QUALITY OF MEETINGS
December 2015 - April 2016

Analysis of Reports

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1 INTRODUCTION

Within the ERASMUS+ Project WaMPPP ("Waste management curricula reform in partnership with public and private sector"), three meetings were organized:

[1] **Kick-off Meeting** in Niš, Serbia, 14-15 December 2015, with all of partners:

P1: College of Applied Technical Sciences Niš, VTŠ NIŠ
P2: College of Applied Technical Sciences Novi Sad, VTŠ NS
P3: College of Applied Technical Sciences Arandjelovac, CATAR
P4: College of Applied Electrical and Computer Engineering, VIŠER
P5: College of Vocational Studies - Belgrade Polytechnic, POLYBG
P6: Technical University of Crete – TUC
P7: „St. Kliment Ohridski" University Bitola – UKLO
P8: Faculty of Mechanical Engineering, University of Maribor - FS UM
P9: Technical University of Ostrava – VSB TUO
P10: Alexander Technological Education Institute of Thessaloniki
P11: Jugo-Impex EER d.o.o – EER
P12: PWW d.o.o Niš – PWW
P13: Public Health Institute Niš – PHI.

[2] **The first field visit** at Thessaloniki, Greece, 15-16 March 2016 , with partners:

P1, P2, P3, P4, P5, P10, P11, P12, P13.

[3] **The second field visit** in Maribor, Slovenia, 06-08 April 2016, with partners:

P1, P2, P3, P4, P5, P8, P11, P12, P13.

All meetings were well organized and successful overpast. Proofs of success are: matching goals and results of meetings, as well as high estimated questionnaire, filled out by participants.

2 SUMMARY

2.1 AN OVERVIEW AND THE MAIN CONCLUSIONS OF THE KICK-OFF MEETING

The kick-off meeting of the WamPPP project, organised by the College of Applied Technical Sciences in Niš, has been initiated with the following objectives:

- Instigate the consortium cohesion;
- Contribute to general understanding of roles, tasks and activities of each project partner;
- Form management and decision-making boards within the project;
- Identify risks and challenges;
- Plan the upcoming steps in the project realisation.

The meeting was attended by fourty-four representatives of the consortium, two representatives of the municipality , one representative of the national Erasmus + office, as well as one representative of the newly formed "Academy" – the Network of Vocational Colleges of Southern Serbia.

The main conclusions of the kick-off meeting of the WamPPP project are:

- All partner institutions have been presented at the initial WamPPP project meeting;
- Partners have been introduced to project goals, work packages and activities, as well as to the activities which are to be implemented in the course of the first year;
- Consortium members have been introduced to the work packages assigned to their particular charge;
- The Steering Committee has been formed;
- Consortium members agreed to organise the first student visit in 2016 and it should be hosted by the Alexander Technological Educational Institute of Thessaloniki;
- The activities to be implemented in the first year of the project have also been planned;
- It has been agreed upon that all consortium members should assign persons in charge of implementing certain activities and work packages within their particular institutions, as well as that the list of appointed persons should be delivered to the project co-ordinator until January 1st, 2016.

2.2 AN OVERVIEW AND THE MAIN CONCLUSIONS OF THE FIRST FIELD VISIT

The purpose of the travel was study visit of the partners from Serbia to the ATEITH, within the DEV WP2 (activity 2.1). The host partner ATEITH organized the visits public and private entities and showed lab capacities, with the aim of passing the WM expertise to the partners from Serbia.

During the visit, the meeting of the PA partner institutions and ATEITH was held. On the meeting, the ongoing activities were discussed and the so far obtained results were shortly presented.

Main objectives of the visit were:

- Exchange of the experience through the visit of the PR country public and private entities in the field of WM,
- Exchange of the experience through the visit of the ATEITH research facilities,
- Updating partners on the progress of the ongoing activities.

The first study visit was organized with the aim of capacity building of the Serbian partners. All the planned activities were carried out, with the small change in the schedule on the second day.

The objectives of the study visit were achieved:

- During the visits of the public and private companies operating in the field of WM, the partners were familiarized with the complete process of the waste treatment carried out in the visited facilities. Required specific skills and knowledge were pointed out.
- During the visit of the laboratory facilities of the ATEITH food department, the partners had the opportunity to receive more information about the equipment suitable and necessary for the laboratories that operate in the field of WM. The partners found this very useful, highly grading this visit in the questionnaire.
- The partners were updated on the ongoing activities.

2.3 AN OVERVIEW AND THE MAIN CONCLUSIONS OF THE SECOND FIELD VISIT

The study visit of Serbian partners to the the University of Maribor, Faculty of Mechanical Engineering was organized in the scope of the activity 2.1. of WamPPP ERASMUS+ project. During the study visit, the representatives of the host organized the following events:

- Visit to the Puconci regional waste management center,
- Visit to the Gorenje Surovina, Maribor,
- Visit to the Faculty of Mechanical Engineering in Maribor,
- Visit to the Institute for environmental protection and monitoring IOS Maribor,
- Visit to the power plant Celje,
- Visit to the Celje regional waste treatment centre.

Realization of the activity is related to the analysis of the existing programs in the field of environmental protection and waste management.

The following conclusions have been made:

- All the planned activities were carried out, with the small change in the schedule.
- The Cooperation agreement was signed between VTS Nis and The Faculty of Mechanical Engineering in Maribor.
- During the visits of the public and private entities in the field of WM the complete process of the waste treatment carried out in those companies could be seen.
- The visits resulted with ideas for various courses in the future study program.

3 QUALITY OF MEETINGS THROUGH QUESTIONNAIRES' ANALYSIS

Participants of every meeting have filled out the questionnaires, and their comments have also given a valuable feedback on the quality of the meeting, which were and will be taken into account when organising events.

The questionnaires covered four main topics:

1. General organisation of the meeting,
2. Quality of the meeting,
3. General cooperation,
4. Overall success of the meeting.

The questionnaires were completed on:

[1] **Kick-off Meeting** on December 15th, 2015, by 33 participants,

[2] **The first field visit** on March 16th, 2016, by 25 participants,

[3] **The second field visit** on April 8th, 2016, by 22 participants.

Participants were able to mark the question from 1 (poor) to 5 (excellent) and also to put free-form comments on each topic.

The average rating of the each questionnaire was excellent:

[1] **Kick-off Meeting** was estimated with **4.87**,

[2] **The first field visit** was estimated with **4.70**,

[3] **The second field visit** was estimated with **4.87**.

3.1 General organisation of the meeting analysis

The first topic considers the general organisation of the meeting and it includes 4 questions about the logistic preparation and organization, content of the Agenda, arrangements of the meeting (venue, equipment, etc.), hotel quality, ease of booking, the event dinner and subsistence.

This topic has got very high marks for each meeting. It was the best evaluated topic for the second field visit (4.93). The highest estimates for content of the Agenda and for logistic preparation and organization, prove that all of the meetings were well prepared and organized, (*Fig. 1*).

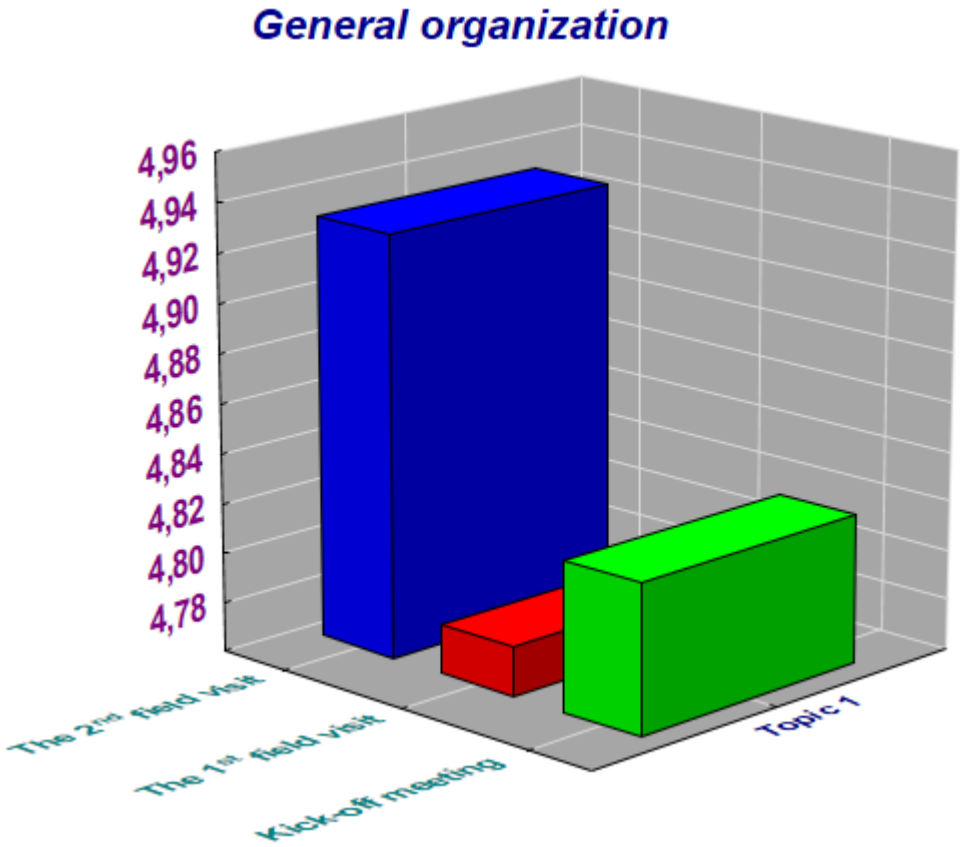

Figure 1. *Topic 1*

3.2 Quality of the meeting analysis

The second topic includes the main goal of the meeting. It includes quality of presentations, introducing all of the partners and overview of project activities, for the kick-off meeting, and all visits to environmental laboratories, recycling Centers, waste management centers, etc., for field visits.

As a proof that all of meetings were successful is the best rated of the four topics, (4.90, 4.80, 4.93), (*Fig. 2*).

This the best rated topic is a reflection of excellent meetings and a very good sign for future high-quality cooperation between the partners.

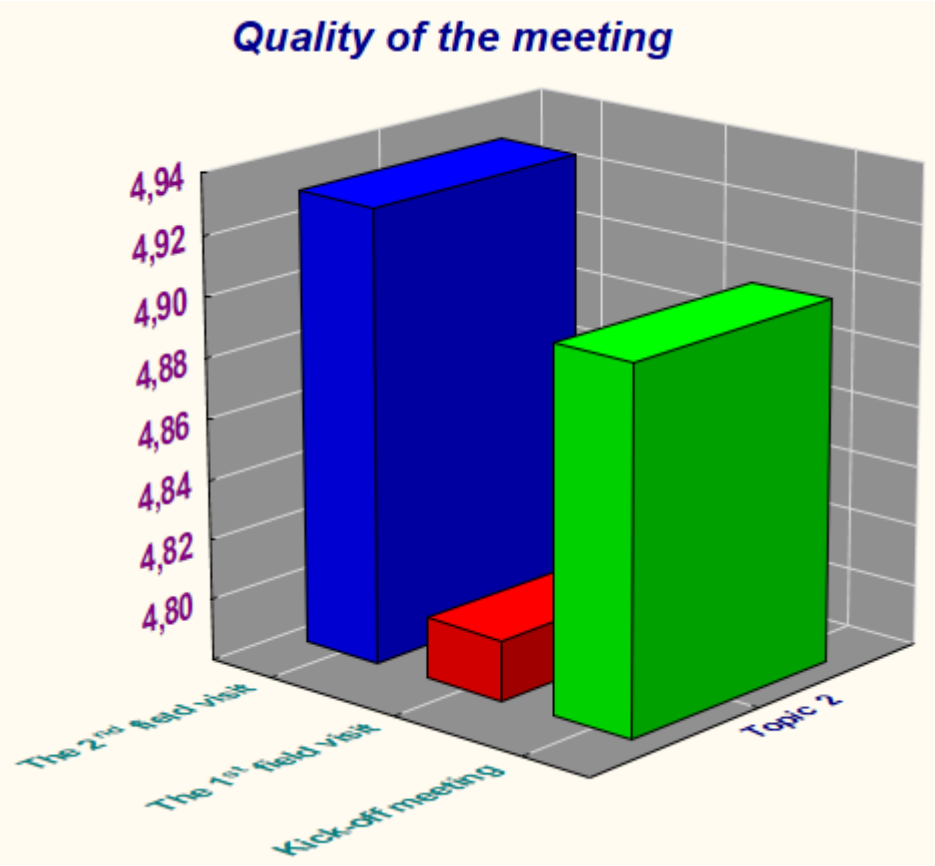

Figure 2. *Topic 2*

3.3 General cooperation analysis

General working communication was the third topic, and includes: duration and timetable of the meeting, quality of project materials, cooperation and communication between the participants and similar, but also, in particular for field visits, possibility of introducing laboratory equipment and getting informations about the state of equipment.

Quality of project materials provided during the kick-off meeting achieved the highest mark in this topic (4.94), but it has the lowest mark at the whole questionnaires of the both of field visits, (4.46 field visit at Thessaloniki, and 4.64 field visit in Maribor). Although the average for this question is a little bit bigger for the second field visit, it should point out on deficiency of the project materials for the field visits.

Still, duration and timetable of the visit, cooperation and communication between the participants and possibility of getting informations about the state of equipment, the main goals of the field visits, were estimated with very high marks, and this topic was excellent overall, (*Fig. 3*).

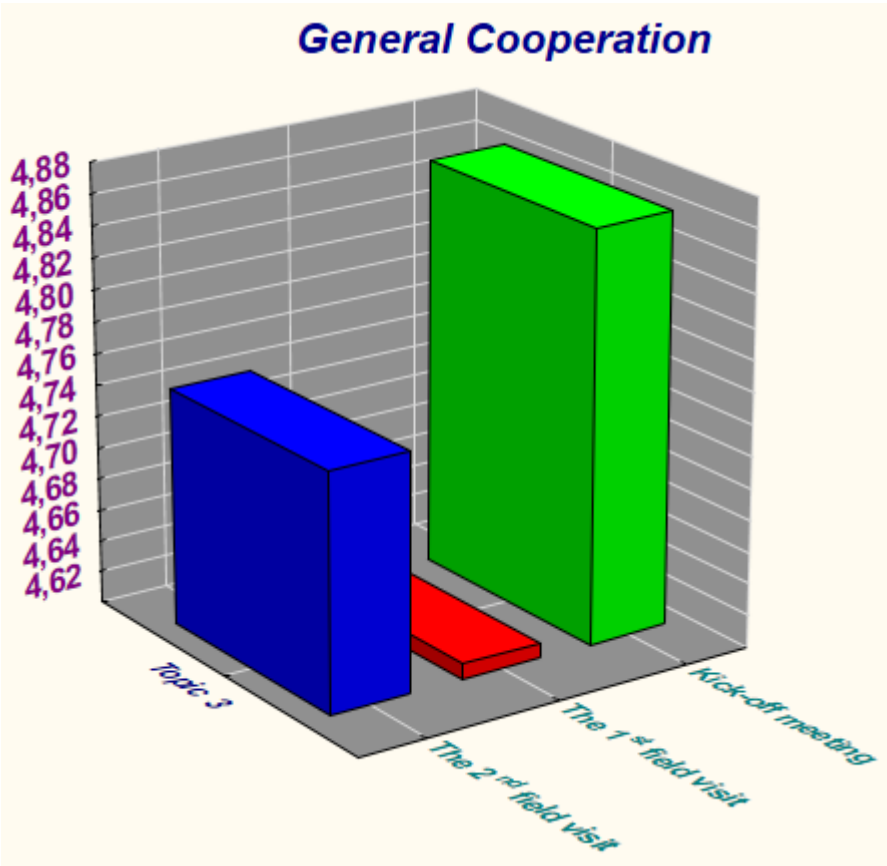

Figure 3. *Topic 3*

3.4 Overall success of the meeting analysis

Summarizing the impressions of the first meeting was contained in the fourth topic, wich contains: achievement of the meeting and project goals, strengths and contributions, project discussions, assignment of follow-up tasks.

The essence of this topic, and in general, of the whole meeting, the question entitled "achievement of the meeting and project goals" was the best for the kick-off meeting, with 4.91, it was excellent rated 4.68 for the visit at Thessaloniki, and with the highest mark 4.96 for the visit in Maribor.

Strengths of the visit and contributions has also very high mark, as well as project discussions, and it is a sign of good partner's cooperation and realization of the project, (*Fig. 4*).

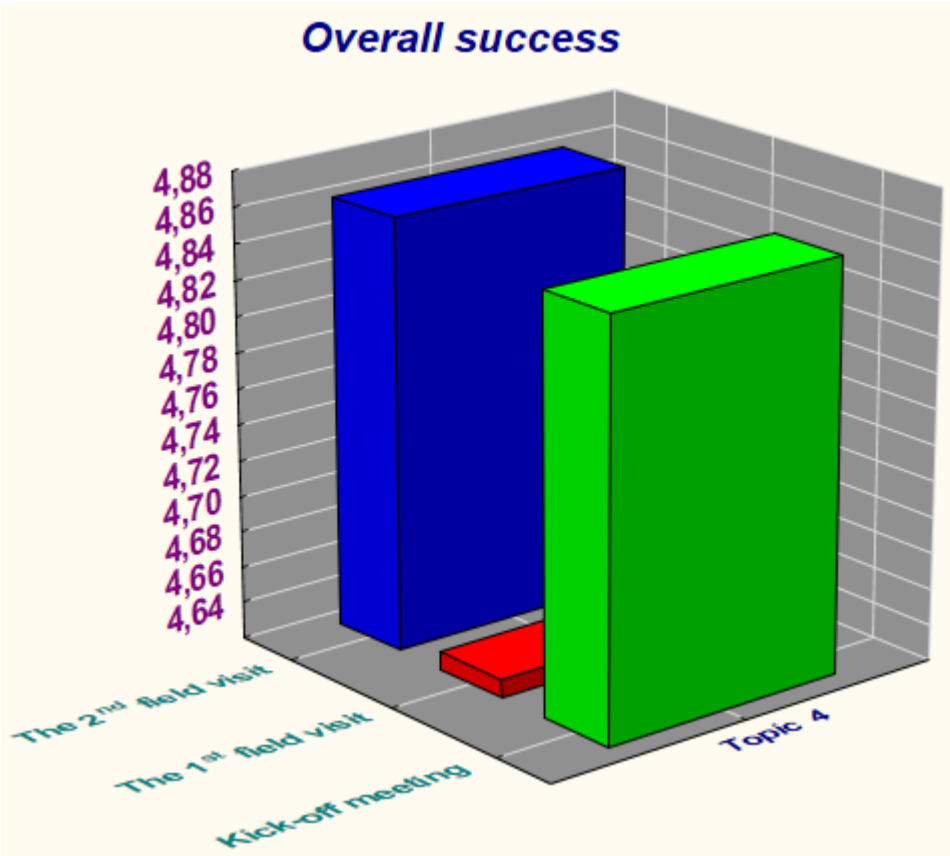

Figure 4. *Topic 4*

This last topic, overall success of the meeting, has the largest number of comments, separated in two parts:

1) What went well?

2) What could have gone better?

There is a large number of great comments for the part one, such as:

- *Everything went very well, appreciate friendly approach to us.*
- *Everything is very good, excellent organized.*
- *Organization part and social aspect.*
- *All activities went well.*
- *Most things.*
- *Appropriate flow of info-identification of financial and other project issues - Collaboration potential establishment between partners.*
- *Various plants were shown; comparison with other plant was made.*
- *We saw many new metodologies and we saw first time many things.*

There were comments as recommendations for better organizing future events:

- *Small space for meeting.*
- *Potential of visiting other plants treating specific waste streams such as medical, electric, etc.*
- *Organization.*
- *Better cooperation between participants.*
- *Better communication with project coordinator and project manage.*
- *Our bus!!!*
- *More days for field visit!*
- *More information.*

4 CONCLUSION

Since the average rating of the each questionnaire is excellent (*Fig.5*), it could conclude that all of meetings were successful.

The kick-off meeting and the second field visit (in Maribor) have the same estimate 4.87. The first field visit (at Thessaloniki) has lower average 4.70, but also the great. The average rate of every question (except one) was excellent, too. Only one question in all of three questionnaires isn't excellent, (4.46), and it is concerned of the project materials on the first field visit.

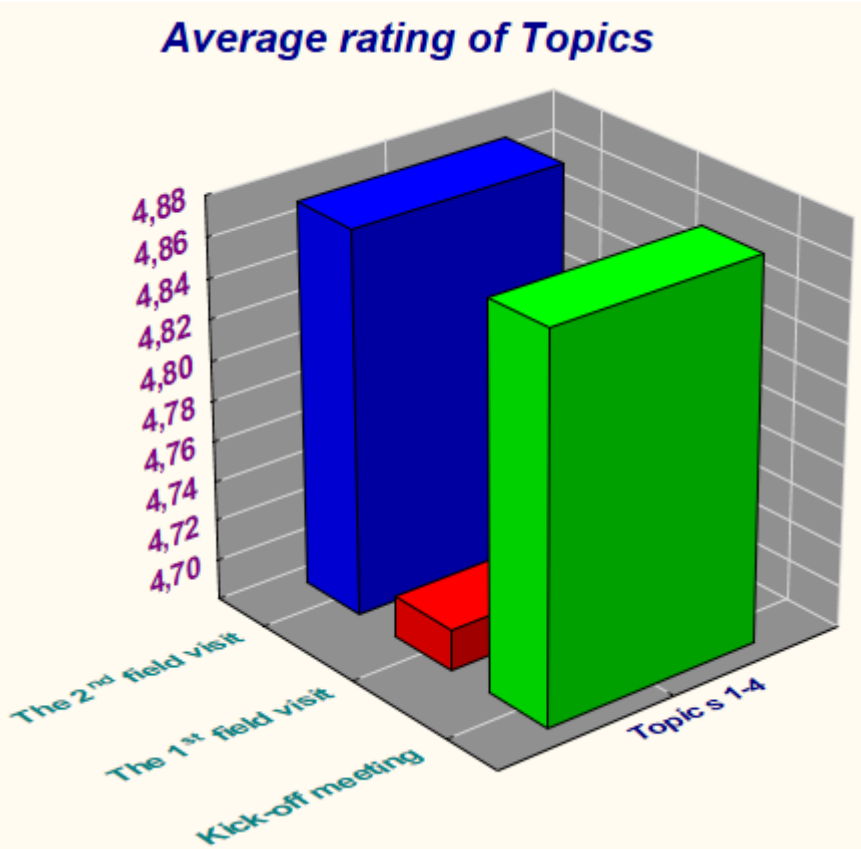

Figure 5. *Average rating, Topics 1-4*

The *Figure 6.* shows that, in general, the most successful was the kick-off meeting. Although it has the same average as the visit in Maribor, it was continuously high-quality.

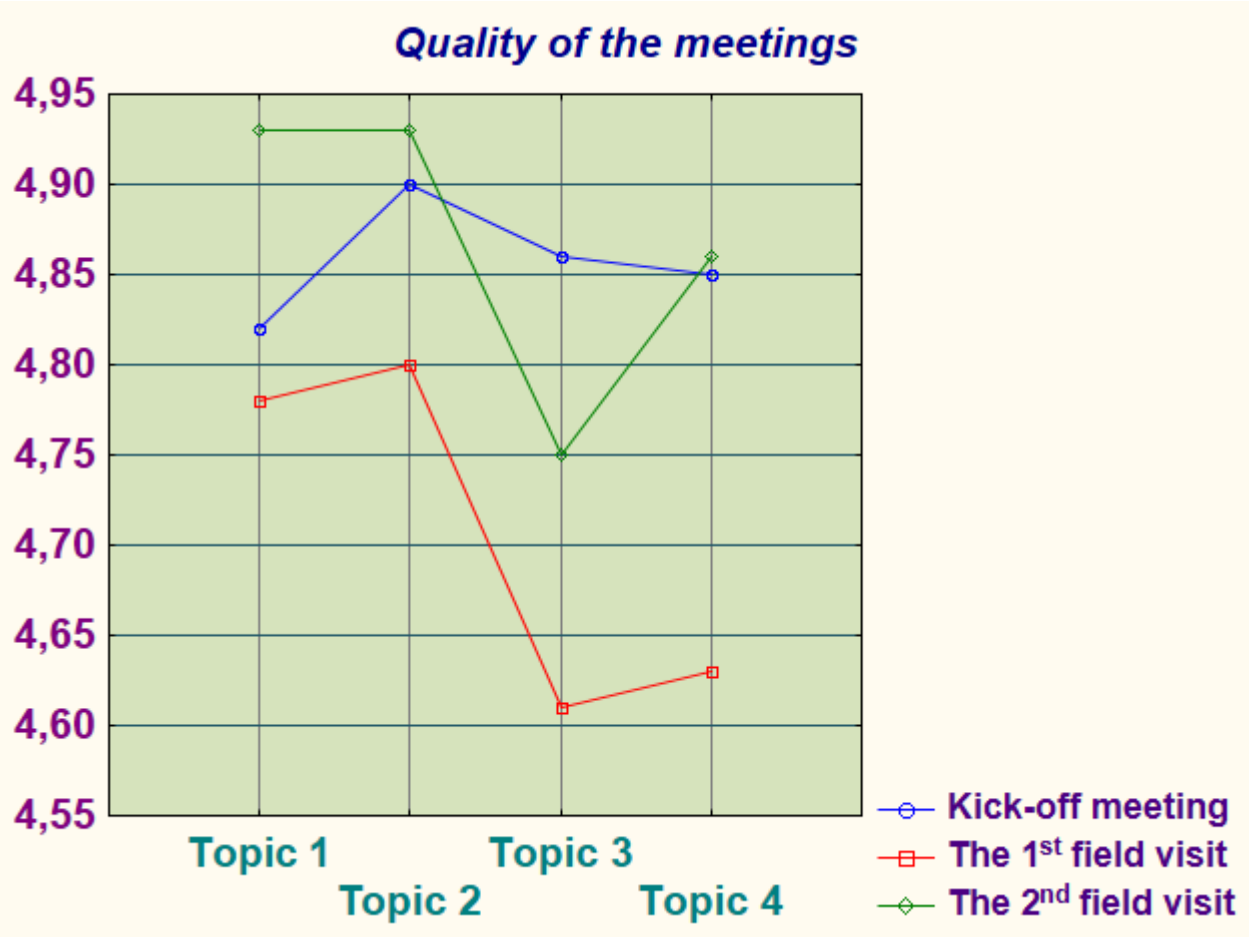

Figure 6. *Quality of the meetings*

The main conclusion of the analysis showed a great motivation and willingness of cooperation in the project by project partners and high level of support and professional expertise to the project by its coordinator. Very high rate of the questionnaires showed that their goals and outcomes were successful.