

Promoting Youth Employment in Remote Areas in Jordan / Job-Jo

Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP

Work Package 4 – Quality



Co-funded by the
Erasmus+ Programme
of the European Union

Evaluation Report of the
Eight Management Meeting, Leipzig, Germany
20 and 21 of February 2022

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1. Introduction

This report concerns evaluation of the management meeting that took place in Leipzig, the 20th and 21st of February 2022. This was the eight Management Meeting of the Job-Jo Project. The Project, under the name “Promoting youth employment in remote areas in Jordan / Job-Jo”, and number 598428-EPP-1-2018-1-JO-EPPKA2-CBHE-JP, has an Erasmus + grant and is expected to be developed for 36 months (between 15 November 2018 and 14 November 2021). Its aim is to promote employment in Jordan poor remote areas. It proposes the (re)qualification of unemployed graduate young people, with a special focus on women.

By itself, the project will set a network of stakeholders supported by the common goal of the promotion of employment. The Project visibility is locally maintained by the Business Service Network Bureau (BSNB, in five Jordan Universities) and reinforced by the Job-Jo Website and Facebook page. Organized in six Work Packages (Preparation, Development, Quality, Dissemination and Exploitation and Management), the Project Coordinator, Mutah University, has attributed their coordination to some of the partners (Table 1).

Table 1. Job-Jo Partners and Work Packages Coordination

Co-beneficiary Institutions	Initials	City / Country	Work Package Coordination
AL-HUSSEIN BIN TALAL UNIVERSITY	AHU	MA'AN / JO	
GREATER ALKARAK MUNICIPALITY	GKM	ALKARAK / JO	
HOCHSCHULE FUR TECHNIK WIRTSCHAFT UND KULTUR LEIPZIG	HTWKL	LEIPZIG / DE	Development (WP2)
INSTITUTO SUPERIOR DE LEIRIA - ISLA LEIRIA	ISLA	LEIRIA / PT	Quality (WP4)
Int@E UG	Int@E	LEIPZIG / DE	
JORDAN UNIVERSITY OF SCIENCE AND TECHNOLOGY	JUST	IRBID / JO	Networking, Start-up activities (WP2)
MINISTRY OF PUBLIC WORKS AND HOUSING	MPWH	AMMAN / JO	
TAFILA TECHNICAL UNIVERSITY	TTU	TAFILA / JO	
UNIVERSITY OF CYPRUS	UC	NICOSIA / CY	Development (WP3) Co-leadership of WP4
UNIVERSITY OF JORDAN	UJ	AMMAN / JO	Dissemination & Sustainability (WP5)
Project Coordinator			
MUTAH UNIVERSITY LTD	MU	KARAK / JO	Management (WP6)

The worldwide Covid-19 pandemic situation imposed severe restrictions in day-to-day life and as would be expected, Job Jo project planned activities, namely the management meetings, had to be adapted to comply to the restrictions, and were done online for some time. This meeting took place in an face-to-face environment, for the first time in almost 2 years.

2. Eight Management Meeting Participants and Meeting Agenda

The meeting date and Agenda was proposed by email, the 28th of January, and its final Agenda (see Annex 2) was sent to all participants. Table 2 depicts the list of the 30 participants of the meeting and their institution, Annex 1 has two photos of the participants, during the meeting and at its end, and Annex 3 has the Attendance Sheets duly signed.

Table 2. List of participants in the Eight Management Meeting

Name	20Feb	21Feb
Prof. Omer Nawaf Maaitah, MU	Yes	Yes
Dr Mohammad R. O. Almajali, MU	Yes	Yes
Sameeh Abdulkareem Taleb AlSarayreh, MU	Yes	Yes
Yousef Mohammad Jaber Alsaraireh, MU	Yes	Yes
Majdoleen Sbyhat, UJ	Yes	Yes
Ahmed S.A. Al- Salaymeh, UJ	Yes	Yes
Ahmad Attallah Eabid Alsawalqah, TTU	Yes	Yes
Mohammad Almahasneh, TTU	Yes	Yes
Mohammad Abdel Rahim Almahasneh, TTU	Yes	Yes
Lurdes Leite Castanheira, ISLA	Yes	Yes
Isabel Vilaga Campos, ISLA	Yes	Yes
Bassam Salim Abu Karaki, AHU	Yes	Yes
Ali Mohammad Ahmed ElKhalaifa, AHU	Yes	Yes
Suleiman Al khattab, AHU	Yes	Yes
Fadi Abid Aldaim, AHU	Yes	Yes
Fadi Abid Aldaim, AHU	Yes	Yes
Ibrahim Mahmoud Aldmour, GKM	Yes	Yes
Ghaith Nayef Abdo Alnawaiseh, MPWH	Yes	Yes
Yaarob Al ghanem, HTWK	Yes	Yes

Name	20Feb	21Feb
Oleg Krikotov, HTWK	Yes	Yes
Kholoud Hassouneh, UJ	Yes	Yes
Rateb Algatamim, TTU	Yes	Yes
Aans Nabelsy, JUST (online)	Yes	Yes
Ali Zoubi, JUST (online)	Yes	Yes
Ahmed Ashour, Int@E	Yes	Yes
Juman Ebdad, Int@E	Yes	Yes
Riyadh Qashi, Int@E	Yes	Yes
Constantinos Xenotontos, UCY	Yes	Yes
Marios Kyprianou, UCY	Yes	Yes
Nowf Maaitah, MU	Yes	Yes

3. Evaluation Survey

The questionnaire was designed for the Job Jo project first meeting and has been used all through the project to guarantee comparability between the meetings. The characteristics of the questionnaire are specified in the first report, and we will not elaborate on them any further. Still, it should be noted that its design contemplates three main areas: Organization of the meeting, Results, and Leading Partners reflections.

The first section has seven quantitative questions related to the meeting organization, answered in a Likert-type scale of 4 points: 1 = Totally disagree, 2 = Partially agree, 3 = Agree, 4 = Totally agree; it has, also, a qualitative question soliciting for suggestions to further improve the organization of future meetings. The second section has five questions related to the meeting functioning, answered in the same Likert-type scale, and a similar open qualitative question directed to further improve the functioning of the meeting. The final section, directed exclusively to partners with a leading responsibility, aims to provide a focus of reflection about the pending responsibilities.

3.1. Dissemination of the Survey and Respondents

The evaluation survey was online (in Google Forms, see ANNEX 4) from the 19th to the 23rd of February. Its link was sent to all participants, prior to the beginning of the meeting, and one reminder was sent to everybody in the 22nd. On the 23rd the survey was blocked, and no more answers were recorded. There are 20 answers, and all respondents identified their organization.

3.2 Results

The data was analyzed with IBM SPSS Statistics 25. The global conclusion is that the meeting was perceived as very well organized, with clear positive Results. We will present the quantitative and the qualitative data separated.

3.2.1. Quantitative Analysis

Concerning the Organization of the meeting, the general mean evaluation is high ($M=3,88$, $SD=0,28$). As can be seen in Table 3, the average evaluation to each item is between 3,75 and 3,90 and the mode is 4. Considering the response scale (from 1 to 4), we can conclude that most participants considered that it was a very well-organized meeting.

In fact, they agreed that the purpose of the meeting was clear ($M=3,85$, $SD=0,37$), the important issues were duly considered ($M=3,95$, $SD=0,22$), the distribution of the meeting agenda was on time ($M=3,85$, $SD=0,37$) and well organized ($M=3,90$, $SD=0,31$), with a good distribution of presentation time ($M=3,75$, $SD=0,44$) and of discussion opportunity ($M=3,75$, $SD=0,44$) or time ($M=3,75$, $SD=0,44$). Furthermore, the mode is, for every item, 4 and the smallest values of the response scale was not selected.

Table 3. Descriptive Statistics of Part I: Organization of the Meeting

	Mean	SD	Mode	Min	Max
Organization of the meeting (aggregated value)	3,88	0,28	4	3	4
The purpose of the 8th management meeting was clear	3,85	0,37	4	3	4
All relevant issues were contemplated in the meeting agenda	3,95	0,22	4	3	4
The agenda was timely distributed	3,85	0,37	4	3	4
The presentations sequence was adequate	3,90	0,31	4	3	4
The time attribution to each presentation was adequate	3,90	0,31	4	3	4
The discussion opportunities were adequate	3,75	0,44	4	3	4
The amount of discussion time was adequate	3,75	0,44	4	3	4

As could be expected from the analysis of descriptive statistics, the absolute majority of respondents were *Totally in Agree* with the statements (Table 4). A small percentage

rated their perception in the *Agree* area and none in the *Partially Agree* or *Totally Disagree*.

Table 4. Distribution of Responses of Part I: Organization of the Meeting

	Totally agree		Agree		Partially agree		Totally disagree	
	N	%	N	%	N	%	N	%
The purpose of the 8th management meeting was clear	17	85%	3	15%				
All relevant issues were contemplated in the meeting agenda	19	95%	1	5%				
The agenda was timely distributed	17	85%	3	15%				
The presentations sequence was adequate	18	90%	2	10%				
The time attribution to each presentation was adequate	17	85%	3	15%				
The discussion opportunities were adequate	18	90%	2	10%				
The amount of discussion time was adequate	18	90%	2	10%				

Concerning the Results of the meeting, the global evaluation is high ($M=3,89$, $SD=0,24$) and there is ample consensus (see SD in Table 5). The mean varies between 3,75 and 4,00 but the dispersion measures are like those in the assessment of the meeting Organization. The short-term tasks and objectives are perceived as clear ($M=3,90$, $SD=0,31$) as well as the longer responsibilities ($M=3,90$, $SD=0,31$).

Table 5. Descriptive Statistics of Part II: Results (of the Meeting)

	Mean	SD	Mode	Min	Max
Results of the meeting (aggregated value)	3,89	0,24	4	3	4
Each partner's role in the project is clear	3,75	0,44	4	3	4
The role of my organization in the project is clear	4,00	0,0	4	4	4
Short term tasks (until the next meeting) are clear	3,90	0,31	4	3	4
Short term objectives (until the next meeting) are clear	3,90	0,31	4	3	4
Long and medium-term tasks are clear	3,90	0,31	4	3	4
Long and medium-term objectives are clear	3,90	0,31	4	3	4

The analysis of the distribution of responses allows for some clarification (Table 6). A global interpretation of the data suggests that partners perceive that their institution role is clearer than the role of the other partners. Another conclusion is that short- and long-term tasks and objectives are well understood by all partners. This may be a consequence of the stage of development of the Job-Jo project – final stage – but is a good sign that everybody is in sync with what remains to be done.

Table 6. Distribution of Responses of Part II: Results (of the Meeting)

	Totally agree		Agree		Partially agree		Totally disagree	
	N	%	N	%	N	%	N	%
Each partner's role in the project is clear	15	75%	5	25%				
The role of my organization in the project is clear	20	100%						
Short term tasks (until the next meeting) are clear	18	90%	2	10%				
Short term objectives (until the next meeting) are clear	18	90%	2	10%				
Long and medium-term tasks are clear	18	90%	2	10%				
Long and medium-term objectives are clear	18	90%	2	10%				

3.2.4 Qualitative Analysis

The qualitative data (Table 7) was collected through the open-ended questions in each of the three parts. It should be noticed that there is a considerable participation, especially when the invitation is directed to the leading members (Part III). This is a very positive output to register since respondents of questionnaires typically offer little qualitative contributions.

Table 7. Qualitative Data from Part III

	N	Comments
Part I: Do you have any suggestion . . . in terms of its organization	5	No suggestions No Everything was well organized. More time for the meeting. It needs 3 days Conduct meeting 8 in Cyprus

N	Comments
Part II: Do you have any suggestion . . . in terms of results	<p>Field visit is needed</p> <p>Great meeting</p> <p>HTWK participation should be improved</p> <p>8 No suggestion. All suggestions, comments and discussions are clear. Great efforts and thanks for management team</p> <p>No suggestions</p> <p>There is none</p>
Part III: What tasks are under your organization responsibility until the next meeting? Please identify the FIRST task, the associated deadline (if applicable) and the main constraints (if applicable).	<p>BSNB Networking Model finish</p> <p>Develop a plan for quarterly and permanent training programs</p> <p>Dissemination WP</p> <p>Holding a series of training courses for graduate students in the field of communication skills. Time management skills, CV writing skills and job interview skills.</p> <p>Management and financial report</p> <p>Management Conference preparations</p> <p>12 More training programs by objectives</p> <p>Online sessions topic</p> <p>Organization of students training</p> <p>Organizing at least three workshops, one each month</p> <p>Produce the report of the visit to the BSNB that took place in January, in the 5 Jordanian universities.</p> <p>Reviewing the partner tasks (material of TTU)</p> <p>To train students to do business plan</p> <p>WP6</p>
Part III: What tasks are under your organization responsibility until the next meeting? Please identify the FIRST task, the associated deadline (if applicable) and the main constraints (if applicable).	<p>Arranging to participate in a conference job jo</p> <p>Final Conference</p> <p>final meeting</p> <p>Help with website</p> <p>HTWK staff reports finish</p> <p>Integrating university students with the local community by signing memoranda of understanding for employment and training with public and private sector institution's.</p> <p>Management</p> <p>12 More training programs by objectives</p> <p>Organize training for technicians at the BSNB to be held in Portugal in April</p> <p>Selecting three students for the mobility by next week</p> <p>Sustainability</p> <p>Sustainability of the project</p> <p>To arrange for vocational training</p> <p>Train Students especially graduations</p> <p>Training if employees and graduates at the BSNB of AHU</p> <p>WP6</p>

N	Comments
Part III: What tasks are under your organization responsibility until the next meeting? Please identify the SECOND task, the associated deadline (if applicable) and the main constraints (if applicable).	Collaboration with job jo partners and companies in doing the future activities and training sessions in the next few months doing training session Final report Helping university students to get the good job by holding a forum for graduate students and inviting local organizations and institutions to participate in this forum. Implementation of the JOBJO Action Plan Management 12 More training programs by objectives Nominate 2 female participants for the next meeting to assure gender balance. Preparation for EU visit Select students and staff for next meeting (training) To establish a Centre for vocational training Training and workshop Workshops WP3 leader WP6

Note. All statements are transposed, but the presentation order is alphabetized.

4. Conclusion

The data collected through the Evaluation Survey allows us to state that, regarding the Organization of the Meeting - Part I of the questionnaire - the partners evaluated the meeting as very well organized, with clear objectives, carried out in an adequate pace and with enough time for presentation and discussion of each WP.

Concerning the Results - Part II of the questionnaire - the partners evaluated the meetings as beneficial, considering that their tasks and objectives in the short, medium and long term are clear.

Regarding the systematization of the work to be carried out by each partner - Part III of the questionnaire – it seems that each partner is aware of his short and medium to long term tasks and objectives. In fact, the tasks described are very much in accordance with what MOM stipulate.

ANNEX 1: Photos of the Meeting Participants



ANNEX 2: Meeting Agenda



ERASMUS+ PROGRAMME

Promotion Youth Employment in Prompt Areas in Jordan/ Job-Jo
Project Number: 598428-EPP-1-2018-JO-EPPKA2-CBHE-JP

Agenda Management Meeting

Int@E UG
Leipzig - Germany

Time-Date
10:00 – 16:00, 20.Feb.2022
10:00 – 16:00, 21. Feb.2022

Meeting Place

Address: Hohe Str. 11 04107 Leipzig, First Floor



Co-funded by the
Erasmus+ Programme
of the European Union

Agenda

Day 1: Sunday 20.02.2022	
09:30 -10:00	Registration
10:00 -10:10	Welcome Int@E
10:10-10:50	MU- Job-Jo in the last year
10:50-11:00	Break - Covid19 rules - Coffee
11:00-11:40	MU- Job-Jo in the last year
11:40-11:50	Break - Covid19 rules - Coffee
11:50-12:30	UCY- Reviewing the completed tasks of WP Development
12:30-13:10	Lunch
13:10-13:50	ISLA- Quality Plan and Evaluation of project activities
13:50.14:00	Break - Covid19 rules - Coffee
14:00-14:30	Int@E- Sustainability Business Plan
14:30-15:10	HTWK- BSNB Plan
15:10 -15.20	Break - Covid19 rules - Coffee
15.20-16:00	UJ- Dissemination plan and Dissemination activities
End of the 1st day	

Day 2: Monday 21.02.2022

10:00-10:10	Registration
10:10-10:50	TTU - Reviewing accomplished tasks, equipment, prepared tutorials and/or training and sustainability and impact plan
10:50-11:00	Break - Covid19 rules - Coffee
11:00-11:40	JUST - Reviewing accomplished tasks, equipment, prepared tutorials and/or training and sustainability and impact plan
11:40-11:50	Break - Covid19 rules - Coffee
11:50-12:30	AHU - Reviewing accomplished tasks, equipment, prepared tutorials and/or training and sustainability and impact plan
12:30-13:10	Lunch
13:10-13:50	GKM - Reviewing accomplished tasks
13:50-14:00	Break - Covid19 rules - Coffee
14:00-14:30	MPWH - Reviewing accomplished tasks
14:30-15:10	Break - Covid19 rules - Coffee
15:10 -15.20	MU -Agreed Actions, Job-Jo in the next 6 months
15.20-16:00	Discussions
End of the 2nd day	

#	Partner Name
P1	Mutah University MU
P2	Tafila Technical University TTU
P3	Al Hussein Bin Talal University- AHU
P4	The Ministry of Public Works and Housing-MPWH
P5	Grator Alkarak Municipality- GKM
P6	Leipzig University of Applied Sciences-HTWK
P7	University of Cyprus – UCY
P8	Instituto Superior de Leiria, Sociedade Unipessoal, Lda. -ISLA
P9	Int@E UG
P10	Jordan University of Science and Technology-JUST
P11	University of Jordan- UJ

Meeting Place

Address: Hohe Str. 11 04107 Leipzig, First Floor

From: Main Station: With Tram No. 16, direction Lößnig (4 Station)

To : Bayerischer Bahnhof

It is about 1 KM walking



<https://www.google.com/maps/place/Hohe+Str.+11,+04107+Leipzig/@51.3290254,12.3786769,15z/data=!4m1!1m7!3m6!1s0x47a6f831f7091f23:0x243100e45f67883f!2sHohe+Str.+11,+04107+Leipzig!3b1!8m2!3d51.3289299!4d12.3786256!3m4!1s0x47a6f831f7091f23:0x243100e45f67883f!8m2!3d51.3289299!4d12.3786256>

ANNEX 3: Attendance Sheets

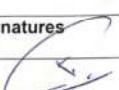
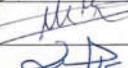
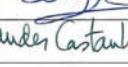
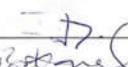
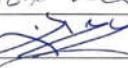


Promoting Youth Employment in Remote Area in Jordan/Job-Jo
(598428-EPP-1-2019-Jo-EPPKA2-CEHE-JP)

Attendance sheet

Title of Meeting: Seventh Management Meeting and training
Place of Meeting: Int@E- Leipzig-Germany,

Hohe Strasse 11, 04107
Date: 20/2/2022

No.	Name of participant	Institute of Participant	Signatures
1	Prof. Omer Nawaf Maaitah	MU	
2	Dr Mohammad R. O. Al majali	MU	
3	Sameeh Abdulkareem Taleb Al-Sarayreh	MU	
4	Yousef Mohammad Jaber Al-saraireh	MU	
5	Majdoleen Sbyhat	UJ	
6	Ahmed S.A. Al- Salaymeh	UJ	
7	Ahmad Attallah Eabid Alsawalqah	TTU	
8	Mohammad Almahaasneh	TTU	
9	Mohammad Abdel Rahim Almahaasneh	TTU	
10	Lurdes Leite Castanheira	ISAL.	
11	Isabel Vilaça Campos	ISAL.	
12	Bassam Salim Abu Karaki	AHU	
13	Ali Mohammad Ahmed El-Khalaifa	AHU	
14			
15	Suleiman Al khattab	AHU	
16	Fadi Abid Aldaim	AHU	

Seventh Management Meeting and training
Place of Meeting: Int@E- Leipzig-Germany
Date: 20/2/2022

Promoting Youth Employment in Remote Area in Jordan, 'Job-Jo'
(598428-EPP-1-2018-JO-EPPKA2-CBHE-JP)

17	Ibrahim Mahmoud Aldmour	GKM	○
18	Ghaith Nayef Abdo Alnawaiseh	MPWH	✓
19	Ahmad Mohammad Al Saideh	MPWH	—
20	Fahmi Ahmed Abu Al-Rub	JUST	—
21	Abaallah Attallah Abdallah Alqaisi	GKM	
22	Yaarob.Al_ghanem	HTWK	✓
23	Oleg Krikotov	HTWK	✓
24	Evangelia Vanezi	UCY	
25	Alexandros Yeratziotis	UCY	
26	Kholoud Hassouneh	UJ	✓
27	Rateb ^{Gelemeen} Alqatamin	TTU	✓
28	Aans Nabelsy	JUST	online
29	Ali Zoubi	JUST	online
30	Ahmed Ashour	Int@E	✓
31	Juman Ebdah	Int@E	✓
32	Riyadh Qashi	Int@E	✓
33	Constantinos Xenofontos	UCY	✓
34	Marios Kyprianou	UCY	✓
35	Nowf Maaitah.	MU	✓
36			

Seventh Management Meeting and training
Place of Meeting: Int@E - Leipzig-Germany
Date: 20/2/2022

AN-21571
Jobjo

Promoting Youth Employment in Remote Area in Jordan/Job-Jo
(598428-EPP-1-2019-Jo-EPPKA2-CEHE-JP)

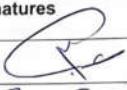
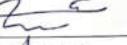
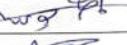
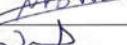
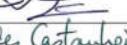
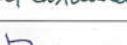
Attendance sheet

Title of Meeting: Seventh Management Meeting and training

Place of Meeting: Int@E- Leipzig-Germany,

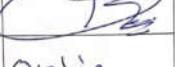
Hohe Strasse 11, 04107

Date: 21/2/2022

No.	Name of participant	Institute of Participant	Signatures
1	Prof. Omer Nawaf Maaitah	MU	
2	Dr Mohammad R. O. Al majali	MU	
3	Sameeh Abdulkareem Taleb Al-Sarayreh	MU	
4	Yousef Mohammad Jaber Al-saraireh	MU	
5	Majdoleen Sbyhat	UJ	
6	Ahmed S.A. Al- Salaymeh	UJ	
7	Ahmad Attallah Eabid Alsawalqah	TTU	
8	Mohammad Almahasneh	TTU	
9	Mohammad Abdel Rahim Almahasneh	TTU	
10	Lurdes Leite Castanheira	ISAL.	
11	Isabel Vilaça Campos	ISAL.	
12	Bassam Salim Abu Karaki	AHU	
13	Ali Mohammad Ahmed El-Khalifa	AHU	
14			
15	Suleiman Al khattab	AHU	
16	Fadi Abid Aldaim	AHU	

Seventh Management Meeting and training
Place of Meeting: Int@E- Leipzig-Germany
Date: 21/2/2022

Promoting Youth Employment in Remote Area in Jordan/Job-Jo
(598428-EPP-1-2019-JO-EPPKA2-CEHE-JP)

17	Ibrahim Mahmoud Aldmour	GKM	
18	Ghaith Nayef Abdo Alnawaiseh	MPWH	
19	Ahmad Mohammad Al Saideh	MPWH	
20	Fahmi Ahmed Abu Al-Rub	JUST	
21	Abaallah Attallah Abdallah Alqaisi	GKM	
22	Yaarob.Al_ghanem	HTWK	
23	Oleg Krikotov	HTWK	
24	Evangelia Vanezi	UCY	
25	Alexandros Yeratziotis	UCY	
26	Kholoud Hassouneh	UJ	
27	Rateb Qatameen	TTU	
28	Aans Nabelsy	JUST	
29	Ali Zoubi	JUST	
30	Ahmed Ashour	Int@E	
31	Juman Ebdah	Int@E	
32	Riyadh Qashi	Int@E	
33	Manolis Kyprinou	UCY	
34	Constantinos Xenofontos	UCY	
35	Mowf Maaitch.	MU	
36			

Seventh Management Meeting and training
Place of Meeting: Int@E- Leipzig-Germany
Date: 24/2/2022

ANNEX 4: Form Questionnaire

Job Jo 8th Management Meeting - Leipzig - 20 and 21 of February 2022

We ask your kind collaboration to evaluate the Job Jo 8th Management Meeting. This evaluation survey has three parts. The first two are to all participants; the last part is addressed to partners with a leading role in any of the Work Packages.

*Obrigatório



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Promoting youth employment in remote areas in Jordan - (Job Jo)
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Identification

1. Please identify your University/ Organization *

Marcar apenas uma oval.

- Mutah University
- Jordan University of Science and Technology
- Greater Karak Municipality
- Al-Hussein Bin Talal University
- University of Jordan
- Tafila Technical University
- Ministry of Public Works and Housing
- Hochschule fur Technik Wirtschaft und Kultur Leipzig
- INT@EUG
- Instituto Superior de Leiria - ISLA Leiria
- University of Cyprus

Part I: Organization of the meeting

2. Agenda preparation *

Marcar apenas uma oval por linha.

	Totally disagree	Partially agree	Agree	Totally agree
The purpose of the 8th management meeting was clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All relevant issues were contemplated in the meeting agenda	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The agenda was timely distributed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presentations sequence was adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The time attribution to each presentation was adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Meeting development *

Marcar apenas uma oval por linha.

	Totally disagree	Partially agree	Agree	Totally agree
The discussion opportunities were adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The amount of discussion time was adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The meeting room and the equipment were adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Do you have any suggestion to further improve the functioning of the next meeting, in terms of its organization? If so, please share them with us.

Part II: Results

5. *

Marcar apenas uma oval por linha.

	Totally disagree	Partially agree	Agree	Totally agree
Each partner's role in the project is clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The role of my organization in the project is clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short term tasks (until the next meeting) are clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short term objectives (until the next meeting) are clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long and medium- term tasks are clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long and medium- term objectives are clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Do you have any suggestion to further improve the functioning of the next meeting, in terms of the results? If so, please share them with us.

**Part III:
Leading
Partners**

This area is reserved to partners with a leading role in any of the Work Packages.

We invite you to share your opinion on the tasks, deadlines, and possible constraints associated with your organization's role until the next meeting. Please focus only on the main tasks (three at most).

7. What tasks are under your organization responsibility until the next meeting?
Please identify the FIRST task, the associated deadline (if applicable) and the main constraints (if applicable).

8. What tasks are under your organization responsibility until the next meeting?
Please identify the SECOND task, the associated deadline (if applicable) and the main constraints (if applicable).

9. What tasks are under your organization responsibility until the next meeting?
Please identify the THIRD task, the associated deadline (if applicable) and the main constraints (if applicable).

DISCLAIMER

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