



ERASMUS+ KA2 Strategic Partnership
2019-1-HU01-KA202-060911
INTEREST - INTEgrated REporting for SMEs Transparency

Kick-Off Meeting Quality Report

by MAC-Team aisbl

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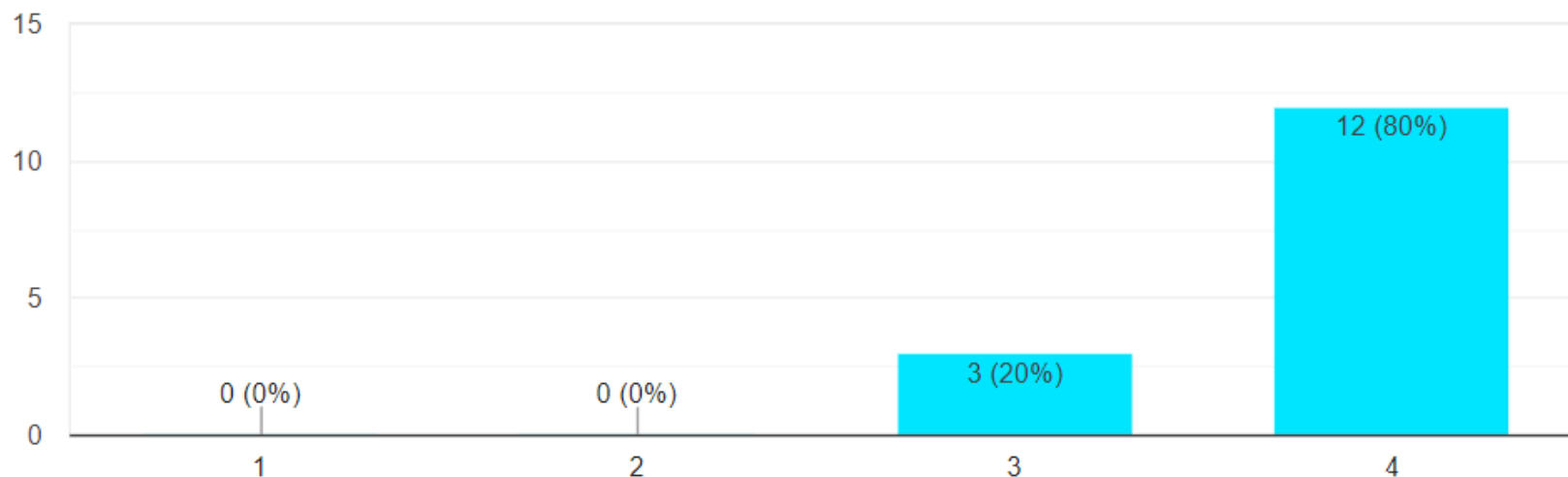




Q1: Did you find the meeting/event useful?

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15 válasz





Q2: What subject areas did you find particularly useful?

- **“Details on project planning and controlling, getting to know the partners**
- Time schedule and contents of the work packages (in particular those to be accomplished soon)
- create the common goals and tasks during the project, especially the Framework and the Guide.
- **Clarification of project deliverables and administrative procedures**
- **Summary of the project background** by A. Szirmai, presentation of F. Robertson regarding preliminary analysis, remarks of P. Thompson on IR framework for SMEs, action planning presented by L. Varga
- Detailed discussion on **IO1 development Financial reporting and administration Quality management issues**
- Meeting the other participants personally; Adding a lot more detail to what was already on paper through application - ***the project became more concrete.***

- Not so much time would have been necessary at the beginning for presentations of different organisations.
- Discussion of workplan

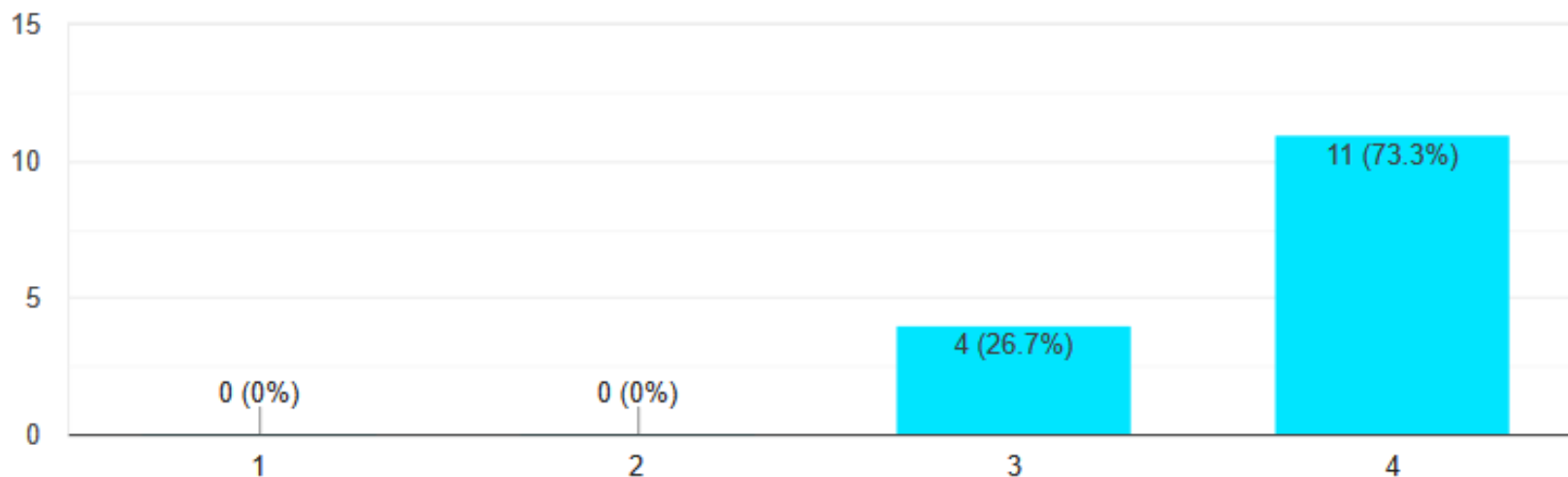




Q3: Were the meeting/event objectives clearly stated?

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15 responses

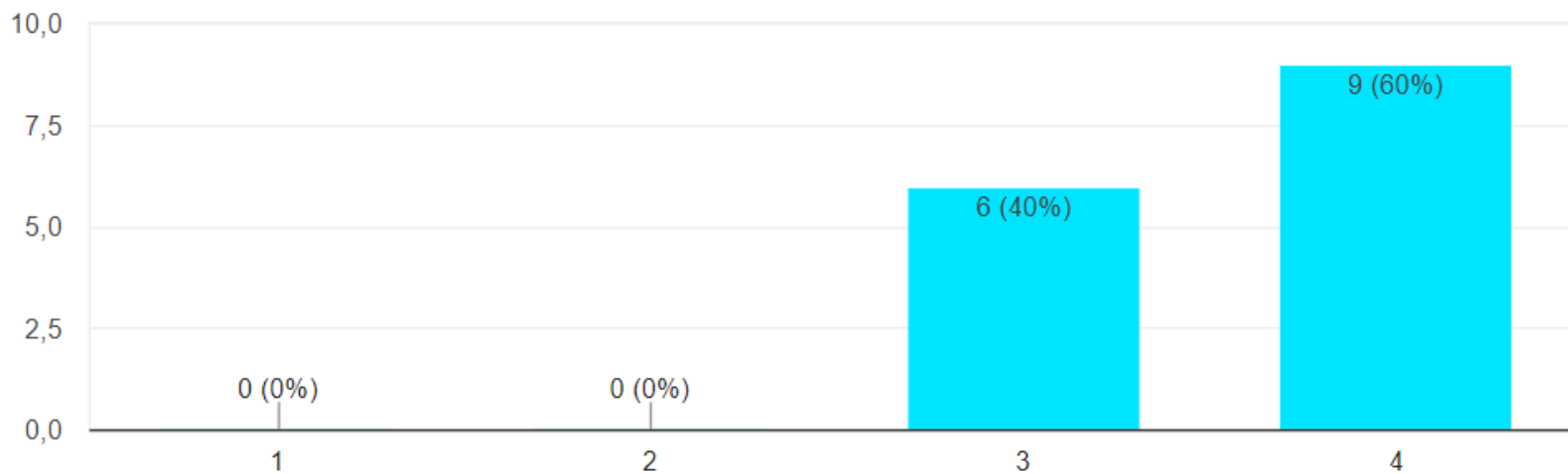




Q4: Did the meeting/event cover your previous expectations?

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15 válasz

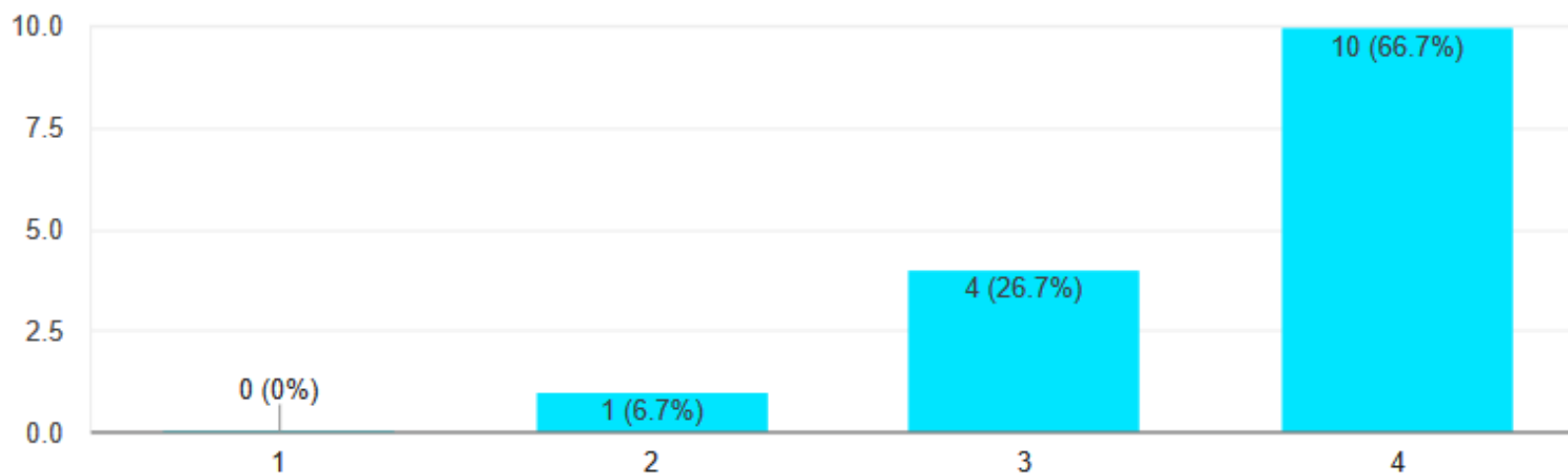




Q5: Do you have a better understanding of the project, activities and/or outputs? (after attending this meeting/event)

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15 responses





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Q5: Do you have a better understanding of the project, activities and/or outputs? (after attending this meeting/event)

Yes I do. The only thing which was a bit confusing was the quality assurance presentation. In my opinion it was too general, and the Excel spreadsheet did not convince me that this is an effective quality monitoring tool.

The focus of the first meeting was mainly on WP2 and IO1. The other WPs and IOs were less discussed.

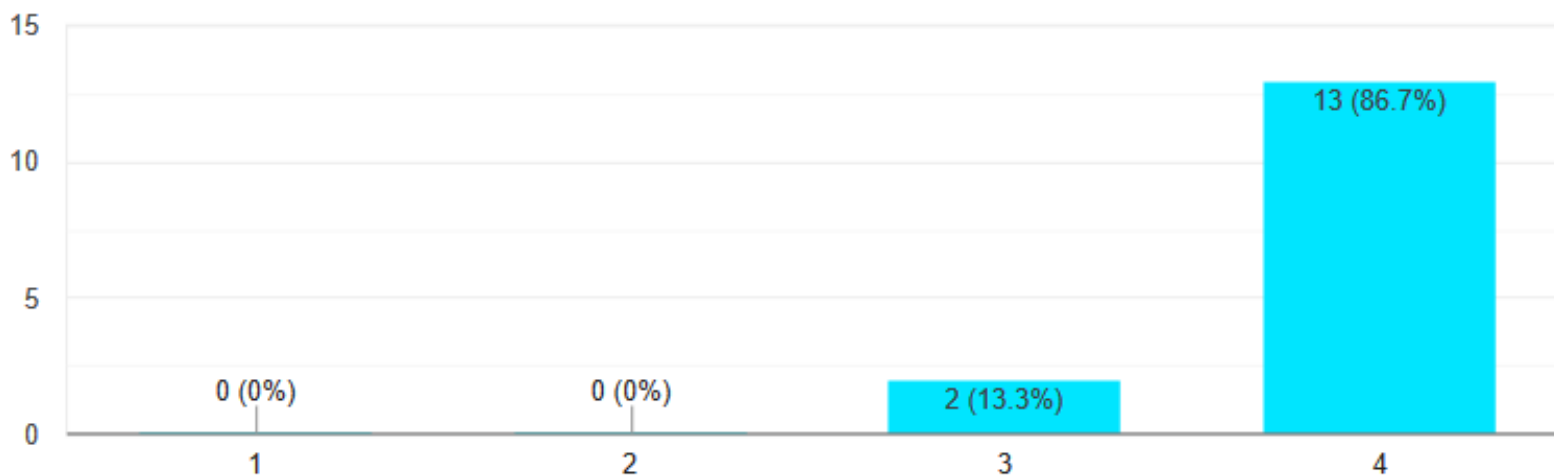




Q6: Previous information about the meeting/event

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15 responses



- Everything is available on the Coospace. That's very helpful.

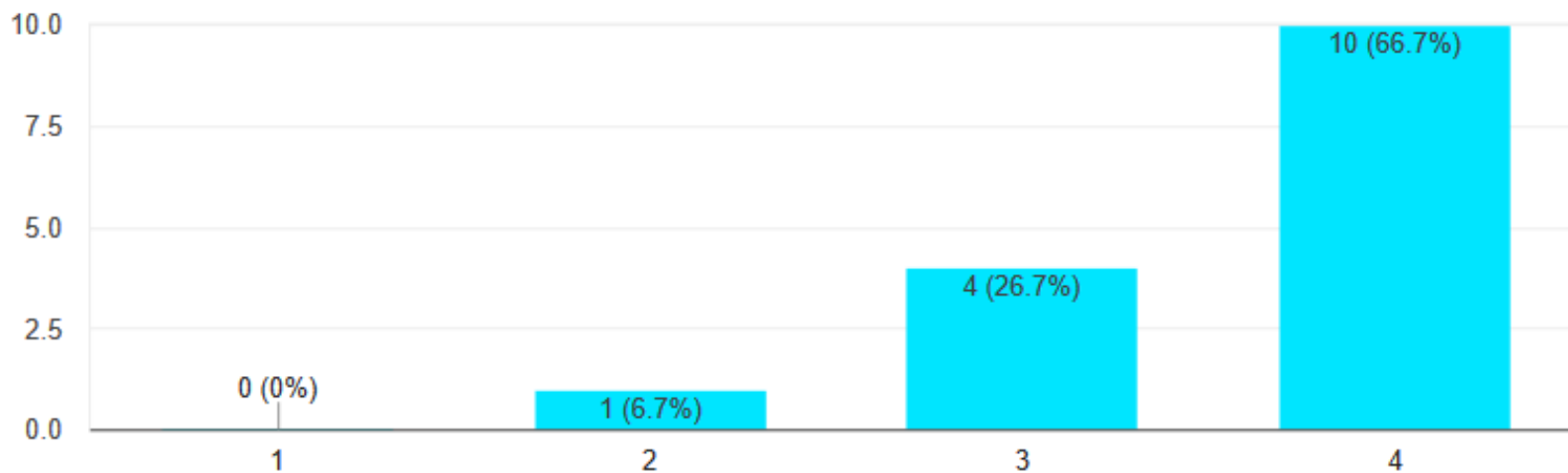




Q7: Venue of the meeting/event

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15 responses





Q7: Venue of the meeting/event

5 comments:

- It was not the perfect place for an informal partner meeting, but 25 people participated on the first day, and it needed such a big room
- It was a beautiful meeting room but it was difficult to communicate and to get in touch...
- Spectacular interior, but people tended to forget using microphones.
- Room was very nice, but the distance between the partners too Long.
- Even though I rated 3, I would say that the room we met in was not the best for establishing discussions. Otherwise, everything was fine.

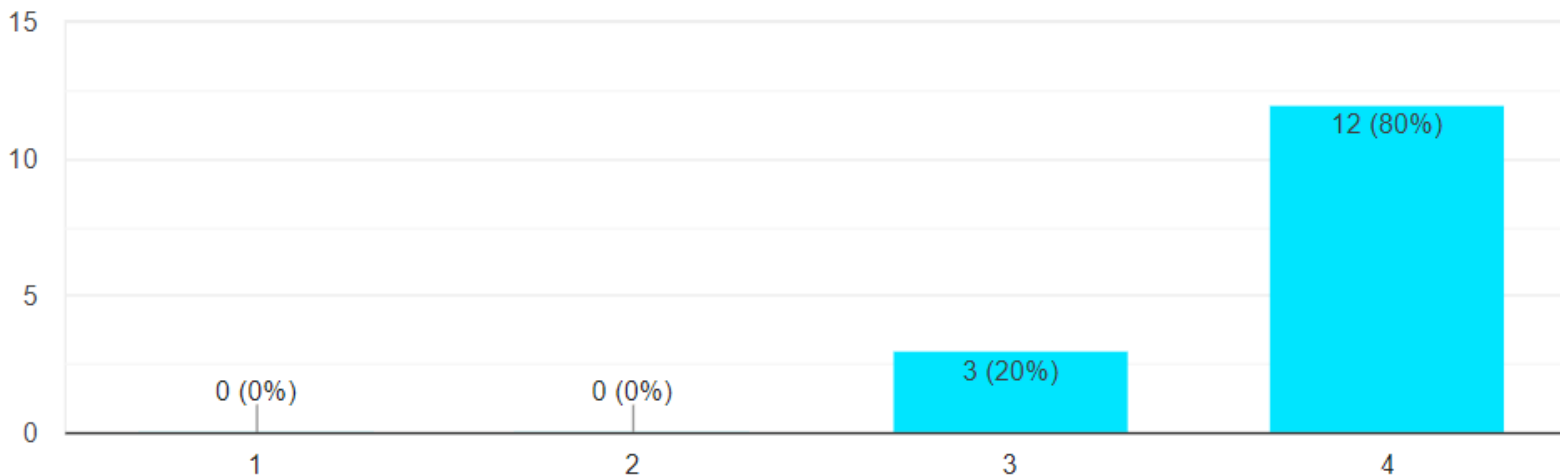




Q8: Agenda of the meeting/event (timing)

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15 válasz





Q8: Agenda of the meeting/event (timing)

3 comments:

- Perhaps the work pace on day two was too quick (a lot of important issues were presented that day). But on the other hand I do not feel we missed anything - thanks to your moderation.
- Partner presentations were sometimes too long; it is better to restrict not time but number of slides.
- Well thought out, just less time would have been needed at the beginning to present contributing organizations.

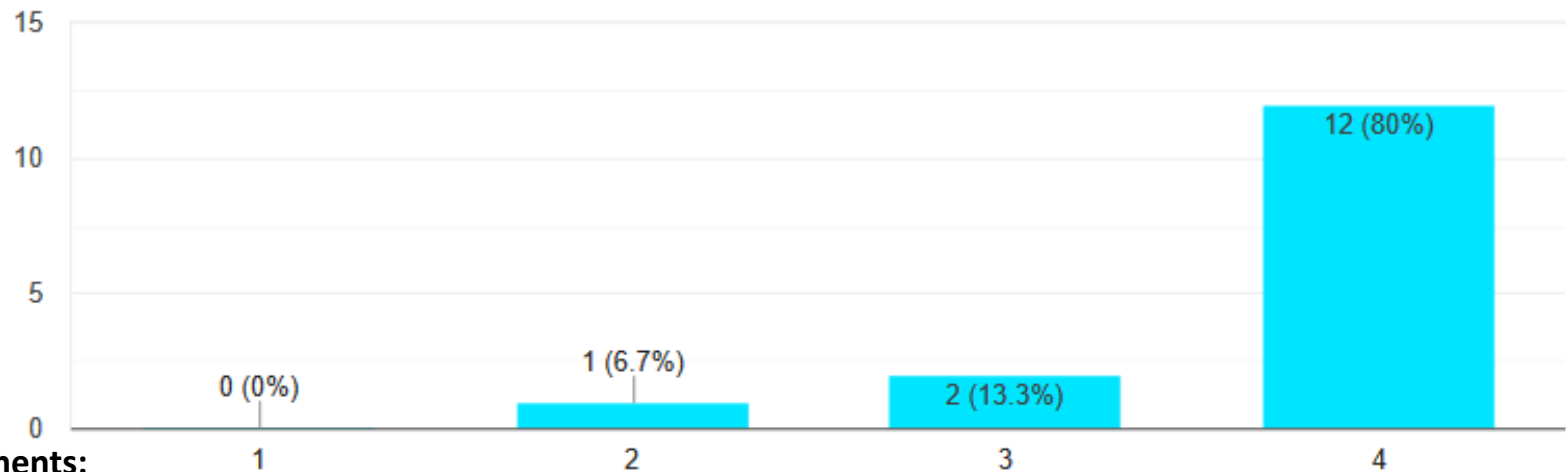




Q9: Quality of the contents

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15 responses



2 comments:

- I expected that during the first meeting the final structures for national reports and 6Cs framework are to be decided.
- Section on **IR framework was a little difficult to follow at times**, also it would have been good to have discussed the definitions of the capitals at the meeting in order to reach a common definition.

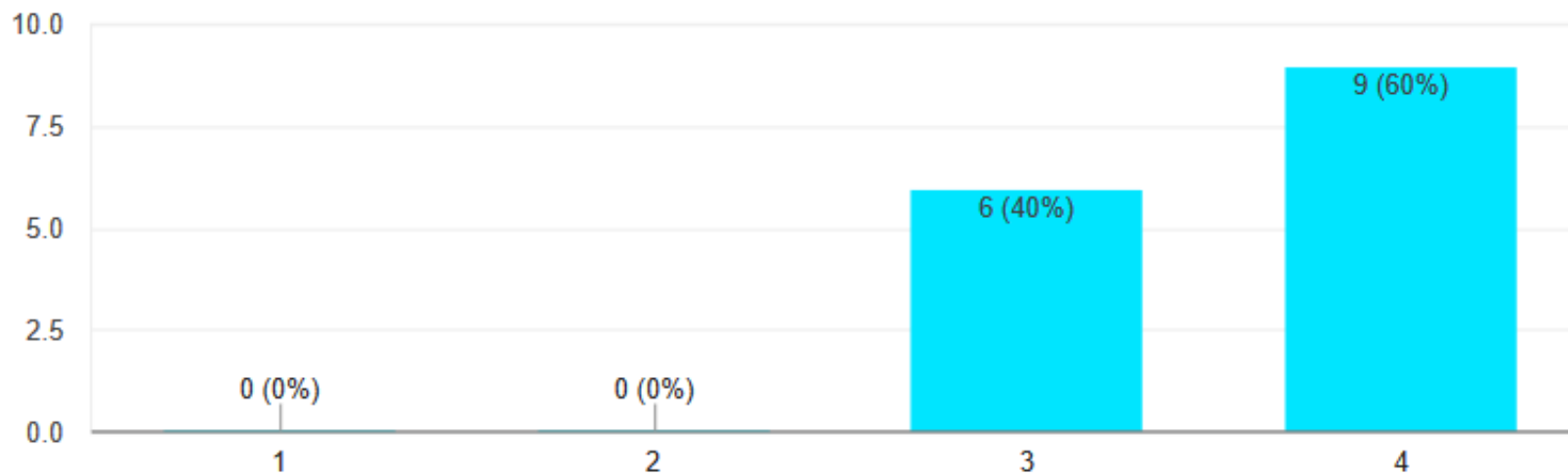




Q10: Decision-making process

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15 responses





Q10: Decision-making process

Some Comments:

- “I still believe that the deadline to deliver national reports should be prior to that when reports on capitals should be presented. And, unfortunately, I would separate personal motivations from professional ones. I know that people like to spend a long Christmas break with families, but I am afraid that with two reports to be delivered on the same day, we are going to have some confusing communication about the end of January. But, perhaps, those concerned are based on bad experience from another project”.
- “I think that this will change over the course of the project anyway as all partners get to know each other. “

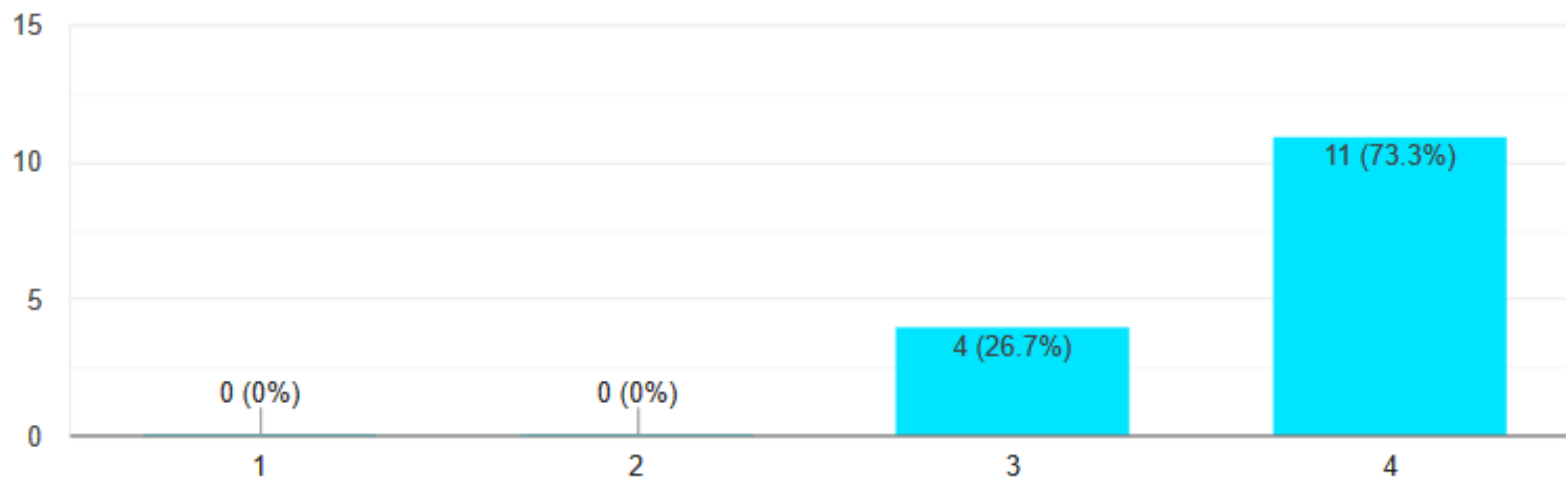




Q11: Partners commitment

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15 responses

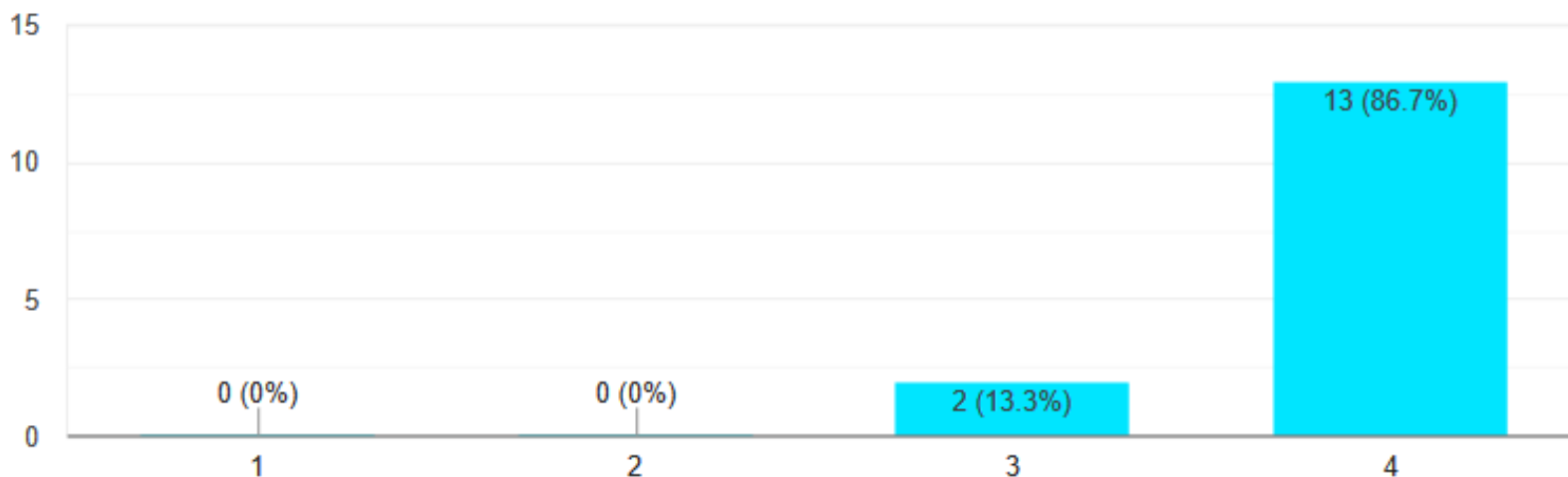




Q12: Networking

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15 responses

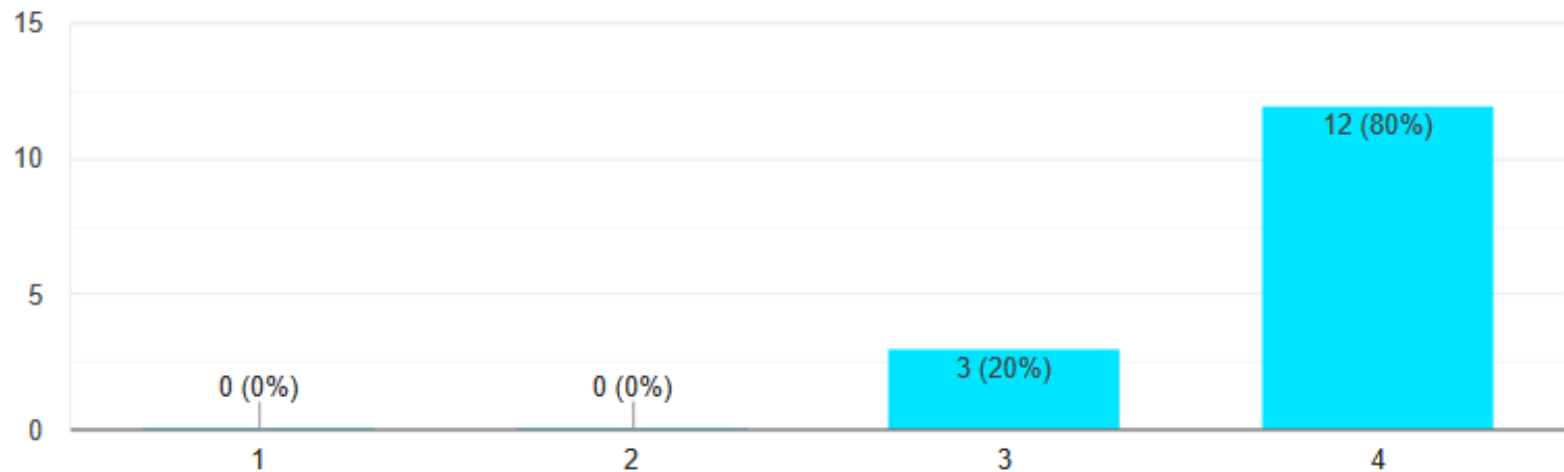




Q13: What are your overall satisfaction with this meeting/event?

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15 responses





Q13: What are your overall satisfaction with this meeting/event?

- First of all, **it was important to I get to know all project partners** (not only their institutional background).
- Secondly, **it is always better to receive a condensed message** of what is expected of us to be accomplished in the project and when rather than to look for it and interpret certain section of the project proposal on one's own.
- Thirdly, it was very good to see that you - **the project coordinating institution - are so well organised and prepared to run this project. That gives a lot of motivation and confidence in the final success of the project. Thank you for that!**
- We should have had another type of room as the Lotz room is not good for communications, discussions.
- This was a **well organised meeting** and congratulations for this go to the host. There was space for questions to be asked and points raised in a supportive and open environment. The meeting agenda was addressed properly and the meeting was managed very well indeed.
- As I mentioned in Budapest I am impressed with your project management skills!
- **Participants should not use their notebooks except for presentations;** maybe a compromise: longer and more breaks (to answer the emails etc.) but then **100% attendance in the meeting.**





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The logo for INTEREST features the word "INTEREST" in a white, sans-serif font centered within a circular arrangement of colorful, stylized human figures. The figures are composed of thick, rounded lines in shades of red, orange, yellow, green, and blue, forming a ring around the text.	<p>Co-funded by the Erasmus+ Programme of the European Union</p> The flag of the European Union, featuring twelve five-pointed gold stars arranged in a circle on a blue background.
	<p>This project has been funded with support from the European Commission.</p> <p><i>The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.</i></p>

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