

PEOPLE

Evaluation of meeting in Leiria, Portugal 12-13 November 2012

1. Description of meeting

The kick-off meeting of the PEOPLE Grundtvig partnership was held in Leiria, Portugal, on 12-13 November 2012. The purpose of the meeting was to clarify the goals for the partnership, establish and agree on an overall working plan, and learn about the theoretical and practical aspects of PLEs. It was also considered important that the partners get to know each other and form a well-functioning group in order to work together as effectively and efficiently as possible.

2. Purpose and method of evaluation

The purpose of the evaluation process is to monitor the meetings and make any necessary adjustments for future partnership meetings.

The main areas of evaluation were:

- goals: whether the meeting achieved the goals set for it in the agenda
- relevance: whether the meeting was useful and relevant for the partnership as a whole
- quality of presentations, seminars, lectures, treatment of difficulties, overall cooperation and outcomes of the meeting
- practical arrangements of the meeting

An overall rating was also requested in order to get a general impression of the success of the meeting.

An online questionnaire was sent to all meeting participants directly following the meeting. The participants were instructed to fill in the questionnaire on the basis of their personal impression of the meeting. The questionnaire was anonymous.

There were 17 participants in the meeting. A total of 13 responses were received, bringing the response rate to 76,47 %.

3. Evaluation results

1. Goals - The meeting achieved its goals						
	5 - Excellent	4	3	2	1 - Poor	Number of answers
Learning about partner organizations	38,5% (5)	61,5% (8)	0,0% (0)	0,0% (0)	0,0% (0)	13
Learning about PLE theory	38,5% (5)	61,5% (8)	0,0% (0)	0,0% (0)	0,0% (0)	13
Learning to use Wordpress	53,8% (7)	46,2% (6)	0,0% (0)	0,0% (0)	0,0% (0)	13
Clarifying goals for the partnership	50,0% (6)	41,7% (5)	8,3% (1)	0,0% (0)	0,0% (0)	12
Planning the next stage of the project	58,3% (7)	41,7% (5)	0,0% (0)	0,0% (0)	0,0% (0)	12
Comments: We learned very much!						
2. Usefulness and relevance for the project						
	5 - Excellent	4	3	2	1 - Poor	Number of answers
Presentations	38,5% (5)	61,5% (8)	0,0% (0)	0,0% (0)	0,0% (0)	13
Discussions	61,5% (8)	38,5% (5)	0,0% (0)	0,0% (0)	0,0% (0)	13
Seminar on PLE	46,2% (6)	53,8% (7)	0,0% (0)	0,0% (0)	0,0% (0)	13
Workshop on Wordpress	53,8% (7)	46,2% (6)	0,0% (0)	0,0% (0)	0,0% (0)	13

3. Quality						
	5 -	4	3	2	1 -	Number of
5. General rating						
Quality of cooperation (the atmosphere of the meeting)	84,6% (11)	7,7% (1)	0,0% (0)	7,7% (1)	0,0% (0)	13
Treatment of difficulties (problems were solved constructively and equally)	84,6% (11)	15,4% (2)	0,0% (0)	0,0% (0)	0,0% (0)	13
Quality of my own participation (I/my organization contributed actively to the meeting)	38,5% (5)	46,2% (6)	15,4% (2)	0,0% (0)	0,0% (0)	13
Quality of outcomes (We achieved good results)	53,8% (7)	46,2% (6)	0,0% (0)	0,0% (0)	0,0% (0)	13
Comments						
I was not able to be present in the all meeting.						
4. Practical arrangements						
	5 - Excellent	4	3	2	1 - Poor	Number of answers
Meeting facilities	61,5% (8)	38,5% (5)	0,0% (0)	0,0% (0)	0,0% (0)	13
Timing	61,5% (8)	38,5% (5)	0,0% (0)	0,0% (0)	0,0% (0)	13
Coordination	69,2% (9)	30,8% (4)	0,0% (0)	0,0% (0)	0,0% (0)	13
Comments						
Two days is enough for project work, but everyone should reserve two full days so there is no hurry.						1

	5 - Completely agree	4	3	2	1 - Completely disagree	Number of answers
Overall, I am satisfied with the meeting	75,0% (9)	25,0% (3)	0,0% (0)	0,0% (0)	0,0% (0)	12

Comment: It is very nice to work with people you already know, it is much easier and more comfortable. Thanks to everyone!

4. Conclusions and recommendations

The overall satisfaction with the meeting was very high, 75% of respondents giving a rating of 5. The average score for this question was 4,75/5.

All in all, participants were very satisfied with all aspects of the meeting, rating their responses at 4 (agree) or 5 (completely agree).

One respondent rated the quality of cooperation (the atmosphere of the meeting) at 2 (weak), while 11 participants gave the atmosphere a rating of 5. While the average rating for this question does not give rise to great concern, the quality of cooperation is something that should be considered in the future meetings of the partnership.

There were only few verbal comments, and only one which gave a direct recommendation for action:

“Two days is enough for project work, but everyone should reserve two full days so there is no hurry.”

This is also something that should perhaps be opened for discussion in future meetings.