

Introduction

The present evaluation report refers to the second Steering 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 Athens (Greece) on December 3rd 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, one questionnaire was distributed immediately after the end of the Steering Committee Meeting and was answered on-site by each participant. A sample is attached in the Annex herewith.

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

1. The 2nd Steering Committee Meeting

The second SCM was held in Athens (Greece) on December 3rd 2009 and was hosted by the partner organization VFA Ltd.

It was attended by all project partners: Haydar Özdemiroğlu (TEZKOOP IS), Beril Uguz (TEZKOOP IS), Celalettin Erbay (Gazi Vocational Training Center), Aise Akpınar (EDUSER), Recep Varçın (Karder), Rosanna Maragno (Centro Servizi) and Anna Koniotaki (VFA Ltd).

The agenda was sent to partners by the promoter organization on November 20th 2009. The core issues of the meeting was the progress of the project and the next steps to be taken, the financial monitoring and the procedures to be followed in view of the submission of the interim report.

The meeting was coordinated by Aise Akpınar (EDUSER).

One week after the meeting, the project leader TEZKOOP-IS circulated the meeting minutes for comments and approval.

2. Analysis of the evaluation questionnaires

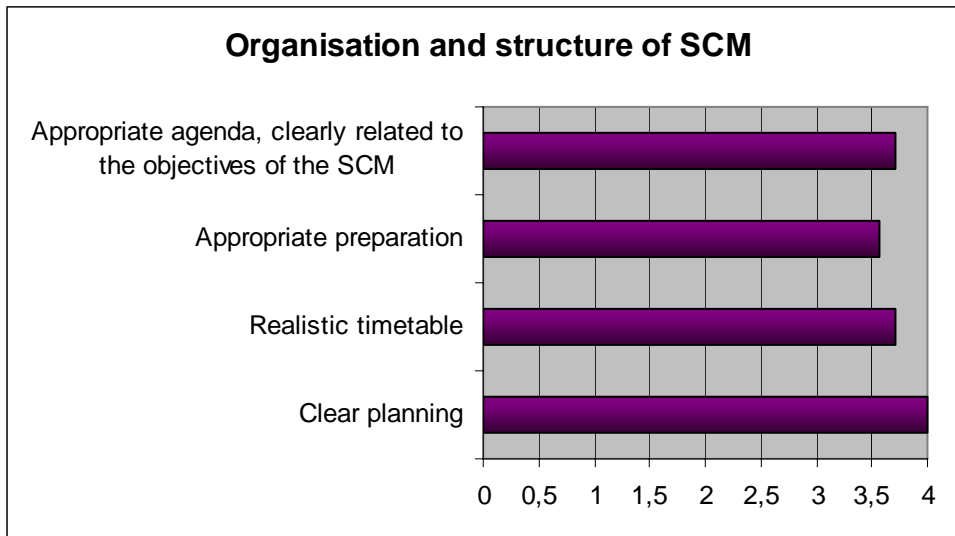
The questionnaire for the evaluation of SCM was distributed after the end of the meeting and was filled in by all participants present at the closing session of the SCM, ie. seven persons in total from all partner organizations.

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

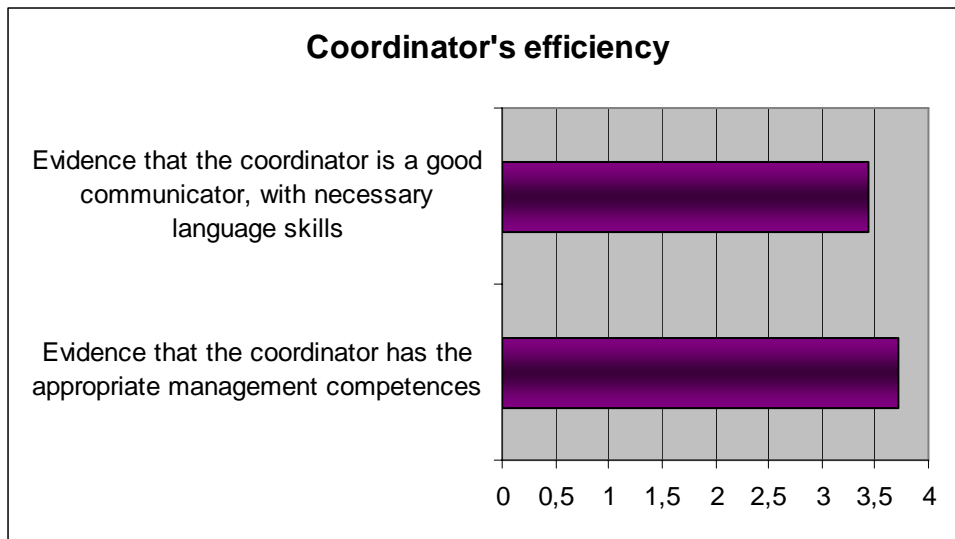
As regards the organization and the structure of the SCM, participants were satisfied with the planning, timetable, agenda and preparation.



Regarding participants' views on the previous SCM, there is a significant improvement in all aspects of organization and structure of the 2nd SCM.

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.



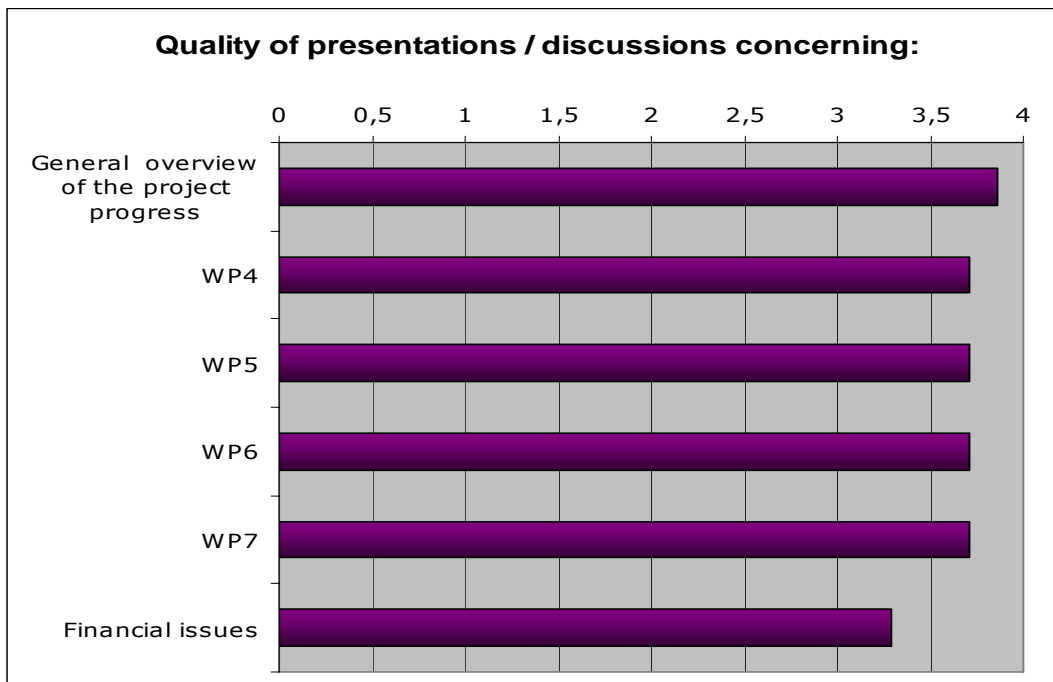
Quality of presentations and relevant discussions

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
- WP4
- WP5
- WP6
- WP7
- Financial issues

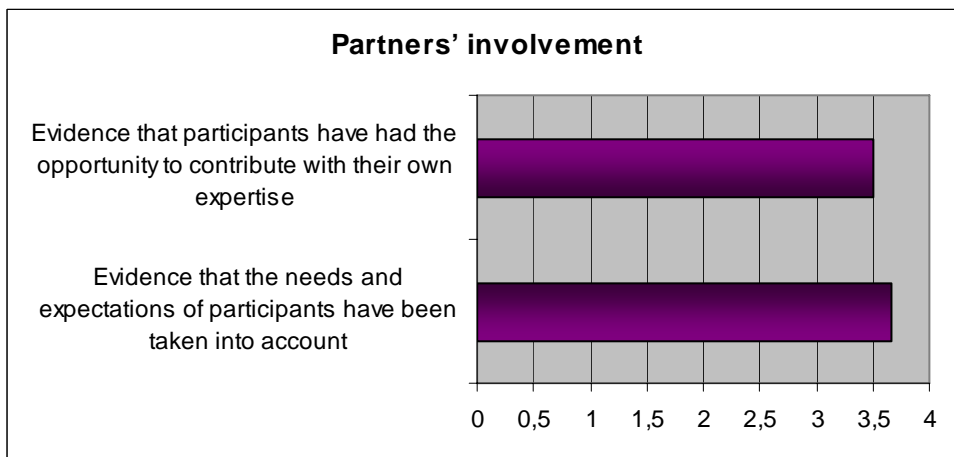
As a general remark, the presentations and discussions were good. Probably more attention should be paid as regards the case of financial monitoring.

Regarding participants' views on the previous SCM, there is a significant improvement in all aspects of organization and structure of the 2nd SCM.



Partners' involvement

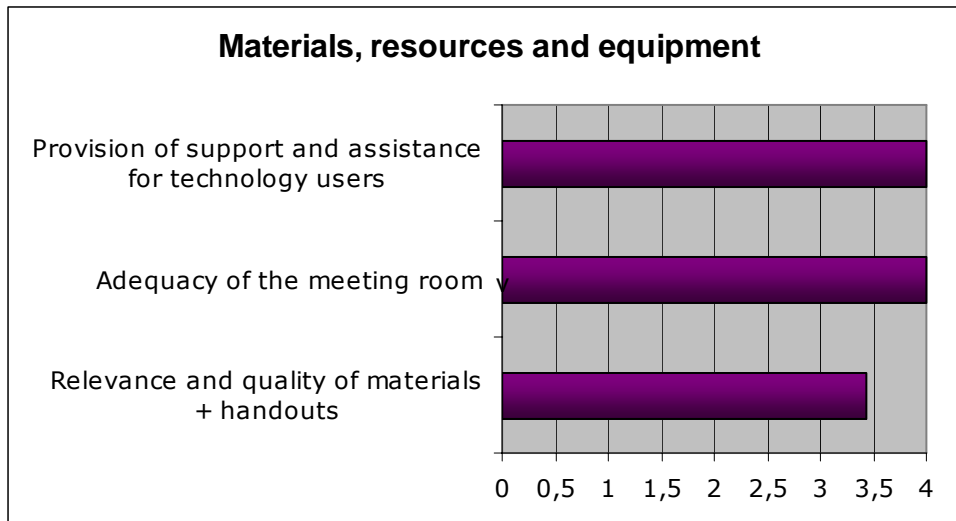
Participants believe that to a significant extent their needs and expectations have been taken into account and that they were given the opportunity to contribute with their own expertise.



Regarding participants' responses to the evaluation questionnaire of the previous SCM, there is a significant improvement in both indicators.

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 relevance and quality of the printed material distributed.

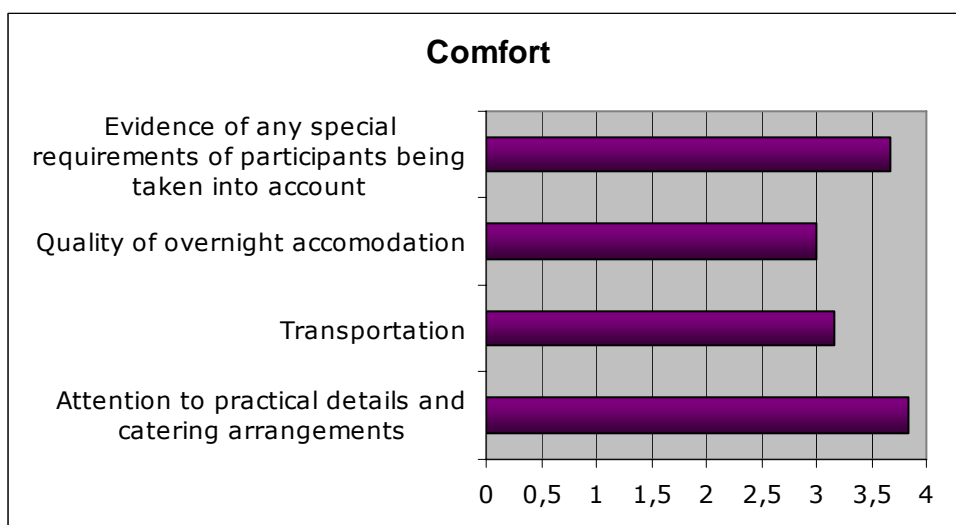


Regarding participants' views on the previous SCM, there is a significant improvement in all three indicators.

Accommodation, transportation and comfort

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

The less satisfactory item was the quality of the accommodation.



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)
- It was a good meeting
- My expectations were met to a large extent.

b) suggestions for improvement

- We shouldn't have skipped lunch – I feel so hungry!
- I don't think the hotel was that good.
- The hotel services were not good.
- Everything was quite good.

3. Evaluator's comments and conclusions

- The Athens SCM was the second opportunity for the project partners to meet and discuss on the project activities and progress. The agenda was rather condensed in an effort to 'fit' all topics in a one-day meeting. However, despite time limitations, all important issues were fully covered. At this point it should be noted the ability of the coordinator to deal effectively with problem issues and to time-manage the meeting plus the fact that there has been considerable preparation in advance.
- Full participation of all participants was sought after and achieved.
- 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 as regards project progress and future activities.
- In relation to the 1st SCM there are notable improvements as regards participants' views on the organisation and structure of the SCM, quality or presentation and discussions, partners' involvement and technical support.

ANNEX: Evaluation questionnaire

EVALUATION OF CVs in RETAIL - Steering Committee Meeting,
Athens 3/12/2009

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.

Theme	Performance indicator	4	3	2	1
Organisation and structure of the SCM	<i>Clear planning</i>				
	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 progress				
	WP4				
	WP5				
	WP6				
	WP7				
Partners' involvement	Financial issues				
	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				
	Relevance and quality of materials + handouts				
Materials, resources and equipment	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.