



Fifth 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 Fifth Meeting Evaluation was implemented after the meeting in Split, Croatia that was held on August 27th - September 1st 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 September 8th, 2018 to September 14th, 2018. **Out of 19 participants in the meeting (according to the Attendance List), 18 responses were received, coming from all partners (95% 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, the majority (94%) 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. Only one respondent had a different opinion on that matter.

Moreover, it is of high importance that 95% agreed that all presentations were clear and understandable and that they could work in very good facilities. One participant answered negative on that question.

Furthermore, 83% of the participants believe that all had the opportunity to express their observations, comments and questions about the topics of the meeting. 11% had a neutral response on that matter, while one participant had a negative response.

89% were satisfied regarding the overall meeting and believe that it was well planned and organized. 11% answered neutral on that question.

73% stated that the timetable was respected, while 17% had a neutral response and 11% a negative response.

Also 94% stated that the agenda of the meeting was clear and well balanced focusing on all the key aspects of the project. One participant had a different opinion, as he/she wasn't satisfied regarding the agenda of the meeting.

94% believe that the access to the venue of the meeting was easy, while one participant believes that the access to the venue wasn't easy.

88% believe that catering and meals were satisfactory, while one participant had responded neutral and one stated that they weren't satisfactory. Moreover 89% believe that the proposed accommodation was satisfactory, while 12% stated that it wasn't satisfactory.

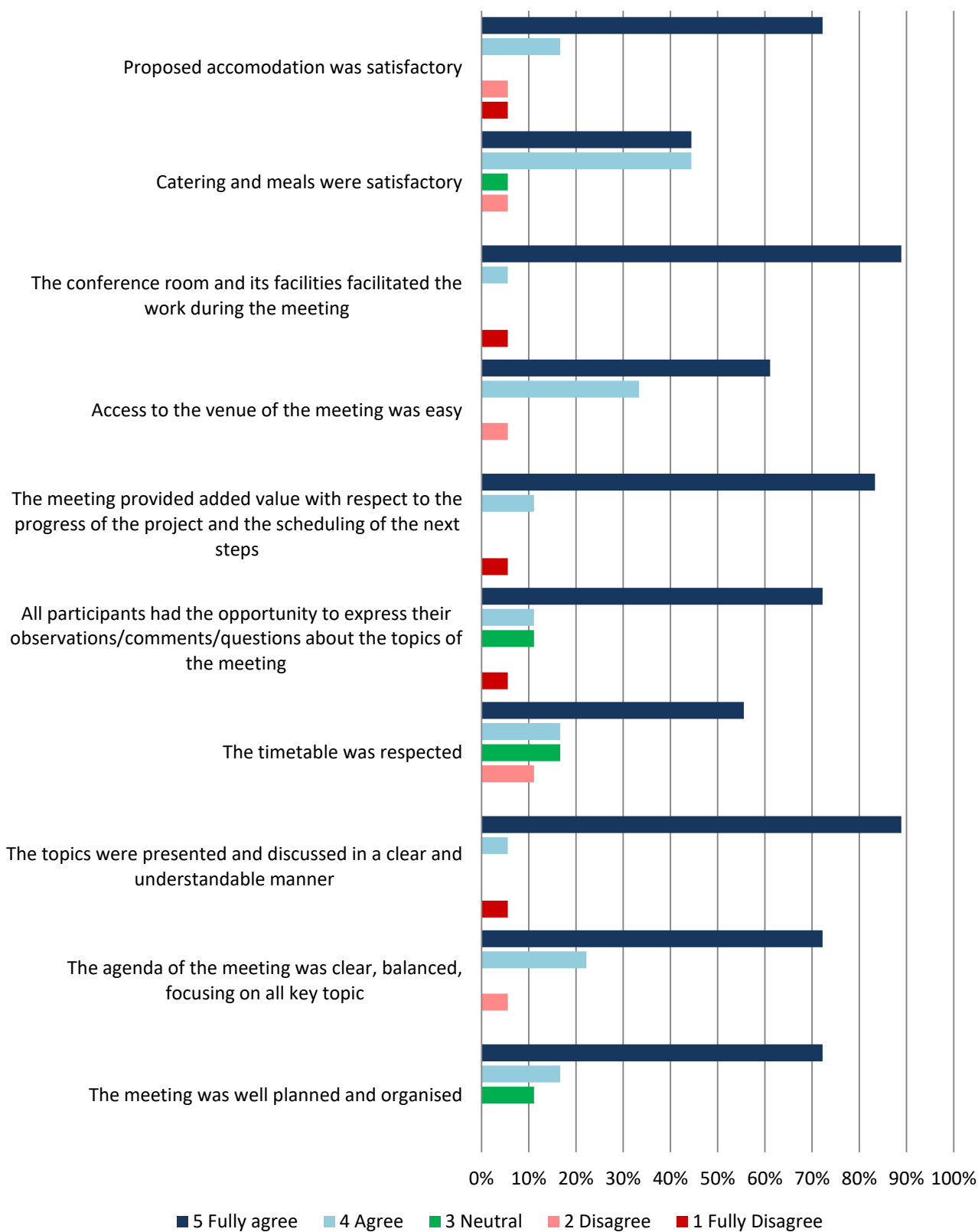
The combined percentage of agreement for scores ≥ 3 was above the threshold of 70%, for all questions.

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	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	13			18
	0%	0%	11%	17%	72%	92%	100%	100%
2. The agenda of the meeting was clear, balanced, focusing on all key topics	0	1	0	4	13			18
	0%	6%	0%	22%	72%	92%	94%	100%
3. The topics were presented and discussed in a clear and understandable manner	1	0	0	1	16			18
	6%	0%	0%	6%	89%	94%	94%	100%
4. The timetable was respected	0	2	3	3	10			18
	0%	11%	17%	17%	56%	83%	89%	100%
5. All participants had the opportunity to express their observations/comments/questions about the topics of the meeting.	1	0	2	2	13			18
	6%	0%	11%	11%	72%	89%	94%	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	2	15			18
	6%	0%	0%	11%	83%	93%	94%	100%
7. Access to the venue of the meeting was easy	0	1	0	6	11			18
	0%	6%	0%	33%	61%	90%	94%	100%
8. The conference room and its facilities facilitated the work during the meeting	1	0	0	1	16			18
	6%	0%	0%	6%	89%	94%	94%	100%
9. Catering and meals were satisfactory.	0	1	1	8	8			18
	0%	6%	6%	44%	44%	86%	94%	100%
10. Proposed accommodation was satisfactory.	1	1	0	3	13			18
	6%	6%	0%	17%	72%	89%	89%	100%

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3.2 Comments & Suggestions

2 partners made additional comments and suggestions. The comments and suggestions highlight the following aspects:

- *The agenda was not clear and the timetable changed after reaching Split.*
- *The conference room was large and comfortable but far from downtown and not well connected.*
- *I gave '1' to the accommodation, because I selected another accommodation outside the campus. In the survey there is no possibility of "not applicable".*
- *The agenda has not been respected at all.*
- *No updates were sent to the participants regarding the agenda and the time schedule.*
- *Information about the start of the meeting arrived just 1.15 min before the start itself.*

4 Overall Conclusions

Overall, the results of the analysis show a perception of a very good partnership since the majority of the 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.

Some partners commented that the agenda wasn't respected and they did not receive any information regarding the changes of the time schedule.

By analyzing the rates the questions received, we observe that no question has a range from 4-5.

1 out of 10 questions had a range of responses from 3 to 5. That question that received only positive as well as 2 neutral responses was *"The meeting was well planned and organized"*.

4 questions have a range of responses from 2-5, whereas for 5 questions, the range was 1 to 5.

9 out of 10 questions received at least one negative response.

By analysing the weighted averages for each question, we observe that the lowest rated question was *"The timetable was respected"* (83%). whereas the highest result came for the questions *"The topics were presented and discussed in a clear and understandable manner"* and *"The conference room and its facilities facilitated the work during the meeting"* (94%),

Annex I

Attendees:

Jordan University of Science and Technology (JUST)	
Name	Profession
Prof. Fahmi Abu Al Rub	Project manager of FOODQA Project
Al Balqa' Applied university (BAU)	
Prof. Tariq AlAzab	Professor, Contact Person
Dr. Osama Dorgham	Assistant Professor
Mutaa University (MU)	
Prof. Omar Maaytah	Professor, Contact Person
Dr. Yazeed AlSbou	
Jerash University (JU)	
Prof. Ibrahim Al-Tahat	Professor, Contact Person
Dr. Ahmed Al-Hawamdeh	
Prof. Mohammed Al-Tarawneh	
MONOJO	
Mrs. Penelopa Shihab	Contact Person
University of Teramo (UNITE)	
Prof. Paola Pittia	Professor/Contact Person
Prof. Antonello Paparella	Professor/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	Contact person
Eng. Lina Tsakalou	Chemical Engineer/Technical manager
Agricultural University of Athens (AUA)	
Evangelia Daratsanou	
Dr. Nestor Papanikolaou	
University of Split (UNSIT)	
Prof. Josipa Giljanović	Contact Person
Dr. Ante Prkić	
Dr. Vedran Poljak	