Leonardo Da Vinci project visits: partner questionnaire

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Please send this questionaire to each of your partners, and return the completed questionaires to your project manager at the national agency at least two weeks in advance of your visit.

National agency staff may use this form as a basic guide to interviewing partners of leonardo da vinci transfer of innovation projects during the project visit.

Why do we collect information from partners of leonardo projects?

Talking with partners is a valuable part of the visit process, as it allows the national agency to learn more about their role in the project. Additionally, it should give an insight into partnership-working and the transnational dimension of the project.

Project number:			
Project title:			
Name of partner interviewed			
Partner organisation(s)			

Project Management		
How often do you provide monitoring information to the promoter relating to finances and progressof activities/results?	Using the web site. There is a shared spreadsheet and editable pages. This is further supported by individual e-mails and dialogue on Skype. 3 project meetings have been held. Not in original plan Many meetings with the regulators, extension of the original qualifications to cover the full range of possibilities for the QCF (EQF). Adds 4 more qualifications to the portfolio. Contributions from Polish and Portuguese, and Malaysian partners for additional language translations. Initial training at the start up meeting. New on-line training courses on the web site. Currently two assessors traine Not in original plan Many meetings with the regulators, extension of the original qualifications to cover the full range of possibilities for the QCF (EQF). Adds 4 more qualifications to the portfolio. Contributions from Polish and Portuguese, and Malaysian partners for additional language translations. Initial training at the start up meeting. New on-line training courses on the web site. Currently two assessors trained	

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How do provide feedback into the project? (are there systems in place such as calls, meetings, evaluation)	Feedback can be sent to the Project Office in the UK by telephone, e-mail, post or any other means of communication. In practice, the most common is through e-mail and internet group discussions. In addition to these on-going methods, there are regular project meetings (3 so far). The external pedagogical monitor also provides a channel back to the project as he gathers information from partners.
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Lessons learnt/problems overcome (if applicable)	We have found that using Google Docs spreadsheets is a good way of sharing information and that a Group forum allows greater transparency to all participants than individual e-mails. We have learnt to be flexible because the delay in the finalising of the assessment criteria by the UK regulators delayed certain aspects like assessor training and translations and so we have reorganised some work so we can stay on schedule.

Results, transfer process and target group

Is the project on schedule to achieve the results as planned?	Yes, we will achieve the results planned and we have also achieved some results beyond what was specified in the plan.
How are you implementing the transfer of the matierials/innovation?	The main focus for the transfer is the web site and training. In order for the qualifications to be transferred, we have to set up the infrastructure for training and carry out that training. We have implemented some additional technical support for this. The certification (awards) site now has a built in translation system with a "translator" user role. This means we have the flexibility to translate to any language, not just those of the project members. Training is on-going with partners gradually becoming more and more familiar with the pedagogical basis for transfer. Most of the first year of the project is devoted to training, translations and developing the supporting technologies to enable the transfer. Most of the transfer itself is planned for Year 2.
How are you involving the target groups in the project? Has it been easy?	We have been talking to the target groups and researching their interests using the questionnaire that is translated into the partner

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	languages. While involvement is easy, sustainable take up is less certain and requires further analysis of the research data.

Impact/innovation

What makes the project innovative in your country? - What is the scale of innovation (sectoral, geographical etc.)? Have any good practice examples already emerged?	(Needs to fit local conditions)
To what extent is the project making an impact in your country? Are key stakeholders involved?	Individual people Your organisation Other organisations Government
What dissemination/ exploitation activities have you been involved in?	Any channels such as Open Source lists, networks with own national agency, other partners, training providers, schools colleges government.
Who are you targeting for dissemination/exploition activities? (audiences, local/regional/national levels)	Schools, colleges, training providers, local government, regional government.

Source URL: https://theingots.org/community/PartnerQuestionnaire

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