

## ToWe Project Transnational Meeting 4

### Evaluation Form

Kingston University  
13<sup>rd</sup> – 14<sup>th</sup> March 2018

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Evaluation of progress made during the meeting

Goals of the fourth transnational meeting:

- To review the progress of the Project and make final preparations for the Project and International Workshop Event.
- To plan the next steps for the project (Phase 4, final and financial reporting, webpages, dissemination, EEL feedback and completion of the project.)

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	X		
Was this information clear and easy to understand?	X		
Did you achieve the tasks you were supposed to deliver before the meeting?	X		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	X		
Did the meeting address all the aspects of the Project that you expected?	X		
Are you satisfied that you were able to contribute to the discussion and decision making?	X		
Did the meeting adhere to the agenda and were any changes discussed?	X		
Were the goals of the meeting achieved?	X		
Were some goals not met?		X	
Were the Projects presentations and discussions clear and easy to understand?	X		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	X		
Was the accommodation, food and the social element satisfactory?	X		
We now know each other well (professionally)	X		☺
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	X		

I understand my role and that of my institution/setting in the project			
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1. What do you consider to be the main strengths of this project?

- The professionals of each country
- our way to share and learn from each other
- our desire to learn and improve

2. Were there any weak points?

- Not having extra money to be able to share the meetings and the travels (job shadowing) with others professionals of each setting.

3. Can you see any problem areas for the project that should be tackled as soon as possible?

NO

4. If so, please suggest some measures or ways for solving the problem(s)

Thank you very much

☺

## The ToWe Project

### Enhancing Opportunities for Toddlers' Wellbeing

#### Self-evaluation sheet:

#### Co-ordination and leadership of the Project

**WHAT?**

Evaluation of the co-ordination and leadership in the partnership

**INDICATORS:**

- A clear division of tasks between the partners
- A clear work plan and timetable is available
- All partners know the main goals and results being aimed at
- There is a clear distribution of responsibilities among the partners
- There is an agreed decision-making procedure; each partner has his/her say
- The methods of communication between partners are agreed and regular communication is arranged
- Contributions made by the partners are valued

Decision making procedure	yes	no
Are the language competencies of all representatives taken into account?	X	
Is everybody able to contribute to the same extent?	X	
Are all relevant topics tabled during the meetings?	X	
Is all relevant information available in due time?	X	
Is each partner consulted when important decisions regarding the process of the project have to be made?	X	
Are the co-ordinators in the different partner institutions authorised to take decisions?	X	
Comment:		
Division of tasks		
Is the work plan and timetable clear for all partners?	X	
Are the partners aware of the common project goals and the specific goals for each partner institution?	X	
Is each co-ordinator aware of his or her responsibilities?	X	
Is there a clear and realistic description of the tasks of the international project co-ordinator and each partner?	X	
Is there sufficient inside information on the situation in the partner institutions in order to appreciate the contributions of the partner?	X	
Comment:		

Timetable and communication		
There is a clear time table with activities for each partner	X	
A time schedule for communication between partners and for exchange of material is available.	X	
Every partner is in possession of the time table	X	
The co-ordinator respects the deadlines	X	
The work plan can be accessed and updated by every partner	X	
The means and frequency of communication are discussed	X	
The technical communication levels of all partners are taken into account.	X	
Comment:		

Using the following four point scale please rate the quality of selected key aspects of the project.

4= excellent; 3= good; 2=average; 1= poor/requires improvement

Area	Aspect	4	3	2	1
(a) Planning and Management	Clear planning and management guidelines in the project plan	X			
	Clarity of guidelines for the organisation of different aspects of the project	X			
	Clarity of understanding of arrangements for meetings and deadlines for materials	X			
	Clarity of roles and responsibilities	X			
	Equality of participation	X			
(b) Co-ordination and leadership	Effectiveness of co-ordination and leadership	X			
	Acknowledgement of the experience and expertise of all partners by coordinator	X			
	Promotion of teamwork, sharing of experience and expertise	X			
Comment:					

What is the coordinator's strongest point?

The positive attitude, the hard work, the quick answers,

Any areas of improvement for the coordinator?

- An extra help with the <sup>first</sup> reports (or may be it has to be done by ~~the~~ each university of each country).