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COLLECTION OF PROJECT TEMPLATES AND ANNEXES ERASMUS+ PROJECT PAGOSTE





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| | |
|--|---|
| Erasmus+ Project: | New mechanisms of partnership-based governance and standardization of vocational teacher education in Ukraine |
| Project number: | 609536-EPP-1-2019-1-DE-EPPKA2-CBHE-SP |
| Title of the document: | Collection of the project templates and annexes |
| Author(s) (name, surname, institution): | Oksana Melnyk, UKON |
| Contributor(s) (name, surname, institution): | |
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| Work package: | 7M |
| Work package leader: | P1/UKON |
| Deliverable: | Yes=> 5.1 and 7.4 |
| Type: | Manual |
| Form: | MS Word/PDF |
| Distribution: | Public |



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Summary:

The documents contains all project templates used within the dissemination strategy, quality assurance strategy, project management handbook. This list is not exhaustive and the collection is a subject to complement, extension and update.

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ANNEX 1. MICROSOFT WORD TEMPLATE FOR INTERNAL DOCUMENTATION

The template is also available as a separate document on the Google Disc

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| Title of the document: | <Name of the document> |
| Author(s) (name, surname, institution): | <who created the document, may be several> |
| Contributor(s) (name, surname, institution): | <who contributed to the creation of the document> |
| Submission date: | <date when the document was submitted for review> |
| Reviewer(s) (name, surname, institution): | <who reviewed the document> |
| Editor (s) (name, surname, institution): | <who edited the document> |
| Final version date: | <the date when the document is uploaded to the website/Google Disc> |
| Revision date(s) and comment, responsible (name, surname, institution): | <if the document is revised after the upload, the date(s) of the revision must be written and a brief comment about modification, and by whom it was made> |
| Version: | <v_ number of version> |
| Work package: | <to which work package the document belongs> |
| Work package leader: | <who is the work package leader> |
| Deliverable: | <No/Yes => number according to the LFM> |
| Type: | <manual, report, guideline etc.> |
| Form: | <PDF, Google Document, etc> |
| Distribution: | <internal, external, public: regional, national, international> |
| Summary: | The documents outlines ... up to 150 words |



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TITLE

Example: The text presents an overview of the vocational teacher training in a respective EU country. The length is from 5 to 10 pages without references. For the references, please use APA style, 6th edition.

REFERENCE LIST

See http://www.tandf.co.uk/journals/authors/style/reference/tf_APA.pdf



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ANNEX 2. PROJECT AGENDA FOR EVENTS

The template is also available as a separate document on the Google Disc



ERASMUS+ PROJECT KA2: CBHE

“NEW MECHANISMS OF PARTNERSHIP-BASED GOVERNANCE AND
STANDARDIZATION OF VOCATIONAL TEACHER EDUCATION IN UKRAINE”
№ 609536-EPP-1-2019-1-DE-EPPKA2-CBHE-SP

TYPE OF THE EVENT (WORKSHOP, ROUND TABLE, CONFERENCE)

NAME OF THE EVENT

PLACE
DATES



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| | |
|----------------------------------|--|
| Work package/WP activity: | |
| Work package leader: | |
| Responsible organisation: | |
| Hosting organisation: | |
| Objectives: | |

PROGRAMME

Day, date

| Time | Activity | Place |
|-------------|----------|-------|
| 15:00-19:00 | | |
| 20:00 | | |

Day, date

| Time | Activity | Place |
|-------------------|--------------|-----------|
| 9:15-9:30 | Registration | |
| Session I | | |
| | | |
| | | |
| | Coffee break | Cafeteria |
| Session II | | |
| | | |
| | Lunch | Cafeteria |
| | | |



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ANNEX 3. ATTENDANCE LIST

The template is also available as a separate document on the Google Disc

ERASMUS+ PROJECT "PAGOSTE" NEW MECHANISMS OF PARTNERSHIP-BASED GOVERNANCE AND STANDARDIZATION OF VOCATIONAL TEACHER EDUCATION IN UKRAINE

№ 609536-EPP-1-2019-1-DE-EPPKA2-CBHE-SP

TYPE OF EVENT
NAME OF EVENT

PLACE
DATES
ORGANISER(S)

ATTENDANCE LIST

DAY, DATE (IN THE FOOTER AS WELL)

| SURNAME, NAME | INSTITUTION | POSITION | SIGNATURE |
|---------------|-------------|----------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |



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| | | | |
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| 31. | | | |
| 32. | | | |
| 33. | | | |
| 34. | | | |
| 35. | | | |
| 36. | | | |
| 37. | | | |

ANNEX 4. PROJECT PRESENTATION

The presentation is also available in the PPTX format on the Google Disc



PAGOSTE

PAGOSTE: OBJECTIVES AND WORK PACKAGES

University of Konstanz

17-18.02.2020



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Agenda

1.

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ANNEX 5. WORK PACKAGE REPORT FORM



REPORT ON WORK PACKAGE X



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| Erasmus+ Project: | New mechanisms of partnership-based governance and standardization of vocational teacher education in Ukraine |
| Project number: | 609536-EPP-1-2019-1-DE-EPPKA2-CBHE-SP |
| Title of the document: | <Name of the document> |
| Author(s) (name, surname, institution): | <who created the document, may be several> |
| Contributor(s) (name, surname, institution): | <who contributed to the creation of the document> |
| Submission date: | <date when the document was submitted for review> |
| Reviewer(s) (name, surname, institution): | <who reviewed the document> |
| Editor (s) (name, surname, institution): | <who edited the document> |
| Final version date: | <the date when the document is uploaded to the website/Google Disc> |
| Revision date(s) and comment, responsible (name, surname, institution): | <if the document is revised after the upload, the date(s) of the revision must be written and a brief comment about modification, and by whom it was made> |
| Version: | <v_number of version> |
| Work package: | <to which work package the document belongs> |
| Work package leader: | <who is the work package leader> |
| Deliverable: | <No/Yes => number according to the LFM> |
| Type: | <manual, report, guideline etc.> |
| Form: | <PDF, Google Document, etc> |
| Distribution: | <internal, external, public: regional, national, international> |
| Summary: | The documents outlines ... up to 150 words |

1. OBJECTIVES AND TASKS

- What were the objectives and tasks of the work package?

- Which objectives were reached and tasks performed? Which objectives were not reached and tasks not performed? What were the reasons?

- How were the tasks distributed in the project consortium?

- What changes were introduced in comparison to the original proposal? Why?

2. ACTIVITIES

- Please list what external activities (events) were carried out (detailed description with its objectives, participants, dates, places, not less than 150 words)

| No | Type | Name | Date, place | Objectives | Number of participants according to groups* | | | | | | Comments (how, who organised, feedback to the event/activity, overall assessment) |
|----|------|------|-------------|------------|---|----|-----|----|---|----|---|
| | | | | | I | II | III | IV | V | VI | |
| | | | | | | | | | | | |

***Groups:**

- I – Students
- II – HEI academic staff
- III – VET teachers
- IV – VET management
- V – Employers
- VI – others

- What problems appeared during these activities?

- What problems appeared during these activities?

- Did the workload correspond to your estimation?

- What changes were introduced in comparison to the original proposal? Why?

3. DELIVERABLES

- Which outputs were produced?

- Do they comply with the LMF? How do they contribute to the achievement of the project objectives?

- How was the quality (of every deliverable) assured?

- Did the workload correspond to your estimation?

- How were they disseminated?

- What changes were introduced in comparison to the original proposal? Why?

4. PARTNERS INVOLVEMENT

- How did partners contribute to the WP implementation, achievement of objectives, delivering activities and deliverables? (Please specify in at least 200 words)

- How would you evaluate the performance and involvement of each partner? (Please, specify in at least 200 words)



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- What problems did you face while interacting with the project partners?

5. MANAGEMENT

- How did coordination take place? (Please, specify in at least 100 words?)

- How did communication take place?

- What problems did you face during the WP implementation?

- How did you solve them?

6. ADDITIONAL COMMENTS OR INFORMATION

Date

Place

Name and surname of author(s) or responsible for WP person

Institution

Signature and stamp

ANNEX 6. PARTNERS SELF-EVALUATION OF WORK PROGRESS

The given questionnaire was developed based on

- *the self-assessment report of the Erasmus+ project TRANSAF (available here <https://trafsaf.pr.ac.rs/wp-content/uploads/2020/04/Quality-assurance-plan-final-v01.pdf>),*
- *WP progress report of the Erasmus+ project TIGRIS (available here http://www.tigris-erasmusplus.eu/wp-content/uploads/2018/07/TIGRIS-Quality-Plan-24052018_final.pdf),*
- *Evaluation of Workpackages and deliverables of the Erasmus+ project HARMONY (available here http://harmonyproject.eu/wp-content/uploads/2019/01/HARMONY_QCPlan_Appendixes_2016.pdf),*
- *Self-assessment of the Erasmus+ project BEOPEN (available here <http://www.beopen.uns.ac.rs/documents/ea8e5c09a5290ea31a866fd1d1e66c8f/BEOPEN%20-%202nd%20report%20on%20self-assessment%20analysis.pdf>)*

PARTNERS SELF-EVALUATION OF WORK PROGRESS

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| | |
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| Erasmus+ Project: | New mechanisms of partnership-based governance and standardization of vocational teacher education in Ukraine |
| Project number: | 609536-EPP-1-2019-1-DE-EPPKA2-CBHE-SP |
| Work package: | 5Q |
| Work package leader: | UKON |
| Deliverable: | Yes => 5.2 |
| Form: | <PDF, Google Document, JPEG, etc.> |
| Distribution: | internal |

Dear Partner,

In order to improve the implementation of the project PAGOSTE and reach its objectives, we would like to invite you to complete this form.

*Please consult with your project team, fill in the given form (only for the contact persons as defined in the project application) and send it to the coordinator (erasmus.pagoste@uni-konstanz.de) **by the 20th of December at latest.***

Thank you in advance you your participation and commitment!

1. PARTNER CONTRIBUTIONS

Please describe shortly your contribution to the project within **each of activities defined by LFM** and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team didn't accomplish some task, please give the reasons.

| Activities | LFM code | Achieved to date | Comment |
|------------|----------|------------------|---------|
| | | | |
| | | | |
| | | | |

2. CHANGES

Please indicate any changes in project realisation from the partner institution during this year and comment on any likely impact on the project and suggest remedial actions

| Changes to the planned contributions to the project | Likely implication for WP activities and suggested actions | Date of notification to the coordinator |
|---|--|---|
| | | |
| | | |

3. INVOLVEMENT

3.1. How would you overly rate the involvement of your organisation into the work package implementation and project at all?

- 1 – not involved at all,*
- 2 – slightly involved*
- 3 – involved*
- 4 – much involved*
- 5 – extremely involved.*

| Work package | Your assessment from 1 to 5 |
|--|-----------------------------|
| WP 1 Preparation: Analysis of governance of vocational teacher education | |
| WP 2 Development: Elaboration and implementation of PBG | |
| WP 3 Development: Content input from European partners on PBG | |
| WP 4 Development: Setting up PBG mechanisms for the national level | |
| WP 5 Quality plan: Quality assurance of the project | |
| WP 6 Dissemination and exploitation: Project dissemination plan and | |

| | |
|---|--|
| exploitation of results | |
| WP 7 Management: Coordination and management of the project | |
| Generally implementation of the project | |

Please explain briefly your assessment

3.2. How does your institution benefit from the project participation? Are there any visible results?

3.3. What are your (your organisation) future expectations from the project?

4. Work packages

Please rate to what extent you agree with the following statements with regard to each of the work packages:

1 - I do not agree at all

2 - I do not agree

3 - Uncertain (neither agree nor disagree)

4 - I agree

5 - I totally agree

| | WP 1 | WP 2 | WP 3 | WP 4 | WP 5 | WP 6 | WP 7 |
|---|------|------|------|------|------|------|------|
| 4.1. The WP is efficiently organised | | | | | | | |
| 4.2. I am confident that all deliverables will be (was) produced in time | | | | | | | |
| 4.3. I am very satisfied with the quality of the deliverables produced so far (if any) | | | | | | | |
| 4.4. Partners' engagement was adequate and efficient | | | | | | | |
| 4.5. The WP is (was) professionally administered. | | | | | | | |
| 4.6. The objectives of the WP are (were) clearly and efficiently communicated to partners | | | | | | | |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| 4.7. Sufficient guidelines are (were) provided for the accomplishment of the WP objectives | | | | | | | |
| 4.8. Difficulties, problems, and issues are (were) successfully resolved | | | | | | | |
| 4.9. If the WP is not finished yet: I am convinced that the WP is on a good track to be accomplished | | | | | | | |

5. Achievements of the project

5.1. What is, in your opinion, the strength of this project?

5.2. What are, so far, the weak points of this project?

5.3. Define problem areas that should be tackled as soon as possible:

5.4. Suggest some measures for solving the problem(s):

5.5. Name at least two successful activities(actions) within the project:

5.6. Which activities (actions) were not successful?

5.7. Name at least two achievements realised through the project



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Date

Place

Name and surname of author(s)

Institution

Signature

ANNEX 7. INTERNAL PROJECT EVALUATION SHEET

The given questionnaire was developed based on

- *Self-assessment of the Erasmus+ project BEOpen (available here <http://www.beopen.uns.ac.rs/documents/ea8e5c09a5290ea31a866fd1d1e66c8f/BEOPEN%20-%202nd%20report%20on%20self-assessment%20analysis.pdf>),*
- *Evaluation of meeting of the Erasmus+ project COMPLETE*

INTERNAL PROJECT EVALUATION SHEET

DATA:

Dear project member,

In our effort to improve the project implementation and to facilitate the achievement of the PAGOSTE goal and objectives, we invite you to complete this form. Your sincere answers will help us to identify unnoticed problems and introduce necessary remedial actions.

The most questions require the rating of statements from 1 (not agree at all) to 5 (totally agree), some questions are open and we kindly ask you to describe your personal opinion in few words.

We appreciate your contribution!

Please rate to what extent you agree with the following statements:

1 - I do not agree at all

2 - I do not agree

3 - Uncertain (neither agree nor disagree)

4 - I agree

5 - I totally agree

1. IMPLEMENTATION

| Statements | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1.1. The work carried out by the project partners (i.e. project management, implementation of work packages, etc.) has been good so far | | | | | |
| 1.2. Project activities have been realistically scheduled | | | | | |
| 1.3. The distribution of responsibilities between project partners is always clear | | | | | |
| 1.4. The overall quality of the project results is good | | | | | |
| 1.5. The outcomes of the project are relevant for the end users | | | | | |
| 1.6. The progress of activities has met my expectations | | | | | |
| 1.7. The implementation procedure has met my expectations | | | | | |
| 1.8. I believe the project implementation is on the good track | | | | | |

2. MANAGEMENT AND COMMUNICATION

| | | | | | |
|---|--|--|--|--|--|
| 2.1. The management and coordination arrangements are sufficient | | | | | |
| 2.2. The level of awareness of the project in my organisation is high | | | | | |
| 2.3. The support of the project by the top management of my | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| organisation is high | | | | | |
| 2.4. The time management of the project activities and the respect of deadlines is adequate | | | | | |
| 2.5. The roles attributed to each of the partner-organisations have been consistent with their skills | | | | | |
| 2.6. Project members can freely suggest ideas and solutions to various problems | | | | | |
| 2.7. The circulation of the information within the partnership is adequate | | | | | |
| 2.8. Communication with project members is easy and smooth | | | | | |
| 2.9. I have a free access to all project materials on the Google Drive | | | | | |
| 2.10. I have a general overview of the overall project progress | | | | | |

3. TEAM WORK & PARTNERSHIP

| | | | | | |
|---|--|--|--|--|--|
| 3.1. All members of the consortium put much effort in their tasks | | | | | |
| 3.2. All members of the consortium take responsibility for project activities and results | | | | | |
| 3.3. Partners are given the opportunity to work autonomously and independently | | | | | |
| 3.4. Cooperation among partners is at high quality level | | | | | |
| 3.5. If needed, I have all the needed support from the project partners | | | | | |

4. LESSONS LEARNED (AT THIS STAGE OF THE PROJECT)

| | | | | | |
|--|--|--|--|--|--|
| 4.1. I think my professional competence have increased thanks to the project | | | | | |
| 4.2. I think my softs skills have increased thanks to the project | | | | | |
| 4.3. I think my intercultural awareness has increased thanks to the project | | | | | |
| 4.4. I think my organisation has gained benefits from this project | | | | | |
| 4.5. I think my organisation has faced challenges and difficulties with the project implementation | | | | | |
| 4.6. I have experienced professional challenges during the project implementation | | | | | |

5. EVALUATION OF THE PROJECT WORKSHOP

| | | | | | |
|---|--|--|--|--|--|
| 5.1. Overall objectives of the project workshop were achieved | | | | | |
| 5.2. I am satisfied with the results of the project workshop | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| 5.3. After the project workshop I have a better understanding of the further steps and actions of the overall project development | | | | | |
| 5.4. I am satisfied with the working process during the project workshop | | | | | |
| 5.5. I am satisfied with the communication process during the project workshop | | | | | |
| 5.6. I am satisfied with the working conditions during the meeting (location, rooms, catering, support etc.) | | | | | |

6. COMMENTS ON IMPROVEMENT

What would you suggest for improvement in:

6.1. project implementation

If it was discussed, please also make your suggestions concerning specifically:

- A) project dissemination
- B) quality assurance

6.2. project management and communication

6.3. organisation of the project workshop



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Thank you very much for your participation and commitment!

ANNEX 8. EVENTS EVALUATION

The given questionnaire was developed basing on

- *the self-assessment report of the Erasmus+ project TRNSAF (available here <https://trafsaf.pr.ac.rs/wp-content/uploads/2020/04/Quality-assurance-plan-final-v01.pdf>),*
- *WP progress report of the Erasmus+ project TIGRIS (available here http://www.tigris-erasmusplus.eu/wp-content/uploads/2018/07/TIGRIS-Quality-Plan-24052018_final.pdf),*
- *Evaluation of Workpackages and deliverables of the Erasmus+ project HARMONY (available here http://harmonyproject.eu/wp-content/uploads/2019/01/HARMONY_QCPlan_Appendixes_2016.pdf),*
- *Self-assessment of the Erasmus+ project BEOPEN (available here http://www.beopen.uns.ac.rs/documents/ea8e5c09a5290ea31a866fd1d1e66c8f/BE_OPEN%20-%202nd%20report%20on%20self-assessment%20analysis.pdf)*

The visual form of the events evaluation questionnaire may be changed according to the format of the survey (online, pen and pencil)

EVALUATION OF PROJECT EVENTS SHEET

TYPE OF THE EVENT:

TITLE OF THE EVENT:

PLACE:

DATES:

Dear Participant,

Thank you very much for your participation in our event. In our effort to improve the organisation and the impact of these events we invite you to complete the following questionnaire.

In most of the cases you will be asked to rate to which degree you agree with statements on by ticking the appropriate answer. In some of the questions, you will be asked to describe your personal opinion in a few words and to give suggestions for future improvements of the content and overall organisation of the event.

We appreciate your contribution!

GENERAL INFORMATION

Country _____

What is your present professional position? _____

What was your role/part in the event and PAGOSTE project?

- Presenter
- Organizer
- Participant

Please rate to what extent you agree with the following statements:

1 - I do not agree at all

2 - I do not agree

3 - Uncertain (neither agree nor disagree)

4 - I agree

5 - I totally agree

1. STRUCTURE

| Statements | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1.1. The objectives of the event were clear | | | | | |
| 1.2. The event structure was clear | | | | | |
| 1.3. The objectives of the event have been achieved | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| 1.4. There was a good range and balance of activities | | | | | |
| 1.5. Participants have contributed to the discussion and/or decision making | | | | | |

2. ORGANISATION

| | | | | | |
|---|--|--|--|--|--|
| 2.1. The communication was satisfactory before the event. | | | | | |
| 2.2. The organisation was very good | | | | | |
| 2.3. The timetable was clear and reasonable | | | | | |
| 2.4. The event adhered to the agenda | | | | | |

3. ENVIRONMENT AND RESOURCES

| | | | | | |
|--|--|--|--|--|--|
| 3.1. The environment (place, lecturers, etc.) was pleasant to work | | | | | |
| 3.2. The provision of materials and resources was suitable | | | | | |
| 3.3. The meeting room was suitably for the event equipped | | | | | |
| 3.4. The lecturers/speakers delivered the speeches/lectures good | | | | | |
| 3.5. The lecturers/speakers were cooperative and helpful | | | | | |

4. CONTENT

| | | | | | |
|---|--|--|--|--|--|
| 4.1. The content of the event was relevant for my professional activity | | | | | |
| 4.2. I am satisfied with the slides and materials of the event | | | | | |
| 4.3. I have understood main concepts and messages of the event | | | | | |
| 4.4. The content of the event helps me better to understand my own professional situation | | | | | |
| 4.5. I can use the gained knowledge in my work | | | | | |

5. IMPROVEMENTS

| | | | | | |
|--|--|--|--|--|--|
| 5.1. The structure of the event must be improved | | | | | |
| 5.2. Please specify how | | | | | |
| 5.3. The content of the event must be improved | | | | | |
| 5.4. Please specify how | | | | | |



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| | | | | | |
|---|--|--|--|--|--|
| | | | | | |
| 5.5. The structure of this evaluation form must be improved | | | | | |
| 5.6. Please specify how | | | | | |

6. COMMENTS

Do you have any further comments or suggestions?

| |
|--|
| |
|--|

Thank you very much for your valuable feedback!



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ANNEX 9. SELF-EVALUATION OF EVENT ORGANISATION



SELF-EVALUATION OF EVENT ORGANISATION

TYPE:
TITLE:
DATE:
PLACE:



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| | |
|----------------------------------|---|
| Erasmus+ Project: | New mechanisms of partnership-based governance and standardization of vocational teacher education in Ukraine |
| Project number: | 609536-EPP-1-2019-1-DE-EPPKA2-CBHE-SP |
| Work package/WP activity: | |
| Work package leader: | |
| Responsible organisation: | |
| Hosting organisation: | |
| Number of participants: | <Number> Please link with the attendance list |

This template has to be filled by project partners (jointly by responsible and hosting organisations) for all PAGOSTE events (except project workshops). Please before filling in, consult with your colleagues who were also involved in the event organisation

1. STRUCTURE

1.1. Please list the objectives of the event

1)
2)
Etc.

1.2. In your opinion, were all objectives met? Please justify briefly your position

1.3. What do you think, did the participants understand the goal of the event? Please justify briefly your position



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2. ORGANISATION

How would you overly assess the organisation of the event (time management, agenda, forms of interactions etc.?)

3. ENVIRONMENT AND RESOURCES

How would your overly evaluate the environment (atmosphere, involvement of participants etc.) and available resources (material provision, equipment, classrooms, translation/interpreting etc.)

4. CONTENT

In your opinion, to which extent was the content of the event relevant for the target audience? Project objectives?

5. LESSONS LEARNED

5.1. What might you do differently next time?

5.2. What didn't work as well as you had hoped?



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5.3. Do you have any advice for your colleagues concerning the organisation of future events?

6. COMMENTS

Do you have any further comments or suggestions?

Date

Place

Name and surname of author(s)

Institution

Signature of author(s)