



SEM-SEM  Erasmus+
Smart Control Systems for Energy Management
Erasmus + #: 561703-EPP-1-2015-1-UK-EPPKA2-CBHE-JP

Kick-off Meeting Evaluation Report

20th -21st of January, Alexandria

WP:12

Author: EUROTraining



Project information

Project acronym:	SEM-SEM
Project title:	Smart Control System for Energy Management
Agreement number:	2015-3003/001-001
Project Reference:	561703-EPP-1-2015-1-UK-EPPKA2-CBHE-JP
Project website:	http://sem-sem.aast.edu/
Authoring partner:	EUROTraining
Date of presentation:	23.11.2016

©SEM-SEM- Smart Control System for Energy Management 2016

With the support of the Erasmus+ Programme of the European Union.

Disclaimer:

The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Table of Contents

Contents	3
1.General Comments:	4
2.Evaluation Analysis Results:	5
1.Overall, how would you rate the meeting?	5
2.The objectives of the meeting were clear to the partners.	6
3.The meeting was useful for helping our organisation to carry out the expected project activities.....	6
4.The meeting was useful for establishing communication among partners.....	7
5.After the meeting, work plan and deadlines for each result were clear	8
6.After the meeting, my role and responsibility within the next project activities were clear	8
7.What is your opinion about the project meeting in terms of issues discussed, social interactions, problem resolution, etc.?.....	9
8.Are you satisfied with the presentations made by the partners in the meeting (timing, content, quality of content, connection with the project tasks, etc.)?.....	9
9.Were you satisfied with the meeting venue?	10
10.How do you rate the duration, date and timing of the meeting?	11
11.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.)	11
12.Were meeting activities organised in an efficient manner?	12
13.What should be improved for the next meeting? Which difficulties detected must be solved? How? Please explain.....	12
14.Any additional comments?.....	12
3.Summary and conclusions:	13
3a. Final Remarks:	14



1. General Comments:

An evaluation exercise was conducted by all SEM-SEM partners providing feedback for the kick-off meeting held in Alexandria on the 20th-21st of January 2016. Questionnaires were designed by EUROTraining and sent out via emails by the coordinating organisation AASTMT on the 5th of October. The partners were invited to complete the evaluation forms and deliver them by the 27th of October. A reminder email it was sent out on the 10th of October.

By the deadline, only 6 partner organisations returned the fully completed questionnaire. More than one questionnaires were completed by some organisations. Totally 11 questionnaires were delivered.

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

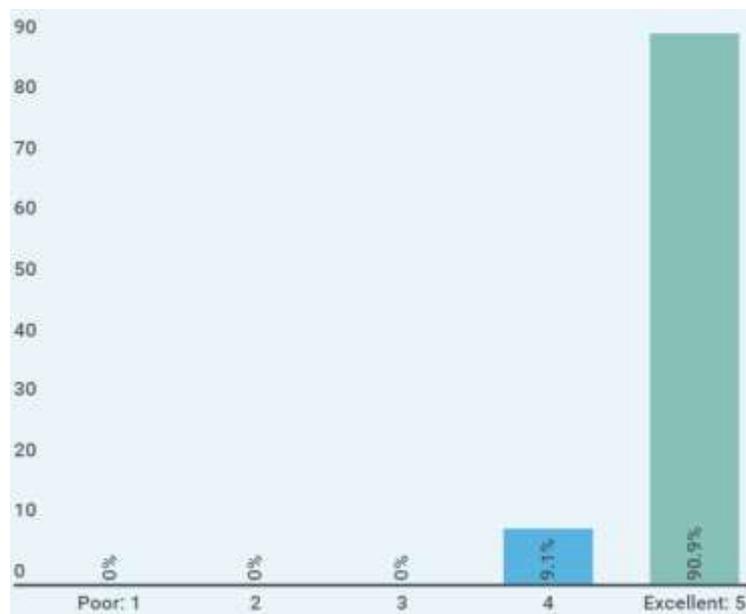
- the understand of the allocated roles and their responsibilities within the project;
- the organisational and administrative frameworks of the project including the financial aspect of it;
- the organisation of the workload according each Working Package
- the level of satisfaction with the management and the coordination of the meeting
- the assessment of the logistics of the meeting and its general organisation
- 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.

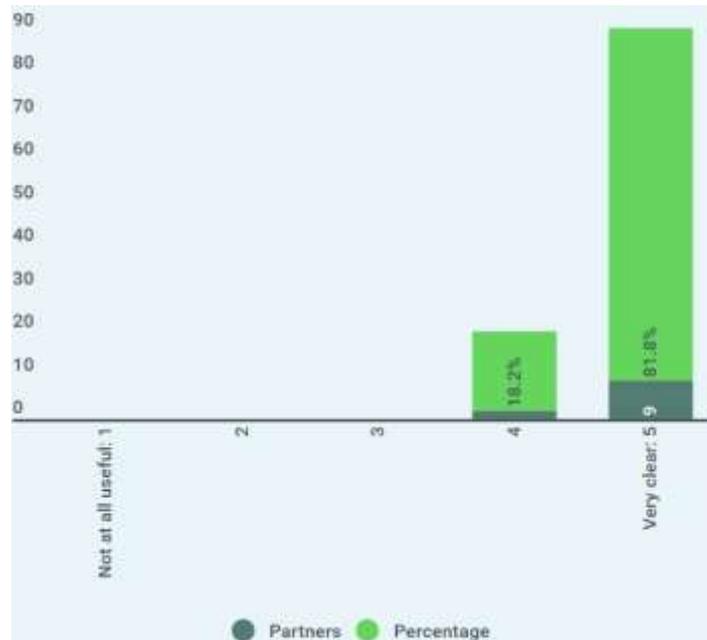
1. Overall, how would you rate the meeting?



The meeting has been accessed as excellent by a large majority of partners who submitted their evaluations. In total 90.9% of the partners found the meeting excellent while only 9.1% found rated it as 4. That indicates the overall satisfactions of the partners attended the meeting including its content and organisational aspects.

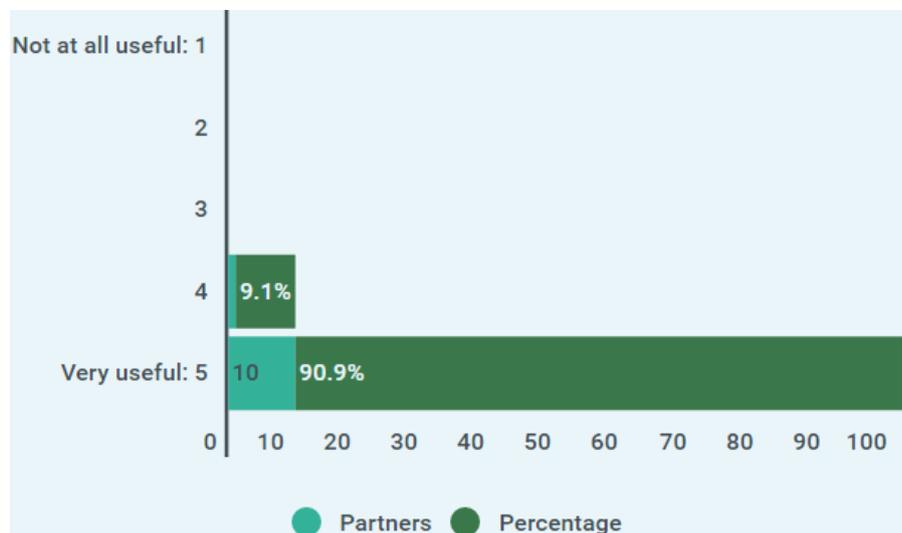


2. The objectives of the meeting were clear to the partners.



In general, the objectives of the meeting were very clearly addressed as it has been indicated 81.8% of the attendees. Some aspects of the meeting perhaps needed further clarification for some partners but that represents a small amount of 18.2% who found the objectives clear. The responses show that better guidance regarding the main outputs would be helpful for better success and achievements of the project's objectives.

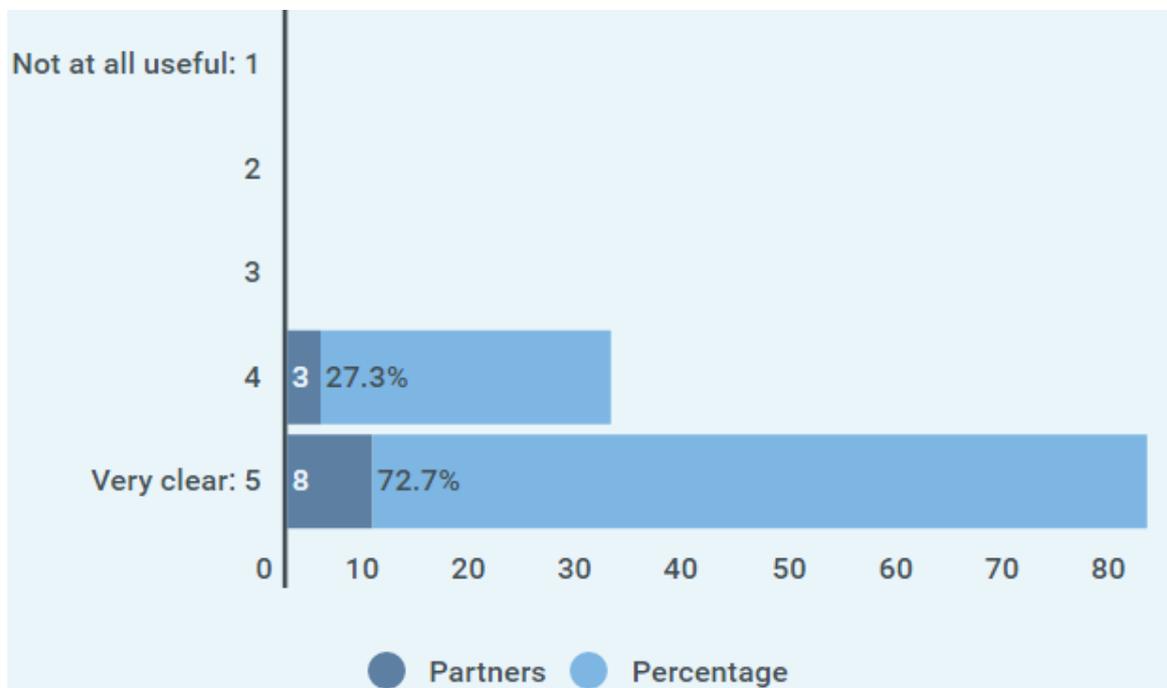
3. The meeting was useful for helping our organisation to carry out the expected project activities?





The partners found that the meeting it was helpful in order to carry out the expected results. In total, 90.9% found the meeting very useful while only a 9.1% found the meeting useful. The results present a clear indication of the main activities that needed for the implementation of the project. Despite that, uncertainties may exist but not significant in order to impact on project's results.

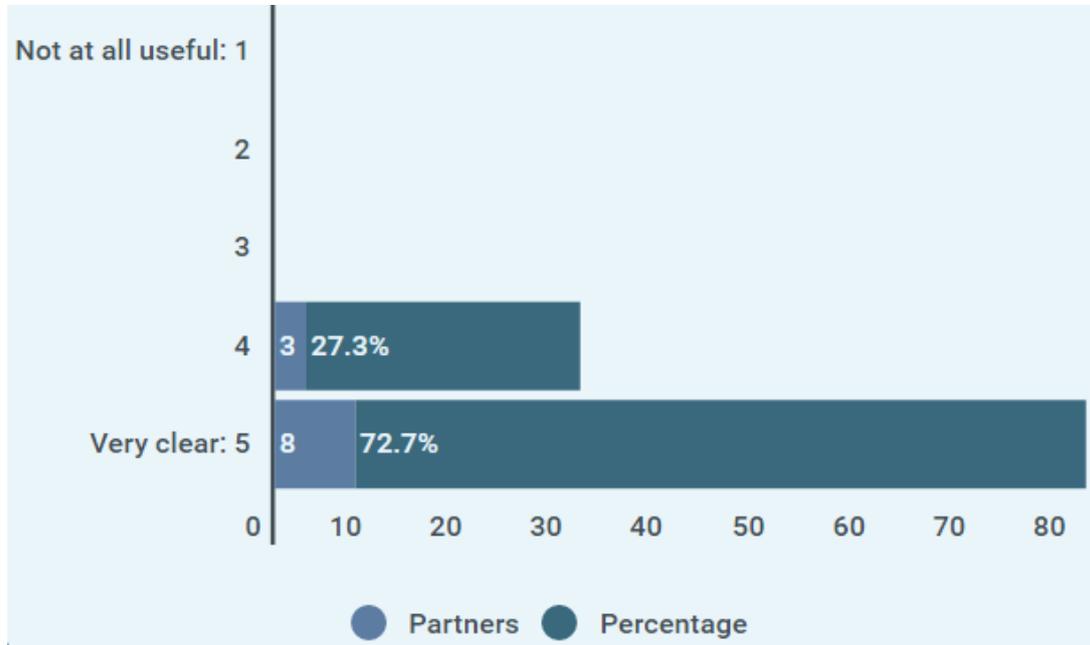
4. The meeting was useful for establishing communication among partners.



Although the general satisfaction for the meeting is very high, there is a relative problem in the communication aspect among partners. From the partners completed the questionnaires, 72.7% stated that they find the meeting very useful for establishing communication among partners but 27.3% agreed that it was useful. That signifies that communication problems should better be addressed and more networking activities probably should be included in the next partner meetings. The lack of communication may create further burdens on the future steps of the project.



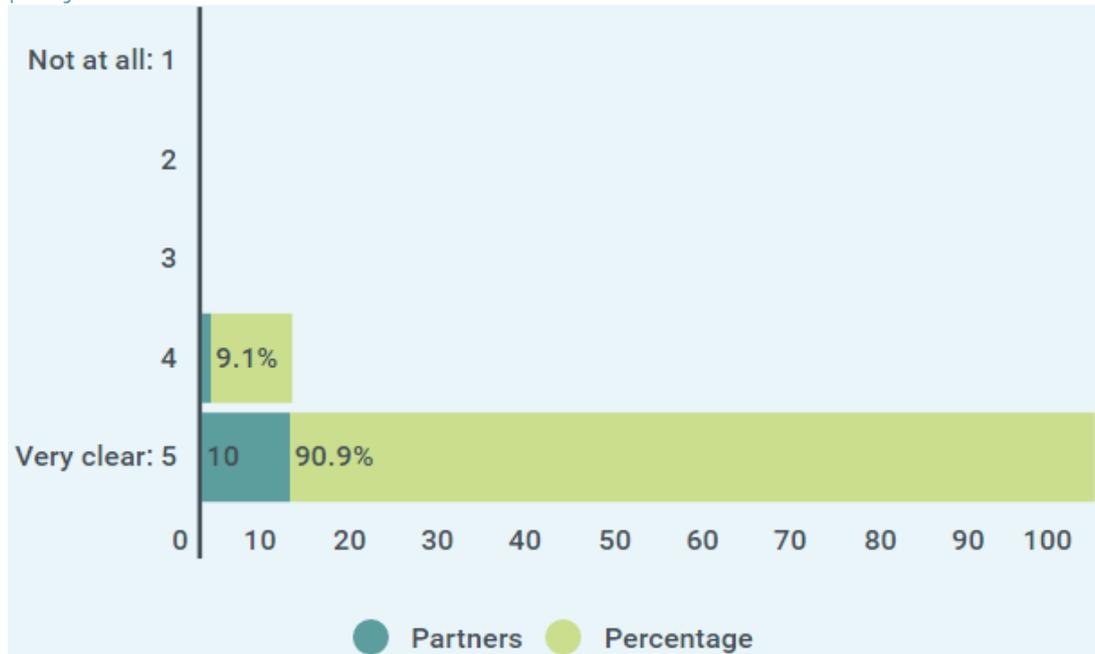
5. After the meeting, work plan and deadlines for each result were clear



Similar results presented about the work plan and deadlines as the graph above shows. From the all the partners, 72.7% agreed that the work plan and deadlines were very clear after the meeting. A smaller number of attendees 27.3% considers that a slightly better analysis of the work plan could be helpful to understand and to meet the deadlines of the project.

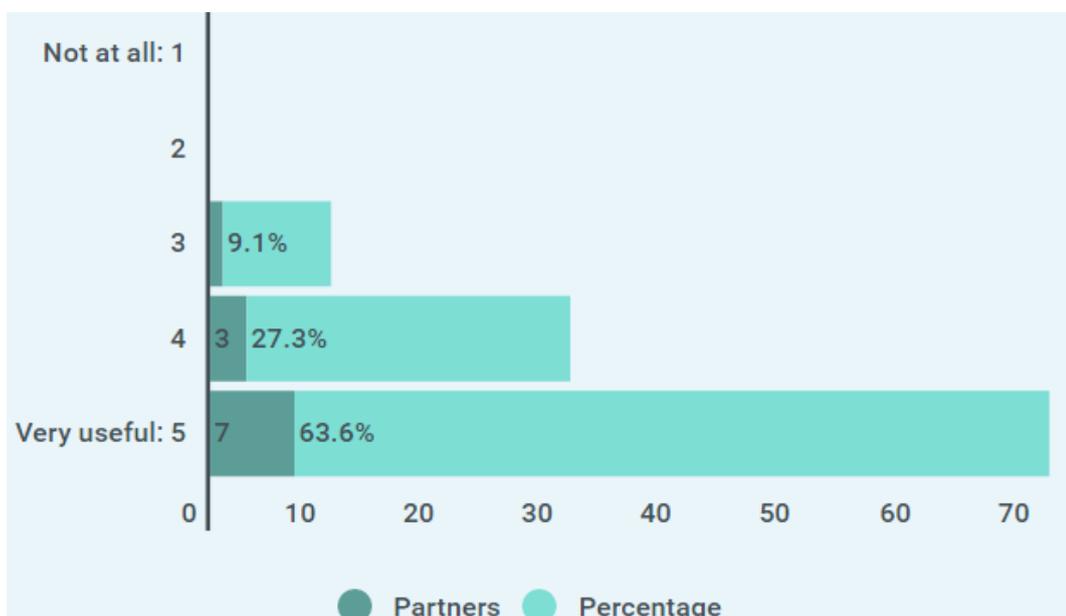


6. After the meeting, my role and responsibility within the next project activities were clear



After the meetings, the roles assigned to each partner organisation it was clear as the figures show. According to the evaluation results, 90.9% of the partners argued that their roles and responsibilities in each working package is clearly defined. Only 1 partner stated that it was less clear its role in the project.

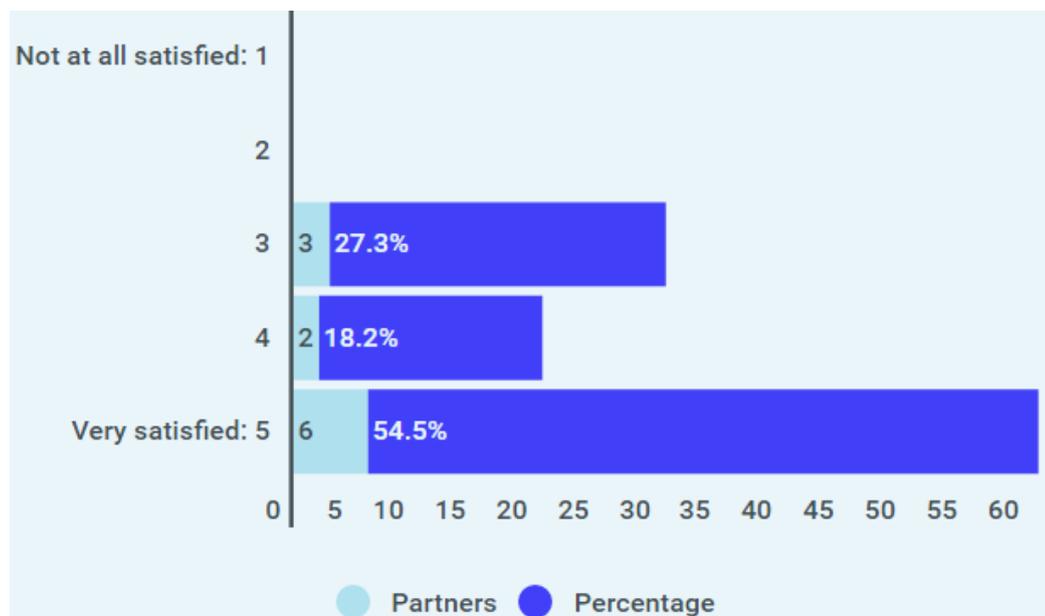
7. What is your opinion about the project meeting in terms of issues discussed, social interactions, problem resolution, etc.?





From the total responses received from the partner organisations, 7 out of 11 attendees, amounted to 63.6%, considered that the meeting it was fruitful in terms of the issues discussions and the social interaction among partners. Therefore, 3 out of 11 attendees rated the specific service as slightly less successful and only 1 partner find it balanced but more improvement can significantly contribute to develop more clear lines in terms of issues and problems that may occur during the whole project.

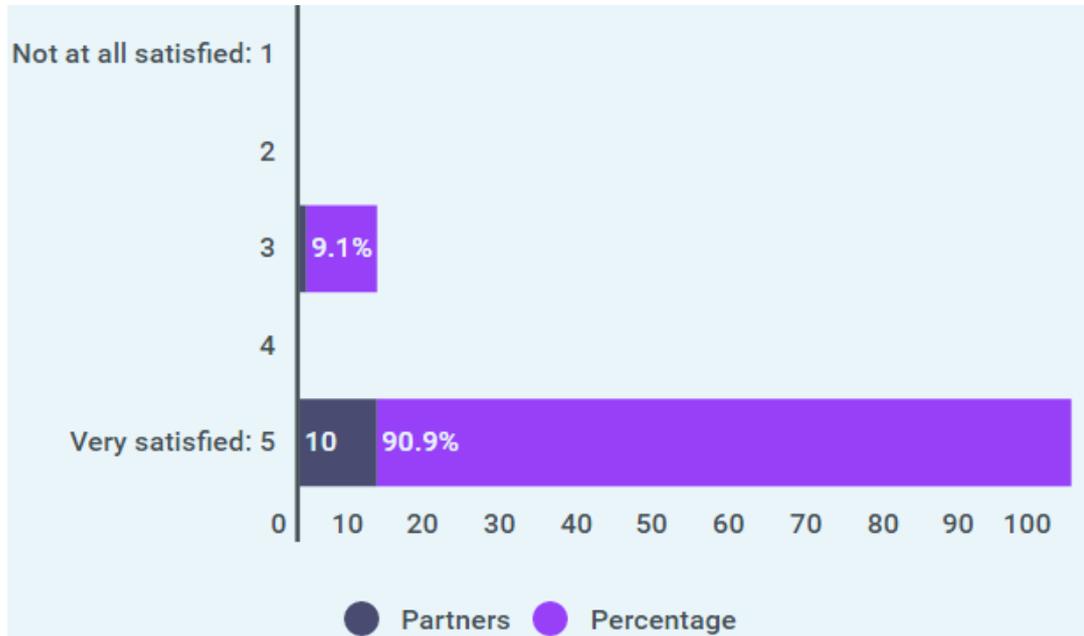
8. Are you satisfied with the presentations made by the partners in the meeting (timing, content, quality of content, connection with the project tasks, etc.)?



Regarding the overall satisfaction related to partners' presentations during the meeting, the results show that almost half of the attendees were truly satisfied about 54.5%, whereas 18.2% found the presentations satisfying and 27.3% that were fair. That shows that many of the attendees did not have a clear idea of the content, timing and connection with the project tasks but this imagine can change considering that things have been clarified after the meeting.

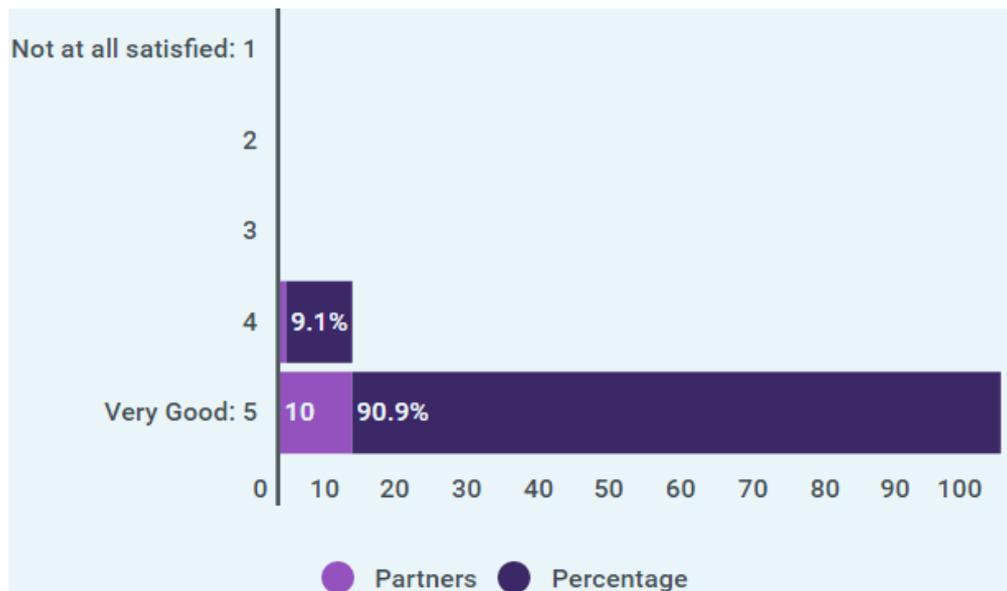


9. Were you satisfied with the meeting venue?



Almost of partners were very satisfied with the meeting venue, apart from one partner that found the meeting venue less satisfactory. From the total available figures, 90.9% indicated that the venue met their expectations.

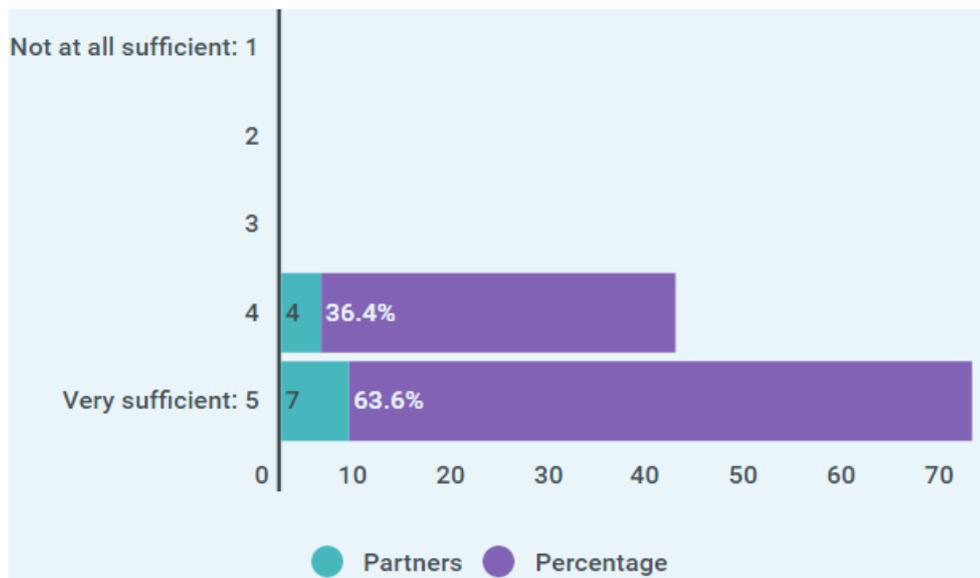
10. How do you rate the duration, date and timing of the meeting?





The ratings about the duration, date and timing of the meeting are generally very satisfactory. The overall majority of attendees rated the duration and timing of the meeting as very good as indicates 90.9% of them. Only one of the attendees rated the venue as good.

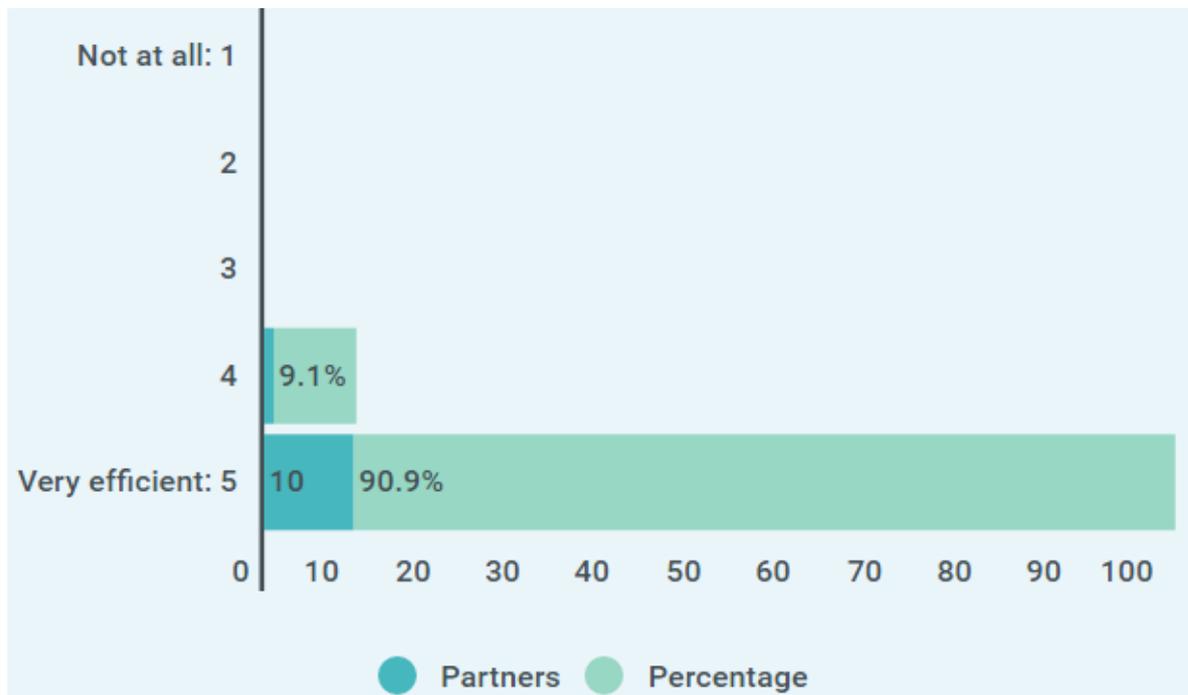
11. Was the information provided sufficient for this meeting (E.g. quantity and quality of information flow before the meeting; communication management from promoter and/or hotel etc.)



The information provided for this meeting it was generally found very sufficient, as states 63.6% of the attendees. Accordingly, 36.4% found the information flow just sufficient. In relation, with the above a general level of satisfaction has been justified related to the quantity and quality of information flow before the meeting and communication management from promoter and hotel.



12. Were meeting activities organised in an efficient manner?



The majority of the attendees, 90.9% found that the meeting activities were very efficient organised and just 9.1% which means 1 of the participants found the meeting activities organised in an efficient manner. The overall satisfaction is prominent in this case.

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

Dedicate more time to the action plan.

No need for improving. The meeting was very well organized and implemented.

A question should go out for suggestions of additions to the agenda.

14. Any additional comments?

Instead of this questionnaire, I suggest to ask people during the meeting about their comments. This will be more interactive and easier for everyone.



3. Summary and conclusions:

The results of the first evaluation of the kick-off meeting were satisfying. Both the quantitative and qualitative parts of the evaluation provide a valuable feedback for assessment of the overall purpose of the meeting, its organisation 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 addressed to achieve the results of project, the reporting methods and the organisation of the meeting. The cooperation between partners has also been indicated as well as problem in communication.

The rating system that has been used during this evaluation, was based on a scale rate from 1 to 5. The best rate that could be given it was 5 and the worst 1 according to each question. In all questions the average rates were between 3 to 5, while most of the partners marked rated the different aspects of the meeting with 4 or 5. That is a good outcome and shows that the partners have a positive view of the first phase of the project and their roles and responsibilities have been clarified.

Arguably, the only less satisfying aspects that have been identified in this evaluation are minor issues that have been reported by the partners such as:

- flow of information before the meeting;
- management of the meeting;
- issues discussed during the meeting
- social interaction among partners;
- workplan and deadlines;
- objectives of the project;
- partners' presentations during the meeting.

In general, the partners are well satisfied but the above issues were reported in the questionnaire as less satisfying but overall positive. Further improvements in the communication among partners and social interaction in future meeting could help in achieving better results and also better networking opportunities. In addition, the workplan and deadlines as well as the project objectives were not totally clear for some partners. The quality of the presentations it was more related to the fact that the partners needed a clarification of the project's objectives that was achieved after the kick-off meeting.



3a. Final Remarks:

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