



SEM-SEM



Smart Control Systems for Energy Management

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3rd Project Meeting Evaluation Report

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a. General Comments

An evaluation exercise was conducted by all SEM-SEM partners providing feedback for the third project meeting held in Lisbon on the 28th of April 2017. Questionnaires were designed by EUROTraining and sent out via e-mails. Many reminders were sent in order for every participant to fill in the evaluation form.

In total, twenty - one participants returned the fully completed questionnaire. More than one questionnaires were completed by some partner organisations. It should also be noted that not every participant selected to fill in the evaluation questionnaire, so the results of the evaluation's analysis are solely based on those participated in the process. Also, from now on when referring to "participants", it should be considered that only those twenty – one are included.

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 third project meeting, except for one, chose to answer the question by providing their name. In total, twenty answers were collected.

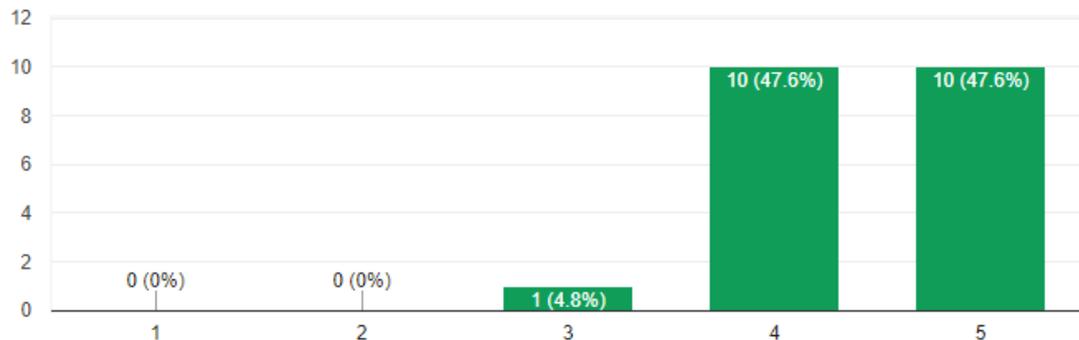
2. Organization's Name

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 meeting, and actually some partner organizations had more than one representatives.



3. Overall, how would you rate the meeting?

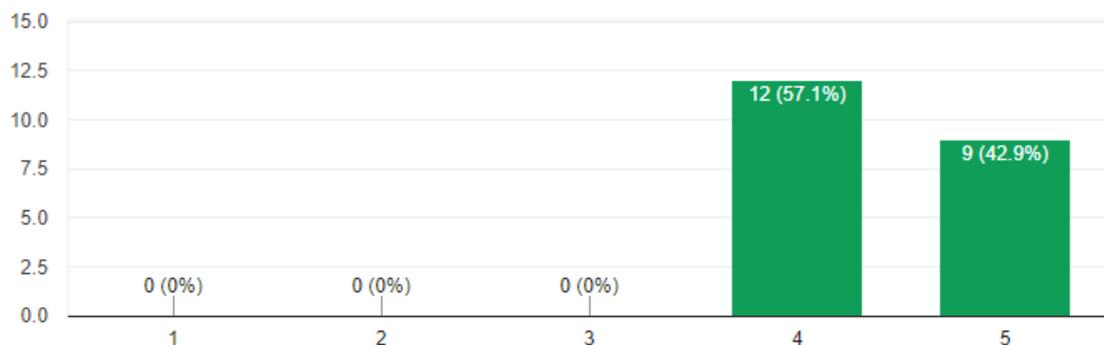
21 responses



In that question, participants were asked to evaluate the meeting in overall. Ten out of twenty – one participants (47.6%) rated the meeting as “Excellent”, while another ten (47.6%) as “Very good”. The remaining one (4.8%) thought that the meeting was “Average”. It can be safely said that, in overall, the meeting was positively rated.

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

21 responses

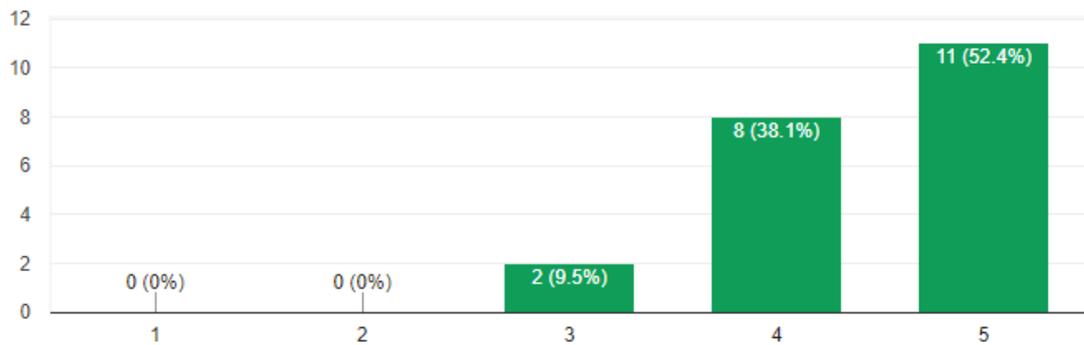


Regarding the clarity of the meeting’s objectives, results are very encouraging as nine participants (42.9%) replied that they were “Very clear” and the remaining twelve (57.1%) that they were “Clear”. A good understanding of the objectives of the meeting is fundamental for its efficient implementation, so those results are a very positive sign for the overall evaluation of the meeting.



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

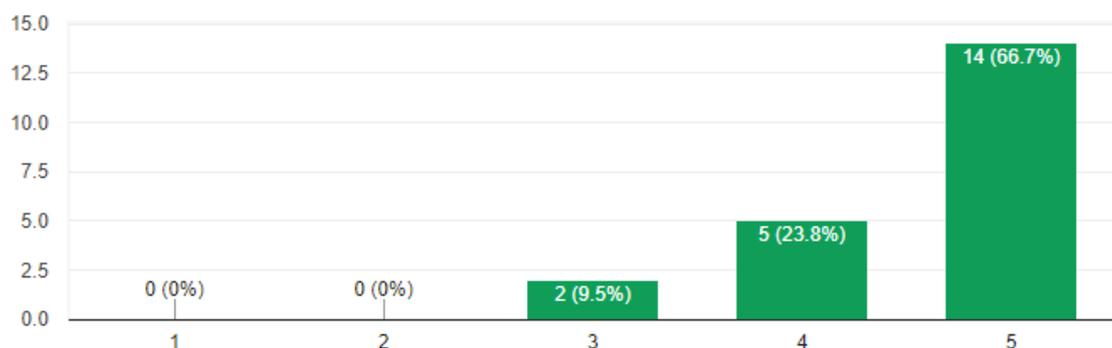
21 responses



The majority of participants (52.4%) found the meeting “Very useful” in providing them with the appropriate help to carry out the following project activities, while 38.1% found it “Useful”. The remaining 9.5%, meaning two of twenty – one participants, thought that the meeting was “Average” regarding its provided help to their organizations in order to implement the foreseen project activities. In general terms, that aspect of the meeting can be characterized as successful, although things could have been better as that is an important aspect of the meeting and there should be no room for dissatisfaction.

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

21 responses



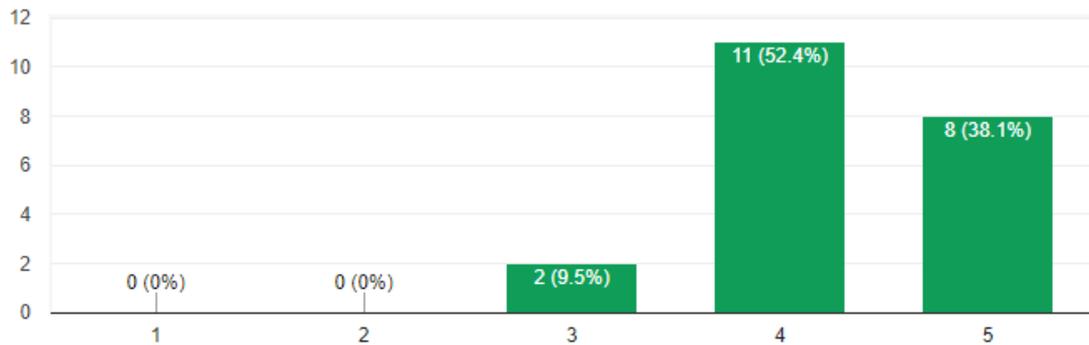
Every project meeting is a good opportunity for partners to directly interact and establish a functional communication scheme, that can contribute to a more effective and easy – going implementation of the project. Regarding the third project meeting, fourteen out of twenty – one participants (66.7%) found it “Very useful” in establishing



communication among the partnership, while another five (23.8%) found it “Useful”. The remaining two (9.5%) though that the meeting was “Average” in helping partners establishing communication.

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

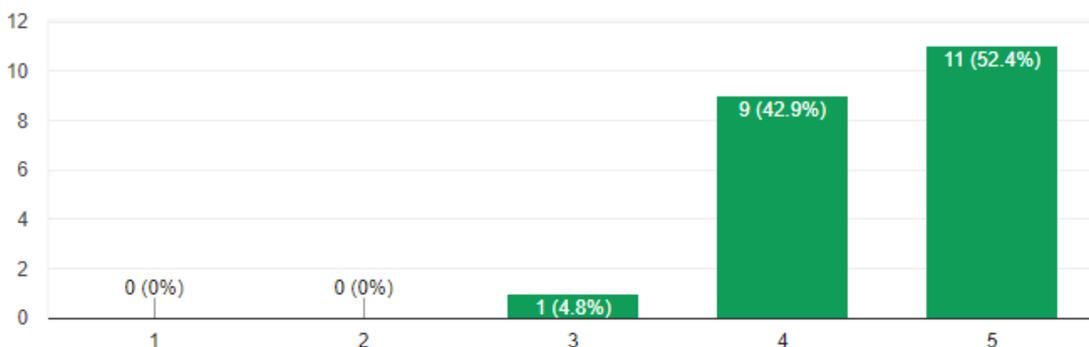
21 responses



In that question, participants were asked to evaluate the level of clarity of the future work plan and deadlines for the forthcoming project’s results, as came out after the meeting. Eleven out of twenty – one participants (52.4%) argued that the work plan and deadlines were “Clear” after the meeting, whereas eight (38.1%) that they were “Very clear”. Another two participants (9.5%) stated their clarity on those issues was “Average” after the meeting. Even though those results are not discouraging, the fact that the work plan and deadlines were not absolutely clear for all partners should be considered for future improvement.

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

21 responses

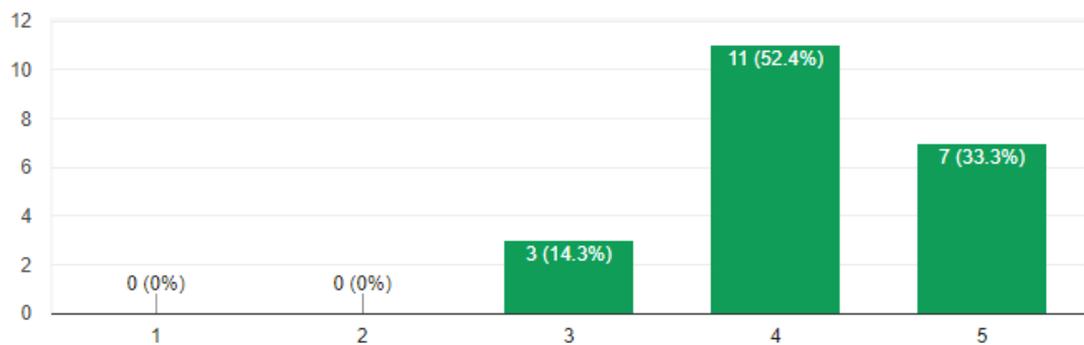




In order for the implementation of the project activities to be effective, all partners should realise their roles and responsibilities within the project activities. Eleven participants (52.4%) replied that their respective roles and responsibilities were “Very clear” after the meeting, nine (42.9%) that they were “Clear”, and one (4.8%) that their clarity was “Average”. In general, those reviews are positive, even though they could have been even better.

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

21 responses

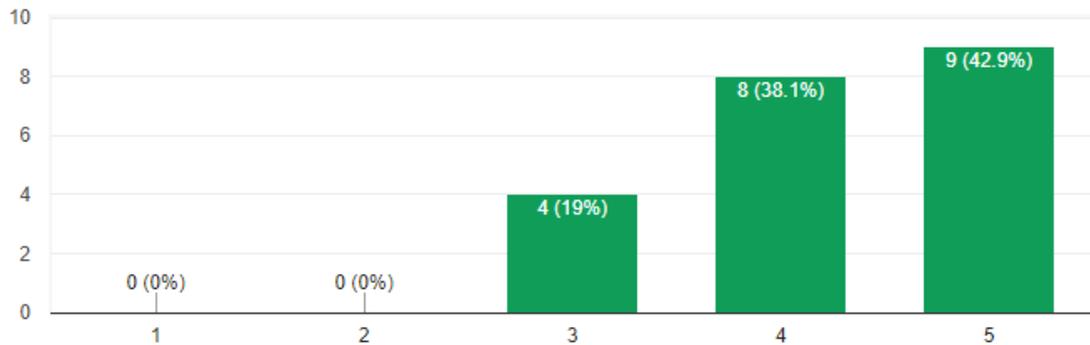


In terms of issues discussed, social interactions, problems resolution, etc., eleven participants (52.4%) thought that the meeting was “Useful”, while seven (33.3%) that it was “Very useful”. The remaining three (14.3%) argued that the meeting was “Average” regarding those aspects. Although responses are not unfavorable, it might be indicated that there is some room for improvement.



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.)?

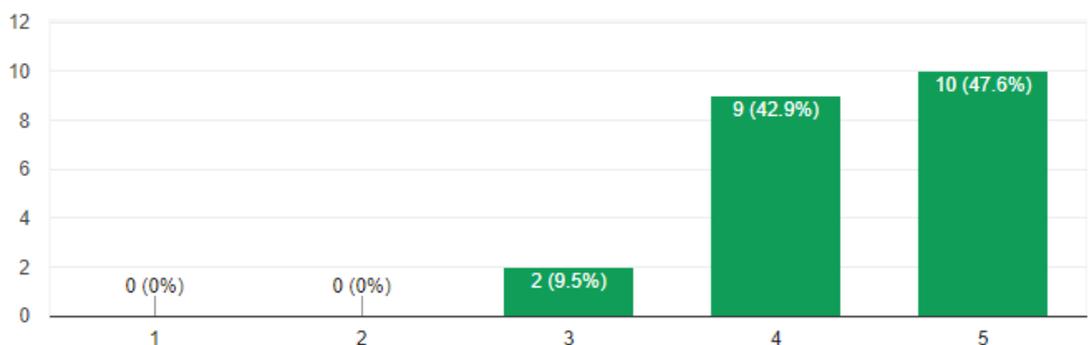
21 responses



Regarding the presentations of the partners during the meeting, and especially their timing, content, quality of content, relevance with the project’s tasks, etc., reviews are distributed among three options. Nine participants (42.9%) were “Very satisfied”, eight (38.1%) were “Satisfied”, while the rest four (19%) stated that this aspect of the meeting was “Average”. The differences on participants’ evaluations on this matter may depend on different levels of expectation regarding the partners’ presentations. Even so, that kind of feedback should be taken into consideration for the next meetings.

11. Were you satisfied with the meeting venue?

21 responses



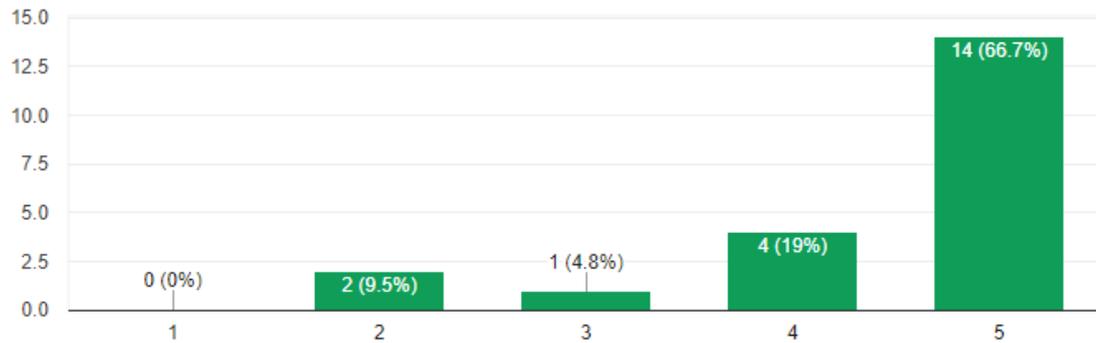
In general, the meeting venue met participants expectations, as ten out of twenty – one (47.6%) were “Very satisfied” by it, while another nine (42.9%) were “Satisfied”. There were, also, two participants (9.5%) who thought that the meeting venue was



“Average”, indicating some level of dissatisfaction that should be looked into by the organizers of future meetings.

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

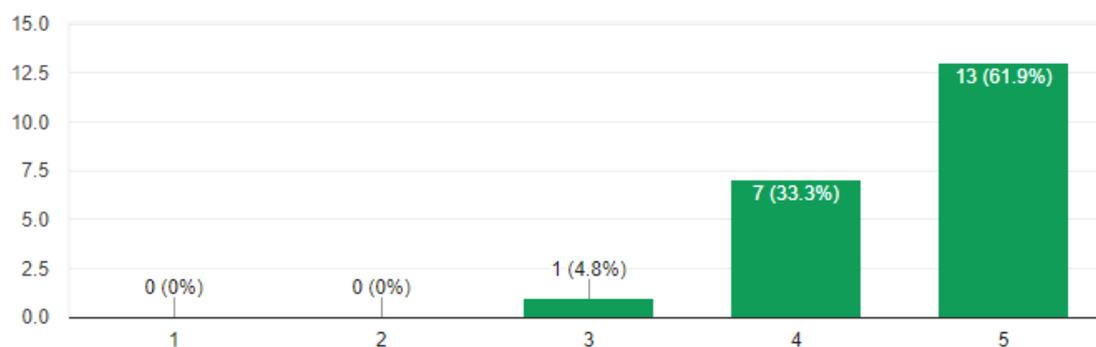
21 responses



The majority of respondents (66.7%) found the duration, date, and timing of the meeting “Very good”, while another 19% “Good”. However, one participant (4.8%) thought that those aspects of the meeting were “Average”, and two (9.5%) that they were “Poor”. As appropriate duration, date and timing can greatly contribute to a successful meeting, those results can provide value feedback for avoiding the same unfavorable reviews in the future.

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.)

21 responses



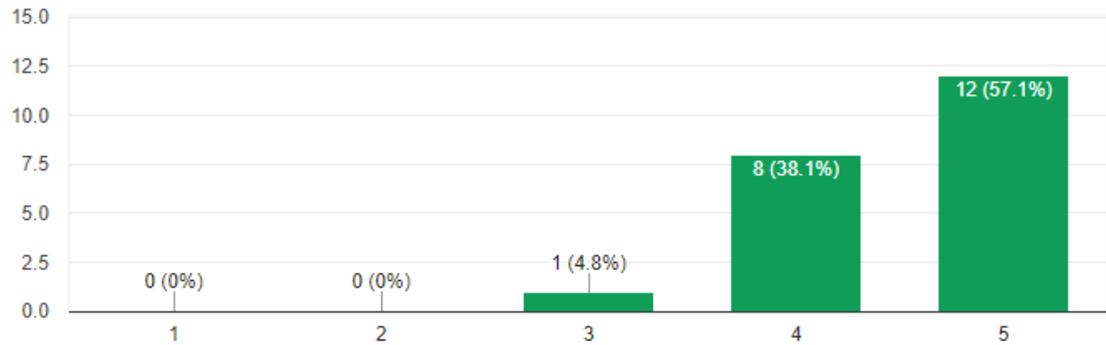
Regarding the information provided for the meeting, meaning the quality and quantity of information flow, the communication management, etc., results were encouraging. Thirteen out of twenty – one participants (61.9%) argued that the provided



information was “Very sufficient”, seven (33.3%) that it was “Sufficient”, and one (4.8%) that it was “Average”.

14. Were meeting activities organised in an efficient manner?

21 responses



In overall, participants were satisfied by the way meeting activities were organised, as 57.1% found that they were “Very efficiently” organised, and another 38.1% that they were organised in an “Efficient” manner. One participant (4.8%) found the organization of meeting activities “Average”, indicating that his/her expectations were not fully met, and that there may be some room for improvement.

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

21 responses

- NA (2)
- NON (2)
- nothing (2)
- .(2)
- Very well organized meeting. One more general observation is that there are many deadlines and we should be in a more direct communication beyond our meetings.
- More efficient management of the meetings
- None.
- The meeting was organised very well
- Clear workplan and deadlines for each task
- No comment so far.
- More social /cultural activities



- The meeting digressed a lot from the agenda and people were breaking off into small group conversations
- Meeting was productive and informative, and facilities were ideal for the session.
- The number of days for meeting was too short.
- The timing of meetin wss mot im the right time due to high tourism season
- Every thing was good
- Use one location for meeting instead of keep moving

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, minor issues about duration, social interactions, timing, and location were recorded and should be taken into consideration.

16. Any additional comments?

9 responses

- NON (2)
- No comments.
- NA
- Many thanks for your efforts
- None
- no
- Discussion of all WPs in details should be carried out
-

c. Summary and conclusions

The results of the evaluation of the 3rd project meeting were, in general, satisfying. Both the quantitative and qualitative parts of the evaluation provide 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 was 5 and the worst 1, according to each question. In all questions the average rates were between 2 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:

- usefulness of the meeting in helping partner organizations to carry out the expected project activities;
- duration, date, and timing of the meeting;
- partners' presentations during the meeting.

The results depicted an overall good spirit of cooperation, which is well established on good communication among the partnership. Participants were, also, very satisfied by the sufficiency of the provided information for the meeting, which certainly contributed to a successful organization. The general satisfaction of participants is clearly demonstrated through the positive overall rating of the meeting.

1. Final Remarks

It may be useful for partners to:

- be more careful and well prepared when it comes to present project activities or tasks during the meetings;
- design meetings' schedules and activities that help partners carry out the foreseen project activities;
- review timing and timetable options for meetings;
- evaluate and peer review each meeting;
- meet internal deadlines and respect the work plan.