



FINAC
FINancial management,
Accounting & Controlling
in public administration



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Erasmus+ Programme
of the European Union

FINancial management, Accounting and Controlling for capacity building of public administration”
(FINAC)
Prepared for Kick off meeting in Belgrade in November 2016

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1. Rationale

According to the *ERASMUS+* project application and proposed *Quality Control and Monitoring Plan* adopted at the Kick off Meeting, held on November 24-25, 2016 in Belgrade, Serbia, the University of Split, as the Lead Partner for the Work Package 6 – Quality Control, has performed internal evaluation of the Kick off Meeting as an activity in the process of assuring and improving the quality of *the FINAC* project. This report summarizes the findings of the event evaluation.

According to the *Quality Control and Monitoring Plan*, internal evaluation was applied on two main aspects of the project: (1) event evaluation and (2) project evaluation. After this event all participants were requested to fill in the form answering a set of questions related to that event different dimensions of realization. In this moment, according to the project timeline, event evaluation is performed on the bases of feedback from representatives of the partner institutions provided in the evaluation form fulfilled.

2. Event evaluation – Kick off meeting - Belgrade

This project, as it is usual started with Kick off meeting, where all project partners were present. Event evaluation is based on evaluation form fulfilled by attendees of the events. Evaluation is based on the perception of participants and is subject to personal assessments. The forms were collected by the University of Belgrade, Faculty of Organization Sciences (hereinafter, project leader UNIBG-FON).

After collection of the evaluation forms, project leader UNIBG-FON archived original forms in digital format, and send it to University of Split, Faculty of Economics (hereinafter, UNIST-EF) project partner responsible for Quality Control WP6. UNIST-EF develop data base which contains systematized data related to the participants marks, comments and suggestions. Data base was established and archived at UNIST-EF in order to produce evaluative report, and copy was delivered to the UNIBG-FON with the aim to assure project leader to have all collected data in data basis. For this time evaluation was collected through the hard copy survey, while project partners agree to use on-line event evaluation form for the forthcoming events.

Even though the questionnaire is a short one it covers different dimensions of realization related to the event: *Organization, Presentations, Objectives, Tasks and activities, Overall satisfaction, and Other relevant issues.*

Furthermore, partners agree that previously mentioned questions represent essential part of each event evaluation, some additional questions may be added for the future events, in line with event agenda and the development of the project.

Table 1 Event details

No.	Meeting	Date	Place	No. of participants	Evaluation	No. of fulfilled forms
1	Kick off Meeting at the University of Belgrade	24 - 25 November 2016	Belgrade, Serbia	--	yes	22

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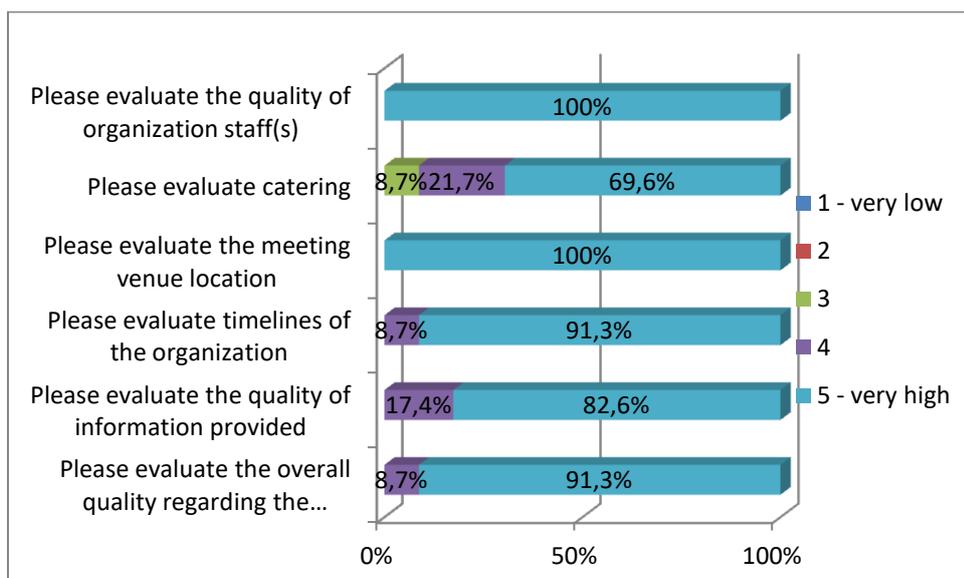
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3. Event evaluation results

Based on the answers collected we made analysis of each event to the five particular different dimension of event realization. Results for each of them could be found in the graphs below.

3.1. Quality of the organization

Graph 1 Quality of the organization



Data are showing that almost 70% of all event participants rated all organization related topics with maximum grade, five out of five as it is assigned as event the highest possible value (5 - very high), to each dimension of event realization. The smallest value of the 3 (good, the middle of span), was assigned for the topic catering by 8,7 %, furthermore, 21,7% of them rated quality of catering with 4 (high) and 69,9% as 5 (very high) of event participants. From other point, all event participant (100%) rated Quality of organization staff(s) with 5 (very high), and the event venue Rectorate of University of Belgrade as an excellent venue 100% of participants rated the venue with 5 (very high).

Smaller portion of participants rated some organization related topics with 4 (high), precisely: 1) 8,7% participants rated timelines of the organization with 4 (high) while 91,3% rated timelines with 5 (very high); 2) 17,4% of event participants rated quality of information provided with 4 (high), while 82,6% of participants rated it with 5 (very high); and 3) 8,7% participants rated overall quality regarding the organization of the meeting with 4 (high), while 91,3% rated organization with 5 (very high) out of maximum value 5 (very high).

Nevertheless, the marks given for the Kick-off event shows that prevailing marks are 4 (high) and moreover dominantly 5 (very high) and this is an excellent result.

Comments given in the free form showed that participants mostly showed disagreement with smoking at public place, e.g. restaurant, what is still dominantly present in Serbia and for sure will be changed during the course of this project since Serbia is in process of EU accession. Comments

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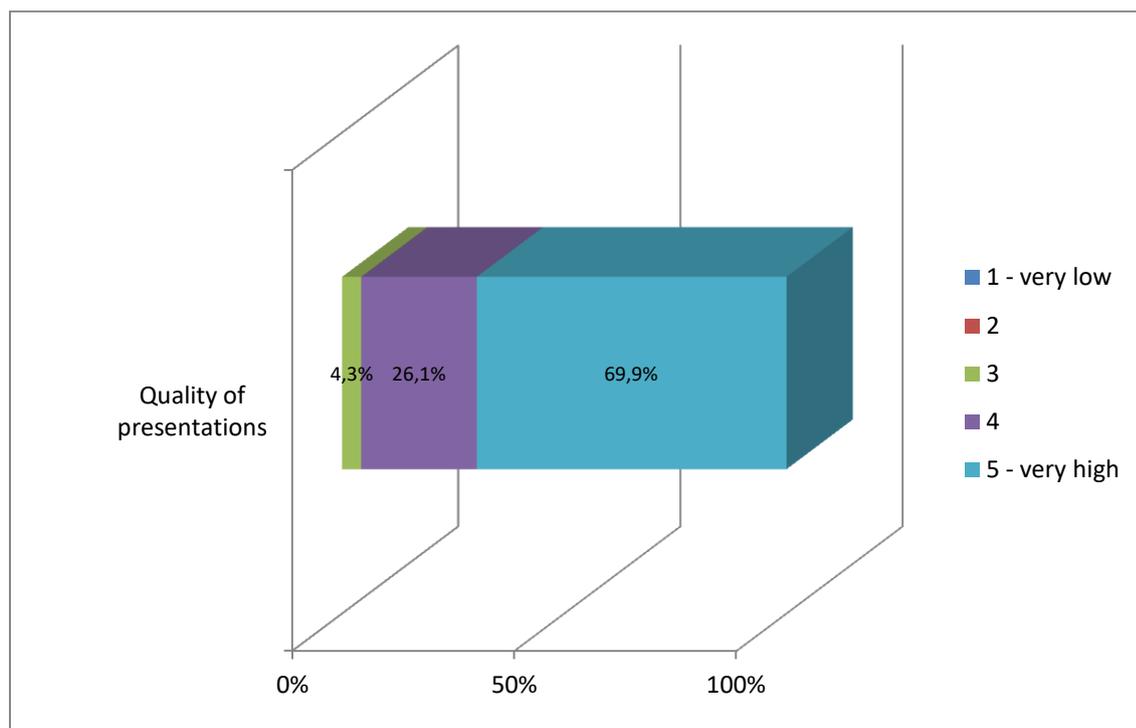
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are as follows: 'Smoking during dinner was very unplesant. '; 'Smoking during the dinner should be prohibited! Thank you. (I am actually smoker & have no problem going out while smoking).'; 'Non smoking restaurant. '; 'There should have been non smoking restaurant when having dinner. '.

From other point we find out that event participants seen event organization as an example of good practice: 'The level of organizational quality shoud be followed as an example of good practice for the future hosts of the meetings. '; 'Just keep it like it is. '; 'It was very clear that meeting was well prepared in advance and nothing was left of the improvisation. '; That is the right way to work, congratulations, since this is not always the case. '; 'Everything was great!'; 'Impressed with organization, efficiency & hospitality. '; One participant noticed need for more lines for comments and suggestions, while another one wrote 'No' as nothing to comment or add.

3.2. Quality of presentations

Graph 2 Quality of the presentations



Quality of the presentations was rated mostly with 5 (very high) by 69,9% of the event participants, while 26,1% of the event participants rated presentations with 4 (high), the lowest grade was 3 (good, the middle of span), rated by 4,3% of the event participants. After all, we can see this results as more than satisfying, were 96% of the event participants expressed their attitudes toward the event presentations as high or very high.

In comments and suggestions, we asked participants five group of questions: a) which presentations were particularly good and/or helpful; 2) which presentations were not good and/or

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helpful; 3) where topics missing; 4) what topics you think we should consider or include; and 5) additional comments/suggestions. Answers are as follows.

1) Participants identified this presentations as good and/or helpful: 'Budgeting. '; 'I consider presentation about WPs helpful. '; 'PPT on whole project and MDULS ppt. '; 'Financial staff. '; 'Catering was excellent but the taste of meal was mined by smoking in. '; 'About budget and the legal meters. '; 'Yes. '; 'Basically all presentation regarding. '; ' Administrative rules. '; 'Project planning. '

2) Participants indicated those presentations as not good and/or helpful: 'Some presentations on universities were too long. '; ' Minister of Public Finanace Management CEFOR?! ' or some positive impressions as: 'All ppt were helpful to learn about project partners, to learn about project & Public Administration in Serbia and Albania. '

3) As missing topics participants answered as follows: 'No. '; 'Portien/or examples of costs. '; 'None. '; ' More discussion on actual activities like we did with WP1. '

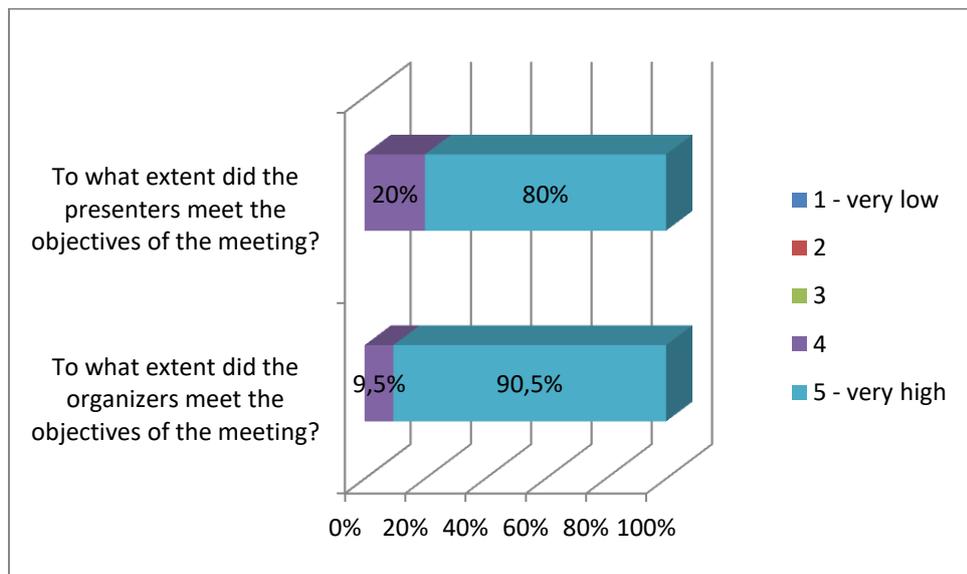
4) As topics they should be considered or include answes reveal two expressions: 'No. ' and 'More details about Partnership Agreement & Project Activities. '

5) As additional commenst/suggetions we find two answers: 'All presenters were to the point and usefull. ' and 'I thought there was a need for panel discussion on the overal gols of the project, overall philosophy, programme logic. '

Added answers are expressing individual perception of the project participants and showed that in the project consortium we have members with different level knowledge and experiences in EU projects and Erasmus+ projects. So far, there is nothing what can be interpreted as lack of content in presentations or suggestions for the project leader or other project partners.

3.3. Quality of the objectives

Graph 3 Quality of the objectives



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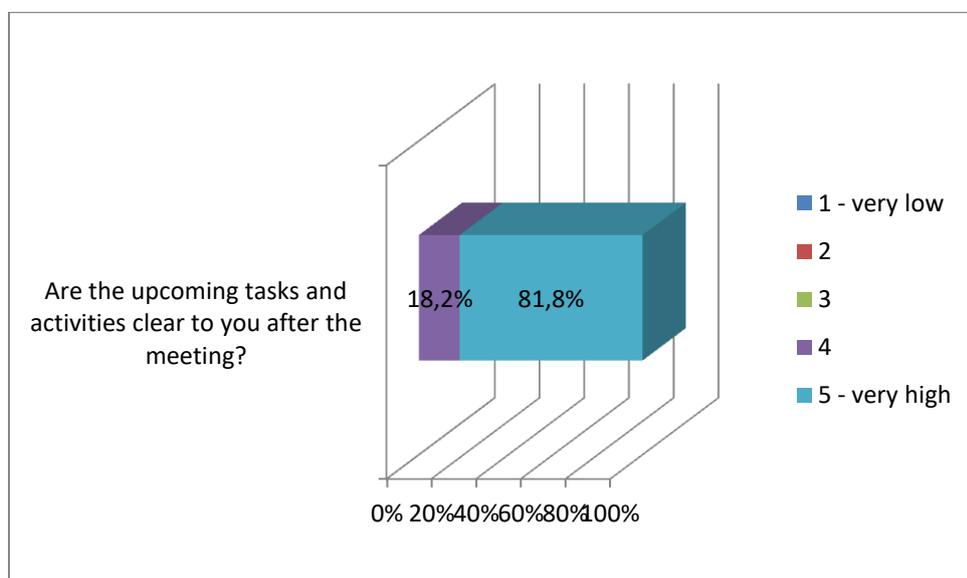
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Quality of objectives has been explored through two questions, 1) To what extent did the presenters meet the objectives of the meeting, and this question was rated dominantly with 5 (very high) by 80% of meeting participants and with 4 (high) by 20% of participants; and 2) To what extent did the organizers meet the meeting objectives, and was rated with 5 (very high) by 90,5% of participants and with 4 (high) by 9,5% of participants. This results showed a high satisfactory level and high devotion for objectives from the all meeting participants

As an additional comment/suggestion one participant wrote: 'Fewer presentations with more space for discussion.'

3.4. Tasks and activities

Graph 4 Tasks and activities

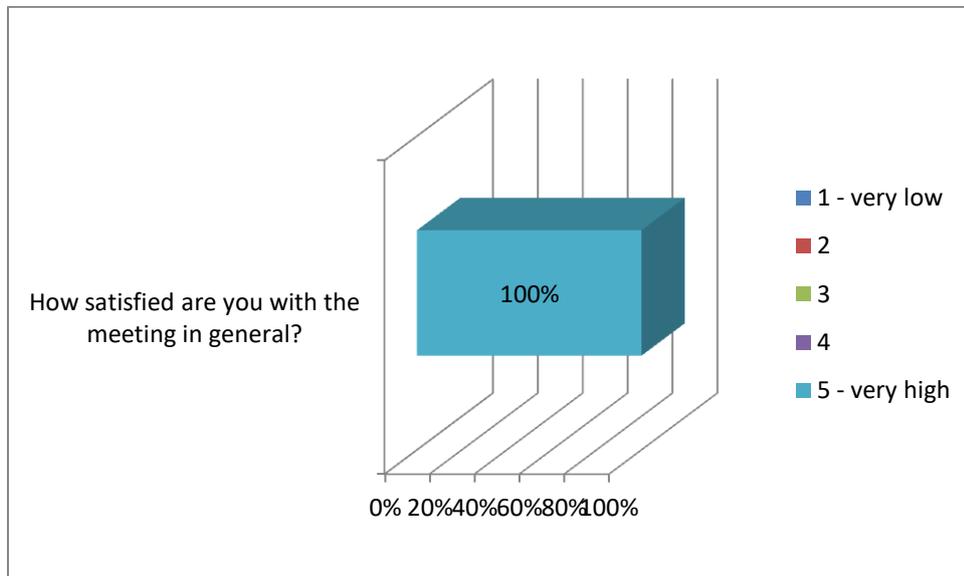


According to the collected answers it is obvious that most of the participants 81,8% showed 5 (very high) understanding of the upcoming tasks and the activities, and small portion of the participants 18,2% expressed 4 (high) understanding of the upcoming tasks and activities. Presented results are more than satisfying.

For this question one additional comments/suggestions was written: 'A concrete plan was introduced.'

3.5. Overall satisfaction

Graph 5 Overall satisfaction



Result presented at Graph 5 speak for themselves, all meeting participants expressed a complete satisfaction with the overall meeting, all of 22 participants rated overall satisfaction with 5 (very high) what represents 100% of satisfaction, and there is nothing to add for the organizers.

Some additional comments/suggestions supported overall satisfaction with this project event, and they are as follows: 'It is great that all partners took part in discussing the first set of activities within WP1.'; ' Thank you for the hospitality.'; 'Perfect very warmfull nice people and team.'; ' Great organization.'

Some other comments/suggestions are: 'Definning smoking area' and 'Was well organized meeting. Partner people prepared and efficent.'

4. Summary

The evaluation of the *Erasmus+ FINAC* project given in this report was based on the evidence on the activities conducted and analysed data related to quality of activities and overall 1st project meeting, rated by all the participants.

The overall picture shows that the quality of the Kick off meeting organization and activities is located at the level of high or very high out of grades defined from: 1 (very low) to 5 (very high) which is the result we can be absolutely satisfied with.

The evaluation shows that event participants rated organization of this event mostly with high and very high in terms of the quality of organization, venue, objectives, task and activities, and usefulness of presentations and discussions.

According to the all results presented in in this report it is obvious that overall satisfaction of Kick off meeting was organized at an excellent level, what need to be continued in upcoming events and years of the project.

Ivana Bilić, PhD
University of Split
Split, December 8, 2016

Annex 1 Event attendance list

No.	Name	Organization	Signature	Permission ¹ signature	E-mail address
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

¹ I confirm with my signature that project organizers and project partners are allowed to use event photos for project promotion activities

Annex 2. Evaluation form



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Evaluation form

Event: Kick off meeting, **Venue:** Rectorate of the University of Belgrade, Studentski trg 1, Belgrade, Serbia (first floor, room 16) **Date:** November 24-25, 2016 **Partner responsible:** University of Belgrade **Contact E-mail:** benkovicsladjana@gmail.com

Dear Participant,

Thank you for attending this event. In our effort to improve an organization and the impact of these events we invite you to complete the following questionnaire. In most of the questions you will be asked to rate your satisfaction on a scale by ticking the appropriate answer. In all the questions you will be asked to describe your personal opinion in a few words and to give suggestions for the improvement of the following events.

We thank you in advance for your valuable contribution!

1. Quality of the organisation

A	Please evaluate the overall quality regarding the organisation of the meeting	Very low	1	2	3	4	5	Very high
B	Please evaluate the quality of information provided	Very low	1	2	3	4	5	Very high
C	Please evaluate timelines of the organization	Very low	1	2	3	4	5	Very high
D	Please evaluate the meeting venue location	Very low	1	2	3	4	5	Very high
E	Please evaluate catering	Very low	1	2	3	4	5	Very high
F	Please evaluate the quality of organization staff(s)	Very low	1	2	3	4	5	Very high

Additional comments/suggestions:

2. Quality of the presentations

a) Please evaluate the overall quality of the presentations

	Very low	1	2	3	4	5	Very high
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Please indicate which presentations were particularly good and/or helpful

Please indicate which presentations were not good and/or helpful:

Were topics missing:

What topics you think we should consider or include:

Additional comments/suggestions:

3. Objectives

a) To what extent did the organisers meet the objectives of the meeting?

	Very low	1	2	3	4	5	Very high
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b) To what extent did the presenters meet the objectives of the meeting?

	Very low	1	2	3	4	5	Very high
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Additional comments/suggestions:

4. Tasks and activities

a) Are the upcoming tasks and activities clear to you after the meeting?

	Very low	1	2	3	4	5	Very high
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Additional comments/suggestions:

5. Overall satisfaction

a) How satisfied are you with the meeting in general? Very low 1 2 3 4 5 Very high

Additional comments/suggestions:

Any further comments/suggestions:
