

WP5

Quality and Evaluation [WP7]

Kick-off Meeting Report

Authors:

António Moreira Teixeira (Universidade Aberta, PT)

Maria do Carmo Teixeira Pinto (Universidade Aberta, PT)

João Paz (Universidade Aberta, PT)

Lisbon, 12th March, 2021

Co-funded by the
Erasmus+ Programme
of the European Union



1. Quality Evaluation of WP7 - All-partners meetings

As indicated in the UNITEL Quality & Evaluation Plan (Q&E Plan), quality events of work package 7 which include input (i.e. resources), processes (i.e. execution of work package), and outputs (i.e. deliverables) are subject to specific assessment. Being one of the outstanding elements contributing to project management decision-making, activity follow-up, processes and outputs review and evaluation, all partners meetings are subject to assessment. This is conducted through an online survey which adapts the respective template in Q&E Plan to each specific context.

Universidade Aberta (UAb) [Portugal] as WP5 leader in cooperation with the work package, the Shahid Chamran University of Ahvaz (SCU) [Iran], is responsible for the design and launch of the surveys as well as for the analysis and interpretation of results and for producing the report.

This report is the first evaluation of an all partners meeting and refers to the Kick-off meeting of the project, which was held online on the 1st and 2nd of February, 2021. The video recording of the meeting can be found at:

<https://drive.google.com/drive/folders/1RcDNaEzTVrZ8VOC8bvroFZqgstR6ZIJy?usp=sharing>

The survey was conducted between the 17th February and the 10th March, 2021. The online questionnaires were sent to 37 potential respondents (meeting participants) and 24 responded (65% of total). This is a significant result as at least one representative from each institutional partner responded.

2. Quality Evaluation of Kick-off All-partners meeting

Use of personal data and pictures

All 24 respondents have authorized the use of their personal data shared in the questionnaire, as well as of any photos related to their participation in the kick-off meeting.

Number of Surveys Responded by Partner

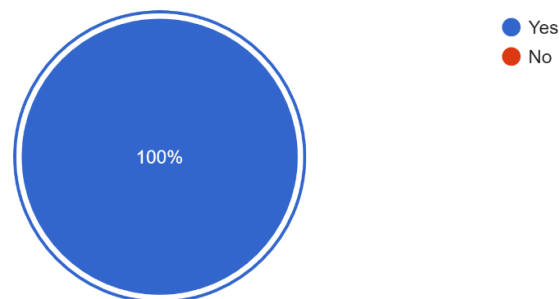
P1	USGM (Università degli Studi Guglielmo Marconi):	1 response
P2	UTU (Turun Yliopisto):	2 responses
P3	UAb (Universidade Aberta):	3 responses
P4	PRISMA (Prisma Electronics ABEE):	1 response
P5	IKIU (Imam Khomeini International University):	1 response
P6	USB (University of Sistan and Baluchestan):	1 response
P7	SU (Shiraz University):	1 response
P8	UI (University of Isfahan):	2 responses
P9	UT (University of Tehran):	1 response
P10	SCU (Shahid Chamran University of Ahvaz):	7 responses
P11	SUT (Sharif University of Technology):	2 responses
P12	NAMVARAN P&T COMPANY:	2 responses

2.1. Contribution and participation in the meeting preparations

The survey has shown that all partners consider to have contributed to the KoM preparations according to plan, as shown in the graphic below.

1. Have you contributed to the meeting preparations according to the plan?

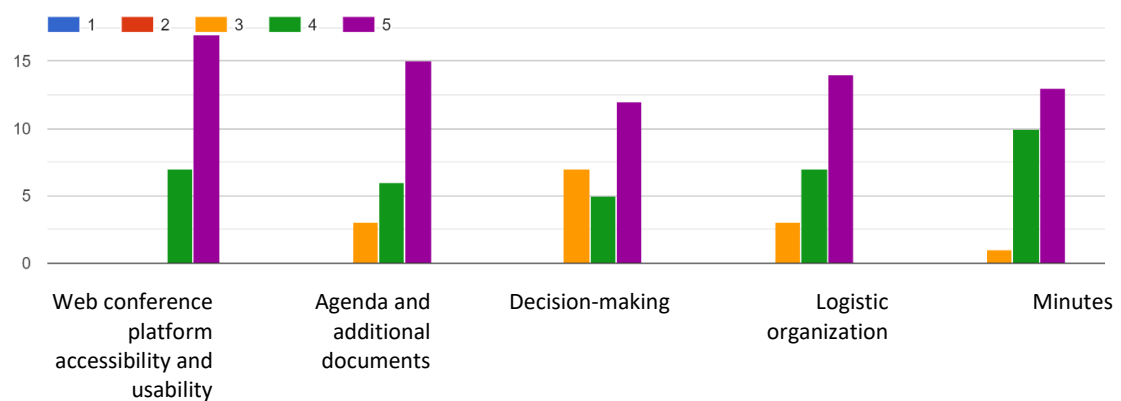
24 responses



2.2. Rating of the KoM in relation to conditions for participation, organization, outcomes and outputs

The survey results demonstrate a high satisfaction with how the KoM was prepared, conducted and reported amongst the meeting participants. The best rated item was clearly the accessibility and usability of the web conference platform used. But, the rating of the agenda, logistics and the minutes are also very good. The level of satisfaction was not so high in what concerns the quality of the decision-making. Although this item was positively evaluated, it clearly stands-out from the rest as an area for future improvement.

2. Rate the all-partner meeting in relation to the following items (1-5, being 5 the highest score):

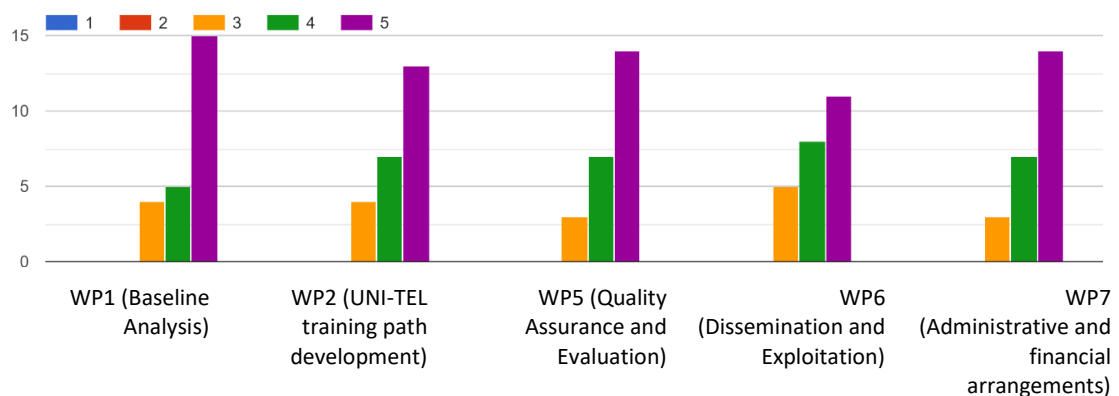


2.3. Rating of the work packages presentations, discussion and decision-making

The survey results shown a high satisfaction with how work packages 1, 5 and 7 were presented and discussed at the KoM. The best rated was WP1, which is understandable as it was with WP7 the ones to which more time was dedicated. WP2 also collected a high level of appraisal. Although also positively assessed, the results of WP6 were not so high as the other work packages. According to the survey respondents there's room for improvement in that work package in future meetings.

Due to time constrictions, WP 3 and 4 were not presented and discussed. As such, the evaluation of these two work packages was not included in the survey.

3. Rate each Work Package discussion in relation to the clearness of presentations and quality of decision-making (1-5, being 5 the highest score):

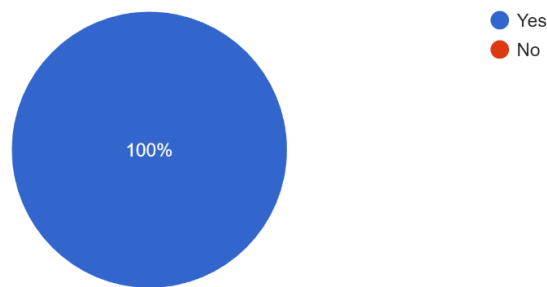


2.4. Effectiveness of communication between partners and the coordinator

The respondents unanimously considered the internal communication between partners and the coordinator to be effective.

4. Was your communication with the coordinator effective?

24 responses



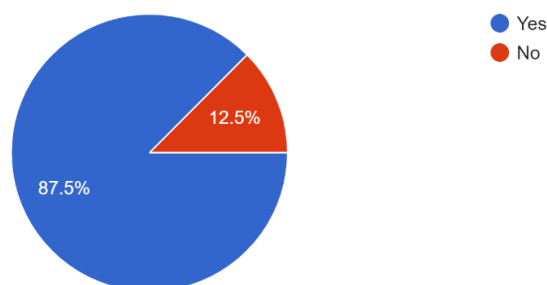
2.5. KoM efficiency and quality of decision-making

As reported in section 2.2, a small number of the partners who responded to the survey considered that the results of the KoM didn't meet their expectations and decisions taken were not sufficiently clear. The difference of this item in relation to other ones indicates there's space for future improvement in this element.

Two of the respondents provide a clear direction for improvement. A P12 representative states the need for further clarifications and more clearer guidelines. The representative from P5 is more precise and suggests more details about implementation of the process and partners role in it.

5. Have the results met the expectations and decisions taken in the meeting been sufficiently clear to all partners?

24 responses



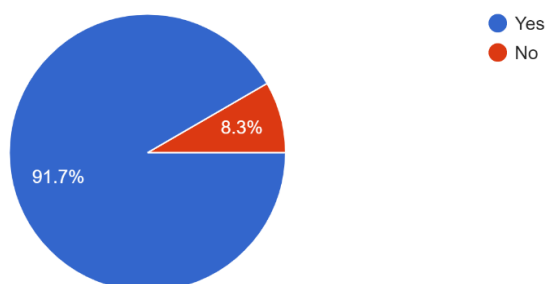
2.6. Implementation of decisions taken in KoM

Although as in the previous section some respondents did not give a positive answer to the item, it was a very marginal occurrence. The large majority of partner representatives agrees the KoM decisions have been adequately implemented.

The negative reply is explained by the fact that so far only a link between Iranian partners has been achieved regarding the process of cooperation and activities.

6. Have the decisions taken in the meeting been adequately implemented?

24 responses

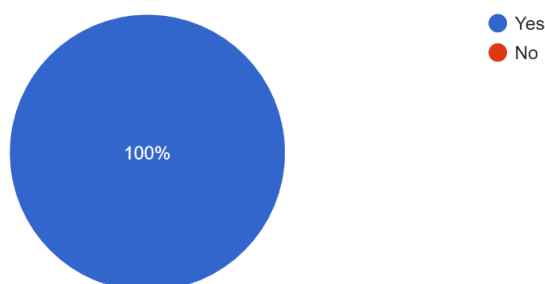


2.7. Contribution to process improvement

The survey has shown that all partners consider their feedback has been taken into account for improving the process.

7. Was your feedback taken into account for the process improvement?

24 responses



2.8. Final comments

A number of KoM participants who responded to the survey submitted additional comments and suggestions which might be useful for further improvement of the process.

On a more practical note, a representative from P10 has suggested that the presentations should be shared in advance with the participants. This access to the relevant information prior to the meetings would allow to build a more clear understanding of the topics. However, the majority of the partners has rated highly the KoM preparations in this aspect. We may interpret this remark as related to an early stage of the project in which some partners might face challenges to have a clear holistic vision of the activities and understand what's their role and what's expected of them. A indication of that has been given by representatives from both P2 and P8 who have recommended the coordinator to organize more meetings, possibly shorter and more focused, with partners. The goal is to allow for a speedier integration of the project team members, generating trust and shared knowledge amongst them.

Overall, as noted by a representative from P2 the project started with much enthusiasm and on a positive spirit. Even though the discussions took more time than planned there was a good and transparent dialogue amongst the members of the consortium and important issues covered, thus clarifying the current circumstances of the project.

3. Conclusions

The analysis of the survey results indicates a high level of satisfaction of the project partners with the quality of the KoM's organization, discussion and reporting. Further improvement was suggested in what relates to efficiency, notably in what concerns the quality of decision-making. Additional and more fluid communication between coordinator and partners might contribute to strengthen the team's shared perception and understanding of the project's activities and goals.