SEM-SEM
Erasmus+
Smart Control Systems for Energy Management
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4th Project Meeting Evaluation Report
7th of December 2017, Cairo (ASU)

WP:12

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Project information

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a. General Comments

An evaluation exercise was conducted by all SEM-SEM partners providing feedback for the fourth project meeting held in Cairo on the 7th of December 2017. Questionnaires were designed by EUROTraining and sent out via e-mail. Many reminders were sent to participants to fill in the evaluation form.

In the end, all participants of the project meeting, in total twenty, answered the 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 fourth project meeting, except for one, chose to answer the question by providing their name.

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.
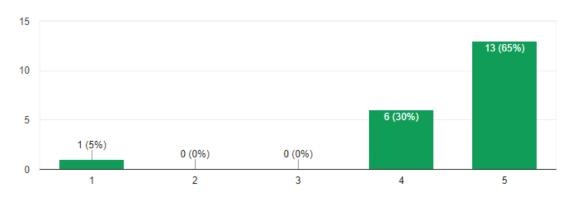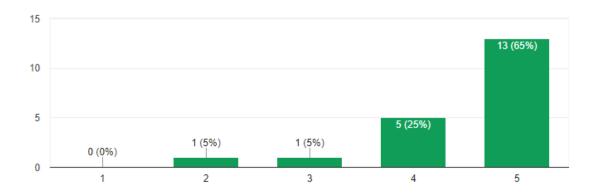
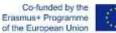## 3. Overall, how would you rate the meeting?

20 responses

In that question, participants were asked to evaluate the meeting in overall. Thirteen out of twenty participants (65%) evaluated the meeting as "Excellent" and another six (30%) as "Very Good". There was, also, one participant who rated the meeting as "Poor", expressing a very negative opinion. Partners should look into that level of dissatisfaction and try to proceed to any appropriate improvements.

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

20 responses

Regarding the meeting's objectives, thirteen participants (65%) responded that they were "Very clear", five (25%) that they were "Clear", one that they were "Neither clear, nor unclear", and one that they were "Rather unclear". Those results indicate that not all partners were sure about the meeting's objectives, which could have affected the efficiency of the meeting. More focus should be given in clarifying the expected results of the next meeting, maybe by circulating the agenda early enough and asking for concrete feedback.
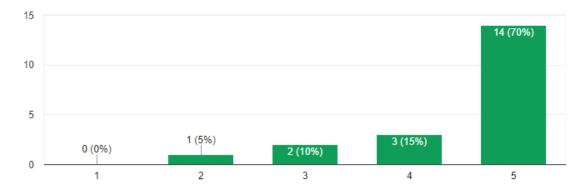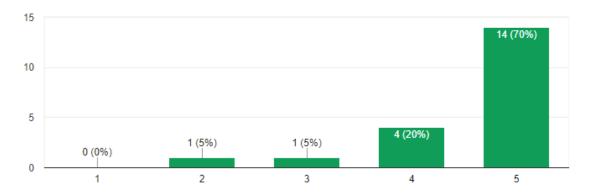
5. The meeting was useful for helping our organisation to carry out the expected project activities?
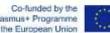
20 responses

The vast majority of participants (70%) found the meeting "Very useful" in providing them with the appropriate help to carry out the upcoming project activities, while 15% found it "Useful". On the other hand, two out twenty participants thought that the meeting was "Neither useful, nor worthless" on that end, while one responded that it was "Not that useful". As results indicate, some partners were not satisfied by the contribution of the meeting in terms of getting the appropriate help to implement foreseen activities. That is a point to be further looked into, as meetings are a unique chance for the partnership to clarify future activities, and it seems that this meeting didn't fully accomplish that goal.

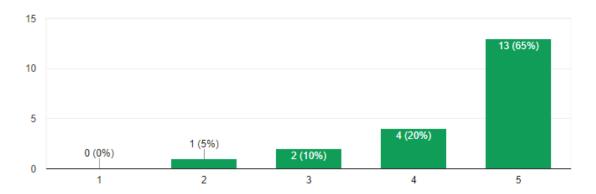## 6. The meeting was useful for establishing communication among partners.

20 responses

Another significant objective of every project meeting is to establish a positive communication atmosphere among the partnership. As the above graph indicates, partners' opinions about that issue were mixed, too. Fourteen participants (70%) responded that the meeting was indeed "Very Useful" in establishing

communication, four participants (20%) that it was "Useful", one that is was "Neither useful, nor worthless", and another one that it was "Not that useful". Again, not all partners seem to be fully satisfied by that aspect of the meeting. Since communication is more than important for the successful and on time implementation of the project's objectives, more focus should be placed on facilitating communication during the next meeting.

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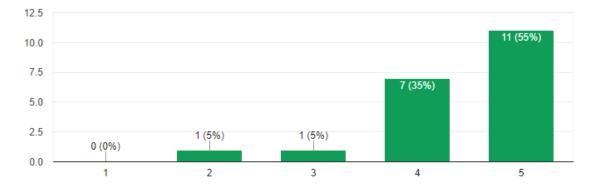20 responses

In that question, participants of the meeting were asked to evaluate the clarity level of the workplan and the deadlines set for each result. The majority of respondents (65%) thought that those were "Very clear" after the meeting, four respondents that they were "Clear", two that they "Neither clear, nor unclear", and one that the workplan and deadlines were "Rather unclear" for him/her after the meeting. The results of this question can be interpreted in correlation with those of the previous question, as communication can surely contribute to a better understanding of those specific issues.
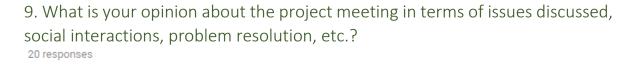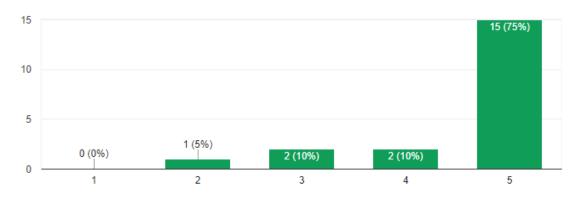
8. After the meeting, my role and responsibility within the next project activities were clear.
20 responses

Participants were then asked to evaluate the clarity of their roles and responsibilities within the next project activities. Eleven out of twenty participants (55%) responded that after the meeting, their respective roles and responsibilities were "Very clear", seven (35%) that those issues were "Clear" to them, one that they were "Neither clear, nor unclear", and one that they were "Rather unclear". As results indicate, not all partners were completely sure about their responsibilities regarding the following project activities, an issue that can affect the overall implementation of the project. Project meetings are a great opportunity for partners to clarify any relevant vagueness, and more attention should be given to that aspect of the meetings.

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

In terms of issues discussed, social interactions, problems resolution, etc., fifteen participants argued that the meeting was "Very useful", two that is was "Useful", another two that it was "Neither useful, nor worthless", and one that it was "Not that
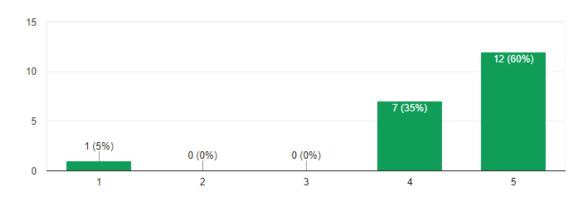
useful". Even though the vast majority of participants were very satisfied by those aspects of the meeting, there might still be room for improvement.

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.)?

20 responses

Regarding the presentation of the partners made during the meeting, eleven out of twenty participants (55%) were "Very satisfied", six (30%) were "Satisfied", two (10%) were "Neutral" and even one was "Not that satisfied". The majority of partners evaluated positively the presentations of the meeting (the timing, the quality of the content, the connection with the project's tasks, etc.), but there were also some participants whose expectations were not fully met.
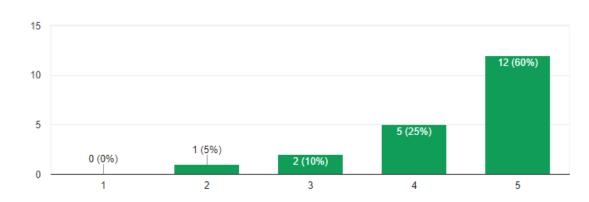
11. Were you satisfied with the meeting venue?

20 responses

In general, the meeting venue met participants expectations, as twelve participants (60%) were "Very satisfied" and seven (35%) were "Satisfied". However, one participant was "Not at all satisfied", indicating that he/she didn't appreciate at all the
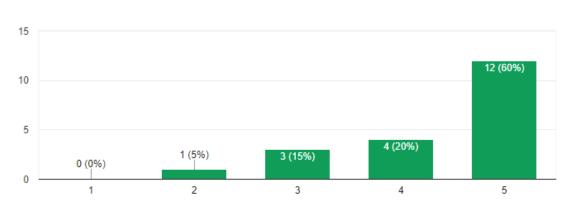
meeting venue. Even though there was just one negative opinion, it should be further investigated, as the meeting venue can surely contribute to the effectiveness of the meeting.
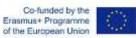
12. How do you rate the duration, date and timing of the meeting?

20 responses

The majority of respondents (60%) found the duration, date, and timing of the meeting "Very good", while another 25% "Good". There were, also, two participants (10%) who thought those meeting's aspects were "Neither good, nor poor", and another one who rated them as "Poor". Those results should be taken into account when preparing the next project meeting, and improvements should be made according to partners' feedback on the issue.

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.)
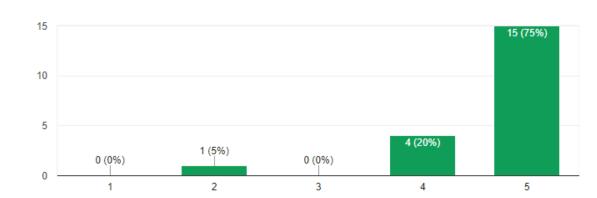
20 responses

Regarding the provided information, twelve participants (60%) found them "Very sufficient", four (20%) "Sufficient" and three (15%) "Neither sufficient, nor insufficient". In addition, there was one participant who rated the provided

information for the meeting as "Not that sufficient", indicating the he/she would have wanted more or better information to be provided.

14. Were meeting activities organised in an efficient manner?
20 responses

In overall, the great majority of the meeting's participants, fifteen out of twenty (75%), found the meeting "Very efficient", and four (20%) "Efficient". There was, also, one participant who evaluated the organisation of the meeting as "Not that efficient". The organisation of the meeting's activities seem to have been satisfactory for almost all participants, which is a very good sign of a successful meeting.
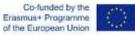
15. What should be improved for the next meeting? Which difficulties detected must be solved? How? Please explain.

More meeting (2)
Nothing (2)
All partners should attend
Good
Another coordination meeting before the final meeting
Nothing
NA
To have the hands out and the presentations right after the meeting.
.
Coordination of the partners is undoubtedly the most significant challenge due to the large number of partners. Meetings like this one can contribute in resolving problems and constitute a chance for direct communication.
no problems detected
Perhaps the communication of the meeting agenda ahead in time would be useful.
non
Prefinance and Equipment purchasing conflict
Each partner gives a presentation about his activities and work progress. The meeting duration needs to be more long not only for one day. All partners should attend the meeting.
The meetings are well organized and I don't have any comments
NON
The meeting ended up to be a little bit too short, althoug it was well organized. My suggestion is that the end, there is a to do list presentation to each partner

Partners' contribution regarding difficulties detected and recommendations for improvement made, include mainly comments about the meeting's duration, as more time was thought to be needed, and communication issues that were caused by the large number of partners.

16. Any additional comments?

6 responses

Well done (2)
Thanks
Well done
non
No

c. Summary and conclusions

The results of the evaluation of the 4th project meeting were, in general, mixed. 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. Answers varied between all points of the scale, indicating that in many cases there was a difference of opinion between the meetings' participants.

All questions had at least one non – positive answer (options 1 and 2 of the scale), while at the same time in all questions the majority of the answers was on the most favorable option (option 5). That deviation of opinions indicates that there were some participants, one or two, who were not satisfied by the meeting in general terms and expressed it in every evaluation question. This dissatisfaction should be taken into account when organizing the next project meeting, so as to ensure that the same issues won't come up again.

1. Final Remarks

It may be useful for partners to:

- clarify the objectives of the meetings so that every partner to know what to expect and be fully prepared

- intensify their efforts in communicating and ensuring that the partnership's size won't affect the project's implementation

- cooperate in setting clear wok plans and deadlines for the project's results

- respect the timeline and deliver results and activities on time

Partners should participate to the quality assurance process that has been agreed to ensure the quality of the project's results and activities. Gathering feedback that can contribute to the improvement of the project's implementation is of crucial importance for the effectiveness of the project and the achievement of its objectives.