

REPORT

IMPACT & EVALUATION REPORT

A1 - KICK OFF MEETING TPM-M1

JANUARY 22-23, 2024 | BUCHAREST, ROMANIA



Green Clean



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ERASMUS+ Project: "Green - Clean"
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A1 - Kick Off Meeting TPM-M1

January 22-23 , 2 0 2 4 | Bucharest, Romania

In the period of January 22-23, 2024, the first transnational project meeting took place within the Erasmus project 'Green - Clean'. The event was held in Bucharest, Romania, and was organized by the project coordinator, E-Clean. Ten people participated in the meeting, five from each partner organization.

The Meeting Objective:

The Kick-off meeting for project "Green-Clean" aimed initially to consolidate efforts and define a strategic plan for project implementation, clearly establishing objectives, required resources, and working procedures.

General presentation:

The transnational meeting took place over two days and was organized by the project coordinator, E-Clean. Participants were engaged in interactive discussions and hands-on exercises to identify and resolve anticipated project challenges.

A. Day 1

1. Presentation of the project:

The "Green-Clean" project team shared a concise and informative presentation about the project. The project objectives, expected results and anticipated benefits for the communities were detailed. This presentation provided a solid



foundation for further discussions and ensured a shared understanding of the direction of the project.

2. Identification of roles and responsibilities:

Meeting participants were actively involved in defining and assigning roles and responsibilities within the project. By clearly identifying these issues, a solid foundation for collaboration and efficiency in project implementation has been established.

3. Planning and scheduling:

A detailed implementation schedule was created for all project activities. Discussed and planned specific tasks for each phase of the project, ensuring that each team member had a clear understanding of their tasks and associated deadlines.

4. Administrative aspects:

Administrative aspects of the project were addressed and clarified, including procurement procedures and policies, financial procedures, reporting and evaluation. This discussion ensured that all participants understood and were aligned with the administrative requirements of the project.

B. Day 2

1. Establishing a communication and collaboration system:

Participants worked together to develop an effective system of communication and collaboration between project team members. A clear plan has been established for information sharing and coordination of activities, ensuring that all team members are properly connected and informed.

2. Identification of resources:

The resources needed to implement the project were identified and analyzed, including budget, equipment and facilities. By carefully assessing these resources, it was ensured that the project had the necessary resources to be successfully implemented and that they were allocated efficiently.



3. Progress evaluation:

The ways of evaluating and monitoring the progress of the project and the expected results have been established. Performance indicators and reporting mechanisms have been agreed to track and evaluate project progress on a regular basis.

4. Risk analysis:

Potential risks associated with the project were identified and analyzed. By identifying these risks and developing appropriate management strategies, it ensured that the project was prepared to face the challenges and minimize the impact of the risks on its objectives.

Evaluation of the project meeting

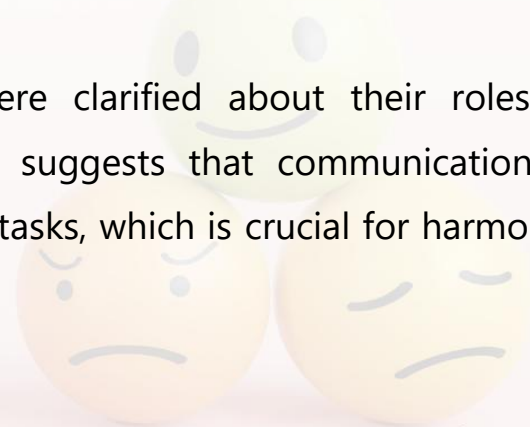
Following the completion of an evaluation questionnaire by the participants, we obtained their feedback on various aspects of the "Green-Clean" transnational project meeting. Here are the results and their rating:

❖ Presentation of the Green-Clean Project:

Participants were asked how they perceived the presentation of the project and its objectives. The results showed that 90% of the participants considered the presentation to be very clear and informative, indicating an effective communication of the objectives and purpose of the project. The 10% who answered that the presentation was quite clear, but with some unclear aspects, can provide valuable information about areas that could be improved to ensure a complete and unambiguous understanding of the project.

❖ Clarity of Roles and Responsibilities:

All participants indicated that they were clarified about their roles and responsibilities within the project. This suggests that communication was effective in defining and assigning team tasks, which is crucial for harmonious and effective collaboration.





❖ Planning and Scheduling of Project Activities:

The results show that 90% of the participants considered the planning and scheduling of project activities to be very well structured and detailed. This positive assessment indicates that the project team was able to develop a clear implementation schedule and set specific tasks for each stage of the project.

❖ Administrative Aspects of the Project:

The majority of participants (90%) considered the information presented on the administrative aspects of the project to be complete and satisfactory. This suggests that the essential aspects of administrative procedures and policies, which are essential for effective project management, have been covered.

❖ Establishing the Communication and Collaboration System:

All participants appreciated the establishment of the communication and collaboration system within the project as efficient and well structured. This indicates that effective means of communication have been implemented and clear channels of collaboration between team members have been established.

❖ Identification and Analysis of Required Resources:

The results show that 90% of the participants considered the identification and analysis of the resources needed to implement the project as detailed and adequate. This positive assessment indicates that attention has been paid to the resource requirement and that important aspects have been taken into account for the successful implementation of the project.

❖ Evaluation and Monitoring of Project Progress:

All participants considered the ways to evaluate and monitor the progress of the project to be fully and clearly defined. This suggests that clear criteria have been established for assessing progress and that adequate mechanisms have been implemented to monitor it during project implementation.

❖ Risk Analysis:

Although the majority of participants (80%) appreciated the risk analysis approach, 20% indicated that it could have been addressed in more detail. This feedback can provide opportunities for improvement in risk identification and management to ensure project success in the face of potential challenges.



❖ Preparation of the Base for Project Implementation:

All participants indicated that the meeting greatly prepared the basis for a successful implementation of the project. This positive assessment indicates that the meeting was able to provide participants with a clear understanding of the objectives, resources and procedures needed to implement the project successfully.



Evaluation results

Q1. How would you rate the presentation of the Green-Clean project and its objectives?

- a. Very clear and informative
- b. Fairly clear, but with some unclear aspects
- c. Vague and difficult to understand

The following responses were recorded, as seen in figure 1: a - 90%, b - 10%, c - 0%

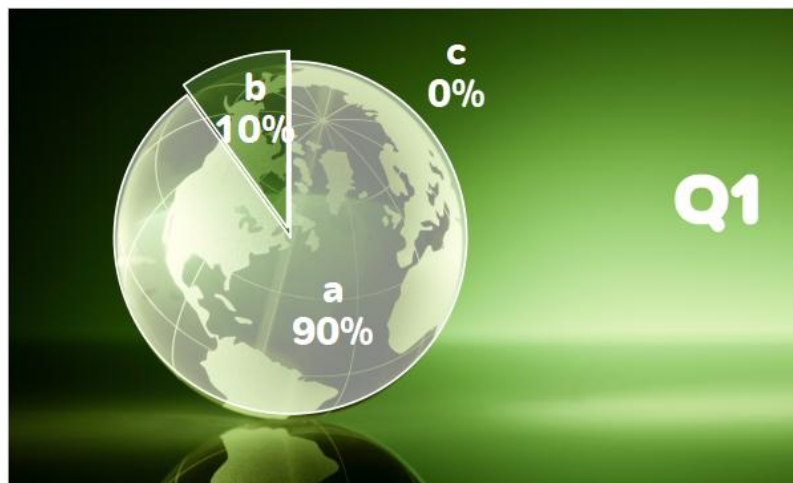


Figure 1. Presentation of the Green-Clean Project

Q2. To what extent have you been clarified about your roles and responsibilities within the project?

- a. Very clear
- b. Partially clear
- c. Unclear

The following responses were recorded, as seen in figure 2: a - 100%, b - 0%, c - 0%

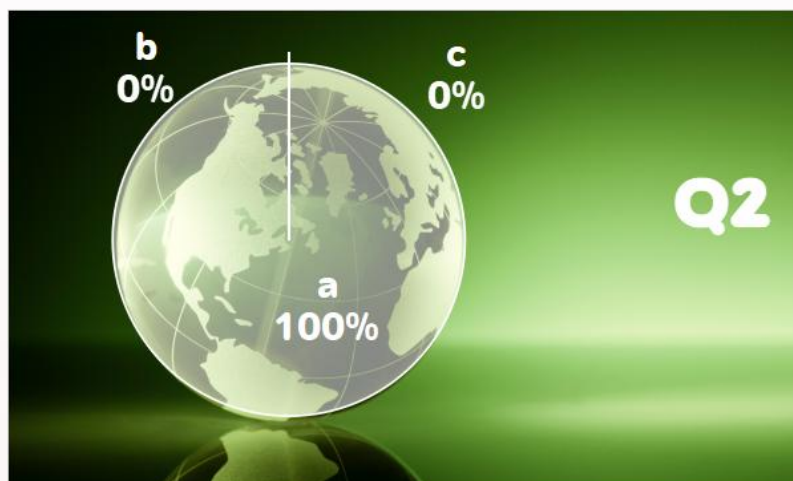


Figure 2. Clarity of Roles and Responsibilities

Q3. How would you rate the planning and scheduling of project activities in the meeting?

- a. Very well structured and detailed
- b. Acceptable, but could have been more detailed
- c. Insufficiently detailed and clear

The following responses were recorded, as seen in figure 3: a - 90%, b - 10%, c - 0%

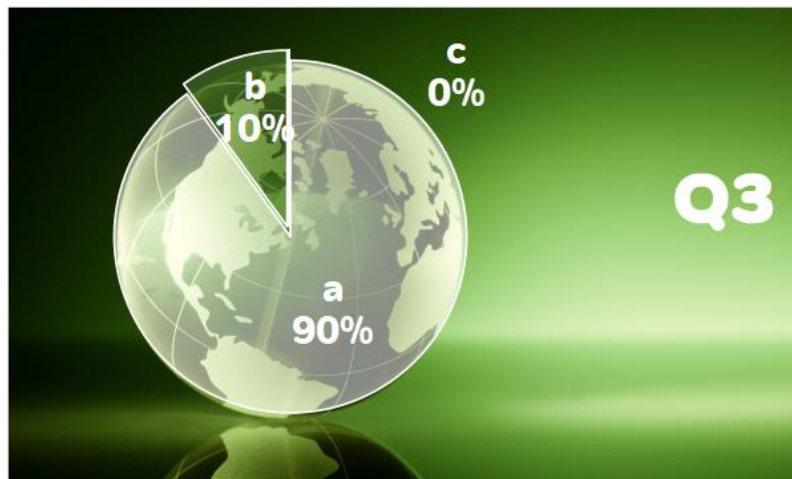


Figure 3. Planning and Scheduling of Project Activities

Q4. What do you think about the information presented on the administrative aspects of the project (procurement, financial procedures, reporting and evaluation)?

- a. Complete and satisfactory
- b. Partially complete, but unclear
- c. Incomplete and difficult to understand

The following responses were recorded, as seen in figure 4: a - 90%, b - 10%, c - 0%

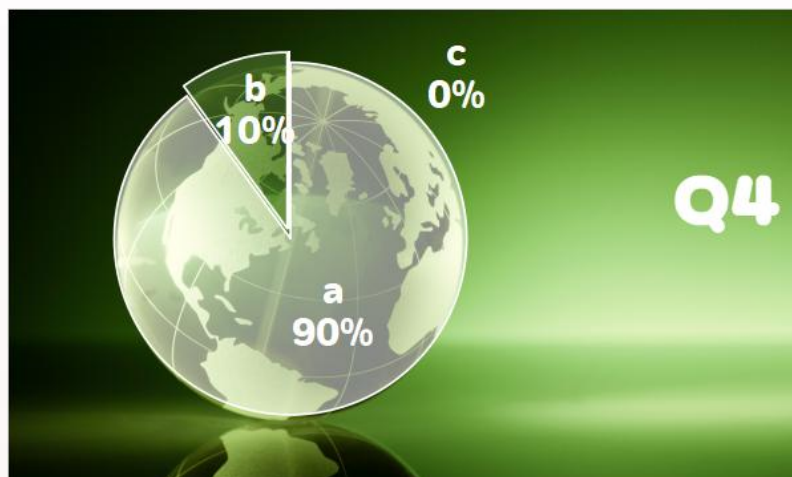


Figure 4. Administrative Aspects of the Project

Q5. How did you perceive the establishment of the communication and collaboration system within the project?

- a. Efficient and well structured
- b. Acceptable but with room for improvement
- c. Inefficient and disorganized

The following responses were recorded, as seen in figure 5: a - 100%, b - 0%, c - 0%

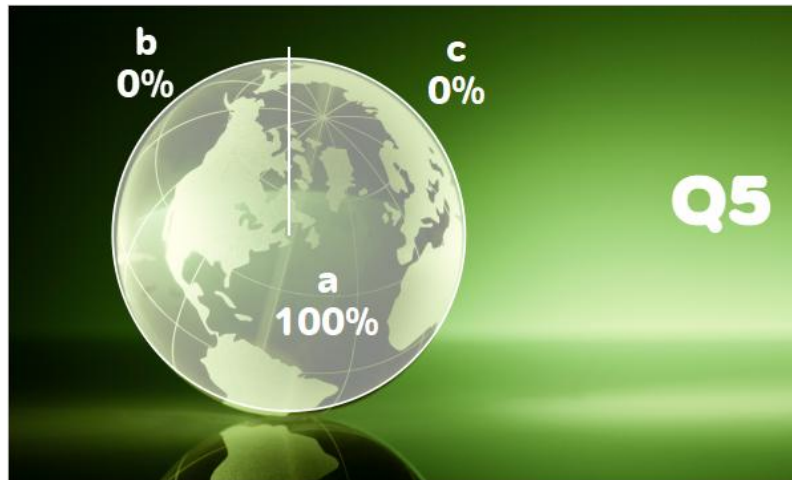


Figure 5. Establishing the Communication and Collaboration System

Q6. How would you rate the identification and analysis of the resources needed to implement the project?

- a. Detailed and appropriate
- b. Partially detailed, but with aspects not covered
- c. Superficial and insufficient

The following responses were recorded, as seen in figure 6: a - 90%, b - 10%, c - 0%

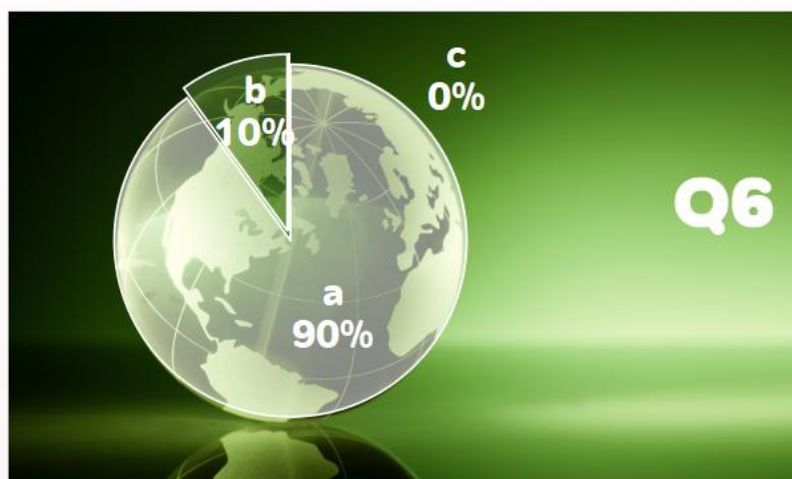


Figure 6. Identification and Analysis of Required Resources

Q7. To what extent do you think that the ways to evaluate and monitor the progress of the project and the expected results have been established?

- a. Complete and clearly defined
- b. Partially, with aspects that require clarification
- c. Insufficient and unclear

The following responses were recorded, as seen in figure 7: a - 100%, b - 0%, c - 0%

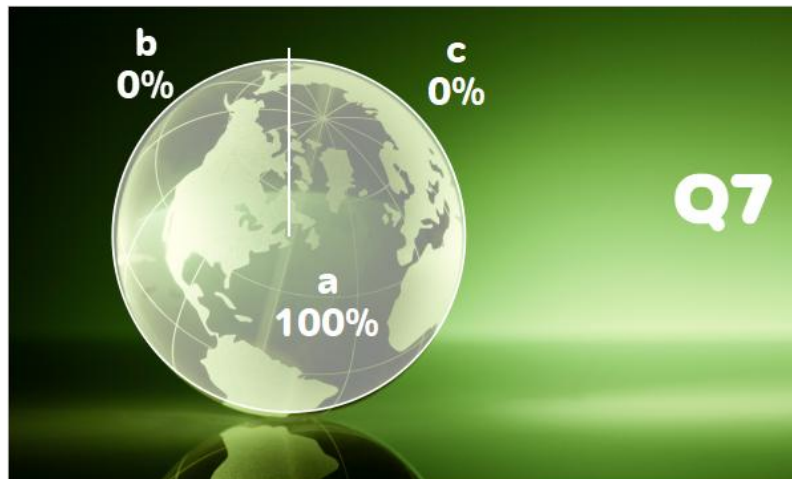


Figure 7. Evaluation and Monitoring of Project Progress

Q8. How was risk analysis addressed in the meeting?

- a. With attention and professionalism
- b. Partially, but could have been more detailed
- c. Neglected or insufficiently addressed

The following responses were recorded, as seen in figure 8: a - 80%, b - 20%, c - 0%

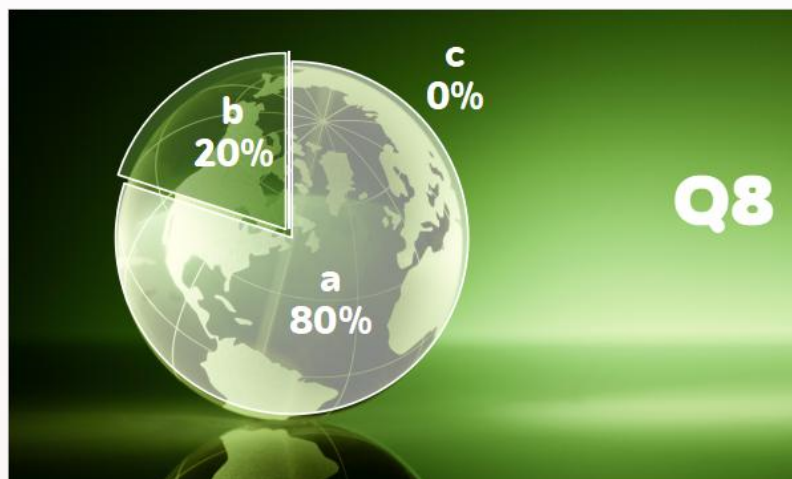


Figure 8. Risk analysis



Q9. To what extent do you consider this meeting to have prepared the basis for a successful implementation of the Green-Cleana project?

- a. To a large extent
- b. Partially
- c. Not at all

The following responses were recorded, as seen in figure 8: a - 100%, b - 0%, c - 0%

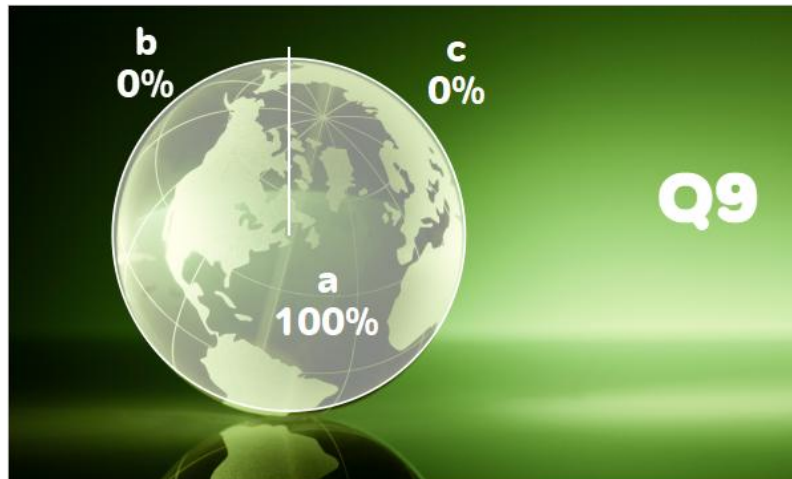


Figure 9. Preparation of the Base for Project Implementation

General Conclusion:

Following the evaluation of the "Green-Clean" transnational project meeting and the feedback of the participants, we can conclude that the event was extremely beneficial and productive in preparing the necessary foundation for the implementation of the project. The presentation of the project, the clarity of roles and responsibilities, the planning of activities, as well as the administrative aspects of the project were all positively evaluated and contributed to strengthening the trust and commitment of the team members in achieving the set objectives. Establishing an effective communication and collaboration system, properly identifying the necessary resources and clearly defining the ways to evaluate and monitor the progress of the project provided a solid framework for the future implementation of the "Green-Clean" initiative. While there are always opportunities for improvement, the positive feedback from participants confirms the success of the meeting in setting the stage for successful project implementation. With continued collaborative efforts and a careful approach to identified risks, we are optimistic that the "Green-Clean" project will be successfully implemented and bring significant benefits to our communities.



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