



HECOS FOR ETHICS
Higher Education and Companies
Fostering Ethical Skills

O.4 Evaluation Plan

Activity Leader: Technical University of Košice

Date of Delivery: January 21, 2016

Version: v02

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Introduction

Output O.4 is the Evaluation Plan of the HECOS FOR ETHICS project. The general aim of the project is to foster quality improvements, innovation excellence and internationalization on the level of education and training institutions, in particular, through enhanced transnational cooperation between education and training providers and other stakeholders. It will be achieved by enhancement of the role of ethical competences in EQ framework for managers and facilitation of the enrichment of managerial curricula also with ethical skills and fostering the promotion of CSR in the higher education sector and companies; raising awareness of production companies on the issues of human rights, respect for the environment and the consumption of land and resources; i.e. values that are part of the ethical skills area of EQF for managers and to creation of a network of companies interested in experimenting with innovative training methods of non-formal and informal education for adults on the issues of environment and human rights.

The main objectives of this Evaluation Plan is to establish procedures and templates which will assure the project quality standards and schedule for project outputs, making sure that partners work productively together, requesting evaluation of activity progress information, monitoring this information against the project work-plan and compiling reports for the National Agency.

This Plan has the purpose of providing guidelines and references for the HECOS FOR ETHICS partners to fulfil their obligations towards the project in the most efficient way. These obligations are set by the Contract, its Annexes and the Consortium Agreement, and are in no way substituted or altered by the present document contents.

TUKE is responsible for providing the consortium with evaluation guidelines outlining project timing, evaluation procedures, outputs production procedures, and outputs review process.

The project evaluation management involve the processes:

1. Planning, this includes the identification of standards relevant and how these can be satisfied. Furthermore the plan defines the metrics and measures used, as well as define a processes ensuring that the quality of the product or the project management can be assured on a long term.
2. Doing (quality assurance) describes mainly the actions we need to undertake in order to achieve the quality. In HECOS FOR ETHICS this is mainly the defined process for production of outputs, and meeting preparation, the use of internal reviewers, the use of feedback for a the outputs and the events. These actions will also ensure that actions can be taken if the quality is lower than expected.
3. Checking (quality control). In HECOS FOR ETHICS this can be the feedback form as well as the evaluation checking list.
4. Acting to improve project quality standards.

This Evaluation Plan also includes template documents and additional procedures that have been established in the first months of the project to solve specific issues.

1. Activities planning and monitoring in order to ensure the quality of outcome

The work in the HECOS project is organized into different levels. The highest level is the Activity level. Regarding the quality of the activities performed as well as on the output of the Activity this is first of all the responsibility of the Activity leader which also coordinates and plan the activities planned at task levels. Each partner will contribute to the tasks and to the production of results according to the effort distribution in the contract. The quality management plan is established in order to ensure an equal quality in line with the project intention throughout the activities and tasks. The quality management plan should be used by the project management and activity leaders to ensure the quality of the outcome. Planning and monitoring of activities in the HECOS project happens at three hierarchical levels, which will also be monitored as a part of the quality management:

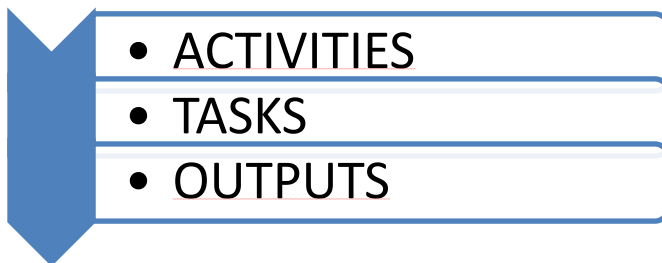


Figure 1: Level of importance

The Activities represent the most aggregate unit of work from a planning and administration perspective. At this level, the main aspects to be monitored by the Activity leader are overall resources usage, individual consortium member's progress and dependencies between them.

The consortium members represent the intermediate level of activities planning. The Activity leader under supervision of the coordinator, AICCRE, will split the tasks into subtasks of different types, having different timing and aimed at production of different results. At this level, the main aspects to be monitored by the Activity leader are allocation of resources to results, progress of results production and Activity contribution to results.

Outputs represent the lowest level of activities planning. These represent actual results that must be produced with the contribution of one or more project members. At this level, the main aspects to be monitored by the output leader are progress of output production, timeliness and consistency of the planned contributions to the output.

2. Quality assurance of project management

In order to ensure the quality of the results of the project, it is important that also the process of quality assurance of project management is formalised. Consequently, this chapter describe the formalised contribution from the Activity leaders and project partners to reports to be delivered by the coordinator. Secondly, in order to ensure the quality of meetings and events also this process is described in this chapter. The objective is to support and simplify reporting procedures. The templates are to be found in Annexes.

2.1 Periodic Reports

The following Table summarizes the main contributions needed for Periodic Reports submission. The project has different partners from different countries, to get good results and to make them comparable a QM aspect in the project management is needed. AICCRE is the main authority of this project and in charge of the process. All Activity leaders must submit according to the coordinators advices and within the timeframe given by the coordinator. The Activity leaders will also report the contribution to the achievement of project results from each partner. Based on the reports from the Activity, the TUKE will add a section on quality management issues in each periodic report.

Each partner reports its financial resources and expenditures in the cost reporting templates given which will be distributed by the coordinator, AICCRE.

Table 1 describes briefly the content of the periodical report to be submitted.

Title	Description	Contributors	Format
Publishable summary	Summary description of the project objectives, work performed, results achieved so far, expected final results and their potential impact and use.	AICCRE	Text
Project objectives for the period	Overview of the project objectives for the reporting period. Summary of the recommendations from the previous reviews and how these have been taken into account.	AICCRE	Text
Work progress and achievements during the period	For each Activity: <ul style="list-style-type: none"> • progress towards objectives; • results achieved; • reasons for deviations and their impact on other members, available resources and planning; • reasons for failing to achieve critical objectives and related impact; • statement on the use of resources, explaining deviations between actual and planned man-months; • Corrective actions, if needed. For each Output: <ul style="list-style-type: none"> • Delivery on time:y/n • Causes for delays • Impact of delays • Quality concerns 	Activity leader	Text
Outputs and milestones tables	Outputs due in the reporting period, as indicated in the contract and project Proposal.	AICCRE	Table
Project management	Management summary of the consortium activities during the period.	AICCRE	Text
Explanation of the use of the resources	Explanation of personnel costs, subcontracting and any major costs incurred by each beneficiary.	all partners	Table
Financial statements	Summary financial report.	AICCRE	Text

Table 1: Periodic report contents

Annex 1 provides template for **Country specific reports** which should be prepared by each partner two times within the project:

1st Country specific report: deadline January 31, 2016

2nd Country specific report: deadline August 31, 2017

Annex 2 provides template for **Activity leader's reports** which should be prepared by each Activity Leader two times within the project:

1st Country specific report: deadline January 31, 2016

2nd Country specific report: deadline August 31, 2017

2.2 Meetings

Several regular physical meetings have been planned for the HECOS project. A main objective from a quality management point of view is to make these meetings as efficiently as possible, so that the resources can be used on discussing and developing project result. Hence, in order to be able to organise the meetings efficiently for each partner, the following process should be followed for planning as well as for operation of the meetings:

1. Date and Venue should be agreed on well in advance (at least three Months)
2. The organiser has to provide information on hotel and airport etc. In advance (1-2 Months)
3. The coordinator AICCRE and the organiser suggest and circulate an agenda. All the partners can suggest specific topics to be added.
4. AICCRE will consolidate and define the final agenda.
5. Agenda is to be sent to the participant 14 days in advance
6. Each partner will complete a meeting feedback form
7. Presentations will be made available
8. Minutes will be distributed within 14 days
9. After receiving, partners have 14 days to suggest changes.

Evaluation of the meetings is an important instrument in order to ensure the quality and to give room for improvements. Thus, an evaluation report routine will be established. Each participant will complete a form with the following structure:

Annex 3 provides template for Project Meetings evaluation.

2.3 Teleconferencing/ Virtual meetings

HECOS operates in a distributed working environment. Consequently, most of the work will be done at spatial different place. In order to coordinate the work in a flexible and effective way, the consortium may use virtual meeting facilities.

Teleconferencing and virtual meetings are encouraged to be organized according to the following rules:

<p>Planning</p>	<p>Need for discussion on specific subject, identified at the Activity, Task or Output coordination level.</p> <p>This can be suggested by any Activity member to the Activity leader or a task leader. The Activity leader is responsible for the organisation, but can assign the responsibility to another organisation if this is more appropriate for the project outcome</p>
<p>Organizer</p>	<p>In principal the Activity or task leader, but any project participant may volunteer</p>

Participants	Invited partners
Technological platform	Selected by the conference organizer. Different available options, e.g. Skype/teleconference etc.
Agenda	Conference organizer, to be distributed 3 days before, or if conference on short notices, as soon as possible.
Minutes	Conference organizer, to be distributed within 14 days

Table 2: tele/skype conference

2.4 Quality assurance of Communication and Knowledge Management

Efficient communication and collaboration structures are essential for the success of the project. Since all project partners are distributed across European member states, it is important that all partners have access to the output as well as other relevant material. In order to ensure this, AICCRE as coordinator should establish a common repository. All partners are obliged to upload the outputs and other relevant results to this.

Secondly, in order to overcome the barrier of working in a distributed working environment, modern communication means like virtual meeting facilities, desk top sharing possibilities etc. will be used.

For discussion between partners having impact of the work of the other partners, the outcome of such a discussion will be copied down in a small note and uploaded to the repository. Each partner will be informed via email.

Thirdly, in order to ensure that the communication and the information exchange can be seamless, all partners have to use the same software. For presentation this is power point, using the template distributed by AICCRE and for documents, Word. In case it is necessary to use other software, it is the obligations of the partner who want to use the software either provide the other partners with an access or to ensure that the partners have a licence already within their organization. In any other cases, open access software need to be used.

Furthermore, it is the obligation of each partner to make sure in advance; that material he or she publishes takes the IPR right of the other partners into account.

To ensure the centralization of knowledge and reduction of information retrieval time, the AICCRE should implement a platform which will be used as the store for project related information. Project related information must be understandable by every team member, consequently all communication without other exceptions than those written in the Project Proposal (mainly dissemination and exploitation material) will be conducted in English, and all documents will be written in English. For material not written in English, a small summary in English has to be provided.

3. Products of HECOS

This Chapter gives a view about the products of HECOS and how to ensure the quality of these. There are three main categories of products:

- Outputs
- Software (web site)
- Dissemination and exploitation materials.

The quality assurance process of these types of products is differently.

3.1 Quality process of outputs

Most of the work carried out in HECOS will be recorded as an output for the National Agency. Many outputs are reports. From the quality management point of view it is necessary to start monitoring the progress and quality of the work a sufficient time in advance on release of the final version. To do this, common procedures and transparency are needed.

The following table defines a common workflow that should be applied to all HECOS outputs. A similar table should be included in the starting pages of each Output, with the following changes:

- The “Timing” column should show actual dates, calculated by subtracting the number of working days from the Output due date.
- The “Involved persons” column shows names of the actual persons identified for each role.

No	Process step	Responsible	Timing (working days)	Involved persons	Notes
1	Output plan Initial planning of process including: Identification of individual contributors and peers. Draft table of contents. Detailed planning of timeline.	Coordinator of delivery	start	Contributors Internal Peer 1 Internal Peer 2	Leader must propose schedule, identify involved contributors and peers. Agreement must be reached within 5 working days.
2	Structure and guidelines Initial drafting of the Output including structure, guidelines and first basic content to be sent to the Contributors.	Activity leader/ Del, resp.	-25	Leader Key contributors (if needed).	Initial drafting from leader only possible if subject / content sufficiently discussed prior to start the process. Otherwise, key contributors must be identified to handle specific parts of the document.
3	First round of contributions. Activity members and others to contribute first iteration to leader of the Output.	Contributors	-20	Contributors	
4	Draft version Leader to consolidate first round input and distribute to Contributors and Internal Peers.	AICCRE	-18	Leader	At this step internal peers need to be involved/copied: Internal Peer 1 Internal Peer 2

No	Process step	Responsible	Timing (working days)	Involved persons	Notes
5	Second round of contributions to be sent to Leader. Suggestions from internal peers and SP leader to be sent to Contributors.	Contributors.	- 13	Contributors Internal Peer 1 Internal Peer 2	Watch for timely responses in order not to delay the document at this stage.
6	Final version Final consolidation of input and finalization of document to be sent to Contributors, Internal Peers, and Coordinator.	Activity leader	- 11	Leader	Ensure proper formatting of document.
7	Reviewing Quality check	AICCRE	-7	Internal Peer 1 Internal Peer 2 Coordinator.	Review by internal peers
8	Reviewed version Final editing	Del. Resp.	-4	Leader Contributors Coordinator	Final editing particularly formatting and if necessary (particularly with important Outputs) English mother tongue proofreading.
9	Submission to NA	AICCRE		Coordinator	Final stage of process.

Table 3: Process of outputs production

The following table describes the main roles played by the partners involved in the output preparation workflow. This table could be in the beginning of each output and shows the partners and the position or role of this partner. Roles in the output workflow.

Role	Position in the Consortium	Function
Coordinator	A representative of the HECOS Coordinator.	Oversee the whole process. Check quality. Publish the Output inside and outside the Consortium. Submit to the NA.
Leader	A representative of the Partner in charge of the Output.	Coordinate the whole process. Consolidate input from Contributors. Distribute the Output different versions to the appropriate recipients.
Contributor	A representative of a Partner owing a contribution to the Output.	Produce the agreed contribution. Revise the contribution according to suggestions, review results and quality check requirements.
Internal peer	A representative of a Partner in the HECOS Consortium.	Comment on draft version. Review final version.

Table 4: Table of Roles

In order to be able to track the changes, each output should also contain information on the version as well as on the author of that version. This table will also include information on the contribution from other partners.

Version	Description	Author	Date	Comments
0.1				
0.2				
0.3				
0.4				
0.5				
0.6				
0.7				
0.8				
0.9				
0.10				
1.0				This is the version to be submitted

Table 5: Versioning

Furthermore, it is not only important to follow this procedure, but also to make sure that there is a corporate identity, thus all partners being in charge of a output is obliged to use the cover page –see **Annex 4**.

3.2 Peer – Review

In order to ensure that the content and the structure of the output are according to the objective in the description of work, there are two internal reviewers for each output. Each internal reviewer will have to complete the template. Instead of completing the specific remarks, changes can be done directly in the word document by the internal reviewers by using the track option. Consequently, each internal reviewer will receive a word document. Template for internal review sees **Annex 5**.

Table 6 summarize the partners providing peer reviews and responsible partners.

No	Title	Leader	Date of Delivery	Internal Review 1	Internal Review 2	Other Evaluation Methods
O1	Project Plan and Schedule	AICCRE	31.1.2015	ODISEE	PRSCCI	none
O2	Interim Progress Report	AICCRE	28.2.2016	all partners		none
O3	Final Report	AICCRE	30.10.2017	all partners		none
O4	Evaluation Plan	TUKE	31.8.2017	AICCRE	SU	none
O5	Interim Evaluation Report	TUKE	30.4.2016	AICCRE	Rosto Solidarion	none
O6	Final Evaluation Report	TUKE	31.8.2017	AICCRE	PRSCCI	none
O7	Training Needs	SU	30.4.2015	VOKA	INNOSPECTRUM	none
O8	Training Course Model	Rosto Solidarion	30.9.2015	SU	OIKOS	none
O9	Guideline Document for Planning Training Experience	Rosto Solidarion	30.11.2015	PRSCCI	VOKA	none
O10	Training Catalogue	Rosto Solidarion	30.6.2016	SU	ODISEE	none
O11	Integration in Universities Studies	ODISEE	31.8.2016	TUKE	Rosto Solidarion	none
O12	Dissemination Plan	AICCRE	31.12.2015	INNOSPECTRUM	VOKA	none
O13	Image Manual	AICCRE	31.12.2015	VOKA	OIKOS	none
O14	Web site	AICCRE	31.12.2015	Rosto Solidarion	PRSCCI	none
O15	Promo and Advertising	AICCRE	30.6.2017	INNOSPECTRUM	ODISEE	none
O16	Vertical Mainstreaming	AICCRE	30.6.2017	SU	ODISEE	none
O17	Sustainability Plan	Voka	1.7.2016	TUKE	OIKOS	none
O18	Companies, universities and ngos networks	Voka	31.8.2017	AICCRE	PRSCCI	none

Events

E1	Mid conferences -	IT (AICCRE), BE (Voka), SK (TUKE), HU, PT, SE	evaluation report (6x); questionnaire (participants)
E2	Final Conference	AICCRE	evaluation report; questionnaire (participants)
C1	Short-term joint staff training event	Oikos onlus	evaluation report (OIKOS); questionnaire (participants)
C2	Short-term joint staff training event	Rosto Solidarion	evaluation report (Rosto Solidarion); questionnaire (participants)

Project Management

PM1	Kick of Meeting, Italy, Venezia	questionnaire (participants)
PM2	Meeting, Sweden	questionnaire (participants)
PM3	Meeting, Portugal	questionnaire (participants)
PM4	Meeting, Hungary	questionnaire (participants)
PM5	Meeting, TBC	questionnaire (participants)
PM6	Meeting, Italy	questionnaire (participants)

Table 6: Responsibilities in peer review process**3.3 Quality of dissemination, exploitation and valorisation material and events**

Dissemination and exploitation of project results are main tasks in order to ensure the success and sustainability of the HECOS project. Thus, it is important to ensure the quality of the material. However, dissemination and exploitation material might be leaflets and articles submitted to conferences and journals or also workshops and booth contributions, and thus the quality ensuring process of such different types of outcome also differ. The quality ensuring process of an article or presentation is subject of the organisation and person submitting, whereas the quality of other material will undergo the same process as output- being assessed by two internal reviewers.

The European Commission defines dissemination as “a planned process of providing information on the quality, relevance and effectiveness of the results of programmes and initiatives to key actors. It occurs as and when the results of programmes and initiatives become available.” HECOS has planned several dissemination activities aiming at targeting different target groups. The main dissemination activities will be:

- Web site
- Newsletter
- Conference presentation
- Workshops and other events
- Articles
- Dissemination to other partners and stakeholders

These are described in the dissemination plan for each single partner. Based upon the dissemination plan, each activity will be evaluated according to the following key indicators:

- Reaching the envisaged target group
- Number of participants(or possible readers) in relation to the expected numbers
- Involvement of the stakeholders
- Online information in online newsletters
- The quality of the content
- The impact of an event
- Success of Commercialization
- Knowledge transfer

For printing material and material to be reviewed prior to publishing, the two internal reviewers have three weeks for this. It is the obligation of the producer of the material to check the availability of the reviewers on time, so that no delay due to unavailability occurs. For feedback, an adapted form of the template for outputs can be used.

3.4 Quality insurance of Joint Staff Event and conferences

HECOS will organise Joint Staff Events with different target groups. These events will be assessed by the participants. The results will be collected and analysed after the events.

Annex 6 provide template for joint staff event evaluation.

HECOS will also organise Conferences. These conferences will be assessed by the participants. The results will be collected and analysed after the events.

Annex 7 provide template for conferences evaluation.

4. Conclusion

The main objective of the quality management plan is to establish processes and routines for ensuring the quality of products, meetings and communication. It defines the process flow for outputs as well as the routines for the evaluation of dissemination and exploitation material. The quality management plan does also establish routines of involving its user in the evaluation process.

Annex 1. The country specific evaluation



HECOS FOR ETHICS 2014-1-IT01-KA200-002484

The country specific evaluation

Country:.....

Partner:.....

Q1. Explain how the benefits a specific community of users and how they were involved in the project in your country; provide the list of target groups (direct and indirect) in your country (please quantify)

Q2. Describe the potential impact of project and its results upon and benefits to the target user group in your country (please quantify)

Q3. What was the European added value for this project coming from participation of your institution in the project? What expertise, experience or knowledge did you bring to partnership?

Q4. Describe the benefits of partnerships established with groups outside of the direct project/consortium e.g. with target users within project.

Q5. Describe the dissemination strategy and activities in your country

Q6. Describe the exploitation strategy and activities in your country

Q7. Describe how the sustainability of project results will be achieved in your country

Q8. Provide a complete list of all results / products / outcomes delivered by your institution

Q9. Provide the detailed list of activities carried out by your institution

Q10. Summarize how your country activities contributed to key EU policies, objectives and priorities (Lisbon, Bologna, Bergen, etc.).

Q11. Describe the problems encountered and the solutions already implemented within your institution.

Annex 2. Activity Leaders report



HECOS FOR ETHICS 2014-1-IT01-KA200-002484

Activity Leaders report

Output No:.....

Activity leader:.....

Q1: Explain how the Activity benefits a specific community of users and how they are involved in the project; describe the potential impact upon and benefits to the target user group.

Q2: Describe the methodologies, surveys, analyses, tests carried out (if applicable), set-up of cooperation for the networks, etc. for Activity; where relevant, address the added value of the approach used. Added value may be considered from the pedagogical, organizational or political point of view; include the evaluation strategy, approach, results etc.; describe the dissemination and exploitation strategy and activities for Activity results, emphasize how they contribute to the sustainability of the project results.

Q3: Provide a complete list of all results / products / outcomes delivered by the Activity along with details of variations from the initial plan. Provide also a list of all products that have been delivered with the final report. Describe the major achievements and results of the Activity. Make explicit the link between results and objectives;

- *For final products/results, explain the impact of outcomes and results on the target groups;*
- *Indicate where results can be found e.g. website details, contact details;*
- *Reasons/events that prevented the project to achieve the expected results for the period incurred.*

Q4: Describe the added value of the multi-country partnership in executing the WP (specifically, European added value). Where appropriate, refer to the added value related to the geographical coverage;

- *Emphasise the experience of working together in a European partnership in WP implementation;*
- *Describe the benefits of partnerships established with groups outside of the direct project/consortium e.g. with target users within WP.*

Q5: Emphasize the exploitation of results beyond the project's lifetime for WP (for example, this may concern aspects on commercialization, intellectual property rights, copyrights, etc. as far as they are not confidential). Sustainability of the WP outcomes is a key element.

Q6: Summarize how the WP contributes or has contributed to key EU policies, objectives and priorities (Lisbon, Bologna, Bergen, etc.).

Q7: Describe the problems encountered and the solutions already implemented in WP implementation.

Q8: Indicate the involvement of each partner in your WP (the details on each project partner concrete involvement in particular WP –be careful it has to correspondance with what us stated in each partner financial report). Link the activities carried out to the involvement of the various partners.

Annex 3. Project Meeting Evaluation Form



Erasmus+



HECOS FOR ETHICS 2014-1-IT01-KA200-002484

Project Meeting Evaluation Form

Event:

Place:

Data:

Please assess the meeting according to the following criteria (1-very bad 10-excellent)
Add some more comments if necessary.

1. The organization of the meeting									
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>Comments:</i>									
2. Appropriateness of the leading of the meeting									
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>Comments:</i>									
3. Effectiveness of the content Partners received the basic project information's									
<i>Quality of the presentations</i>									
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>Comments:</i>									
<i>Satisfaction with the Agenda</i>									
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>Comments:</i>									

Topics met expectations									
1	2	3	4	5	6	7	8	9	10
Comments:									
Definiteness of the tasks to be completed for the next meeting									
1	2	3	4	5	6	7	8	9	10
Comments:									
Quality of collaboration among partners									
1	2	3	4	5	6	7	8	9	10
Comments: We think that we will be very good project team									
4. The suitability of the resources									
Equipment									
1	2	3	4	5	6	7	8	9	10
Comments:									
Materials									
1	2	3	4	5	6	7	8	9	10
Comments:									
5. The social events									
1	2	3	4	5	6	7	8	9	10
Comments:									
6. The atmosphere									
1	2	3	4	5	6	7	8	9	10
Comments:									

7. Other observations:

Thank you for your contribution

Annex 4. Cover page for Outputs

Will be prepared by AICREE

Annex 5. Peer Review Form

Document Peer Review Comments

Project: HECOS
Document: O1. Project Plan and Schedule
Version: v01, v02
Date:
Reviewer < Name and company of reviewer >
Date

General remarks

General Remarks are:

Structure
Content

Layout and readability
Others

Specific remarks

<CHAPTER OR TOPIC>	
page	
<CHAPTER OR TOPIC>	
page	

Annex 6. Joint Staff Event Evaluation Form



HECOS FOR ETHICS 2014-1-IT01-KA200-002484

Joint Staff Event Evaluation Form

Training Location:

Participant Name (optional):

Date of training:

Job Title:

INSTRUCTIONS

Circle your response to the items. Rate aspects of the event on a 1 to 5 scale:

1 = "Strongly disagree," or most negative impression

3 = "Neither agree nor disagree," or an adequate impression

5 = "strongly agree," or the most positive impression

Choose N/A if the item is not appropriate or not applicable to this event.

EVENT CONTENT

1. I was well informed about the objectives of this event.

1	2	3	4	5	N/A
---	---	---	---	---	-----

2. This event lived up to my expectations.

1	2	3	4	5	N/A
---	---	---	---	---	-----

3. The content is relevant to my job.

1	2	3	4	5	N/A
---	---	---	---	---	-----

EVENT DESIGN

4. The event objectives were clear to me.

1	2	3	4	5	N/A
---	---	---	---	---	-----

5. The event activities stimulated my learning.

1	2	3	4	5	N/A
---	---	---	---	---	-----

6. The activities in this event gave me sufficient practice and feedback.

1	2	3	4	5	N/A
---	---	---	---	---	-----

7. The difficulty level of this event was appropriate.

1	2	3	4	5	N/A
---	---	---	---	---	-----

8. The instructor was well prepared.

1	2	3	4	5	N/A
---	---	---	---	---	-----

EVENT RESULTS

9. I accomplished the objectives of this event.

1	2	3	4	5	N/A
---	---	---	---	---	-----

10. I will be able to use what I learned in this event.

1	2	3	4	5	N/A
---	---	---	---	---	-----

11. The event was a good way for me to learn this content.

12. How would you improve this event?

Annex 7. Conference Evaluation Form



HECOS FOR ETHICS 2014-1-IT01-KA200-002484

Conference Evaluation

Event: Conference

Place:

Data:

Please assess the event according to the following criteria (1-very bad 10-excellent)

Add some more comments if necessary.

1. The organization of the meeting									
1	2	3	4	5	6	7	8	9	10
Comments:									
2. Effectiveness of the content									
<i>Quality of the presentations</i>									
1	2	3	4	5	6	7	8	9	10
Comments:									
<i>Satisfaction with the Agenda</i>									
1	2	3	4	5	6	7	8	9	10
Comments:									
<i>Topics met expectations</i>									
1	2	3	4	5	6	7	8	9	10
Comments:									
3. The suitability of the resources									
<i>Equipment</i>									
1	2	3	4	5	6	7	8	9	10
Comments:									
<i>Materials</i>									
1	2	3	4	5	6	7	8	9	10
Comments:									

6. The atmosphere

1 2 3 4 5 6 7 8 9 10
Comments:

7. Other observations:

Thank you for your contribution