

Appendix 4: Evaluation Form - How Good is the Event/Project?

(Source: A Survival Kit for European Project Management : Bienzle, Kirtley, Wiesinger et al. www.sokrates.at/survivalkit)

A tool for the self-evaluation of transnational courses, conferences and seminars

This document may be used by external evaluators and by participants. This version has been compiled for use as a self evaluation tool by the project team. It is based upon a number of **performance indicators**.

No	Performance Indicator	Themes	4	3	2	1
1	Quality of the trans-national element					
1.1	Input into the event by the project partners	<ul style="list-style-type: none"> The extent to which each partner contributes to the event The evidence of partners sharing roles and responsibilities during the event 				
1.2	Links between the aims of the event and the overall aims of the project	<ul style="list-style-type: none"> Mutual understanding amongst partners about the project and event rationale and the short term and long term objectives of the event Clear evidence in the event programme of real synergy with the overall objectives of the project 				
1.3	Development of positive attitudes towards Europe	<ul style="list-style-type: none"> Opportunities for the development of positive attitudes towards Europe and towards transnational activities The extent and quality of the intercultural dimension The extent of opportunities for participants to share information about their own countries and education systems 				
1.4	Promotion of other languages	<ul style="list-style-type: none"> Extent and quality of the opportunities for the use of various languages both by trainers and by participants Evidence of strategies for overcoming language difficulties 				
1.5	Representation from a variety of countries	<ul style="list-style-type: none"> The extent to which a reasonable representation of participants from various countries has been achieved 				

No	Performance Indicator	Themes	4	3	2	1
2	Structure, content and delivery of the event					
2.1	Organisation of the transnational event	<ul style="list-style-type: none"> • Evidence of clear planning • Realistic timescales • Appropriate selection of delegates 				
2.2	Effectiveness of content and appropriate range and balance of activities	<ul style="list-style-type: none"> • Appropriate content, clearly related to the aims and objectives of the event • Relevant mixture of activities eg icebreaking activities, didactic sessions, workshops, social activities, free time • Appropriateness of the social programme 				
2.3	Effectiveness of the delivery by coordinator, trainers, workshop leaders etc	<ul style="list-style-type: none"> • 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 				
2.4	Effectiveness of shared ownership of the event	<ul style="list-style-type: none"> • Evidence that the needs and expectations of participants have been taken into account • Evidence that participants have the opportunity to contribute their own expertise 				
2.5	Effectiveness of the process of monitoring and evaluation	<ul style="list-style-type: none"> • Quality of the mechanism for evaluation both short term and long term including follow-up activities, if appropriate • Evidence of on-going assistance to participants, if appropriate 				

No .	Performance Indicator	Themes	4	3	2	1
3	Materials, resources and equipment					
3.1	Provision and suitability of materials, resources and equipment	<ul style="list-style-type: none"> • Evidence of 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 • Extent to which technology and other resources are used effectively and with innovation 				

No .	Performance Indicator	Themes	4	3	2	1
4	Quality of the domestic arrangements					
4.1	Quality and appropriateness of the domestic arrangements and the comfort factor	<ul style="list-style-type: none"> • Attention to practical details and catering • Suitability of the working venue • Quality of overnight accommodation, if appropriate • Evidence of special requirements (dietary for example) being met 				

Example:

‘Quality of the transnational partnership’ (1.1)

This performance indicator is concerned with:

- *The extent to which each partner contributes to the event*
- *The evidence of partners sharing roles and responsibilities during the event*

A performance meriting Level 4 would be illustrated by:

1. Each partner plays a role in the preparation and delivery of the event according to an agreed prior division of roles and responsibilities
2. There is clear evidence of a collaborative approach with strong team work

A performance meriting Level 2 would be illustrated by:

1. There is a lack of clarity in the partners’ division of roles and responsibilities and consequently there may be evidence of a failure to contribute as required
2. Where problems have arisen, there is a lack of commitment to finding a mutually acceptable compromise