



**LEONARDO DA VINCI  
TRANSFER OF INNOVATION**



**PROJECT: "CREATING VALUE AT EUROPEAN  
LEVEL IN RETAIL SECTOR BY ICT BASED  
VOCATIONAL MATERIALS"**

**Evaluation of the First  
Scientific Committee Meeting  
Ankara, 8/4/2009**

**VFA – Valter Fissamber and Associates Ltd**

## **Introduction**

The present evaluation report refers to the first Scientific Committee Meeting (SCM) of the LDV project titled 'Creating Value at European Level in Retail sector by ICT based vocational material' (herewith: CVs in Retail) held in Ankara (Turkey) on 8 April 2009.

The aim of this report is to inform the partnership on participants' impressions regarding issues related to the organization, structure and content of the SCM and also to identify issues that have to be taken into account for the future project activities.

For the evaluation purposes, two questionnaires were used:

The first questionnaire was sent to partner organization prior to the SCM. The second questionnaire was distributed immediately after the end of the Scientific Committee Meeting and was answered on-site by each participant. Both questionnaires are attached in the Annex herewith.

The report is structured in 4 parts: introductory notes, analysis of evaluation questionnaires, evaluator's conclusions and suggestions and the annex.

## **1. The 2<sup>nd</sup> Scientific Committee Meeting**

The first SCM was held in Ankara (Turkey) on 8 April 2009 and was hosted by the applicant organization TEZKOOP – IS.

It was attended by all project partners: Ali Yiğiter (TEZKOOP IS), Beril Uguz (TEZKOOP IS), Haydar Özdemiroğlu (TEZKOOP IS), Didem Firat (TEZKOOP IS), Mustafa Aksoy (Gazi Vocational Training Center), Aise Akpınar (EDUSER), Ozlem Buyukakin (EDUSER), Deniz Gelebidglu (EDUSER), Duygu Durmaz (EDUSER), Recep Varçın (Karder), Anna Koniotaki (VFA Ltd). The Italian partner, Centro Servizi, did not manage to participate, because of an emergency situation at Italian airports.

The agenda was sent by the promoter organization on April 1<sup>st</sup> 2009. The core issues of the meeting were the project roadmap, the financial monitoring and the methodology to be applied for the development of the occupational profiles.

The meeting was coordinated by Aise Akpınar (EDUSER).

## **2. Analysis of the evaluation questionnaires**

### **a) Analysis of the pre-start evaluation questionnaire**

Few days before the SCM, all partner organizations received a questionnaire the aim of which was to identify partners' expectations as regards the upcoming meeting.

All partner organizations responded to evaluator's request and the completed questionnaires were available before the launching of the SCM.

The conclusions drawn are as follows:

- All partner organization had a clear view of the overall objectives of the project
- All partner organization had a clear view of their role and tasks
- All partners are familiar with evaluation practices
- As regards potential obstacles to the successful implementation of the project, the partners focused on the following risk factors: problems in communication / cooperation / coordination among partnership, unexpected changes in the roadmap, negligent partners. Some partners also expressed their concern about particular activities, and especially the trainings. Issues of relevance, quality and effectiveness have been raised, and probably they will re-occur during project implementation.
- Partners' expectations as regards the SCM had mainly to do with getting to know each other, reach a common ground of understanding and agreement as regards essential project-related issues, and clarify tasks and responsibilities related to project activities and financial monitoring.

### **b) Analysis of the evaluation questionnaire**

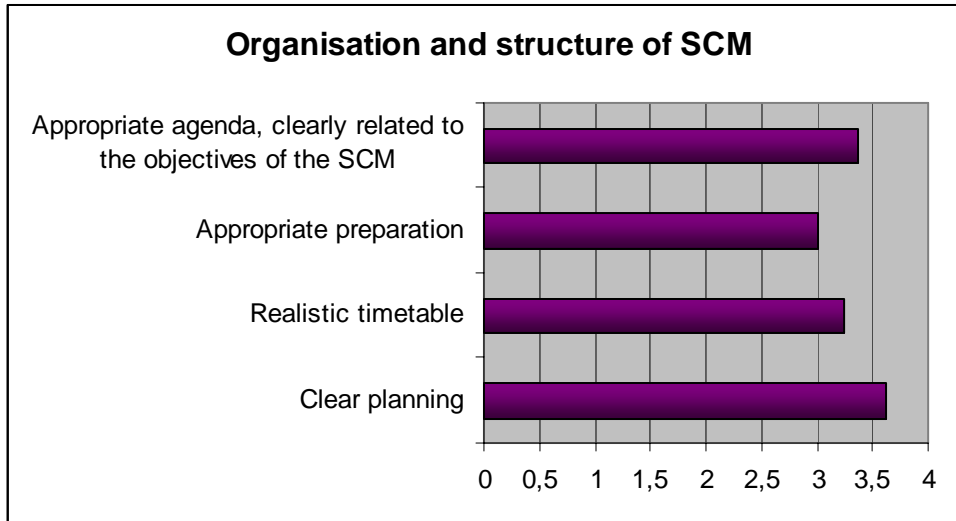
The questionnaire for the evaluation of SCM was distributed after the end of the meeting and was filled in by all participants present at the closing session of the SCM, ie. eight persons in total from TEZKOOP IS, EDUSER, and VFA Ltd.

The evaluation scale used was the following: 4 - very good; 3 - good; 2 - fair; 1 - unsatisfactory.

The results are as follows:

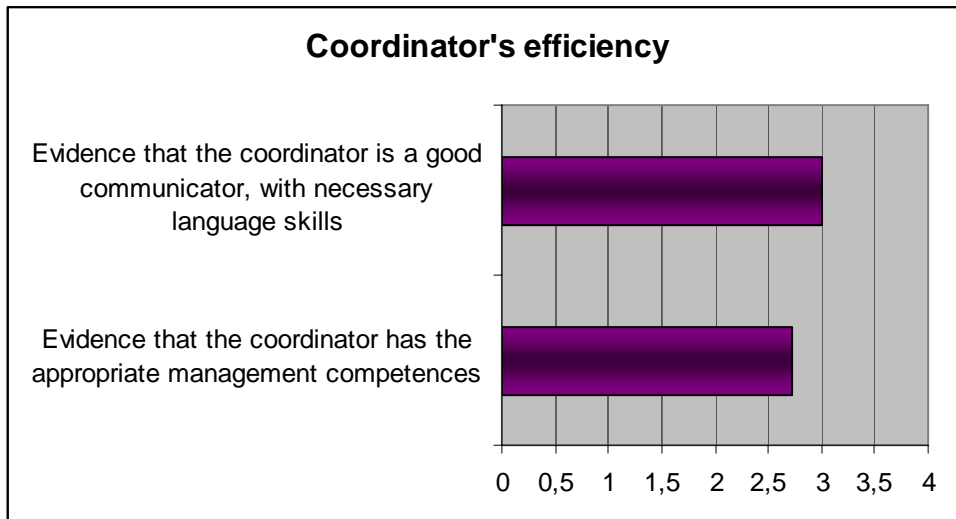
Organization and structure of the SCM

As regards the organization and the structure of the SCM, participants were rather satisfied with the planning, timetable, agenda and preparation.



Coordinator's efficiency

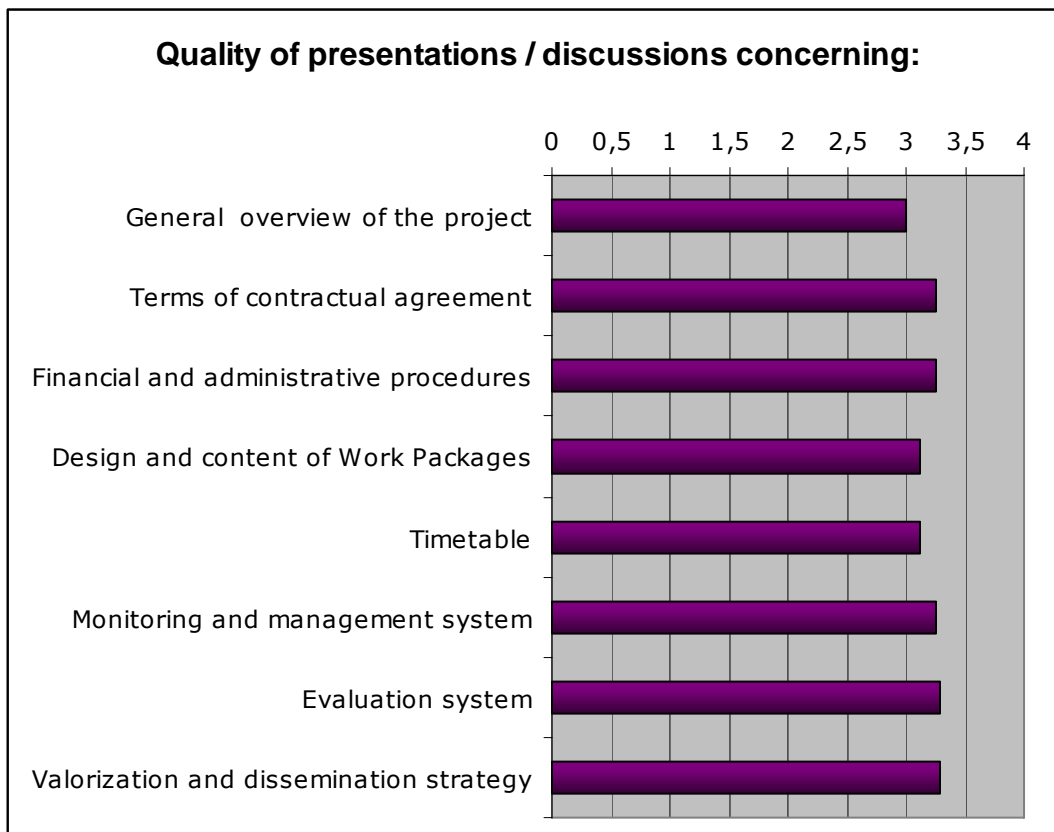
Regarding the coordinator's efficiency, it was rated as good as regards the capacity to manage the project and her communication/ language skills.



Quality of presentations and relevant discussions

Regarding the quality of presentations and relevant discussions, the following aspects have been evaluated by the participants (each aspect corresponding to an agenda topic):

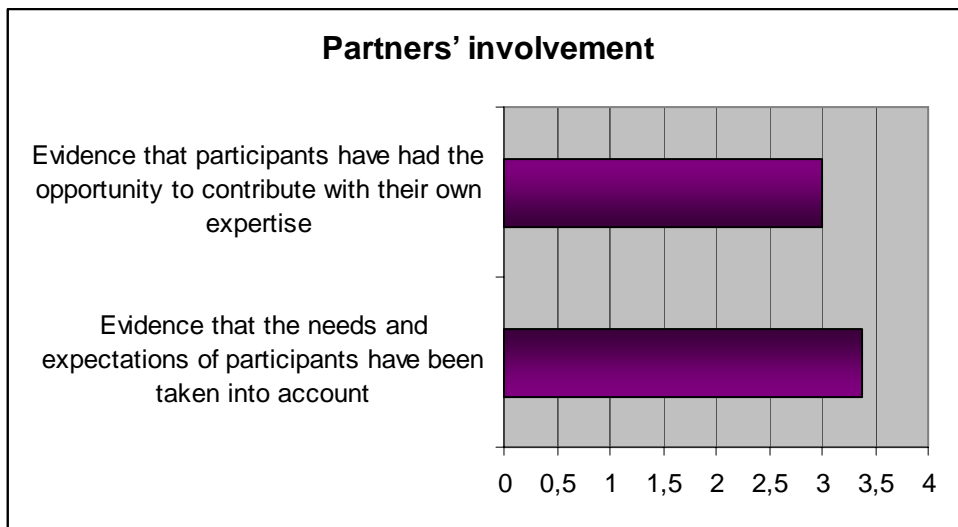
- General overview of the project progress
- Terms of contractual agreement
- Financial and administrative procedures
- Design and content of Work Packages
- Timetable
- Monitoring and management system
- Evaluation system
- Valorization and dissemination strategy



As a general remark, the presentations and discussions were good.

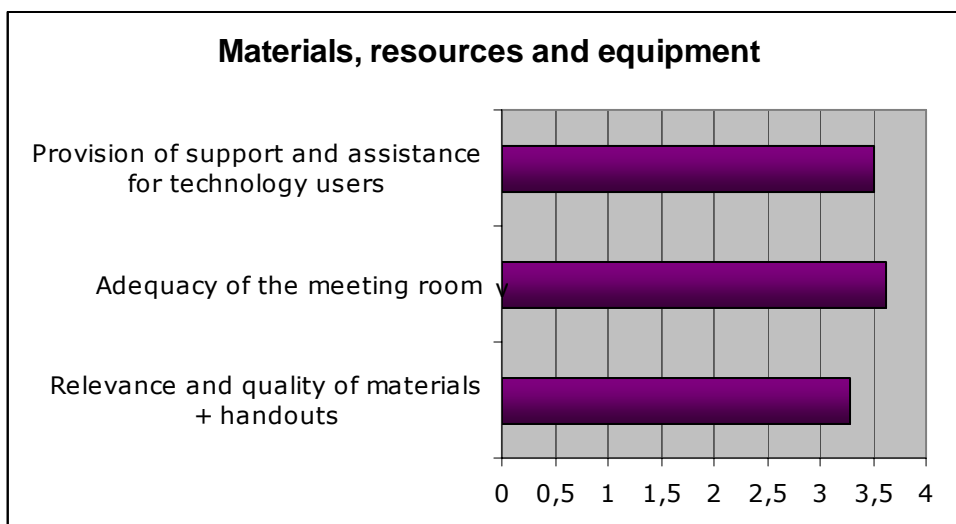
Partners' involvement

Participants believe that to a significant extent their needs and expectations have been taken into account and that they were given the opportunity to contribute with their own expertise.



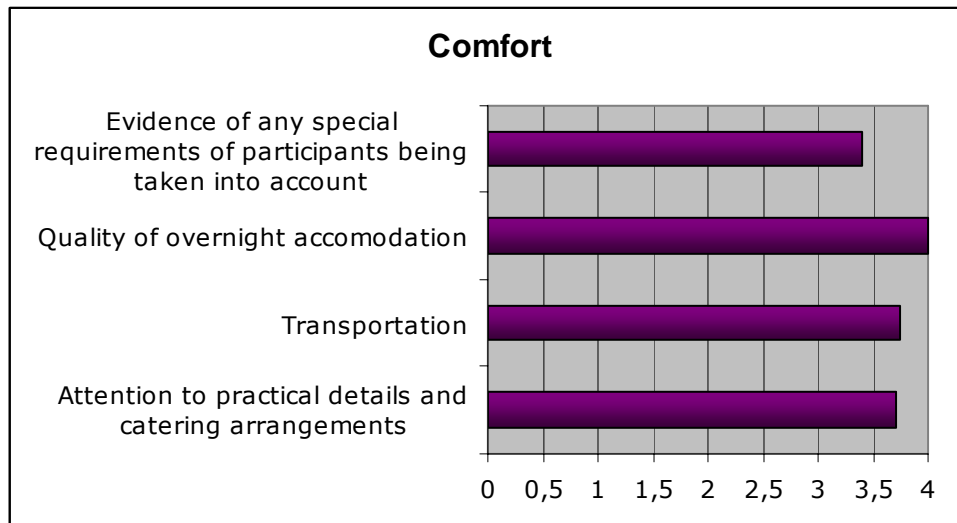
Materials, resources and equipment

All partners agreed that the meeting room was adequate for the needs of the SCM. The same applies in the case of support and assistance for technology users and the quality of the printed material distributed.



### Accommodation, transportation and comfort

As regards the 'comfort' factor all respondents have been satisfied.



### Participants' comments

Participants' comments and suggestions are cited below:

- a) *Extent to which participants' expectations have been met*
- All my expectations have been met (3 responses)
  - I expected an English-speaking work team
  - I'm satisfied with the information given during presentations.
  - The meeting was rather good
- b) *suggestions for improvement*
- Professional interpreter's service – or English as the working language of the meeting (3 responses)
  - Active participation of all partners.

### **3. Evaluator's conclusions and suggestions**

- The SCM at Ankara was the first opportunity for the project partners to meet and discuss on the project procedures and responsibilities. The agenda was rather condensed in an effort to 'fit' all topics in a 4-hour meeting. Despite time limitations, the most important issues were addressed.
- Full participation was sought after. Although the Italian partner could not attend the SCM, a skype connection was installed to enable communication and cooperation.
- Printed material in English to support the discussions / presentations on project activities and financial monitoring was distributed during the SCM. The introduction to the MVET methodology was accompanied by relevant material that was sent to partners few days after the SCM via e-mail. The project roadmap, that was discussed during SCM, was sent to partners prior to SCM.
- As regards potential obstacles to the successful implementation of the project, the partners focused on the following risk factors: problems in communication / cooperation / coordination among partnership, unexpected changes in the roadmap, negligent partners. Some partners also expressed their concern about particular activities, and especially the trainings. Issues of relevance, quality and effectiveness have been raised, and probably they will re-occur during project implementation.
- The response of partner organizations to the evaluator's requirements has been excellent.
- In general the SCM achieved its aim. Participants expressed their satisfaction to a large extent, as regards the organization, structure and content of the SCM. All agenda items were covered and partners reached a common ground of understanding processes and responsibilities.
- A weak point of the meeting was the lack of professional interpreter's service to facilitate communication among partners. The language issue should be dealt with in future SCMs so as to allow full and equal participation of all project partners.

- The next SCM will be held in Greece in November 2009. Proper preparation will be crucial since it coincides with the end of the first year of the project and the preparation of the interim report. The duration has to be longer so as to have time to discuss all pending issues.

**ANNEX: Evaluation questionnaires**

**CVs IN RETAIL project evaluation**

**Pre-start up questionnaire for partners**

**Partner Organization** .....

Dear Partners, please respond to the following questions, typing your answers into the document.

From the perspective of your organization:

- 1. Do you have a clear view of the overall objectives of the CVs IN RETAIL project?**
- 2. Please identify issues/ factors that may be obstacles to the successful delivering of the CVs IN RETAIL project.**
- 3. Do you have a clear view of your role and tasks in the context of the CVs IN RETAIL project?**
- 4. Please identify issues/ factors that may cause difficulties as regards your role and expected contribution to the outcomes of the CVs IN RETAIL project.**
- 5. With regard to the project evaluation procedure:**
  - Do you have previous experience of Leonardo da Vinci projects?
  - Are you familiar with evaluation practices?
- 6. What do you expect from the first Scientific Committee Meeting?**

**7. Please comment on the organisation of the project so far, giving your views on:**

- The overall coordination/ management of the project
- The agenda of the SCM
- The organisation of the SCM
- The duration of the SCM
- The expected outcomes of the SCM
- Any other issues that you would like to comment on with regard to project organisation structures

Other comments:

**Please e-mail me your responses to or hand it over to me prior to the start of the SCM.**

**Thank you for your prompt response,  
The project evaluator  
Anna Koniotaki.**

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**EVALUATION OF CVs in RETAIL - Scientific Committee Meeting.**

**Ankara 8/4/2009**

**Name:** .....

**Partner organization:** .....

**All participants of the SCM are kindly requested to fill in the following questionnaire**

*Evaluation scale: 4 - very good; 3 - good; 2 - fair; 1 - unsatisfactory.*

<i>Theme</i>	<i>Performance indicator</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Organisation and structure of the SCM</b>	<b><i>Clear planning</i></b>				
	Realistic timetable				
	Appropriate preparation				
	Appropriate agenda, clearly related to the objectives of the SCM				
Coordinator's efficiency	Evidence that the coordinator has the appropriate management competences				
	Evidence that the coordinator is a good communicator, with the necessary language skills				
Quality of presentations / discussions concerning	General overview of the project				
	Terms of contractual agreement				
	Financial and administrative procedures				
	Design and content of Work Packages				
	Timetable				
	Monitoring and management system				
	Evaluation system				
Partners' involvement	Evidence that the needs and expectations of participants have been taken into account				
	Evidence that participants have had the opportunity to contribute with their own expertise				
Materials, resources and equipment	Relevance and quality of materials + handouts				
	Adequacy of the meeting room				
	Provision of support and assistance for technology users				

Accommodation, transportation and comfort	Attention to practical details and catering arrangements				
	Transportation				
	Quality of overnight accommodation				
	Evidence of any special requirements of participants being taken into account				

To what extent have your expectations regarding this meeting been met?

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What would you suggest as an improvement for the next meeting?

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Comments:

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Thank you for your cooperation.