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IPER

ICT to promote Cultural Heritage

DELIVERABLE DESCRIPTION

REPORT

KICK-OFF MEETING - LISBON

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Questionnaire on KOM Meeting LISBON – IPER

2018-1-ES01-KA202-050246

A self-administer questionnaire¹ has been used by project partners as a general tool to reflect on some general aspects of the Kick-Off Meeting held in Lisbon (Portugal) on 16th and 17th of January 2019.

The abovementioned questionnaire aimed to collect project partners' views on the key evaluation domain referring to the KOM Meeting held in Lisbon:

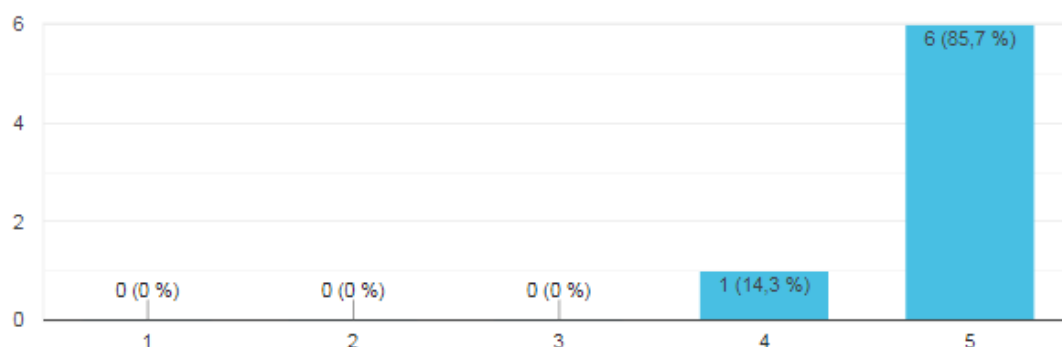
- CONTENT AND OBJECTIVES
- LOGISTICS
- OVERALL ASSESSMENT
- SUGGETIONS

Taking into account the following addressed dimensions [Overall rating: 1 (Low) - 2 (Moderate) - 3 (Sufficient) - 4 (Quite well) - 5 (Excellent)], 4-5 score answers for each evaluated item will be considered satisfactory, being the optimum above 75%.

The key outcomes of this evaluation are the following:

1. CONTENT AND OBJECTIVES

1.1 Interest of the subject

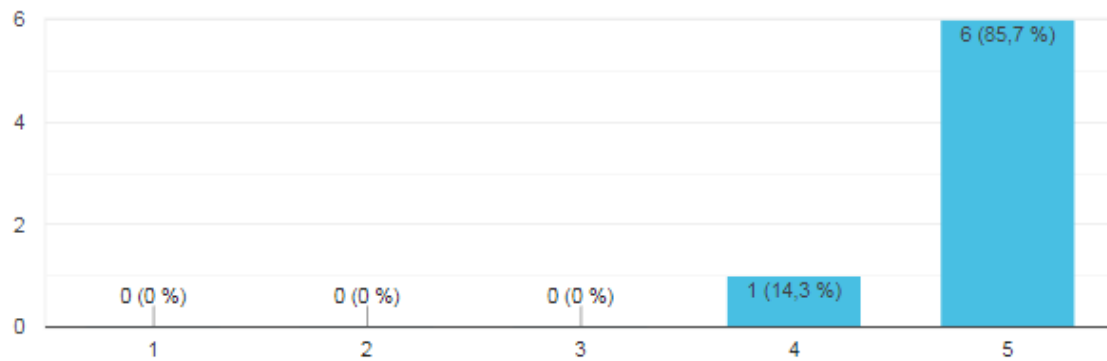


The general evaluation of the interest for the subject is positive: the score varies between 4 and 5 points.

¹https://docs.google.com/forms/d/e/1FAIpQLSc1MRN6kACX7rM_ZRpnbfAdEZZrcvMYUt8MSvRQTJ4v0vKFvA/viewform?usp=sf_link

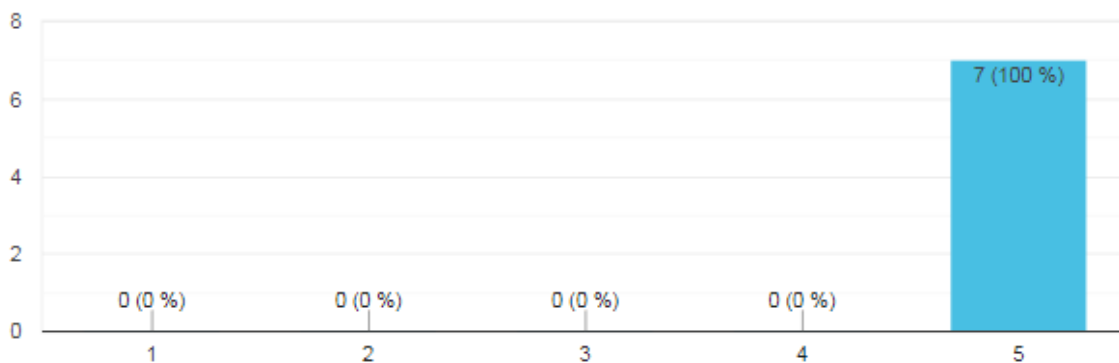


1.2 Aligning content to the project theme



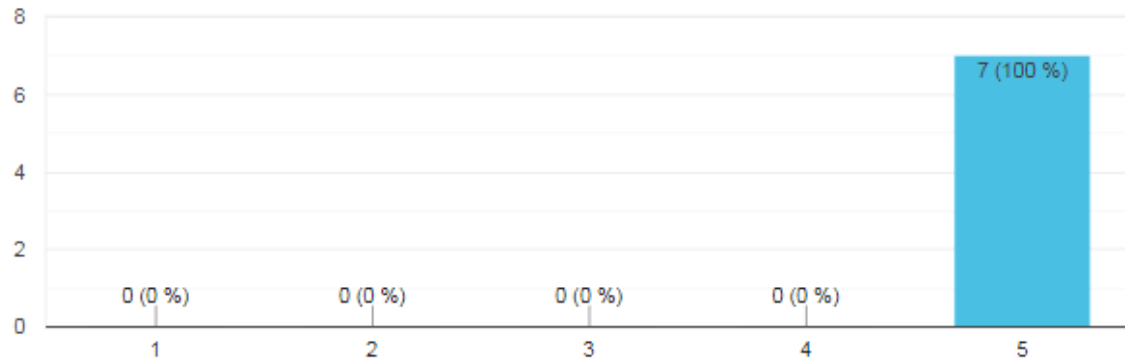
The participants gave a high score to the alignment of the content to the project theme too: approximately 85% chose 5 while the other 15% chose 4.

1.3 Fullfillment of program objectives



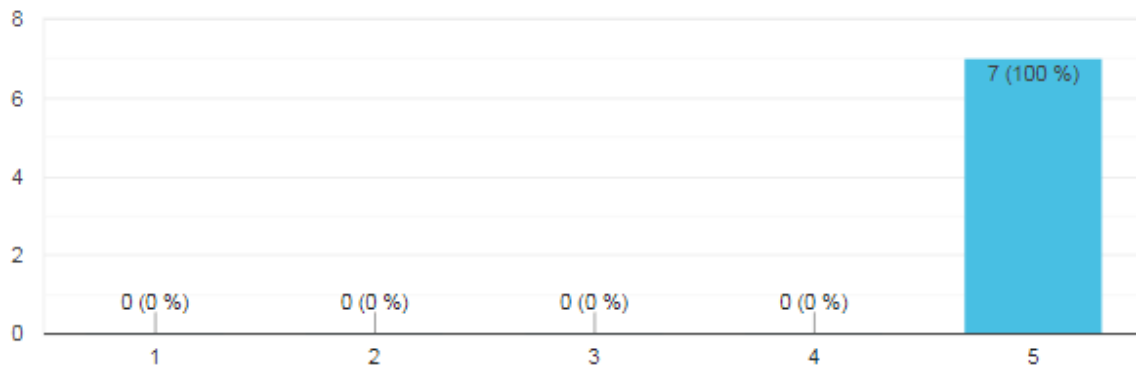
The score of the fullfillment of program objectives is homogeneous: all of participants gave the maximum score of 5 points.

1.4 Meeting duration



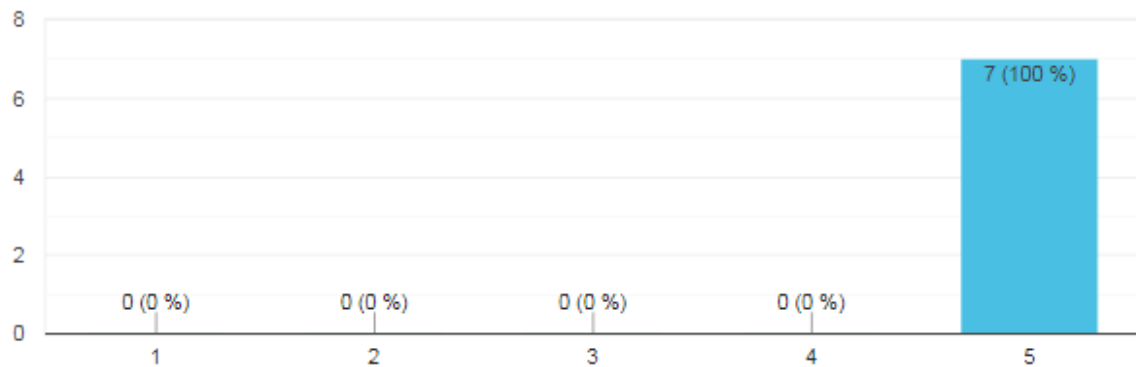
A positive evaluation of 100% 5 score is given also to the duration of the meetings.

1.5 Time Management



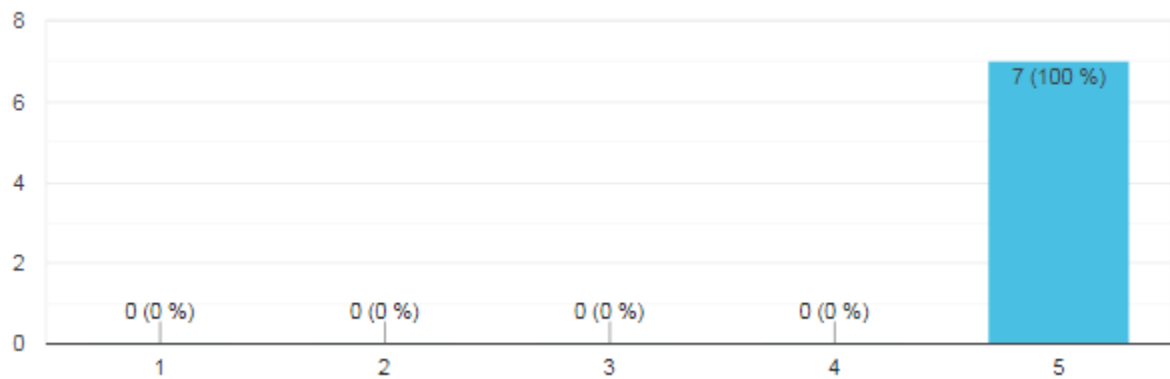
A maximum positive 5 score evaluation is given by all the partners also to the time management.

2. LOGISTICS



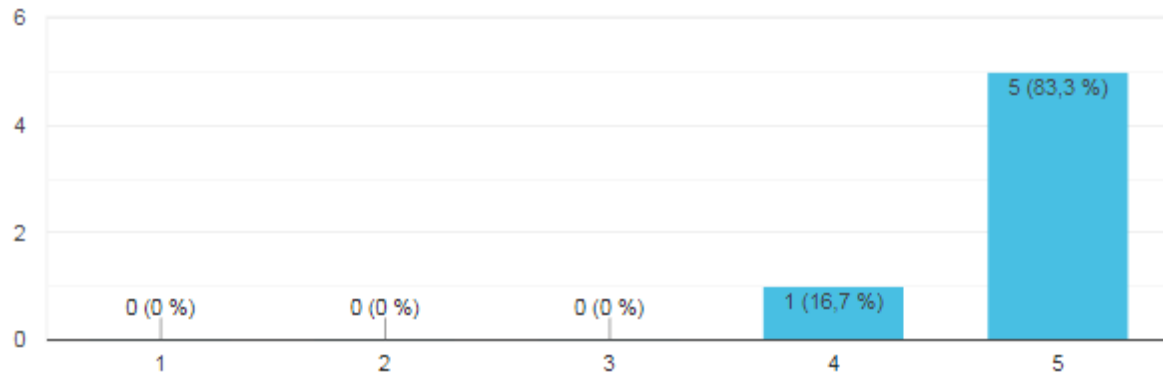
The general logistics of the meeting is evaluated positively: 100% of the participants assigned the maximum score of 5 points.

2.1 Accomodation



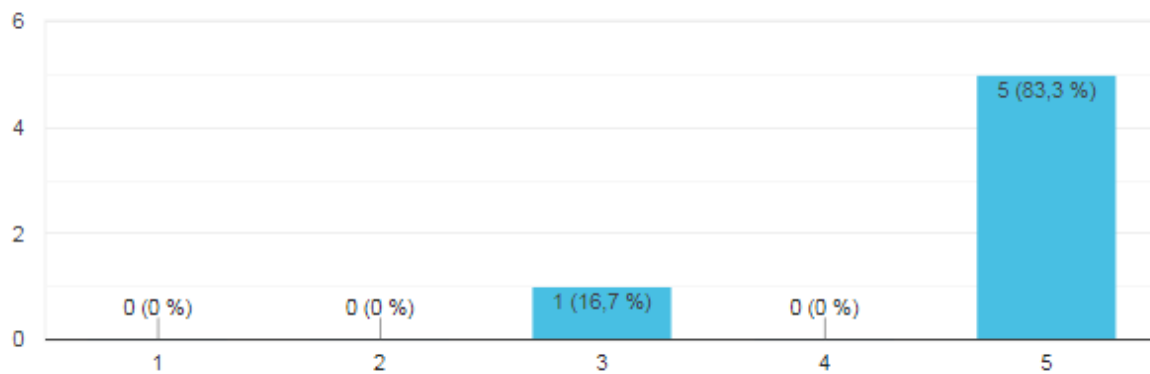
A positive evaluation of 100% 5 score is given also to the accomodation.

2.2 Meeting place



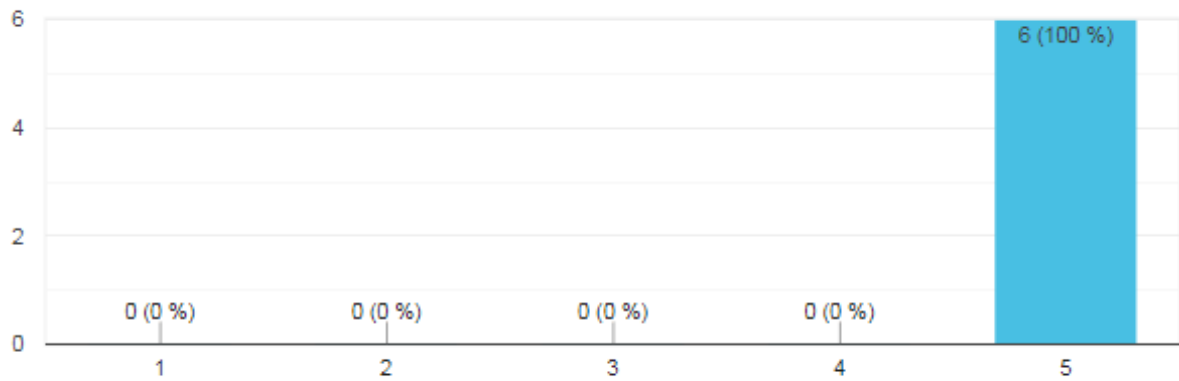
A positive evaluation (between 4 and 5) is given also to the meeting place.

2.3 Support equipment



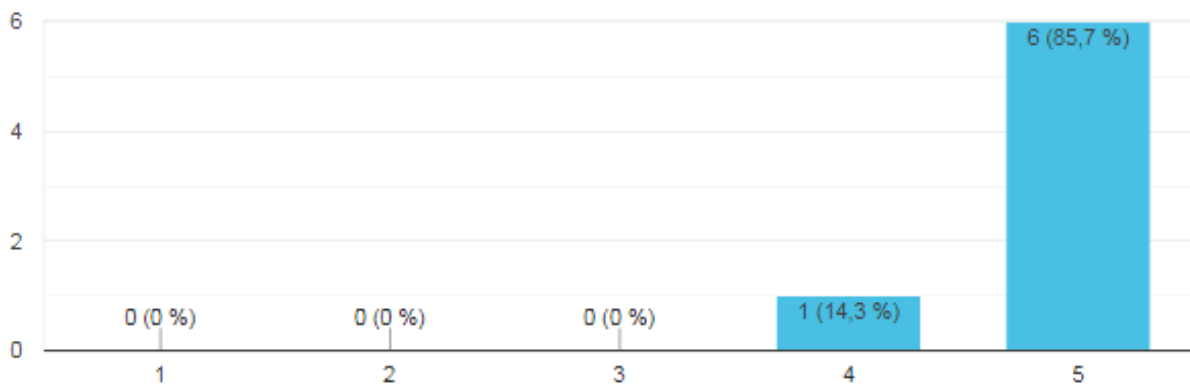
The general evaluation of the support equipment is positive (83% gave 5 points), although 1 of the participants evaluated it with a medium score (3 point).

2.4 Transports



All the participants evaluated positively the quality of transports with the maximum score of 5 points.

3. OVERALL ASSESSMENT



In general, the participants evaluated very positively the overall assessment, assigning score of 5 (approximately 85% of the participants) or 4 (approximately 15% of the participants) points.

4. Suggestions for the next meeting

None

Satisfaction Rate KOM Lisbon

Option	Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied	Total
Answer score	1	2	3	4	5	
Number of answers	0	0	1	4	69	74
Value (Score x Answers)	0	0	3	16	345	364

Each answer choice, or column heading, within the satisfaction question is assigned a value starting from 1 to 5. We add together the total number of responses for the question. This total is then multiplied by the maximum value for the question's answer choices or column headings. The total of this equation gives us the Maximum Possible Value. This is the value we would have if all our respondents had chosen the highest level of satisfaction. To do this, the total number of times that each answer choice was selected is multiplied by the value assigned to that answer choice. The resulting total for each answer choice or column heading is then added together. This will give us the Actual Total Value.

By dividing the Actual Total Value with the Maximum Possible Value and then multiplying by 100 we get a percentage Value.

Satisfaction Rate: $(364 / 370) \times 100 = 98.37\%$



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KICK-OFF PROJECT MEETING

LISBON 16-17 January 2019

Italian Chamber of Commerce for Portugal CCIP

Avenida Miguel Bombarda 83B (Lisbon-Portugal)

AGENDA

16.01.2019

9:00 – 9:15

Welcome and Introduction

Dr. Fadia Khraisat, CCIS (coordinator)

9:15 – 10:15

Work packages and Tasks: active participation of all Partners

Dr. Fadia Khraisat, CCIS (coordinator)

Presentation of the partner organizations: each partner has to present its own organization with a brief PPT in English.

10:15 – 11:15

Project Management, quality control, monitoring and evaluation:

CCIS:

- Creation of MEC
- Consortium Agreement
- Evaluation questionnaires template
- Financial IssuesWP2

11:15 – 11:30

Coffee break

11:30 – 12:30

Proposal for Training Course

12:30 – 13:30

Lunch

13:30 – 15:00

Development of the outputs: CCIS Guidelines

15:00 – 15:15

Coffee break

15:15 – 17:00

World Café – parallel focus groups (All Partners)

Topics of the focus groups:

- How are you engaging with the stakeholders in the sector addressed?
- How will you ensure the dissemination of the project's results?
- Training course: suggestions

17:00 – 17:45

Discussion, key message and feedback

17:45

End of meeting





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17.01.2019

09:30 - 09:40

Continuation and introduction
Dr. Fadia Khraisat, CCIS

09:40 – 11:00

Dissemination

Dissemination Strategy

Performance indicators: CCIS

project Logo&Layout of the Brochure

project website

Facebook Page

11:00-11:15

Coffee break

11:15 – 12:15

Evaluation of the meeting

12:15 – 12:45

Discussion, key message and feedback
Questions and Answers

12:45 – 15:00

Light Lunch

End of the meeting



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REGISTRATION FORM

KICK-OFF PROJECT MEETING Lisbon 17-18 December 2018

PERSONAL DETAILS

PARTNER.....

FIRST NAME.....

LAST NAME

COUNTRY.....

E-MAIL.....

Contact telephone during the days in Lisbon.....

PASSPORT or ID CARD NUMBER*

*required by the security services of the Italian Embassy to access the building and will be deleted after the meeting.

To be returned to infoeudesk@italcamara-es.com by 07.12.2018



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IPER

2018-1-ES01-KA202-050246

KICK-OFF Meeting

Minute Meeting Agenda

Lisbon, 16-17 January 2019

Italian Chamber of Commerce for Portugal CCIP



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Participants

CCIS	Fadia Khraisat
PREDIF	Ignacio Osorio de Rebellón Villar
CCIP	Marcello Menichetti
UDS	Filippo Pinelli
CW	Lisa Reyes
HO	Péter Kelecsényi
HO	Csaba Szabó
BTS	Hugo Domingos
BTS	Daniela Viera dos Santos

Welcome and Introduction

Done by Fadia Khraisat, CCIS (coordinator), that has introduced Iper project, objectives and results.

Presentation of the partner organizations: each partner has presented its own organization with a brief PPT in English.

She presented tasks related to project management, evaluation and dissemination, with partners responsible and deadlines.

She has explained details regarding Work packages and Tasks, she has presented the SWOT analysis of the project evaluation in order to take into account the recommendations of the National Agency during the project development.

All the documents and resources described above and all the relevant working documents will be shared, discussed, modified and improved using a cloud based project-managing platform freedcamp.com, presented by CCIS.

Development of outputs:

CCIS has presented all Outputs in general in order to make partners aware about the work that they must do during the project development in order to reach the foreseen objectives.

CCIS has presented in deep the Output 1, the first that partners have to carry on, in order to clarify doubts, to appoint tasks, and to share work according to teamwork spirit.

Output 4 deleted by NA, but according to recommendations, consortium decided to develop it



as phase of the Output 3, so some adjustment in terms if timetable has been done, in order to cover with the same staff efforts a longer period in terms of timetable. Output 3&4 clarifications about staff efforts: new Gantt and Iper tasks docs.

Monitor and Evaluation Committee (MEC): it was created during the Kick-off meeting in Lisbon, and one person per organization was appointed in order to have a unique responsible that monitor the project throughout its phases. This committee is coordinated by CCIS.

Staff appointed

CCIS: Fadia Khraisat

PREDIF: Ignacio Osorio de Rebellón Villar

CCIP : Marcello Menichetti

UDS: Filippo Pinelli

CW: Lisa Reyes

HO: Péter Kelecsényi

BTS: Hugo Domingos

Different tools have been selected by the project's partners after the proposals of CCIS for the evaluation made during the kick-off meeting. The evaluation strategy has been developed according to the IPER proposal to Erasmus+ Call 2018 and to the main guidelines of Spanish National Agency.

Useful tools identifies until now:

A) CCIS, during the kick-off meeting, presented the questionnaires templates for:

- 1) Evaluation of the transnational meetings
- 2) Evaluation of the project's progress

Consortium decided to use Google form questionnaires because it directly generates graphics that facilitate the data gathering and analysis.

Budget: CCIS arranged a workshop during Kick of meeting about budget, items, meaning of lump sums, staff, transnational meetings, project management and implementation.



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CCIS has also presented the Consortium Agreement that must be signed by the partners within M3.

CCIS has presented the **Dissemination Strategy**, the related *Performance indicators* that must be measured during the project development.

Presentation of the main tools for dissemination and proposal by responsible of these deliverables:

CCIS presented main requirements that dissemination tools must include as languages, logos, EU co-financed logo, EU disclaimer.

Project Logo: proposals presented by CCIP

Layout of the Brochure: proposals presented by UDS.

Project website: Proposal presented by BTS.

Facebook Page: presented by CCIS that has invited all partners to contribute to that.