



Deliverable 8.2b Meetings and Seminars/Lectures in Sarajevo (UNSA) Evaluation Report

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Executive Summary

The Sarajevo meetings/events (D3.2a, D8.2c, D10.4.a) were held as three days event on 10-13 December, 2019. Forty two (42) persons participated in the events. This report presents the results of the internal evaluation of the Sarajevo events based on the feedback provided by the participants.

1 Introduction

The Sarajevo meetings/events (D3.2a, D8.2c, D10.4.a) were held as three days event on 10-13 December, 2019. Forty two (42) persons participated in the events.

2 Short description of activities

Partners had the opportunity to discuss project progress and analyze critical issues towards the successful implementation of the project. More specifically:

- All partners presented their first year progress in relation to the ongoing activities of the STEPS project. WP leaders discussed the status of the deliverables and their availability considering the review process.
- Project activities have been analyzed. The status of tasks and deliverables were presented by WP leaders while extended discussions focused on future planning.
- Open lectures were organized. Two critical topics were addressed, i.e.
 - o "Teaching Environmental Management at post-graduate level: transferring best practices (ReadLab)
 - o Legislation and standards regarding organic agrifood products (USAMVB)
- Study visits were organized at the Mill and Bakery Industry Company.

At the final day of the event, the Coordinator summarized the outcomes of the events, discussed future activities, responsibilities and deadlines. Issues related to the technical management of the project were also analyzed. Guidelines were given in order for the partners to collect and send all the supporting documents, including financial reporting for the first year of the project.

3 Main achievements

The most important outcome of the Sarajevo meetings was the organization of working groups and the work done in small groups of scientific staff with similar (or coincident) experience towards the design and the development of the STEPS programme and courses. More details of the methodology followed and the specific results reflected on the design, the structure and the development of the catalog of courses that will be included in the MSc programme can be found in the corresponding deliverable (D2.4). This process was a direct consequence based on the **comments and feedback of the previous internal quality assurance** procedure.

4 Internal Evaluation

As a part of the STEPS internal quality procedure the participants were asked to provide feedback in terms of:

- Preparations made for the organizational of the Study visit including Agenda items;
- Venues and facilities;
- Logistics and accommodation;
- Quality of study visit tours and information presented;
- Relation of visited places to the STEPS objectives.

The main takeaway was that working in parallel groups helped to achieve the challenging objective of the STEPS Master Program final design. The room for open discussion focusing on the Master program challenges (accreditation, number of electives vs compulsory, link of courses to lab activities, etc) was highly appreciated by the partnership

The questionnaire used for the internal evaluation is included in the Annex of this report. Internal evaluation results are presented in the following figure. The questionnaire was completed online by 30 participants¹.

¹ <https://docs.google.com/forms/d/1YHi1nlwbLyLjmxYu8lt4GLtnIHyoZPEeYMeAycjJgsU/edit?ts=5ecb8d99>

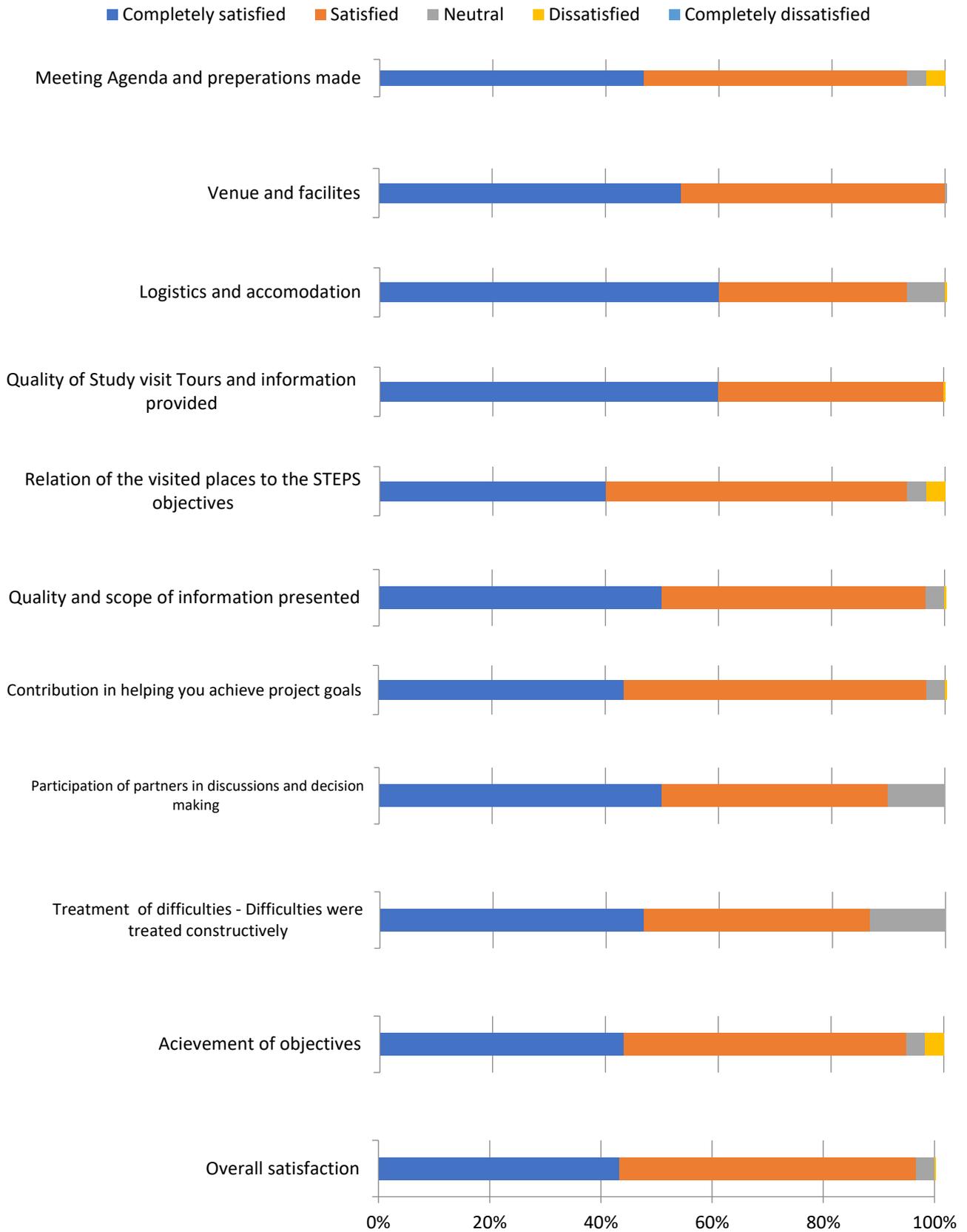


Figure 1. Internal evaluation of the activities organized in Sarajevo.

ANNEX A. Meetings/Events Evaluation Form

Meeting Name					
Date					
Place					
Hosting Organisation					
Evaluation Form submitted by	<i>(Reviewer Name & Organisation)</i>				
Date of submission					
Project Meeting/Event Quality Criteria					
How satisfied are you:	Completely satisfied	Satisfied	Neutral	Dissatisfied	Completely dissatisfied
with the preparations made to organize the meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with venue arrangements and accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with support (meeting rooms, equipment) provided during the meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the participation of project partners in discussions and decision making?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the structure of the agenda (subjects/issues covered)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the time assigned to the discussion of important issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the scope of information presented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the meeting's overall value in helping you achieve project goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the quality of the overall meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>