

Lifelong Learning Programme 2007-2013
Leonardo da Vinci
TRANSFER OF INNOVATION
Model: ASSESSMENT FORM FOR INTERIM REPORT
Content Assessment (for independent expert)

Numer szkicu: 000124183 formularz: LDV/2013/TOI/RCC

IDENTIFICATION OF THE PROJECT

Grant Agreement number:		Grant Agreement period:
Year:	Country:	Project duration (months):
Title:		
Beneficiary:		
Name of Beneficiary's legal representative:		
Period covered by the report:		
From:	To:	
Grant Agreement amendments		
If yes, how many:		

I. REPORT ASSESSMENT

Please provide an assessment and detailed comments for each section (or sub-section) while referring to the corresponding sections of the Interim Report, Agreement Form and Agreement Amendments (where applicable)

Please choose "YES", "NO" or "N/A" (not applicable) as appropriate (**tick/cross the relevant box**)

1. WORK PROGRAMME (sections F and H of Interim Report)

1.1. Project Results

I Significant progress has been made towards the adaptation of the innovation which the project is transferring, in all 'agreed' target languages (as was foreseen in the proposal for the interim stage)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
II Results are suitably aimed at target group(s)/sector(s), end-users	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

Comments (where there are changes to what was foreseen at this stage in the project, please explain these changes - please also note the consequences of these changes and list any action to be taken):

III Content of training products, materials and programmes (where appropriate) reflect current developments among the target group/sector or educational system where relevant	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
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Comments (strengths, weaknesses and recommendations):

1.2. Evaluation and testing

I Evaluation and testing activity has begun/taken place (where appropriate to project output/results) and sufficient information is provided on methods and results related to this activity	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
II Relevant partners participate in evaluation and testing as planned	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

Comments (strengths, weaknesses and recommendations):

2. DISSEMINATION AND EXPLOITATION OF RESULTS (section G of Interim Report) [please complete each section individually commenting upon results already achieved]

I Specify the media with which project results have been disseminated:

Website	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
CD-ROM	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Printed materials (booklets, manuals, analyses, studies, etc.; please specify below)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Other (e.g. video, phone, e-mail, meetings, etc.; please specify below in the comments section)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
II Dissemination activities have taken place as planned and have involved the appropriate partners	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
III Dissemination activities have taken place as planned and have addressed the appropriate wider target group(s)/sector(s), end-users	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
IV Are there indicators that target group(s)/sector(s), and/or authorities, authorised bodies or policy makers will take up the project results?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

Comments (media used, addressed target group(s)/sector(s), end-users; strengths, weaknesses and recommendations):

Description of the permission for use is provided	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
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3. TARGET GROUPS (section H of Interim Report)

I Have target group(s)/sector(s), end-users, educational structures, VET policy and decision makers been sufficiently involved?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
II Are the target groups relevant and consistent with the application?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
III Have all the figures, codes and descriptions been provided in section H.2?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

Comments:

4. OVERVIEW OF PROJECT PROGRESS

4.1. Past Activity – select one statement which relates most closely to the project

<input type="checkbox"/> I Activities were carried out as planned and project outcomes (training products and/or results) were achieved
<input type="checkbox"/> II Activities were carried out as planned although project realisation has not progressed as planned (e.g. some products were not developed as foreseen; there are delays)
<input type="checkbox"/> III Activities were not carried out as planned although interim outcomes were achieved
<input type="checkbox"/> IV Activities were not carried out as planned and interim outcomes were not achieved

Comments:

4.2. Future Activity – select one statement which relates most closely to the project

<input type="checkbox"/> I Changes in future activities are planned and will ensure progress in the project
<input type="checkbox"/> II Changes in future activities are planned and these changes may have negative impact upon project progress
<input type="checkbox"/> III No changes are planned in future activities

Comments (strengths, weaknesses and recommendations):

5. Content Assessment - Expert's Comments

Please provide an 'overall assessment' of the project as a whole, and justify the rating (conclusion):

5.1 Strengths:

5.2 Weaknesses (to include any potential problems):

5.3 Immediate action necessary to complete the current assessment (the results of this action may change the initial rating applied to the current content assessment)

5.4 Action to be taken with regard to the second project period and submission of the Final Report (to form the basis for any future monitoring and/or audit activity)

Further information

Conclusion (select either GREEN, ORANGE or RED):	<input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red
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General Guidelines (Process/Management):

When awarding the final conclusion (colour rating) pay attention to both positive 'YES' and negative 'NO' assessments and to the additional 'COMMENTS' sections. Note also that the choice of a GREEN, ORANGE or RED conclusion is not a direct mathematical summing up of positive and negative responses but should be based largely on the comments within different sections of the assessment and represent a *global judgement on progress towards the final results*, as contractually agreed.

A **GREEN** conclusion should be applied where there is clear progress in the project as expected at the interim stage and where there might be the need to contact the beneficiary to clarify only one or two minor issues.

An **ORANGE** conclusion should be applied where there are signs of progress but where there are also issues or concerns which might need to be addressed through *immediate contact with the beneficiary and/or additional monitoring*.

A **RED** conclusion should be applied where there are huge delays and/or minimal levels of achievement at the interim stage and where there are *serious concerns with regard to the future of the project*.

Expert's Declaration of Non-conflict of Interest and Declaration of Confidentiality Interim Content Assessment.

I (Name) declare that I have no link with the project or any personal interest in its success or otherwise that could influence my impartiality. I will not disclose any information concerning this project or my assessment or any other matter relating to it outside the agreed assessment procedure.

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Date:

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Signature:

Name of the Expert's Organisation (where applicable):		
Address:		
Telephone:	Fax:	E-mail: