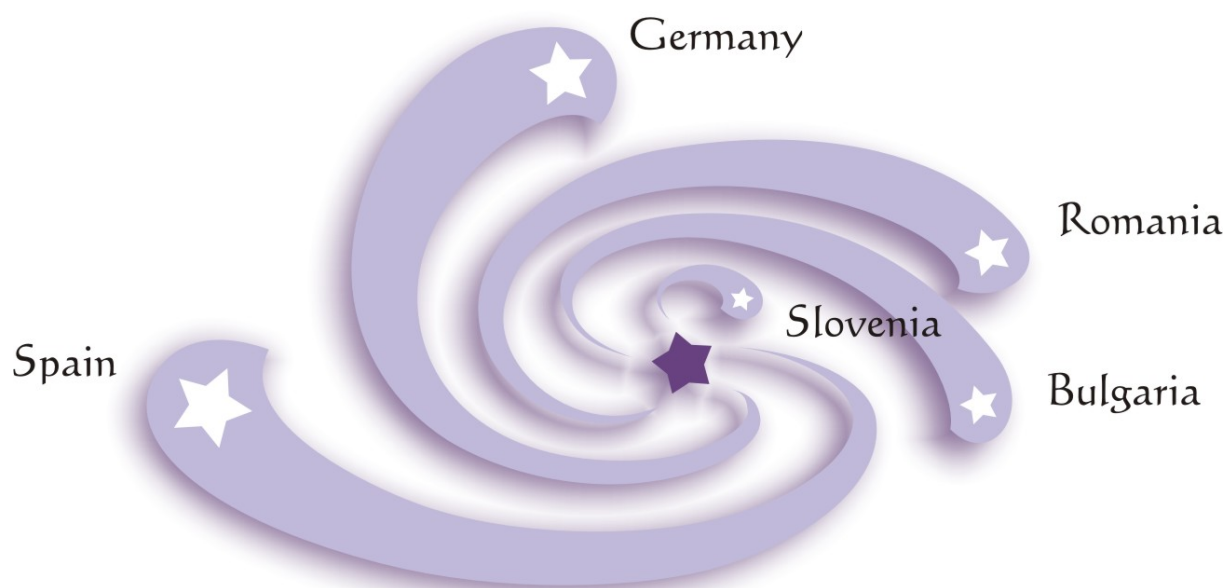


PRODUCT No 7

PROJECT MONITORING, EVALUATION AND REPORTING

EVALUATION PLAN AND INSTRUMENTS
PROJECT EVALUATION REPORT



Project Reference No. 100924-CP-1-2002-1—SI-GRUNDTVIG-G1
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Introduction

Project monitoring, evaluation and reporting section consists of two main parts: Evaluation of the project process, outputs and partnership meetings and Consolidated project framework 2002-2004 with Action plans.

The first part consists of four components: Evaluation plan and instruments; Evaluation of the project process, Evaluation of products – their relevance and applicability, and Evaluation of partnership meetings.

The second part consists of two components: Consolidated project framework and Action plans.

Synthesis

1 Evaluation plan and instruments

The evaluation plan for our project was established and agreed on our first team meeting in Ljubljana, October 2002. The decision was to evaluate the project at four levels: (1) Target groups, (2) Project structure, (3) Project management and (4) Transnational partnership. This part of evaluation does not differ a lot from the evaluations in other European projects. The instruments for the evaluation, that is questionnaires, were produced and used in May 2003 and August 2004. The exceptions were the questionnaires developed for the evaluation of team meetings (Q 3.2.1 and Q 3.2.2): the first have been used at the end of each day of the meeting, and the second at the end of the overall meeting.

This initial plan was later on improved with adding the discussion groups evaluation of national team members executed at Barcelona and a practical execution of the communicative discussion group at the meeting in Mangalia, Romania. The basis for the communicative discussion group was provided in the paper Dialogic evaluation prepared within our project by CREA.

The design of our evaluation therefore comprises of two different approaches, using both quantitative (questionnaires) and qualitative data (discussion group). Besides that we have gained the data from two different points during the course of the project and could call it longitudinal. We are of opinion that it is better to use the above mentioned different methods than to repeat the same one (questionnaire) more often, which originally was our plan.

2 Project evaluation with questionnaires

2.1

2.1.1 Target Group

Partners feel that the project has raised their satisfaction being a part of the LLW movement. The project has raised our expertise for future international projects, even though some of the partners have had many experiences with LLW movement and its international dimension.

We measured familiarity with LLW movement in our own countries in four target groups: among providers of learning, among participants in learning, among representatives of authorities, responsible for educational, cultural and employment issues and among media. Evaluations put the mentioned target groups in the following sequence: providers of learning, being the first, representatives of authorities, responsible for educational, cultural and employment issues the second. The lowest was the raised degree of LLW familiarity among participants in learning and media. Close work with the mentioned target groups do yield results.

On the international level we were assessing the extent of raised familiarity among providers of learning, among representatives of authorities, responsible for educational, cultural and employment issues and among media. Both evaluations prove that we have managed to influence the same target groups to the same extent. First are the providers of learning, and the representatives of authorities, responsible for

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educational, cultural and employment issues being the second. We, again, were less successful with raising familiarity with LLW movement among media.

This is not really surprising as providers of learning and policy makers are the most common partners of our institutions. Participants in learning should be reached with close cooperation with providers, who have a direct contact with them. On the other hand, the media is quite hard to reach. While local/regional media are being used as promoters of LLW movement, we should search for options to affect the national and international level.

In both evaluations all the answers were quite dispersed. We believe that the reason for that is that the organisation of learning festivals is different and so is our experience with them. Consequently the strength of established networks differs noticeably.

2.1.2 Project Structure

The project is clearer to us after than before the meeting and the level of clearness is getting higher with the course of the project. Partners declare team meetings, but also the detailed project proposal, as main reasons for the high level of clearness. The partners have valued the debates and presentations which helped them to get acquainted with the project more in depth.

When asking about the innovative aspects of our work partners have mentioned nearly all outputs of the project. Anyhow the most stated and valued seem to be established national networks and international cooperation of the partners. Manual for coordinators also stands out among other results. Besides that also the training of local and regional LLW coordinators, e-bulletin, state-of-the-art analysis, our ICT tools and the first LLW in Spain and collective event were noticed as innovative.

The most important new knowledge that partners gained during the project was the management of the project itself. We have mentioned time management, financial management, sharing of responsibilities and overcoming difficulties within the partnership. We also value what we have learnt about other countries' realities, as well as the state of our own environments became more visible and elaborated. Team work in multicultural environment was also frequently mentioned. Other knowledge that is seen as important concerns the strategy that specifies how to approach participants, mass media and governmental authorities. Some partners improved their knowledge about using new ICT tools.

Out of our former experiences we integrated our former national plans and the former relationships with different partners in our work. We have mostly used our experience with national LLWs and experience gained from other international projects. Adopted evaluation framework, classical approach for team meetings, and proposed course for monitoring the project worked out very well in the context of our work.

2.1.3 Project Management

Power resources did not cover the real time needed. We especially feel that the staff costs are too low to cover the amount of work planned. Even though the communication within the partnership was highly effective we had some delays in our work plan. One of the reasons for that is that in already huge project we have done more than we have promised in the proposal. Besides that, the complexity of the

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project hindered planning in advance in different environments. All the partners are highly familiar with the project budget. With the course of the project also the familiarity with the budget is raising. Partners feel that they are treated equally.

2.1.4 Transnational Partnership

Even though partners were investing more than the budget of the project was covering; it was hard to keep up with very ambitious Consolidated work plan and Action plans. All the planned tasks were executed, but the execution of agreed tasks was sometimes delayed. Partners have been collaborating to their best, and have been committed to the project nearly to the greatest extent; our commitment was increasing during the project. Sometimes the occurring problems caused some tensions within international partnership, but the crisis has strengthened mutual trust and positive attitude within the international project team. The results evidently show that the mutual trust and positive attitude were present and they were also getting stronger with the end of the project approaching.

2.2 Evaluation of products – their relevance and applicability

We have evaluated four of our products as planned in the project proposal. These are: LLW model, Training of coordinators, Manual and ICT tools. On the first evaluation each national team has used one questionnaire for all four products. On the second evaluation partners have used the same questionnaire for all four so they could be compared.

All the evaluated products are relevant to our needs but also for other promoters of LLWs. They were useful for execution of our project, and will be useful also in other projects. They are useful also for other professionals. Products are of certain quality and we would recommend them for their work. All the products would have been recommended to other professionals close to a very high extent.

The products were in close connection to each other, so producing one was helpful in producing another. Partners have contributed to each of the products nearly to the greatest extent. The only exception is ICT tools, which was the responsibility of SI partner and has therefore contributed the most.

LLW model

offers a much clearer structure, better overview and deeper knowledge of the activities used for organisation of LLW, both nationally and internationally
enables better and easier planning of activities and delegating the tasks among partners because it contains history, present and future actions for LLW
is a good framework of activities that can be changed, completed, maintained and with that constantly improved. With LLW model we have started the preparation for the next LLWs much earlier
is especially useful for publishing purposes and dissemination of information to European professionals and media representatives

Training of LLW coordinators

was executed in each of the countries, except in Germany, which was anticipated also in project proposal
with the training our national networks are being established for the first time, or widened and strengthened

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is revealing clear responsibilities and tasks of national/regional/local coordinators, thus constructing a network of coordinators that are familiar with a common strategy in developing LLW
established networks are active in exchanging experience and know-how beyond our project

Manual

comprises the international dimension and the integration of international experience and know-how
explains the standards and working methods for preparing, organising, executing and evaluating the LLW event

informs coordinators how to prepare their collaboration and it provides a coherent strategy at the local, regional and national, as well as on the international level

enables efficient and concrete planning and organization of LLW

ICT tools

consist of four products: Web site, E-bulletin, Forum and Web calendar

enable more fluent, regular and faster, not to mention cheaper, communication between partners

communication is available all the time on the internet and accessible from wherever

bring changes in organisation of the LLW, and also to its impact on target groups

bring changes in management of the project, especially on the fields of monitoring, evaluating, and disseminating

web calendar provides registration of all providers of LLW events and information to participants of the same events, it also offers solid ground for evaluation

disseminate our findings and proceedings

improve ICT skills by using tools

impose a new European standard and which is changing our work for the future

2.3 Evaluation of partnership meetings

This evaluation consists of two kind of evaluations, daily and overall evaluation of the meeting. Daily evaluation takes deeper insight into each of the presentation, but also checks participants expectations. It is very hard to present these results in short as we have evaluated 46 different sessions held on 4 partnership meetings. We have rated each and every of them, getting the average score 3.59 out of 4. It is interesting that the average results of the meeting were constantly falling. On the first meeting in Ljubljana the average score was 3,73 out of 4, in Bonn 3.65, in Barcelona 3.57 and in Mangalia 3.43. It is hard to say what the reason is for that. Maybe we were less and less prepared for the next meeting. Maybe we got accustomed of each others presentations. It would be logical that the quality of our presentations and discussions would be better and better. Having in mind that the average result is quite high and the lowest average score for the presentation was 2.8 out of 4 we can say that the expectations of the participants have mostly being met.

In general the participants of team meetings consider that all the partners are equally participating to the meeting. Members of the international team consider the extent of the contribution to be more or less equal. Most of the partners agree that the meetings have offered enough opportunities to share information about our national contexts. We think we can be satisfied with our partners' views on the opportunities for the exchange of information.

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Participants mostly find the meetings well organised with clear planning and realistic time scales. The majority of team members reported that the effectiveness of the content has been on the high level and the activities were well balanced. Also worth mentioning is the fact that partners in general are evaluating competencies and knowledge of other partners as very good. Partners are of opinion that all of them have the opportunity to contribute their own expertise and that their expectations have been taken into account.

Partners seem to be very satisfied with the materials, equipment and technology, as well as with the arrangements and comfort.

3 Project evaluation by national team members discussion groups

In November 2003, when LLWs/LFs have already been implemented in all partners' countries, national teams have evaluated the benefits they have gained from the LLW-G1 project and their most important contribution to the process, products and impact of the LLW-G1 project. National team members have reported the benefits ranged into 4 groups/levels that correlate with the basic aims of the LLW –G1 project and the mission of the LLW movement; and these are: benefits a) for participating institutions, b) related to professional and personal growth of team members and their colleagues, not directly involved in the LLW-G1 project, c) for participating countries and d) for the area of lifelong learning and adult education.

Partners' most important contributions to the project have been classified into two groups: the input of partners a) to the planned outputs of the project and b) on different levels and fields in the area of lifelong learning. In addition team members highlighted also some broader contributions, spreading beyond the project itself: sharing new knowledge which widens the EU dimension of LLW movement, contribution to the South East EU experience in LLW, dissemination of the European experience in the country and vice versa, dissemination of the project outcomes in other national and EU projects and widening of national LF as a result of the project.

Team members also consider the sense of responsibility and participation in all common "duties" as an important contribution reflecting EU dimension: in the work of the project team cultural diversity is respected, and the tensions deriving from differences are overcome with humour and good will.

Team members also highlighted the transversal, interrelated issues such as participants' empowerments and dialogic evaluation and communication paving its way into the work of partner institutions.

4 Dialogic project evaluation by communicative discussion groups

The communicative discussion group was held in August 2004, on our team meeting in Mangalia, Romania. The objective of the discussion group was to discuss and validate the different aspects of the data gained with evaluation performed with questionnaires. Besides that we wanted to have a practical presentation of how communicative discussion groups should be organised so each of the partners

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could use the method themselves. The theoretic background of the communicative discussion group was presented to the partners on our team meeting in Barcelona by CREA partner.

We have put the emphasis on several specific points of interest, which were suggested by the moderator, or the members of the discussion group. We have gathered some views and opinions on how to attract our target groups in national and international context; we have debated the importance of taking part in international projects; we have put forward some impressions about the first LLW in Spain and the collective event; we have investigated some aspects of the structure of the project and discussed the equality among all the partners.

5 Criteria implemented in the process of monitoring and evaluation

The Consolidated project framework is the result of the project proposal and the discussions of partners on our first meeting in Ljubljana, October 2002. It is a tool for supporting the partners in their everyday activities. The transparent document comprises all the work packages of the project, all our products and results and all the activities leading to the completion of each of the products. We have also added the responsible partners for respective activities and the deadlines for their completion.

The Action plan is the intermediate result agreed upon by all partners on our team meetings. Three Action plans were produced on our team meetings in Bonn, Germany, Barcelona, Spain and Mangalia, Romania. They are the amended versions of the Consolidated project framework involving more concrete activities leading to certain product, their deadlines and responsible teams.

Monitoring and project evaluation have been deeply interwoven with the development of individual outputs. Relating to this the Forum and project web site played crucial role also in monitoring and evaluating of the project progress and quality of partnership work (for more see the reports on Forum and web page).

Supplement 7.1. Evaluation plan and instruments

The evaluation plan for our project was agreed at our first team meeting in Ljubljana, October 2002. We have decided to evaluate the project at four levels: (1) Target groups, (2) Project structure, (3) Project management and (4) Transnational partnership. The following aspects were adopted on each of the levels and the instruments, questionnaires were developed later:

Evidence of effects on the Target Group (Q 1)

Participants in learning

Providers of learning (formal and non-formal)

Local/regional/national authorities

Other social partners

Media

Evidence of effects on the Project Structure (Q 2)

Clarity of the objectives

Innovation and variety of the approaches

Evidence of effects on the Project Management (Q 3)

Quality of the project management

Administration of the project

Financial management

Quality of partnership itself

Products (WP) – a separate evaluation of their relevance and applicability (Q 3.1)

A separate evaluation of the meetings (Q 3.2 Daily, Q 3.2 Overall)

Evidence of good Transnational Partnership (Q 4)

Time and resources

Strong commitments to the project by each partner

Project related evaluation as we are carrying it out is similar as in all European projects. The questionnaires were mostly adopted from the questionnaires that are used in and suggested by the EU projects, mainly from A SURVIVAL KIT FOR EUROPEAN PROJECT MANAGEMENT (<http://www.socrates.at/survivalkit/>), but also from longstanding experiences of SIAE in evaluating projects and measures in adult education. The basis for the communicative discussion group held in Romania was provided in the paper Dialogic evaluation prepared within our project by CREA.

The project related evaluation consists of three actions. The first actions are the evaluations of the project with questionnaires, being executed in May 2003 and August 2004. The exceptions were the questionnaires developed for the evaluation of team meetings (Q 3.2.1 and Q 3.2.2): the first have been used at the end of each day of the meeting, and the second at the end of the overall meeting.

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The second action is the group evaluation of national team members executed at Barcelona team meeting.

The third action of project related evaluation was a practical execution of the communicative discussion group on the themes being evaluated in the questionnaire, which was prepared and conducted by CREA partners at the meeting in Romania. The communicative discussion group was conducted at the end of the project when the results from prior questionnaires had already been produced and presented.

The design of our evaluation therefore comprises of two different approaches, using both quantitative (questionnaires) and qualitative data (discussion group). Besides that we have gained the data from two different points during the course of the project and could call it longitudinal. We are of opinion that it is better to use the above mentioned different methods than to repeat the same one (questionnaire) more often, which originally was our plan.

Evaluation instruments

EVIDENCE OF EFFECTS ON THE TARGET GROUP (Q 1)

To what extent has the project raised your satisfaction being a part of the LLLW movement?

Level of importance

1 Very high 2 High 3 Medium 4 Low

To what extent has project raised your expertise for future international projects?

Level of importance

1 Very high 2 High 3 Medium 4 Low

To what extent has the project raised familiarity with LLW week movement in the country?

a) Among providers of learning

Level of importance

1 Very high 2 High 3 Medium 4 Low

b) Participants in learning

Level of importance

1 Very high 2 High 3 Medium 4 Low

c) Among representatives of authorities, responsible for educational, cultural and employment issues

Level of importance

1 Very high 2 High 3 Medium 4 Low

d) Media

Level of importance

1 Very high 2 High 3 Medium 4 Low

To what extent has the project raised familiarity with international LLW movement?

a) Among providers of learning

Level of importance

1 Very high 2 High 3 Medium 4 Low

b) Among representatives of authorities, responsible for educational, cultural and employment issues

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Level of importance

1 Very high 2 High 3 Medium 4 Low

c) Media

Level of importance

1 Very high 2 High 3 Medium 4 Low

If there are any reservations and/or comments on the questions above, please write them here

EVIDENCE OF EFFECTS ON THE PROJECT STRUCTURE (Q 2)

To what extent were the objectives of the project clear to you?

Before the meeting in Ljubljana

Level of clearness

1 Very high 2 High 3 Medium 4 Low

Please comment

After the meeting in Ljubljana

Level of clearness

1 Very high 2 High 3 Medium 4 Low

Please comment

What are the innovative aspects of our work?

What was for us the most important new knowledge that we gained in this work period?

Which traditional means did we find worked out very well in the context of our work? Which former experiences did we draw upon / integrate in our work?

If there are any reservations and/or comments on the questions above, please write them here

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EVIDENCE OF EFFECTS ON THE PROJECT MANAGEMENT (Q 3)

1. To what extent is your communication effective (responding in time, giving input regularly)?

Level of effectiveness

1 Very high 2 High 3 Medium 4 Low

Please comment

2. To what extent are the partners treated equally?

Level of equal treatment

1 Very high 2 High 3 Medium 4 Low

3. To what extent are all partners acquainted / familiar with the project budget?

Level of familiarity

1 Very high 2 High 3 Medium 4 Low

4. To what extent do the person / power resources cover the real time needed?

Level of coverage

1 Very high 2 High 3 Medium 4 Low

Please comment

If there are any reservations and/or comments on the questions above, please write them here

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EVALUATION OF PRODUCTS (Q 3.1)

Please answer these questions:

1. To what extent is the product relevant to your needs?

Level of importance

1 Very high 2 High 3 Medium 4 Low

2. To what extent is it relevant to other promoters of LLL who you know but in other institutions?

Level of importance

1 Very high 2 High 3 Medium 4 Low

3. If you have already used it – To what extent did it help your in designing other products of the project (LLW plan, model, and training of coordinators)?

Level of importance

1 Very high 2 High 3 Medium 4 Low

4. If you have already used it – How likely are you to use it again in other projects?

Level of importance

1 Very high 2 High 3 Medium 4 Low

5. To what extent would you be able to recommend it to other professionals?

Level of importance

1 Very high 2 High 3 Medium 4 Low

6. If you have not used it yet – How likely are you to use it in your work lately ?

Level of importance

1 Very high 2 High 3 Medium 4 Low

7. To what extent have you contributed to this product?

Level of contribution

1 Very high 2 High 3 Medium 4 Low

Please answer these questions with a comment:

Did the product release any innovation in your work?

Are you doing anything differently as a result of this product?

3. If there are any reservations and/or comments on the questions above, please write them here

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EVALUATION OF THE 1ST TASK FORCE MEETING (Q 3.2 – daily)
12 October 2002

Please award the following sessions a rating on a 1 to 4 scale where 4 is the highest rating. Please include a short comment if you wish

Session 1

RATING

Comment

Session 2

RATING

Comment

Session 3

RATING

Comment

Session 4

RATING

Comment

What were your expectations of this course?

To what extent have these expectations been met?

Which session(s) did you find most useful?

Which session(s) did you find least useful?

Please add any additional comments here

YOUR NAME _____

Thank you

OVERALL EVALUATION OF THE MEETING (Q 3.2 – overall)
12 – 16 October 2002

The extent to which each partner contributed to the event.

The extent and quality of the intercultural dimension and the extent of opportunities for participants to share information about their own countries and national LLWs.

The extent to which a reasonable representation of participants from various countries has been achieved

Organisation of the transnational event (clear planning, realistic timescales,...)

Effectiveness of content and appropriate range and balance of activities (appropriate content, related to the aims and objectives of the event; relevant mixture of activities e.g. workshops, social activities, free time).

Effectiveness of the delivery by trainers, workshop leaders (trainers and leaders have the appropriate subject competence and knowledge, trainers and leaders are good communicators with the necessary

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language skills, trainers and leaders have the appropriate didactic experience for delivering professional development...)

Effectiveness of shared ownership of the event (the needs and expectations of participants have been taken into account, participants have the opportunity to contribute their own expertise)

Quality of the mechanisms for evaluation.

Provision and suitability of materials, resources and equipment (appropriate prior information being issued to participants; relevance and quality of materials issued during the event; sufficiency, range and suitability of other resources, including, where appropriate, ICT, provision of support and assistance for technology users, the extent to which technology and other resources are used effectively and with innovation)

Quality and appropriateness of the domestic arrangements and the comfort factor (attention to practical details and catering; suitability of the working venue; quality of overnight accommodation, special requirements (dietary for example) being met)

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EVIDENCE OF GOOD TRANSNATIONAL PARTNERSHIP (Q 4)

1. To what extent do you commit time and resources in line with the Consolidated work plan?

Level of commitment

1 Very high 2 High 3 Medium 4 Low

Please comment

2. To what extent are partners committed to the project?

Level of commitment

1 Very high 2 High 3 Medium 4 Low

3. To what extent are partners developing mutual trust and positive attitude within the international project team?

Level of trust and positive attitude

1 Very high 2 High 3 Medium 4 Low

If there are any reservations and/or comments on the questions above, please write them here

Please answer these questions with a comment:

Did the product release any innovation in your work?

Are you doing anything differently as a result of this product?

If there are any reservations and/or comments on the questions above, please write them here

Supplement 7.2. Evaluation of the project process, outputs and partnership meetings

The first survey, Bonn, May 2003

The second survey, Mangalia, August 2004

2.1 Evidence of effects on the Target Group (Q 1)

To what extent has the project raised your satisfaction being a part of the LLW movement?

1st Evaluation: Very high (1/4), High (3/4), Medium (0/4), Low (0/4)

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

2nd Evaluation: Very high (1/6), High (4/6), Medium (1/6), Low (0/6)

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high X 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

To what extent has project raised your expertise for future international projects?

1st Evaluation: Very high (2/4), High (1/4), Medium (1/4), Low (0/4)

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

2nd Evaluation: Very high (2/6), High (3/6), Medium (1/6), Low (0/6)

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high X 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

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To what extent has the project raised familiarity with LLW week movement in the country?

a) Among providers of learning

1st Evaluation: Very high (0/3), High (1/3), Medium (1/3), Low (1/3)

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

2nd Evaluation: Very high (2/6), High (3/6), Medium (1/6), Low (0/6)

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High **3 Medium** 4 Low

1 Very high **2 High** 3 Medium 4 Low

1 Very high **2 High** 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

b) Participants in learning

1st Evaluation: Very high (1/3), High (0/3), Medium (1/3), Low (1/3)

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

2nd Evaluation: Very high (1/6), High (2/6), Medium (3/6), Low (0/6)

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High **3 Medium** 4 Low

1 Very high 2 High **3 Medium** 4 Low

1 Very high **2 High** 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

c) Among representatives of authorities, responsible for educational, cultural and employment issues

1st Evaluation: Very high (1/3), High (0/3), Medium (2/3), Low (0/3)

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

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1 Very high 2 High 3 Medium 4 Low

2nd Evaluation: Very high (1/6), High (4/6), Medium (1/6), Low (0/6)

1 <u>Very high</u>	2 High	3 Medium	4 Low
1 Very high	2 <u>High</u>	3 Medium	4 Low
1 Very high	2 High	3 <u>Medium</u>	4 Low
1 Very high	2 <u>High</u>	3 Medium	4 Low
1 Very high	X 2 High	3 Medium	4 Low
1 Very high	2 <u>High</u>	3 Medium	4 Low

d) Media

1st Evaluation: Very high (1/3), High (0/3), Medium (0/3), Low (2/3)

Level of importance

1 Very high	2 High	3 Medium	4 <u>Low</u>
1 Very high	2 High	3 Medium	4 <u>Low</u>
1 <u>Very high</u>	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low

2nd Evaluation: Very high (0/6), High (4/6), Medium (1/6), Low (1/6)

1 Very high	2 <u>High</u>	3 Medium	4 Low
1 Very high	2 <u>High</u>	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 <u>Low</u>
1 Very high	2 <u>High</u>	3 Medium	4 Low
1 Very high	X 2 High	3 Medium	4 Low
1 Very high	2 High	3 <u>Medium</u>	4 Low

To what extent has the project raised familiarity with international LLW movement?

a) Among providers of learning

1st Evaluation: Very high (0/3), High (2/3), Medium (0/3), Low (1/3)

Level of importance

1 Very high	2 <u>High</u>	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 <u>Low</u>
1 Very high	2 <u>High</u>	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low

2nd Evaluation: Very high (1/6), High (4/6), Medium (1/6), Low (0/6)

1 Very high	2 <u>High</u>	3 Medium	4 Low
1 Very high	2 High	3 <u>Medium</u>	4 Low
1 Very high	2 <u>High</u>	3 Medium	4 Low
1 <u>Very high</u>	2 High	3 Medium	4 Low
1 Very high	X 2 High	3 Medium	4 Low

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1 Very high 2 High 3 Medium 4 Low

b) Among representatives of authorities, responsible for educational, cultural and employment issues

1st Evaluation: Very high (0/3), High (1/3), Medium (2/3), Low (0/3)

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

2nd Evaluation: Very high (1/6), High (2/6), Medium (3/6), Low (0/6)

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high X 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

c) Media

1st Evaluation: Very high (0/3), High (1/3), Medium (0/3), Low (2/3)

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

2nd Evaluation: Very high (0/6), High (3/6), Medium (2/6), Low (1/6)

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high X 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

If there are any reservations and/or comments on the questions above, please write them here

1st Evaluation

Since there is no co-ordinated and visible LLW movement in Germany, the project is a good possibility to try to re-launch it. In this first phase we are preparing the basis for it: mostly researching on the state of the arts and looking for contacts to decision makers and shareholders. The results of this work will start to be visible in the further phases of the project.

Question Nr. 4 is not very clear defined. Please give additional explanation.

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The LLW movement does not work in our country yet.

2nd Evaluation

In 2003 it was celebrated the first edition of Lifelong Learning Week. This had an important participation. It would be positive for future editions promote the implication of more providers and the official institutions in all levels.

As a former LLW coordinator I was aware of the LLW movement and of its international dimension before the LLW5-project started. IIZ DVV supports the implementation of LLW world wide (that's why we answered with "medium" to the first two questions).

The project and its products helped to spread this awareness among providers, to include this aspect in the concrete planning of LLW and to support the building of (international) networks.

The project also gave the opportunity to get an overview of the LLW-movement in Germany, since there isn't a national LLW coordination here.

To reach national media is very difficult. We could very well reach some professional magazines though. The local/regional festivals regularly appear on in the local/regional media and help spread the awareness for the LLW movement among providers, participants and authorities also through the organised events.

Commentary

1st Evaluation

The question about the extent of raised familiarity with LLW movement in their countries is divided into four sections namely, the raised familiarity among providers of learning (1 x High, 1 x Medium, 1 x Low), the raised familiarity among participants in learning (1 x Very high, 1 x Medium, 1 x Low), the raised familiarity among representatives of authorities, responsible for educational, cultural and employment issues (1 x Very high, 2 x Medium) and the raised familiarity among media (1 x Very high, 2 x Low). At a very first glance we can notice that the answers are quite dispersed. We think the reason for that is that the organisation of Lifelong learning events itself is different and so is our experience with them.

Consequently the established networks differ, if they are established at all. Further on, some of the partners had the training of their co-ordinators already, the others have not. To put aside all these important differences we could say that we have been most successful with raising the familiarity among representatives of authorities, responsible for educational, cultural and employment issues, and the least with the media. We should mention also that the dissemination has not really started yet. We are quite sure that the level of familiarity will be raising with the project.

If we take a closer look at the familiarity with LLW movement on the international level we can establish that the level of familiarity is lower than that on the national level. Especially we failed to raise familiarity with LLW movement among media (1 x High, 2 x Low). A bit better we have assessed the raised familiarity among providers of learning (2 x High, 1 x Low) and among representatives of authorities, responsible for educational, cultural and employment issues (1 x High, 2 x Medium). We are of opinion that the reasons and the expectations about further developments of our activities coincide with those on the national level.

2nd Evaluation

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In our own countries the project has raised familiarity with LLW week movement on the target groups as follows: To the highest extent the familiarity was raised among providers of learning (High (3/6), Very high (2/6), Medium (1/6), Low (0/6)), close by are the representatives of authorities, responsible for educational, cultural and employment issues (High (4/6), Very high (1/6), Medium (1/6), Low (0/6)). The lowest, but not disappointing, was the raised degree of LLW familiarity among participants in learning (Medium (3/6), High (2/6), Very high (1/6), Low (0/6)) and media (High (4/6), Medium (1/6), Low (1/6), Very high (0/6)).

The situation is quite the same in the international context. To the highest extent the familiarity with LLW movement was raised among providers of learning (High (4/6), Very high (1/6), Medium (1/6), Low (0/6)), then among representatives of authorities, responsible for educational, cultural and employment issues (Medium (3/6), High (2/6), Very high (1/6), Low (0/6)), and at the end in the media (High (3/6); Medium (2/6), Low (1/6), Very high (0/6)).

The results are not surprising as providers of learning and policy makers are the most common partners of our institutions. Participants in learning should be reached with close cooperation with providers, who are closer to them. On the other hand, the media is quite hard to reach. While local/regional media are being used as promoters of LLW movement, we should search for options to affect the national level.

Commentary to both evaluations

Partners feel that the project has raised their satisfaction being a part of the LLW movement to a high extent, even though we believe that it was high also at the beginning of the project. The results of the second evaluation appear to be slightly lower than those of the first.

The project has raised our expertise for future international projects. Though it was expected that the expertise is going to be higher by the end of the project, that was not so, as it seems to be at the same level, if not a bit lower. The average result is lower because some of the partners have had many experiences with LLW movement and its international dimension even before the project has started.

The question about the extent of raised familiarity with LLW movement in our own countries is divided into four sections namely, the raised familiarity among providers of learning, among participants in learning, among representatives of authorities, responsible for educational, cultural and employment issues and among media.

The results of the first evaluation contain evidence that we have been most successful with raising the familiarity among representatives of authorities, responsible for educational, cultural and employment issues. Close by are the providers of learning, while participants in learning and the media are at the end with the same result.

Second evaluation put the mentioned target groups in different sequence: providers of learning, being the first, representatives of authorities, responsible for educational, cultural and employment issues the second. The lowest, but not disappointing, was the raised degree of LLW familiarity among participants in learning and media.

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The only change in sequence is, in fact, the leap forward of the providers of learning group. Possible reason for that is that in between two evaluations all the teams were organising their learning festivals and were therefore in touch with various providers of learning.

Comparing the results of both evaluations are encouraging as the extent of raised familiarity with LLW movement in our own countries within all the target groups was raised. Close work with the mentioned target groups do yield results. Besides that we are being engaged with our dissemination and promotion activities, which might also be the reason for the increased familiarity with LLW.

Next similarity between both evaluations is that all the answers are quite dispersed. We believe that the reason for that is that the organisation of learning festivals is different and so is our experience with them. Consequently the strength of established networks differs noticeably.

On the international level we are trying to assess the extent of raised familiarity among providers of learning, among representatives of authorities, responsible for educational, cultural and employment issues and among media.

Both evaluations prove that we have managed to influence the same target groups to the same extent. First are the providers of learning, and the representatives of authorities, responsible for educational, cultural and employment issues being the second. We, again, were less successful with raising familiarity with LLW movement among media. This is not really surprising as providers of learning and policy makers are the most common partners of our institutions. Participants in learning should be reached with close cooperation with providers, who have a direct contact with them. On the other hand, the media is quite hard to reach. While local/regional media are being used as promoters of LLW movement, we should search for options to affect the national and international level.

Comparing the results of international level with those of the national one, we can establish that the level of familiarity is a bit lower than on the national level, with providers being the exception. It is only logical that our own environments were more influenced than the wider one.

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 2.2 Evidence of effects on the Project Structure (Q 2)

To what extent were the objectives of the project clear to you?

Before the meeting in Ljubljana

1st Evaluation: Very high (0/4), High (3/4), Medium (1/4), Low (0/4)

Level of clearness

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Please comment

The proposal was written well enough, but anyway there were some parts of the project, that remained vague in my mind. The reason for that is that the project is quite complicated.

Thank to the clear project proposal I could develop a quite clear idea of the goals

Before the meeting, we had a general idea of aims but we do not knew them in depth.

Before the meeting in Barcelona

2nd Evaluation: Very high (3/6), High (2/6), Medium (1/6), Low (0/6)

Level of clearness

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High X 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Please comment

We have not have any problems with the preparation of the materials for Barcelona. This is the second half of the project and the objectives are expected to be clearer.

Thank to the project proposal and, most of all, to the previous meetings in Bonn and Ljubljana the objectives of the project are clear.

Since the project was already running since 1 year when I joined the Ro team, just before the Barcelona meeting, everything was new to me. Before the meeting, the overall objectives were clear to me but the practical steps that had to be taken, the tasks of the partners, especially of the Ro partner, the technical procedures, were still unfamiliar to me. One more aspect that made the work difficult was the fact that some issues were not fulfilled by the Ro team and, due to that fact, it was hard to put everything in order and up to date all the materials that were needed.

Having in mind that SI team is coordinator of the project and that the project is coming to its end, we think that there is no other option for us than to say we were very familiar with the objectives of the project.

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After the meeting in Ljubljana

1st Evaluation: Very high (3/4), High (1/4), Medium (0/4), Low (0/4)

Level of clearness

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Please comment

After the meeting everything was much more clearer. The presentations and debates can not be fully replaced with the written material.

The Task Force Meeting in Ljubljana was very useful for us because of:

- the very good structured introduction about the philosophy, objectives and technology of the project , presented by the Slovenian team;
- elaborated materials: work packages and many other forms (for evaluation and reporting)
- very good working atmosphere for fruitful discussions

After the meeting, we can know in depth the philosophy and aims of LLW. From this way, we can begin to concrete how it will develop in Spain.

After the meeting in Barcelona

2nd Evaluation: Very high (5/6), High (1/6), Medium (0/6), Low (0/6)

Level of clearness

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (5/6) High (1/6) Medium (0/6) Low (0/6)

Please comment

After having discussed all the details of the working packages it was easier to plan the next activities.

The meeting helps us to concretise the main aims of the project because we can share our doubts.

see the question above

The meeting was very efficient in making clear all the issues related to the project steps, tasks of the partners, workplan, outputs, schedule, etc. I was acquainted with the tasks that were already achieved by the Ro team, the remaining ones that were still to be up to date and I understood the procedures on how to elaborate the needed materials. Due to the meeting, the objectives were clear, also the future activities of the project and it was easier to take over my responsibilities in fulfilling these objectives and activities. The meeting was a very structured and professional approach of the content of the partner's work. The Multi media means used raised the standard level of efficiency in working out the issues planed for the meeting.

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What are the innovative aspects of our work?

1st Evaluation

I find our communication tool innovative. With it each member of the team is notified when something new is added on the website. Also all the important materials are put on the website so they are accessible from each computer.

- the collection and exchange of experiences from different countries
- the search for new strong ideas to promote, strengthen and widen the LLW movement

- The new dimension for the Bulgarian experience was the international partnership;
Creating a Manual for the purpose of training of coordinators;
- Exchange of experience of good practice about the LLW-movement.

1. Beginning of the LLW in Spain
2. To interchange good practices with other European countries
3. To organise learning festivals at a European level

2nd Evaluation

- enrichment of the LLW-network of the SEE-Region (already existed via the work of IIZDVV and partners in the region) with other countries from Europe – project partners like Germany and Spain
-
- training of local and regional LLW-coordinators with the help of one of the outputs of the project -
Manual of coordinators
 - providing materials and articles for the E-Bulletin
 - Elaborating National Report – analytical document representing the present situation in the country
-

The Forum, and the structure of the web-site

- the collection and exchange of experiences from different countries
-
- the collection and exchange of new strong ideas to promote, strengthen and widen the LLW
movement
 - national and international LLW networking
-

Organizing for the first time in Spain a Festival of LifeLong Learning and Adult Education, giving and opportunity to take a common way to develop and make more visible Adult Education and the possibilities of LLL.

To get the implication of a lot of educative institutions at local, regional, national

The most important innovative aspect of the work is the opportunity of sharing and enriching the experience in organising LLWs, as well as identifying the common directions in a diversity of approaches linked to this event. The end result of the partner's endeavour is

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a widened perspective and approach regarding the creation of a professional frame in which LLL, AE can be best promoted,

achieving a set of objectives at European standards regarding LLL, AE

implementation of professional methods, techniques and tools at European standards in preparing, organising, running, evaluating, disseminating LLWs

multiplying the experience (in theory and practice by the means of the products elaborated during the project) by sharing it with other new LLW providers

Contribution for the elaboration of the outputs of the project: manual, state of the art analyses, training of coordinators, LLW plan, LLW model, LLW media promotion plan, dissemination plan, leaflet, e-bulletin, LLW report.

There were quite many of them:

Preparing of international Manual for organising LLWs.

One of the most important innovations in the project were our ICT tools. We have to put out the Forum (exchange of documents & communication), Web calendar (registration/data bases, evaluation) and e-bulletin.

We also have to mention that the collective event and working in a big international LLW team was an innovation for us, especially gaining of silent partner.

What was for us the most important new knowledge that we gained in this work period?

1st Evaluation

The condition of LL in each of the respective countries.

- we gained an overview on the lifelong learning practice and policies in the partner countries
- we gained an overview and insight on LLW organisation and realisation in the partner countries and collect new ideas
- we learned possibilities of participants involvement

- The experience of the other project-partners;
- The content of the Manual
- Knowledge and skills in the field of financial aspect of international project work

- To know the other countries experiences

2nd Evaluation

- time management

-
- team work in multicultural environment
 - gaining knowledge about sharing of responsibilities inside the project-team
 - knowledge about the practice in the countries, members of the project work (achievements, problems, tendencies)
-

The relevance of the LLW movement

- overview of the LLW coordinators in Germany
 - national and international contacts and support to providers and future LLW coordinators
 - we learned new possibilities of participants involvement
 - we experienced the first LLW in Spain
-

It is necessary to go on making more visible the possibilities of Adult Education in the LifeLong Learning to contribute to democratic development.

There were new standards implemented at the professional and personal level by acquiring on one hand experience and methods at the institutional level, on the other hand skills and competencies at the level of staff. In other words, the institution was benefiting as well as the persons who were involved in the process.

In this respect the new knowledge gained can be summarize as follows:

Improvement in overcoming difficulties in working with a network

Working in partnership on an international level

Intercultural communication skills

Elaborate national strategies on LLW

Learning about other LLWs in the participating countries

National Data base with different agents that can play a role in LLWs

Improvement in approaching mass media and governmental authorities

Improvement in using new ICT tools

Improving project management with all the aspects that are implied (time management, financial management, etc.)

Management of the international team and big, exhausting project.

Other countries' realities.

Which traditional means did we find worked out very well in the context of our work? Which former experiences did we draw upon / integrate in our work?

1st Evaluation

- Former national plans;
- Former relationships with different partners (government, non-governmental, educational and media representatives);

2nd Evaluation

- National LLW-experience (FSSK together with IIZDVV-Bulgaria has been the main organizer of the LLWs during the last 3 years)

The feed-back between partners via email. We have integrated the dialogue and co-operative way of work

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IIZ DVV has a very long experience in theory and practice of international projects in the field of lifelong learning.

It is very important the collaboration between institutions to local, regional, national and international level with the same sense and in the same way.

The experience in organising LLWs and working with the network of the Regional Centres for Adult Education was the background on which the Ro team started to develop the LLW project.

We were using the experiences gained in organising national LLW and those gained in other international projects. Therefore we used the proposed evaluation framework, classical approach for team meeting, proposed course for monitoring the project.

If there are any reservations and/or comments on the questions above, please write them here

1st Evaluation

Sorry, but I don't understand the meaning of it at all: what is meant by "traditional means"? Context of our work as project coordinators or LLW experts? Experiences in which field? In working in projects?

Should we not replace the words "we" with "you" in questions No. 2, 3, 4? Otherwise the questions are not clear.

- We do not understand the meaning of question number 4.

Commentary

1st Evaluation

The objectives of the project were clear to the partners even before the first team meeting. The partners have assessed the clearness with High (3 times) and Medium (once). From this we have drawn the conclusion that the project was well described in the proposal already. Comparing these results with those after the meeting we can conclude that the clearness of objectives was raised for 'one level' (3 x Very high, 1 x High). The partners have valued the debates and presentations which helped them to get acquainted with the project more in depth.

Next question was about the innovative aspects of our project where the most common answer was the exchange of our experiences and good practices. The partners also stressed the introduction of something new to their living environment. They have listed here the introduction of LLW in Spain, organising the event on international level, and being part of international partnership. The others value the concrete outcomes or products of the project as communication tool and the manual for the training of the co-ordinators.

As the most important new knowledge gained in the project the partners have mentioned the exchange of their experiences, their lifelong learning practices and policies, and their LLW organisation and realisation. Also the knowledge about financial aspects in EU projects was singled out. Further on, the contents of the manual, and more concretely the knowledge about the possibilities of involvement of participants were referred.

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The question about the traditional means used at our work in the project only one answer has been given. It underlined our former national plans and the former relationships with different partners. The partners had some difficulties with understanding the questionnaire, especially the fourth question about the traditional means. The question will be reformulated or the additional explanation will be given for the next use of the evaluation tool.

2nd Evaluation

The project and its objectives seem to be clear to the partners. The clearness of the project was lower before the meeting in Barcelona (Very high (3/6), High (2/6), Medium (1/6), Low (0/6)) than after the meeting (Very high (5/6), High (1/6), Medium (0/6), Low (0/6)). Meeting in Barcelona, discussing and concretising the details of working packages, appear to be helpful. Partners declare previous meetings in Bonn and Ljubljana and detailed project proposal as main reasons for the high level of clearness.

When asking about the innovative aspects of our work the partners have mentioned nearly all outputs of the project. Anyhow the most stated and valued seem to be established national networks and international cooperation of the partners. Manual for coordinators also stands out among other results. Besides that also the training of local and regional LLW coordinators, e-bulletin, state-of-the-art analysis, our ICT tools and the first LLW in Spain and collective event were noticed as innovative.

The most important new knowledge that partners gained during the project was the management of the project itself. We have mentioned time management, financial management, sharing of responsibilities and overcoming difficulties within the partnership. We also value what we have learnt about other countries' realities, as well as the state of our own environments became more visible and elaborated. Team work in multicultural environment was also frequently mentioned. Other knowledge that is seen as important concerns the strategy that specifies how to approach participants, mass media and governmental authorities. Some partners improved their knowledge about using new ICT tools.

Partners mostly used their experience with national LLWs and from other international projects. Adopted evaluation framework, classical approach for team meetings, and proposed course for monitoring the project worked out very well in the context of our work.

Commentary to both evaluations

The results of both evaluations are very similar. The project, and its objectives, is clearer to us after than before the meeting. Therefore, meetings are seen as necessary. Discussing and concretising the details of working packages, appear to be helpful. The partners have valued the debates and presentations which helped them to get acquainted with the project more in depth.

Second evaluation shows that the level of clearness is getting higher with the course of the project. Partners declare previous meetings in Bonn and Ljubljana, but also the detailed project proposal, as main reasons for the high level of clearness.

What are the innovative aspects of our work?

When asking about the innovative aspects of our work there is no difference worth mentioning between the two evaluations. It might be said though, that we have spoken more in general on the first one, while

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being more concrete on the second. At both times, partners have mentioned nearly all outputs of the project. Anyhow the most stated and valued seem to be established national networks and international cooperation of the partners. Manual for coordinators also stands out among other results. Besides that also the training of local and regional LLW coordinators, e-bulletin, state-of-the-art analysis, our ICT tools and the first LLW in Spain and collective event were noticed as innovative.

What was for us the most important new knowledge that we gained in this work period?

Here, again, there is no significant difference between the two evaluations, and also the change from general to specific was noticed. The most important new knowledge that partners gained during the project was the management of the project itself. We have mentioned time management, financial management, sharing of responsibilities and overcoming difficulties within the partnership. We also value what we have learnt about other countries' realities, as well as the state of our own environments became more visible and elaborated. Team work in multicultural environment was also frequently mentioned. Other knowledge that is seen as important concerns the strategy that specifies how to approach participants, mass media and governmental authorities. Some partners improved their knowledge about using new ICT tools.

Which traditional means did we find worked out very well in the context of our work? Which former experiences did we draw upon / integrate in our work?

This question was seen unclear when taking the first evaluation. For the next evaluation we have discussed the question on our meeting in Barcelona and offered additional explanation on it when we were filling in the second questionnaire.

The first evaluation compiled only one answer for this question and it underlined our former national plans and the former relationships with different partners.

For the second evaluation partners reported that they mostly used their experience with national LLWs and experience gained from other international projects. Adopted evaluation framework, classical approach for team meetings, and proposed course for monitoring the project worked out very well in the context of our work.

2.3 Evidence of effects on the Project Management (Q 3)

To what extent is your communication effective (responding in time, giving input regularly)?

1st Evaluation: Very high (0/4), High (4/4), Medium (0/4), Low (0/4)

Level of effectiveness

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Please comment

It all depends on the partner. In some cases I am very content with the prompt responding, in other they need to be asked again. It seems that with the project going on also the communication is getting better.

Due to the very hard time schedule we sometimes couldn't deliver work in time, but our communication and inputs are regular

Forum is an effective and useful tool to communication with the partners

2nd Evaluation: Very high (1/6), High (3/6), Medium (2/6), Low (0/6)

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High X 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Please comment

Our communication was really effective, because we have not have any problems with providing the information on time.

We have sending a lot of documents, products and reports of justifications and report on outputs, to our Slovenian project coordinators.

There were both objective and personal factors that interfired in the communication process. Most of the problems were caused by the constant failures of the Internet service provider on which the office is dependent, (internet and e-mail communication). On the other hand, the lack of money for a certain period has restricted the using of the communication means (internet, telephone, fax).

Due to personal problems, the answers that were supposed to be given within a time period, were sent after the given deadlines.

The experience during the project has shown a lack of time management but it gave at the same time it was a chance to realize the changes that had to be undertaken and hence, improve this aspect.

On the overall level, the communication has been successful, the Ro team answered the issues that were addressing the partners and tried to keep in touch mainly with the promoter of the project in order to give the background of the situations that were preventing the team from giving a straight, fast input.

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It depends on a partner. Some partners manage to fascinate with prompt submissions, while others need more persuasions. All in all, most of the deliveries manage to come to final destination.

The communication within the partnership was highly effective. The communication is not perfect, due mostly to some delays in our work plan. We believe that in such big projects it is only normal to face minor problems in fulfilling all the tasks on time. We were expecting for the communication to get better in time but that was not the case. Comparing the results it could be even said that it got worse. The communication tool was mentioned as important for our communication. Nevertheless, some partners have had problems with prompt deliveries, having its reasons in failures of local communication tools but also because of changes in their staff.

To what extent are the partners treated equally?

1st Evaluation: Very high (2/4), High (1/4), Medium (1/4), Low (0/4)

Level of equal treatment

1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	2 High	<u>3 Medium</u>	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low

2nd Evaluation: Very high (2/6), High (2/6), Medium (1/6), Low (1/6)

Level of equal treatment

<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	2 High	<u>3 Medium</u>	4 Low
1 Very high	2 High	3 Medium	<u>4 Low</u>
1 Very high	X 2 High	3 Medium	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low

To what extent are all partners acquainted / familiar with the project budget?

1st Evaluation: Very high (0/4), High (3/4), Medium (1/4), Low (0/4)

Level of familiarity

1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	2 High	<u>3 Medium</u>	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low

2nd Evaluation: Very high (0/6), High (6/6), Medium (0/6), Low (0/6)

Level of familiarity

1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low

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1 Very high **2 High** 3 Medium 4 Low
 1 Very high X 2 High 3 Medium 4 Low
 1 Very high 2 High 3 Medium 4 Low

To what extent do the person / power resources cover the real time needed?

1st Evaluation: Very high (0/4), High (2/4), Medium (1/4), Low (1/4)

Level of coverage

1 Very high 2 High 3 Medium 4 Low
 1 Very high 2 High 3 Medium 4 Low
 1 Very high 2 High 3 Medium 4 Low
 1 Very high 2 High 3 Medium 4 Low

Please comment

As it usually is in the European projects there is not enough money for the staff costs, or with other words, there is more work than it is paid for.

The approved staff costs are too low to effectively cover the amount of work

Only remark the importance to treat all the partners in a egalitarian way.

2nd Evaluation: Very high (0/6), High (3/6), Medium (2/6), Low (1/6)

Level of coverage

1 Very high 2 High 3 Medium 4 Low
 1 Very high **2 High** 3 Medium 4 Low
 1 Very high 2 High 3 Medium **4 Low**
 1 Very high **2 High** 3 Medium 4 Low
 1 Very high X 2 High 3 Medium 4 Low
 1 Very high 2 High 3 Medium 4 Low

Please comment

For such a huge project, with so many activities, evaluation procedures and outputs additional human resources are needed

The approved staff costs are too low to effectively cover the amount of work

The partners have been very actives and with a lot of engagement.

We produce very interesting results: National Reports, Manual, Plan of dissemination, Web page, celebration of the I Festival of LifeLong Learning and Adult Education in Spain for the first time in 2003, etc.

Coordination had been to much strict methodology. It is necessary to take account more the suggestions and collaboration of each partner, and their needs and context.

For the most of the activities the person / power resources cover the time needed in order to undergo and finalise them. There was one situation in which the person resources were lacking in achieving it: the filling of the questionnaires on the web. The responsibility could not be transferred to other persons (we did not have any volunteers available for this task), the Ro team already had other tasks to fulfil, so

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the responsibility was taken over by one person. In this respect, the time needed to complete the filling of the questionnaires took longer than if there would be several persons working on this issue.

Not to the greatest extent. Reasons are manifold. Some of the delays are produced because the replies are not prompt. The other reason is that we have all tried to do as much as possible with each and every output, for many of them we have done more than we have promised in the proposal. More work than planned, of course, consumes more time. The most important reason is that it is hard to plan all the tasks in advance because all the partners have their own working and time management, not to mention their own environments they work in. Of course they all differ.

If there are any reservations and/or comments on the questions above, please write them here

1st Evaluation

Not only our written contributions take time. Even much more time is needed for enlarging contacts, convincing about importance of LLW as an important tool in spreading LL, creating new countrywide networks, media promotion and so on! Actually this kind of work is of great importance for the sustainability of the project outcomes. The level of equal treatment is between High and Medium (see above)

2nd Evaluation

We think that the project management is so good. As we have been working following the Action plans we have been able to concretise the more urgent tasks.

Concerning question 4.:

Not only our written contributions take time. Even much more time is needed for enlarging contacts, convincing about importance of LLW as an important tool in spreading LL, creating new countrywide and international networks, media promotion and so on!

Actually this kind of work is of great importance for the sustainability of the project outcomes.

We would like that all the partners would have been the opportunity to share their impression, experiences, improvements... about the celebration of the I Festival of LLL /EA in Spain as it is a very important common event in our project LLW5 (November 2003). FEUP felt that it was a very big success.

Commentary

1st Evaluation

The partners find the communication within the project effective. We have unanimously assessed it as High (4 times). The communication is not perfect, due mostly to some delays in our work plan. Nevertheless we have noted that the communication is getting better with the project going on. The communication tool was mentioned as important for our communication.

The partners feel that they are mostly treated equally. The level of equal treatment was seen as Very high (2 times), High (once) and Medium (once).

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All the partners are familiar with the project budget. Three answers at this question estimated the familiarity of partners with project budget as High and one as Medium.

The partners did not rate the resources coverage of the time needed as very satisfactory (2 x High, 1 x Medium, 1 x Low). We especially feel that the staff costs are too low to cover the amount of work planned. On the other hand partners are aware that this is a common experience in the European programmes.

An additional remark was given that the work can not be measured only by written contributions. Networking and promotion also take a lot of time and are very important for the success of the project.

2nd Evaluation

The communication within the partnership was highly effective (High (3/6), Medium (2/6), Very high (1/6), Low (0/6)). We believe that in such big projects it is only normal to face minor problems in fulfilling all the tasks on time. Some partners have had problems with prompt deliveries, having its reasons in failures of local communication tools but also because of changes in their staff.

The partners feel that they were treated equally to a high extent (Very high (2/6), High (2/6), Medium (1/6), Low (1/6)), even though the answers have been dispersed. The reasons for that have still to be questioned. On the other hand all the partners agreed that all partners are highly acquainted with the project budget (High (6/6), Very high (0/6), Medium (0/6), Low (0/6)).

Power resources did not cover the real time needed. Partners graded the level of this relation as slightly below medium (High (3/6), Medium (2/6), Low (1/6), Very high (0/6)). The reasons for that are manifold. It could be said that in already huge project we have done more than we have promised in the proposal. Besides that, the complexity of the project also made it hard to plan the tasks in advance in different environments with specific team work and time management.

Commentary on both evaluations

The communication within the partnership was highly effective. The communication is not perfect, due mostly to some delays in our work plan. We believe that in such big projects it is only normal to face minor problems in fulfilling all the tasks on time. We were expecting for the communication to get better in time but that was not the case. Comparing the results it could be even said that it got worse. The communication tool was mentioned as important for our communication. Nevertheless, some partners have had problems with prompt deliveries, having its reasons in failures of local communication tools but also because of changes in their staff.

The results of both evaluations are showing that partners feel that they are treated equally, but on the second measuring the result was lower. It should also be mentioned that the answers are quite dispersed, which means that all the partners do not agree on the same question, which could be another proof of lower equality. We have used this question for our communicative discussion group and tried to find the reasons for that.

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All the partners are highly familiar with the project budget. With the course of the project also the familiarity with the budget is raising.

Power resources did not cover the real time needed. We especially feel that the staff costs are too low to cover the amount of work planned, but we do know, that this is the case with all European projects. Partners graded the level of this relation as medium at both evaluations. The reasons for that are manifold. It could be said that in already huge project we have done more than we have promised in the proposal. Besides that, the complexity of the project also made it hard to plan the tasks in advance in different environments with specific team work and time management. An additional remark was given that the work can not be measured only by written contributions. Networking and promotion also take a lot of time and are very important for the success of the project.

2.4. Evidence of good Transnational Partnership (Q 4)

To what extent do you commit time and resources in line with the Consolidated work plan?

1st Evaluation: Very high (1/4), High (2/4), Medium (1/4), Low (0/4)

Level of commitment

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Please comment

We always try to follow the deadlines established in the workplan.

2nd Evaluation: Very high (3/6), High (2/6), Medium (1/6), Low (0/6)

Level of commitment

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high X 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Please comment

We are investing much more than the planned time and resources budget.

We are regularly present in our internet forum and actively participate to it also initiating new questions / discussions.

All the partners from different countries had been collaborating with their best, and we are getting almost all the objectives of our project.

As the consolidated work plan is a guideline for the tasks, steps and deadlines that each partner has to undergo, the Ro team, learning from mistakes, trying to reach the standards imposed by the project, has tried to keep the pace with the other partners, recuperate, follow and achieve the parts that were under its responsibility. Although sometimes, during the project, due to the multiple changes that occurred in the team structure, some of the tasks planed for the Ro team were delayed, in the end, they were achieved and the project could continue without having to suffer any major changes. The positive aspect in facing the difficulties encountered during the implementation of the project was the interest and endeavour of the Ro team to have all the tasks mentioned in the work plan fulfilled in spite of the delays or problems encountered in the administrative and human resources departments. This situation has enriched the experience and also have emphasised possibilities of finding solutions when confronted to crises.

Consolidated work plan or in our case also Action plans are being established on each meeting. We are trying to plan the following activities. But the execution of agreed tasks varies depending on the complexity of the task and its importance. Sometimes we have to finish a task to be ready to move on.

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Therefore, the delays are being added to each other. Nevertheless all the tasks are going to be executed.

To what extent are partners committed to the project?

1st Evaluation: Very high (1/3), High (2/3), Medium (0/3), Low (0/3)

Level of commitment

1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low

2nd Evaluation: Very high (4/5), High (1/5), Medium (0/5), Low (0/5)

Level of commitment

<u>1 Very high</u>	2 High	3 Medium	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low
X 1 Very high	2 High	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low

To what extent are partners developing mutual trust and positive attitude within the international project team?

1st Evaluation: Very high (2/4), High (1/4), Medium (1/4), Low (0/4)

Level of trust and positive attitude

<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	2 High	<u>3 Medium</u>	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low

2nd Evaluation: Very high (5/6), High (0/6), Medium (1/6), Low (0/6)

Level of trust and positive attitude

<u>1 Very high</u>	2 High	3 Medium	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	2 High	<u>3 Medium</u>	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low
X 1 Very high	2 High	3 Medium	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low

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If there are any reservations and/or comments on the questions above, please write them here

2nd Evaluation

The partnership has been good because we have arrived to agreements in the team meetings and through the project forum

Commentary:

1st Evaluation

The level of commitment to Consolidated work plan is mainly seen as high (1 x Very high, 2 x High, 1 x Medium). This observation is referring to taking into consideration the deadlines which were set up for pending activities.

The partners assess themselves as committed to the project. Only three answers have been given, two of them valued the level of commitment as High, and one as Very high.

The development of mutual trust and positive attitude was also on high level (2 x Very high, 1 x High, 1 x Medium).

From these data we can establish that the transnational partnership is on the very high level.

2nd Evaluation

Even though partners are committing time and resources close to the very high extent (Very high (3/6), High (2/6), Medium (1/6), Low (0/6)), investing more than the budget is covering, it was hard to keep up with Consolidated work plan all the time. Very ambitious Consolidated work plan and Action plans are being discussed and prepared at the team meetings, as well as in our internet forum, but the execution of agreed tasks were sometimes delayed. One of the reasons for that is that the tasks are tightly interwoven and the delays are being added up during course of the project. Besides that, some national teams have suffered changes in their staff. Nevertheless, all the planned tasks were executed. Partners have been collaborating to their best, and have been committed to the project nearly to the greatest extent (Very high (4/5), High (1/5), Medium (0/5), Low (0/5)). Sometimes the occurring problems caused the tensions within international partnership, but the crisis has, as it seems, strengthened mutual trust and positive attitude within the international project team (Very high (5/6), High (0/6), Medium (1/6), Low (0/6)).

Commentary on both evaluations

Even though partners are committing time and resources close to the very high extent, investing more than the budget is covering; it was hard to keep up with Consolidated work plan all the time. Very ambitious Consolidated work plan and Action plans are being discussed and prepared at the team meetings, as well as in our internet forum, but the execution of agreed tasks were sometimes delayed. One of the reasons for that is that the tasks are tightly interwoven and the delays are being added up during course of the project. Besides that, some national teams have suffered changes in their staff. Nevertheless, all the planned tasks were executed.

Partners have been collaborating to their best, and have been committed to the project nearly to the greatest extent, which was increased in time.

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Sometimes the occurring problems caused the tensions within international partnership, but the crisis has, as it seems, strengthened mutual trust and positive attitude within the international project team. The results evidently show that the mutual trust and positive attitude were present and they were also getting stronger with the end of the project approaching.

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 Supplement 7.3. Evaluation of Products – their relevance and applicability

1st Evaluation

To what extent is the product relevant to your needs?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

To what extent is it relevant to other promoters of LLL who you know but in other institutions?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

If you have already used it – To what extent did it help your in designing other products of the project (LLW plan, model, and training of co-ordinators)?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

If you have already used it – How likely are you to use it again in other projects?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

To what extent would you be able to recommend it to other professionals?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

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1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

If you have not used it yet – How likely are you to use it in your work lately ?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

To what extent have you contributed to this product?

Level of contribution

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Did the product release any innovation in your work?

Yes, it did. I find it innovative to have all of the important documents on my reach whenever I feel like.
Also good communication is crucial for undisturbed continuation of the project, and this was made possible with our tool.

Manual: the knowledge gained through the exchange with the project partners brought/will bring some innovations in my work

Nat. report: Not really innovations, but a better overview and deeper knowledge on international LL practice and policies; good new ideas from different experiences

Yes, especially the Manual, promotional materials, good practices of the partners and national reports

To organise LLW activities co-ordinated with other European countries

The possibility to training specialised co-ordinators to organise these festivals.

Are you doing anything differently as a result of this product?

I think that communication is better as it would be without the tool. Also I can access the important material from my home or wherever. Further on, all the partners are notified when something new is added on the website, which also saves bits and pieces of time.

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If I will be asked to organise a LLW I will put a great focus on the need/importance of involving participants and on the European dimension as we defined it in the meeting in Bonn. I now studied well the national strategies on LL so that I can better use this knowledge in debates with decision makers

For the needs of the training of the LLL co-ordinators we have elaborated a shorter version of the Manual (translated into Bulgarian) with emphasises on key-aspects of the content. Additionally we have created a questionnaire for LLL co-ordinators, participated in the training sessions. During the training sessions we have discussed on the posters of the Bulgarian LLW.

When the LLW program will be concreted, it will begin, for the first time, the LLW in Spain.

If there are any reservations and/or comments on the questions above, please write them here

Manual and Nat. Report are in my opinion very different products: this makes it difficult to judge the impact of them together. In the first part of questionnaire 3.1 I missed a middle range very much (something between Medium and High)

Commentary

The co-ordinators of the project have not been thorough enough when explaining that this questionnaire was intended for each of the outputs of the project or those that the team agreed on that should be evaluated. Therefore partners have evaluated different outputs namely, the communication tool, the manual and national reports. This is the reason that this evaluation of products can not be performed as it was intended. Still we can offer some general views and observations regarding our products.

We can surely say that the mentioned outputs are more relevant for our own work than for the other promoters of lifelong learning. We expect to higher the impact of our products outwards with the dissemination which have just started. The products are useful for our further work and will be used again in other projects. The quality of our products is not under question for the partners would be quite ready to recommend it to other professionals. All the partners have contributed to the mentioned products.

The products foster the innovativeness in our work and change positively the approaches to our work.

2nd Evaluation

LLW MODELS (Q 3.1.1)

To what extent is the product relevant to your needs?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high X 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (2/6) High (2/6) Medium (2/6) Low (0/6)

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To what extent is it relevant to other promoters of LLL who you know but in other institutions?

Level of importance

1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	2 High	<u>3 Medium</u>	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	X 2 High	3 Medium	4 Low
1 Very high	2 High	<u>3 Medium</u>	4 Low

Very high (1/6) High (3/6) Medium (2/6) Low (0/6)

If you have already used it – To what extent did it help your in designing other products of the project (LLW plan, model, and training of coordinators)?

Level of importance

<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	X 4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low

Very high (2/5) High (2/5) Medium (1/5) Low (0/5)

If you have already used it – How likely are you to use it again in other projects?

Level of importance

1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	X 2 High	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low

Very high (0/5) High (5/5) Medium (0/5) Low (0/5)

To what extent would you be able to recommend it to other professionals?

Level of importance

<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low
1 Very high	<u>2 High</u>	3 Medium	4 Low
<u>1 Very high</u>	2 High	3 Medium	4 Low

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1 Very high X 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (3/6) High (3/6) Medium (0/6) Low (0/6)

If you have not used it yet – How likely are you to use it in your work lately ?

Level of importance

1 Very high **2 High** 3 Medium 4 Low

Very high (0/1) High (1/1) Medium (0/1) Low (0/1)

To what extent have you contributed to this product?

Level of contribution

1 Very high 2 High 3 Medium 4 Low

1 Very high **2 High** 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (5/6) High (1/6) Medium (0/6) Low (0/6)

Did the product release any innovation in your work?

-The LLW model had released a more clearer structure of the activities, a more easier planning of activities and delegating of responsibilities among much more partners

We have established some guidelines to follow in the Lifelong Learning Weeks that could be organised in a future in Spain

Not really innovations, but a better overview and deeper knowledge on international LL practice and policies; good new ideas from different experiences

It helps us to make a reflection about our reality, and to planning better our I Festival LLL / AE in Spain.

It gives a *structured* and a *clear image* about the Ro LLW. It gives the *frame* and *stand point* of the LLW at present. It is also *a record* of the LLWs that have been organised so far in Ro, the history of the LLW, as it is, as a result of 4 years experience, since the event has been implemented.

Not to the greatest extent. The thing is that SI team has this output prepared for years and it is being constantly improved. It hopefully has much more impact on other partners work, who did not have this output before.

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Are you doing anything differently as a result of this product?

Using the LLW Model we have started much earlier with the preparation of the next LLW, as well as the conversations with the media representatives.

Yes, doing this information to some European professionals that had asked us for information to the Spanish Model of Festival LLL / AE.

The product emphasizes the aspects that can be changed, completed, maintained, which actually is the future work of the team.

It is useful as a tool for publishing purposes, in order to inform on and disseminate the Romanian LLW both in Ro but also at the international level.

Not really. The reasons are described above. It is worth mentioning that partners have contributed in a development of the product and it has been developed lately.

If there are any reservations and/or comments on the questions above, please write them here

The National LLW model is a quite new product and it was spread at this point only among the project partners.

It is a contribution to the strengthening of the LLW movement in Germany and to help the international know how exchange.

Thank to the developed LLW model structure the models of different countries are better comparable.

For the question 4, the answer refers to the projects that have the LLW as main topic.

LLW COORDINATORS NETWORK (national, regional, local) (Q 3.1.2)

To what extent is the product relevant to your needs?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high **2 High** 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (3/5) High (2/5) Medium (0/5) Low (0/5)

To what extent is it relevant to other promoters of LLL who you know but in other institutions?

Level of importance

1 Very high 2 High 3 Medium 4 Low

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1 Very high **2 High** 3 Medium 4 Low
 1 Very high **2 High** 3 Medium 4 Low
 X 1 Very high 2 High 3 Medium 4 Low
 1 Very high 2 High 3 Medium 4 Low

Very high (1/5) High (4/5) Medium (0/5) Low (0/5)

If you have already used it – To what extent did it help your in designing other products of the project?

Level of importance

1 Very high 2 High 3 Medium 4 Low
 1 Very high **2 High** 3 Medium 4 Low
1 Very high 2 High 3 Medium 4 Low
 X 1 Very high 2 High 3 Medium 4 Low
1 Very high 2 High 3 Medium 4 Low

Very high (5/5) High (1/5) Medium (0/5) Low (0/5)

If you have already used it – How likely are you to use it again in other projects?

Level of importance

1 Very high 2 High 3 Medium 4 Low
 1 Very high **2 High** 3 Medium 4 Low
1 Very high 2 High 3 Medium 4 Low
 X 1 Very high 2 High 3 Medium 4 Low
1 Very high 2 High 3 Medium 4 Low

Very high (3/5) High (2/5) Medium (0/5) Low (0/5)

To what extent would you be able to recommend it to other professionals?

Level of importance

1 Very high 2 High 3 Medium 4 Low
 1 Very high **2 High** 3 Medium 4 Low
 1 Very high **2 High** 3 Medium 4 Low
 X 1 Very high 2 High 3 Medium 4 Low
1 Very high 2 High 3 Medium 4 Low

Very high (3/5) High (2/5) Medium (0/5) Low (0/5)

If you have not used it yet – How likely are you to use it in your work lately ?

Level of importance

1 Very high 2 High 3 Medium 4 Low

To what extent have you contributed to this product?

Level of contribution

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (3/5) High (2/5) Medium (0/5) Low (0/5)

Did the product release any innovation in your work?

- It was for a first time that we trained the coordinators with the help of the special Manual

We have been able to define a training method for the LLW co-ordinators.

It helps a lot to work with local, regional, and national coordinators to prepare their collaboration in the I Festival LLL / AE in Spain.

Due to this product we have:

A consolidated network of regional/local coordinators
Clear responsibilities/tasks of the coordinators (national/regional/local) towards each other and also regarding the work they have to undertake individually
The regional/local coordinators as multipliers in their region (there are already other institutions which are interested in becoming providers of LLW)
Local teams have their own network of institutions/agents that are working with in organizing LLWs
A data base with the regional/local coordinators, AE institutions, education institutions from the formal system of education, economic agents, national/regional/local authorities, chambers of commerce, agents from different fields who support LLWs, etc.
A common strategy (objectives, target groups, etc.) in developing the LLW according to national/regional/local needs and also according to European demands and standards
The network is also active, apart of the LLW project, for the experience exchange and know-how transfer between the members regarding projects, activities, useful information and news, materials, etc. on other topics concerned with LLL and AE. This aspect is very important for the development of the network itself on the general level but also at the level of the institutions themselves

Network of coordinators has been established in Slovenia for some time now and is constantly being widened. Therefore, not any big innovations for our team.

Are you doing anything differently as a result of this product?

We have started the training of the LLW co-ordinators in Spain

Go on working as a network

The main difference compared with the previous years is the common strategy in organizing LLW, the common effort in building an identity for the LLW as well as for the AE institutions and also the recognition of the importance AE institutions play towards the society and different categories of people who need further education.

On the other hand, the consolidated network is the basis for the further development/extension of the network by creating and welcoming new Adult Education Centres within the framework of the net which will benefit from the experience already accumulated.

We are widening the network and that is it.

If there are any reservations and/or comments on the questions above, please write them here

Germany wasn't supposed to train LLW coordinators

MANUAL (Q 3.1.3)

To what extent is the product relevant to your needs?

Level of importance

<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
X 1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low

Very high (3/6) High (3/6) Medium (0/6) Low (0/6)

To what extent is it relevant to other promoters of LLL who you know but in other institutions?

Level of importance

<u>1 Very high</u>	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
X 1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low

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Very high (3/6) High (3/6) Medium (0/6) Low (0/6)

If you have already used it – To what extent did it help your in designing other products of the project?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (4/6) High (1/6) Medium (0/6) Low (1/6)

If you have already used it – How likely are you to use it again in other projects?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (2/6) High (2/6) Medium (2/6) Low (0/6)

To what extent would you be able to recommend it to other professionals?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (4/6) High (2/6) Medium (0/6) Low (0/6)

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To what extent have you contributed to this product?

Level of contribution

1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
X 1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low

Very high (3/6) High (3/6) Medium (0/6) Low (0/6)

Did the product release any innovation in your work?

First step: An approbation with the original Manual was made with the coordinators;

Second: Modifying of the Manual according to the specific Bulgarian needs and with the aim to be more operative

The Manual constitutes itself an innovation because in Spain there was not any document which included some guidelines to follow for the co-ordinators in the LLW

We already had a German Manual for the organisation of LLW.

The innovation brought through the common Manual is the international dimension and the integration of international experience and know how.

It helps to inform local, regional, and national coordinators to prepare their collaboration in the I Festival LLL / AE in Spain

The manual as a joint work of the partners, comprises the experience in running LLWs in the participating countries, and it sets new standards and working methods in preparing, organizing, running and evaluating the LLW event. There are 3 innovative aspects the product implies:

As one of the goals of the National Association is to widen and strengthen the network of LLW providers in the country, this tool is very useful and important for the implementation of the LLW in other institutions/places than the ones that already offer such an event.

Since the product is used within the network, it also provides a coherent strategy at the local, regional and national level.

It provides a more complete and complex method in approaching the LLW.

In other words, the two direct beneficiaries of the innovation that the manual offers are on the one hand the National Association (in implementing the LLW and working with the network) and on the other hand the providers of the LLW (structured strategy, renewed methodology).

It did. It comprises all the experience gained through the years from Slovenia, as well as from other partners, which were finally put into hard form.

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Are you doing anything differently as a result of this product?

- Publishing of the modified version of the Manual

We have started the training of the LLW co-ordinators in Spain

As a former LLW organisator I was aware of the international dimension of the LLW movement before the LLW5-project started. IIZ DVV supports the implementation of LLW world wide.
 The project and its products helped to spread this awareness among providers, to include this aspect in the concrete planning of LLW and to support the building of networks.

FEUP have make the translation to Spanish of this manual to facilitate their use in Spain.

There are positive changes regarding the organization of the LLW at the national/regional/local level

Follow clear steps in preparing, organizing and running the LLW on the 3 levels

Clearer distribution of the tasks

A more professional and efficient approach in working and communicating with the network

Clearer distribution of the tasks

New objectives for LLW which follow European standards regarding Adult Education

Implementation of new activities according to the examples of good practice

Well, it is hard to say really differently, but more efficiently for sure.

ICT OUTCOMES (Q 3.1.4)

To what extent is the product relevant to your needs?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (3/6) High (3/6) Medium (0/6) Low (0/6)

To what extent is it relevant to other promoters of LLL who you know but in other institutions?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

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1 Very high 2 High 3 Medium 4 Low

Very high (3/6) High (2/6) Medium (1/6) Low (0/6)

If you have already used it – To what extent did it help your in designing other products of the project?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High X 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (1/5) High (2/5) Medium (1/5) Low (1/5)

If you have already used it – How likely are you to use it again in other projects?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (3/6) High (1/6) Medium (1/6) Low (0/6)

To what extent would you be able to recommend it to other professionals?

Level of importance

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

X 1 Very high 2 High 3 Medium 4 Low

1 Very high 2 High 3 Medium 4 Low

Very high (3/6) High (2/6) Medium (0/6) Low (0/6)

If you have not used it yet – How likely are you to use it in your work lately ?

Level of importance

1 Very high 2 High 3 Medium 4 Low

Very high (0/1) High (1/1) Medium (0/1) Low (0/1)

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To what extent have you contributed to this product?

Level of contribution

1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low
1 Very high	2 High	X 3 Medium	4 Low
1 Very high	2 High	3 Medium	4 Low

Very high (1/6) High (2/6) Medium (3/6) Low (0/6)

Did the product release any innovation in your work?

We enriched our working culture with some new ICT products and implemented the experience from the project partners

The ICT tools have been useful because it has been possible to work with a virtual forum and because we could include some documents and project results in the web-site

We receive a big amount of communications by e-mails

The product is a very important and useful tool in communication and working throughout the project with the LLW team, for the evaluation of the project, dissemination and also information of the interested ones who want to be acquainted to the project, LLW teams, outputs and products, other materials related to LLW and LLL that have been elaborated during the project.

The virtual space facilitated by the ICT tools has brought all the partners together and has been compensating the geographical distance between the countries. It has also improved the personal skills by using ICT tools and helped in being more familiar to this field particularly applied to professional work.

It did. To the greatest extent. All the sub-outcomes of the ICT outcomes are needed and important. Web site, Forum, Web calendar, E-bulletin have all their specific functions within our project. Web site and E-bulletin have their reasons in disseminating our findings and proceedings to the professional field, and they do not raise any special innovativeness. On the contrary, Forum and Web calendar are innovative. Forums as such were used before, but it is an innovation (at least for us) to have it for internal communication for the project. We can not really imagine what course the project would take without our Forum. Much more delays, we suppose. Web calendar is an innovation by itself. It provides registration of all providers of LLW events and practical, user friendly, information to participants of the same events. It also offers solid ground for evaluation of the above mentioned events. All these bring many changes in organisation of the LLW, and also to its impact on target groups.

Are you doing anything differently as a result of this product?

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The ICT-based products made our work in the project framework more easier and created it more attractive.

For us has been the first time that we have been able to introduce some evaluation questionnaires through Internet

Not yet

The whole structure of the communication, working methods and working in a network has changed due to the implementation of this product, not only particularly in this project, but also in other fields of our work. The project has imposed a new European standard and once this standard has become an accustomed way of working, it is hard to take a step behind and ignore the improvements that have resulted due to the tools used. In this respect, the intention of the Ro team is to keep this standard for the future and take practical steps in implementing it in the future work.

Of course. The ICT tools brought many changes in management of the project, especially on the field of monitoring, evaluating, and disseminating. ICT tools enable more fluent, regular and faster, not to mention cheaper, communication. Besides that all the communication is available all the time on the internet and accessible from wherever. The posts can be grouped by the output or theme.

If there are any reservations and/or comments on the questions above, please write them here

Web page: our web page is an important dissemination tool and the home of our communication forum

E-Bulletin: our Bulletin is interesting and grafically very beautiful. In my opinion the efforts for its publication are too high compared to the results. We may instead have developed a more intercommunicative web page.

Calender of events: It was developed too late for us and only in English so that we couldn't use it.

The Slovenian team have made a good work preparing the Web page.

Commentary:

Unfortunately for the first evaluation, the coordinators of the project have not been thorough enough when explaining that questionnaire was intended for each of the outputs of the project or those that the team agreed on. Therefore partners have evaluated different outputs namely, the communication tool, the manual and national reports. This is the reason that this evaluation of products can not be performed as it was intended. Still we can offer some general views and observations regarding our products gained from the first evaluation.

In spite of just mentioned deficiency we can surely say that the mentioned outputs are more relevant for our own work than for the other promoters of lifelong learning. We expect to higher the impact of our products outwards with the dissemination which has just started at the time (May 2003). The products are useful for our further work and will be used again in other projects. The quality of our products is not

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under question for the partners would be quite ready to recommend it to other professionals. All the partners have contributed to the mentioned products. The products foster the innovativeness in our work and change positively the approaches to our work.

We have evaluated four of our products as planned in the project proposal. These are: LLW model, Training of coordinators, Manual and ICT tools. On the second evaluation partners have used the same questionnaire for all four so they could be compared. First, we will take a look at the comparison of the products evaluated and then we will concentrate to each and every one of them and try to assess the innovativeness of it and the changes within work practice that the product has affected.

To what extent is the product relevant to your needs?

Training of coordinators	Very high (3/5), High (2/5), Medium (0/5), Low (0/5)
Manual	Very high (3/6), High (3/6), Medium (0/6), Low (0/6)
ICT tools	Very high (3/6), High (3/6), Medium (0/6), Low (0/6)
LLW model	Very high (2/6), High (2/6), Medium (2/6), Low (0/6)

Following the results of the questionnaires, partners have assessed that all the evaluated products are relevant to our needs. Anyhow, training of coordinators seems to be the most relevant. Manual and ICT tools are close by and LLW model at the end.

To what extent is it relevant to other promoters of LLL who you know but in other institutions?

Manual	Very high (3/6), High (3/6), Medium (0/6), Low (0/6)
Training of coordinators	Very high (1/5), High (4/5), Medium (0/5), Low (0/5)
ICT tools	Very high (3/6), High (2/6), Medium (1/6), Low (0/6)
LLW model	Very high (1/6), High (3/6), Medium (2/6), Low (0/6)

The products are also relevant for other promoters of LLWs, but to a slightly lower extent. Partners are of opinion that the Manual and training of coordinators are the most relevant for others, but also ICT tools and LLW model are relevant and could be of some use.

To what extent would you be able to recommend it to other professionals?

Manual	Very high (4/6), High (2/6), Medium (0/6), Low (0/6)
Training of coordinators	Very high (3/5), High (2/5), Medium (0/5), Low (0/5)
LLW model	Very high (3/6), High (3/6), Medium (0/6), Low (0/6)
ICT tools	Very high (3/5), High (2/5), Medium (0/5), Low (0/5)

Partners feel that other professionals in the field could also be interested in products of the project and would use them. We could also understand these answers as the products are of certain quality and we would recommend them for their work. Here, the Manual would be the first in line to be recommended, with all other evaluated outcomes being very close. All the products would have been recommended to other professionals close to a very high extent.

The evaluated products were useful for execution of our project, but they are seen as useful also for other experts on our field. Regarding the results, some of them are even more interesting for others than for us. This is the case especially with LLW models which are seen as more useful for other professionals than for us. On the other hand, ICT tools are more useful for us than others. The last statement is quite surprising for we have mentioned how useful the ICT tools are for the communication of the project.

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To what extent did it help your in designing other products of the project (LLW plan, model, and training of co-ordinators)?

Training of coordinators	Very high (4/5), High (1/5), Medium (0/5), Low (0/5)
Manual	Very high (4/6), High (1/6), Medium (0/6), Low (1/6)
LLW model	Very high (2/5), High (2/5), Medium (1/5), Low (0/5)
ICT tools	Very high (1/5), High (2/5), Medium (1/5), Low (1/5)

The products were in close connection to each other. They were being intertwined, so producing one was helpful in producing another. This was especially the case with training of coordinators, but also with the Manual and LLW model. ICT tools were not seen as helpful as the others.

How likely are you to use it again in other projects?

Training of coordinators	Very high (3/5), High (2/5), Medium (0/5), Low (0/5)
LLW model	Very high (0/5), High (5/5), Medium (0/5), Low (0/5)
Manual	Very high (2/6), High (2/6), Medium (2/6), Low (0/6)
ICT tools	Very high (3/6), High (1/6), Medium (1/6), Low (0/6)

Partners think that products will be useful for them also in other projects. They especially value the training of coordinators, which stands out. LLW model and the Manual were graded the same, while ICT tools are not seen as useful for other projects.

To what extent have you contributed to this product?

LLW model	Very high (5/6), High (1/6), Medium (0/6), Low (0/6)
Training of coordinators	Very high (3/5), High (2/5), Medium (0/5), Low (0/5)
Manual	Very high (3/6), High (3/6), Medium (0/6), Low (0/6)
ICT tools	Very high (1/6), High (2/6), Medium (3/6), Low (0/6)

Partners mostly feel that they have contributed to each of the products nearly to the greatest extent. The only exception is ICT tools, which was the responsibility of SI partner and has therefore contributed the most.

In the last section we have answered two questions for each of the products. Those are: *Did the product release any innovation in your work?* and *Are you doing anything differently as a result of this product?*. Here are the comments of our international team.

LLW model

Partners of the project have frequently mentioned that LLW model offers them a much clearer structure, better overview and deeper knowledge of the activities used for organisation of LLW, both nationally and internationally. This, as a consequence, enables better and easier planning of activities and delegating the tasks among partners because it contains history, present and future actions for LLW. LLW model is a good framework of activities that can be changed, completed, maintained and with that constantly improved. With LLW model we have started the preparation for the next LLWs much earlier. It is especially useful for publishing purposes and dissemination of information to European professionals and media representatives.

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Training of LLW coordinators

Training of LLW coordinators is a training method for the LLW coordinators, which was executed in each of the countries, except in Germany, which was anticipated also in project proposal. With the training our national networks are being or established for the first time, or widened and strengthened, which is the case in countries, where LLWs were organised before. The training is revealing clear responsibilities and tasks of the national/regional/local coordinators, thus constructing a consolidated network and a data base of coordinators that are familiar with a common strategy (objectives, target groups, etc.) in developing the LLW. The established networks are also active in exchanging experience and know-how beyond our project that is also on other topics concerned with lifelong learning and adult education.

Manual

Manual itself was a complete innovation for those, who are organising LLW for the first time. On the other hand, some countries produced it and used it before. Nevertheless, the common Manual, produced within the project, comprises the international dimension and the integration of international experience and know-how. In the Manual the interested one can find the standards and working methods for preparing, organising, executing and evaluating the LLW event. It informs coordinators how to prepare their collaboration and it provides a coherent strategy at the local, regional and national, as well as on the international level. With the Manual the planning and the organization of LLW is much more efficient and concrete.

ICT tools

ICT tools consist of four products: Web site, E-bulletin, Forum and Web calendar. Web site and E-bulletin have their reasons in disseminating our findings and proceedings to the professional field and interested individuals. Forum and Web calendar are seen as innovative although forums as such were used before, but it is an innovation (at least for us) to have it for internal communication for the project. Web calendar is an innovation by itself. It provides registration of all providers of LLW events and practical, user friendly, information to participants of the same events. It also offers solid ground for evaluation of the above mentioned events. All these bring many changes in organisation of the LLW, and also to its impact on target groups. It has also improved the personal skills of some partners by using ICT tools and helped in being more familiar to this field particularly applied to professional work.

The ICT tools brought many changes in management of the project, especially on the fields of monitoring, evaluating, and disseminating. They enable more fluent, regular and faster, not to mention cheaper, communication between partners. Besides that all the communication is available all the time on the internet and accessible from wherever. ICT tools impose a new European standard and which is changing our work for the future. E-Bulletin is seen as interesting and graphically very beautiful, even though some partners are of opinion that the efforts for its publication are too high compared to the results.

Supplement 7.4. The results of communicative discussion group

The communicative discussion group was held on 27 August 2004, at our team meeting in Mangalia, Romania. 11 international team members were taking part in this discussion moderated by Sergio Gonzales from CREA. It is worth mentioning that this was just a practical presentation of how communicative discussion groups should be organised so each of the partners could use the method themselves. The communicative discussion group lasted for one hour with all the partners taking active part in the discussion and therefore contributing to its results.

The theoretic background of the communicative discussion group was presented to the partners already on our team meeting in Barcelona. In communicative discussion group it is crucial that all the partners take part in these discussions to get as various aspects on the same debated issues as possible. Besides that, the establishment of agreement between partners is very important, as well as execution of egalitarian dialogue. Our main goal was to learn about the communicative discussion group itself, to learn about its process.

The objective of the discussion group was to discuss and validate the different aspects of the data gained with evaluation performed with questionnaires. The moderator put forward some suggestions for the discussion, but they were only the suggestions. As the communicative discussion groups are democratic, partners were invited to put forward the issues that they find important.

We have started with the reflection on the influence of our project on LLW movement in Europe. We were interested in what has changed in last 2-3 years, what is the difference between before and now? Another interesting point of discussion was the impact of the project on our national festivals.

The impression is that the countries, where the LLW is quite recent practise were trying to address mainly professionals as target groups, and not also the unprivileged, or marginalised.

Last year the Romanian partners have tried to multiply the event on the national level, especially at the places where there is no adult learning as such. Establishing cooperation with different regional centres, different chambers and private institutions around the country, and therefore strengthening their national network was their primary goal. They will try to achieve better contacts with national and local authorities in order to receive more funds for the organisation of the event.

In Slovenia there are two traditional meetings per year with national providers and coordinators order to talk to them, to give them the instructions, latest information, and so on. On the next meeting in September 2004, we are going to talk about how to reach not only the learners, as they usually already are the participants, but also those that do not participate, those that do only rarely go out and take part in private life. The different providers will for sure have to say a lot about that, especially those that have experience on this issue. One Slovenian Folk school, for example, is visiting people at their houses, talk to people, in order to keep them posted about the developments, as they do not have the internet connection and they are not able to get our e-news.

In Germany they are not the national coordinator of the LLW. LLW in Germany are organised in regions. The most important LLW goals in Germany are that they increase the number of learners and to develop innovative approaches in learning.

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For Bulgaria it is very important that they are taking part in international, EU project, which is bringing lots of new know-how and expertise in their country, since they were dealing with the LLW only on national level. International partnership is making their efforts in promoting LLW a bit easier not only in a relation with participants, but also with decision makers, as the international arena seems to be more convincing. Their LLW is a gathering of different providers, from different geographical areas, but also from different professional fields. The LLW is the only project in Bulgaria that is uniting various types of institutions together with a common goal. They find LLW as a good promotion of lifelong learning in Europe. The work in the project has enriched their attitudes and their expertise concerning LLW. At the same time they have developed many skills, team skills, and learn about project management and time management.

Also Switzerland values working in international environment. We can say that all the European countries have the same "needy" target groups: illiterate people, under qualified people, unemployed people. Reaching all these different target groups could be a project by itself, where we will deal only with how to reach all these target groups.

Next aspects that the communicative discussion group has taken under investigation were in connection with the structure of the project namely, clarity of objectives, innovative aspects of the project, the most important new knowledge that we gained... Some suggestions given by the moderator were: How to continue our work on LLW in all our countries? How the new acquired knowledge will be used in our own national realities? What our institution can do in order to support and promote the LLW movement in Europe and the benefits?

The impressions about the collective event and the first LLW in Spain were put forward. Especially impressing was the level of involvement, the active participation on the Congress of Tertulias, reading circles. A lot of the participants were trying to express their views and were very confident when doing that. The reasons for such active participation listed by the partners were: the Spaniards are more talkative than most of European nations; members of the reading circles are used to express their views and opinions in the circles already, where the main activities are reading and debating what was read; people in Spain are supported by professionals and professors that come from institutions like CREA and different associations, that are visiting them in the groups and helping and teaching them how to express their views and opinions, how to gain self-confidence; in Spain there is a tradition of big events, conferences, called Trijornadas, where professors, practitioners and participants meet and exchange their knowledge, but also their wishes in order to make possible their better cooperation.

The national LLW movement can be supported in many ways. It is important to keep on working in various European and even maybe world projects, to take part in different conferences around the world, to become a part of different networks on different levels.

The question was raised also about the equality among all the partners because some partners, one of them, have mentioned in the questionnaires that we are not all treated equally. The partners have put forward the following opinions on the posed question: there is a big difference in language skills, causing that those with weak language skills need more time to express themselves in written form, as well as they need more time to read all the new information – we, adult education experts, should be aware of the differences among people and respect different learning styles and different skills; when creating European projects in general, we should try to decrease the workload devoted for

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workpackages and outputs, and use that time for discussions and sharing experience; each of the partners have their own way of dealing with the work and we all manage our time and work differently, so there could be more trust invested in all the partners, that work, they are responsible for, will be done as promised.

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Supplement 7.5. Evaluation of partnership meetings

(a) 5.1 Ljubljana, October 2002

2.5.1.1 Programme

October 11	Arrivals	
October 12	1st Task Force Meeting	Implementing person(s)
9.00 – 10.30	Opening Introductions Our project Review of work plan – presentation, debate and agreements	Dr Vida A. Mohorčič Špolar All partners Olga Zvonka All partners
10.30 – 10.45	Coffee break	
10.45 – 12.45	Review of work plan – continuation Review of financial plan and project administration	All partners Olga
13.00 – 14.00	Lunch	
14.00 – 15.30	Presentation of common IC tools	Darijan and Franci
15.30 – 15.45	Coffee break	
15.45 – 17.00	Presentation of national reports on needs' analysis Debate and guidelines for synthesis report	Olga All partners
17.00 – 17.30	Evaluation of first meeting	All partners
October 13	1st Workshop	Implementing person(s)
9.00 – 10.30	International framework of the ALW/LLW movement Presentations of learning festivals	Zvonka All partners
10.30 – 10.45	Coffee break	
10.45 – 12.45	Aspects of national coordination and LLW planning Debate	Zvonka All partners
13.00 – 14.00	Lunch	
14.00 – 15.30	Identification of evaluation indicators – project related	Olga
15.30 – 15.45	Coffee break	
15.45 – 16.30	Identification of evaluation indicators – LLW related	Zvonka
16.30 – 17.00	Evaluation of second meeting	All partners
October 14	1st Day of LLW 2002	
11.00	Grand opening of LLW 2002	
13.00 – 14.00	Lunch	
	Afternoon free	
October 15	2nd Day of LLW 2002	
9.00 – 18.00	Visiting LLW venues	Darijan and Erika

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October 16	3rd Day of LLW 2002	Implementing person(s)
9.00 – 10.30	Identification of evaluation indicators – LLW related (continuation)	All partners
10.30 – 10.45	Coffee break	
10.45 – 12.45	Conclusions Guidelines for upcoming activities	Olga and Zvonka All partners
13.00 – 14.00	Lunch	
14.30 – 19.00	Visiting LLW venues	Darijan and Erika
October 17	Departures	

2.5.1.2 Evaluation analysis of the Ljubljana meeting

Evaluation of the 1st Task Force, 12 October 2002
 N=6

1.

Our project (Olga Drofenik)
 Overall rating: 4 (out of 4)

Comments:

I believe that the project is very interesting and can contribute a lot to organising of the lifelong learning in Europe.

Very clear and practical.

Review of Work Plan (Zvonka Pangerc Pahernik)
 Overall rating: 4 (out of 4)

Comments:

I think that this Review showed us a whole view of the project is very useful.

Draft plan project participative and very good plan of work.

Presentation of common IC tools (Darijan Novak & Franci Lajovic)
 Overall rating: 4 (out of 4)

Comments:

I think that you all have worked a lot regarding this point because the website is very elaborated.

We hope use it a lot. This instrument/tool is very well done.

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Presentation of national reports on Needs' Analysis (Olga Drofenik)

Overall rating: 3.33 (out of 4)

Comments:

That is a low rate because I have spent too much time. But the content of the session was very interesting. I'm sorry for the extensive time.

Very clear presentation. It will be interesting take account more national figures and dates.

2. What were your expectations of this course?

We are very glad to have the opportunity to learn about LLW, to share experiences and to contribute to the lifelong learning for all the people.

Learn from LLW developed in order to begin in Spain. Use/develop IC tools to promote this project activities, experiences.

To learn more about the experience of the other participants.

About some details in the project – I mean more information regarding the technology of implementation of the ideas of the project.

To know more about the project work plan, responsibilities, outputs and financial aspects. To learn about the situation regarding LL in other partner countries.

Exchange with partners about different experiences. Exchange with partners about policies in the different countries. Learn about the possibilities of e-communication among the project partners.

3. To what extent have these expectations been met?

I understand more about the meaning of LLW and the project. And I think we're really having a good time to share experiences and to discuss.

Initiation of learning about experiences and tools to develop LLW.

The information was interesting and representative.

Now I can say – it was enough, but maybe I will need more information after I'm back home.

Almost maximum. For the first category of expectation. English language and the synthetic approaches were the weakness of the presentations of the needs analysis.

My expectations have been met to a great extent. The point about "different policies" will be discussed also in the next days because of its extension.

4. Which session(s) did you find most useful?

I think the most useful was the review of workplan in order to understand the whole project.

Web, project plan.

Review of work plan.

Every session was useful, but I needed to know details about Review of work plan – how it will/can work.

Presentation of the workpackages.

Review of the work plan + Our project.

5. Which session(s) did you find least useful?

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All the sessions were useful, maybe the latest, the presentations of national reports because of extensive time spent by us.

None.

There was no such session.

I can not tell that a session was "least useful".

Presentation of National reports, just because of the lack of time.

6. Additional comments.

I would like to point out the good organisation. Thank you for all.

It's very interesting /dynamic group. We have "a little problem with the language".

Successful first step to the common work.

Perfect organisation at every session, every explanation was interesting for me, and useful at the same time.

Congratulations for the organisation and for this good forceful starting of the project.

It has been a very intensive and useful exchange. The overall organisation of the day and the contents presentation was very pleasant.

Evaluation of the 1st Workshop, 13 October 2002

N=6

1.

International framework of the ALW/LLW movement (Zvonka Pangerc Pahernik)

Overall rating: 3.83 (out of 4)

Aspects of the national co-ordination and LLW planning

Slovenia

Overall rating: 4 (out of 4)

Bulgaria

Overall rating: 3.5 (out of 4)

Germany

Overall rating: 3.67 (out of 4)

Romania

Overall rating: 3.33 (out of 4)

Identification of evaluation indicators – project related (Olga Drofenik)

Overall rating: 3.83 (out of 4)

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Identification of evaluation indicators – LLW related (Zvonka Pangerc Pahernik)

Overall rating: 3.83 (out of 4)

Aspects of national co-ordination (All partners)

Overall rating: 3.67 (out of 4)

2. What were your expectations of this course?

Exchange/learn from other LLW experiences. Start to reflect about tools for (a) LLW and (b) our project.

Yes. We know more about LLW and different festivals. And we get a lot of documentation.

To learn about the experience of the partner countries and to start collecting ideas on the future work.

To understand the meaning and the organisation and the sense of the LLW.

(1) To exchange experiences regarding the LLW in the partner countries. (2) To commonly develop evaluation indicators.

To know more and to understand more about the practise of the partners in the area of LLW (and about the effects to create collaboration with the government institutions).

3. To what extent have these expectations been met?

All my expectations have been met to a great extent.

Yes. But it could be with more practical exercise in this group (practical activity in groups).

The work was successful.

I think I've understood it.

(1) 90%. (2) 100%. Because I understand that here were presented general indicators and we will have to develop the instruments for evaluation.

To what I wanted and could.

4. Which session(s) did you find most useful?

All the sessions were very important and full of information for the common and individual work.

All them.

Aspects of national co-ordination.

The two about evaluation indicators.

The presentation of the National experiences regarding LLW.

LLW planning, Identification of evaluation indicators.

5. Which session(s) did you find least useful?

All the sessions were very important and full of information for the common and individual work.

None.

No one.

None.

Can't say – everyone was important.

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6. Additional comments.

The workshop was very intense and full of very useful exchange. Very well organised and structured. The information was too much for the first meeting, It would be maybe easier to divide it into 3 parts: (1) what to know now, (2) what to prepare within ____ days at home; (3) what till the end of the first 3 months.

It was very interesting and intense work.

I expect to learn more about the financial aspect of the project. Can we have all the money for the per diem, or we can spend money for the per diem covered by the bills? I think we can not develop instruments for maintaining all the aspects presented in evaluation of LLW.

Evaluation of the 2nd Workshop, 16 October 2002

N=2

1.

Identification of evaluation indicators

Overall rating: 3.5 (out of 4)

Conclusions

Overall rating: 4 (out of 4)

Guidelines for upcoming activities

Overall rating: 3.5 (out of 4)

Comment:

Lack of complete overview of the time schedule (proposal: word for projects)

2. What were your expectations of 2nd workshop?

To find out information about the financial aspects. To find out exact deadlines for the work packages.

3. To what extent have these expectations been met?

100%

4. Which session(s) did you find most useful?

5. Which session(s) did you find least useful?

All

6. Additional comments.

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Table: Overview of daily evaluations, Ljubljana 12-16 October 2002

1	2	3	4	5	6	7	8	9
No.	Session	Date	Rating				No. of answers	Average score
	Title of the session		4	3	2	1		
1	Our project	12 Oct	6				6	4,0
2	Review of work plan	"	6				6	4,0
3	Presentation of common IC tools	"	6				6	4,0
4	Presentation of National reports	"	2	4			6	3,3
5	International framework of ALW movement	13 Oct	5	1			6	3,8
6	Aspects of the national co-ordination and LLW planning	"						
	SI		6				6	4,0
	BG		3	3			6	3,5
	DE		4	2			6	3,7
	RO		3	2	1		6	3,3
7	Identification of evaluation model and indicators-project related	"	5	1			6	3,8
8	Identification of evaluation model and indicators LLW related	"	5	1			6	3,8
9	Aspects of national co-ordination	"	5	1			6	3,8
10	Identification of project related evaluation indicators	16 Oct	1	1			2	3,5
11	Conclusions	"	2				2	4
12	Guidelines for upcoming activities	"	1	1			2	3,5

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Overall evaluation of the meeting

N=3

The extent to which each partner contributed to the event.

For this meeting SIAE has contributed most. It was normal for the coordinator to try their best to have a strong start of the project. Each partner has prepared and documented his presentation with the help, more or less, of the new technologies. Each partner brought ideas and contributed to the exchange and to the transfer of know-how.

My opinion is that every partner was very committed. A good atmosphere fostered everyone's contribution.

All the partners had the possibility to contribute and they have taken that chance. The co-ordinators were contributing the most which is normal for the first meeting where the project is to be presented.

The extent and quality of the intercultural dimension and the extent of opportunities for participants to share information about their own countries and national LLWs

The intercultural dimension was greatly developed during this meeting. We have changed a lot of impressions, information and experiences related to our countries, in general and especially LLWs events in our countries. We had enough opportunities to do this: in a formal context (the workshops) and the informal context: the breaks, during the evenings, during the free afternoon.

We use the time in the best way possible. A full week would have been better.

The opportunities for presenting the views were offered and all partners contributed to the exchange of information. The level of international co-operation was high and we succeeded to establish good cohesion within the group.

The extent to which a reasonable representation of participants from various countries has been achieved.

Slovenia - full adequate representation

Bulgaria - full, adequate representation

Spain - full, adequate representation

Germany - incomplete representation

Romania - incomplete representation, a national co-ordinator wasn't present, but the cause was the lack of the money. For ANCZEA it would have been adequately to start the activities after the money were received, but of course, the time table has requested to start the activities in October.

All partners have been represented.

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The partners from all countries were present at the meeting. There have been only one member of the team present from Germany and Romania. The Spanish partners from Madrid were absent the last day of the meeting because of their other responsibilities.

Organisation of the transnational event (clear planning, realistic timescales)

This meeting was very god planned. A lot of work has been done by the organisers. The timescales are very demanding but I think it is necessary for the good implementation of the project.

A detailed (?) clear and concrete planning of the transnational event wasn't possible, because other topics had the priority. We could agree on the further steps for the concrete planning.

The meeting was well prepared and the timescales were realistic. Nevertheless there was prolongation of some presentations because of the amount of information to be exchanged.

Effectiveness of content and appropriate range and balance of activities (appropriate content, related to the aims and objectives of the event; relevant mixture of activities e.g. workshops, social activities, free time).

I give you maximum points for punctuality. The content of the Task Force meeting and of the Workshops was appropriate, according to the objectives of this meeting. I would have liked to have 2 hours for lunch time because it was very difficult to concentrate very soon after the lunch. In generally it was a great mixture between the activities.

The content of all activities was very appropriate. We had very important topics to discuss and agree on, so that we all didn't care much about "free time". Related to the aims and objectives of the event the balance of activities was appropriate.

The effectiveness of the contents was hard to assure for there were so many information to present which is usual for the first meeting. I think the free time was a bit neglected for that reason, but some activities (the visits of LLW events) could also be considered as social activities as we were travelling around Slovenia and meeting people.

Effectiveness of the delivery by trainers, workshop leaders (trainers and leaders have the appropriate subject competence and knowledge, trainers and leaders are good communicators with the necessary language skills, trainers and leaders have the appropriate didactic experience for delivering professional development....).

The representatives of:

Slovenia had very good language skills, good knowledge and competencies, appropriate didactical experience

Bulgaria had very good language skills, good knowledge and competencies, appropriate didactical experience

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Germany had very good language skills, good knowledge and competencies, appropriate didactical experience

Spain had not very good language skills and not enough synthetic approaches

Romania had not enough experience regarding the organisation of LLW

I experienced all these skills and competencies. Because of the intensity of intellectual work, I would suggest to use also some "body" oriented methods to help keep concentration and energy.

I think all the partners gave their best at the meeting and we were able to learn from each other. The language was the problem every now and then, but it only caused that additional time was spent to reach some agreements.

Effectiveness of shared ownership of the event (the needs and expectation of participants have been taken into account, participants have the opportunity to contribute their own expertise)

I consider that I had enough opportunities to contribute my own experience and expertise during the workshops and during the Task Force meeting.

My expectations were almost entirely satisfied and taken into, the exception was visiting the LLW venues where I expected to find events for the public not specially for us.

All the participants felt to be working for the same common goal. Yes (for the needs and expectation of participants have been taken into account)

The needs and expectations of all participants were taken into account and they had the opportunity to contribute.

Quality of the mechanisms for evaluation

During the meeting we were involved in formative evaluation (at the end of each day) and sumative, overall evaluation (this questionnaire). The main method for evaluation was the questionnaire but it was also used the flash-light method, free discussion, etc.

I guess that these kind of open question make the final evaluation difficult. Multiple choice questionnaires (as the ones used the days before) may be more appropriate. I'm also not sure about the effectiveness of just 4 possible marks. 6 or 8 would maybe give differentiated, more complete picture.

The mechanisms for evaluation were prepared in consistence with proposals for EU projects and with former experience. Still the evaluations on all levels are considered as work in progress so the questionnaires are to be modified according to partners suggestions.

Provision and suitability of materials, resources and equipment (appropriate prior information being issued to participants; relevance and quality of materials issued during the event; sufficiency, range and

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suitability of other resources, including, where appropriate, ICT provision of support and assistance for technology users, the extent to which technology and other resources are used effectively and with innovation)

There were disseminated to the partners a lot of relevant materials related to the content of the meeting and of the project. Printed materials, combined with Power Point or Multimedia presentations had contributed to the success of the meeting.

Provision and suitability of materials, resources and equipment was more than appropriate and of high quality.

All of the above was on the highest possible level.

Quality and appropriateness of the domestic arrangements and the comfort factor (attention to practical details and catering; suitability of the working venue; quality of overnight accommodation, special requirements (dietary for example) being met).

The working venue (SIAE) was great, comfortable and adequate to the purpose of the meeting. Catering services during the break was very good. The over night accommodation was good. Special requirements (vegetarian) have been met.

The team of SIAE took a real “overall” care of the participants. This contributed to the success of the meeting to a great extent. The working venue was very comfortable. The only minus was the breakfast at the Hotel Park (very bad quality of food and no real coffee nor tea). The rooms themselves were perfect.

I think we have done everything within our power to meet the needs of participants in order to provide the best possible conditions for work. That goes for venue itself for it is well equipped and for the catering service as well.

Additional comment:

For the next meeting (!?) I would like to suggest that in the invitation should be stressed that at least one representative per country should stay during all the planned meeting days.

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(b) 5.2 Bonn, May 2003

2.5.2.1 Programme

May 09	Arrivals
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May 10	2nd Task Force Meeting – 1st day	Implementing person(s)
09:00 – 09:15	Opening	GE, SI
09:15 – 10:30	Introduction of the project partners	all
10:30 – 11:00	Task Force Meeting and Workshop Programme: Presentation and debate	all
11:00 – 11:30	Coffee break	
11:30 – 13:00	The European Dimension of LLW/LF	all
13:00 – 14:00	Lunch	
14:00 – 15:30	The European Dimension of LLW/LF	all
15:30 – 15:45	Coffee break	
15:45 – 17:15	The European Dimension of LLW/LF	all
17:15 – 17:30	Daily meeting evaluation	all

May 11	2nd Workshop – 2nd day	Implementing person(s)
09:00 – 11:00	Collective event	ES, all
11:00 – 11:30	Coffee break	
11:30 – 13:00	National LLW plans Reports on trained co-ordinators (BG, ES, RO)	ES, all
13:00 – 14:00	Lunch	
14:00 – 15:30	National reports Manual Web page	SI, all
15:30 – 15:45	Coffee break	
15:45 – 17:15	Collective event	all
17:15 – 17:30	Daily meeting evaluation	all

May 12	2nd Task Force Meeting – 3rd day	Implementing person(s)
09:00 – 11:00	Evaluation of LLW5	ES, all
11:00 – 11:30	Coffee break	
11:30 – 13:00	Evaluation of collective event	ES, all

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13:00 – 14:00	Lunch	
14:00 – 15:30	Monitoring and evaluation of our project	SI, all
15:30 – 15:45	Coffee break	
15:45 – 17:15	Monitoring and evaluation of our project	all
17:15 – 17:30	Daily meeting evaluation	all

May 13	2nd Task Force Meeting – 4rd day	Implementing person(s)
09:00 – 11:00	Dissemination: Collective event	GE, all
11:00 – 11:30	Coffee break	
11:30 – 13:00	Dissemination of project results	GE, all
13:00 – 14:00	Lunch	
14:00 – 15:30	Corporate image and media promotion E-bulletin: Discussion and next steps	BG, all
15:30 – 15:45	Coffee break	
15:45 – 17:15	Corporate image and media promotion Poster, leaflet: Discussion and next steps	SI, all
17:15 – 17:30	Daily meeting evaluation	all

May 14	2nd Task Force Meeting – 5th day	Implementing person(s)
09:00 – 11:00	Review of financial plan and project administration Preparation and outlines of the interim report	SI, all
11:00 – 11:30	Coffee break	
11:30 – 13:00	Consolidated project framework for the period June 2003 – June 2004	all
13:00 – 14:00	Lunch	
14:00 – 15:30	Guidelines for upcoming activities	all
15:30 – 15:45	Coffee break	
15:30 – 17:00	Guidelines for upcoming activities	all
17:00 – 17:30	Daily meeting evaluation Final overall evaluation of the meeting	all

May 15	Departures	
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5.2.1 Evaluation analysis of the Bonn meeting, May 2003

Number of filled in questionnaires: 9 (missing 1 from RO, 2 from FEUP, ES)

Number of participants at the meeting: 12

In the overall evaluation of the meeting, each partner expressed her/his feelings and satisfaction concerning the following topics:

Extent to which each partner contributed to the event,

Extent and quality of the intercultural dimension and opportunities to share information,

Extent to which a reasonable representation of participants has been achieved

Organisation of the transnational event,

Effectiveness of content and appropriate range and balance of activities,

Effectiveness of the delivery by workshop leaders

Effectiveness of shared ownership of the event (have the needs and expectations of participants been taken into account?),

Quality of evaluation mechanisms,

Provision of materials, resources and equipment as well as quality of the domestic arrangement and comfort of accommodation.

Contributions of individual partners were assessed to have been very engaged and active as each partner contributed to the event in accordance with her/his experiences and best possibilities (6 opinions out of 9). However, there were some problems that caused an imbalance in the contribution and communication among partners (5 opinions out of 9). Language problems (arose in Ljubljana already) had twofold effects: some partners were hampered in expressing their ideas, whereas others had difficulties with understanding ideas and proposals expressed by the former. Different standpoints regarding the understanding of project issues (activities and responsibilities of partners according to the project proposal, working procedures, deadlines - 8 months after the first meeting of the team in Ljubljana!) caused some problems as well, and narrowed the space for discussion and progress in designing, debating or finalising project outputs. This progress was needed urgently for two purposes: on one hand, members of the project team have been in need of these products for the designing and implementing of their LLWs, and on the other hand, according to the project timetable, outputs have to be ready for interim reporting to Brussels. The fixed roles assumed by partners at the meeting had similar effects: the Slovenian teams' products (which resulted from initial agreements at the 1st meeting in Ljubljana) became subject of discussion, which could have happened much earlier via forum - then participants would have been able to work more efficiently.

Most of the partners (8 out of 9) agreed that they had good opportunities – during the meeting itself, throughout free time activities (such as visiting the Koenigwinter and Bonn sightseeing) or when having informal meals and evening discussions - for intercultural exchange, and presenting and sharing of information about their countries. One partner felt that in discussions concerning LLW festivals the sharing of information was too narrow and reduced mostly to technical and organisational aspects which caused that the partner had difficulties in finding the “read thread” on what others were speaking about, and on what they are planning and dreaming of in the common project.

Most of the partners (8 out of 9) believe that a reasonable representation of participants from various countries has been achieved. Two partners suggested improvements for future work: first, less

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improved materials for the meeting should meet the needs of the project action plan, and second, the presentations of participants and countries should be extended to the impact of external factors, thus influencing the further development of LLW in each country. This would open up space for improving the sustainability of the project.

In evaluating the organisation of the transnational event, the question was misunderstood. 3 partners evaluated the foreseen collective event in Spain (a good starting point and input for the Spanish partners), 5 were expressing their views about the Bonn meeting itself maintaining that: there were too many changes - some of them were necessary, too much time was spent on discussing the European dimension of LLW, there were mixed opinions concerning the interrupting of the work for walking, and working late in the evening; many tasks have been concentrated at the end of the meeting; the plan itself did not fully take into account the importance of topics for the interim report and for the work of the national teams in their countries; the meeting could have been more project oriented (the planning and timescale). Problems regarding the schedule have had their reasons in different expectations of partners and in a subtle disagreement between the German and Slovenian team. In spite of that, participants believe that almost all aims of the meeting have been attained. One participant evaluated the action plan for future activities with the words: good work, bravo!

In evaluating the appropriateness of the content with regard to aims and objectives of the meeting, most partners (7 out of 9) agreed that there was a fair relation between content, aims and objectives. They even felt satisfied as both - the "soft" or more abstract issues (European dimension) as well as the concrete tasks - were discussed. Some partners (2) felt that some workshops were too long, and that the two concepts (one leaving free space for creating ideas, and the other concentrating on concrete activities as designed in the consolidated project framework) have caused some frustrations in two teams (1). Two of the partners had to leave the meeting earlier for the sake of separate appointments, which disturbed the 'group feeling' (1 opinion). All partners were satisfied with the mixture of work, free time and social activities.

The workshop leader, i.e. the German team did their very best in organising the event (7 opinions out of 9). It was an interesting experience to take part in the interactive approaches they used as they widened the whole group's way of thinking. However, one participant claimed that it is a pity that at the end, no synthesis or concrete conclusions were made. Some partners thought that some sessions were too time consuming (4 opinions) and might have turned out better with a more experienced moderator (1 opinion) and better communication between the project coordinator and the organiser of the event (1 opinion). In the second part of the meeting, partners experienced the other extreme: there was too much work left in order to carry out relevant project tasks (this also resulted into working late in the evenings). The workshop leader shares the feeling that sometimes it was difficult to moderate the communication process and decision making due to the wide range of expectations. However, both workshop leaders believe that they were very flexible and open for any changes, ideas or wishes of the participants.

Four out of 9 participants agreed that they had and even used the chance to contribute to the meeting to a considerable extent. One partner was very satisfied about the fact that at the meeting many topics, such as the working plan, expectations about project outputs as well as further working procedures (structure of the web site, forum, E-bulletin) were clarified. On the other hand, the before mentioned diverse concepts/approaches to the conducting of the meeting have rendered some difficulties for the Slovenian team; e.g. due to time pressure, one of the most important topics - the evaluation of the project - was not addressed though it was planned. In addition, the expectations of one of the German partners have only been met at the technical and organisational level of the project. As it was the

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intention of the workshop leaders to start with some basics only, and then let participants to take active part in the designing of the meeting, the members of the Slovenian team felt sorry for not having suggested to the German team to sit down each day after the meeting and consolidate both viewpoints. Then the meeting would have run smoother, both teams would have been more satisfied, and participants would not have had to vote for one option or another. For example: at a certain point, creating further ideas on the dissemination of project results was one option, producing the action plan for upcoming activities in May-September 2003 was the other option. The English version of the manual for LLW co-ordinators to be treated as subject to intellectual rights of all partners who had contributed to its designing, thus being posted on the web page as PDF file, and translations into national languages available in DOC files was one option, and no intellectual rights, all versions as DOC files was the other option.

7 out of 9 partners assessed the quality of mechanisms for evaluation as having been ‘good’ or even ‘very good’. As the same mechanisms were used at the former meeting, comparisons of evaluation results are feasible (2 opinions). Evaluation contributes to the clarification of the understanding of the project (1 opinion). One partner believes that evaluation methods took account of rational aspects of the seminar only, while emotional ones were left out; in his opinion, the written form of evaluation is too time-consuming, leaving no space for spontaneous expressions.

There was one critical point that no partner expected and it concerns the resources and equipment: on the first three days of the meeting, there was no access to the internet available which hampered our work considerably since the majority of the project outcomes are posted on the internet, and at the beginning, there were no paper copies available. Further more, no printing or photocopying facilities were available at our venue. The partners with insufficient ICT technology in their offices (FEUP Spain) or the ones who were newcomers to the project (Romanian partners) had no real opportunity for getting acquainted with internet-based project results and with plans concerning the use of ICT in our project in advance, therefore the lack of appropriate resources was quite an obstacle to efficient work.

All partners were very satisfied with the quality and appropriateness of the domestic arrangement, the comfort of accommodation, the food and the beautiful location.

Daily evaluations

Daily evaluations reflect two dimensions - either the discussions at the meetings themselves (sessions 2, 6, 7, 9) or the project outcomes (other sessions).

Introductory session

(Session No 1, average score 4)

The introductory session created a very pleasant and familiar atmosphere.

European dimension

(Session No 2: average score on the first day 3.5, the second day 3.3)

The German partners treated this session as the most important one therefore one whole day was dedicated to brainstorming and sorting of allusions to the European dimension of our work. They prolonged the discussion to the next day as well. Most of the partners marked the first morning session

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as inspiring and creative, but felt that gradually it turned over to repeating, going in circles, with no red thread, and no satisfying collection of key words. They felt that more concrete/operational results should have been achieved (opinion of 5 partners). Four partners found the second day session as the least useful, and three partners suggested to work more concretely and intensively on the parts that are defined in the project, and to follow the original plan for the meeting. The expectations of partners were quite different: to learn more about LL, to re-identify with projects goals, and to clarify main themes of the project (2 partners), to advance in the celebration of LL festivals, to elaborate the common understanding of the European dimension of LL, to get to know the concept of European dimension closer, and to discuss the coherent strategy of LL (4 partners). Accordingly, their expectations were met in different ways: from the greatest to the less satisfactory extent.

Collective event presentation and discussion

(Session No 3 – average score for the presentation 3.9 and for the discussion 3.4)

Partners felt that the Spanish proposal would increase the value of our project and they even added some good ideas. Most of the partners were keen to get an outline and concrete proposals for the collective event so their expectations were met to the best possible degree at the current stage of the project.

Evaluation of LLW

(Session No 4 – average score 4)

It is the only session that received the highest score possible for its innovative approach in outlining the evaluation plan.

Interim report

(Session No 5 – average score 3.8)

Best scores for its clearness; one participant's expectations were not met because the presentation of the interim report did not finish with an overview for upcoming activities.

Manual

(Session No 6 – average score 3.3)

So far, the Manual is the best outcome of the project; the first draft was created by the Slovenian partner and was later enriched by inputs from all partners, mainly by examples of good practice. The improved version was subject to debating via forum long enough which is the reason that there was no content input to it at the meeting. However, a long discussion emerged on behalf of the German partner who insisted that the English version of the Manual be available on the Internet in DOC instead of PDF file. The German partner gave its proposal on voting: it was supported by partners from FEUP only, partners from CREA, BG, RO and SI insisted that the property rights be respected and that the English version remain in PDF format. Four partners found the long discussion unfruitful, lacking constructive dialog and taking precious time needed for other topics on the agenda. The relatively low average rate is the result of dissatisfaction with the results of the discussion.

National reports

(Session No 7 – average score 3.4)

The presentations of National reports were assessed from ‘very good’ to ‘not clear enough’; as giving interesting facts or as not identifying common issues to take into account for the further project development, and finally, as giving a summary of the main questions of the different National reports.

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LLW plans and training of coordinators

(Session No 8 – average score 3.8)

The session was late in the evening - some partners disagreed with working so late (2). In spite of that, they found the session very useful, informative, interesting, and liked the work atmosphere. Spanish partners gained new ideas.

Dissemination

(Session No 9, average score 3.7)

The German partner prepared key words for collecting input for the designing of the dissemination plan. All partners were very creative (7 out of 10) and gave clear overview what has to be taken into account by dissemination of project results. Two partners felt frustrated because the majority decided to stop further creating and elaborating ideas on dissemination in order to continue with other planned sessions.

Web site

(Session No 10, average score first day 3.5, continuation on the next day 3.5)

The presentation was good and partners like the web site very much (2 out of 8). Some valuable improvements were suggested for making it even more user friendly (5 out of 8). Partners agreed on forms and contents. All comments will be sent via forum. One partner was dissatisfied as the strategic questions concerning the web site were not discussed.

Action plan

(Session No 11, average score 3.9)

One partner felt that after 8 months of working together, partners still could not get a common rhythm of work and communication. The session was necessary, important, interesting and useful (8 partners out of 9).

E-bulletin

(Session No 12, average score 3.8)

The presentation was good and partners quickly decided on the topics for the first edition.

Corporate image

(Session No 13, average score on the first day 3.9, and 3.6 on the second day)

6 out of 7 partners were satisfied with the corporate image and with the new ideas on how to widen its functionality (1). One partner gave no explanation for his dissatisfaction with the corporate image.

Web calendar of events

(Session No 14 session, average score 3.6)

7 out of 8 partners were very satisfied with the approach that will help national coordinators to structure, compare, and link within a larger framework. One partner believes that the investment in corporate identity will not render positive results.

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Table: Overview of daily evaluations, Bonn, May 10 - 14 2003

No of session	Session	Date	Rating				No of answers	Average score
		2003	4	3	2	1		
1	Introduction	May 10	12				12	4.0
2	European dimension*	May 10	5	5+2	1		13	3.4
	European dimension**	May 11	3	6+1	1		12	3.2
3	Collective event presentation	May 11	9	3			12	3.8
	Collective event discussion	May 11	6	7	1		12	3.4
4	Evaluation of LLW	May 12	12				12	4.0
5	Interim report	May 12	10		1		11	3.8
6	Manual	May 12	7	3	1	1	12	3.3
7	National reports	May 12	7	3	2		12	3.4
8	LLW plans and training of co-ordinators	May 12	10	1	1		12	3.8
9	Dissemination	May 13	7	1			8	3.9
10	Web site	May 13	4	4			8	3.5
11	Action plan	May 13	6	1			7	3.9
12	E-bulletin	May 13	5	2			7	3.7
13	Corporate image	May 13	4	3	1		7	3.9
	Corporate image	May 14	6	1	1		8	3.6
14	Web calendar of events	May 14	6	1	1		8	3.6

*two scores 3.5 and one 2.5; a German student was attending the meeting

** one score 3.5

Have the expectations of the participants been met?

For each day the participants expressed and explained their expectations as well as the extent to which they have been met.

For the first day – May 10 (Introduction, European dimension): partners' expectations varied greatly; they anticipated to learn more about LLL, to advance in collaboration of LL festivals, to get together and establish the feeling of belonging to the group, to re-identify with the project and its goals, to reach an agreement concerning the European dimension, to get to know the concept of the European dimension, to elaborate key words of the European dimension, to clarify main themes of the project, to get an overview of the project, to discuss a coherent strategy of LL, to understand more about partners and ways of action. Accordingly, partners' satisfaction with daily meetings varied as well: some of them expressed it in quantitative terms - 15%, 70%, 85% - others used qualitative terms: 'very much', 'nearly to the greatest extent', 'partly', 'in a satisfactory way'.

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For the second day – May 11: (European dimension, Collective event) the majority of partners expected concrete conclusions regarding topics on the agenda. Their expectations were met 54%, 60%, 'to the best possible way', 'fully', 'satisfactory'.

For the third day – May 12 (Evaluation of LLW, Interim report, Manual, National reports, LLW plans and training of coordinators): the great majority of partners expected the finalisation of the products, getting acquainted with the progress and realisation, and elaboration of concrete details. One partner expected to gain an idea, how the European dimension is being implemented in the project. The expectations of the majority were met 80%, 'fully', only one partner was satisfied 'to a low extent' only. Four partners recommended that issues outside the project should not be discussed, and that the discussions should be more project oriented.

For the fourth day – May 13 (Dissemination, Web site, Corporate image E-bulletin, Action plan) All partners expected to work concretely on the very important topics of the day, to understand more about details, to design documents and reach agreements on the products that were elaborated, to get input on concrete outputs of the project, and to collect expertise for the dissemination plan. The expectations were met from 50% to 'quite enough for further steps', 'most of them', 'to the greatest extent'.

For the fifth day- May 14: (Corporate image, Web calendar of events)

All partners expected to get clear information and to give concrete input for future work. Their expectations were fully met.

(c) 5.3 Barcelona, November 2003

Agenda for the Task Force Meeting in Barcelona

DAY 1: Monday, 24 November 2003

Reunion of partners and welcome to the new partner and guest

Discussing and reflecting accomplished tasks (June-November 2003) and future ones as defined in the consolidated work programme and action plan (both documents are available in the Interim report)

Learning festivals and collective event organised: innovation and EU dimension, the role of coordinators network in carrying out the LLWs, implementation of evaluation instruments (the two questionnaires developed within our project, and other instruments used by partners) (all partners)

Designing and finalising evaluation plan (LLW and collective event related) (CREA, all)

Planning preparation for national LLW reports (all partners)

National LLW models (SI, all partners)

DAY 2: Tuesday, 25 November 2003

Web calendar of events (SI)

Leaflet (SI, all)

E bulletin, (BG, all)

National media promotion plans (SI, all)

Dissemination plan (GE, all)

DAY 3: Wednesday, 26 November 2003

Overall evaluation of the project and its outputs, SI, all

Implementing dialogic evaluation of the collective event by project team members under the leadership of CREA team

New ideas and proposals

DAY 4: Thursday, 27 November 2003

Workshop of Participant people organised by CREA.

Departure (afternoon)

5.3.2 Daily evaluations

DAY 1, 24th November 2003

N=14

Discussing and reflecting accomplished tasks (June-November 2003) and future ones as defined in the consolidated work programme and action plan (I)

4, 4, 4, 4, 3, 3, 3, 4, 4, 4, 4, 3, 3

Average: 3.64

Comments:

It was good to know the development of the LLW in different countries.

Most of presentations followed the instructions for reporting.

Some presentations were excessively long.

Too long. But the presentations were interesting.

Probably could be done shortly.

Next time I would suggest that every partner could follow the same scheme / defined questions in the exposition.

We are getting a lot of tasks, but we have to plan our next task.

Although the presentations were interesting, they should be shorter. The instructions and the time limits should be followed by all partners.

Discussing and reflecting accomplished tasks (June-November 2003) and future ones as defined in the consolidated work programme and action plan (II)

4, 3.5, 3, 3, 2, 3, 4, 4, 3, 2, 4, 3, 3, 2

Average: 3,11

Comments:

Evaluation is an important matter. We begin to get concrete.

We had good explanation from Bulgaria and it allows us to raise doubts and questions for proceeding that we did not concrete.

Evaluation tools were only discussed. This discussion and suggestions made should be made earlier because of putting the planned work into the working plan of the national LLW – coordinators.

Evaluation plan – it was postponed to Wednesday, we only discussed the two instruments and touched the Web calendar of events as data bases for evaluation.

We need more time and personnel to do this work well done. But this form could give us some important information that we can share.

We have to deep in the evaluation issues.

Too long. But the presentations were interesting.

The focus was lost.

Discussions about evaluation are getting concrete. Presentation was interesting, but too long.

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National LLW models

4, 3.5, 4, 4, 4, 4, 3, 4, 4, 4, 4, 4

Average: 3.89

Comments:

Very focused and useful discussion, input for improving SI model.

We can use it the Slovenian model to answer, adopted to our own reality in each country.

Using the Slovenian model.

Good presentation which will serve as a basis.

Fast & efficient discussion + decision taken.

It was very clear.

It was done and agreed.

Presentation about LLW models was useful. The Slovenian model will serve as a model for producing other national models.

What were your expectations of this course?

To enlighten myself with the proceedings of work done by other partners.

Improve our actions to prepare next festivals, taking account all the information that we have.

To know about the work done from each and to agree how to follow.

To have an overview of happenings in all countries, to agree on future steps.

To define a plan of evaluation, to know how we can manage the information of the questionnaires.

To get clear picture of the accomplished tasks and for the upcoming activities for the outputs on the agenda; to have evaluation plan finished.

To learn from each other.

I've hadn't any expectations yet. It was a first task force meeting for me.

Decide together about the task force meeting final programme; Overview of actual situation in the countries; Exchange on LF experiences in 2003.

Acquire more information on the project implementation. Witness the working style of another Grundtvig project team.

To do a concrete project work.

An overview of the partners' LLW activities and a comparative approach about national events of LLW.

Find out about LLW in the partner countries; Find out about the activities undertaken by the partners from June-November.

Clarifying certain aspects on the projects outcomes.

Most of the participants expected to hear and learn about proceedings of the project in other partner countries. They were also interested in tasks that are about to come.

To what extent have these expectations been met?

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These expectations were met.

To almost 100%.

85%.

80%.

80%. We agreed and verify a lot of questions, even rise more questions than solutions.

Completely. Except that we did not have enough time to do all the expected tasks.

To a satisfactory degree.

We know more about the others festivals. We have more clear idea about our possibilities to systemise our information.

Very good.

We have begun, but we have to deep in the issue.

As the evaluation was postponed to Wednesday, all other expectations were met.

Team members had well presented their reports. I was not satisfied with a discussion about Evaluation as it was quibbling, over methodical.

I found the overview useful. We already discussed important aspects of evaluation. As a 'participant' I would have appreciated to have been involved in the task force meeting final planning.

Yes, I learnt about other countries and I have an overview of LLWs; We haven't covered this topic (Activities June-November).

In general all the expectations were met. Presentations on partner achievements were interesting. We had to postpone the discussion about LLW evaluation to next day. We have to include all the participants in the planning of meetings.

Which session(s) did you find most useful?

All them.

All the same.

All.

All.

Evaluation.

The evaluation for clarifying.

The evaluation plan.

Bulgarian evaluation.

LLW model, general discussion on evaluation instruments.

About the LLW models, I would liked to discuss that more intensively.

Morning sessions as they provided information on the national activities to the international task force.

I.

The participants were in favour of all sessions, though sessions on evaluation and LLW models do stand out.

Which session(s) did you find least useful?

No one.

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No one.

In terms of time the first one, because it could be done shortly.

National LLW models; it was very clear this issue.

About the evaluation, that means how the tools are working (behind the scene).

Discussion about evaluation programme, computer based.

The afternoon session could have been more structured.

All sessions were useful. Those which were not seen as such (all of them were mentioned) should be shorter or more structured, were already clear, or were too specialised.

Please add any additional comments here

On the first day we discussed very important issues, and the input from all partners was meaningful for future work.

All information were useful and necessary.

We sometimes want to achieve both – shorten the time for a topic and give a complex overview – which is impossible – one of the aims is then not fulfilled.

We should be more strict about the time schedule. 10 minutes are 10 minutes and not more.

The sessions could be more prepared in advance, more detailed – with different suggestions and steps followed – for a purpose of being more concentrated.

The need of a common structure regarding the accomplished points in national LLW (4 points proposed by the SI team).

The first day contained important data on partners' developments offering useful and necessary information. Following the proposed structure of presentations and sticking to the time limitations would make the meeting even better.

DAY 2, 25th November 2003

N=13

Web calendar of events

4, 4, 3.85, 4, 4, 4, 4, 4, 3, 4, 4, 4, 4

Average: 3.91

Comments:

Great job!

The solution found is great

It was very clear the explanation.

Very clear presentation

Very needed & very important.

Good team presentation.

It's a useful tool to promotion of activities in different countries, regions and localities.

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User friendly presentation and explanations. Thank you, Franci!

It's an effective tool (multi-sectorial) but we still have to keep the operational aspects of using it.

Very good work of Franci. Bravo. The only problem will be – in my opinion – who will supervise the text, if everybody can put in their own events. etc.

It is a very good idea for the next year registration; It is a bit later for the BG team to make a real good 2003 year evaluation.

The participants see the web based evaluation tool as useful and important, but also liked the presentation clear and user friendly. Some doubts were raised concerning the execution of the idea.

E-Bulletin

4, 4, 2.95, 3, 3, 2, 4, 4, 3, 2, 3, 2, 4

Average: 3.15

Comments:

_____ and productive discussion.

Bulgarian team has not been prepared. They should know the structure of e-bulletin. We are late.

Agreed on time, even sooner.

We collected concrete ideas for the next issues. We will use it.

It's necessary to finish the ...

RO contribution is under the sign of language improving proficiency. So...

The articles of the Romanian team is good (the one written by Cristiana). The other needs to be improved.

Discussion about the e-bulletin was followed through. We have managed to determine all the missing things for the next issue.

National Promotion Plan

4, 4, 3.12, 4, 4, 4, 4, 4, 4, 3, 4, 4

Average: 3.84

Comments:

Detailed and concrete

It was a short and clear explanation.

Short and efficient.

Very clear and brief.

Fast and sufficient is always good.

The document of Slovenia it's an example that we have followed in our festival.

The Slovenian plan is well structured. We will use it.

It is a good model to be followed.

A good idea having 75% common framework.

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The presentation was seen as short, concrete and sufficient. Partners will follow the Slovenian model.

Dissemination plan

4, 4, 2.15, 3, 3, 3, 3, 4, 3, 3, 4, 3, 3

Average: 3.24

Comments:

It's a very good output/product of our common project. It could be used in new and to evaluate the festivals that has been done. The indicators could be used in different strategies of dissemination.

The material is useful and it will be disseminated on the local/regional level.

Complicated topic, but we found the way out of it. The whole team deserves such a good mark.

All the opinions/contributions were integrated in the final decision.

Well presented, but without some concrete examples. Great solution.

Should be concretised and visualised by examples.

Perhaps so much extend.

It was so much extended.

The dissemination plan presentation was too long, but good for the national level and as a tool for each country.

The introduction too long, repeating the goals which were presented on the first day, no time and energy to agree upon the real action plan.

Good presentation! However there was not a consensus searched even if a decision has been taken.

1. 'Fundament/foundation' approach necessary for initiating LLW; 2. A more concrete (detailed, operational) plan is necessary for 'expand' and 'enrich' countries.

Dissemination plan is important output from international, as well as from national point of view. All partners have contributed to final decision. The presentation itself was too long.

What were your expectations of this course?

To finalise some of the outputs: media promotion plan, dissemination plan and implement others.

To solve some points about dissemination and promotion and to know the difference.

To put down the actual situation and to develop future steps.

I had no expectations. This is why I consider that every input was a chance to improve my own experience.

Today my expectations on inputs were met. There was always an outcome.

To make a concrete project work.

To agree on proceedings of our work.

To learn something about LLW.

'Polemique' born from missing a common language or common working procedures.

High.

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Expectations of the partners are linked to fulfilling and execution our tasks set in the project proposals.
More concretely, we were aiming to enlighten ourselves with dissemination and promotion.

To what extent have these expectations been met?

Expectation had fulfilled

It has been find totally.

We were very efficient and solved all the topics, nearly. Anyhow, they have been met.

Very well. I learned a lot.

To a good extent; good results, but we should take more care of ourselves!

Partially (YES – web calendar, YES media promotion plan, YES – e-bulletin, NO – dissemination plan).
72,38 %.

To know about web calendar and compare the relations between different types of dissemination.

I am almost happy with the work.

In general all the expectations have been met.

Which session(s) did you find most useful?

Web calendar of events, e-bulletin, media promotion plan.

Web calendar of events.

Web calendar.

Web calendar!

Web calendar.

Web calendar of events.

Plan of dissemination, Calendar of events.

Dissemination and promotion.

Media promotion plan.

All.

All the topics were useful.

All.

All the topics were useful, with Web calendar of events standing out a bit.

Which session(s) did you find least useful?

All very urgent and useful.

None.

E-bulletin.

E-bulletin.

E-bulletin.

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Maybe we could have discussed the issues concerning the e-bulletin and national promotion plan via forum.

Discussion about use of dissemination plan.

Leaflet session.

Although all of the sessions have been reported as useful, some issues could be discussed via Forum.

Please add any additional comments here

Congratulations to all partners for their endurance to be active until the very last minute.

It was very productive meeting. We solved problems.

Efficient work, intense but useful and I have learnt a lot. It was a very professional approach.

Please, more presentations in a way of AE measures, not PPP of 28 slides.

We tend to loose too much time into small details.

We have to be more concrete.

Again we have some trouble with time management. As it seems, it's not possible to do all the tasks in planned time.

Moderator, Mr Papa Mayer, sometimes I lost sight of you...

Day 2 meeting was very intense and tiring. We have learned a lot and solved occurring problems. We have to try to be more concrete, avoiding putting too much energy into details. Again we were witnessing some time management problems that should be solved with more efficient moderating.

DAY 3, 26 November 2003

N = 14

Implementing dialogic evaluation of the collective event

3, 4, 4, 3, 4, 4, 4, 4, 4, 4, 3.5, 4, 4, 4

Average: 3,82

Comments:

Great! Impressive approach.

Good presentation, valuable for our profession.

Very useful information; a constructive approach of learning.

Very good and clear presentation. I would have like to see also a presentation of a concrete dialogical research design.

Very good method, but it will be very interesting to aplicate it to the collective event.

New way of evaluating. It's a challenge to try to use it.

It's a good tool for the evaluation of this kind of events.

I think it's a very good approach to take in account in this kind of project.

I think it's a tool that includes participant people.

Well structured program. It would be great to implement the method in the project.

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Theoretical, but very useful for the further events in my own country.

No translation. Without an example.

Interesting and useful method for evaluating events like ours are. Participants missed some concrete examples and translation.

Overall evaluation of the project and its outputs

3, 3, 4, 3, 3, 4, 4, 3, 3, 4, 2, 4, 3, 4

Average: 3,36

Comments:

It's very well structured.

Quite detailed.

It was great to clarify the aspects we have to evaluate.

It's necessary to know how we can evaluate the project outputs.

A good reminder.

The outputs are immense and the project management should be proud of their work.

All the products (4) are interesting, but there are another important aspects of evaluation that are not incorporated. It's necessary to use qualitative evaluation tools. For example, to share in oral discussion our opinions.

It wasn't very clear at the beginning, but it was cleared out (the questionnaires and the subjects of the evaluation).

I misses the first step of common 'creating meaning'. But we somehow succeeded at the end. The subject was/is anyhow a difficult one.

Should be concretised.

Lost focus, no concrete data presented.

The partners valued the presentation for it deals with a complicated issue. The presentation lacked focus and concrete data, but at the end we managed to clear out all the important issues of the output.

New ideas and proposals

4, 2, 4, 4, 4, 4, 4, 4, 4, 0, 3, 0, 4, 4

Average: 3,75

Comments:

Very necessary!

Very well done.

Well done.

Well prepared, quick and productive.

Concrete agreements that will help us further.

We succeeded to squeeze in all the open issues.

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The debate on the open issues was seen as necessary and very well done.

What were your expectations of this course?

Identify future tasks; understand our responsibilities as a partner. Clarify and improve the overall picture of the project.

To come to final agreements of the meetings.

To discuss the forthcoming obligations of the partners.

To make all the 'open' issues closed.

To know more about the future tasks and evaluation project running.

Clear future action plan; Efficiency; Dialog/communication

(1) To get clear overview of the future work; (2) To 'practice' dialogic evaluation in the role of participants.

To evaluate our collective event in this meeting. With a debate of group, with some indicators that we could agree. To know our common plans for future.

To show the possibilities of the dialogic evaluation.

Actual situation; exchange of opinions; further steps

To learn, to get more info, etc.

Interchange experiences, learn together.

No concrete expectations.

To finish it quickly and efficiently.

Expectations of the participants were to come to final decisions about our forthcoming work and to divide the tasks among partners.

To what extent have these expectations been met?

1. 100%; 2. The best of all working days; 3. 50%

Fully.

99%

95%

Close to a maximum.

My expectations have been accomplished.

We have been very constructive.

90 – 85%

Fully in the first case; not at the second case.

OK.

Quite good, but not as good as the first two days.

50%

Very well.

Participation in exchange and discussion could be more active. For sustainability purposes it is important to clarify how long our website and all included tools are available for all. Beside this subject my expectations have been met.

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Mostly the expectations have been met.

Which session(s) did you find most useful?

All.

All.

Concretion the calendar & tasks, evaluation plan, dialogic evaluation.

Dialogic evaluation.

Dialogic evaluation.

Presentation of dialogic evaluation

Dialogical evaluation, Action plan.

Action plan, dialogic evaluation presentation.

Action plan.

Action plan.

Action plan.

The last one. It has been the most needed.

3

Two sessions are standing out as most useful: Dialogic evaluation and Action plan, although people have been in favour also for the third one, New ideas and proposals, as well as for all of them.

Which session(s) did you find least useful?

New ideas and proposals.

None.

2

We have received only three answers for this question. One participant thinks none of the sessions was least useful. Two participants pointed out two different sessions as not being useful: Overall evaluation of the project and New ideas and proposals.

Please add any additional comments here

It was a successful meeting that strengthened our commitment.

It was efficient, practical; a lot of misunderstandings were cleared out.

Very ambitious action plan, but hopefully manageable.

A very useful third day.

It was interesting to share our opinions in relation to the dialogical evaluation.

The participants seem to be content with the meeting for we have managed to produce new action plan which is outlining our further work.

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Table: Overview of daily evaluations, Barcelona, November 24 - 26 2003

No of session	Session	Date 2003	Rating				No of answers	Average score
			4	3	2	1		
1	Discussing and reflecting accomplished tasks (June-November 2003) and future ones as defined in the consolidated work programme and action plan (I)	24 Nov	9	5			14	3.64
2	Discussing and reflecting accomplished tasks (June-November 2003) and future ones as defined in the consolidated work programme and action plan (II)	24 Nov	4	6*	3		14	3.11
3	National LLW models	24 Nov	12	3*			14	3.89
4	Web calendar of events	25 Nov	11	3**			13	3.91
5	E-Bulletin	25 Nov	5	4	3***		13	3.15
6	National Promotion Plan	25 Nov	10	3****			12	3.84
7	Dissemination plan	25 Nov	4	8	*****		13	3.24
8	Implementing dialogic evaluation of the collective event	26 Nov	11	2*			14	3.82
9	Overall evaluation of the project and its outputs	26 Nov	6	7	1		14	3.36
10	New ideas and proposals	26 Nov	10	1	1		12	3.75

* 3.5
 ** 3.85
 *** 2.95
 **** 3.12
 ***** 2.15

5.3.3. Overall evaluation of the meeting

Barcelona, 24-26 November 2003

N = 13

The extent to which each partner contributed to the event.

Everyone has been very active.

Very active and lively.

100%

I think each partner has contributed so hard in the event (meeting).

I think that all the partners have contributed according to the responsibilities of each one.

All the partners are contributed a lot.

Each according to its ability, experience, and responsibility for certain tasks/outcomes

Everyone contributed to his/her best.

Good input and contribution from all. It was a teamwork; sometimes it's hard to adjust all the ideas but the result was very constructive.

The inputs were very different, some partners contributed a lot and others contributions were poor; it is OK for the new members of the team but not for the 'old' ones

Not all the partners are contributing to the event. Not to the same extent.

Active participation of all partners could be improved. We may follow dialogical principles also in our common work in future.

All partners should prepare more. SI team was well prepared, good organisation of CREA team. Swiss representative was positive and gained something.

Commentary:

The majority of participants (6) of team meeting consider that all the partners are equally participating to the meeting. They point out that the meeting was active and that we used our time to the highest extent. Some (3) are of opinion that all have contributed to his/her best, which brings some doubts of equal participation. They have not given any obvious decision whether the extent of contribution was equal or not. The rest (4) do not think the extent of the input from all partners is the same. They have been quite critical, especially about some 'old' partners, having some understanding for those who have joined us later.

It can be said that members of the international team consider the extent of the contribution to be more or less equal. It is understandable that partners do not contribute to the same extend for the tasks have been pinned down in our proposal of the project, and they are not the same for all partners. Besides that the concentration of the workload for each of the partner varies in project's course. We find it a bit worrying that there is a certain critique aimed at the work of some partners.

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The extent and quality of the intercultural dimension and the extent of opportunities for participants to share information about their own countries and national LLWs.

Perfect.

The communication was very good. All participants shared their feelings, ideas, professional experience. The group is very nice.

All partners have been able to convey their specifics and share information.

We are sharing a lot of different perspectives of LLW, and I think that now we know more things about the other realities.

Everyone was given the floor.

OK – intercultural dimension; excellent opportunities for sharing information.

Different views and culture of participants give very big impact

The possibilities and opportunities were there (see also comment above). Also the informal level of communication brought high intercultural exchange and sharing of information.

There were many opportunities – at the Spanish National event, at the first day – first topic and in other formal and non-formal discussions – enough but never too much!

75%

I think the dialogical approach can facilitate these issues. I think that we have made it, but we went too deep.

The opportunities to share information were equal. Some did not use them to the greatest extent.

We get some more information about the others countries, but it lacks some more knowledge.

Commentary:

Most of the partners (9) agree that there have been enough opportunities to share information about our national contexts. Some have underlined the cohesion of the group is on appropriate level. The rest (4) are also satisfied with those opportunities, but not to the greatest extent. The reasons for this are: we are trying to go too deep into certain issues; some partners did not use all the opportunities for communication enough; and, that there is more information about our partners and their work being exchanged, but it is possible to do it even better.

We think we can be satisfied with our partners' vies on the opportunities for the exchange of information. While most of the partners feel the level of the communication and opportunities for it have been exploited to the highest extent, those who are not completely satisfied give different reasons for that.

The extent to which a reasonable representation of participants from various countries has been achieved

All countries were represented, it is very valuable that RO team consisted of 3 people and it results in their better contribution to the project. A combination of BG team (an experienced one and a new member is a good example of disseminating the know-how from the project to regional networks).

I think the representation of each partner is the adequate.

The representation (numeric) from all teams was achieved. Also the silent partner was present.

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Yes, all the partners of different countries are participating in this meeting. We even have a new 'silent' partner that it's very welcome.

Representatives from all partner countries have been participating. The presence of our 'silent partner' has been enriching the meeting.

All countries were represented.

Every team has had a good opportunity to represent its achievements.

OK

OK

Satisfactory – due to time pressure – sometimes some what restricted.

Too much, but in some aspects like dissemination plan it was not achieved a final plan.

No idea.

Commentary:

In general all the partners have confirmed that the representation of all countries was achieved. As it seems this representation was also reasonable for no one has objected to it. Even more, they have been very satisfied with presence and contribution of our silent partner.

Organisation of the transnational event (clear planning, realistic timescales,...)

Planning was good; timescales was realistic and provided optimum time for presentations.

It was very professional.

Excellent, with only one thing missing: a cultural/social program (exceptions are the nice late evenings. They are great!

It was well organised.

Madrid - Barcelona – OK

I think team I am from CREA and I'm not so objective that organisation is very good.

Clear planning, timescales at the limit, but understandable in this huge project.

Planning was clear, difficulties in timescales, but it could not be avoided – as some partners have not been prepared enough to efficiently contribute to the discussion.

Well organised, but with heavy program.

Not so clear planning but very good implementation.

Planning was clear. The timescales were shortened because we had the 3-day meeting instead of 4-day one. That has as a consequence that we were sometimes late and postponing some issues.

Open organisation forum. We all demonstrated flexibility and high degree of improvisation qualities. Though the previous setting of dates and contents would make the invitation of further partners and guests (more) possible.

It would be necessary more time to analyse the national festivals an evaluation; Methods: with little more flexibility and negotiation are welcome, less directivity methods; A lot of work done.

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Commentary:

Nearly half of participants find the meeting well organised with clear planning and realistic time scales. Others were criticizing timescales or planning, but they do understand that we have quite a heavy work load to carry. In addition to that, we have shortened the meeting for one day as it was originally planned. Therefore it was logical we had some problems following through the planned activities. We managed to finish all the opened questions regarding our project. Nevertheless also those who made some comments agree that a lot of work was done. Partners suggest the following changes concerning the issue: anticipating more social/cultural program, planning the meeting sooner, implementing more flexibility and negotiation.

Effectiveness of content and appropriate range and balance of activities (appropriate content, related to the aims and objectives of the event; relevant mixture of activities e.g. workshops, social activities, free time).

The content was planned very well for we have discussed all the issues. We have put stress to discussions about the project and had social activities in the evening.

relevant mixture of activities

I think these days are very different and exciting, on the other hand I find very useful for our team.

After the second day we have worked a lot and we have respected the time table.

Well balanced.

All the activities and the content are/were very useful and offered a good basis for the understandings and planning further work.

The changes in the working program were well coordinated with the participants' needs.

Due to shortage of time and objective (to achieve agreements on future tasks) there was not enough mixture of activities. Enough opportunities for social life.

It was appropriate balance of activities, maybe a little of free time.

Taking into account, that we are working in AE there should be the methodology of AE more involved, i.e. group work, etc. not nearly always working in plenum

We couldn't manage a good balance between work and social activities/free time. An improvement would probably foster motivation and participation.

The work has been concentrated on the project – so it was effective and project oriented; Social activities were not enough (cultural program).

Most of the activities related to the aims and objectives were successfully balanced; there was too much work and absolutely no space for social activities during the day, only late in the evening.

Commentary:

The majority of team members reported that the effectiveness of the content has been on the high level and the activities were well balanced. The rest noticed that there should be more social and cultural activities, as well as free time. Reasons for that were that the team meeting was shortened for one day and we had to concentrate on work. While there were enough opportunities for the social activities in the evenings, there was no free time at all. As one of the partners mentioned inclusion of missing activities would probably foster motivation and participation. There was one remark concerning the method namely, that other methods besides plenum should be fostered.

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Effectiveness of the delivery by trainers, workshop leaders (trainers and leaders have the appropriate subject competence and knowledge, trainers and leaders are good communicators with the necessary language skills, trainers and leaders have the appropriate didactic experience for delivering professional development...)

Yes.

All were excellent

I believe all the trainers are well prepared to organise these kind of events.

Good presentations.

Competence and knowledge of trainers (better – organisers) are very good.

Language skills were sometimes a problem but otherwise everyone tried her/his best.

As we have discussed the things of the project nearly each of the members have spoken. Each team did. Not all of us are effective and competent equally.

Subject competence – wonderful; Communication – could be better structured; Didactic and language skills – the normal, EU project level.

Appropriate knowledge – yes!; Good language skills – yes; However there was a certain feeling of 'imposing' certain decisions and working style. Not flexible.

Subjects was well selected, two few concrete examples, CREA and FEUP should have more English language skills (leaders), Sabrina has very good didactic and rhetorical skills, but sometimes focus on details.

Trainers and leaders have the appropriate subject competence and knowledge – 95%; trainers and leaders are good communicators with the necessary language skills – 80%; trainers and leaders have the appropriate didactic experience for delivering professional development – 50%.

High competence and knowledge. Didactic could be improved (see also comments above).

Commentary:

Only the minority of the team (5 out of 12) members are satisfied with other partners and their presentations and involvement as we do not really have trainers in the project. The criticisms put forward were not really hard as no one was completely negative. The partners are noticing differences among partners, especially concerning language skills of some partners. There are also some suggestions to improve didactics. Also worth mentioning is the fact that partners in general are evaluating competencies and knowledge as very good.

Effectiveness of shared ownership of the event (the needs and expectations of participants have been taken into account, participants have the opportunity to contribute their own expertise)

Fully.

Balanced.

Good.

The program was flexible, still the tasks were accomplished. That's great!

Every participants had a chance to contribute his part, democratic atmosphere.

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In my opinion the meeting has considered all the participants opinion and their voices has been listening.

the needs and expectations of participants have been taken into account – daily evaluation, 70%; participants have the opportunity to contribute their own expertise – OK.

All the people have contributions that were very interesting.

Needs and expectations were taken into account, but they sometimes do come in the way of one another.

Due to time pressure – not always; some more profound topics will have to be further discussed via forum; in my opinion this has improved since last meeting – also because meanwhile we all have achieved several tasks (organised LLWs/LFs, etc.).

Everybody had the opportunity to contribute their own expertise. More efforts should be put on the respect of dialogical principles.

I believe expectations about the event might have been shared in the beginning of the event.

Commentary:

Partners are of opinion that all of them have the opportunity to contribute their own expertise and that their expectations have been taken into account. Nevertheless they have put out that everything was not perfect. They have listed following reasons: needs and expectations are coming in the way of one another, the time pressure was too big, not enough respect of dialogic principles. Another suggestion that should have been mentioned is the one that expectations of the partners should have been shared in the beginning of the event.

Quality of the mechanisms for evaluation.

It gives a great general view of meetings; summaries were good and well prepared.

I think it's good to have an evaluation tool.

It was important to have a feed-back on our work. This is how we find out what is still to be learnt.

Very good, because by this way we know better the topics more useful and interesting.

OK – different tools / content / Approaches of evaluation.

We are improving all the time. Next may be the focus on the opinions gained through the written evaluation questionnaires with the goal of taking them into account for further improvements.

OK but it is difficult to implement them being exhausted at the end of the meeting.

Intensive.

Excessively detailed and rather difficult.

Too difficult with all the kinds of evaluations. My feeling is that there is not such a exaggerated need of evaluation activities and levels (compared with other Grundtvig project we have a very strong accent on evaluation. Was this made on purpose?

Good but could be better – some questions are not that relevant.

The same as on the last meeting. Not perfect, but let's say usable.

More qualitative methods.

Commentary:

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Evaluation instruments are seen as needed as they give us feedback on our work, but also what was left out. We also have the opportunity to evaluate what topics were seen as more useful and interesting than the others. The findings of the evaluations should be taken into account when organising the next meeting. Partners find the evaluations at the end of our already intense meetings quite tiring, but also difficult. One member of the team thinks that we are putting too much stress to evaluation. One of the suggestions state that we should use more quantitative methods.

Provision and suitability of materials, resources and equipment (appropriate prior information being issued to participants; relevance and quality of materials issued during the event; sufficiency, range and suitability of other resources, including, where appropriate, ICT, provision of support and assistance for technology users, the extent to which technology and other resources are used effectively and with innovation)

PERFECT!!!

Very good equipment and technology.

Yes.

Excellent, a great ‘thank you’ to organisers but also to Franci who helped out

I have had a lot of resources for all.

The material support was necessary and it provides important information.

I believe that all the ICT resources and materials are being covered.

Provision – OK; Long distances to walk.

Most of the documents were available for discussion, unfortunately not all partners studied them in time. Some documents were given late. Nevertheless we succeeded to finalise them.

Good! Some papers might have been distributed beforehand.

Materials should be more concrete and detailed, equipment was appropriate, but computer had problems with OS.

Commentary:

Partners seem to be very satisfied with the materials, equipment and technology, but they do suggest to prepare all of them in time. Also, one of them mentions, all the partners should study them. One of participants found them not concrete and detailed enough.

Quality and appropriateness of the domestic arrangements and the comfort factor (attention to practical details and catering; suitability of the working venue; quality of overnight accommodation, special requirements (dietary for example) being met)

Perfect

Very good quality.

Very quality.

OK

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High attention to practical details and catering; Good suitability of working venue; The quality of overnight accommodation was particularly in Barcelona very good; Special requirements met

We like a lot the work of Franci with ICT and Darijan as coordinator.

Good accommodation, great food, distances (from hotel to CREA) was big but was an opportunity to discuss things informally; again ‘thank you’ to the organisers

Very good. Maybe a hotel and the meeting place could have been closer.

Hotel was good, catering not so special, liked internet connection – very great.

The distance – hotel – meeting place took us too much time, all other very satisfactory.

Madrid – sufficiently (accommodation); Barcelona – very good; Both cities – very long distance, which meant losing of time.

Too much time spent for lunch (far away from the working place); Comfort factor 75%.

Kind and supportive hosts; The working venue in Barcelona was a bit far from the ‘meals venue’ – so much time was lost; The hotel in Madrid was with depressive rooms without proper windows, so I would recommend to use other for the future activities.

Commentary:

All the participants of the team meeting were in general very satisfied with the arrangements and comfort. They have found the distance from the hotel to the venue, where the meetings took place, as well as the distance from the venue to the dining room, too long. In that way we have lost too much time.

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(d) 5.4 Mangalia, August 2004

Preliminary programme

25 August	Arrivals
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26 August	DAY 1	Implementing person(s)
9.00 – 9.15	Welcome and opening	RO, SI
9.15 – 11.00	Partner presentations on the following structure: Products & Results: the proportion of what was promised and what was achieved, what could still be done Transversal issues: how the project has contributed to the promotion of equal opportunities for women and men, for disabled persons, fight against racism and social and economic cohesion	All partners (each partner 30 min)
11.00 – 11.30	Coffee break	
11.30 – 13.00	Partner presentations (Continuation)	All partners
13.00 – 14.30	Lunch	
14.30 – 16.30	Final Report discussions: Reflections on the Draft Final Report (feedback & additional input)	SI, All partners
16.30 – 17.00	Coffee break	
17.00 – 18.00	Final Report discussions (Continuation)	SI, All partners
18.00 –	Daily evaluation	All partners

27 August	DAY 2	Implementing person(s)
9.00 – 10.00	Project related evaluation	Darijan
10.00 – 11.00	Communicative discussion group (Dialogic evaluation)	Sergio
11.00 – 11.30	Coffee break	
11.30 – 13.00	Steps for the future – Action Plan: Website & E-bulletin	All partners
13.00 – 14.30	Lunch	
14.30 – 15.30	Steps for the future – Action Plan (Continuation) Implementation of our project nationally and internationally	All partners
15.30 – 16.30	Intellectual property (web-based application for registration, calendar of events and	SI, All partners

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	evaluation of participants and providers of the LF events) Discussion	
16.30 – 17.00	Coffee break	
17.00 – 18.00	Individual consultations regarding Final Report (financial issues)	SI, All partners
18.00 – _____	Daily evaluation and Overall evaluation	All partners

28 August	DAY 3
9.00 – _____	Trip to Danube delta

29 August	DAY 4
9.00 – 10.00	Morning farewell session

5.4.2 Evaluation of the 4th task force meeting

DAY 1, 26 August

Presentation of national teams: reflections on the aims and achievements, failures, impact on future
 LLWs and work, most important results and recommendations for the future

Ratings 1-4 /4 the highest

N= 11

10 x 4, 3

Average 3,9

Comments:

All partners prepared excellent presentations and followed the agreed structure. Important input for the final report

It was interesting to know the “balance-sheet” about the project that all partners made

Wonderful outcomes and very positive impact.

The presentations were not only informative but also showed the progress partners made and the quality of the outcomes.

Final report first draft: discussion, input,

N=11

3, 4, 2, 2, 3, 2, 2,3, 3, 3, 3

Average 2,8

Comments:

There were only some important contributions and ideas, but overall we were not ready and prepared and postponed to work to home

Partners have not prepared for an in depth discussion until the meeting, and it was decided to give input via Forum

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The report is not relevant for the silent partner

Partners have not been prepared for this session

A bit confusing set of tasks.

The discussion showed that most of the partners have not studied the first draft deeply; and that the task had to be done via Forum.

Web site and e-bulletin

N= 10

3, 4, 4, 4, 3, 2, 3, 2, 2, 3

Average: 3

Comments:

Brainstorming brought 3 proposal for maintaining and developing WP in the future

I think we should find a solution to go on with this project. It brings a lot to each country

We have to deep in this aspect

Good ideas for future - operation I would highly welcome it's further existence

A short discussion about what to do with the WP after the project finishes.

All partners would like to keep the website also in the future, and made good proposals how to do it.

WHAT WERE YOUR EXPECTATIONS OF THIS COURSE?

To know the state of the web calendar and its future. To debate some aspects of the evaluations

In an ideal I had expected a clear picture, motivating idea for a follow up for a follow up project. We did not succeed at all in that – a lot of "homework" remains

Web based calendar of events

To make new partners for new projects and to try to keep in touch with this team

To talk about some crucial issues for the project

I thought about a positive evaluation and to find database for the LLW providers

TO WHAT EXTENT HAVE THESE EXPECTATIONS BEEN MET?

All my expectations have been met

To a high extent

Information system for all partners

Congratulations to LLW-G1 team

Fully

The Slovenian system is the best and this has helped very much for our future steps

WHICH SESSION(S) DID YOU FIND MOST USEFUL?

The communicative discussion group and web site

Future steps and web calendar

Web page

Steps for the future

All of them

Web based information system

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WHICH SESSION(S) DID YOU FIND LEAST USEFUL?

Project related evaluation

All were good

Please add any additional comments here

At the end of the project the atmosphere is growing better and better among partners. We work very efficient, knowing what we have achieved yet

To promote the web based information system for another countries

I'm interested for collaboration with the partners and I would like to meet them again

Good collaboration among the partners

The main expectations of the first day dealt with the outcomes that are to be used also beyond the support from Grundtvig: the web-based information system and the future cooperation of the partners. Most of the expectations were fully met, though too much "homework" was left.

All sessions were important and useful, with the exception of the project related evaluation which took too much time (one hour). The atmosphere of the meeting was much better than the one at previous meetings; and also the work was very efficient. Promoting the web-based information system in other countries and further contacts among partners seemed to be most important.

Second Day 2: August 27th

Project related evaluation

N= 10

2, 4, 4, 4, 4, 2, 4, 4, 4, 4

Average: 3,6

Comments:

There were only a few outcomes to discuss, the presentation was a bit repeating the written version

It was interesting to know the results of the evaluation of the project made by all the partners

The report was interesting for all, but for the partners who studied it in advance, the presentation was too long.

Dialogic evaluation

N= 10

7 X 4, 3, 3, 2-3

Average: 3,6

Comments:

Valuable input was given by partners – useful for the final report and future projects

It was interesting to debate with the partners some aspects of the evaluation

Very good outcome, vivid, a bit short in time and hampered by language barriers

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The in-depth discussion concentrated on issues of equality – a very valuable approach and know-how for future work.

Web based Information system with the three modules

N= 10

8 x 4, 3, 2

Average: 3,7

Comments:

Perfect – but for DE to some extent unclear in the future use (will it be needed?)

Valuable input was given by partners – useful for the final report and future projects

Very valuable tool; solutions for its further usage should be sought for.

Steps for the future

N= 10

8 x 4, 3, 3

Average: 3,4

Comments:

It could be interesting to mark into the future in new projects related with LLWs and adult education

Good ideas, good contribution of all partners – but to a certain extent lack of initiative for development of project ideas in deep within the group

Very good ideas for follow up projects

A unanimous wish to keep in contact in the future and to apply for a follow-up project was expressed.

WHAT WERE YOUR EXPECTATIONS OF THIS COURSE?

Synthesis evaluation reports, clear steps for the web-based information system

Proposals for further implementing the project outcomes

To discuss the final topics of the project and to think about future follow up of the project

To understand more about the important details in the context of the 4 sessions and to facilitate next performance

To have a follow up project because it is important to continue for Switzerland not to lose contact and to develop LLW

TO WHAT EXTENT HAVE THESE EXPECTATIONS BEEN MET?

Fully, excellent presentations and vivid discussions of each member team

I am very content with the clear proposals and the honest discussion; a good balance of dreams and reality

In a high level

We are on the way

WHICH SESSION(S) DID YOU FIND MOST USEFUL?

All of them very important, dialogic evaluation very innovative for me

Three great products!

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1,2,3,4, sessions were useful and interesting at the same time

Web-based information system, congratulations to Slovenia, steps for the future

WHICH SESSION(S) DID YOU FIND LEAST USEFUL?

Project related evaluation

All were good

All sessions were useful at the final stage of the project

Project related evaluation. It is needed and useful, but not for one hour, because the result was clear

PLEASE ADD ANY ADDITIONAL COMMENTS HERE

Keep in mind to use dialogic evaluation at the future meetings in other projects

Thanks to our RO hosts, Thanks to our Slovenian Project Manager and team

Thank you

The expectations concerned the overall picture of the work done in the project and also the understanding of important details of the process and outcomes, and above all the future implementation and cooperation. These expectations were met at a high level and fully. All sessions were very useful and showed important project achievements, some also brought new knowledge (dialogic evaluation).

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Table: Overview of daily evaluations, Mangalia, August 26 – 27 2004

No of session	Session	Date	Rating				No of answers	Average score
			4	3	2	1		
1	Presentation of national teams: reflections on the aims and achievements, failures, impact on future LLWs and work, most important results and recommendations for the future	26 Aug 2004	10	1			11	3.9
2	Final report first draft: discussion, input	26 Aug 2004	1	6	4		11	2.8
3	Web site and e-bulletin	26 Aug 2004	3	4	3		10	3
4	Project related evaluation	27 Aug 2004	8		2		10	3.6
5	Dialogic evaluation	27 Aug 2004	7	2	1*		10	3.6
6	Web based Information system with the three modules	27 Aug 2004	8	1	1		10	3.7
7	Steps for the future	27 Aug 2004	8	2			10	3.4

* 2-3

5.4.3 Overall evaluation of the meeting

Mangalia, Romania, 26 –28 August 2004

N= 7

The extent to which each partner contributed to the event.

All partners were active and they collaborated open and seriously.

Everybody contributed to the events in a very good way.

I think that all partners have contributed with interesting interventions.

All partners were active, took part in discussions. Participation depended to a large extent to the language skills of each person.

All partners contributed equally – according to their experiences and all willing to find new forms of cooperation.

First, thank for the organisation to RO and preparation to SI. And I think we did well and were quite innovative.

All partners have been working very motivated.

For the last meeting all partners have contributed their share; they were active and open. The RO organisation of the meeting and the special presentations of the SI team gained special appraisal, as well as the innovative approach in outlining follow up projects.

The extent and quality of the intercultural dimension and the extent of opportunities for participants to share information about their own countries and national LLWs.

We still learn a lot from our partners and also we exchange a lot of experience.

All the partners have had the same opportunities to share their experiences related to LLW.

Good conditions and atmosphere for sharing information.

We learned a lot new about Romania. There were enough opportunities for exchange of information and experience (coffee breaks). A lot of positive impressions on the systematic development of LLW especially in RO and BG.

There were plenty of opportunities to present county experiences – not in a “boring” way but interacting and complementing each other.

Intercultural dimension is impressive and I have learned a lot.

One very good thing of the project is the lesson of how you can represent your national experience in a intercultural dimension, we did it !

At the last meeting the intercultural dimension and the sharing of information was fully expressed: the atmosphere was much better than at previous meetings, team members were still learning from each other, very openly discussing the topics; there were plenty of possibilities to learn about Romania, its people and history and at the same time give glimpses from partners' own countries.

The extent to which a reasonable representation of participants from various countries has been achieved

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They have some wish for new projects in the future.

Satisfactory.

It was no representation from one of the partner.

All presentations were of high information -level

Good.

The representations were good and realistic.

All partners were well prepared to represent their activity

All partners were well prepared to present their input to the project; though FEUP colleagues were not present, the CREA colleagues ensured the input to the meeting.

Organisation of the transnational event (clear planning, realistic timescales,...)

Very good organisation

Excellent! Nice place, good planning, good cultural programme!

Realistic time schedule, sometimes not quite clear structure, of the discussion, but as a whole a very well planning

The organisation was good; we have accomplished the objectives and the time scales were correct

Excellent

The planning of the transnational events varies from country to country; LLW g1 partners are much more flexible than the Swiss.

The organisation of the meeting was excellent and facilitated the implementation of the realistic time schedule. The meeting was also very well structured.

Effectiveness of content and appropriate range and balance of activities (appropriate content, related to the aims and objectives of the event; relevant mixture of activities e.g. workshops, social activities, free time).

Very good

The balance was good

It was OK

Within the project too much emphasis on products and outputs in relation to time and finances – a need in more meetings, common development of products

Contrary to the meeting before, the programme was more relaxed although we achieved all the aims; the result is also quite some "homework"

Very well, more balanced than in Barcelona

Good balance between content, organisation, work on the one hand and social activities on the other

The effectiveness of the contents and balance of activities was estimated as very good, actually much better than in Barcelona. In relation to the project as a whole, too much emphasis was put on products (in comparison with allocated time and finances). In the future project, more time and money should be allocated to meetings in order for partners to take part in the design of project aims and outputs.

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Effectiveness of the delivery by trainers, workshop leaders (trainers and leaders have the appropriate subject competence and knowledge, trainers and leaders are good communicators with the necessary language skills, trainers and leaders have the appropriate didactic experience for delivering professional development...)

Was a very good communication between the partners

Yes, the work was effective because of the quality of involvement of partners

All workshops were well organised; moderators showed a great interest and emphasis in their work. All participants showed a high level of skills

No complaint, very good!

Managers: good organisational skills, excellent communication

Delivery by all presenting the project activities was very good and showed great involvement of all of them.

Effectiveness of shared ownership of the event (the needs and expectations of participants have been taken into account, participants have the opportunity to contribute their own expertise)

We don't know exactly what happens with the web page

Yes, it was done and it was interesting for all participants

All partners have shared our work and experience

I believe all needs and expectations have been met; all had the opportunity to share their experiences and viewpoints

Was done very good!

I am satisfied to the greatest extend of the effectiveness of the managing the lessons and the participation for the separate partners

The principle of "sharing and belonging" has grown better and better and was fully expressed at the last meeting.

Quality of the mechanisms for evaluation.

The best tools for evaluation

Pragmatic and easy instruments for using

Good mechanisms for the evaluation of the project

We have up to now no data of a long term evaluation of the project – as well on the level of LLW coordinators as from participants The instruments are available!

Good

Project related evaluation instruments are excellent

Too long procedure!

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All team members, with one exception, saw the evaluation instruments as very valuable tools. In addition they proposed to proceed with evaluation of the outcomes, beyond the support of Grundtvig, among the regional and thematic networks of coordinators to receive new feedback.

Provision and suitability of materials, resources and equipment (appropriate prior information being issued to participants; relevance and quality of materials issued during the event; sufficiency, range and suitability of other resources, including, where appropriate, ICT, provision of support and assistance for technology users, the extent to which technology and other resources are used effectively and with innovation)

Excellent

Yes, it was done quite on time in an appropriate way

They were OK

Excellent!

Very efficient and appropriate. The only problem is, when you get 5 e mails a day before the project meeting and you should read them and do your homework and you are already stressed

Very good use of materials and equipment

Materials, resources and equipment were marked as OK, excellent, and very good, for one partner the work load was to great for a short time that was available.

Quality and appropriateness of the domestic arrangements and the comfort factor (attention to practical details and catering; suitability of the working venue; quality of overnight accommodation, special requirements (dietary for example) being met)

Good

Perfect!

They were OK

All is fine!

Excellent – The RO partners did a great job providing great accommodation, food and opportunities for socialising

Wonderful, a real treat!

Very good quality of accommodation and of working venue.

In one word, the meeting was a real treat thanks to RO partners.

Prepared by: Darijan Novak and Olga Drogenik

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Supplment 7.6. Copy of the article in E-bulletin 6 on national team member project evaluation
Team members' viewpoint on the benefits/contributions of our project



Team members' viewpoints on the benefits/contributions of our project

Prepared by:

Olga Drofenik, 
Slovenian Institute for Adult Education

On the third meeting of the team members held in Barcelona from 24-27 November 2003 partners conducted an evaluation of their participation in the project Widening and Strengthening the EU dimension of the LLW/LF movement. Partners have written down responses to two questions:

What do you believe are the most important benefits for you from our common project?
What are the most important contributions from you to our common project?

Teams have expressed the most important benefits they have been gaining from the participation and the most important inputs they have been providing for the success of the project. The evaluation statements were created by each national team, the Slovenian and Spanish consisting of four, the Romanian three, Bulgarian two and German of one member. The Silent partner from Switzerland joined the evaluation process as well.

Team members' benefits from the project

National teams have highlighted 28 benefits. They can be structured into the following groups:

1. Benefits for participating institutions.
2. Benefits related to professional and personal growth of team members and their colleagues not directly involved in the project.
3. Benefits for the participating countries.
4. Benefits for the area of lifelong learning and adult education.

It must be emphasized that the categories of benefits are intermingled and transversal. Professional and personal growth brings input to institutional work, creates space for implementing lifelong learning strategies and participative learning for all people. People are changing the maps of lifelong learning in our countries and in Europe. Nevertheless I have decided to categorise the benefits as they are important indicators of the impact of our work in the project.

In the first group – benefits for institutions - some of the common project outputs and new skills developed are most appreciated. These are: professional homepage, e-bulletin as a good idea for promotion of learning festivals and other useful communication tools. The project is also opening ways for starting up future projects, providing experience at local level (knowledge transfer and exchange between regional coordinators of LLW), and deepening the awareness of EU dimension by implementing working model for the transfer of know-how.

In the second group – benefit for personal and professional growth - teams find most useful new experiences in project management, improved knowledge about Learning festivals in other countries, exchange of experiences among partners and increasing friendship among all of us sharing the knowledge. Team members have also reported that they have been developing and improving their computer and language skills. The team work has been developing a new way of functioning in everyday working life: we are surpassing the habitual ways of doing things and gaining new aspects. Dialogic evaluation and communication established in the research work of the CREA and transmitted to the project is a valuable new experience for all other partners.

In the third group – benefits for countries - the first learning festival in Spain is considered as the greatest benefit as well as the collective event of partners which was part of it. Both events made the cooperation between the two Spanish partners and the work of all partners visible. The project is bringing empowerment for our own work and brought new impulses to the German LLW

movement. Transfer and exchange of knowledge between regional coordinators of LLW certainly prove the enhancement of working experience at local level.

In the fourth group – benefits for the area of LL and AE – teams highlighted practical support of the Manual for LF Coordination with its overview of fundamental tasks of LF coordinators and their partners and the dissemination strategy plan with its holistic approach. All team members declared that the innovative Evaluation model, instruments for evaluation of learning festivals, which are putting the expectations and the roles of participants forward in the LF movement evaluation process, as central benefits. Two other processes triggered by the project were mentioned: the project helped to summarise the actual tendencies in lifelong learning and enabled to create a coherent development strategy of the RO partner.

Team members also highlighted the transversal, interrelated issues such as participants' empowerments and dialogic evaluation and communication paving its way into the work of partner institutions.

Team members' contributions to the project

Team members evaluated also what they believe is their most important contribution to the project. They recognise 23 contributions that can be classified into two groups:

1. The input of partners to the planned outputs of the project.
2. The impact of partners on different levels and fields in the area of lifelong learning.

According to the project proposal each partner has some specific tasks in the project assigned to him on the basis of his professional achievements or his networking structure that guarantees the implementation and further dissemination of the projects results.

Team members emphasised their input to the:

- ★ analysis of real situation in the area of LL,
- ★ adaptation of the project tools to use them in national language,
- ★ first learning festival and collective event in Spain,
- ★ creation of the Manual,
- ★ e – bulletin,
- ★ other projects tools (web page, forum, other national link sites, designer solutions),
- ★ dissemination and media promotion plans,
- ★ inclusion of the voices of participants in learning festival movement.

Team members highlighted also some broader contributions, spreading beyond the project itself: sharing new knowledge which widens the EU dimension of LLW movement, contribution to the South East EU experience in LLW, dissemination of the European experience in the participating countries and vice versa, dissemination of the project outcomes in other national and EU projects and widening of national LF as a result of the project.

Team members also consider the sense of responsibility and participation in all common “duties” as an important contribution reflecting EU dimension: in the work of the project team cultural diversity is respected, and the tensions deriving from differences are overcome with humour and good will.

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Supplement 7.7. Consolidated project framework and action plans

Introduction

The Consolidated project framework is a tool for supporting the partners in their everyday activities. We tried to prepare the transparent document with all the work packages (WPs) or Stages of the project, with all our products and results and all the activities leading to the completion of each of the products. We have also added the responsible partners for respective activities and the deadlines for their completion. The Consolidated project framework is the result of the project proposal and the discussions of partners on our 1st meeting in Ljubljana, October 2002. There are two important changes in the overall work plan that the partners have agreed on.

The date for organising the 1st Spanish LLW and the collective event was changed from May 2003 to November 2003. That change was reported to Technical Assistance Office (TAO) Brussels, November 6 (see the Supplement).

In the Consolidated project framework the Stages of the project have been rearranged into work packages (WP) in such a way that the sorting of activities is more clear and consistent with the planned and expected outputs.

We would also like to mention the following, minor changes which arise when comparing the Consolidated project framework with the project proposal:

We have split the Stage 2 in the project proposal (Setting grounds for the project activities and for the evaluation process) into two work packages. All the activities concerned with evaluation have been sorted into WP 7 Monitoring, evaluation and reporting, while activities dealing with the planning of Lifelong learning weeks and models have been sorted into WP 5 Organisation of national events. The new WP 2 consists of the activities leading to the establishment of the national and regional/thematic co-ordinators (training of co-ordinators, preparing the Manual for co-ordinators).

We have also divided the Stage 4 in the project proposal (Production of promotional and informative materials) into two WPs: activities concerning the corporate image into WP 3 and activities concerning the IC tools and materials into WP 4.

All the activities dealing with assessment and evaluation (Stages 6 – Assessment and final evaluation, 7 – Preparation of the report, and 2 – Setting grounds for project activities and for the evaluation process) are united into one WP 7 Monitoring, evaluation, reporting.

The Action plan is the intermediate result gained after each of the team meetings, which are leading to 'renovated' Consolidated project framework. Action plans are therefore the amended versions of the mentioned document involving more concrete activities leading to certain product, their deadlines and responsible teams. Three Action plans were produced on our team meetings in Bonn, Germany, Barcelona, Spain and Mangalia, Romania.

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b) Consolidated project framework

Stage of the project (Work Package)	Products and results	Activity	Responsible Team	Completion date
WP1 Identification of the state-of-art and needs' analysis	(1) National reports with synthetic introduction	1. Setting up of analysis framework	SI	15 Oct 2002
		2. Producing draft national reports	All	15 Nov 2002
		3. Debating draft national reports	All	15 Dec 2002
		4. Producing statistics for national reports	SI	15 Jan 2003
		5. Producing 2nd draft national reports	All	15 Feb 2003
		6. Debating draft national reports	All	15 Mar 2003
		7. Producing final national reports	All	30 Apr 2003
		8. Producing introduction to national reports	SI, ES Ba, All	15 May 2003
		9. Using outcomes for project justifications, evaluations and reporting	All	Throughout the project
WP2 Training of national and regional / thematic co-ordinators	(2) Trained national (2 per country) and regional/thematic co-ordinators (15 per country – BG, ES, RO)	1. Training of national co-ordinators	SI, All	Oct 2002
		2. Training of regional/thematic co-ordinators	All	Sep 2003
	(3) Manual for co-ordinators	1. The structure of the manual	SI	31 Oct 2002
		2. Debating the structure	All	30 Nov 2002
		3. Producing 1st draft of the manual	SI	31 Jan 2002
		4. Debating the 1st draft of the manual	All	28 Feb 2002
		5. Producing the final manual	SI	31 March 2003

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WP3	Creation of corporate image and visual promotion	(4) Corporate image: graphic solutions for logo, typical web pages, poster and leaflet	1. Formulating terms of reference	All	15 Oct 2003
			2. Preparation of terms of reference	SI	1 Nov 2002
			3. Production of proposals of logo and other typical elements	All	25 Nov 2002
			4. Selection of proposals of graphic solutions (logo and other typical elements)	All	25 Nov 2002
			5. Providing contents for derived elements (poster, leaflet)	SI, All	31 Jan 2003
			6. Producing graphic solutions for derived elements	SI	28 Feb 2003
			7. Using elements of the corporate image	All	Throughout the project
		(5) Printed posters and leaflets	1. Publishing derived elements	All	10 Sep 2003
WP4	Creation of IC tools and materials	(6) Web page	1. Establishing the joint communication / discussion tool	SI	15 Oct 2002
			2. Debating the structure of the website	All	15 Nov 2002
			3. Producing of the initial website	SI	15 Dec 2002
			4. Debating the initial website	All	31 Dec 2002
			5. Producing the final website	SI	31 Dec 2002
			6. Maintaining the website	SI	From 31 Dec 2002 on
		(7) E-Bulletin	1. Production of the 1st draft of e-bulletin	BG	31 Dec 2002
			2. Debating the 1st draft	All	31 Jan 2003
			3. Production of the 1st edition	All	31 Mar 2003
			4. Providing articles	All	Throughout the project
		(8) Web calendar events	1. Creating data bases and computer application for registration of events	SI	Sep – Nov 2003
			2. Providing information about events	All	Sep – Nov 2003
			3. Producing web-based calendars of LLWs	SI	Oct – Nov 2003

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WP5	Organisation of national events	(9) 5 national LLW plans and weeks organised	1. Defining LLW models (target groups)	All	Apr – May 2003
			2. Establishing national LLW plans	All	Jan 2003
			3. Debating plans and defining areas of co-operation	All	Aug 2003
			4. Organising national LLWs	All	Sep – Nov 2003
			5. Evaluating national LLWs	ES Ba, All	Dec 2003 – Feb 2004
			6. Reports o National LLW	All	Feb – Mar 2004
WP6	Organisation of collective event	(10) 1 collective event	1. Setting up the preliminary plan	ES Ba, ES Ma	30 Apr 2003
			2. Exchanging and debating the plan and defining areas of co-operation	All	31 May 2003
			3. Producing the collective LLW plan	ES Ba, ES Ma	30 June 2003
			4. Organising workshop and TF meeting	ES Ma, ES Ba, All	Nov 2003
			5. Organising the collective event	ES Ma, ES Ba	Nov 2003
			6. Evaluating the collective event	ES Ba, All	Nov 2003 – Jan 2004
			7. Report on collective event	ES Ma, ES Ba	Jan – Feb 2004
WP7	Monitoring, evaluation and reporting	(11) Monitoring and national evaluations of learning festivals and collective event	1. Setting up the monitoring and evaluation plan – LLW related	ES Ba, All	15 May 2003
			2. Implementing monitoring and evaluation: collecting data, performing analysis	SI, ES Ba, All	Sep – Dec 2004
		(12) Overall evaluation of the project	1. Setting up the evaluation plan – project related	SI, All	Nov 2002
			2. Implementing evaluation	All	Dec 2002 – May 2004
		(13) Project reports (Interim, Final)	1. Setting up reporting instruments – project related	SI, All	Dec 2002
			2. Editorial work and printing of the summary of national and collective LLW report	RO	May – Jun 2004
			3. Organising workshop	RO	Jun 2004

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WP8 Dissemination and media promotion	(14) Dissemination plan	1. Setting up the plan for dissemination of project results and findings at three levels	DE, All	May 2003
		2. Organising workshop	DE	May 2003
		3. Implementing dissemination	DE, All	From May 2003 on
	(15) Media promotion plan	1. Setting up the media promotion plan	SI, All	Jul 2003
		2. Promoting and advocating at national and international level	All	Sep 2003

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Action Plan, May 2003

(established on the team meeting in Bonn)

Important:

Please insert the identification number of the project activities on each side of the materials you send for the interim report!!!

Don't forget to send together with the reports the copies of invoices (partners from Spain, Romania and Bulgaria!)

1.	National reports		
1.1.	Improved version of National reports	22 May	ES, RO
1.2.	Inputs to the introduction to National reports	25 May	Who wishes

2.	Manual for co-ordinators		
2.1.	Personal statements for the introduction of Part 1	25 May	Who wishes
2.2.	Translation of the manual (it can be a shortened version)	30 May	RO
2.3.	Send existing translation	22 May	BG, ES
2.4.	Design the title page	30 May	SI
2.5.	Send logos for the title page	25 May	All
2.6.	Send contribution to the manual (send e-mail again!)	20 May	FEUP, RO

3.	LLW plans		
3.1.	Send the plans (in EN and in the national language if available)	20 May	BG
3.2.	Send draft plan	25 May	RO
3.3.	Send Explanation for shifting the date of Lernfest into 2004	25 May	GE
3.4.	Send draft of the LLW plan and explanation for the delay	10 June	ES

4.	Training co-ordinators		
4.1.	Send the report Send the training materials and the evaluation of the training	25 May	BG, SI
4.2.	Send plan for the training: when, how, how many people, which organisations and locations	30 May	RO
4.3.	Explain reasons for the delay of training the co-ordinators	30 May	ES

5.	E-bulletin (at least one issue for the interim report; 8 issues planned in the project!)		BG
5.1.	Articles sent to BG	22 May	
5.2.	Who we are: BG – information taken from the web page (people, institution, project)	22 May	BG
5.3.	EU documents and links to them	22 May	SI (Darijan)
5.4.	LLW history		SI (Zvonka)

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5.5.	Learning festivals organised BG, SI, RO ES explanation of LLW and collective event	22 May	BG ES
5.6.	Regional festival, Skopje	22 May	BG
5.7.	Related topics : Isabel and Montserrat: day of the participants Sabrina: Learning regions Sabrina: Abstract of the congress marketing in ____ if time Elena: Big week of School	22 May	ES GE GE ES
5.8.	Send e-mails of institutions and persons you would like to receive the bulletin, later on an ongoing basis	30 May	All
5.9.	Articles for the 2nd edition, all partners sent to BG	5 Sep	BG
5.10.	Sabrina reminds us to prepare the articles	1 July	GE

6.	Collective event		
6.1.	1st draft as proposed on the workshop	30 May	ES
6.2.	2nd draft	25 June	ES
6.3.	Final version	July end	ES
6.4.	Debating video presentation in the group - initiates Zvonka	Sep	SI
6.5.	Debating photo catalogue in the group - initiates Milka	Sep	BG
6.6.	Debating workshop involving participants - initiates Elena	Sep	CREA

7.	Evaluation of national LLW		
7.1.	2 indicators for impact Draft of instruments	Beginning of June	CREA
7.2.	Debating the proposal for the instruments for the participants, co-ordinators and organisations	June-July	All
7.3.	Final version	Aug end	CREA

8.	Draft of the dissemination plan for the project		
8.1.	Prepare draft of the dissemination plan	25 May	GE
8.2.	Debating the draft	Middle July	All
8.3.	2nd draft and final version	Sep	GE

9.	National dissemination plans for the project results	Dec-Jan	All
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10.	Drafts of the National media promotions plans (manual page 9-11)	Before the start of festivals	All
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11.	Purpose and key results of the Bonn Meeting		
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11.1.	Purpose and key results	20 May	GE
11.2.	Summary of the minutes on		
11.3.	- the European dimension of LLL	22 May	GE
11.4.	- evaluation model	22 May	CREA
11.5.	- dissemination plan	22 May	GE
11.6.	- collective event	22 May	FEUP
11.7.	- National reports, Poster, Web page, Logo and Manual	22 May	SI
11.8.	- E-bulletin	22 May	BG
11.9.	- training co-ordinators		
11.10.	- report on LLW national plan		
11.11.	Minutes of the meeting draft	22 May	CREA
11.12.	Improved minutes abstract	30 May	GE

12.	WEB page		
12.1	Changes in options involving the ES partners (on the WP and introduction)	25 May	SI
12.2.	Send suggestions for links to add to the Links option, first deadline, then on a regular basis	25 May	Who wishes
12.3.	Country profiles – post national reports (the compilation of national reports + introduction will be posted under Outcomes)	15 Jun	SI
12.4.	Institutions - add web pages of all partners	25 May	SI
12.5.	Add icons for Manual and other outcomes to attract attention of visitors	15 Jun	SI
12.6.	News – short news on LL and LFs (everybody contributes)	Ongoing	All
12.7.	Send in writing changes of LLS coordinators, and project contact persons	25 May	ES, RO
12.8.	National pages		
12.9.	- short representation of Festivals, from the text in E-bulletin		All
12.10.	- national LLW plans, the countries		
12.11.	- send web pages and other internet links you find important (with short description what the link is about		Who wishes
12.12.	- send logos of festivals		All

13.	Poster		
13.1.	Send your logos and dates (except Germany)	Beginning of June	
13.2.	Send your proposal for graphic solution as soon as possible via forum (brighter colours, playing with text,...)	25 May	Who wishes
13.3.	Kristiana will open discussion for finding a motto for the poster	25 May	RO
13.4.	The title is going to the bottom, the motto comes to the top	Middle of June	
13.5.	Check the number of the project - Brussels	Immediately	SI

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14.	Logo		
14.1.	Produce new logo with the names of countries Produce the textual version of the logo (project title) so that we can combine both	30 May	SI
14.2.	Send translations of the project title	25 May	All
14.3.	Create 'national' textual logos		SI
15.	Calendar of events		
15.1.	Study Franci's proposal, send suggestions	Jun middle	All
16.	Leaflet		
16.1.	Send ideas (Estonia example)	Middle of June	GE
17.	Reports		
17.1.	Copies of invoices	25 May	RO, ES
17.2.	Two months financial report with copies of invoices	25-30 May	All
17.3.	Fill in the questionnaires for the project evaluation	22 May	FEUP,GE, RO
18.	Training of co-ordinators	June?	RO, confirm in 1 week
19.	E bulletin 2nd issue	Sep	BG
20.	National LLW models (general framework as the basis for every year planning)	Dec	All
21.	Web calendar of events - input for the calendar	Aug, Sep	SI All partners
22.	Evaluation instruments defined and agreed for Participants Co-ordinators Organisations	Sep	CREA

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c) Action Plan, November 2003

established at the project team meeting in Barcelona, November 24 – 26, 2003
 (structured according to the 15 project outcomes)

0.	Project management		
0.1.	Sending the reporting forms via forum again	5 Dec	SI
0.2.	Activity report (Form 2A) - past and future activities	end Jan	All
0.3.	Financial report	end Jan	All
0.4.	Synthesis report	mid Feb	SI

1.	National reports with synthetic introduction		
1.1.	Accomplished		

2.	Trained national and regional/thematic co-ordinators		
2.1.	Report of training (also to be posted at National page)	end Dec	RO, ES
2.2.	Structure for final report	10 Dec	SI
2.3.	Final reports according to structure (if needed)	end Dec	All
2.3.	Synthesis of reports of training regional and thematic co-ordinators	end Feb	SI

3.	Manual for co-ordinators		
3.1.	Accomplished		

4.	Corporate image		
4.1.	Accomplished		

5.	Promotional material: poster and leaflet		
5.1.	Poster – Accomplished		
5.2.	Leaflet		
5.2.1	Discussion via forum	15 Dec	All
5.2.2	Final version of English text	20 Dec	SI
5.2.3	Translations into national languages sent via forum to SI	15 Jan	All
5.2.4	Graphic solution of bilingual leaflet produced by Nina	25 Jan	SI
5.2.5	Posting of leaflet on the LLW5 website (Outcomes, Graphic)	end Jan	SI
5.2.6	Publishing of leaflets in all countries	until May	All

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6.	WEB page		
6.1	Sending material for updating the pages (especially National pages)	end Jan	All
6.2	Posting all updates	15 Feb	SI
6.3	News – info on LLW Spain – events in Madrid and Barcelona	end Nov	ES – FEUP and CREA
6.4	Modification of appearances of posting in News according to time of event	end Nov	SI
6.5	Structure of forum messages and filling the photo gallery	end of Dec	SI

7.	E bulletin -		
7.1.	3 rd issue of E-bulletin:		
7.1.1	Texts that need to be improved are sent to Nikola	5 Dec	BG
7.1.2	New web-based version	8 Dec	SI
7.1.3	New printed version	10 Dec	SI
7.2	4 th and 5 th issue of E-bulletin:: Who are we? – remains Learning festivals + collective event (Brief reports and special topics - All) Related topics: Tertulias (CREA) Grundtvig 4 / Hamburg (Zvonka + Maria) Meeting in Talin (Ruth RLLW Skopje (Sebastián?) Meeting in Bratislava (Darijan contact)		
7.2.1.	Internal articles sent to Nikola	24 Dec	All
7.2.2.	Articles of external authors sent to Nikola	10 Jan	All
7.2.3. a	Editorial work by Nikola	17 Jan	BG
7.2.3. b	Editorial work by Olga	20 Jan	SI
7.2.4	Web-based version	20 Jan	SI
7.2.5	Printed version	30 Jan	SI
7.2.6	Send e-mail addresses for the mailing list	25 Jan	All

8.	Web-based application for registration, calendar of events and evaluation		
8.1.	Maps of each country with regions (Corel, Adobe, Macromedia, Freehand) List of regions and respective municipalities	5 Dec	All
8.2.	Translations of texts for navigation	10 Dec	All

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8.3.	Version of application for testing – evaluation part	end Dec	SI
8.4	Using the application for the evaluation of questionnaires (participants, providers)	28 Feb	All, except GE
8.5	Version of application for testing – registration and calendar of events	28 Feb	SI
8.6	Testing the application - registration and calendar of events	31 Mar	All
8.7	Final version of computer application with instructions	30 Apr	SI

9.	National LLW plans and models		
9.1.	National LLW plans – Accomplished		
9.2.	National LLW models		
9.2.1	SI partner sends final version of the SI LLW Model ('Evaluation' becomes a separate topic)	5 Dec	SI
9.2.2	Other national LLW/LF models prepared and sent via forum (for reasons of comparison based on the SI Model)	31 Dec	BG, (GE), RO, ES (CH)
9.2.3	Synthesis report – comparison (unexpected output!)	28 Feb	SI

10.	Collective event		
10.1.	Impressions of partners on the collective event	15 Dec	All
10.2.	Collecting all documentation and writing a report on all collective events	end Jan	ES - FEUP and CREA
10.3.	Evaluation of questionnaires – National event	28 Feb	ES-FEUP
10.4.	Evaluation of questionnaires – Tertulias	28 Feb	ES-CREA
10.5	Synthesis report (National event + Tertulias)	10 Mar	FEUP + CREA
10.6.	Presentation of collective event on web site	15 Mar	SI, ES

11.	National LLW evaluations and reports		
11.1	Sending two structures [for national reports (is not obligatory) + for synthesis (obligatory)] via forum	5 Dec	SI
11.2	Discussing via forum	end Jan	All
11.3	Plan of analysis of questionnaires	end Dec	SI, CREA
11.4	Input of data via web-based application	Jan-Feb	All
11.5	National LLW reports – in national languages	end Feb	All
11.6	English summary of national LLW reports	end Mar	All
11.7	Synthesis report for final project report	5 May	SI, All

12.	Overall project evaluation		
12.1	Send improved questionnaire	mid Jan	SI
12.2	Second periodic evaluation by project teams	end Jan	All
12.3	Synthesis project evaluation report	end Feb	SI

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13.	Project reports		
13.1	Interim report - Accomplished		
13.2	Final report – all texts are to be prepared before the meeting in May (for all 15 outcomes) – instructions will be sent by SI	until 20 May	All

14.	Dissemination plan for the project		
14.1	Very last version of dissemination plan is sent via forum	20 Dec	GE
14.2	Prepare categories for the web-based dissemination report	5 Dec	GE
14.3	Discussion on categories via forum	10 Dec	All
14.4	Web-based tool for collecting info on dissemination	15 Dec	SI
14.5	National reports on dissemination efforts on website (on events until Jan, then this is an ongoing reporting directly via web page)	10 Jan	All
14.6.	Information on the possibility to apply for a new project for dissemination purposes	soon	Ruth, Cristiana
14.7	Collecting documentation (material which is not in electronic format)	ongoing	All

15.	National media promotion plan		
15.1	National media promotion plans are sent via forum - drafts	31 Jan	All (GE, CH)
15.2	Time for enriching plans with each other's experience	31 Mar	All
15.3	National media promotion plans are posted in Outputs – final versions	5 Apr	SI

00	Next meeting		
00.1	Conceptualisation of next meeting – date (proposal 24-30 May)	1 Mar	RO, All
00.2	Conceptualisation of next meeting – programme (first draft of final report will have to be accomplished at the meeting)	1 Apr	RO, SI, All

d) Action Plan, August 2004

established at the project team meeting in Mangalia, Romania, August 25 – 29, 2004
 (structured according to the 15 project outcomes)

0.	Project management		
0.1	Send comments on the <u>first version</u> of the Final report to SI: Section 2A Summary of activities and Meetings (add dissemination plan for 2004 - 2005 into section 2A) Section 2B Overall description of the project Section 2C Results and products	5 Oct	All
0.2	Send three-month reports (July - Sep) to SI	10 Oct	All
0.3	Send final financial reports at national level to SI	25 Oct	All
0.4	Send <u>second version</u> of Final report to partners	15 Nov	SI
0.5	Partners send improvements	25 Nov	All
0.6	Produce and submit the <u>final version</u> of the Final report to Brussels	Dec 20	SI
0.7	Post the Final report on the web site	Dec 20	SI
1.	National reports with synthetic introduction		
1.1	Accomplished		
2.	Trained national and regional/thematic co-ordinators		
2.1	Report on the training of regional coordinators	Sep 30	ES-FEUP, CH
3.	Manual for co-ordinators		
3.1	Accomplished		
4.	Corporate image		
4.1	Accomplished		
5.	Promotional material: poster and leaflet		
5.1	Poster – Accomplished		
5.2	Leaflet – Accomplished		
5.3	Publishing the leaflet	Sep	CH, ES: CREA and FEUP
6.	WEB page		
6.1	Send material for updating the pages (especially National pages)	ongoing	All

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7.	E-bulletin		
7.1	8th issue of E-bulletin:		
7.1.1	Texts to be sent to Nikola, BG	Sep 10	All
7.1.2	New web-based version	Sep 25	SI
7.1.3	New printed version	Sep 25	SI

8.	Web-based application for registration, calendar of events and evaluation		
8.1	Maps of each country with regions (Corel, Adobe, Macromedia, Freehand) List of regions and respective municipalities in national languages		All
8.2	Translations of texts for navigation	Sep 10	All
8.3	Version of application for testing	Sep 20	SI
8.4	Testing/using the application	Sep 30 – Nov 2004	All
8.5	Final version of computer application	Sep 30	SI

9.	National LLW plans and models		
9.1	National LLW plans – Accomplished		
9.2	National LLW models – Accomplished		

10.	Collective event		
10.1	Accomplished		

11.	National LLW evaluations and reports		
11.1	Send LLW report	Sep 15	RO
11.2	Improvements of LLW reports	Sep 15	BG, ES-CREA
11.3	LLW evaluation report	Sep 15	ES-FEUP, ES-CREA, RO
11.4	Synthesis evaluation report	Sep 30	ES-CREA, SI
11.5.	Summary of national and collective LLW reports	Sep 30	RO

12.	Overall project evaluation		
12.1	Report that has been presented in Mangalia	Sep 20	SI
12.2	Report on the dialogic evaluation in Mangalia	Sep 20	SI, ES-CREA
12.2	Synthesis	Sep 20	SI, ES-CREA

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13.	Project reports		
13.1	Interim report - Accomplished		
13.2	Final report	Dec 31	SI (see also item 1)

14.	Dissemination plan for the project		
14.1	National dissemination plans to be sent via forum	Sep 15	BG, ES-FEUP
14.2	Collecting documentation (material which is not in electronic format)	ongoing	All

15.	National media promotion plan		
15.1.	Accomplished		