



Second Meeting Evaluation Report

WP 6
Quality plan

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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.

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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 Second Meeting Evaluation was implemented after the meeting in Leipzig that was held on 11-12 September 2017. A questionnaire was prepared and was delivered to the partners through Google Forms.

Partners were allowed to submit their answers during the period from September 22nd, 2017 to October 15th, 2017. **Out of 28 participants in the meeting (according to the Attendance List), 20 responses were received, coming from all partners (71.4 % participation in the survey).**

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 intended to be optional for the participants in order to preserve their anonymity; however it was mistakenly required as compulsory information. As soon as this was perceived, it was corrected.

In Annex I the evaluation form is added. Annex II gives the full responses to the comments and suggestions. Annex III 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 majority of the partners seem to be satisfied about the organization of the meeting, and its contribution to the progress of the project so far.

Looking the chart, it is possible to understand that the meeting was extremely useful to clarify some important aspects of the project. As we can see, 95% of the 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.

Moreover, it is of high importance that the majority of the partners (85%), agreed that all presentations were clear and understandable, while 80% stressed that they could work in very good facilities.

Furthermore, 90% of the partners believe that all had the opportunity to express their observations, comments and questions about the topics of the meeting.

65% were satisfied regarding the overall meeting and believe that it was well planned and organized, while 75% stated that the agenda of the meeting was clear and well balanced focusing on all the key aspects of the project. Also 70% stated that the timetable was respected.

85% believe that the access to the venue of the meeting was easy.

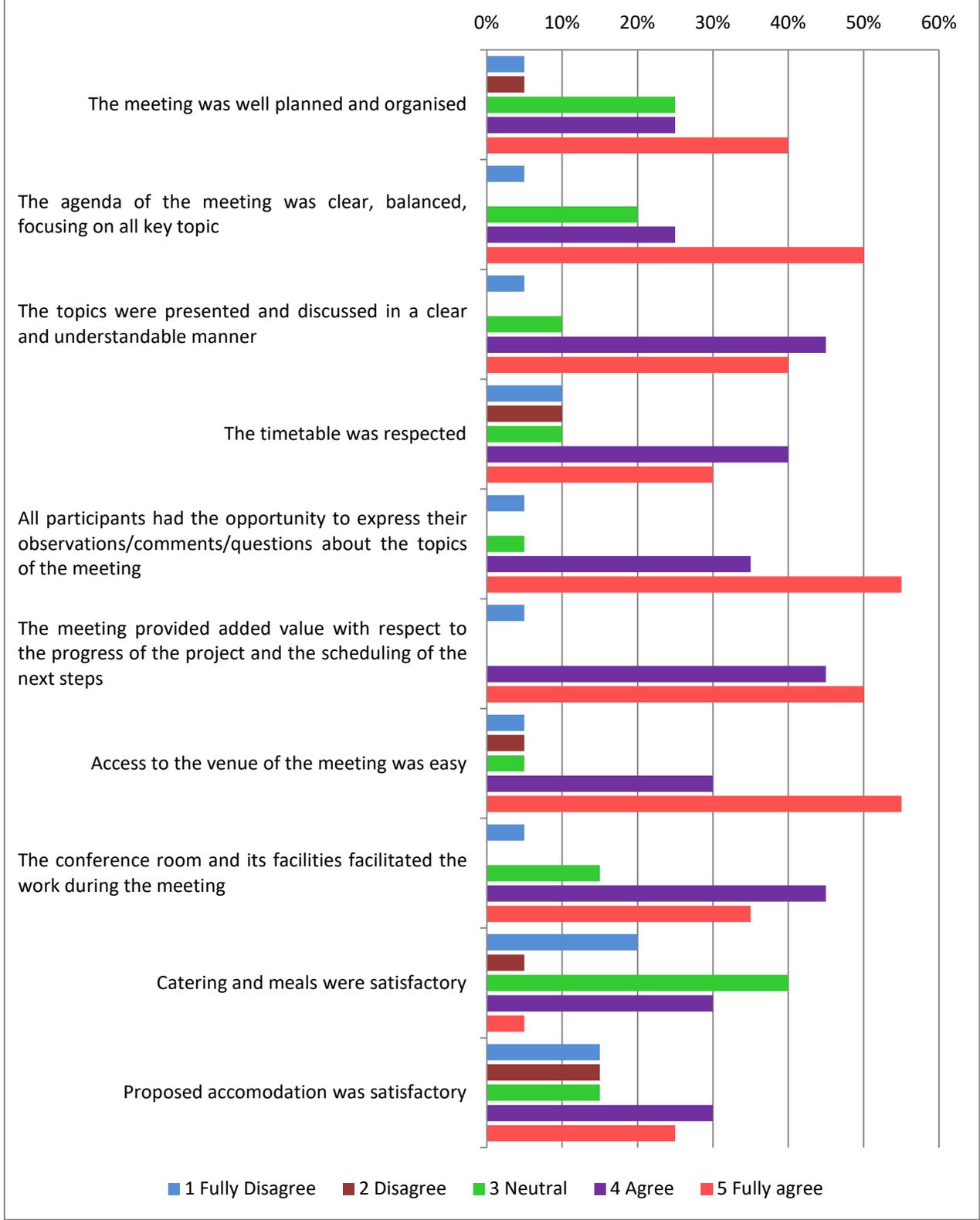
25% did not believe that catering and meals were satisfactory, while 40% had a neutral response on this matter and only 35% stated that they were satisfied.

Also almost half of the participants (55%) believe that the proposed accommodation was satisfactory, whereas 30% was not satisfied and 15% was neutral.

The combined percentage of agreement for scores ≥ 3 was above the threshold of 70%, for all questions except question No 10. **This is indicative of required actions.**

	1- Fully Disagree	2- Disagree	3- Neutral	4- Agree	5- Fully agree	Combined % (≥ 3)	TOTAL
1. The meeting was well planned and organised	1	1	5	5	8		20
	5%	5%	25%	25%	40%	90%	100%
2. The agenda of the meeting was clear, balanced, focusing on all key topics	1	0	4	5	10		20
	5%	0%	20%	25%	50%	95%	100%
3. The topics were presented and discussed in a clear and understandable manner	1	0	2	9	8		20
	5%	0%	10%	45%	40%	95%	100%
4. The timetable was respected	2	2	2	8	6		20
	10%	10%	10%	40%	30%	80%	100%
5. All participants had the opportunity to express their observations/comments/questions about the topics of the meeting.	1	0	1	7	11		20
	5%	0%	5%	35%	55%	95%	100%
6. The meeting provided added value with respect to the progress of the project and the scheduling of the next steps.	1	0	0	9	10		20
	5%	0%	0%	45%	50%	95%	100%
7. Access to the venue of the meeting was easy	1	1	1	6	11		20
	5%	5%	5%	30%	55%	90%	100%
8. The conference room and its facilities facilitated the work during the meeting	1	0	3	9	7		20
	5%	0%	15%	45%	35%	95%	100%
9. Catering and meals were satisfactory.	4	1	8	6	1		20
	20%	5%	40%	30%	5%	75%	100%
10. Proposed accommodation was satisfactory.	3	3	3	6	5		20
	15%	15%	15%	30%	25%	70%	100%

Meeting evaluation



3.2 Comments & Suggestions

4 partners made additional comments and suggestions. Their comments and suggestions highlight the following aspects:

- Partners received all information needed for the meeting on time.
- The time schedule of the meeting was not respected, since the meeting was shortened to 1 day. Day 2 activities were cancelled at the last moment and no alternative activities were placed instead for the benefit of the project. As a result, partners, who have planned to attend the 2-days meeting, eventually have spent one day in Leipzig without any project activities.
- The social dinner wasn't well organized and not every participant got information on time. Also some participants were not informed about the place that it would take place.
- There were no meals provided and lunch was left free to the participants.
- Lunch and dinner jointly carried out in general provides a good time to network and to plan further project activities or even other project plans.
- A comment about the anonymity of evaluations was made and the error was immediately corrected.
- Some partners were not proposed an accommodation and they have booked another hotel instead.
- Some speakers during the meeting did not respect the timetable.

4 Overall Conclusions

- 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;
- The agenda of the meeting was well balanced focusing on all the key aspects of the project and the presentations were clear and understandable. Also partners had the opportunity to express their observations, comments and questions about the topics of the meeting;
- Access to the venue of the meeting was easy;
- The time schedule of the meeting was not respected, since the meeting was shortened to 1 day without early information. As a consequence partners spent one day in Leipzig without project activities;
- Some speakers during the meeting did not respect the timetable;
- The meeting otherwise was well planned and organised and partners received all information needed on time;
- Some partners stated that during the meeting the opportunity to network and to plan further project activities was provided;
- The social dinner wasn't well organized and no every participant was properly informed;
- The catering that was provided was not satisfactory by the majority of participants;
- Almost half of the participants were satisfied with the proposed accommodation. Some partners also stated that they were not informed regarding proposed accommodation and they have booked alone;

Annex I

FOODQA 2nd 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 organised.					
(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 meeting.					
(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.					
(10) Proposed accommodation was satisfactory					
Comments / Suggestions:					

Name & Organisation: _____

Thank you for your cooperation!

Annex II

Below there are provided the comments and suggestions that partners stated.

Receive organisational information in advance (hotels, place of the meeting, etc). The time schedule was shortened of 1 day (day 2 was cancelled) and I planned to leave at day 3 in order to have all the time to dedicate to the project . If an activity of the meeting has to be cancelled, an alternative should be find for the benefit of the project. Actually we spent one day in Leipzig without meeting or project activities.

No networking lunch or dinner was well organised. Lunch was left free to the participants. We were informed late of a "project dinner" without main indications were the place was. Lunch and dinner jointly carried out in general provides a good time to network and to plan further project activities or even other project plans.

I disagree to add my name as this kind of evaluations should be anonymous.

I was not in proposed accomodation, I was in other hotel

There were speaker who did not obeyed timetable

Sorry there were no meals

Annex III

Attendees:

Jordan University of Science and Technology (JUST)	
Name	Profession
Prof. Fahmi Abu Al Rub	Project manager of FOODQA Project
Dr. Khaled Al-Khatib	Director of Finance Unit
Eng. Qatada Damra	Administrative
The University of Jordan (UJ)	
Prof. Ahmed Al-Salaymeh	Professor at the School of Engineering and Technology/Contact Person
Eng. Leena Marshdeh	Administrative
Mutah University (MU)	
Prof. Omar Maaitah	Professor at the Faculty of Engineering/Contact Person
Al Balqa' Applied university (BAU)	
Prof. Tareq Azab	Professor, Contact Person
MONOJO	
Dr. Khalid Khraisat	Director of Services-MONOJO
Mr. Samir Nasrallah	Financial Manager
Mrs. Sahar Khaled	Project Manager
Hochschule für Technik, Wirtschaft und Kultur Leipzig HTWK Leipzig (HTWK)	
Prof. Klaus Hänßgen Prof. Bernd Reichelt Dr. Riyadh Qashi Dr. Oleg Kritikov Mr. Alex Dekin Mrs. Maria Masold	Professor- Lecturer/Contact Person
University of Teramo (UNITE)	
Prof. Paola Pitila	Professor/Contact Person

Prof. Paparella Antonello	Professor
Paulo & Beatriz – Consultores Associados, Lda (P& B)	
Dr. Paulo Baptista	Managing Director/Contact Person
Creative Thinking Development (Cre.Thi.Dev)	
Ms. Sofia Papakonstantinou	Project Manager
Ms Lina Tsakalou	Researcher
Agricultural University of Athens (AUA)	
Prof. Theofilos Massouras	Professor / Contact Person
Nestor Papanikolaou	Researcher
University of Split (UNSIT)	
Prof. Josipa Giyanowic	Contact Person
Prof. Ante Prkic	Professor
Jerash University (JU)	
Dr. Ebrahim El-Tahat	Contact Person
Dr. Mysa Ata	Assistant Professor
External Evaluator	
Prof. Amr Amin	