InSIDE: Including Students with Impairments in Distance Education

Delivery **QPL6.2**	**Internal QA report 1**

Work Package	WP6: Quality Plan
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Contents

1. Introduction 8
2. Evaluation of activities 8
   2.1. Progress 8
   2.2. Performance 9
      2.2.1. Quantitative questions 10
      2.2.1. Extra qualitative questions 16
3. Evaluation of project coordination 21
   3.1. Quantitative questions 21
   3.2. Extra qualitative questions 28
4. Meetings 30
   4.1. 1st progress meeting 31
   4.2. 2st progress meeting 41
5. Findings 51

Appendix I: Project evaluation form 53

Appendix II: Meeting Evaluation form template 56

Table of Figures 57

Table of Tables 57

Abbreviations

Acronym	Term
HE	Higher education
HEI	Higher education institution
ICT	Information and communications technology
InSIDE	Including Students with Impairments in Distance Education
IwI	Individual with impairments
JKU	Johannes Kepler University
LMD	Licence, Master, and Doctorate
UABT	University of Aboubekr Belkaid Tlemcen
UAE	Abdelmalek Essaadi University
UB2LA	Blida 2 University
UCA	Cadi Ayyad University
UIT	Ibn Tofail University
UM5R	University of Mohammed V in Rabat
UMMTO	Mouloud Mammeri University of Tizi-Ouzou
UOA	National and Kapodistrian University of Athens
UOM	University of Macedonia
US	University of Sousse
USFAX	University of Sfax
USTO	University of Sciences and Technology of Oran Mohamed Boudiaf
UTM	University of Tunis El Manar
ViHeMo	Visual, hearing, mobility/physical
WP	Work Package
UPC	Universities of Partner Countries

About InSIDE

The aim of the project is to develop accessible DE programmes for individuals with ViHeMo impairments. The concrete aims are to: a) develop an accessible, inclusive and educationally effective model of DE that will deliver key competences for vocational rehabilitation, and provide opportunities for lifelong learning, skills enhancement, and personal fulfilment with the ultimate aim of suggesting an intelligent solution against the problems of limited access or high percentage of dropouts in HE in IwI, b) structure a strong cooperation between organisations with sound expertise in accessible and inclusive HE and organisations where both the modernisation of HE and the promotion of the right to education of IwI is imperative, and c) widen the horizons of local HE towards an international and intercultural education through DE programmes.

The overall objectives of the project are to:

1) Develop new and innovative, accessible and inclusive DE programmes improving the quality of HE for individuals with ViHeMo impairments and offering flexible learning and virtual mobility
2) Upgrade the facilities through establishing accessibility offices and acquiring assistive technology resulting in modernization of university services
3) Build capacity and professional development in administrative and teaching staff in developing and carrying out accessible and inclusive DE programmes, and operating the accessibility offices
4) Involve individuals with ViHeMo impairments in a user-center design so that accessibility and usability are achieved in conjunction, and the links between education and society are strengthened

The specific objectives of the project are:

- The preparation of the development stage through an extended literature review for precedent trials in DE for IwI
- The development of the most suitable educational material for IwI (ViHeMo) in terms of accessibility, usability and educational efficacy through the study of end-user requirements
- The adaptation of a course delivery system that best serves the needs of IwI (ViHeMo) in DE
- The foundation of accessibility services in HE so that SwI would be supported during their attendance in HE
- The training of advisors in the services of the accessibility offices, and the training of the trainers (advisors and representatives) so that they will be able to train the end-users (teaching staff and IwI)
- The examination of the regular co-operation of all the above to deliver inclusive DE courses effectively when learning and skill enhancement are concerned, considering end-users feedback too
- The dissemination and exploitation of the project deliverables on an international level.

1. Introduction

The main goal of this report is to show the findings of InSIDE project internal quality evaluation. This evaluation has been carried out during the first project year, January 2019 to February 2020.

The motivation of this evaluation is to provide indicators of quality, progress and efficiency for the project at the end of the evaluation period. An a posteriori comparison of them to the initial plan enables the PC and partners involved to make changes in the strategies, on the fly, to tackle possible deviations. Consequently, the project benefits from this report because this adds transparency to the consortium; enables risk management and continuous improvement processes.

The structure of the report is as follows. Firstly, we present the status of the project at the end of the evaluation period. Later, we describe the mayor findings in order to give a concise feedback. A special section devoted to the coordination is included due to the impact of this aspect in the development of the project. Finally, in the end we cite and present significant feedback from partners.

2. Evaluation of activities

2.1. Progress

Here is shown information regarding all on-going and finished deliverables.

WP1	State of the Art	Responsible	JKU	
Task	Deliverable	Involved	Limit	Completion
1.1	State of the Art concerning DE programmes	UoA & JKU	20/10/2019	20/10/2019
1.2	In-depth recording of educational materials	UoA & JKU	20/11/2019	20/11/2019
1.3	Recording of the LMSs	UoA & JKU	10/10/2019	10/10/2019

WP2	Adapted educational material	Responsible	UoM	
Task	Deliverable	Involved	Limit	Completion
2.1	Development of educational materials	UoM, JKU	31/05/2020	
2.2	Assessment of educational materials	UoM	15/10/2020	

WP3	DE Delivery System	Responsible	UoA	
Task	Deliverable	Involved	Limit	Completion
3.1	Assessment of the most widespread LMSs	UoA & JKU	10/10/2019	10/10/2019
3.2	Detailed assessment of an open-source LMS	UoA & JKU	20/10/2019	20/10/2019
3.3	Adaptation of LMS	UoA & JKU	30/11/2020	

WP6	Quality Plan	Responsible	JKU	
Task	Deliverable	Involved	Limit	Completion
6.1	Quality Assurance Plan	JKU	20/12/2019	20/12/2019
6.2	Internal Quality Assurance reports x3	All	31/03/2020, 28/02/2021,	

			14/01/2022	

WP7	Dissemination & Exploitation	Responsible	UoA	
Task	Deliverable	Involved	Limit	Completion
7.1	Project Website	UoA (Subcontr.)*	14/05/2022	10/09/2019
7.2	Dissemination Plan	ALL	10/12/2019	10/12/2019
7.3	Exploitation Plan	ALL	10/12/2019	10/12/2019
7.4	Electronic Index of End-Users	Partners from Algeria & Tunisia	14/07/2019	14/07/2019
7.5	Electronic Newsletters x6	ALL	20/01/2019 20/06/2020 20/11/2020 20/04/2021 20/09/2021 14/01/2022	
7.6	Dissemination products and materials	UoA (Subcontr.)	08/12/2019	08/12/2019

WP8	Management	Responsible	UOM	
Task	Deliverable	Involved	Limit	Completion
8.1	Project Management Progress Reports x4	ALL	28/02/2020, 31/10/2020, 30/06/2021, 14/01/2021	
8.2	Project Coordination Meetings x6	ALL	30/09/2021	15/03/2019, 17/09/2019, 10/12/2019
8.3	Development of a collaboration platform	UoA (Subcontr.)	10/07/2019	10/07/2019

* The project website (www.inside-project.org) was designed, developed and delivered by UoA.

2.2. Performance

In this section, we present the performance indicators we implemented. They are based on a survey done with the "Project evaluation form" (Appendix I). The partners' responsible persons were asked to fill in their data and info on behalf of the partner organisation. The form is divided into 3 quantitative and 1 qualitative sections, regarding to the different project aspects to be analysed.

Altogether, the survey got a maximum of 9 (out of 14 partners) answers whereas with 4 partners not considered in this report as they did not take part in evaluation measures what leads to a "only medium" validity of the following sections and findings – but nevertheless a sound first overview on the atmospheric situation in the consortium as well as major issues and problems faced / solutions needed.

2.2.1. Quantitative questions

Partners were asked to evaluate a set of 13 statements concerning project´s goals, outcomes and additional achievements following their consent to it on a 5 item scale reaching from 1 = strongly disagree, over 2 = disagree and 3 = neither agree nor disagree to 4 agree and 5 = strongly agree. A synopsis of all given answers is presented after the in depth views on individual statements. Due to the different timeframes (start- end-dates as well as allocation of partners), the answers to this questions / statements have to be seen in connection to the project work plan. Having this in mind, the answers are as follows:

Goals

Statements in this section:

1. **The project achieved the main proposed goal.**
   The partners answered like this:
   - 2 partners strongly agreed to the statement that the project achieved its main goals
   - 3 partners agreed,
   - 3 saw the achievement of main goals by the consortium neutrally,
   - 1 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Following this, only one partner did not see the proposed goals reached whereas 3 partners were neutral and the rest 5 agreed to the statement.

2. **All complementary goals were achieved.**
   The partners answered like this:
   - 1 partner strongly agreed to the statement that the project achieved its complementary goals
   - 4 partners agreed,
   - 3 saw the achievement of complementary goals by the consortium neutrally,
   - 1 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 5 partners did not answer the statement.

   Similarly to the previous, 5 partners agreed to the statement, 3 were neutral and only 1 did not agree.

3. **The quality of the result is ...**
   The partners answered like this:
   - 1 partner thought that the quality of the result is very good,
   - 6 partners thought that the quality of the result is good,
   - 1 partner thought that the quality of the result is acceptable,
   - 1 partner thought that the quality of the result is poor,
   - 0 partners thought that the quality of the result is very poor,
   - 0 partners did not answer the statement and
   - 5 partners did not answer the statement.

While again only one partner sees the quality of the results as poor, the eight remaining partners who responded were inclined to rate it as good.

4. **All the activities carried out were aligned with the goals of the project.**
   The partners answered like this:
   - 4 partners strongly agreed to the statement that the activities were aligned with project's goals,
   - 4 partners agreed,
   - 1 saw the alignment of activities with the goals of the project neutrally,
   - 0 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not answer the statement and
   - 5 partners did not answer the statement.

   Following this, no partner gave a negative feedback on this statement and eight partners (strongly) agreed to the statement.

5. **All the activities were well designed.**
   The partners answered like this:
   - 2 partners strongly agreed to the statement that activities were well designed,
   - 5 partners agreed,
   - 2 saw the design of activities neutrally,
   - 0 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not answer the statement and
   - 5 partners did not answer the statement.

   Here, again no partner gave a negative feedback on this statement and seven partners (strongly) agreed to the statement.

6. **The approach when designing the activities was optimal to achieve the project's objectives.**
   The partners answered like this:
   - 2 partners strongly agreed to the statement that the approach of the design of activities was optimal to achieve the project's objectives,
   - 4 partners agreed,
   - 2 saw the approach of the design of activities neutrally,
   - 1 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not answer the statement and
   - 5 partners did not answer the statement.

   While one partner did not agree and sees the approach chosen not optimal, six partners (strongly) agreed to the optimal designed activities to reach the project objectives.

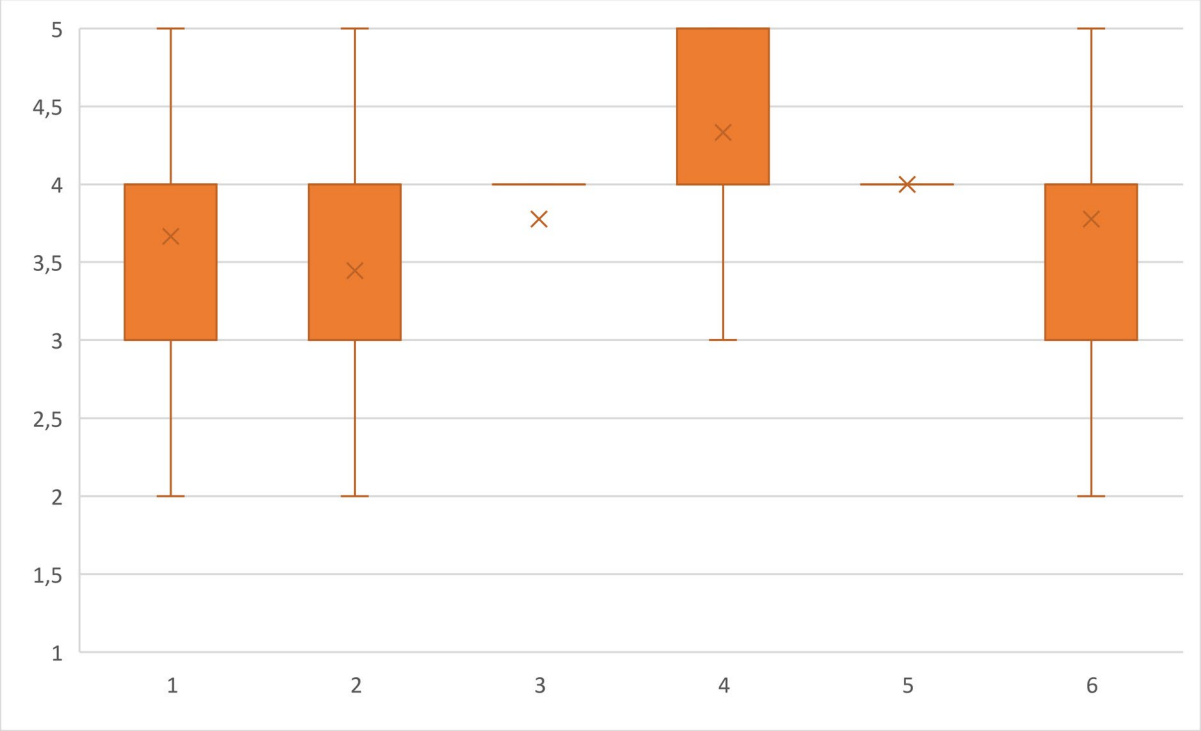

Figure 1: Degree of agreement of project's goal questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9
1	5	4	4	3	5	3	3	4	2
2	4	4	5	3	4	3	2	4	2
3	5	4	4	3	4	4	2	4	4
4	3	4	5	4	5	5	4	5	4
5	5	4	5	3	4	4	3	4	4
6	3	4	5	2	4	5	3	4	4

Table 1: Degree of agreement of goal project's questions by partners

Outcomes

Following are the statements in this section with a short description of the answers received. Please, notice that one partner that send back the questionnaire did not provide answer to the statements of this section.

1. **We have carried out all the activities that we had to do according to the work plan.**
   The partners answered like this:
   - 2 partners strongly agreed to they have carried out all the activities that they had to do,
   - 3 partners agreed,
   - 3 saw the they did all the activities that they have to do neutrally,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 1 partner did not rate the statement and
   - 4 partners did not answer the statement.

   Following this, 5 out of 9 partners (strongly) agreed and three saw their project work neutrally.

2. **We have delivered all the project outcomes in time and manner.**
   The partners answered like this:
   - 1 partners strongly agreed to the statement that they delivered all project outcomes in time and manner,
   - 3 partners agreed,
   - 2 partners were undecided,
   - 2 partner did not agree,
   - 0 partners strongly disagreed,
   - 1 partner did not rate the statement and
   - 4 partners did not answer the statement.

   This question shows a lower than average level of agreement. Four partners answered positively, two were indecisive and two disagree on having delivered outcomes properly.

3. **We are satisfied with the quality of our contributions.**
   The partners answered like this:
   - 3 partners strongly agreed to the statement that they are satisfied with the quality of their contributions,
   - 2 partners agreed,
   - 3 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 1 partner did not rate the statement and
   - 4 partners did not answer the statement.

   Following this statement, five partners (strongly) agreed to be satisfied with the quality of their own contributions while three were indecisive.

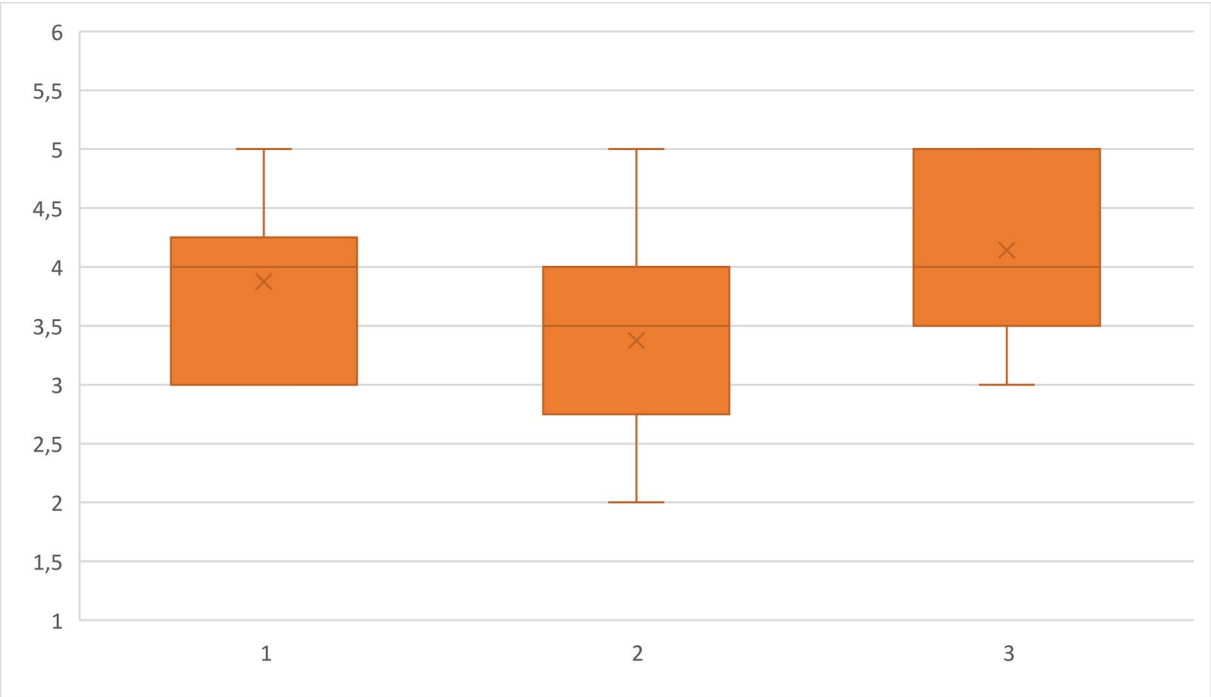

Figure 2: Degree of agreement of project's outcomes questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9
1	4	5	X	3	5	3	3	4	4
2	4	5	X	2	4	2	3	3	4
3	5	5	X	3	5	4	3	4	3

Table 2: Degree of agreement of project's outcomes questions by partners

Additional achievements

Statements in this section:

1. **The know-how in my organization was increased thanks to being part of the project.**
   The partners answered like this:
   - 4 partners strongly agreed to the statement,
   - 2 partners agreed,
   - 2 partners were undecided,
   - 1 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Most of the partners (67%) agreed and stated that their organization directly benefitted from being part of the project. Two partners were indecisive and only one did not agree.

2. **Our teamwork performance on international projects has improved.**
   The partners answered like this:
   - 5 partners strongly agreed to the statement that ,
   - 1 partners agreed,
   - 3 partners were undecided,
   - 0 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   No partner answering this question disagreed on their teamwork performance on international projects being improved during project work.

3. **We have created new institutional ties with other partners.**
   The partners answered like this:
   - 5 partners strongly agreed to the statement,
   - 1 partner agreed,
   - 2 partners were undecided,
   - 0 partner did not agree,
   - 0 partner strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   All respondents saw, at some extent, new institutional ties developing with other partners.

4. **We have created new professional ties with other co-workers.**
   The partners answered like this:
   - 5 partners strongly agreed to the statement,
   - 0 partners agreed,
   - 2 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Even within the partner institutions, new ties were created in 5 out of 7 cases – following our respondents´ answers.

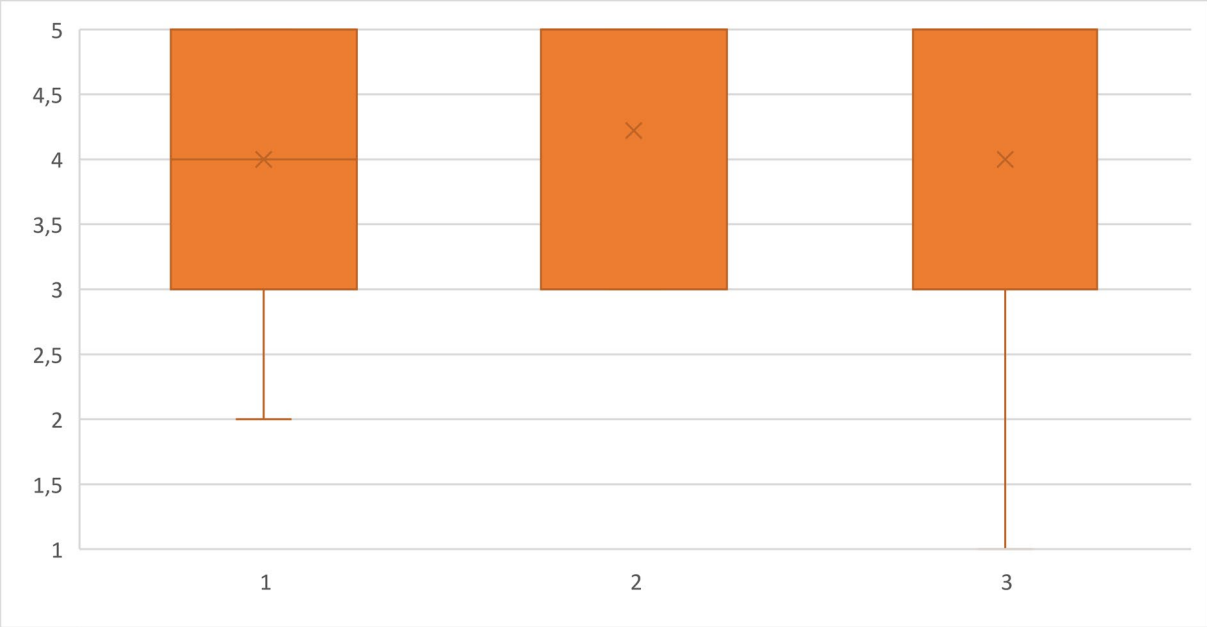

Figure 3: Degree of agreement of additional project's achievements questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9
1	5	4	5	3	5	5	2	3	4
2	4	5	5	3	5	5	3	3	5
3	4	1	5	3	5	5	3	5	5
4	5	1	5	3	5	5	3	1	5

Table 3: Degree of agreement of additional achievements questions by partners

2.2.1. Extra qualitative questions

Due to the nature of these questions, a descriptive analysis is made.

The answers to each question were analysed and categorised (using WinMax Qualitative Data Analysis Tool) and the results were the following:

The project itself

- What are the main strengths of the project?
  13 answers in the following categories:
  - Innovation and equipment (for the partner countries) (9 counts)
  - Social aspect of the project (6 counts)
  - Personal benefits (4 counts)
  - [Legal aspect (1) – not counted as question seems misinterpreted]
- What are the main weaknesses of the project?
  9 answers in the following categories:
  - Management Purchases (5 counts)
  - Management related to co-ordination tasks (4 counts)
  - Management Partners / Travel and Stays (3 counts)

- Legal Framework (1 count)
- Timeframe (3 counts)

Problems and Issues faced during project run as well as possible solutions

- What are the most important problems that need solution?
  8 answers in the following categories:
  - Management Purchases (5 counts)
  - Management Travel / Stays (4 counts)
  - Timeframe (2 counts)
  - Legal Framework (1 count)
- Your suggestions for improving the execution of the project.
  11 answers in the following categories
  - Management related to co-ordination tasks (8 counts)
  - Timeframe (4 counts)
  - Legal Framework (1 count)
  - Other (1 count)
- Your suggestions for achieving the project goals more efficiently.
  8 answers in the following categories
  - Management related to co-ordination tasks (3 counts)
  - Legal Framework (2 counts)
  - Management of Purchases (1 count)
  - Timeframe (1 count)
  - Other (1 count)

Project work so far

- Most successful activities in which you participated.
  11 answers in the following categories
  - Management related to co-ordination tasks (7 counts)
  - "Own" deliverables finished (6 counts)
  - Other (1 count)
- Most successful goals that you have reached.
  5 answers in the following categories
  - "Own" deliverables finished (3 counts)
  - Management of Travel / Stay (1 count)
  - Other (1 count)

Answers given

The below are the answers allocated to their corresponding category.

The project itself

- What are the main strengths of the project?
  13 answers in the following categories:
  - Innovation and modernization of equipment (for the partner countries) (9 counts)
    - "The project is innovative in its design"
    - "It gives the opportunity to participant universities from Morocco, Algeria and Tunisia modernise their infrastructures with equipment specific for students with impairments"

        - "increase the range of their educational programmes including students with impairments in distance education"
        - "The introduction of new technologies in HE of the project partners from Africa."
        - "The project presents high relevance to the modernisation of HE systems."
        - "creation of a new teaching concept for students with impairment."
        - "reinforcement of teachers' capacities to take care of students"
        - "creation of a support center."
        - "will help my institution to set an Accessibility Office."
    - Social aspect of the project (6 counts)
        - "The final purpose of the project is very inspiring"
        - "the great social value of the results makes it easy to address difficult situations during the development of the project"
        - "Helping special needs students"
        - "including students with impairments"
        - "interest it brings to students"
        - "subject of the project"
    - "Personal" / "Institutional" benefits (4 counts)
        - "it encourages the whole team"
        - "The shared thinking among all participants"
        - "The European partners are well experienced in field and subject…"
        - "The Non-European partners are very interested to the project and its deliverables"
    - [Legal aspect (1) – not counted as question seems misinterpreted]
        - "The lack of coordination between the different national laws."
- What are the main weaknesses of the project?

  9 answers in the following categories:
    - Management Purchases (6 counts)
        - "The problem of the specificity of the material."
        - "Algeria and Tunisia … these partners had difficulty finding suppliers for the equipment acquisition."
        - "Some partners … cannot manage the purchase of the equipment"
        - "these partners had difficulty finding suppliers for the equipment…"
        - "the purchasing procedures for the equipment."
        - Unexpected managerial works regarding to budget,… and purchases.
    - Management related to co-ordination tasks (4 counts)
        - "Complicated bureaucracy."
        - "Lot of bureaucratic procedures"
        - "Unexpected managerial works"
        - "The management and organization of the project are not so mature."
    - Management Partners / Travel and Stays (3 counts)
        - "The partners from Algeria and Tunisia had serious obstacles in managing travel costs and costs of stay."
        - "Some partners cannot manage the cost for traveling & stay"
        - "Unexpected managerial works regarding to budget, travel…"
    - Timeframe (3 counts)
        - "All these problems have caused serious delays in project implementation."

        - "The implementation of the project in the required (more) time."
        - "The (short) duration of the project"
    - Legal Framework (1 count)
        - "Tackle administrative problems related to national laws."

Problems and Issues faced during project run as well as possible solutions

- What are the most important problems that need solution?

  8 answers in the following categories:
    - Management Purchases (5 counts)
        - "The problem of the specificity of the material"
        - "Find a solution on the equipment acquisition."
        - "the purchasing of equipment from some partners."
        - "the purchasing procedures for the equipment"
        - "Purchasing equipment"
    - Management Travel / Stays (4 counts)
        - "It is necessary to overcome the problems that some partners from Africa have with the management of budget."
        - "maybe at a less degree the management of the travel and stay cost for certain non-European partners"
        - "Solving the problems concerning the inability of some partners to travel."
        - "Management of the travel costs"
    - Timeframe (2 counts)
        - "Take the approval of the project extension."
        - "The (short) duration of the project"
    - Legal Framework (1 count)
        - "the travel and stay cost for certain non-European partners due to legal procedures in their respective countries."
- Your suggestions for improving the execution of the project

  11 answers in the following categories
    - Management related to co-ordination tasks (7 counts)
        - "Setup different work frameworks for management and project effective work. One intended to solve the managerial problems, and another to continue working on the project as planned. It would increase the focus all stakeholders."
        - "Improving the communication"
        - "Improve the collaboration between the partners."
        - "Appoint a national coordinator in each of the three partner project with partner countries who will ensure the proper implementation of the universities in his country (deliverables and WP)"
        - More communication and more flexibility in the management of the project.
        - Reduce the flow of communication
        - precise clearly the main responsible of each task.
    - Timeframe (4 counts)
        - "May be having some extension (6 months to 1 year) to solve the mentioned issues."

        - "Take the approval of the project extension from the Project Officer after the interim report."
        - "Take into account the delays we had during the initial phase of the project."
        - "Set reasonable deadlines"
    - Legal Framework (1 count)
        - "updating the national laws to make smoother the running of the project."
    - Other (1 count)
        - "Solve the above described problems"

- Your suggestions for achieving the project goals more efficiently

  8 answers in the following categories
    - Management related to co-ordination tasks (3 counts)
        - "Use of the Collaboration Platform for all the communications between partners."
        - "Motivate all the partners"
        - "Soft and efficient coordination of the project"
    - Legal Framework (2 counts)
        - "Contact with an organisation or person to get advice how to deal with the managerial problems that arise from different laws and procedures between partners´ countries."
        - "Updating the national laws"
    - Management of Purchases (1 count)
        - "Overcome the problem of purchasing equipment"
    - Timeframe (1 count)
        - "May be having some extension (6 months to 1 year) to solve the mentioned issues."
    - Other (1 count)
        - "Improve the "ownership" in the context of the project.

Project work so far

- Most successful activities in which you participated.

  11 answers in the following categories
    - Management related to co-ordination tasks (7 counts)
        - "Progress meetings were very valuable. They all gave a push to the project."
        - "participation to all the project meetings"
        - "participating the all the coordinators meeting"
        - "Participation in all meetings"
        - "Progress meetings"
        - "Monitoring meeting"
        - "Use of the Collaboration Platform for all the communications between partners."
    - "Own" deliverables finished (6 counts)
        - "Evaluation of learning management systems for using them in DE delivery"
        - "Electronic Index"
        - "The development of the educational material for the accessible distance education programme"
        - "Master an index of the various organizations of people with disabilities"

        - "Task 1.2"
        - "Preparing the needed documents in different WPs"
    - Other (1 count)
        - "Preparing a teaching room for this project"
- Most successful goals that you have reached.

  5 answers in the following categories
    - "Own" deliverables finished (3 counts)
        - "Meet all deadlines, agreed by the consortium, for deliveries for which we are responsible"
        - "The development (at its current level) of the educational material for the accessible distance education programmes."
        - "To formulate the technical specifications of the equipment for the partners from Algeria, Morocco and Tunisia."
    - Management of Travel / Stay (1 count)
        - "We have been able to solve very bureaucratic and complicated issues concerning management of stay costs. Issues … to solve with local bank"
    - Other (1 count)
        - "Preparing a teaching room and managing the local team"

3. Evaluation of project coordination

Due to the importance of coordination in the progress of the project, it was evaluated separately. This is done using the same survey employed to evaluate the project performance. Below are described the questions used to evaluate the project coordination and the answers given by the partners representing their organisations.

3.1. Quantitative questions

Questions in this section to collect quantitative feedback on both, the setup of the project as well as on the performance and work of the project co-ordinator were the following:

Project administration and project setup

- There were no changes in the work plan.
- Workload estimation was accurate.
- The goals of the project were clear.
- The work plan was always clear.
- Responsibilities were clear from the beginning.
- Descriptions of activities were both clear and accurate.
- The coordinator acted in time, efficient and respectful regarding the partners' work.
- All project activities were executed in a timely and appropriate manner.

Communication with partners / in the consortium

- The communication means in use were appropriate, efficient and useful.

- Partners were consulted when necessary / prior to decisions, that affected them.
- All information needed and necessary to partners was available and communicated in due time.
- The progress of the project was continuously updated and made available to all partners.
- Partners were informed about other partners' activities and results.

Co-ordinator's integrative and interpersonal abilities

- The opinion of all partners was taken into account in the decision-making process.
- The communication with other partners was appropriate, respectful and efficient.
- The coordinator was available when needed.
- The coordinator acted in time, efficient and respectful regarding the partners' work.

The individual results are presented following the same order. It must be outlined here that complex situations like lags in project implementation and carrying out tasks cannot be measured with single numbers and not even with 5 item rating scales. Nevertheless, the answers to these questions show potential / real problems of the project and therefore are presented here – with the necessary disclaimer on validity and (limited) grade of evidence that have to be taken out in the section for qualitative answers.

1. **All project activities were executed in a timely and appropriate manner.**
   The partners answered like this:
   - 1 partner strongly agreed,
   - 2 partners agreed,
   - 3 partners were undecided,
   - 4 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Project partners tended to disagree to this statement, as four negative and three indecisive out of 10 responses were registered.

2. **There were no changes in the work plan**
   The partners answered like this:
   - 1 partner strongly agreed,
   - 2 partners agreed,
   - 1 partner were undecided,
   - 4 partners did not agree,
   - 2 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Just 3 out of 10 partners (strongly) agreed while two strongly disagree and four did not agree. Therefore, partners tended to not to agree on there were no changes in the work plan.

3. **Workload estimation was accurate.**
   The partners answered like this:
   - 0 partners strongly agreed,
   - 5 partners agreed,
   - 1 partner was undecided,
   - 4 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   The opinion of partners seems to be polarized with 5 agreement and 4 disagreement. They score below the average which leads to the conclusion of not so good workload estimation.

4. **The opinion of all partners was taken into account in the decision-making process.**
   The partners answered like this:
   - 5 partners strongly agreed,
   - 2 partners agreed,
   - 2 partners were undecided,
   - 1 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   7 out of 10 partners (strongly) agreed to having been part of the projects decision-making processes. However, two were neutral and one disagreed on the matter.

5. **Partners were consulted when necessary / prior to decisions, that affected them.**
   The partners answered like this:
   - 6 partners strongly agreed,
   - 3 partners agreed,
   - 1 partner was undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   The same is valid for this question as easily visible, partners had a chance to rise their hand in due time before decisions that affected them (9 out of 10 agreed and one was indecisive).

6. **The goals of the project were clear.**

   The partners answered like this:
   - 7 partners strongly agreed,
   - 2 partners agreed,
   - 1 partner was undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   In addition, the project goals were clear and understood from 9 out of 10 partners what underpins the assumptions made.

7. **The work plan was always clear.**

   The partners answered like this:
   - 2 partners strongly agreed,
   - 5 partners agreed,
   - 3 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Although two completely agree, five partners agreed and other three were indecisive on the clarity of the work plan, which sets the level of agreement just below the average.

8. **Responsibilities were clear from the beginning.**

   The partners answered like this:
   - 5 partners strongly agreed,
   - 3 partners agreed,
   - 2 partners were undecided,
   - 0 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Partners tended to agree that responsibilities were clear, but with some minor reservations.

9. **Descriptions of activities were both clear and accurate.**

   The partners answered like this:
   - 5 partners strongly agreed,
   - 3 partners agreed,
   - 1 partner was undecided,
   - 1 partner did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   While the clarity of the work plan did not meet with full satisfaction of the partners, the task descriptions / descriptions of activities seem to be concise with only one partner disagreeing.

10. **The progress of the project was continuously updated and made available to all partners.**
    The partners answered like this:
    - 4 partners strongly agreed,
    - 4 partners agreed,
    - 2 partners were undecided,
    - 0 partners did not agree,
    - 0 partners strongly disagreed,
    - 0 partners did not rate the statement and
    - 4 partners did not answer the statement.

    The communication of deadlines / tasks and their fulfilment was rated positively with 8 out of 10(strongly) partner agreeing.

11. **Partners were informed about other partners' activities and results.**
    The partners answered like this:
    - 3 partners strongly agreed,
    - 6 Partners agreed,
    - 1 partner was undecided,
    - 0 partners did not agree,
    - 0 partners strongly disagreed,
    - 0 partners did not rate the statement and
    - 4 partners did not answer the statement.

    Partners (strongly) agreed to this item.

12. **All information needed and necessary to partners was available and communicated in due time.**
    The partners answered like this:
    - 7 partners strongly agreed,
    - 2 partners agreed,
    - 1 partner was undecided,
    - 0 partners did not agree,
    - 0 partners strongly disagreed,
    - 0 partners did not rate the statement and
    - 4 partners did not answer the statement.

    Partners (strongly) agreed to this item with even higher approval that other evaluated matters.

13. **The communication with other partners was appropriate, respectful and efficient.**

The partners answered like this:

- 3 partners strongly agreed,
- 2 partners agreed,
- 3 partners were undecided,
- 2 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 4 partners did not answer the statement.

It seems that quality of communications did not meet with the full agreement of the partners, as 50% of them did not think that the communication was fully appropriate.

14. **The coordinator was available when needed.**

The partners answered like this:

- 6 partners strongly agreed,
- 3 partners agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 4 partners did not answer the statement.

Answers lead to the conclusion that the co-ordinator reacted in timely manner to the questions and issues of partners.

15. **The coordinator acted in time, efficient and respectful regarding the partners' work.**

The partners answered like this:

- 6 partners strongly agreed,
- 3 partners agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 4 partners did not answer the statement.

Same as previous, the general thought tended to agree on the coordinator acted appropriately regarding others.

16. **The communication means in use were appropriate, efficient and useful.**

The partners answered like this:

- 5 partners strongly agreed,
- 3 partners agreed,
- 1 partner was undecided,
- 1 partner did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 4 partners did not answer the statement.

The tools used for communicating within the consortium were sufficiently suitable due to the general sentiment of the respondents.

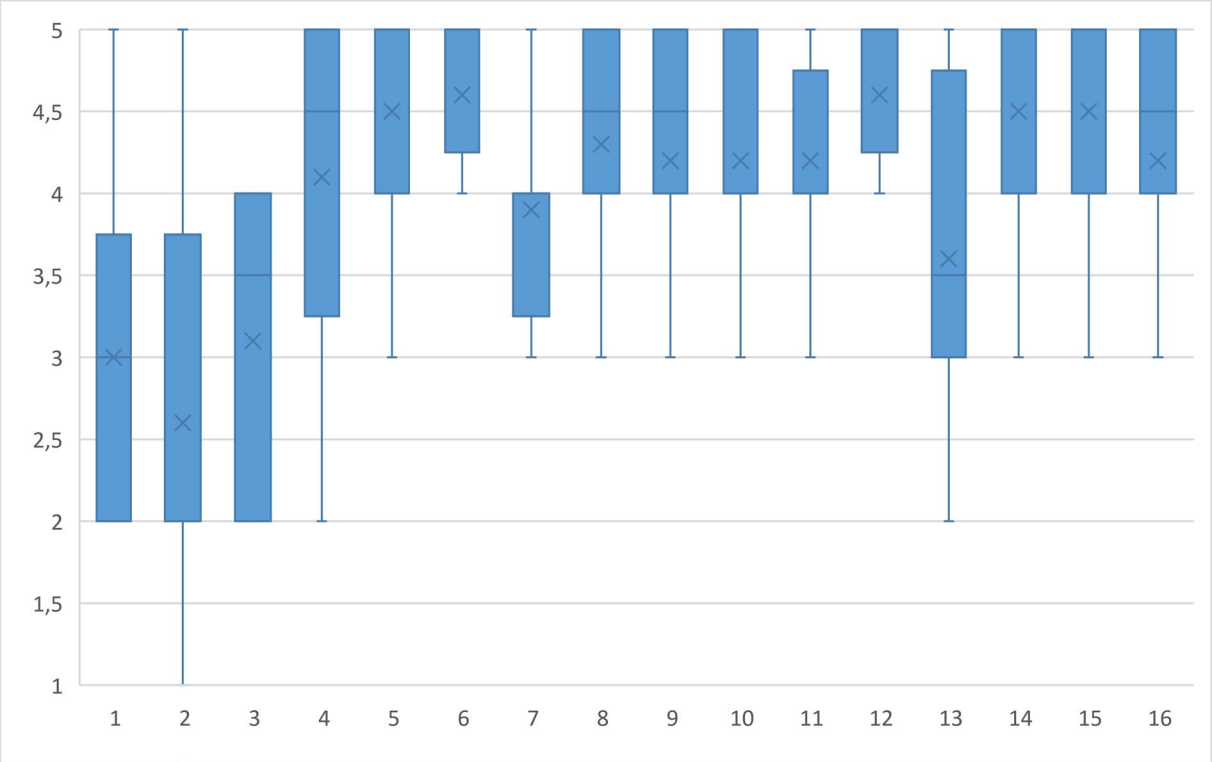

Figure 4: Degree of agreement of coordination questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9	10
1	3	4	5	2	4	2	2	3	3	2
2	3	4	5	2	4	1	2	2	2	1
3	4	4	4	2	4	2	3	4	2	2
4	5	3	5	3	5	5	2	4	4	5
5	5	4	5	4	5	5	3	4	5	5
6	5	4	5	3	5	5	4	5	5	5
7	4	4	5	3	5	4	3	3	4	4
8	4	4	5	3	5	5	3	5	4	5
9	5	4	5	2	5	5	3	4	4	5
10	5	4	5	3	5	4	3	4	5	4
11	4	4	5	3	5	4	4	4	5	4
12	5	5	5	3	5	5	4	4	5	5
13	3	5	5	3	5	2	3	4	4	2
14	5	5	5	4	5	5	3	4	4	5
15	5	5	5	4	5	5	3	4	4	5
16	5	5	5	4	5	4	2	3	5	4

Table 4: Degree of agreement of coordination questions by partners

3.2. Extra qualitative questions

This section focusses on qualitative feedback given additionally to numbers and ratings. The asked questions are shown below. As other qualitative questions done for the project evaluation, these ones are analysed using a descriptive approach. Findings based on these answers can be found in section 5, later in this report. This section deals with answers given and delivers an overview on the views and feelings of the partners.

The results were the following

- What do you see as the main strengths in the work of the project co-ordinator?
  12 answers in the following categories
  - Personality traits of the person representing the co-ordinating institution (9 counts)
  - Management related to co-ordination tasks (3 counts)
  - Expertise (1 count)

- Your suggestions for improving the project management carried out by the project co-ordinator.
    6 answers in the following categories
    - Management related to co-ordination tasks (2 counts)
    - Interpersonal / teambuilding related aspects (2 counts)
    - Management of Purchases (1 count)
    - Legal framework (1 count)

The following are the answers are allocated to their corresponding category.

- What do you see as the main strengths in the work of the project coordinator?
- 12 answers in the following categories
    - Personality traits of the person representing the coordinating institution (9 counts)
        - "Her resilience has made it possible for the project to continue"
        - "She has faced and overcome unexpected and really difficult problems"
        - "She works on the programme by heart."
        - "She is there for everyone and tries to help and support anytime, anyhow."
        - "She is a very responsible person."
        - "Always listening to the problems of the different partners."
        - "Trying to find salutation even if some times they seem impossible to solve"
        - "Availability"
        - "Its Availability"
    - Management related to co-ordination tasks (3 counts)
        - "Management"
        - "Organizing Meetings"
        - "Awareness of the details of the project"
    - Expertise (1 count)
        - "Deep and important Expertise related to design and management of learning resources for disable persons."
- Your suggestions for improving the project management carried out by the project co-ordinator.
- 6 answers in the following categories
    - Management related to co-ordination tasks (2 counts)
        - "It needs a lot of organisation (more than initially expected)"
        - "Soft and efficient coordination of the project."
    - Interpersonal / teambuilding related aspects (2 counts)
        - "Motivate all the partners"
        - "More Empathy and support towards Maghreb partners to achieve rapidly the goals"
    - Management of Purchases (1 count)
        - "Overcome the problem of purchasing equipment"
    - Legal framework (1 count)
        - "Harmonizing the different national procedures."

4. Meetings

Meetings were evaluated using "Meeting evaluation form" (Appendix II). With this document is made a survey in which all face-to-face meetings participants are included. There are two face-to-face meetings held, during this evaluation period: 1st progress meeting in Linz and 2nd progress meeting in Athens.

Partners were asked to evaluate a set of 21 statements concerning meetings. They are grouped in 4 sections; prior, during, complementary and post -meeting. Following their consent to it on a 5 item scale reaching from 1 (=strongly disagree, over 2 = disagree and 3 = neither agree nor disagree to 4 agree and 5 = strongly agree). A synopsis of all given answers is presented after the in depth views on individual statements.

Sections are described below together with the statements that they contain in the survey:

- Prior to the meeting. It refers to all matters related to or done before the meeting.
  Questions:
  1. The meeting was well prepared and organised.
  2. The location and the timeframe for the meeting was convenient.
  3. The information provided to me in relation to the project was adequate.
  4. The preparatory work for the meeting assigned to my organization was adequate.
  5. My institution was able to finish necessary preparations for the meeting on time.
  6. My institution was able to finish all assigned project tasks due until the meeting.
- Meeting. It refers to all matters related to or done in the meeting.
  Questions:
  7. I fully knew the purpose of the meeting from the beginning.
  8. All agenda matters were settled.
  9. I had a good level of contribution and commitment.
  10. My opinion was considered in the decision-making process.
  11. I was able to use the preparatory work my institution did for the meeting.
  12. I am satisfied with the length of the meeting.
  13. The time spent at the meeting was well invested.
- Complementary matters. It refers to all matters not directly linked to the meeting.
  Questions:
  14. I am satisfied with the conditions of my stay.
  15. The communications that supported my stay, prior and during the meeting, were effective.
  16. The social events provided were appropriate. (Dinners, parallel meetings...)
  17. The social interactions with other delegates in free times were worthwhile for me.
- Post-meeting. It refers to all matters related to or done after the meeting.
  Questions:
  18. After the meeting, I have more knowledge about other participants and their contribution to the project.
  19. The next steps (tasks to be carried out and the deadlines to be met) are clear.
  20. I know the status of the project and the next milestones to reach.
  21. I understand the tasks that have been assigned to my organization.

4.1. 1st progress meeting

#	Name	Presence	Partner
1	Eleni Koustriava	Virtual	University of Macedonia – UOM
2	Konstantinos Papadopoulos	Physical	University of Macedonia – UOM
3	Konstantinos Charitakis	Physical	University of Macedonia - UOM
4	Georgios Kouroupetroglou	Physical	National and Kapodistrian University of Athens - UOA
5	Alexandros Pino	Physical	National and Kapodistrian University of Athens - UOA
6	Klaus Miesenberger	Physical	Johannes Kepler University - JKU
7	Valentín Salinas	Physical	Johannes Kepler University - JKU
8	Ali Idri	Physical	University of Mohammed V in Rabat – UM5R
9	Imane Ouahib	Virtual	Blida 2 University - UB2
10	Mourtada Benazzouz	Virtual	University of Aboubekr Belkaid Tlemcen - UABT
11	Sami Kamoun	Physical	University of Sfax - USFAX
12	Amine Bouziane Hammou	Physical	University of Sciences and Technology of Oran Mohamed Boudiaf - USTOMB
13	Nassira Benharrats	Physical	University of Sciences and Technology of Oran Mohamed Boudiaf - USTOMB
14	Abdelazis Kribii	Physical	Ibn Tofail University - UIT
15	Lilia Cheniti	Physical	University of Sousse - US
16	Malik Makhlouf	Virtual	Mouloud Mammeri University of Tizi-Ouzou - UMMTO

Table 5: 1st progress meeting participants

The following survey got a maximum of 10 (out of 14 partners) answers with 4 partners not further considered in the report as they did not take part in evaluation measures. The forms were filled individually by each delegate. For partners with more than one delegate in the meeting the average of their valuation is presented as the answer of the partner they belong to.

Prior to the meeting

1. **The meeting was well prepared and organised.**
   The partners answered like this:
   - 8 partners strongly agreed,
   - 2 partners agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Following this, the meeting was well prepared and organised.

2. **The location and the timeframe for the meeting was convenient.**
   The partners answered like this:
   - 7 partners strongly agreed,
   - 3 partners agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   The location and the timeframe were chosen well and convenient for all partners.

3. **The information provided to me in relation to the project was adequate.**
   The partners answered like this:
   - 7 partners strongly agreed,
   - 3 partners agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   All information given at this Kick-Off meeting seem to be appropriate and concise.

4. **The preparatory work for the meeting assigned to my organization was adequate.**
   The partners answered like this:
   - 5 partners strongly agreed,
   - 3 partners agreed,
   - 1 partner was undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   This statement meets with acceptance by all partners.

5. **My institution was able to finish necessary preparations for the meeting on time.**
   The partners answered like this:
   - 4 partners strongly agreed,
   - 4 partners agreed,
   - 0 partners were undecided,
   - 1 partner did not agree,
   - 1 partner strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Obviously 2 partner institutions faced major problems in planning and booking their travel and stay at the Kick-Off Meeting as well as other typical preparation works like consortium and partner agreement.

6. **My institution was able to finish all assigned project tasks due until the meeting.**
   The partners answered like this:
   - 5 partners strongly agreed,
   - 1 partner agreed,
   - 2 partners were undecided,
   - 1 partner did not agree,
   - 1 partner strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   The same as for statement 5 in this section holds true for this statement.

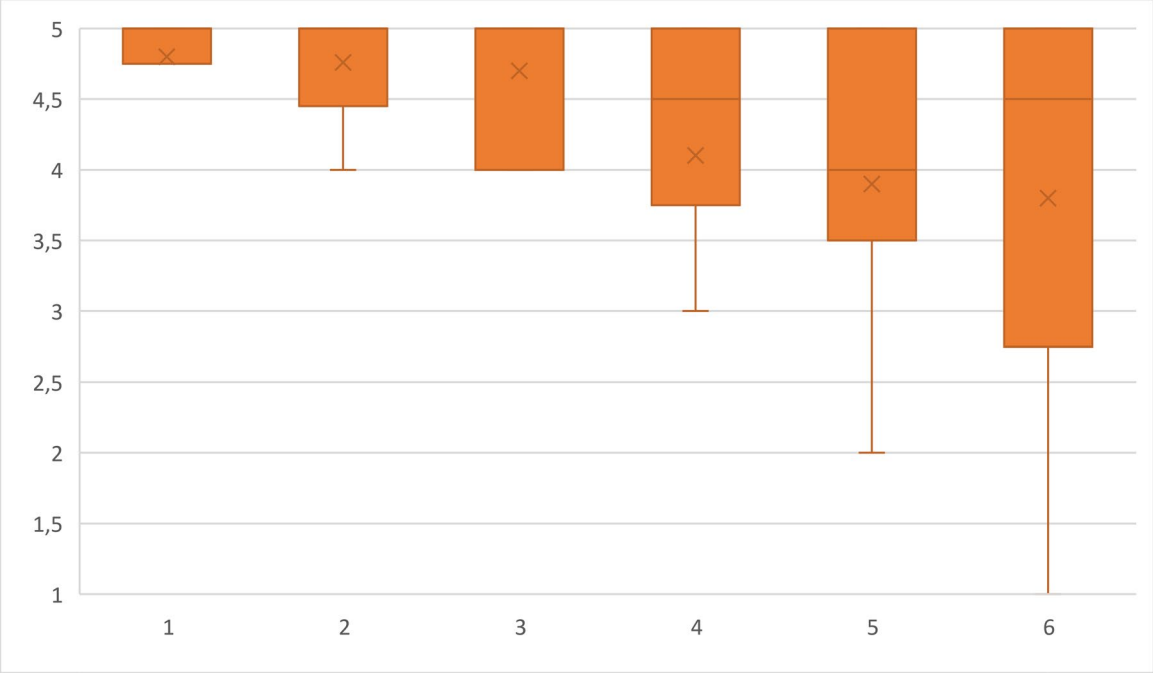

Figure 5: Degree of agreement of pre 1st progress meeting questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9	10
1	5	5	4	5	5	5	5	4	5	5
2	5	5	4	5	5	5	4.6	4	5	5
3	5	5	5	4	4	5	5	4	5	5
4	5	5	1	5	4	5	5	3	4	4
5	4	5	1	5	4	5	5	4	2	4
6	5	5	1	5	4	5	5	3	2	3

Table 6: Degree of agreement of pre 1st progress meeting questions by partners

Meeting

7. **I fully knew the purpose of the meeting from the beginning.**
   The partners answered like this:
   - 9 partners strongly agreed,
   - 1 partner agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   The communication concerning the purpose of the Kick-Off Meeting met with full acceptance.

8. **All agenda matters were settled.**
   The partners answered like this:
   - 7 partners strongly agreed,
   - 3 partners agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   Also the task fulfilment at this Kick-Off meeting met with acceptance by all partners.

9. **I had a good level of contribution and commitment.**

   The partners answered like this:

   - 7 partners strongly agreed,
   - 3 partners agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 4 partners did not answer the statement.

   All partners felt involved and heard after the Kick-Off Meeting.

10. **My opinion was considered in the decision-making process.**

    The partners answered like this:

    - 5 partners strongly agreed,
    - 5 partners agreed,
    - 0 partners were undecided,
    - 0 partners did not agree,
    - 0 partners strongly disagreed,
    - 0 partners did not rate the statement and
    - 4 partners did not answer the statement.

    The acceptance rate is (very) high – but lower than for the other statements – what might shed light to what we discussed in section “quantitative data and answers given for co-ordinator´s performance”

11. **I was able to use the preparatory work my institution did for the meeting.**

    The partners answered like this:

    - 6 partners strongly agreed,
    - 3 partners agreed,
    - 1 partner was undecided,
    - 0 partners did not agree,
    - 0 partners strongly disagreed,
    - 0 partners did not rate the statement and
    - 4 partners did not answer the statement.

    The partner institutions reached the necessary threshold in this aspect what can be understood as clear and concise task descriptions before the meeting.

12. **I am satisfied with the length of the meeting.**

    The partners answered like this:

    - 9 partners strongly agreed,
    - 1 partner agreed,
    - 0 partners were undecided,
    - 0 partners did not agree,
    - 0 partners strongly disagreed,
    - 0 partners did not rate the statement and
    - 4 partners did not answer the statement.

    The meeting (time) scheme met with full acceptance of all partners.

13. The time spent at the meeting was well invested.

The partners answered like this:

- 8 partners strongly agreed,
- 2 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 4 partners did not answer the statement.

All partners felt satisfied with the meeting outcomes and the goals reached / networks built.

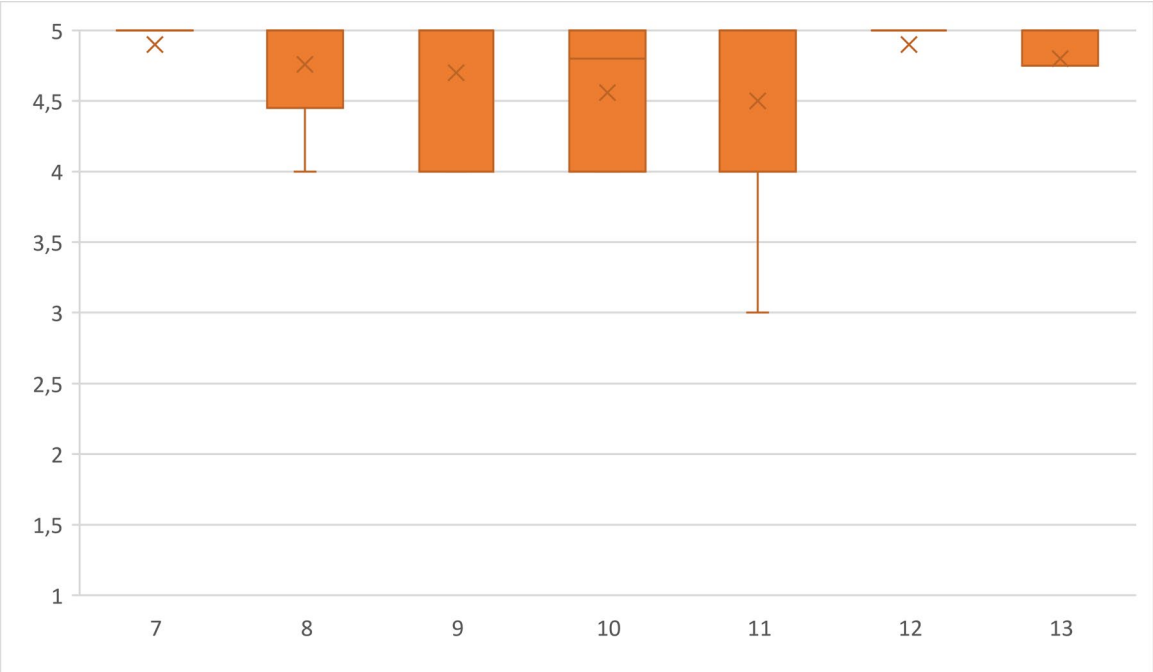

Figure 6: Degree of agreement of during the 1st progress meeting questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9	10
7	5	5	5	5	5	5	5	4	5	5
8	5	5	5	5	5	5	4.6	4	4	5
9	5	5	5	5	4	5	5	4	4	5
10	5	5	5	5	4	5	4.6	4	4	4
11	5	5	5	5	4	5	5	3	4	4
12	5	5	5	5	5	5	5	4	5	5
13	5	5	5	5	5	5	5	4	5	4

Table 7: Degree of agreement of during the 1st progress meeting questions by partners

Complementary matters

14. I am satisfied with the conditions of my stay.

The partners answered like this:

- 4 partners strongly agreed,
- 2 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 4 partners did not rate the statement and
- 4 partners did not answer the statement.

6 out of 10 partners answered this question and their answers were positive.

15. The communications that supported my stay, prior and during the meeting, were effective.

The partners answered like this:

- 5 partners strongly agreed,
- 1 partner agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 4 partners did not rate the statement and
- 4 partners did not answer the statement.

This statement meets with basic acceptance – 1 partner was indecisive.

16. The social events provided were appropriate. (Dinners, parallel meetings,).

The partners answered like this:

- 5 partners strongly agreed,
- 1 partner agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 3 partners did not answer the statement.

5 partners strongly agreed to this statement and really liked the social framework of the Kick-Off Meeting. 1 partner was not too impressed and another was indecisive.

17. The social interactions with other delegates in free times were worthwhile for me.

The partners answered like this:

- 5 partners strongly agreed,
- 2 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 3 partners did not rate the statement and
- 4 partners did not answer the statement.

All partners liked the available networking opportunities – another key factor for successful project meetings, especially in the very beginning of collaboration.

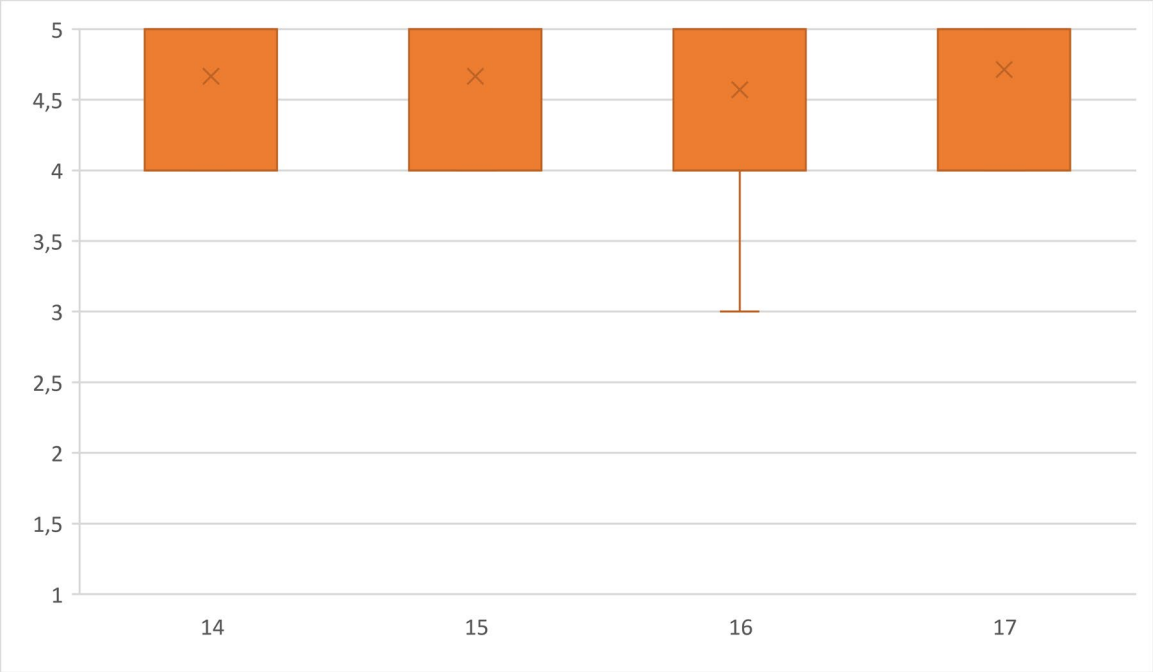

Figure 7: Degree of agreement of complementary 1st progress meeting questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9	10
14	X	X	X	X	4	5	5	4	5	5
15	X	X	X	X	4	5	5	4	5	5
16	5	X	X	X	5	5	5	3	5	4
17	5	X	X	X	5	5	5	4	5	4

Table 8: Degree of agreement of complementary 1st progress meeting questions by partners

Post-meeting

18. **After the meeting, I have more knowledge about other participants and their contribution to the project.**

The partners answered like this:

- 7 partners strongly agreed,
- 2 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 4 partners did not answer the statement.

Partners (strongly) agree and feel better informed after the meeting.

19. The next steps (tasks to be carried out and the deadlines to be met) are clear.

The partners answered like this:

- 7 partners strongly agreed,
- 3 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 4 partners did not answer the statement.

Also the highly important planning and "next steps" were discussed and communicated clearly.

20. I know the status of the project and the next milestones to reach.

The partners answered like this:

- 8 partners strongly agreed,
- 2 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 4 partners did not answer the statement.

Same as above – full satisfaction with the project status and the milestones to reach in the near future / the project run.

21. I understand the tasks that have been assigned to my organization.

The partners answered like this:

- 9 partners strongly agreed,
- 1 partner agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 4 partners did not answer the statement.

Full agreement on the clarity of the task allocation, communication structures and success criteria in use

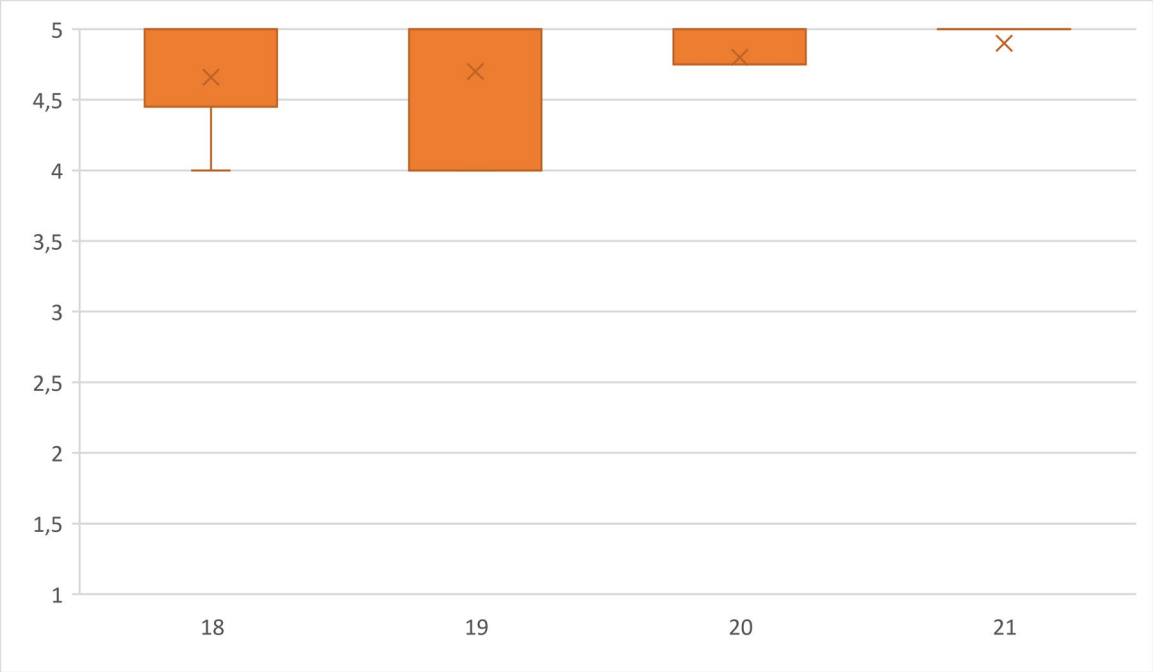

Figure 8: Degree of agreement of post 1st progress meeting questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9	10
18	5	4	3	5	5	5	4.6	5	5	5
19	5	4	4	5	5	5	5	5	4	5
20	5	5	5	5	4	5	5	5	4	5
21	5	5	5	5	4	5	5	5	5	5

Table 9: Degree of agreement of post 1st progress meeting questions by partners

4.2. 2st progress meeting

#	Name	Presence	Partner
1	Eleni Koustriava	Virtual	University of Macedonia – UOM
2	Konstantinos Papadopoulos	Physical	University of Macedonia – UOM
3	Georgios Kouroupetroglou	Physical	National and Kapodistrian University of Athens - UOA
4	Alexandros Pino	Physical	National and Kapodistrian University of Athens - UOA
5	Valentín Salinas	Physical	Johannes Kepler University - JKU
6	Karima Selmaoui	Physical	Ibn Tofail University - UIT
7	Khalid Berrada	Physical	Cadi Ayyad University - UCA
8	Malla H. Sawsan	Physical	Abdelmalek Essaadi University - UAE
9	Khalid Nafil	Physical	University of Mohammed V in Rabat – UM5R
10	Imane Ouahib	Physical	Blida 2 University - UB2
11	Mourtada Benazzouz	Physical	University of Aboubekr Belkaid Tlemcen - UABT
12	Malik Makhlouf	Physical	Mouloud Mammeri University of Tizi-Ouzou - UMMTO
13	Amine B. Hammou	Physical	University of Sciences and Technology of Oran Mohamed Boudiaf - USTOMB
14	Sami Kammoun	Physical	University of Sfax - USFAX
15	Lobna Zakraoui	Physical	University of Tunis El Manar - UTM
16	Lilia Cheniti	Physical	University of Sousse - US

Table 10: 2st progress meeting participants

The following survey got a maximum of 12 (out of 14 partners) answers with 2 partners not further counted. The forms were filled individually by each delegate. For partners with more than one delegate in the meeting the average of their valuation is presented as the answer of the partner they belong to.

Prior to the meeting

1. **The meeting was well prepared and organised.**
   The partners answered like this:
   - 10 partners strongly agreed,
   - 2 partners agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 2 partners did not answer the statement.

   12 partners were present and rated the preparation and organisation of the second meeting as well.

2. **The location and the timeframe for the meeting was convenient.**
   The partners answered like this:
   - 10 partners strongly agreed,
   - 2 partners agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 2 partners did not answer the statement.

   12 partners were present and rated location and timeframe of the second meeting as well.

3. **The information provided to me in relation to the project was adequate.**
   The partners answered like this:
   - 9 partners strongly agreed,
   - 2 partners agreed,
   - 1 partner were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 2 partners did not answer the statement.

   12 partners were present and rated the information provided in advance primarily well with one indecisive partner.

4. **The preparatory work for the meeting assigned to my organization was adequate.**
   The partners answered like this:
   - 9 partners strongly agreed,
   - 1 partner agreed,
   - 2 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 2 partners did not answer the statement.

   Following this, the median in category “We strongly agreed, that the preparatory work for the meeting assigned to our organisations was adequate”.

5. **My institution was able to finish necessary preparations for the meeting on time.**
   The partners answered like this:
   - 7 partners strongly agreed,
   - 5 partners agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 2 partners did not answer the statement.

   Following this, the median in category “We strongly agree that our institutions was able to finish necessary preparations for the meeting on time”.

6. **My institution was able to finish all assigned project tasks due until the meeting.**
   The partners answered like this:
   - 9 partners strongly agreed,
   - 2 partners agreed,
   - 1 partner was undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 2 partners did not answer the statement.

   Following this, the median in category “We strongly agreed, that our institutions were able to finish all assigned project tasks due until the meeting”.

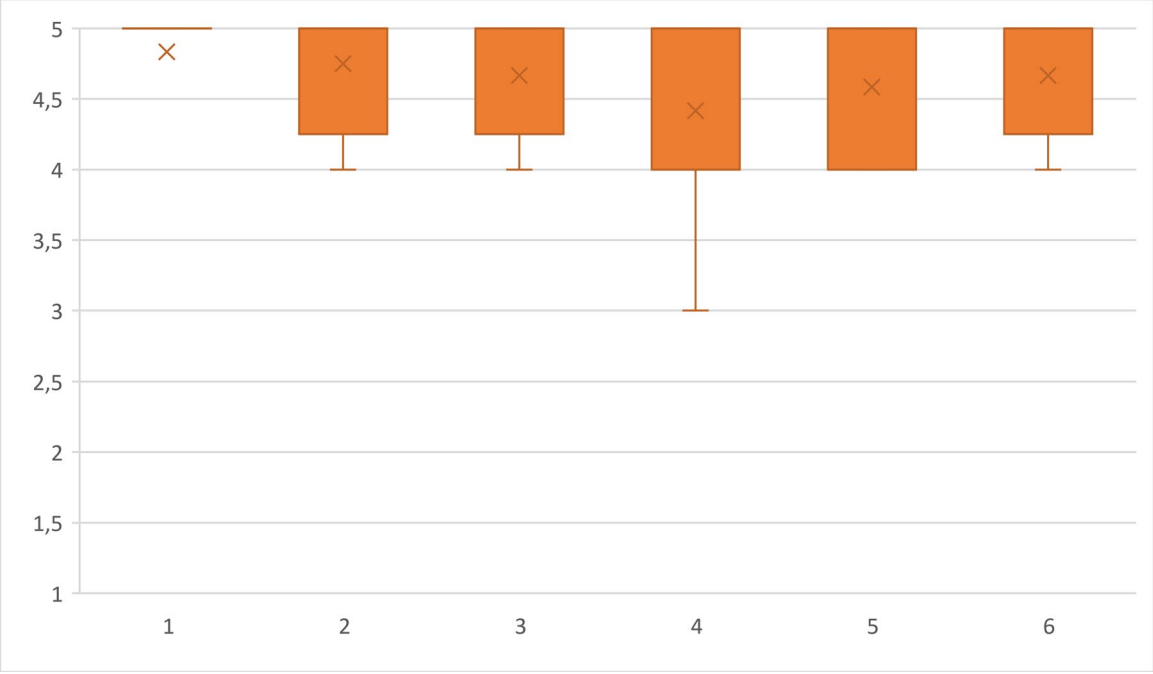

Figure 9: Degree of agreement of pre 2st progress meeting questions by partners

#	1	2	3	4	5	6	7	8	9	10	11	12
1	5	4	5	5	5	5	5	5	5	5	5	4
2	5	4	5	5	5	5	5	5	4	5	5	4
3	5	5	4	5	5	5	5	5	4	5	5	3
4	5	5	4	5	5	5	5	5	3	4	4	3
5	5	5	5	5	5	4	5	5	4	4	4	4
6	5	5	5	5	5	5	5	5	4	4	5	3

Table 11: Degree of agreement of pre 2st progress meeting questions by partners

Meeting

7. I fully knew the purpose of the meeting from the beginning.

The partners answered like this:

- 10 partners strongly agreed,
- 2 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 2 partners did not answer the statement.

Following this, the median in category “We strongly agree that we fully knew the purpose of the meeting from the beginning”.

8. All agenda matters were settled.

The partners answered like this:

- 11 partners strongly agreed,
- 0 partners agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 2 partners did not answer the statement.

Following this, the median in category “We strongly agree that all agenda matters were settled”.

9. **I had a good level of contribution and commitment.**

   The partners answered like this:

   - 8 partners strongly agreed,
   - 4 partners agreed,
   - 0 partners were undecided,
   - 0 partners did not agree,
   - 0 partners strongly disagreed,
   - 0 partners did not rate the statement and
   - 2 partners did not answer the statement.

   Following this, the median in category “We strongly agree that we had a good level of contribution and commitment”.

10. **My opinion was considered in the decision-making process.**

    The partners answered like this:

    - 7 partners strongly agreed,
    - 4 partners agreed,
    - 1 partner was undecided,
    - 0 partners did not agree,
    - 0 partners strongly disagreed,
    - 0 partners did not rate the statement and
    - 2 partners did not answer the statement.

    Following this, the median in category “We strongly agreed, that our opinion was considered in the decision-making process”.

11. **I was able to use the preparatory work my institution did for the meeting.**

    The partners answered like this:

    - 8 partners strongly agreed,
    - 3 partners agreed,
    - 1 partner was undecided,
    - 0 partners did not agree,
    - 0 partners strongly disagreed,
    - 0 partners did not rate the statement and
    - 2 partners did not answer the statement.

    Following this, the median in category “We strongly agree that we were able to use the preparatory work their institutions did for the meeting”.

12. I am satisfied with the length of the meeting.

The partners answered like this:

- 9 partners strongly agreed,
- 3 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 2 partners did not answer the statement.

Following this, the median in category “We strongly agree that they were satisfied with the length of the meeting”.

13. The time spent at the meeting was well invested.

The partners answered like this:

- 10 partners strongly agreed,
- 1 partner agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 2 partners did not answer the statement.

Following this, the median in category “We strongly agree that the time spent at the meeting was well invested”.

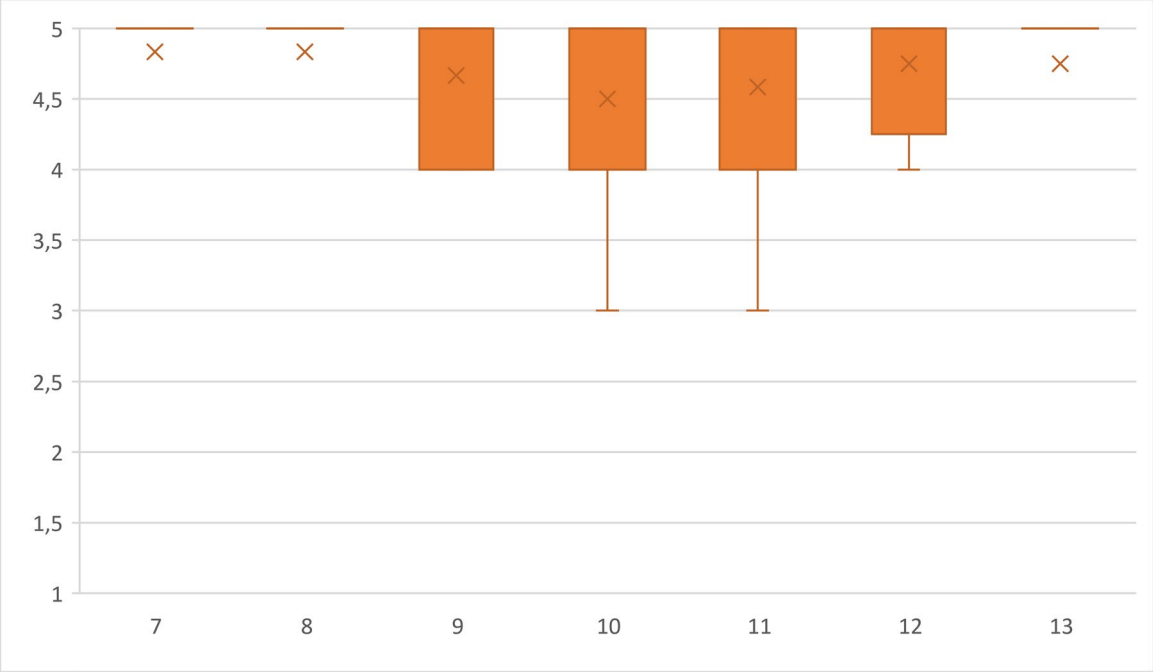

Figure 10: Degree of agreement of during the 2st progress meeting questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9	10	11	12
7	5	5	4	5	5	5	5	5	5	5	5	4
8	5	5	5	5	5	5	5	5	5	5	5	3
9	5	5	4	5	5	5	5	5	4	4	5	4
10	5	5	4	5	5	5	5	5	4	4	4	3
11	5	5	3	5	5	5	5	5	5	4	4	4
12	5	5	4	5	5	5	5	5	4	5	5	4
13	5	5	5	5	5	5	5	5	4	5	5	3

Table 12: Degree of agreement of during the 2st progress meeting questions by partners

Complementary matters

14. I am satisfied with the conditions of my stay.

The partners answered like this:

- 8 partners strongly agreed,
- 2 partners agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 1 partner did not rate the statement and
- 2 partners did not answer the statement.

10 out of 12 partners answered this question and their answers were positive.

15. The communications that supported my stay, prior and during the meeting, were effective.

The partners answered like this:

- 7 partners strongly agreed,
- 4 partners agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 1 partner did not rate the statement and
- 2 partners did not answer the statement.

11 out of 12 partners answered this question and their answers were positive.

16. **The social events provided were appropriate. (Dinners, parallel meetings...).**

The partners answered like this:

- 7 partners strongly agreed,
- 1 partner agreed,
- 3 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 1 partner did not rate the statement and
- 2 partners did not answer the statement.

8 out of 12 partners answered this question and their answers were positive.

17. **The social interactions with other delegates in free times were worthwhile for me.**

The partners answered like this:

- 8 partners strongly agreed,
- 3 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 1 partner did not rate the statement and
- 2 partners did not answer the statement.

11 out of 12 partners answered this question and their answers were positive.

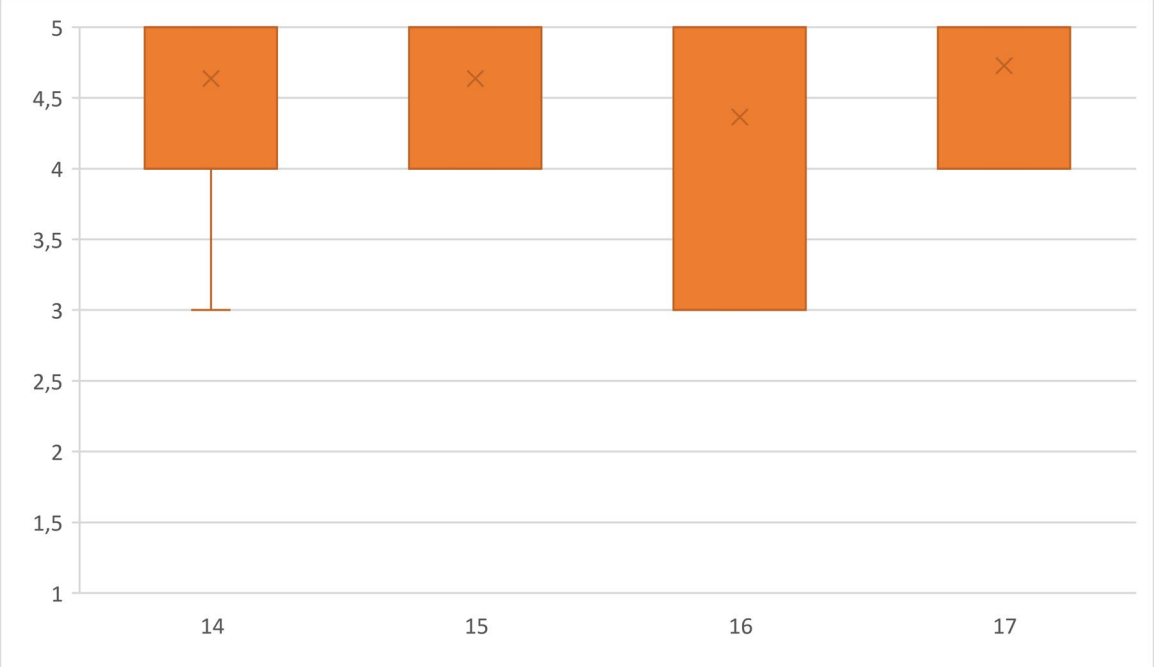

Figure 11: Degree of agreement of complementary 2st progress meeting questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9	10	11	12
14	5	3	5	5	X	5	5	5	5	4	5	4
15	5	4	5	5	X	5	5	5	4	4	5	4
16	5	3	5	5	X	5	5	5	3	4	5	3
17	5	5	4	5	X	5	5	5	5	5	4	4

Table 13: Degree of agreement of complementary 2st progress meeting questions by partners

Post-meeting

18. **After the meeting, I have more knowledge about other participants and their contribution to the project.**

The partners answered like this:

- 9 partners strongly agreed,
- 2 partners agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 1 partner did not rate the statement and
- 2 partners did not answer the statement.

11 out of 12 partners answered this question and their answers were positive.

19. **The next steps (tasks to be carried out and the deadlines to be met) are clear.**

The partners answered like this:

- 9 partners strongly agreed,
- 2 partners agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 2 partners did not answer the statement.

11 out of 12 partners answered this question and their answers were positive.

20. I know the status of the project and the next milestones to reach.

The partners answered like this:

- 11 partners strongly agreed,
- 1 partner agreed,
- 0 partners were undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 2 partners did not answer the statement.

12 out of 12 partners answered this question and their answers were positive.

21. I understand the tasks that have been assigned to my organization.

The partners answered like this:

- 10 partners strongly agreed,
- 1 partner agreed,
- 1 partner was undecided,
- 0 partners did not agree,
- 0 partners strongly disagreed,
- 0 partners did not rate the statement and
- 2 partners did not answer the statement.

11 out of 12 partners answered this question and their answers were positive.

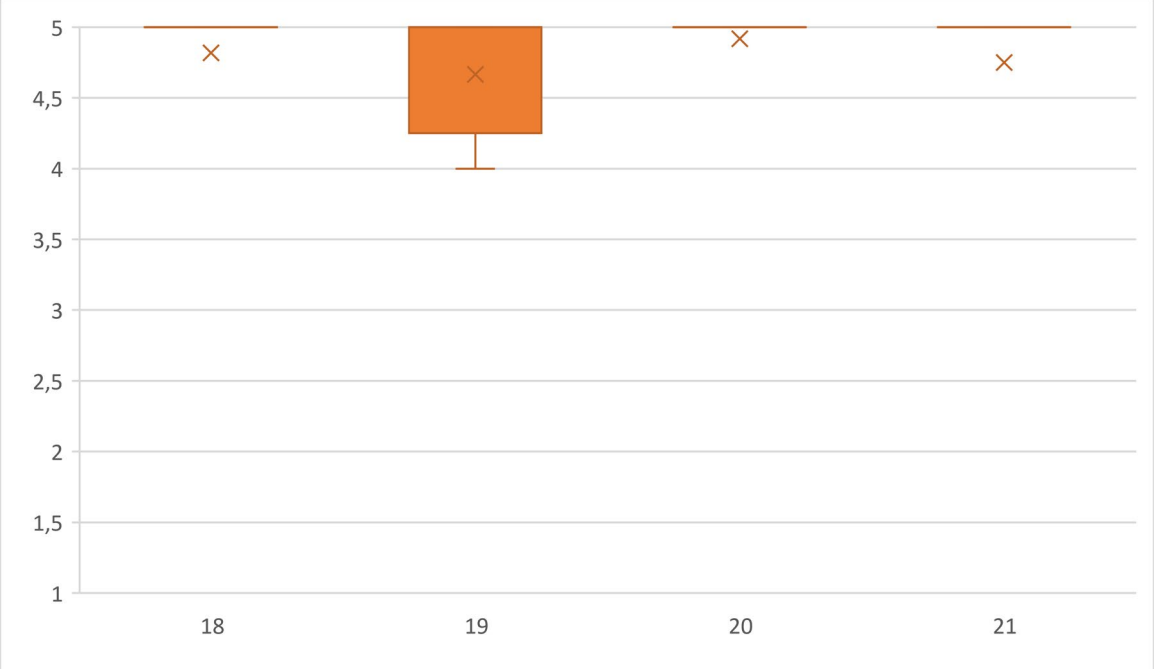

Figure 12: Degree of agreement of post 2st progress meeting questions by partners

Q\Part.	1	2	3	4	5	6	7	8	9	10	11	12
18	5	5	4	5	5	5	X	5	5	5	5	4
19	5	4	4	5	5	5	5	5	5	5	5	3
20	5	5	5	5	5	5	5	5	5	5	5	4
21	5	5	4	5	5	5	5	5	5	5	5	3

Table 14: Degree of agreement of post 2st progress meeting questions by partners

5. Findings

It becomes visible that the main problem in the first months of this project derives from its structure and the fact that there are 3 partners from 2 EU programme countries and institutions from northern African partner countries with economic and first and foremost legal differences.

By far the most answers given talk about: Issues in managing travels and stays (visa, budget, booking and paying travels and hotels). In addition, managing the purchase of the necessary equipment needed to carry out project tasks (Assistive technologies / ICT). This last issue could be due to the very specific scope given in the proposal, which often led to one single product per category with changing availability and delivery regulations.

The third most important aspect deals with the timeframe. Following the partners' opinions would have needed extension and rescheduling from the very beginning of the project. In one of the -relative questions, some partners list it as their "most successful goal reached" that they finished deliverables on time – what sheds a very specific light on the demanding timeframe and the commitment of partners to deliver quality results on time.

One partner has not participated at all and this is something that needs to be dealt with. All partners should be committed and participate to all the activities that they supposed to.

The neutrality of some partners could be interpreted by of the project's premature stage. The delays caused because of the problems that were difficult to be solved resulted in the project remaining on an early stage evolving more slowly than expected. That probably bring a sense of uncertainty to some partners.

The already discussed legal framework and its difference not only between beneficiary partner countries and programme countries but also between single partner countries from North Africa is also represented (e.g. the answer of one of the participants: "Update legal framework").

The management related to coordination tasks was mentioned in three cases. Problems faced during project start seem to be raised by the fact of one single person dealing in foreground with all the issues coming in. Therefore, some measures addressing this and installing stable coordinating structure might be of benefit.

More or less, the project consortium seems – besides all problems and issues – convinced to be on track and working in the right direction whereas the known issues should be discussed in order to

improve the project execution and lead the effort to producing quality results. Finally, yet importantly, we want to mention the more interpersonal aspects that were raised:

“More communication related to the management of the project”, “Increase the motivation of all partners” as well as “the suggestion to implement even more efficient coordination of the project” and “Even more empathy and support towards Maghreb partners to achieve goals in this complex context.” The fact that some partners appeared to be “indecisive” in many cases should be discussed in the consortium. If this “lack of decision” is connected to lack of understanding, corrective measures should be taken.

Overall, the problems that the project faced from the very first moment obviously affected partners’ attitudes. If this is the case, someone would anticipate that solving the problems would entail a positive change in partners’ attitudes.

Appendix I: Project evaluation form

	Project Evaluation Form					
	Including Students with Impairments in Distance Education			Co-funded by the Erasmus+ Programme of the European Union		
	Parnter					
	Name of the responsible					
	Signature					
	Date					
	Survey					
#	Question	Level of agreement / satisfaction				
		Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
	Goals	**1**	**2**	**3**	**4**	**5**
1	The project achieved the main proposed goal.					
2	All complementary goals were achieved.					
3	The quality of the results is good.					
4	All the activities carried out were aligned with the goals of the project.					
5	All the activities carried out were well designed and necessary to achieve the project goals.					
	Outcomes	**1**	**2**	**3**	**4**	**5**
6	All activities have been carried out in accordance with the work plan.					
7	All outcomes were delivered in time and appropriate manner.					
8	The quality of the work carried out met with the requirements.					
9	The results accomplished are beyond the required goals (quality, amount).					
10	Additional activities were carried out in order to reach better project outcomes.					
11	Additional dissemination activities were carried out in order to increase the impact of the project.					

	Coordination	1	2	3	4	5
12	All project activities were executed in a timely and appropriate manner.					
13	There were no changes in the work plan.					
14	Workload estimation was accurate.					
15	The opinion of all partners was taken into account in the decision-making process.					
16	Partners were consulted when necessary / prior to decisions that affected them.					
17	The goals of the project were clear.					
18	The work plan was always clear.					
19	Responsibilities were clear from the beginning.					
20	Descriptions of activities were both clear and accurate.					
21	The progress of the project was continuously updated and made available to all partners.					
22	Partners were informed about other partners activities and results.					
23	All information needed and necessary to partners was available and communicated in due time.					
24	The communication with other partners was appropriate, respectful and efficient.					
25	The coordinator was available when needed.					
26	The coordinator acted in time, efficient and respectful regarding the partners' work.					
27	The communication means in use were appropriate, efficient and useful.					
	Additional achievements	**1**	**2**	**3**	**4**	**5**
28	The work in this project increased our institutions` know-how.					
29	Our teamwork performance on international projects has improved.					
30	New institutional ties with other partners developed					
31	New professional ties with co-workers developed					

	Extra	Comments
32	What are the main strengths of the project?	
33	What are the main weaknesses of the project?	
34	What are the most important problems that need solution?	
35	Your suggestions for improving the execution of the project.	
36	Your suggestions for achieving the project goals more efficiently.	
37	Most successful activities in which you participated.	
38	Most successful goals that you have reached.	
39	What do you see as the main strengths in the work of the project co-ordinator?	
40	Your suggestions for improving the project management carried out by the project co-ordinator.	

Appendix II: Meeting Evaluation form template

Meeting Evaluation Form			
Meeting Place & Date: JOHANNES KEPLER UNIVERSITY LINZ Altenberger Straße 69 4040 Linz, Austria DD/MM/YYYY **Organizer:** Johannes Kepler University			
Partner: _____ **Participant:** _____			
Prior to the meeting	**YES**	**NO**	**Comments**
I am satisfied with the preparatory organizational work.			
The place and time of the meeting were convenient for me.			
I am satisfied with the information related to the project provided.			
The preparatory work for the meeting assigned to my organization was adequate.			
I was able to complete all the preparatory work assigned to my organization.			
I was able to complete on time all the tasks of the project in which my organization participates.			
Meeting	**YES**	**NO**	**Comments**
The purpose of the meeting was clear from the beginning			
All matters on the agenda were settled.			
I actively participated and made my contribution.			
My opinion was considered in decision making.			
All the preparatory work I did was useful.			
The duration of the meeting was adequate.			
The time I spent on the meeting was worthy.			
Complementary matters	**YES**	**NO**	**Comments**
I am satisfied with the conditions of my stay.			
The social events were adequate.			
Interactions outside of the meeting with other participants were valuable/interesting.			
After the meeting, I meet all the participants and their contribution to the project.			
Post-meeting	**YES**	**NO**	**Comments**
All task to be done and deadlines were clearly set.			
I know where the project is and what the next milestones are.			
I clearly understand the tasks I have been assigned.			

Table of Figures

Figure 1: Degree of agreement of project's goal questions by partners 12
Figure 2: Degree of agreement of project's outcomes questions by partners 14
Figure 3: Degree of agreement of additional project's achievements questions by partners..... 16
Figure 4: Degree of agreement of coordination questions by partners 27
Figure 5: Degree of agreement of pre 1st progress meeting questions by partners..... 33
Figure 6: Degree of agreement of during the 1st progress meeting questions by partners 36
Figure 7: Degree of agreement of complementary 1st progress meeting questions by partners..... 38
Figure 8: Degree of agreement of post 1st progress meeting questions by partners 40
Figure 9: Degree of agreement of pre 2st progress meeting questions by partners..... 43
Figure 10: Degree of agreement of during the 2st progress meeting questions by partners 46
Figure 11: Degree of agreement of complementary 2st progress meeting questions by partners..... 48
Figure 12: Degree of agreement of post 2st progress meeting questions by partners 50

Table of Tables

Table 1: Degree of agreement of goal project's questions by partners..... 12
Table 2: Degree of agreement of project's outcomes questions by partners 14
Table 3: Degree of agreement of additional achievements questions by partners..... 16
Table 4: Degree of agreement of coordination questions by partners..... 28
Table 5: 1st progress meeting participants 31
Table 6: Degree of agreement of pre 1st progress meeting questions by partners 34
Table 7: Degree of agreement of during the 1st progress meeting questions by partners..... 36
Table 8: Degree of agreement of complementary 1st progress meeting questions by partners..... 38
Table 9: Degree of agreement of post 1st progress meeting questions by partners 40
Table 10: 2st progress meeting participants 41
Table 11: Degree of agreement of pre 2st progress meeting questions by partners..... 44
Table 12: Degree of agreement of during the 2st progress meeting questions by partners..... 47
Table 13: Degree of agreement of complementary 2st progress meeting questions by partners..... 49
Table 14: Degree of agreement of post 2st progress meeting questions by partners 51