

Partners' Self-evaluation record for Trans-national Visits

TNV 6 May 12 – 16 / 2011

Location Belfast/ Downpatrick

Country Co-ordinator William Devlin

Organisation Downe U3A

No	Performance Indicator	Themes	4	3	2	1
1	Quality of the trans-national element					
1.1	Input into the event by the project partners	<ul style="list-style-type: none"> The extent to which each partner contributes to the event The evidence of partners sharing roles and responsibilities during the event. 	X X			
1.2	Links between the aims of the event and the overall aims of the project	<ul style="list-style-type: none"> Mutual understanding amongst partners about the project and event rationale and the short term and long term objectives of the event Clear evidence in the event programme of real synergy with the overall objectives of the project 	X X			
1.3	Development of positive attitudes towards Europe	<ul style="list-style-type: none"> Opportunities for the development of positive attitudes towards Europe and towards trans-national activities The extent and quality of the intercultural dimension The extent of opportunities for participants to share information about their own countries and education systems 	X X X			
1.4	Promotion of other languages	<ul style="list-style-type: none"> Extent and quality of the opportunities for the use of various languages both by trainers and by participants Evidence of strategies for overcoming language difficulties 		X X		
1.5	Representation from a variety of countries	<ul style="list-style-type: none"> The extent to which a reasonable representation of participants from 	X			

		various countries has been achieved				
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No	Performance Indicator	Themes	4	3	2	1
2	Structure, content and delivery of the event					
2.1	Organisation of the trans-national event	<ul style="list-style-type: none"> Evidence of clear planning Realistic timescales Appropriate selection of delegates 	X X	X		
2.2	Effectiveness of content and appropriate range and balance of activities	<ul style="list-style-type: none"> Appropriate content, clearly related to the aims and objectives of the event Relevant mixture of activities eg icebreaking activities, didactic sessions, workshops, social activities, free time Appropriateness of the social programme 	X X X			
2.3	Effectiveness of the delivery by Coordinators	<ul style="list-style-type: none"> Coordinators have the appropriate subject competence and knowledge Coordinators are good communicators with the necessary language skills Coordinators have the appropriate didactic experience for delivering a professional Action 	X X X			
2.4	Effectiveness of shared ownership of the event	<ul style="list-style-type: none"> Evidence that the needs and expectations of participants have been taken into account Evidence that participants have the opportunity to contribute their own expertise 	X X			
2.5	Effectiveness of the process of monitoring and evaluation	<ul style="list-style-type: none"> Quality of the mechanism for evaluation both short term and long term including follow-up activities, if appropriate Evidence of on-going assistance to participants, if appropriate 	X X			

No .	Performance Indicator	Themes	4	3	2	1
3	Materials, resources and equipment					
3.1	Provision and suitability of materials, resources and equipment	<ul style="list-style-type: none"> Evidence of appropriate prior information being issued to participants Relevance and quality of materials issued during the event Sufficiency, range and suitability of other resources, including, where appropriate, ICT 	X	X	X	

No .	Performance Indicator	Themes	4	3	2	1
4						
4.1	Quality and appropriateness of the domestic arrangements and the comfort factor	<ul style="list-style-type: none"> Attention to practical details and catering Suitability of the working venue Quality of overnight accommodation, if appropriate Evidence of special requirements (dietary for example), if requested, being met 	X X X			

Action Coordinator William DEVLIN

Example:

'Quality of the trans-national partnership' (1.1)

This performance indicator is concerned with:

- The extent to which each partner contributes to the event*
- The evidence of partners sharing roles and responsibilities during the event*

A performance meriting Level 4 would be illustrated by:

- Each partner plays a role in the preparation and delivery of the event
- There is clear evidence of a collaborative approach with strong team work

A performance meriting Level 2 would be illustrated by:

- There is a lack of commitment in the partners' preparation and delivery
- Where problems have arisen, there is a lack of commitment to finding a mutually acceptable compromise