



# IBTIKAR PROJECT

promoting research and innovation environment in the Libyan higher  
Education System

## First International Meeting

## Virtual Kick Off Meeting

16-17 March 2021

AUTHOR

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## CONTENTS

Introduction	4
Evaluation results in a nutshell	6
<i>Organization of the meeting</i>	7
<i>Agenda of the meeting</i>	9
<i>Meeting implementation</i>	11
<i>Building partnership</i>	13
<i>Post-meeting feedback</i>	15
<i>Overall communication</i>	17
Problems detected and recommendations	18



## Introduction

As part of the external monitoring activity for Project IBTIKAR, please find below the methodology and outcomes of the questionnaire submitted to the participants of the meeting held online on the 16<sup>th</sup> and 17<sup>th</sup> March 2021.

The following participants virtually took part to the meeting: the UNIMED Director, the IBTIKAR Project Officer from EACEA, the Coordinator of the National Erasmus Office in Libya and the partners' university officials and staff members.

The aim of this evaluation report is to support the members of the consortium in increasing the effectiveness of the general project coordination activities carried out during the meetings, for the final purpose of improving project performances.

## METHODOLOGY

The questionnaire was available online (*Google Forms*) on 25<sup>th</sup> of March 2021; the submission deadline was April 16, 2021.

The 18 questions and related requests for further details, comments and suggestions, aim at collecting feedback from the attendees of the KO meeting and verifying attendees satisfaction concerning organization of the meeting, communication among the partnership, networking and achievements of results at three different stages: pre-meeting, during the meeting, and post-meeting.

In order to pursue this aim, the questions are subdivided into 6 groups:

- Organization of the meeting;
- Agenda of the meeting;
- Meeting implementation;
- Building partnership/networking activities;
- Post-meeting feedback;
- Overall communication.

Most of the questions are closed, but some were left open to let the attendees express suggestions and comments.



The scale adopted to measure and analyze the closed question is:

1 = “Not at all”;

2 = “To a small degree”;

3 = “To a large degree”;

4 = “Completely”.

At the end of the survey period, **10 out of 14 project partners’** answers have been received.

The following partners institutions have been represented by the questionnaires collected:

- UNIMED, Unione delle Università del Mediterraneo
- UNILE, Università del Salento
- UTAD, University of Trás-os-Montes and Alto Douro
- UoT, University of Tripoli
- MU, Misurata University
- SeU, Sebha University
- SU, Sirte University
- EMU, University of El Merghib
- AIU, Al Asmariya Islamic University
- BWU, Bani Waleed University



## Evaluation results in a nutshell

It is considered appropriate to first provide a general overview regarding the evaluation of the project kick-off meeting, in particular with reference to the 6 survey areas. In general, the analysis of the results reveals a **good qualitative level** of the organisational aspects of the event.

As a matter of fact, none of the 6 areas investigated presents relevant critical aspects. Some areas present possible rooms for improvement and are reported (*together with possible solutions*) in the chapter "Problems detected and recommendations".

With respect to the 6 areas of investigation, the evaluation results in brief are:

### LEGEND:

	Excellent
	Fairly good
	Poor

	Organisation of the meeting: the participants' level of satisfaction with regards to the logistics, timetable, as well as the documents prepared and shared before the meeting was considered excellent. The usefulness of the pre-meeting was not perceived by all partners.
	Agenda of the meeting: the participants agree on the good level of consistency between the topics on the agenda and the project activities. The level of involvement of the partners in the project activities planning can be further improved. As indicated in the previous paragraph, the pre-meeting is not the most effective tool to boost partners commitment.
	Meeting implementation; as regards the level of partners' interaction and discussion during the meeting sessions, the consistency between the topics foreseen on the agenda and those discussed, the clarity of content and the depth of discussion, the partners were very satisfied.
	Building partnership/networking activities; the online platform has been positively evaluated to foster networking activities, however some partners prefer the face to face modality. The involvement and contribution of the participants to the discussion and decision making needs to be further improved.
	Post-meeting feedback; there was a very good overall assessment of both the achievement of the meeting objectives and the quality and level of detail of the minutes.
	Overall communication: the coordinator was considered by the partners very responsive; the communication among the partnership very smooth

## Organization of the meeting

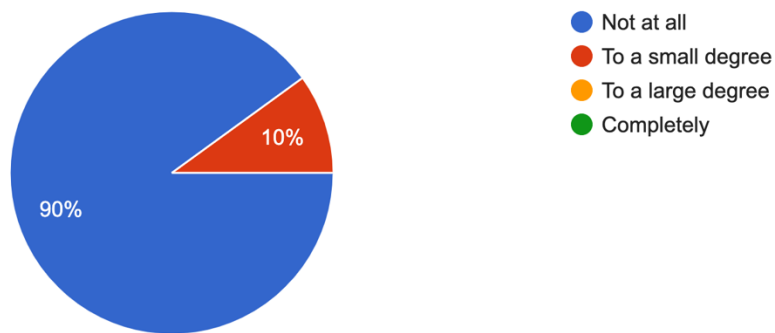
The survey investigated the organization of the meeting (with a specific focus on logistics).

Detailed outcomes per questions:

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Did you encounter any problems with the scheduling of the meeting?

10 risposte

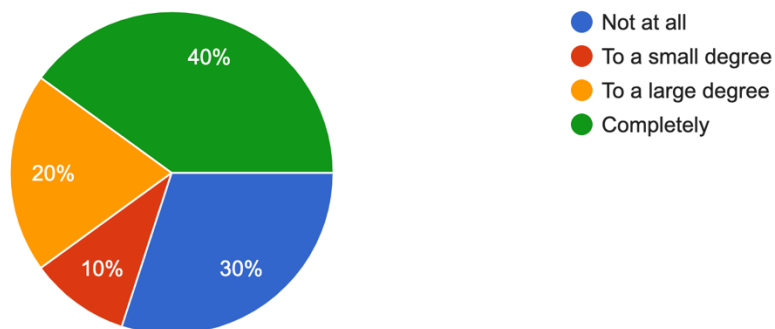


If yes, please, detail:

- It happened to be at the same time as my lectures at the faculty of engineering.
- 

If you are a WP leader - did you consider the pre-meeting useful for the KO meeting preparation?

10 risposte



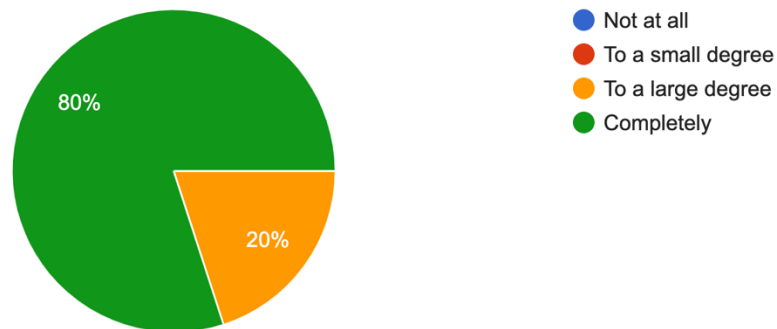


If yes, please, detail:

- Complete information.
  - It is crucial for the aim of having well-organized meeting and will certainly facilitate the smooth growth of having a sequence of topics to discuss by the WP leader.
- 

Did you receive all the documents (application form, agenda, etc.) in advance, in order to be informed for and be ready to take part to the meeting?

10 risposte



If yes, please, detail:

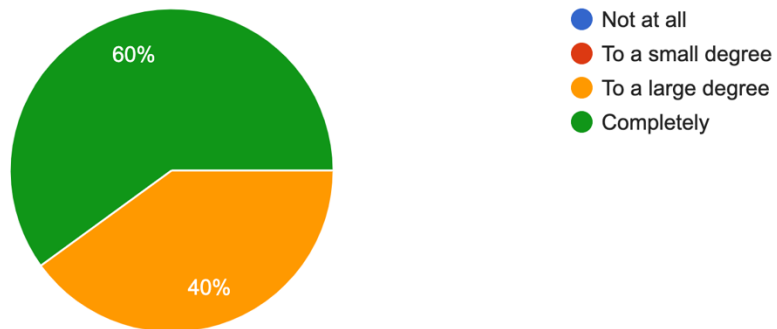
- Very complete information.
  - Around two months before the meeting, we were informed about the meeting initially. Agenda and other specifications have been also sent after that time.
-

## Agenda of the meeting

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Do you deem the meeting agenda to be consistent with the project activities?

10 risposte



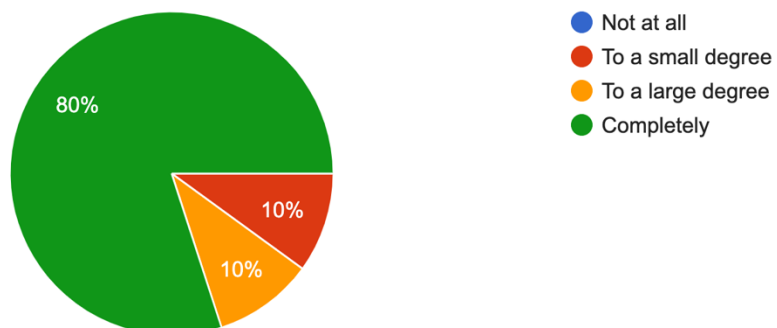
Please, detail:

- Every topic was discussed in a coherent and elaborated way during the meeting.

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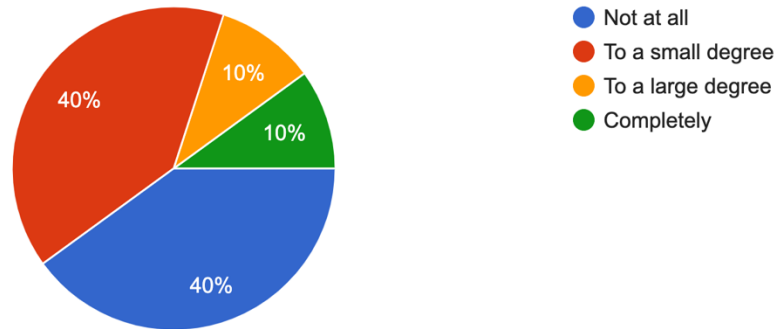
Was the agenda shared in advance?

10 risposte



### Did you contribute to the preparation of the agenda?

10 risposte



If you would have been more active in this phase, please, detail:

- We had the opportunity to add our views while drafting the agenda.
- Contribution with WP leader as required

Please, add any further details, comments, suggestions or any changes you would propose.

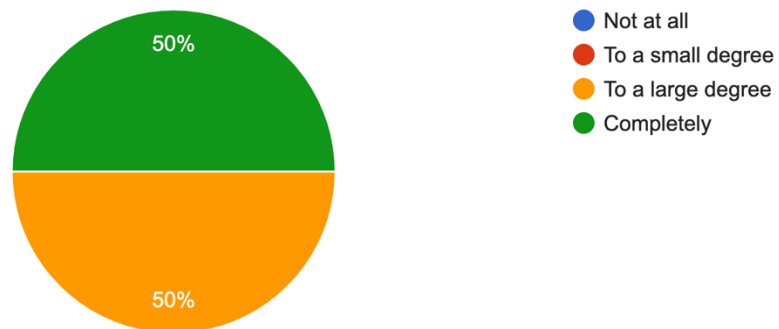
- We appreciate the good organization of this project, and we are just hoping a better interaction between all partners.
- WP leader must be shared their works with other partners

## Meeting implementation

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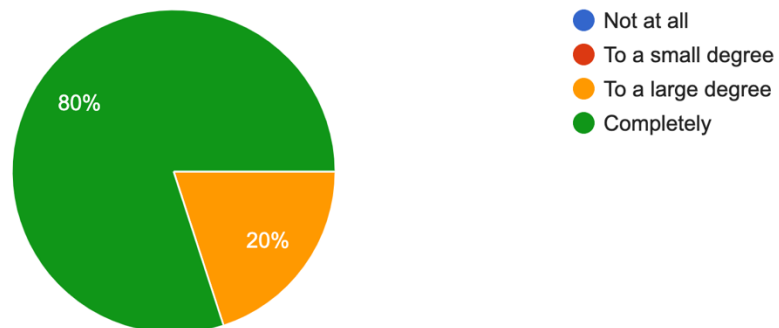
Do you think the meeting activities (interactive sessions and project WPs discussion) were well-balanced?

10 risposte



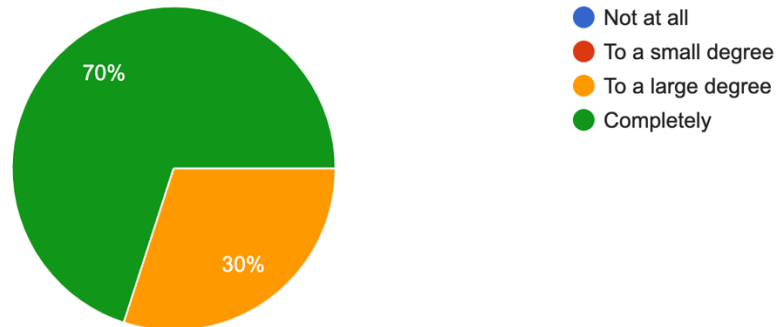
Did the meeting adhere to the agenda?

10 risposte



### Are you satisfied with the meeting contents?

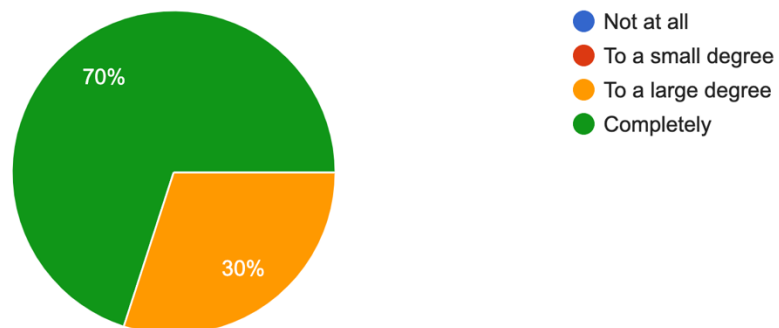
10 risposte



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### Have the different projects activities and WPs been clearly detailed and discussed?

10 risposte

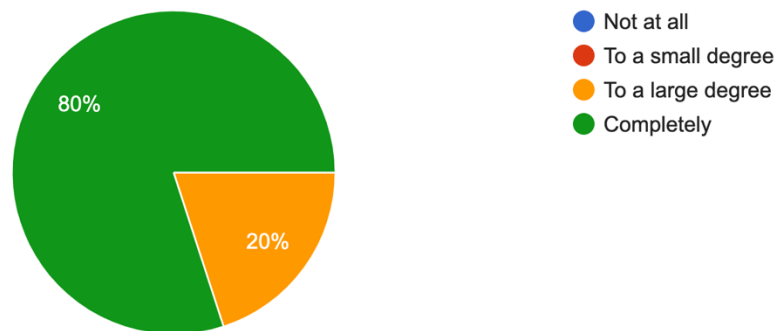


## Building partnership /networking activities

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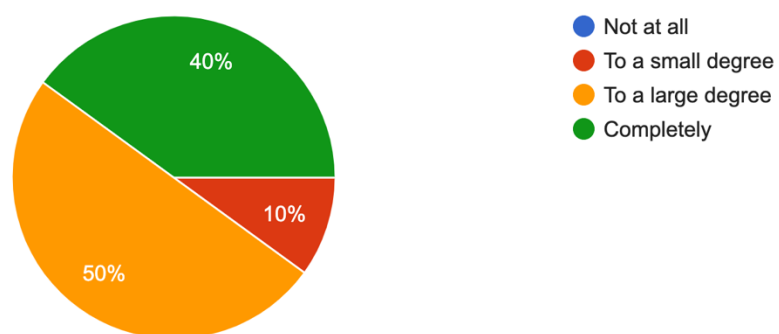
Was the online platform easy to use?

10 risposte



Are you satisfied with the networking sessions? (Do you consider them useful?)

10 risposte

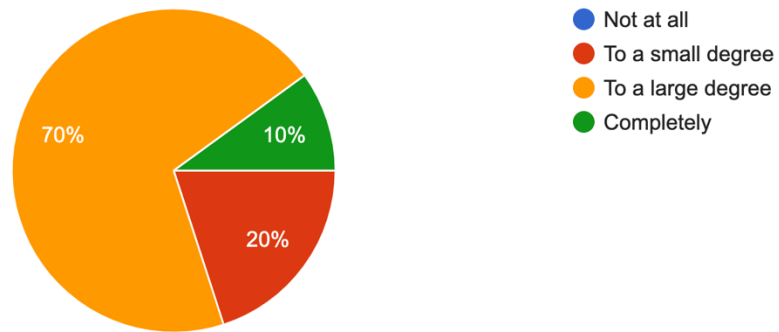


If not, please, detail

- They would be more useful if they were face to face.

To what extent have participants contributed to the discussion and decision making?

10 risposte



Please, add any further details, comments, suggestions or any changes you would propose.

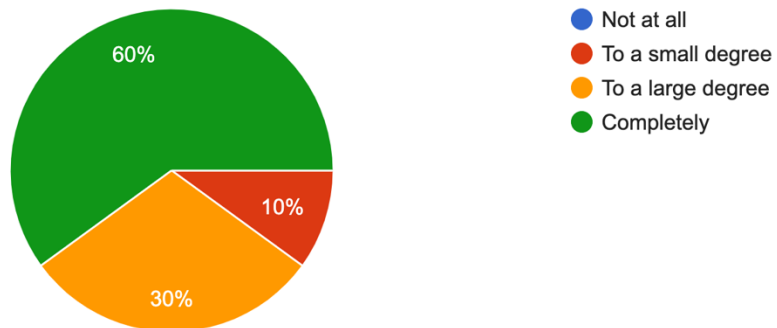
- Encouraging and supporting the WP leaders for the purpose of accomplishing their plans for all related activities.

## Back home feedback

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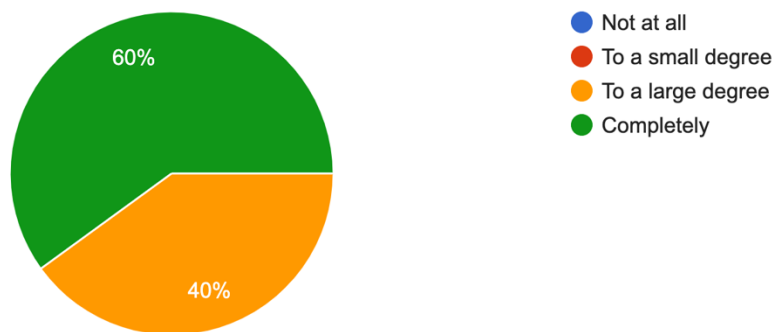
Do you think the goals of the meeting have been met?

10 risposte



Are you satisfied with the meeting outcomes and further plans?

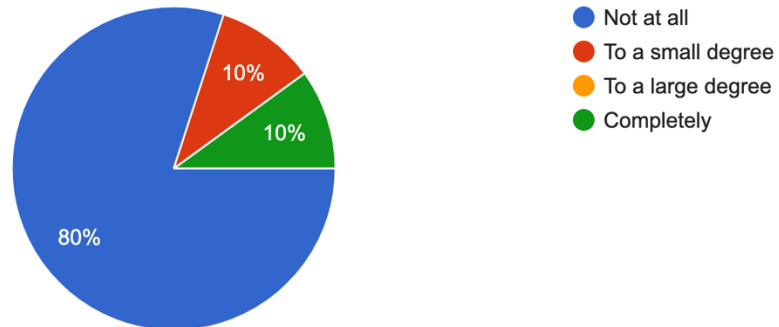
10 risposte





Do you suggest any changes for the future activities?

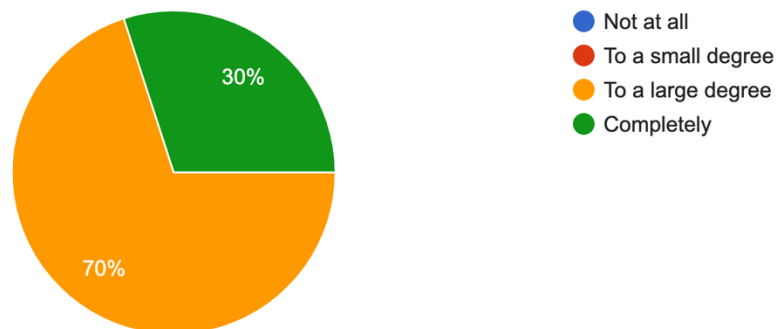
10 risposte



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Is the meeting minute well detailed ?

10 risposte



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Please, add any further details, comments, suggestions or any changes you would propose.

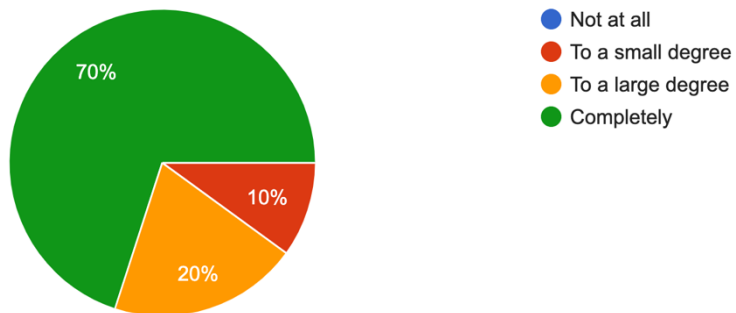
- Nothing to add, we are just hoping to have continuing aspects of communications for any feedback

## Overall communication

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Was the communication with the coordinator and the partners easy?

10 risposte



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Please, add any further details, comments, suggestions or any changes you would propose.

- No, the coordinator had been always responsive and ready to communicate.



## Problems detected and recommendations

The analysis of the questionnaire' answers didn't detect project critical issues.

However, based on the data collected, some operational suggestions are recommended in order to improve the effectiveness of the next meetings.

<b>PROBLEMS DETECTED</b>	<b>RECOMMENDATIONS</b>
The usefulness of the pre-meeting was not perceived by all partners.	<p>Greater involvement of all partners in the preparation of the agenda of future meetings would be useful.</p> <p>It is suggested to use tools such as, for example, Google Doc, to prepare a shared agenda content.</p>
Weak interaction between WP leaders and other partners	<p>It is suggested to:</p> <ul style="list-style-type: none"> <li>- during the project life-cycle, involve the WP's partners in the WP's activities planning, in giving contributions and drafting WP's reports</li> <li>- during the project life-cycle, periodically inform all the project partners on the state-of-art of WP's activities and reports</li> <li>- during the meeting, organise short ad hoc sessions (eg. 20 minutes each) conducted by the WP leaders with the support of the partners, with the aim to ensure as much as possible a shared understanding of the WP activities and results achieved and to be achieved among all the partners</li> </ul>