



Third 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 Third Meeting Evaluation was implemented after the meeting in Porto that was held on 21-24 January 2018. A questionnaire was prepared and was delivered to the partners through Google Forms.

Partners were allowed to submit their answers during the period from February 22st, 2018 to March 5th, 2018. **Out of 29 participants in the meeting (according to the Attendance List), 20 responses were received, coming from all partners (68.9 % 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 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 majority of the partners seem to be very 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, all 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 all partners agreed that all presentations were clear and understandable; while 90% stressed that they could work in very good facilities.

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

95% were satisfied regarding the overall meeting and believe that it was well planned and organized, while 90% stated that the timetable was respected. Also 95% stated that the agenda of the meeting was clear and well balanced focusing on all the key aspects of the project.

All believe that the access to the venue of the meeting was easy.

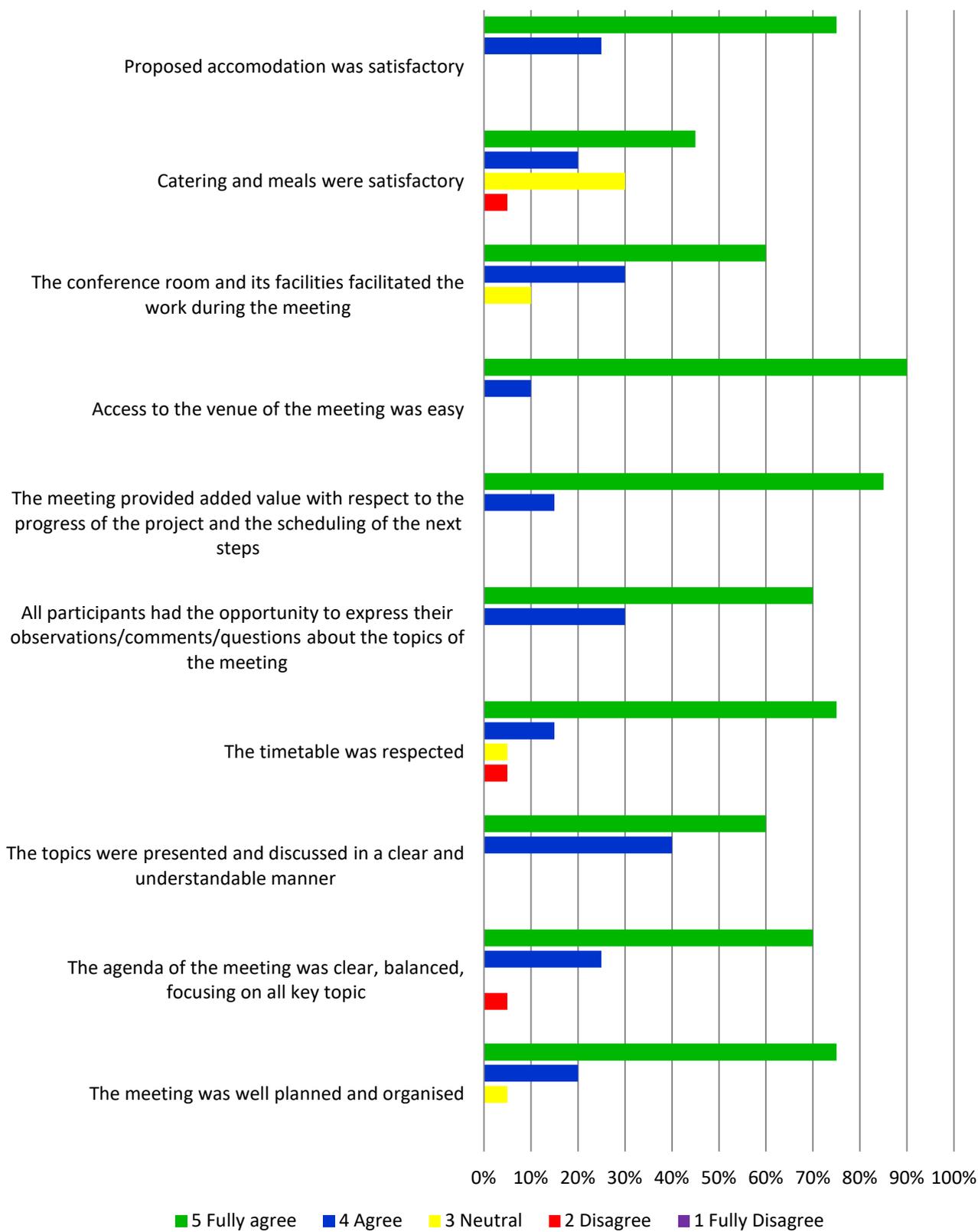
65% believe that catering and meals were satisfactory, while 30% had a neutral response on this matter and only 5% (which is one participant) stated that they weren't satisfied.

Also all the participants believe that the proposed accommodation was satisfactory.

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%	0 0%	1 5%	4 20%	15 75%	94%	100%	20 100%
2. The agenda of the meeting was clear, balanced, focusing on all key topics	0 0%	1 5%	0 0%	5 25%	14 70%	92%	95%	20 100%
3. The topics were presented and discussed in a clear and understandable manner	0 0%	0 0%	0 0%	8 40%	12 60%	92%	100%	20 100%
4. The timetable was respected	0 0%	1 5%	1 5%	3 15%	15 75%	92%	95%	20 100%
5. All participants had the opportunity to express their observations/comments/questions about the topics of the meeting.	0 0%	0 0%	0 0%	6 30%	14 70%	94%	100%	20 100%
6. The meeting provided added value with respect to the progress of the project and the scheduling of the next steps.	0 0%	0 0%	0 0%	3 15%	17 85%	97%	100%	20 100%
7. Access to the venue of the meeting was easy	0 0%	0 0%	0 0%	2 10%	18 90%	98%	100%	20 100%
8. The conference room and its facilities facilitated the work during the meeting	0 0%	0 0%	2 10%	6 30%	12 60%	90%	100%	20 100%
9. Catering and meals were satisfactory.	0 0%	1 5%	6 30%	4 20%	9 45%	81%	95%	20 100%
10. Proposed accommodation was satisfactory.	0 0%	0 0%	0 0%	5 25%	15 75%	95%	100%	20 100%

3rd Meeting Evaluation



3.2 Comments & Suggestions

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

- There wasn't enough networking time besides the social dinner on Sunday.
- One participant stated that he/she was not included in the mailing list. When he/she asked information about the meeting, he/she received a series of emails with different timetables and programmes. That was confusing and caused mistakes in his/her travelling plans.
- A third participant was disappointed about the coffee breaks. According to what he/she states there was no coffee provided during the coffee break that should be.

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4 Overall Conclusions

- The overall results of the evaluation of the 3rd meeting are extremely positive as all 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.
- The majority agreed that the meeting was very well prepared and organised and took place in optimal conditions.
- Everybody agreed that they had the opportunity to express their observations, comments and questions about the topics of the meeting.
- The agenda of the meeting was well balanced focusing on all the key aspects of the project and the presentations were clear and understandable.
- All participants agreed that the partners received all information needed on time, except for one partner who was not included in the mailing list.
- The time schedule of the meeting was respected.
- Access to the venue of the meeting was easy.
- One participant seems to be disappointed about the coffee breaks, since there was no coffee provided during the coffee break.
- One participant stated that more networking was needed time besides the social dinner.
- The catering that was provided was satisfactory by the majority of participants.
- All the participants believe that the proposed accommodation was satisfactory.

Annex I

Attendees:

Jordan University of Science and Technology (JUST)	
Name	Profession
Prof. Fahmi Abu Al Rub	Project manager of FOODQA Project
Prof. Mohammed Ebbini	Vice President
Prof. Kamal Zuhdi	Dean of Agriculture
Prof. Anas Nabulsi	Professor of Food
Prof. Majdi Mahasneh	Professor of Food Engineering
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
Prof. Maher Al-Dababbas	Professor of Food
Eng. Tahani	Administrative
Eng. Leena Marashdeh	Administrative
Mutah University (MU)	
Prof. Omar Maaitah	Contact Person
Prof. Hamaydeh	Vice Dean
Al Balqa' Applied university (BAU)	
Prof. Tareq Azab	Professor, Contact Person
Prof. Ihab	Professor of Agriculture
MONOJO	
Mrs. Penelope Shihab	CEO-MONOJO
Jordan FDA	
Eng. Safaa Smadi	Quality Manager
Hochschule für Technik, Wirtschaft und Kultur Leipzig HTWK Leipzig (HTWK)	
Alex Dekin	Researcher

University of Teramo (UNITE)	
Prof. Paola Pitila	Professor/Contact Person
Prof. Paparella Antonello	Dean of Agriculture
Paulo & Beatriz – Consultores Associados, Lda (P& B)	
Dr. Paulo Baptista	Managing Director/Contact Person
Creative Thinking Development (Cre.Thi.Dev)	
Sofia Papakonstantinou	Project Manager
Lina Tsakalou	Researcher
Agricultural University of Athens (AUA)	
Dr. Nestor Papanikolaou	Researcher
Evangelia Daratsanou	Researcher
University of Split (UNSIT)	
Prof. Josipa Giyanowic	Contact Person
Prof. Ante Prkic	Professor
Jerash University (JU)	
Prof. Ebrahim El-Tahat	Contact Person
Prof. Mohammed Tarawneh	Professor of Agriculture