



**QUALITY ASSURENCE:**

**1<sup>ST</sup> EVALUATION REPORT**

**September 2021**



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

**Innovative higher education teaching contents for achieving sustainable ACCESSibility of CULTural heritage for ALL**  
**Project n° 2020-1-ES01-KA203-083220**

### Disclaimer:

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

### Suggested citation:

ACCESSCULT Consortium (2020). Co-funded by The Erasmus+ Programme of the European Union. "First Evaluation Report".

### More information on the ACCESSCULT Project can be found at:

<https://www.accesscult.eu/>

**Authors:** José Ángel Casas Barrigón (INFAD); Yolanda Gil González (University of Burgos), Miriam Santamaría Peláez (University of Burgos)

**Collaborators:** Members from University of Burgos, INFAD, University of Ljubljana, INUK, Klaipeda University, The History Museum of Lithuania Minor, Coventry University, Culture Coventry and Istituto dei Sordi di Torino.

## Table of Contents

<b>1. INTRODUCTION</b> .....	4
1.1. Internal Evaluation Methodology .....	4
1.2. Quality Control and Monitoring .....	4
<b>2. PROJECT OVERVIEW</b> .....	5
2.1 Project Description .....	5
2.2 Project wider objective .....	5
<b>3. EVALUATION OF MAIN OBJECTIVES</b> .....	6
<b>4. EVALUATION OF WORK PACKAGES</b> .....	6
WP1 - Project Management.....	7
WP2: In-depth Analysis and Specification of Learning Outcomes.....	9
WP3: HE modules "Cultural Heritage for All" development.....	11
WP4: (On-line) adult training "Cultural Heritage for All" development .....	12
WP5: Testing and Implementation phase.....	13
WP6: Promotion and Dissemination Campaign.....	14
WP7: Exploitation and Sustainability Plan .....	15
<b>5. QUESTIONNAIRE ABOUT EFFECTIVE PARTNERSHIP</b> .....	16
5.1 RESULTS FROM THE 2 FIRST QUESTIONNAIRES .....	16
5.2 COMMENTS FROM QUESTIONNAIRES .....	16
<b>6. CRITICAL POINTS, CORRECTIVE ACTIONS AND FOLLOW UP</b> .....	19

## 1. INTRODUCTION

### 1.1. Internal Evaluation Methodology

In order to carry out the 1st Internal Evaluation of AccessCULT project, the internal evaluator has had full access to all relevant external and internal documents on project's Drive, partners' emails related to IOs, Partner Meetings and Work Packages, and to the contents of the project's website: [www.accesscult.eu](http://www.accesscult.eu). Moreover, email communication with University of Burgos team involved in the Project, as well as other partners was obtained through email communication in order to summarize/clarify some evaluation findings.

The methodology of this first report starts with an introduction of the quality control management as well as the project overview and main objectives. Afterwards, a detail analysis of planned and achieved deliverables through a cross-matching with [Monitoring Chart](#) in order to define to which extent the quality of results meet the plan according to the available indicators. After this thorough detail, evaluation focuses on partners' opinions, collected through the Effective Partnership Questionnaire. Finally, a summary with findings and critical points are given in the report by internal evaluator.

### 1.2. Quality Control and Monitoring

Project activities and results are monitoring continuously throughout the lifetime of the project and evaluated at several levels. The evaluation reports will be carried out in 3 stages (from 1<sup>st</sup> to 12<sup>th</sup> month, from 13<sup>th</sup> to 20<sup>th</sup> month and from 21<sup>st</sup> to 30<sup>th</sup> month)

The Project Management Group monitors the progress of the project and contributes to the solution-oriented approach, conflict management, alignment with the time schedule and quality assurance. The PMG held online meetings in two transnational meetings (Coventry and Maribor) and 2 online meetings in order to follow up the progress of the project.

UNIVERSIDAD DE BURGOS	Jerónimo González
INFAD	José Ángel Casas
UNIVERZA V LJUBLJANI	Jože Hudales
INUK Institute	Darja Ivanuša Kline
KLAIPEDA UNIVERSITY	Ernesta Molotkienė
THE HISTORY MUSEUM OF LITHUANIA MINOR	Asta Grušelionienė
COVENTRY UNIVERSITY	Louise Moody
CULTURE COVENTRY	Martin Roberts
ISTITUTO DEI SORDI DI TORINO	Sofia Mastrokoukou

## 2. PROJECT OVERVIEW

### 2.1 Project Description

One billion people in the world live with some form of disability (WHO). At EU level, about 24% of persons aged 16 and over declared a disability; furthermore, the aging EU population is growing intensely. The number of people with access needs is therefore significant and growing. Equal integration into society, including travelling and experiencing cultural heritage is a real challenge. Cultural heritage (museums, galleries, monuments etc) provide significant opportunity for social inclusion, sense of community, informal education and lifelong learning; as such accessibility should not be a barrier! Better inclusion through Cultural Heritage (CH) interpretation is not just about social responsibility but is a business imperative representing market potential for tourism. This project tackles this need through education of students, future experts, but also current CH staff to improve access for all.

Project mission is to increase the accessibility of museums and galleries for People with Disabilities, to enable their participation in the activities carried out by museums and also to strengthen connections between museums and associations of disabled people, in order to create a basis for good cooperation in the future as well as to enrich regional policies with culture and heritage as added value for socio-cultural sustainability, by exchange experience amongst the partnership through synergy between higher education sector, cultural sector and disabled people with help of communication and collaboration, keeping in mind the effects of innovation and creating a base of knowledge that can span well beyond the project's end. Despite of growing number of projects and initiatives that engage People with Disabilities, rarely have they an opportunity to actively contribute to project results as co-creators.

The project is funded by the ERASMUS+ PROGRAMME of the European Commission and will last from September 1st, 2020 until February 28th, 2023.

### 2.2 Project wider objective

AccessCULT aims to IMPROVE ACCESSIBILITY OF CULTURAL HERITAGE across Europe through exchange of good practice and by developing, implementing, testing, improving and promoting an innovative multidisciplinary Higher Education (HE) module for students, future experts, and an adult training for existing cultural workers in order to develop knowledge, skills and competencies to enable cultural workers in museums and galleries to respond to the needs of visitors with wide ranging capabilities to ensure they are able to access, enjoy and benefit fully from our rich cultural heritage.

### 3. EVALUATION OF MAIN OBJECTIVES

Objective	Progress	Deviation
Create an on-line EU POINT	Website is working EU point is created with some contents available	No deviation. EU point will be updated with new data and info related to CH
Higher Education MODULE	In progress without major deviations	-
(ON-LINE) ADULT TRAINING	In progress without major deviations	-
Organise 10 pilot museum tours for disabled visitors	N/A in this 1st report	-
Organise 5-day Train-The-Trainer for HEI	In progress. To be held in September	Minor deviation: planned for August. The TTT will be held online due to COVID restrictions. Besides, August is a non-school month for most of the partners.
Organise 5-day Train-The-Trainer for adult staff	In progress. To be held in September	Minor deviation: planned for August. The TTT will be held online due to COVID restrictions. Besides, August is a non-school month for most of the partners.
Organise 1-month mobility for students	N/A in this 1st report	-
Create an Accessible Museum Ambassadors network	N/A in this 1st report	-
Validate learning outcomes	N/A in this 1st report	-
Business plan and Recommendations for System & Policy makers	N/A in this 1st report	-

### 4. EVALUATION OF WORK PACKAGES

In this section, all the indicators established in Monitoring Chart are analysed (on-going process) in order to know either to what extent they have been achieved or the level of progress performed by each one.

This analysis is carried out by Work Packages, making firstly an analysis of Milestones established in the submission proposal and, secondly, an analysis of afore mentioned indicators (developed in the Evaluation Strategy and stated all of them in explicit and measurable terms).

Detailed info about of this analysis can be found on Drive: [Monitoring Chart](#)

## WP1 - Project Management

Project Management is structured under Work Package 1: coordination and management of the project, coordination of time factors, conflict management, control over quality development and realization of results during the whole project life cycle.

During the first 12th months of the Project lifetime all the features needed for a smooth management were created: Grant Agreement & Partnership Agreement, Financial Statement and Budget, Timeline, Responsible Declaration and Data protection, Timesheets, Contact list, and templates. All these documents are accessible to all partners on a [Drive folder](#). For Partner Meetings, an independent folder "[Meetings](#)" was created and another one for the Evaluation of the project (WP8), "[Quality and social impact](#)" with the following files and instruments for the project evaluation: Project Management Group, Monitoring Chart, Logging Sheet, Evaluation Plan and Effective Partnership Questionnaire.

According to Lead Partner, University of Burgos, in general there is a good predisposition from all the partners and their involvement in the project is adequate. On the other hand, it is true that some internal deadlines have not been met by some partners, so this would be a point to improve. Planned meetings were held on time as well as two other online meetings necessary for a better coordination of the project.

Milestones	Progress
Progress reports for the NA	N/A in the 1 <sup>st</sup> report
Final report for the NA	N/A in the 1 <sup>st</sup> report
5 partner meetings	2 out of 5. Progress according to initial plan
Evaluation reports	1 <sup>st</sup> evaluation report (12 <sup>th</sup> month) carried out on time

Indicators	Result	Description	Deviation	Explanation / Actions to take in the future
Progress and financial reports	Not submitted by all partners on time, but it is now completed.	There were some common mistakes made when using documents for the first time	3 partners sent the report in August	It is usual for the first progress report It is necessary to set a first deadline for partners and, after being checked by Lead Partner, a second one for modifications (if any).

Kick-Off Meeting. Country: United Kingdom	Held on 23/24th November 2020 18 participants	Kick-off Meeting of the Project (Coventry-UK) was held virtually due to the Covid-19 restrictions (force majeure). The information was reported accordingly in the Mobility Tool.	Delayed due to COVID-19 restrictions. Moreover, project was approved by NA in September and it was necessary some time to coordinate partners and prepare materials for Knowledge Visit. It was held online due to COVID-19 restrictions	
	18 participants answered the questionnaire.	All the questions obtained an average of 4,8 app. (where 5 is totally satisfied). The feedback collected was positive.	Delayed due to COVID-19. Project was approved by NA in September and it was necessary some time to coordinate partners and prepare materials for Knowledge Visit. It was held online due to COVID-19 restrictions	5 respondents wrote some comments regarding the meeting. This feedback was positive.
2nd Partner Meeting. Country: Slovenia	Held on 13th May 2020 17 participants	2nd Partner Meeting of the Project (Slovenia) was held virtually due to the Covid-19 restrictions (force majeure).	Minor delay It was held online due to COVID-19 restrictions	
	17 participants answered the questionnaire.	All the questions obtained an average of 4,6 app. (where 5 is totally satisfied). The feedback collected was positive but some issues were exposed	It was held online due to COVID-19 restrictions	Feedback from participants that should be taken into account for the next meetings: - promote a little bit more the dissemination activities. - introduce 10 minutes breaks every hour and a half to allow participants to take comfort breaks - When questions were raised, there was not enough discussion to resolve any issues, unfortunately. - It would be useful to have the meeting sent out as a calendar appointment with all the relevant information attached so we know where



				<p>to find it all, especially with the change of meeting time."</p> <ul style="list-style-type: none"> <li>- We should take more time for the management of the project.</li> <li>- During On-line meetings there could be more contribution from partners</li> </ul>
--	--	--	--	---

## WP2: In-depth Analysis and Specification of Learning Outcomes

IO1 "Research" report and IO2 "Educational Module Framework and Design" is part of the WP2. It is necessary to clarify that these IOs have not been financed, hence they have been carried out with the partners' own resources and, their planned activities were shortened, but, on the other hand, the expected objectives and results have been achieved.

Milestones	Progress
Clear definition of needs (especially disabled and cultural workers) and state of art, existing projects and available teaching contents	Achieved
Specification of competences and learning outcomes according to previous milestone results	Achieved

Indicators	Result	Description	Deviation	Explanation / Actions to take in the future
Knowledge visit	Held on 24th November 2020 18 participants	It was held virtually due to the Covid-19 restrictions (force majeure).	Delayed due to COVID-19 restrictions. Moreover, project was approved by NA in September, and it was necessary some time to coordinate partners and prepare materials for Knowledge Visit. It was held online due to COVID-19 restrictions	

	18 participants answered the questionnaire.	All the questions obtained an average of 4,8 app. (where 5 is totally satisfied). The feedback collected was positive.	Delayed due to COVID-19 restrictions. Moreover, project was approved by NA in September, and it was necessary some time to coordinate partners and prepare materials for Knowledge Visit. It was held online due to COVID-19 restrictions	5 respondents wrote some comments regarding the meeting. This feedback was positive.
No. of collection of projects, trainings and good practice examples	5 Strong Practices / 7 good practices with both online and physical tours. Descriptions and type of materials/devices available in each cultural site.	Due to Covid-19, it was held virtually. So, participants in their own time looked at the online material and leave their comments on an online short questionnaire survey	IO1 is not translated into all partner languages yet	A deadline for translations should be set.
Accuracy and precision of the identified good practices in IO1	6 persons from partners and 29 students participated in an online survey after carrying out the virtual knowledge visit.	Ethical approval was assigned to the study by CU to collect data in the online survey.	6% of responses by partners. 28% of responses by students.	Not all partners related to Cultural Heritage participated in the survey. Students who participated were involved from University of Burgos
No. of Specification of Learning outcomes for HEI modules	12 competences developed	Developed with theoretical and practical part and methodologies for each competence. Accessibility guidelines have been added to the document	IO2 is not translated into all partner languages yet	A deadline for translations should be set.
No. of Specification of Learning outcomes for Adult Training	12 competences developed	Developed with theoretical and practical part and methodologies	IO2 is not translated into all partner languages yet	A deadline for translations should be set.

		for each competence. Accessibility guidelines have been added to the document		
Clearness of process and usefulness of guidelines materials and other tools in IO1	Partners perception on IO1 is above 4 (where 5 is totally satisfied)	Clearness of the process and usefulness of guidelines, materials and other tools is above 4 (where 5 is totally satisfied)		
Clearness of process and usefulness of guidelines materials and other tools in IO2	Partners perception on IO2 is 4 (where 5 is totally satisfied)	Clearness of the process and usefulness of guidelines, materials and other tools is app. 3,75 (where 5 is totally satisfied)		

### WP3: HE modules "Cultural Heritage for All" development

Objective of this WP (=IO3) is to prepare an extensive elective 6-month long study module "Accessible cultural heritage for All", complementary to many different disciplines. WP3 is in progress.

Milestones	Progress
Development of HE module: Version 1, to be discussed at Round tables with target groups + revised together with participants in a 5-day Train-The-Trainer.	According to the recommendation made by the National Agency, after evaluating the proposal, the events have been moved at the end of the project, when the intellectual products to be promoted will be finalized. Train-The-Trainer were postponed for September as in summertime was more difficult to involve all the partners
HE module Version 2, according to evaluation of materials and learning outcomes gained through WP5 - Final version of HE module	N/A in the 1 <sup>st</sup> report

Indicators	Result	Description	Deviation	Explanation / Actions to take in the future
No. of Round tables (4)	0 out of 4	Delayed according to National Agency suggestion	Delayed until the IO3 is finalized	According to the recommendation made by the National Agency, after evaluating the proposal, the events have been moved at the end of the project, when the intellectual products to be promoted will be finalized
TTT event for lecturers of the HEI module (C1)	Postponed for 27 September – 1 October 2021	proposal of 10 HEI partners: Ljubljana University: 3 Burgos: 3 Klaipedos University: 2 IST: 2	Minor delay	Train-The-Trainers is postponed for September as in summertime was more difficult to involve all the partners
	More than 5 trainers will be involved			
Development, testing and implementation. Clearness of the process and usefulness of guidelines, materials and other tools for IO3	Partners perception on IO3 is 4 (where 5 is totally satisfied)	Development, implementation and clearness of the process, usefulness of guidelines, materials and other tools is 4 (where 5 is totally satisfied)		

#### WP4: (On-line) adult training "Cultural Heritage for All" development

Aim of WP4 (=IO4) is an intensive adult training "Accessible cultural heritage for All" integrated in a well thought e-learning environment. WP4 is in progress.

Milestones	Progress
Development of adult training materials: Version 1, to be discussed at Round tables with target groups + revised together with participants in a 5-day Train-The-Trainer.	According to the recommendation made by the National Agency, after evaluating the proposal, the events have been moved at the end of the project, when the intellectual products to be promoted will be finalized. Train-The-Trainer were postponed for September as in summertime was more difficult to involve all the partners

Version 2, according to evaluation of materials and learning outcomes gained through WP5 - Final version of (online) adult training materials	N/A in the 1 <sup>st</sup> report
---	-----------------------------------

Indicators	Result	Description	Deviation	Explanation / Actions to take in the future
No. of Round tables (4)	0 out of 4	Delayed according to National Agency suggestion	Delayed until the IO3 is finalized	According to the recommendation made by the National Agency, after evaluating the proposal, the events have been moved at the end of the project, when the intellectual products to be promoted will be finalized
TTT event for mentors of an (online) adult training (C2)	Postponed for 20 September – 24 September 2021	proposal of 10 partners: INFAD: 2 INUK: 2 HMLM: 3 Instituti dei Sordi di Torino: 1 Culture Coventry: 2	Minor delay	Train-The-Trainers is postponed for September as in summertime was more difficult to involve all the partners
	More than 5 trainers will be involved			
Development, testing and implementation. Clearness of the process and usefulness of guidelines, materials and other tools for IO4	Partners perception on IO4 is 4,38 (where 5 is totally satisfied)	Development, implementation and clearness of the process, usefulness of guidelines, materials and other tools is 4 (where 5 is totally satisfied)		

## WP5: Testing and Implementation phase

Aim of IO5 is to test how useful, usable and quality the developed adult training materials (IO4) and HE teaching materials (IO3)

There are not indicators to analyse in this 1st report. Nevertheless, it is worth noticing that the Recruitment of Trainees has started in time without delays so far.

## WP6: Promotion and Dissemination Campaign

This WP is an on-going process where all partners are involved.

Milestones	Progress
Creation of an extensive Network of stakeholders	In progress
Round tables to present IO1, 2, 3 and 4, and discussing the findings of IO1 and IO2, as well as the outline of IO3 & IO4 with cultural workers, People With Disabilities and decision makers.	According to the recommendation made by the National Agency, after evaluating the proposal, the events have been moved at the end of the project, when the intellectual products to be promoted will be finalized To discuss in Lithuania 3 <sup>rd</sup> Partner Meeting
Final International Conference to present successful implementation of the project, its results and discussion on their sustainability, impact and follow-on.	N/A in the 1 <sup>st</sup> report

14

Indicators	Result	Description	Deviation	Explanation / Actions to take in the future
Dissemination Plan	Submitted in March 2021		Expected time was December 2020	Project was approved by NA in September and it was necessary some time to coordinate partners and prepare materials.
No. of logos (1)	Designed in January 2021			
Brochures in 5 partner languages	Designed in August 2021	To be approved in 3rd online meeting 3rd September		Due to COVID restrictions for meeting the brochure hasn't been really needed until September. Necessary to be translated in 4 partner languages
Website	Done	Working since January 2021		It is not translated in Slovene.
	Link to FB and LinkedIn done			
	Analytics was added in May 2021	83 visitors in the 1st quarter analysis		Need of promoting the website in partner's network / social media

	Plugin installed in May 2021. A Feedback button is visible on the website front page where visitors can answer to the question: How easy and accessible was it to use our website?	It evaluates the Level of attractiveness, accessibility and usability of the project website		Two responses received both with rate 5 (where 5 is max.)
Newsletters	1st newsletter released on time	Created according to accessibility rules		
	No data about the number of stakeholders reached			Partners should include info in Dissemination report (Excel document) It is necessary to create a network to send the newsletters
No. of FB followers (at least 200)	Created in February 2021	172 followers	-28	It is a good progress, but it's always welcomed the promotion of Facebook page in partner's network / social media
No. of LinkedIn page members (at least 50)	Created in May 2021	10 members	-40	Need of promoting LinkedIn group in partner's network / social media
No. of EU network of stakeholders (>10000 stakeholders EU wide). Each partner will contribute with at least 550 contacts	No data			It is necessary to create an EU network of Stakeholders
Multiplier events	No data			Despite the need of delay, it should be convenient to set a date.

## WP7: Exploitation and Sustainability Plan

It will run throughout the whole project lifetime, but most intensively in the last 18 months (IO6).

N/A in the 1<sup>st</sup> report

## 5. QUESTIONNAIRE ABOUT EFFECTIVE PARTNERSHIP

Through this instrument, internal evaluator has collected qualitative indicators from partners, especially their thoughts related to the evolution of the project.

### 5.1 RESULTS FROM THE 2 FIRST QUESTIONNAIRES

	1ST QUESTIONNAIRE	2ND QUESTIONNAIRE
PERIOD	Up to April 2021	Up to August 2021
PARTICIPANTS	11 from 9 partners	11 from 9 partners
AVERAGE RATE*	4,21	4,34
MANAGEMENT*	4,42	4,33
IMPLEMENTATION*	3,94	4,31
TARGET GROUPS*	3,99	3,76
QUALITY ASSURANCE*	4,44	4,45
DELIVERABLES/ACTIVITIES*	4,04	4,65
AWARENESS-RAISING AND EXPLOITATION*	4,47	4,53

\*Max. rate is 5.

According to data collected from 2 questionnaires, rating is very similar except for Target Groups where the partners' perception has decreased after a year of project lifetime. It is still too early to analyse the impact on target groups but actions to increase their involvement is necessary to take soon.

16

### 5.2 COMMENTS FROM QUESTIONNAIRES

Below, the opinions left by respondents in each section and followed by a list of strengths and critical points of the project so far.

More detailed info at [DRIVE Effective Partnership Questionnaire](#)

#### MANAGEMENT

1ST QUESTIONNAIRE	2ND QUESTIONNAIRE
<i>"A bit confusing for the first period of report."</i>	<i>"Communication has been difficult; some partners have not completed work to the deadlines"</i>
<i>"My lower scores reflect the changes made in response to the reduced funding and remit. Also, the use of GoogleDrive which we are not permitted to use as an Institution which makes its use challenging for us."</i>	
<i>"I propose that in the event that the responsible partner of an organization cannot attend, they have the option of sending an explanatory video about the activity carried out. In this sense, a</i>	



<i>support partner of said organization attends to try to solve doubts."</i>	
--	--

### IMPLEMENTATION

1ST QUESTIONNAIRE	2ND QUESTIONNAIRE
<i>"COVID pandemic is affecting to the implementation of the project on time"</i>	<i>"Pandemic has affected relationships between partners because we are unable to meet in person."</i>
<i>"Is it possible to use Slack or AdminProject as a communication channel between partners? It will facilitate the communication and the project management of each partner"</i>	

### TARGET GROUPS

1ST QUESTIONNAIRE	2ND QUESTIONNAIRE
	<i>"Target group for IO4 is cultural professionals, we have not started recruitment yet"</i>
	<i>"I miss the involvement of partners to disseminate the project news/results to their respective networks"</i>

### QUALITY ASSURANCE

1ST QUESTIONNAIRE	2ND QUESTIONNAIRE
	<i>"it is hard to interpret what is wanted from this survey and how one would know how to score for many of the questions"</i>

### DELIVERABLES/ACTIVITIES

1ST QUESTIONNAIRE	2ND QUESTIONNAIRE
<i>"Too Early in the project"</i>	

### AWARENESS-RAISING AND EXPLOITATION

1ST QUESTIONNAIRE	2ND QUESTIONNAIRE
<i>"Too early"</i>	<i>"We could perhaps increase the frequency of social media posts by drawing on related issues and news articles etc. We struggle with the use of Facebook for work purposes in the UK, so other channels e.g. LinkedIn and Twitter are easier"</i>
	<i>"Need of more dissemination activities"</i>

PLEASE LIST THE STRENGTHS OF THE PROJECT SO FAR

1ST QUESTIONNAIRE	2ND QUESTIONNAIRE
<i>"Good and very balanced partnership"</i>	<i>"Identifying Accessibility needs for Cultural venues and addressing them in IO3 and IO4"</i>
<i>"The good communication between partners"</i>	<i>"Expertise in improving access for a wide range of people"</i>
<i>"Committed group of partners to reach the goals and project outcomes"</i>	<i>"A good partnership, a good project aims and goals."</i>
<i>"Good partners involved, good project idea"</i>	<i>"The team"</i>
<i>"The team involved; adaptation to COVID and launching a project successfully in this context."</i>	<i>"Partnership is very balanced and with a strong willingness and commitment to carry out all the activities planned"</i>
<i>"The group has reached a clear vision to achieve the project's outcomes"</i>	

PLEASE LIST THE CRITICAL POINTS OF THE PROJECT SO FAR

1ST QUESTIONNAIRE	2ND QUESTIONNAIRE
<i>"Perhaps, some activities and deliverables are delayed due to COVID restrictions"</i>	<i>"On time, achieving milestones"</i>
<i>"The meeting has to have a more specific agenda especially those of the WPs"</i>	<i>"Poor communication, a lack of understanding of expectations, e.g. hosting C2 event. A timetable with key deadlines would be useful, as a simple, separate document from the grant application"</i>
<i>"Communication"</i>	<i>"Communication among partners (also due to COVID-19). Communication with the NA."</i>
<i>"The reduced scope and funding have lacked clarity in the adapted plan and implications"</i>	<i>"More working meetings or short email reports perhaps are needed to maintain a sense of who is doing what and overall progress"</i>
	<i>"After a year of the lifetime project, dissemination activities are less than expected"</i>

## 6. CRITICAL POINTS, CORRECTIVE ACTIONS AND FOLLOW UP

Before enumerating a list of critical points of the project and suggestions to tackle them, it is necessary to take into account three constraints that have affected to the first year of the project lifetime:

1. Delay on the project approval by National Agency: 1 month
2. 31 % budget cut.
3. COVID-19 restrictions have affected to partner meetings and some dissemination activities

### CRITICAL POINTS:

- Progress reports sent with a deviation of 3 months by some partners
- IO1 is not translated into all partners languages
- IO2 is not translated into all partners languages
- Website is not translated in Slovene yet.
- It is necessary to create an EU network of Stakeholders
- Dissemination report (Excel document) is not updated
- Partner Meetings: according to meetings evaluations, there is a need of more time for discussion among participants and more contribution from partners during the meetings.
- Improve the daily/weekly communication among partners, with reminders of deadlines, partners involved in each one as well as internal reports that reflect the progress carried out.

### CORRECTIVE ACTIONS:

- Progress reports should be sent on time by all partners. It is necessary to set a first deadline for partners and, after being checked by Lead Partner, a second one for modifications (if any).
- It should be convenient to set a date for Multiplier Events
- Dissemination leader should take serious actions to create the EU network of Stakeholders
- Dissemination activities should be updated in [Dissemination Report](#). Higher involvement from all partners in project dissemination is needed.
- More time for discussion and more participation of all partners during Partner Meetings: If the next Partner Meeting (Lithuania) is online, perhaps it is necessary to increase the time for the meeting, i.e, meeting with both morning and afternoon session or two days for the meeting with morning sessions.
- Improve the communication among partners. WP Lead partners should increase and keep constant communication with partners, set deadlines and send internal reports (basically through well-structured emails) that summarize the progress carried out for each activity.

19

### FOLLOW UP:

A careful monitoring will continue being applied in order to assure the evaluation of the project. Next evaluation report will be published in May 2022. The report will be developed through the:

- Direct communication with lead partners of IO3 and IO4
- Analysis of evolution of indicators available in Monitoring Chart,
- Evaluation of Partner Meetings minutes and satisfaction surveys (3<sup>rd</sup> Partner Meeting – Lithuania and other online meetings)
- Evaluation of Effective Partnership 3rd Questionnaire
- Evaluation of Drive folders



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



## WHO WE ARE

