



Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

Erasmus+

DEVELOPMENT OF INNOVATION PROJECT

2016-1-TR01-KA202-33958

CLEAN-kWAT

**Integrating Environmental Considerations into Energy
Systems Development**

1st Giresun Meeting Evaluation Report

PREPARED BY:

Şahika KARDAM Environmental Engineer

Kali Energy Engineering Consulting Co. Ltd.





Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

CONTENTS

INTRODUCTION.....	3
THE MEETING.....	4
METHODOLOGY OF EVALUATION.....	6
MEETING RESULTS.....	8
CONCLUSION.....	11
ANNEXES.....	12
ANNEX 1 – 1st Giresun Meeting Evaluation Questionnaire	
ANNEX 2 – Detailed Demonstration of Partner Results	



Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

CLEAN-KWAT 1st GİRESUN MEETING EVALUATION REPORT

Dates: 16- 17March2017

Meeting place: Engineering Faculty, Giresun University, Giresun, Turkey

1. INTRODUCTION

This is the evaluation report for the kick-off transnational meeting of the Erasmus+ Development of Innovation “CLEAN-kWAT” Project that took place on March16th to 17th 2017, in Giresun, Turkey, in order to foresee solutions for any kind of problems, and so that modifications for the future meetings can be handled. The aim is to have a successful progress and products in the project by internal monitoring and evaluation of the project.

It is focused on the initial stages of the project, the set up of tasks/outcomes, and the general operational approach, including:

- a review of project meeting, particularly focused on meeting outcomes, work package review, and status of partnership communication;
- participant observation, face-to-face (individual and group) discussions and consultation with project partners at the first transnational meeting in Giresun, Turkey, which includes a questionnaire for evaluating the initial meeting.

The evaluation approach is designed to judge the degree of success of the project in a conventional output/outcome format, as well as to directly support the achievement of





Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

project objectives through a process of regular progress review and feedback. It also includes the review of the agreed work package tasks, and assessing partnership strengths and weaknesses. This involves capturing successes and avoiding difficulties as they might arise through recommended actions that are designed to minimise the incidence of barriers to the successful completion of the project.

2. THE MEETING

6 out of 8 partners could participate in Giresun-kick of meeting. Partner UB BEOGRAD couldn't participate the meeting because of some official reasons. They had already provided detail letter to partners indicating their reason for their absence in the meeting. Partner KALI also couldn't participate the meeting because of unexpected health problem and urgent appendix surgery.



Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

The participants of the meeting are given below;

Participants:

Nº	Organization	Name	email
1	Giresun University	Prof. Dr. BaşakTaşeli	basaktaseli@hotmail.com
2	Giresun University	Yrd. Doç Dr. DuyguAltıok	duygu6ok@gmail.com
3	Giresun University	Yrd. Doç. Dr. EvrenAltıok	evrenaltiok@gmail.com
4	ORKON	AltanDizdar	altan.dizdar@orkon.info
5	ORKON	ErtuğrulDizdar	ertugrul.dizdar@orkon.info
6	GAZİ	GamzeYücellşıldar	gkarakoc@yahoo.com
7	GAZİ	FerihaYıldırım	ferihayildirim@gmail.com
8	RENAC	UtaZahringer	zaehringer@renac.de
9	RENAC	ManolitaWiehl	wiehl@renac.de
10	AELV	Jose M. Daza	j.daza@aelv.org
11	AELV	Antonio Enamorado	intro@antonioenamorado.com
12	ENERGIACLUB	Cecilia Lohasz	lohasz@energiaklub.hu

In the meeting mainly project management and administration issues, target groups, activities and partnership, project financial documents and financial responsibilities, analysis and discussion on learning outcomes approach, EQF, ECVET definitions,





Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

descriptions of intellectual outputs, descriptions of multiple events, dissemination, exploitation & sustainability of the project, the tasks and responsible partners, measures for communication and rapid sharing the activity documents were discussed.

The meeting was very fruitful and every partners' opinion was valued in the discussions. A very strong agreement at the end of the meeting was achieved.

3. METHODOLOGY OF EVALUATION

The evaluation material is based on the evaluation questionnaires administered by the project evaluator, KALIENERGY. The questionnaire was designed to evaluate the following four subjects;

1. Meeting Organisation
2. Meeting Efficiency
3. Outcome Adequacy
4. Activities of the Project

Evaluation subjects of the initial transnational meetings include whether:

- Partners received advanced notification of agenda and role,
- Communication between promoter and partners were adequate,





Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

- Communication regarding: working programme; project aims, methodology, technical & financial issues; exchanging contact data was adequate,
- Partners actively participated in the meetings and were well prepared,
- Scheduling/timetables: meetings, work load and milestones,
- General organization of the meetings: premises, facilities, agendas, technical equipment,
- Materials, presentations and discussions at the meeting were: useful, relevant, complete, and sufficient,
- Discussions regarding difficulties, work methods and dissemination,
- Distribution of the tasks within the project: clear (in writing, indicating the responsible partner, activity and time period), related to the specialization and expertise of each partner,
- Partners level of satisfaction with: social programme and accommodation, working atmosphere, work packages and phases, promoter assistance during meetings and meeting outcomes.



Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

The partners evaluated the meetings and project activities/outcomes by rating the level of effectiveness. The evaluation scale provided is from one to ten, where 1 = not at all and 10 = excellent and 2-9 as varying degrees in between. The questionnaire is given as Annex 1.

Participants were given 4 open questions to be able to elaborate their impressions more on suggestions for improvements for the meeting and for the questionnaire itself.

The main objective of the initial transnational meeting evaluation report is to identify the strengths and weaknesses of the meeting and the state of the CLEAN-kWAT project.

4. MEETING RESULTS

The overall rating for the CLEAN-kWAT project is 9.28.

The highest rating of 10.0 is for the question “All partners received the agenda in advance”. And the lowest rating of 8.33 is for the question “I am satisfied with the working methods/progress of Activity 8 (Dissemination, Exploitation & Sustainability of the Project) and the coordinator BELGRADE/GIRESUN-GAZI-ENERGIACLUB-AELV-ORKON-KALIENERGY.”

Considering that 8.33 is a relatively high score and it is early in the project life cycle and the lowest rating is for dissemination activities it is not very worrisome but will be monitored as the CLEAN-kWAT project progresses. The questionnaire has inner components as structure so that we can evaluate them separately. From the answered we can give the ratings as;





Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

- Overall rating for meeting organization is 9.60.
- Overall rating for meeting efficiency is 9.43.
- Overall rating for outcome adequacy is 9.07.
- Overall rating for activities of the project is 8.95.

Some partners made comments to the questions as given in Annex 2. In Annex 2, the details satisfaction levels of partners are shown.

It can be said from the comments that the main worry is the lack of Belgrade University and uncertainty of their existence in the Consortium. However, we are informed that the contract has been signed and sent to the promoter. Therefore, the risk of extra work load has been eliminated.

Based on the open ended questions;

- What do you think could have been done in a better way during the meeting?

- Everything was very fine and very well organized for the meeting. Each detail was settled down for the meeting. So, we had a very successful and comfortable meeting. Thanks a lot to the hosting organization Giresun University, for its perfect organisation.
- A bit more focused discussions
- We have to fix skype meeting with whole partners at least one or two time per month in order to submit on time a good Interim report



Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

- What should we keep in mind for future consortium meetings (suggestions for improvements)?

- All the partners should attend the meeting next time and if the partners come to the meeting knowing what to do at the meeting, it will be good again.
- All partners should attend the next meetings in order to evaluate the activities hold in the previous period and to organize the future tasks and activities of the project in a better way.
- Of course, if we want to improve the project and Consortium we need to act according to suggestion.
- Keep the agenda more on time.

- Do you have any recommendations to improve this questionnaire?

- There are questions that are difficult to answer at this point in the project.

5. CONCLUSION

Based on combined results of the evaluation questionnaires of the initial transnational meeting in Giresun, Turkey, it can be deduced that the project CLEAN-kWAT will be well able to meet the aims and goals as established at the onset of this project.

The lowest score of 8.33 is a relatively high score; therefore, there are no significant issues that will affect the overall outcomes of the CLEAN-kWAT project.





PROJECT NUMBER - 2016-1-TR01-KA202-33958

As this CLEAN-kWAT project evaluation report reveals that the project partners work well together and it is anticipated, based on these results, that project's end products will undoubtedly not only meet but exceed expectations regarding quality, usefulness and contribute to the promotion of ethical aspects of environmental training programs to promote greening business and expand employability.



Erasmus+



PROJECT NUMBER - 2016-1-TR01-KA202-33958

ANNEXES