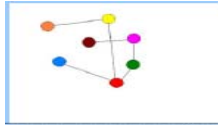


HANDBOOK TO USE THE SET OF INDICATORS TO EVALUATE VALORISATION

Written by Dr. Ilaria Baldini



The “set of indicators” proposed can be used in different stages of a project development:

- 1° stage: writing the project (“*ex ante*” evaluation)
- 2° stage: implementation of the project (“*in itinere*” evaluation)
- 3° stage: after the conclusion of the project (“*ex post*” evaluation)

For each stage we propose Evaluation Matrixes, which have to be used for different evaluation purposes and by the involvement of different stakeholders.

For each evaluation it is important to indicate the time (the date) it is performed.

In each evaluation matrix we also propose a way to measure each indicator, in order to suggest practical tools to make the evaluation of valorisation during all the life cycle of the project.

Anyway, it is possible to choose those indicators which can be considered mainly useful, and they can be “translated” in items of questionnaires, interviews, focus groups...

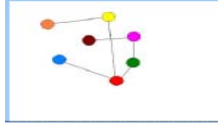


“Ex ante” EVALUATION OF VALORISATION : MATRIX 1

DIMENSION: SUSTAINABILITY

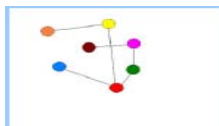
SUBDIMENSION	INDICATORS	SCORING/ASSESSMENT TOOLS	EVALUATION PROCEDURE					
Involvement/ inclusion	To what extent are project objectives widely shared among the stakeholder?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment)</p> <p>Notes/Comments: _____</p>	1	2	3	4	5	<p>Involve, at least, project managers and, eventually, all the partners to evaluate this indicator;</p> <p>It is possible to involve also potential final users, important stakeholders for political aspects....</p>
	1	2	3	4	5			
The potential users are involved in the early phase of the project in the project design)?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	<p>Involve, at least, project managers and, eventually, all the partners to evaluate this indicator;</p>						
Needs	To what extent is the project oriented by a deep analysis of users' needs?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment)</p> <p>Notes/Comments: _____</p>	1	2	3	4	5	<p>Involve, at least, all the partners to evaluate this indicator</p>
	1	2	3	4	5			
	What target and how many people is the project addressed to?	<p>Describe:</p> <ul style="list-style-type: none"> - the typology of the target; - the number of people (or services, institutions...) 	<p>Involve, at least, all the partners to evaluate this indicator</p>					
What kind of needs and problems is the project addressed to?	<p>Document the reasons of the choice of a specific target with specific needs.</p> <p>Outline the eventual differences among the partners countries.</p>	<p>Involve, at least, all the partners to evaluate this indicator</p>						
Attitudes/culture	Are the objectives of the project feasible in the specific cultural, social, legal context?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	<p>Involve some relevant stakeholder of local contexts invested by the activities of the project</p>					
	Are there attitudes and cultural conditions that may facilitate the objectives of the project?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	<p>Involve some relevant stakeholder of local contexts invested by the activities of the project</p>					
Economic source and management	To what extent is the economic source adapt if compared to the objectives?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment)</p> <p>Notes/Comments: _____</p>	1	2	3	4	5	<p>Involve, at least, all the partners to evaluate this indicator</p>
	1	2	3	4	5			
To what extent is there available a management plan to manage the project?		<p>Involve, at least, all the partners to evaluate this</p>						

E N E V A P R O J E C T - E N H a n c e E f f i c a c y t h r o u g h V A L o r i s a t i o n -
L I F E L O N G L E A R N I N G P R O G R A M M E - K A 4 M U L T I L A T E R A L P R O J E C T
A G R E E M E N T - N . 2 0 0 7 - 1 9 9 6 / 0 0 1 - 0 0 1



		Mark one assessment; <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; text-align: center;">1</td><td style="width: 20px; text-align: center;">2</td><td style="width: 20px; text-align: center;">3</td><td style="width: 20px; text-align: center;">4</td><td style="width: 20px; text-align: center;">5</td></tr></table> of the five scores (1= scarce 5= excellent assessment) Notes/Comments:	1	2	3	4	5	indicator
1	2	3	4	5				
	Is there in prevision a plan of monitoring the economic management of the project?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve each partner manager					
Network	Is there a network of stakeholders for the project realisation?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve each partner team¹					
	Is there an identified leadership in the network?	Describe which stakeholder could be recognised as leader in the network and for what reasons _____	Involve each partner team					

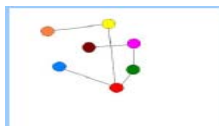
¹ It is the team composed by staff or subcontracts involved in project realisation



“Ex ante” EVALUATION OF VALORISATION : MATRIX 2

DIMENSION: DISSEMINATION			
SUBDIMENSION	INDICATORS	SCORING/ASSESSMENT TOOLS	EVALUATION PROCEDURE
Level of explanation of dissemination goals	What effect is your dissemination effort aimed at producing?	A brief description of the main goals	Involve the coordinator of the dissemination event/action
	What group or groups will your efforts benefit?	Description of the potential typology and number of the target	Involve, at least, the coordinator of the dissemination event/action
	In what ways will the group or groups benefit from your efforts in the dissemination action?	A brief description of the expected effects of the dissemination event	Involve, at least, the coordinator of the dissemination event/action and the project team
Level of explanation of specific dissemination objectives	In terms of each goal, what major areas of accomplishments will be required?	Describe the specific objectives of the dissemination event	Involve, at least, the coordinator of the dissemination event/action and the project team
	In terms of each major area of accomplishment, what quantity and/or quality will be required for success?	<p>Objective 1:</p> <p><input type="checkbox"/> Number of (expected results in quantity) _____</p> <p><input type="checkbox"/> Quality of (expected results in quality) _____</p> <p>Objective 2:</p> <p><input type="checkbox"/> Number of (expected results in quantity) _____</p> <p><input type="checkbox"/> Quality of (expected results in quality) _____</p> <p>Objective</p> <p><input type="checkbox"/> Number of (expected results in quantity) _____</p> <p><input type="checkbox"/> Quality of (expected results in quality) _____</p>	Involve, at least, the coordinator of the dissemination event/action and the project team
Level of acquaintance of dissemination users	Have you collaborated with identified intended user group(s) to determine dissemination goals and activities?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve, at least, the coordinator of the dissemination event/action and the project team
	Have you collected needs assessment data do you have to identify the extent of motivation or readiness of your intended user group(s) to access information in the project's topical area?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve, at least, the coordinator of the dissemination event/action and the project team

ENEVA PROJECT - ENhance Efficacy through VALorisation -
LIFELONG LEARNING PROGRAMME - KA4 MULTILATERAL PROJECT
AGREEMENT - N. 2007-1996/001-001

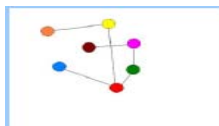


	Are your intended user group(s) known well enough for you to describe such dissemination-related characteristics?	<input type="checkbox"/> average reading/comprehension level <input type="checkbox"/> dominant language <input type="checkbox"/> level/scope of desired information <input type="checkbox"/> accessibility requirements	Involve, at least, the coordinator of the dissemination event/action and the project team					
Level of adjustment of dissemination contents to users features	Is the reading/comprehension level required to understand your project's information analysed and matched to the characteristics of your intended user groups?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve, at least, the coordinator of the dissemination event/action and the project team					
Effectiveness of dissemination medium	To what extent is there available an analysis of the media to be used by your intended users to understand and apply your message?	<div style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Involve, at least, the coordinator of the dissemination event/action and the team project
	1	2	3	4	5			
Is your information to be delivered through existing networks, communication channels, associations/organizations, meetings/conferences, and other venues?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve, at least, the coordinator of the dissemination event/action and the project team						
Level of satisfaction for dissemination activities	Have you sampled your user group(s) regarding information previously received from your project to determine their satisfaction with its communication style, content of message, and accessibility?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve, at least, the coordinator of the dissemination event/action and the project team					



“Ex ante” EVALUATION OF VALORISATION : MATRIX 3

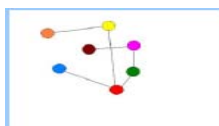
<i>DIMENSION: EXPLOITATION</i>			
SUBDIMENSION	INDICATORS	SCORING/ASSESSMENT TOOLS	EVALUATION PROCEDURE
Level of mainstreaming of project's results	Is there a plan of valorisation of project's activities all along the project's life and also after its conclusion?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____ _____	Involve, at least, the coordinator of the project and the each project teams of each country-partner
	Is there a plan to transfer and use project's results in different contexts?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____ _____	Involve, at least, the coordinator of the project and the each project teams of each country-partner
Level of Knowledge about changes produced by the project in term of good practices	Is there an evaluation plan to document the results to be valorised after the end of the project?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____ _____	Involve, at least, the coordinator of the project and the each project teams of each country-partner



“In Itinere” EVALUATION OF VALORISATION : MATRIX 4

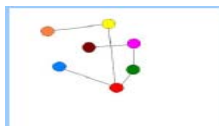
DIMENSION: SUSTAINABILITY

SUBDIMENSION	INDICATORS	SCORING/ASSESSMENT TOOLS	EVALUATION PROCEDURE					
Network	Is the leadership played in order to reach the goals?	<div style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p>Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Involve each partner team; it is possible to ask also to some stakeholder of the network
	1	2	3	4	5			
	Is there effective communication among the network actors?	<div style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p>Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Involve each partner team; it is possible to ask also to some stakeholder of the network
	1	2	3	4	5			
	Is there a monitoring of network activities?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve each partner team; it is possible to ask also to some stakeholder of the network					
	The different professional figures are capable to integrate?	<div style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p>Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Involve some stakeholders of the network
1	2	3	4	5				
Is there an ability to recognise and face criticism in network?	<div style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p>Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Involve some stakeholders of the network	
1	2	3	4	5				
Are methods shared among the different actors of the network?	<div style="text-align: center;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p>Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Involve some stakeholders of the network	
1	2	3	4	5				



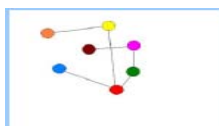
“In Itinere” EVALUATION OF VALORISATION : MATRIX 5

DIMENSION: DISSEMINATION								
SUBDIMENSION	INDICATORS	SCORING/ASSESSMENT TOOLS	EVALUATION PROCEDURE					
Level of adjustment of dissemination contents to users features	Does the content of dissemination event match the expressed informational needs of the intended user groups?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment)</p> <p>Notes/Comments: _____</p>	1	2	3	4	5	Involve the participants (target) of the dissemination event/action
	1	2	3	4	5			
	To what extent are there examples or demonstrations of how to use, and the implications of use of your research-based information?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment)</p> <p>Notes/Comments: _____</p>	1	2	3	4	5	Involve the participants (target) of the dissemination event/action
	1	2	3	4	5			
Is your content reviewed through a quality control mechanism to assure accuracy and relevance?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve , at least, the coordinator of the dissemination event/action and the team project						
To what extent is the content of dissemination available in languages that are dominant among your intended user group(s)?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment)</p> <p>Notes/Comments: _____</p>	1	2	3	4	5	Involve the participants (target) of the dissemination event/action	
1	2	3	4	5				
Level of reliance of sources of information in the scientific community	To what extent your project/organization is perceived by user groups as an active information dissemination resource?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment)</p> <p>Notes/Comments: _____</p>	1	2	3	4	5	Involve the participants (target) of the dissemination event/action
	1	2	3	4	5			
	Is your project “partnering” in any way with nationally recognized associations, organizations, institutions of higher education, or other entities in the scientific community?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve, at least, the coordinator of the dissemination event/action and the team project					
Is your project collaborating with any other organization(s) or association(s) in order to use their current information networks and vehicles reaching one or more of your targeted audiences?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve, at least, the coordinator of the dissemination event/action and the team project						
Effectiveness of dissemination medium	Are you using media channels that are currently reaching your target audience(s)?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Involve , at least, the coordinator of the dissemination event/action and the team project					



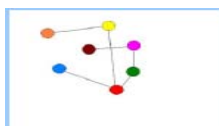
"In Itinere" EVALUATION OF VALORISATION : MATRIX 6

<i>DIMENSION: EXPLOITATION</i>			
SUBDIMENSION	INDICATORS	SCORING/ASSESSMENT TOOLS	EVALUATION PROCEDURE
Level of access to project information	Is there an available analysis on access needs of users?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Ask to each partnership team and to the coordinator
	Is there an available evaluation plan of access and use of information?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Ask to each partnership team and to the coordinator



“Ex post” EVALUATION OF VALORISATION : MATRIX 7

DIMENSION: DISSEMINATION								
SUBDIMENSION	INDICATORS	SCORING/ASSESSMENT TOOLS	EVALUATION PROCEDURE					
Effectiveness of dissemination medium	To what extent have the contents included “real world” examples and illustrations that communicate to non-technical user group(s)?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Involve the participants (target) of the dissemination event/action
	1	2	3	4	5			
To what extent have been used media channels that have reached the target audience(s)?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Involve the participants (target) of the dissemination event/action	
1	2	3	4	5				
Level of satisfaction for dissemination activities	What kind of impact is registered?	Identify the strengths and weakness points of the dissemination event and the obtained results	Ask to participants (target) of dissemination event/action and involve, also, the team project					
	What the level of satisfaction?	<div style="text-align: center;"> <table border="1" style="display: inline-table; margin: 0 auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> </div> <p style="text-align: center;">Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Ask to participants (target) of dissemination event/action and involve, also, the team project
1	2	3	4	5				



“Ex post” EVALUATION OF VALORISATION : MATRIX 8

<i>DIMENSION: EXPLOITATION</i>								
SUBDIMENSION	INDICATORS	SCORING/ASSESSMENT TOOLS	EVALUATION PROCEDURE					
Level of mainstreaming of project's results	Is it possible to assume models from the project?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Ask to each partnership team, to the coordinator, to relevant stakeholders and to project end users					
	Is it possible to adapt and shape results to rise up new projects?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Ask to each partnership team, to the coordinator, to relevant stakeholders and to other project managers					
	Is it possible to include potential users into product testing to ensure the quality and the adaptation of results to specific needs?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Ask to each partnership team, to the coordinator, to relevant stakeholders and to project end users					
Level of Knowledge about changes produced by the project in term of good practices	Are there clear quality criteria, indicators and reliable information in order to document in which sense project activities can be evaluated “good practices” and can represent a model to be transferred?	<input type="checkbox"/> Yes, because _____ <input type="checkbox"/> No, because _____	Ask to each partnership team, to the coordinator, to relevant stakeholders and to an eventual external evaluator					
	Are there documented changes in users life style produced by the project?	<input type="checkbox"/> Yes (description of the changes) _____ <input type="checkbox"/> No (description of the changes) _____	Ask to each partnership team, to the coordinator, to relevant stakeholders and to project end users					
	Are there documented changes in social and political attitudes, in legal system, in political strategies as a result of project's activities?	<input type="checkbox"/> Yes (description of the changes) _____ <input type="checkbox"/> No (description of the changes) _____	Ask to each partnership team, to the coordinator, to relevant stakeholders and to project end users					
	To what extent is there evidence of potencial benefits generated by the project in a specific context for a specific target?	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> <p>Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Ask to each partnership team, to the coordinator, to relevant stakeholders and to project end users
1	2	3	4	5				
Level of access to project information	Is there available information in different accessible formats adapted for every kind of user?	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> <p>Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____</p>	1	2	3	4	5	Ask to each partnership team, to the coordinator, to relevant stakeholders and to project end users
	1	2	3	4	5			
	Are there shared medium to access information about the project?	Describe the available information on the project (telephone number, fax, e-mail, web full text information, or other modalities)	Ask to coordinato, check on the web or in other dissemination media					
Are there available exausitive information about the project?		Ask to each partnership team, to the coordinator, to relevant stakeholders and to project end users						

ENEVA PROJECT- ENhance Efficacy through VAlorisation -
 LIFELONG LEARNING PROGRAMME- KA4 MULTILATERAL PROJECT
 AGREEMENT-N. 2007-1996/001-001



		Mark one assessment; <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>	1	2	3	4	5	of the five scores (1= scarce 5= excellent assessment) Notes/Comments:	
1	2	3	4	5					
Awareness and recognition of intellectual properties of project	Is there available information about project sources of information?	Describe the available project sources information		Make a research of the documents, of bibliographic references...					
	To what extent is there a common agreement about the property or intellectual rights of the project final products?	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table> Mark one of the five scores (1= scarce assessment; 5= excellent assessment) Notes/Comments: _____	1	2	3	4	5		Ask to each partnership team, to the coordinator
1	2	3	4	5					