

WP7: deliverable 19

# Self-evaluation report, No. 1

Period: 1. May – 31. October 2014, extended to 31st January 2015

**Draft presented at 3PM in Budapest in January 2015, to be finalised till 31st January 2015**

## Preface

This is the first of six self-evaluation report as part of results (Del 19) of work package 7 of the CroCooS project.

The aim of self-evaluation reports is to provide feedback to the project consortium on the progress of the project in order to stress possible obstacles for the progress at its early stage and in order to foreseen the possibilities for improvements not planned before.

Self-evaluation report is structured following the Quality assurance plan of the project. The result of self-evaluation is presented according to the deliverables and the indicators of the project for each work package.

The analyses of the achievements are based on the documentation included in Dropbox prepared for CroCooS project to which all partners has access. As this is the first self-evaluation report it includes also proposed methodology of further self-evaluation activities (Self-evaluation feedback tool).

## Table of Content

1. WP1 Management and Coordination (TPF) .....	2
2. WP2 Analysis of existing EWSs within the partner countries (FSZK).....	3
3. WP3 Research beyond the partner countries: further specification of the elements of EWSs (TPF) .....	3
4. WP4 Pilot: professional content, methodological guide, testing and supervision (FSZK) .....	4
5. WP5 Piloting evaluation: planning; assessment; efficiency analysis (Expanzio) .....	5
6. WP6 Dissemination (TPF) .....	6
7. WP7 Quality plan (CPI) .....	6

## 1. WP1 Management and Coordination (TPF)

### Deliverables

Del1 Documents of meetings (meeting packages) and internal communication

Del2 Specified project Work Plan and timetable

Del3 Internal project website: Project Information System (PIS)

Del4 Reports for the Commission (monitoring, interim, final)

### Indicators

Ind1.1 Level of satisfaction of participants at workshop and conference

Ind1.2 No. of minutes

The management and coordination of the project was set up with the preparatory phase at the beginning of the project in spring 2014. The unexpected difficulties were slowing the project flow as partnership was changing (Slovakian, Dutch and Serbian). The leading partner had to prepare new solutions and address EU commission with request also for changes in financial plan.

Nevertheless no significant delays are in the process of the delivering the deliverables. Work plan and timetable (Del2) of the project WP are set and regularly updated. Documents of the meetings are regularly prepared and they provide detailed information on project process (Del1). Internal communication (Del1) is ongoing using the Dropbox, email, Skype in between the live meetings. Internal project website is going to be implemented after the project website is going to function and pilot is going to be implemented. Regarding reports for the Commission (Del4), first financial data are in the phase of collecting.

Level of satisfaction of participants (Ind1.1) is being monitored with event satisfaction questionnaire and so far the satisfaction level is high. All minutes of partner meeting are prepared (Ind1.2) and supported with detailed information of the work process.

## 2. WP2 Analysis of existing EWSs within the partner countries (FSZK)

### Deliverables

Del5 Criteria of a good practice in EWS and standard structure of a country report

Del6 Country reports + comparative analysis

### Indicators

Ind2.1 No. of country reports prepared

Criteria of a good practise in EWS (Del5) are going to be a result derived from all research activities in the preparatory phase of the project. Standard structure of a country report (Del5) was in its first draft presented to the partners before the kick-off meeting in June 2014. It was a used as a guide for country presentations at first meeting. It was structured as 10 questions that country reports should answer. After second partner meeting based of work progress that was going on in that time, additional 4 questions was added. It delayed the completion of final country reports, but it added at the same time very important information for the further work in preparation phase (Del5).

Country reports are prepared for Hungary, Slovenia and Serbia as they are the piloting countries (Del6 and Ind2.1). The comparative analyse (Del6) is ongoing process.

## 3. WP3 Research beyond the partner countries: further specification of the elements of EWSs (TPF)

### Deliverables

Del7 Research plan and research process

Del8 Summary of the research results - basis for proposed EWS

### Indicators

Ind3.1 No. of interviews conducted

Ind3.2 No. of respondents to on-line questionnaire

Ind3.3 No. of distress signals

Ind3.4 No. of introduced countries

Ind3.5 No. of sectors involved

Ind3.5 No. of methods, policy measures and targets introduced

Research beyond the partner countries is on its way. Plan (Del7) outline was presented at the kick-off meeting and draft plan on second partner meeting in September, which was followed with detailed plan with additional indicators in October. Several tools for reaching the results were set up or are in the process of finalisation during last few months and will give us the data necessary for presenting the results regarding the set of indicators. Extended desk research is presented already in the interim report (Del8). The study visit check list is prepared and study visits are underway. The on-line questionnaires are in the middle of preparation as also the collection of persons to be addressed with them in short time. The same is with the interview guidelines and the list of interviewees. Pilot countries will participate also in collecting information with questionnaires and interviews.

14 distress signals are included in the questionnaires (Ind3.3). 6 beyond partnership countries are included in the interim report (ind3.4).

## 4. WP4 Pilot: professional content, methodological guide, testing and supervision (FSZK)

### Deliverables

Del9 Methodological guide and toolkit for pilot and draft training material for multipliers

Del10 Training for multipliers

Del11 Pilot documentation and PLAs

Del12 Recommendations on the basis of the pilot results

### Indicators

Ind 4.1 No. of pilot participants from diff. target groups

Outline of pilot implementation was presented at kick-off meeting in June 2014 and detailed on at second partner meeting in September 2014. The implementation is a complex process as involves 5 schools and 2 mentors in each piloting country. The selection of the mentors and schools needed detailed criteria in order to find the best possible experts to work directly with schools and to effectively integrate the country specific. Mentor work had to be planned in order to start the

selection process in time and to be connected to changes in financial plans that was on the go in September and early October. The mentor selection process was finished and plan for further work is set up.

Deliverables of the WP4 are yet to be prepared as are based on the results of the research going on in WP2 and WP3.

## 5. WP5 Piloting evaluation: planning; assessment; efficiency analysis (Expanzio)

### Deliverables

Del13 Pilot efficiency evaluation plan

Del14 Tools of assessment (questionnaires, interview guides etc. in national languages)

Del15 Summary of the evaluation results (presentation and report)

### Indicators

Ind 5.1 Level of satisfaction of pilot participants by different target groups (to be still added)

Pilot efficiency evaluation is greatly depending on the structure of the pilot itself. Therefore its plan (Del13) will be finalised in later stage of the project. Nevertheless the project consortium has already been informed on the many elements of the pilot evaluation in 2 steps. First step include development of the evaluation plan throughout the pilot implementation development to help piloting countries to foreseen the pilot evaluation and plan accordingly and the second step is finalisation of the plan after the implementation of pilot is on the start.

At kick-off meeting the draft evaluation plan was presented including the goal, core hypotheses, context of implementation, method of evaluation, expected results and technical issues. The evaluation plan was discussed in plenary. The two working group's results gave needed feedback for the further development of evaluation plan regarding the characteristics of the pilot implementation in different countries (type of schools and experts involved etc.).

At second stage at the second partner meeting, further developed plan was presented that included the purpose, criteria, sample, instruments and timetable of the evaluation.

Third input on evaluation was the outline of the evaluation fieldwork presenting the concrete deliverables. Document was sent in October as the amount of work (concrete tasks) and financial consequences had to be foreseen.

At this stage the proposition on additional indicators are possible, mostly in regard of evaluation target groups to be involved.

## 6. WP6 Dissemination (TPF)

### Deliverables

Del16 Events: workshops + high level international conference

Del17 Online media: webpage, online newsletter, on-line Resource Pool; (video spots, social media)

Del18 Publications: on-line project publication + articles and conference presentations

### Indicators

Ind 6.1 No. of website visitors

Ind 6.2 No. of workshop and conference participants

Ind 6.3 No. of items uploaded in the Resource Pool

Ind 6.4 No. of dissemination activities of partners on international, national, regional and local level

In this project preparatory phase also the dissemination is limited. The webpage is published (Del17) and several dissemination activities went on in partner countries, but are not yet recorded and will be included in next self-evaluation report.

## 7. WP7 Quality plan (CPI)

### Deliverables

Del19 Self-evaluation reports

Del20 External expert monitoring evaluations (interim, final)

Del21 Participants' evaluation of events and products

Del22 Web monitoring; electronic assessments

## Indicators

Ind 7.1 No. of self-evaluation activities (regular feedback, event evaluation, product evaluation etc.)

Ind 7.2 No. of self-evaluation reports

Ind 7.3 No. of external evaluation

Ind 7.4 No. of collected feedback from target groups

Ind 7.5 Level of satisfaction of project partners

WP7, on quality assurance plan was drafted and presented at first partner meeting in June and a detailed one at second partner meeting in September. Further development of the quality assurance plan went on in autumn on the basis of the finalisation of other WP plans. The final version of WP7 plan is presented at third partner meeting in January. It includes also the plan for conducting the external evaluation (Del21). Also first self-evaluation report (Del19) is presented at third partner meeting in January. We record the delay that accrued because of the staff changes at CPI and its increased involvement in research work. On the other hand this situation gave as opportunity to include additional indicators and present the methodology for the collecting data for further self-evaluation reports to partners at the January meeting. The participants' evaluation (Del21 and Ind7.1 and 7.5) of events is undergoing with the Event satisfaction questionnaire that was set up after first partner meeting.