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2nd Project Meeting Evaluation Report

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Author: EUROTraining





Project information

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a. General Comments

An evaluation exercise was conducted by all SEM-SEM partners providing feedback for the second project meeting held in Amman on the 30th of November 2016.

By the deadline, in total 23 participants returned the fully completed questionnaire. More than one questionnaires were completed by some partner organisations.

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 understanding of the allocated roles and responsibilities within the project;
- the organisational and administrative framework of the project including the financial aspect of it;
- the organisation of the workload according to each Working Package;
- the level of satisfaction regarding the management and coordination of the meeting;
- the assessment of the logistics of the meeting and its general organisation;
- the cooperation and flow of information among partners during the meeting



b. Evaluation Analysis Results

Participants had the opportunity to evaluate the meeting including different aspects, as mentioned before, by rating them 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. Name & Surname (optional)

The first question of the evaluation questionnaire was about the Name and Surname of each respondent. Since many participants in evaluation procedures prefer to remain anonymous, this question was optional. Nevertheless, almost every participant of the second project meeting, except for one, chose to answer the question by providing their name. In total, twenty-two answers were collected.

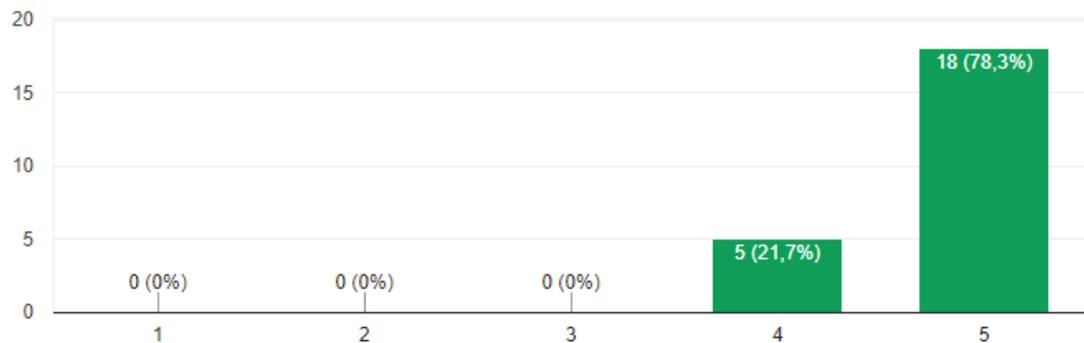
2. Organization's Name

In the second question, participants were asked to state the partner organization they were representing at the project meeting. As full representation of the consortium is important for achieving the objectives of the meeting, this question was characterized as compulsory for the respondents. The results show that indeed every partner organization was represented at the second project meeting, and actually some partners had more than one representatives.



3. Overall, how would you rate the meeting?

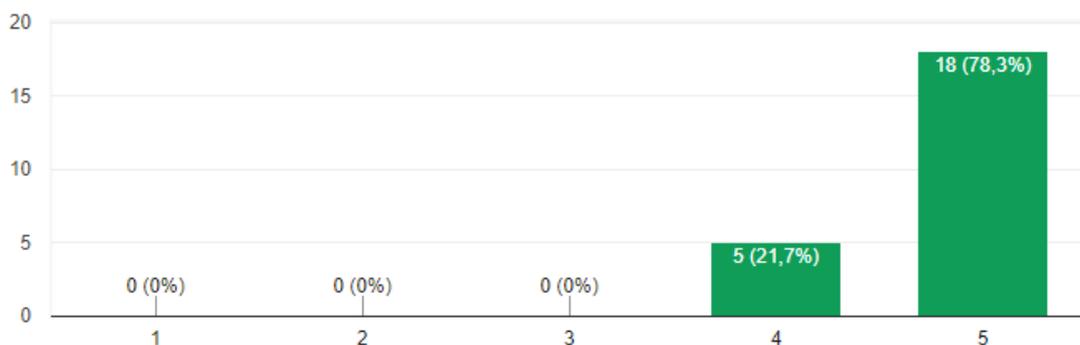
23 απαντήσεις



The meeting has been assessed as excellent by the majority of partners who submitted their evaluations. In total 78.3% of partners found the meeting excellent while 21.7% rated it as 4. This indicates that partners who attended the meeting, were in general satisfied by its different features, including its content and organisational aspects.

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

23 απαντήσεις

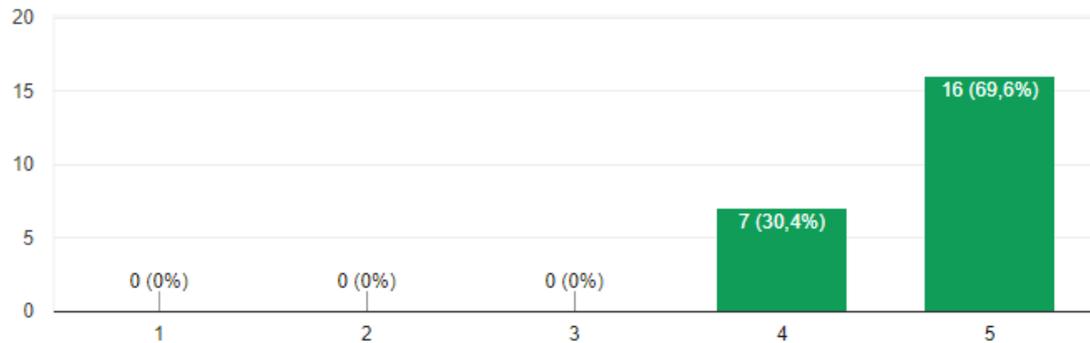


In general, the objectives of the meeting were very clearly addressed as it has been indicated by eighteen of the attendees, representing 78.3% of total. Five of the partners who answered the question (21.7%) rated the clarity of the meeting's objectives as a 4, indicating that some further clarification might be needed related to certain aspects of the of the meeting's or the project's objectives.



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

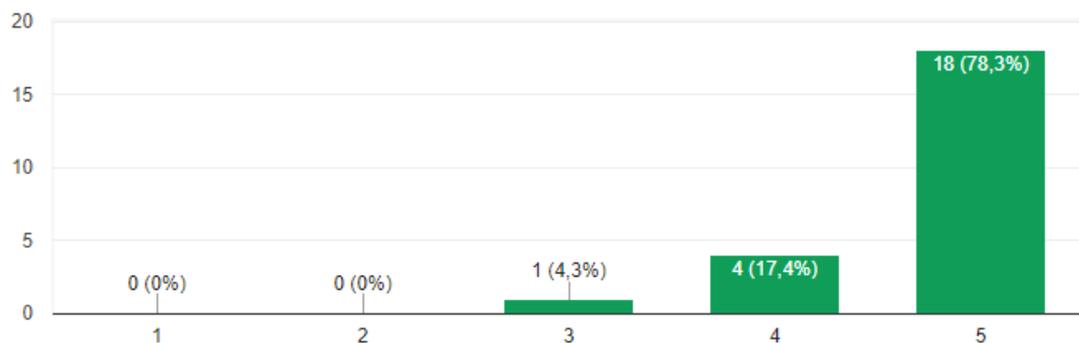
23 απαντήσεις



Partners found that the meeting was sufficient in helping them to carry out the expected tasks. In total, 69.6% found the meeting very useful while the rest 30.4% found the meeting useful. According to those results, some partners were not fully benefited by the meeting in terms of getting the appropriate help to implement their expected project activities.

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

23 απαντήσεις



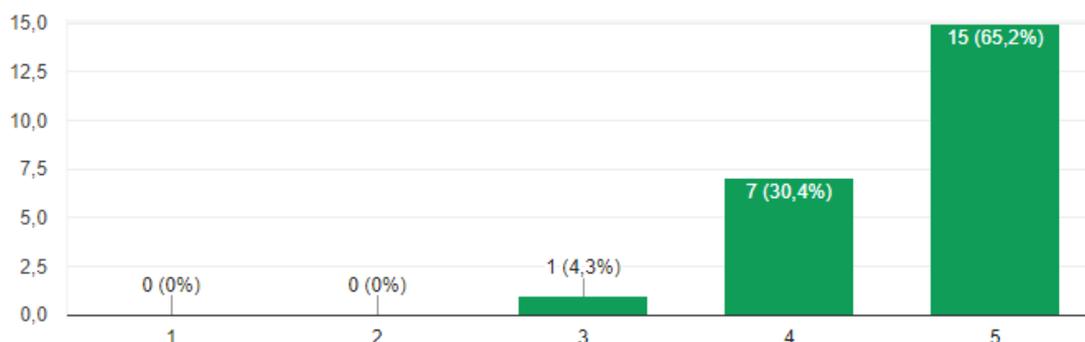
In that question, participants were asked to evaluate the meeting in terms of providing the suitable circumstances for establishing communication among the partnership. As 78.3% of respondents stated that they found the meeting very useful for establishing communication, it can be said that it was a very successful meeting regarding that particular aspect of it. However, there were four participants (17.4%)



answering that it was just useful, and even one (4.3%) who thought that it was balanced.

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

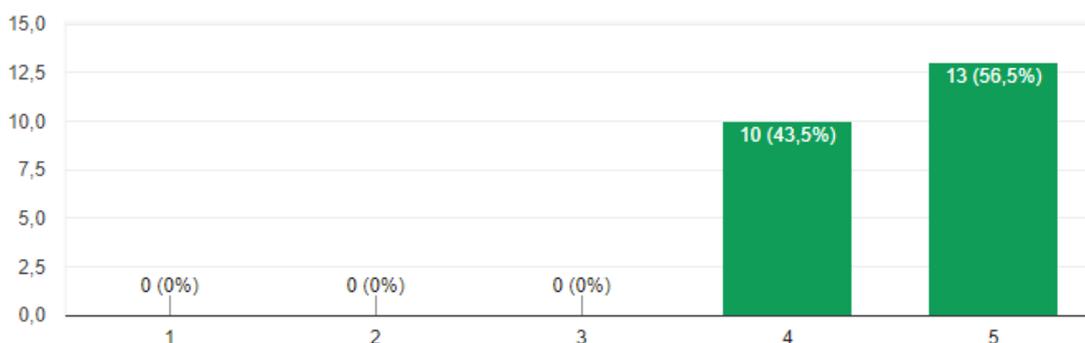
23 απαντήσεις



Answers about the clarity of the work plan and deadlines of each result can be received as encouraging, even though there is still room for improvement. From all partners, 65.2% agreed that the work plan and deadlines were very clear after the meeting. A smaller, but significant number of attendees representing 30.4% of respondents (7 participants), considered that the work plan and deadlines were clear, but maybe more clarification or further explanation could have been given. There was also one participant (4.3%) whose answer was neutral and should be further looked into.

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

23 απαντήσεις

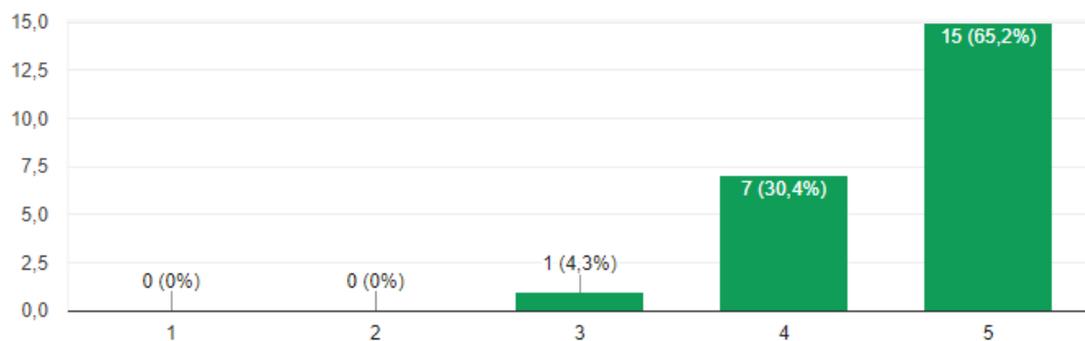




As the graph shows, not every participant was fully satisfied by the clarity of his role and responsibilities for the next project activities. More precisely, more than half of participants (56.5%) stated that their assigned roles and responsibilities were very clear after the meeting. However, ten out of twenty – three respondents (43.5%) argued that their roles and responsibilities were just clearly defined. Considering that a main objective of every partner meeting is to provide adequate information to partners in order to realise their roles and successfully implement the foreseen project activities, the fact that not every partner was fully satisfied by that aspect of the meeting should be alarming for future meetings' organisation.

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

23 απαντήσεις

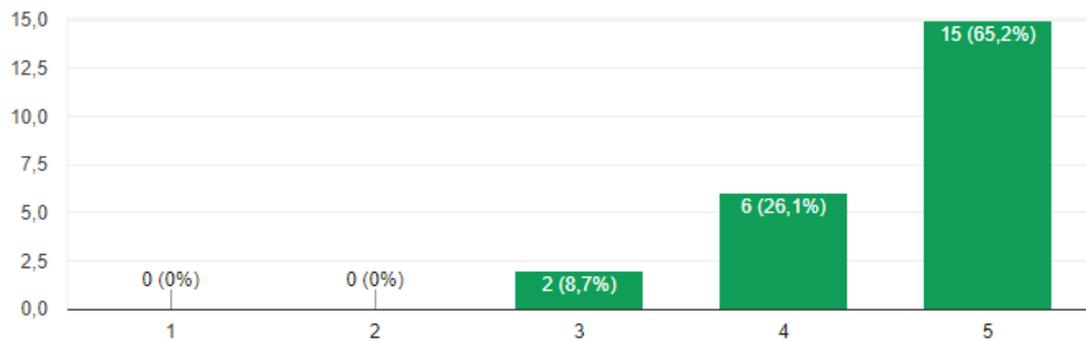


As the responses received indicate, fifteen out of twenty – two attendees (65.2%) considered that the meeting was very useful in terms of issues discussed, social interaction among partners, problem resolution activities, etc. There were also seven attendees (30.4%) who rated that specific aspect of the meeting as slightly less successful and even one partner (4.3%) who found it balanced. It can be said that even though those results are not negative, it might be useful to look for further improvements in the future.



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

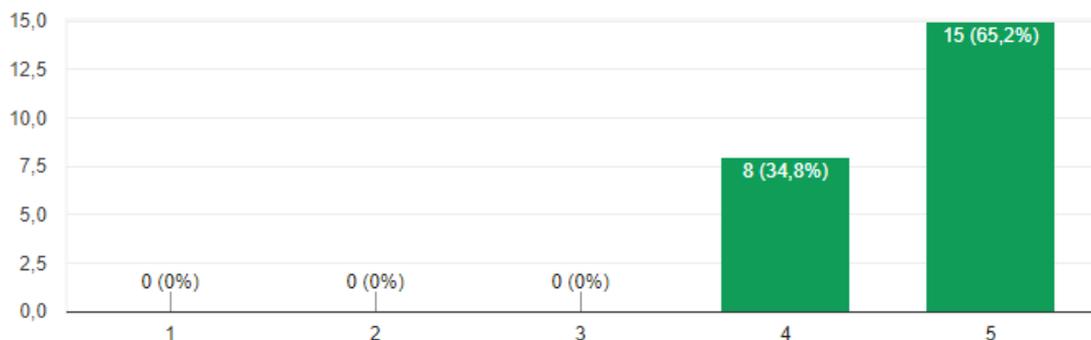
23 απαντήσεις



Regarding the overall satisfaction related to partners' presentations during the meeting, the results show that fifteen out of twenty – three attendees (65.2%) were very satisfied, whereas 26.1% found the presentations satisfying and 8.7% fair. In general, it can be said that participants were satisfied by the timing, content, quality of content, connection with the project tasks, etc. of presentations, but as different opinions were raised, more attention should be given to presented content and characteristics.

11. Were you satisfied with the meeting venue?

23 απαντήσεις



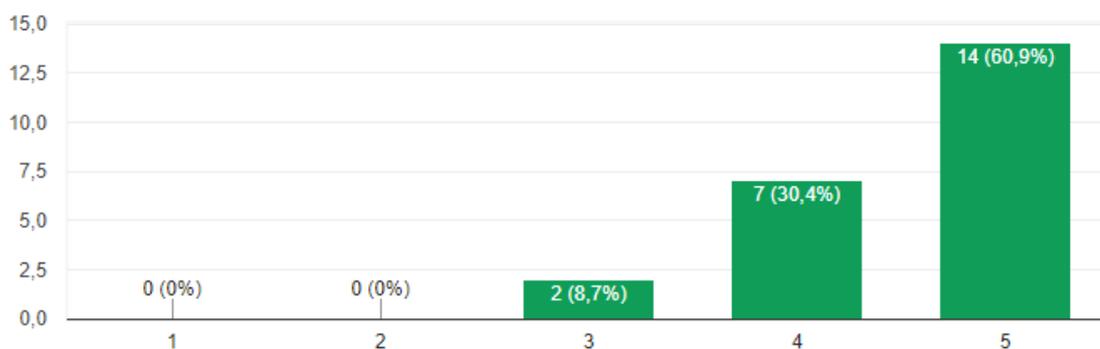
The results about the meeting venue were distributed between “very satisfied” and “satisfied”, with fifteen participants choosing the first and eight participants the



latter. In overall, it can be said that participants appreciated the venue of the meeting, which can play an important role in meeting the meeting's objective, as a nice place to work can contribute to productivity.

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

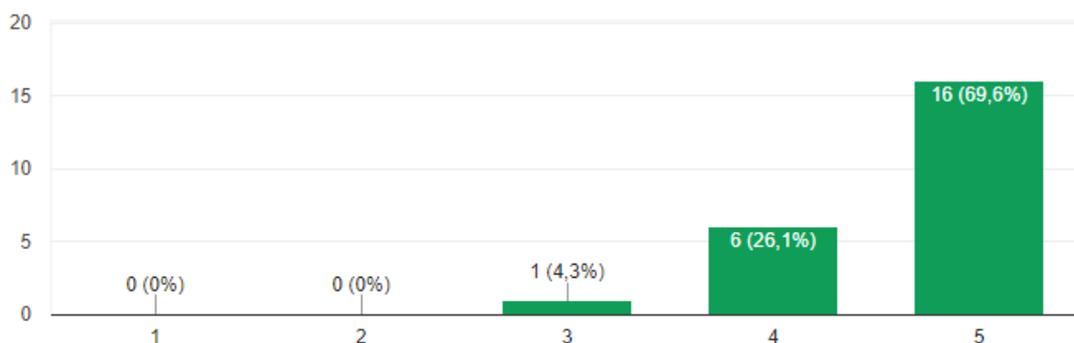
23 απαντήσεις



The results about the duration, date and timing of the meeting were spread between three options. The majority of respondents, fourteen out of twenty - three, thought that those characteristics of the meeting were very good, seven that they were “good” and the remaining two that they were “fair”. As timing and duration can be considered as contributing factors to a meetings effectiveness, it might be useful to look into possible sources of dissatisfaction .

13. 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.)

23 απαντήσεις

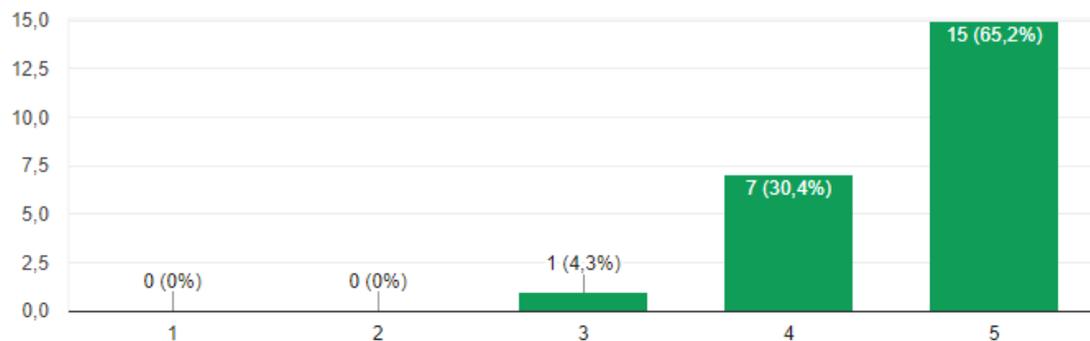




The information provided for this meeting was generally found very sufficient, as 69.6% of the attendees stated. Nevertheless, six out of twenty – three participants (26.1%) found the information flow just sufficient, while one participant (4,3%) characterized the information flow as “Fine”. The general view of the partners is quite positive, but some less favorable participants’ opinions can provide valuable feedback.

14. Were meeting activities organised in an efficient manner?

23 απαντήσεις



The majority of the attendees (65.2%) found that the meeting activities were very efficiently organised, 30.4% that they were organised in an efficient manner, while a remaining 4.3% thought that the activities were fairly organised. A general satisfaction can be noted, although there might still some room for improvement.

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

nothing (3)

NA (2)

Perfect organization. I have nothing to add.



| |
|---|
| None |
| Efficient meeting |
| None. |
| The meeting needed on day preparation before its date |
| extend the days and shorten the meeting hours per day. |
| meeting time |
| Time management for the meeting sessions. |
| Nothing. The meeting was great. |
| The event was very well organised in the both cities, Amman and Mutah |
| We have problems in getting visa |
| Thanks |
| Well done |
| Visa issue |
| Organize a joint cultural activity (e.g. dinner downtown) |
| Present in details the outcomes of each workpackage |
| The link for the evaluation should be given to the participants at the meeting. |
| The work plan of the next project's activities should be developed during the meeting not after, so that each partner know exactly what is required from his/her side. |

We can see that the majority of respondents stated, in different ways, that the meeting was efficient enough and no major improvements were required for the next meeting. However, some concerns were raised regarding the duration and time management of the sessions, as well as the presentation of the project's work packages and their activities.



16. Any additional comments?

6 απαντήσεις

| |
|--|
| No additional comments. |
| NA |
| NON |
| The meeting was well organized. It was a chance to visit two different universities in Jordan, conduct the all-partners meeting, and participate in the workshop organized by Mutah university. All of this carried out in a short span of time. The transportation between Amman and Mutah was smooth thanks to the organizers. |
| Thanks for your efforts |
| Conduct management meeting to be 3 days |

c. Summary and conclusions

The results of the evaluation of the 2nd project meeting were, in general, 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.

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.

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:

- clarity of partners' role and responsibilities after the meeting;
- duration, date, and timing of the meeting;
- 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.



The results depicted an overall good spirit of cooperation, which is well established on good communication among the partnership. Another encouraging part of the evaluation was the satisfaction about the clarity of the meeting's objectives, an aspect that can actually contribute to a considerable effective meeting. Last but not least, participants' views regarding the meeting venue were very positive, a fact that can partly explain the general satisfaction about the meeting.

1. Final Remarks

It may be useful for partners to:

- carefully read on the project objectives and deadlines;
- retain a high level of communication among the partnership and especially with every work package leading partner for clarifications;
- ask for any clarification or relevant information regarding their assigned roles and responsibilities within the project's activities;
- review timing and timetable options for meetings;
- evaluate and peer review each meeting;
- meet internal deadlines and respect the work plan.