3. The topics were presented and discussed in a clear and understandable manner	0	0	1	2	7			10
	0%	0%	10%	20%	70%	92%	100%	100%
4. The timetable was respected	0	0	1	2	7			10
	0%	0%	10%	20%	70%	92%	100%	100%
5. All participants had the opportunity to express their observations/comments/questions about the topics of the meeting.	0	0	1	1	8			10
	0%	0%	10%	10%	80%	94%	100%	100%
6. The meeting provided added value with respect to the progress of the project and the scheduling of the next steps.	0	0	1	1	8			10
	0%	0%	10%	10%	80%	94%	100%	100%
7. Access to the venue of the meeting was easy	0	0	1	1	8			10
	0%	0%	10%	10%	80%	94%	100%	100%
8. The conference room and its facilities facilitated the work during the meeting	0	0	1	0	9			10
	0%	0%	10%	0%	90%	96%	100%	100%
9. Catering and meals were satisfactory.	0	0	2	0	8			10
	0%	0%	20%	0%	80%	92%	100%	100%
10. Proposed accommodation was satisfactory.	0	0	1	0	9			10
	0%	0%	10%	0%	90%	96%	100%	100%

3.2 Comments & Suggestions

There was only one comment. The comment was:

I didn't attend physically due to corona virus and thus I just added score 3 as n/a was not available. I was attended only via skype.

8th meeting evaluation



4 Overall Conclusions

Overall, the results of the analysis show a perception of an excellent partnership since partners agree that the contents of the meeting contributed to making the work ahead much more concrete and that the meeting was useful to clarify some important aspects of the project, as it contributed positively to the progress of the project and the scheduling of the next steps.

By analyzing the rates the questions received, we observe that 10 out of 10 questions have a range from 3-5.

By analysing the weighted averages for each question, we observe that the lowest rated questions were *“The meeting was well planned and organised”* and *“The agenda of the meeting was clear, balanced, focusing on all key aspects”* (86%). whereas the highest result came for the questions *“The conference room and its facilities facilitated the work during the meeting”* and *“Proposed accommodation was satisfactory”* (96%),