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QUESTIONNAIRE ANALYSIS

Program Erasmus +, Project KA2 **585603-EPP-1-2017-1-DE-EPPKA2-CBHE-JP**

(2017 – 3299/001-001)

1st Training Session

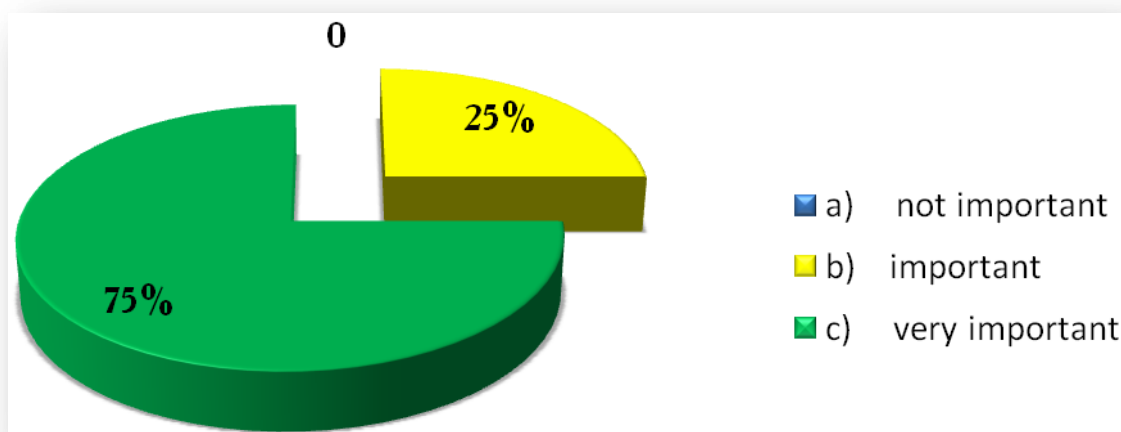
TOPAS

Samarkand, 19-20th February, 2018

The project progress surveys are one of the key tools to assure the project's quality and success. Conducted regularly by the QM team, they enable evaluation TOPAS progress and delivery, by gathering open and anonymous opinions of project partners (the personal data is optional). The surveys are very important for the results to give the Project Management Team and the Consortium an early indication of problems and risks and of what could be done to address them.

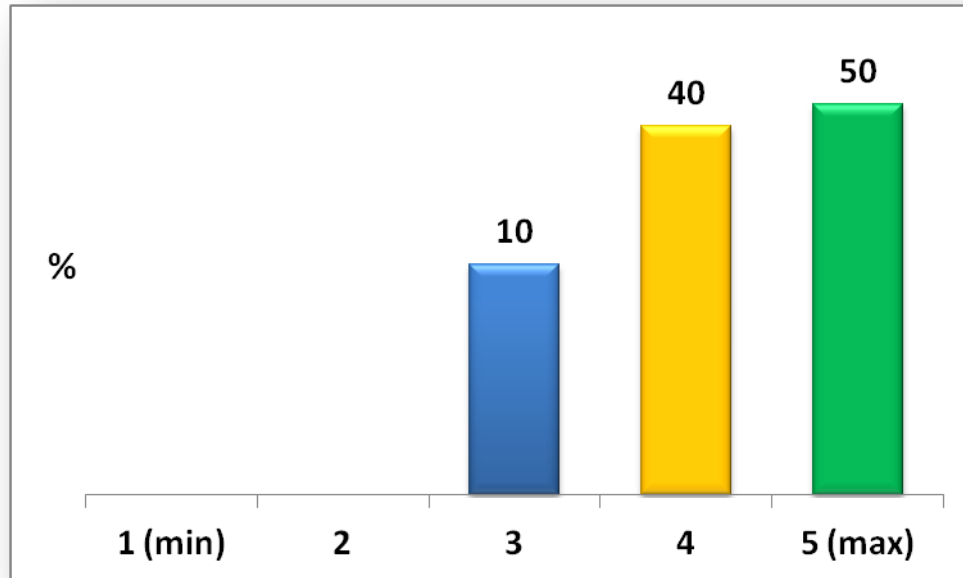
TOPAS partners took part in the first project survey in February-March 2018. The results are shown below.

Did you find the meeting for your institution (knowledge of the project, including the methodology, results, activities)?



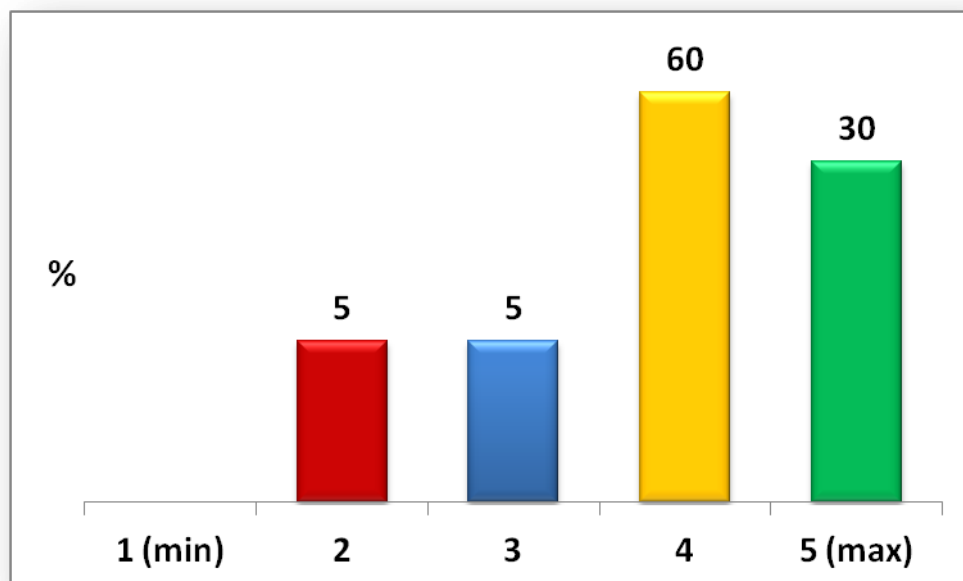


To what extent were the questions connected with the project explained during the meeting?



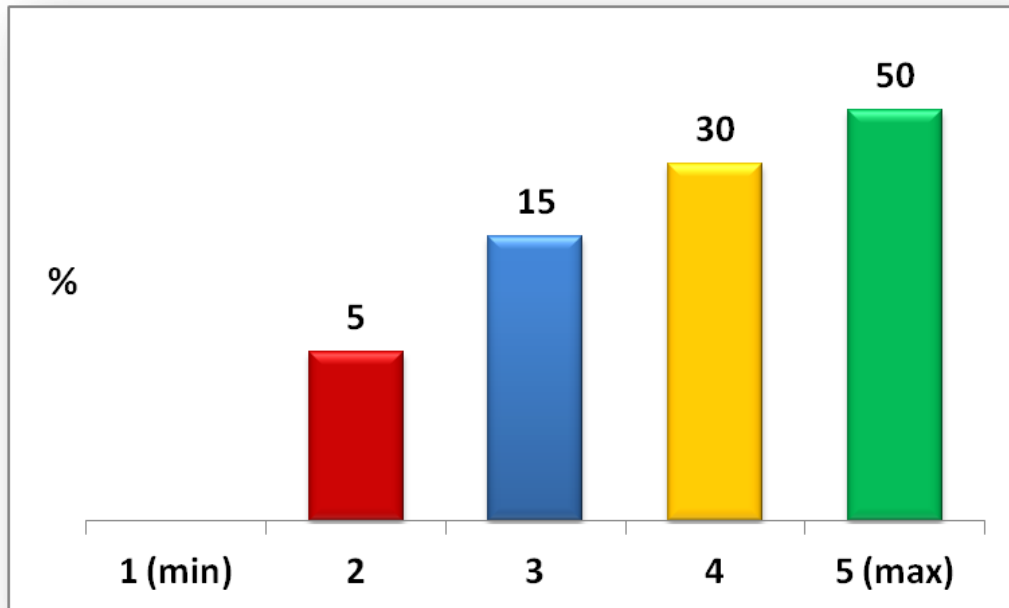
2

To what extent did the time dedicated to the questions connected with the project satisfy your expectations during the discussions?



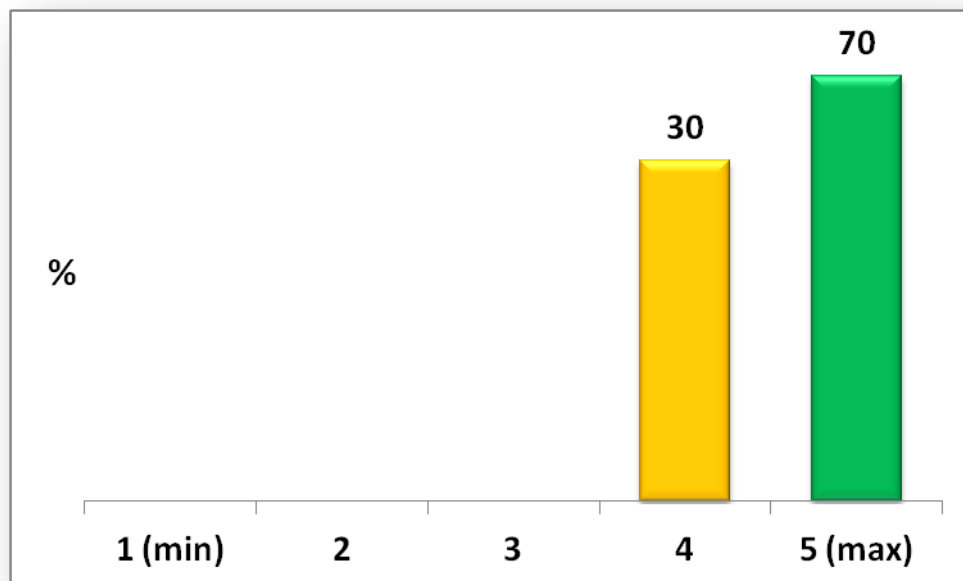


To what extent did the objectives of the meeting satisfy your expectations?



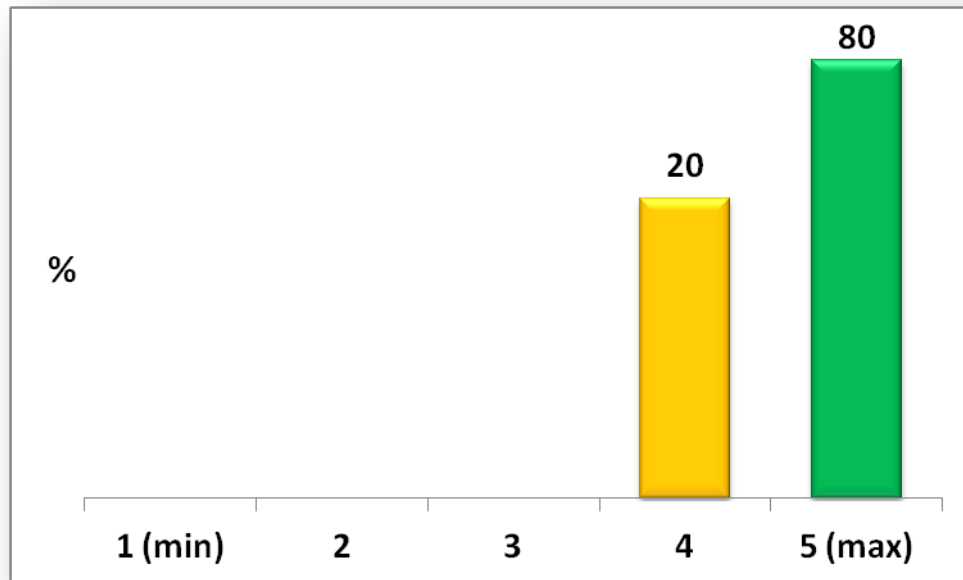
3

To what extent did the meeting allow you to identify the role of your institution in the project?



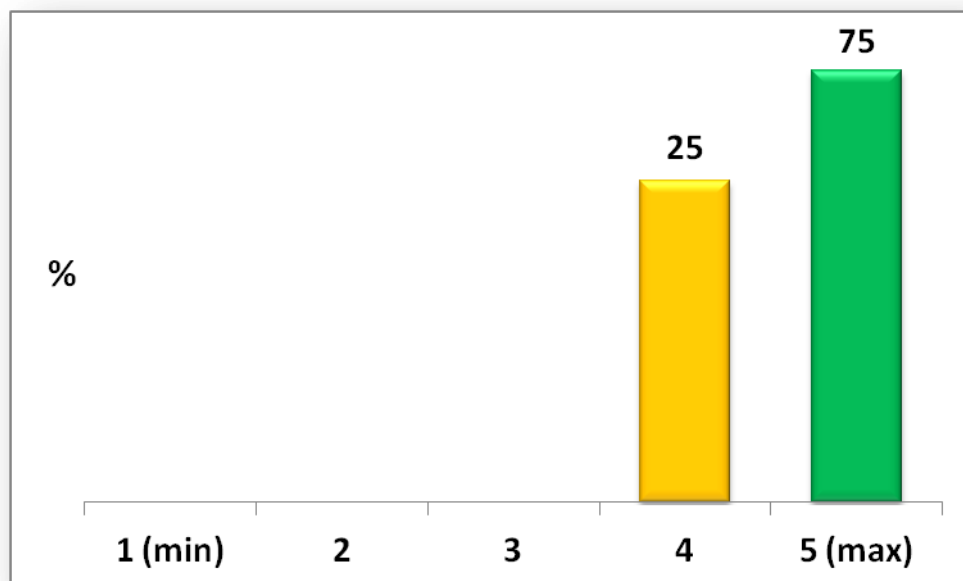


Did the meeting allow you to exchange opinions and experience with the partners?



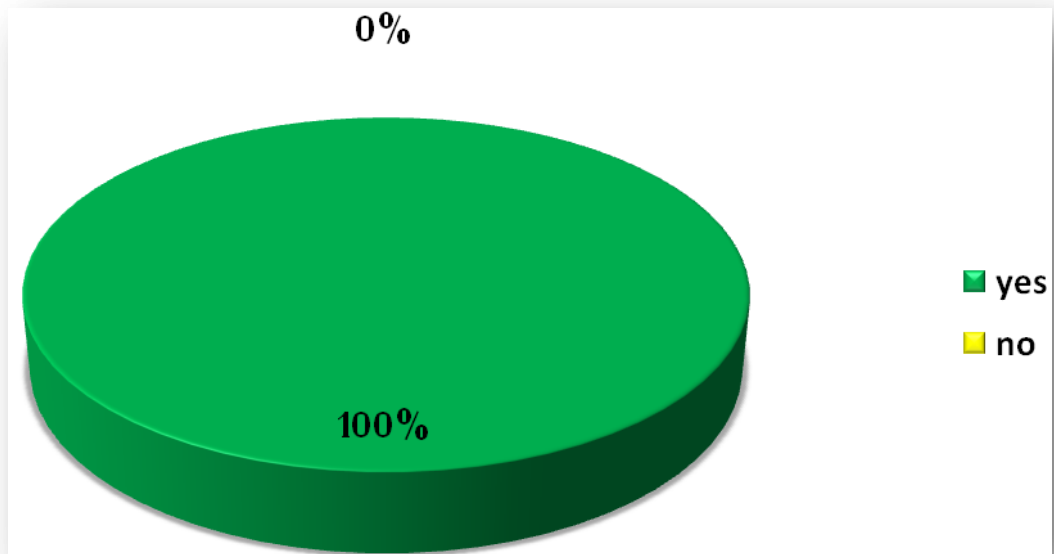
4

How do you mark the organisation and the facilities at your disposal during the meeting?



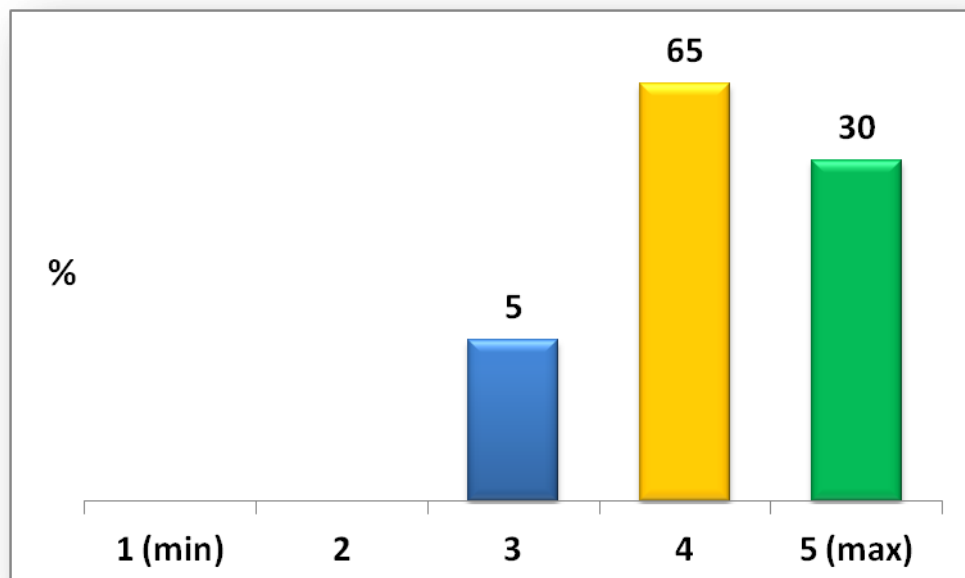


Did you receive the documentation about the meeting in due time?



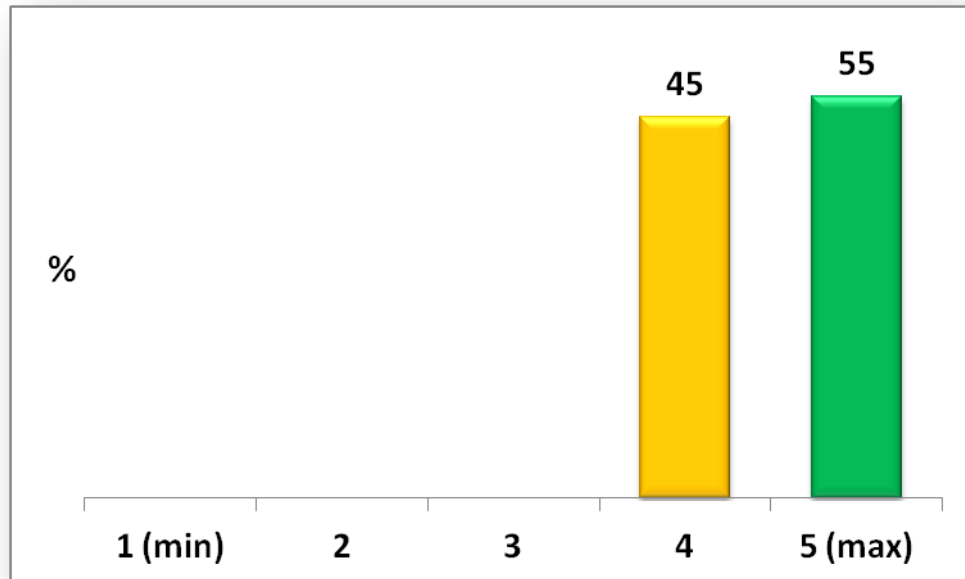
5

How would you assess the quality of the documentation?



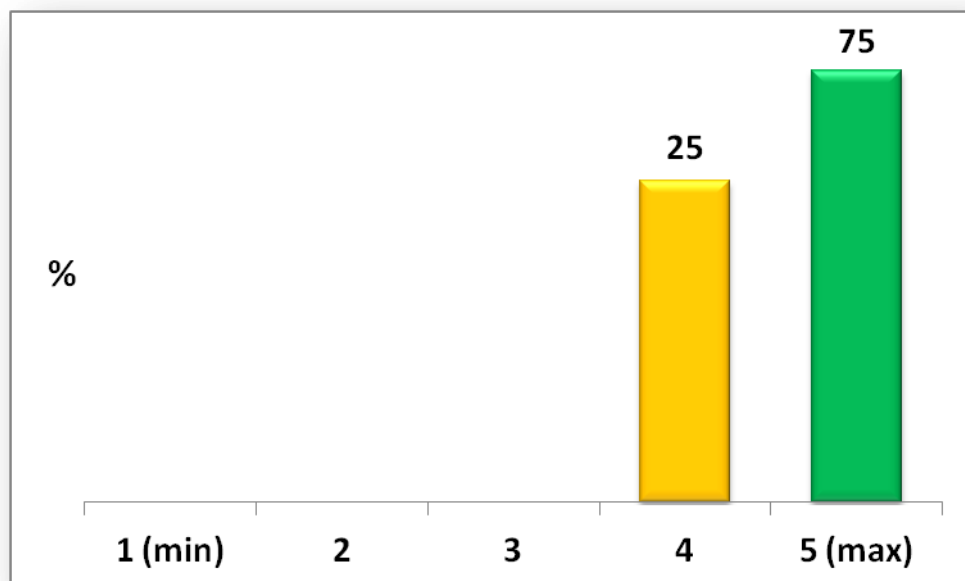


How would you evaluate the location of the meeting?



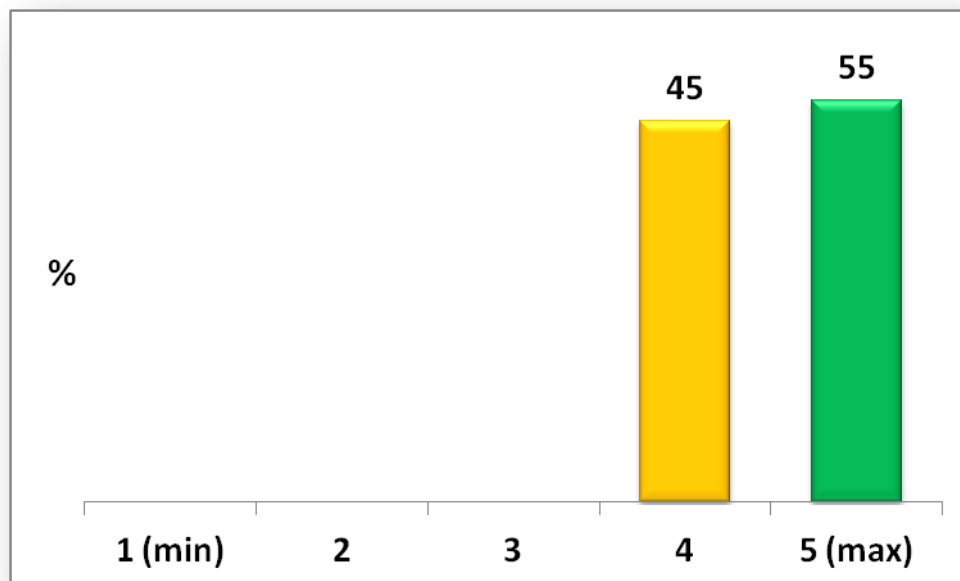
6

How would you evaluate the social aspects of the meeting?





How would you generally evaluate the meeting?



7

OPEN QUESTIONS

Which aspects of the meeting do you consider the best?

Communication, networking, discussion, exchange opinions *9

Organization and hospitality*4

The social aspects*2

All*2

Working in the groups

Dissemination, management

Participation of all partners

Which aspects of the meeting do you consider the worst?

None*10

All aspects were very good*2

Could have used another day for discussions

Financial Aspects of the Project

Lack of knowledge about all costs prior the meeting

Not all representatives of TOPAS universities participated actively enough in the substantive part of the meeting

Short time

The schedule of the seminar was very tight, time is limited

Too less time for discussions and real "workshop" in order to improve team spirit and group cohesion

Too long presentations of each partner



Which aspect of the meeting do you consider the most useful?

Free discussions, communication among partners, exchange of opinions and sharing ideas*7

All

Clear guidelines for next steps

Coordinator`s presentation (Ralf)

Discussed each work package of project

Distribution of tasks and teambuilding

Get know partners from universities

Identification the role of Samarkand Agricultural Institute in the project

Objectives of data collection, management of TOPAS

Outline of expectations

Presentation of the EU-guidlines for the project planning

Socialization

The internship timing, where we identified the preferable semester the students should take their internships

Which aspects of the meeting do you consider less useful?

8 None *13

All aspects were satisfactory*2

Discussions not relevant to outcome of project

High time pressure

Launch time

Quality assurance policy

Too long presentations

Which characteristics of the meeting contributed to its effectiveness?

Well organized time schedule and high flexibility of organizers in providing support and resources *6

Discussions and clarification of doubts*4

All aspects of the project are fully discussed

Communication and discussion about data collection

Friendly atmosphere

Good technical facilities

Keep in touch with each other

Participatory nature of discussions

Presence of all partners and brain-storming

Quality of the documentation

Results description

The meeting was very open and a lot of ideas were presented



What advice would you give to the partner institutions so as to improve the results of the next meetings?

- Early notification of timing and content, providing presentations before meeting*5
- Participation of all partners and discussing more actively*3
- The meeting should take more days (at least 3 full day of meeting) and involve cultural experience as well*3
- Adherence to the timeframe and themes / agenda of the program*2
- Inform partners about total cost of accommodation, meals and transport*2
- Caring for good proportions between work and breaks.
- Name a (different) "keeper of the minutes" for each session
- Share drafts of the questions they would like to discuss or present
- Select participants with knowledge of English
- Wider and stronger relationship between partner institutions, timely exchange of documents etc.