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WP4. Progress report

1st On-line meeting

“Integrating education with consumer behaviour relevant to energy efficiency and climate change at the Universities of Russia, Sri Lanka and Bangladesh” (BECK) Project Number: 598746-EPP-1-2018-LT-EPPKA2-CBHE-JP

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Current Issues

- Quality Plan
- Kick-off meeting evaluation report
- Discussion
- Personal evaluation form for the 1st On-line meeting

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Quality Plan (QP)

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- QP is elaborated by WP4 leaders and shared with MQCC members.
- We are waiting for comments on QP from MQCC members.
- Does Quality indicators table needs to be corrected/edited?
Any additions/corrections are welcome.
- Quality monitoring process.

WP leaders will be kindly asked to complete WP progress reporting template before face-to-face meetings. Completed table should be sent to WP4 leaders. Evaluation of the progress will be presented on each meeting.

- BECK team details table was completed.

Missed information: P7 team leader.

- WP4 materials, templates, forms and reports will be available on the BECK web-site.

Beck Kick-off meeting feedback summary and analysis

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Table 1: Evaluation summary table.

Evaluation Indicator	Average Evaluation
<i>Evaluation scale: 1(Strongly Disagree) – 2 (Disagree) – 3 (Neutral) – 4 (Agree) – 5 (Strongly Agree)</i>	
I was notified of the meeting sufficiently in advance.	5.0
The meeting purpose and objectives were clear.	4.6
The meeting agenda was appropriate and clear.	4.9
The meeting time and place were convenient.	4.9
The meeting format (face-to-face / on-line) was suitable.	4.9
The meeting started and ended on time.	4.9
I was satisfied with the way decisions were made.	4.9
The meeting was well-attended.	4.8
All meeting participants were actively involved.	4.6
We used our meeting time effectively.	4.8
I was satisfied with the assignment of follow-up tasks.	4.8
The meeting atmosphere was friendly and constructive.	4.8

Beck Kick-off meeting feedback summary and analysis

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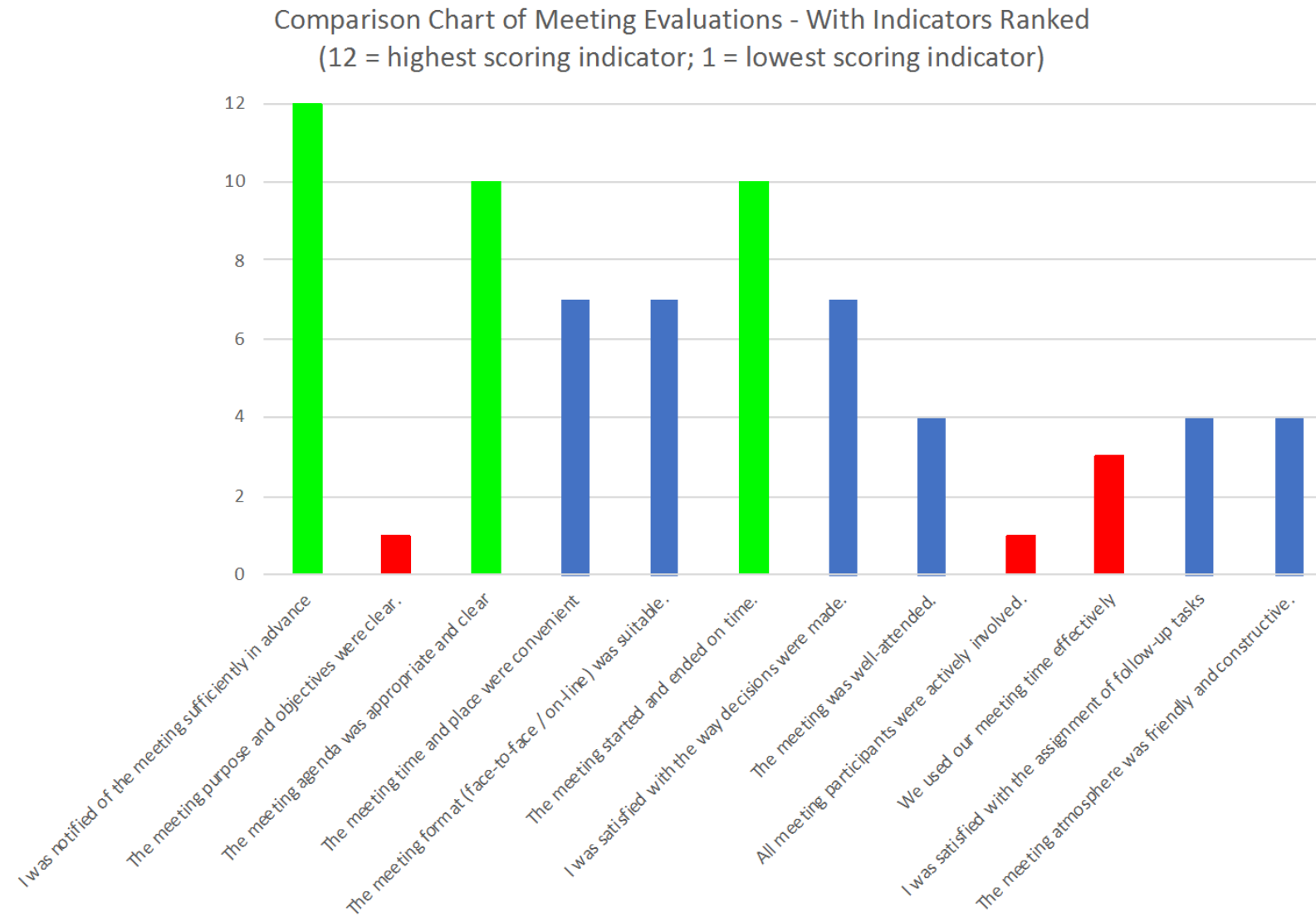
Received comments:

What aspects of this meeting were particularly good?	What aspects of this meeting could have been better?
<ul style="list-style-type: none"> • Cooperation among different teams. • Collaboration among the participants • All meeting participants were involved • The interconnections between countries and universities were established 	More interactive sessions
<ul style="list-style-type: none"> • Overall organization • Perfect organization • Good organization • Well organized 	Everything was on very high level
Timing	<ul style="list-style-type: none"> • To provide more recommendations on presentation preparation to ensure equal form and timing • Presentation on reports for capacity building was very long and the report structure
<ul style="list-style-type: none"> • Clarity of tasks • Work plan and tasks are clear and understandable • Everything was very clear • All the information about the BECK project was announced in the best way 	<ul style="list-style-type: none"> • Materials of each day to be shared every evening • Everything is very informative • In my opinion the meeting was very good
Discussed most needful questions	
Introduction to work plan.	Online participation
Team building and social activity	Some activities for team building More team work could be used in the future
Venue Friendly atmosphere	



Figure 2: Ranked criteria - to identify areas for improvement (in red)

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Discussion

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- Do you have any suggestions how to improve effectiveness of the face-to face meetings?

Suggestions of WP4 leaders

- Preparation work, WP leaders presents summary of partner' presentations, presentation of the best practice.
- Online preparation meetings of WP leaders with partners.
- More interactive activities in the Agenda.

Increase the effectiveness of communications within the BECK team

(Presentation of Communication model will be done in Manchester)

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THANK YOU FOR YOUR ATTENTION!

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