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E-JADE

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DELIVERABLE REPORT

KNOWLEDGE TRANSFER EVALUATION TOOL

DELIVERABLE: 30

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KNOWLEDGE TRANSFER EVALUATION TOOL

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Knowledge Transfer Evaluation Tool

Executive summary:

An INDICO-based feedback system for secondments has been set up to monitor and evaluate the knowledge transfer to secondees, and from secondees to home and receiving institutions. The tool will facilitate the collection and evaluation of the relevant data and serve as basis for the KTTSummary deliverable (“Knowledge Transfer Summary Report”) at the end of the E-JADE project.

1. INTRODUCTION

Training and knowledge transfer are key constituting elements of the E-JADE project. In order to monitor the success of the project in this respect, deliverable 30 “Knowledge Transfer Evaluation Tool” (KTTTool) requires the set-up of a reporting and evaluation mechanism for the training and knowledge-transfer success of secondments.

2. THE FEEDBACK INDICO PAGE

An INDICO-based feedback system for secondments has been set up to monitor and evaluate the knowledge transfer to secondees, and from secondees to home and receiving institutions. The tool will facilitate the collection and evaluation of the relevant data and serve as basis for the KTTSummary deliverable (“Knowledge Transfer Summary Report”) at the end of the E-JADE project.

The feedback questionnaire (see <https://indico.desy.de/conferenceDisplay.py?confId=12602>) contains questions on the following items:

- Basic information
- Overall scientific success of the secondment
- Scientific output of the secondment
- Personal and “soft skills” success of the secondment

Figure 1 below shows a screenshot from the first part of the questionnaire.

3. KNOWLEDGE TRANSFER EVALUATION

At regular intervals (currently envisaged: months 18, 30, 42) the input to the evaluation tool will be evaluated in order to check the appropriateness of the secondments and to determine whether there are further possibilities to increase their impact.

At the end of the E-JADE project, a summary report on the success of the knowledge transfer will be written as deliverable 31 (KTTSummary).

Personal data	
* First Name	<input type="text"/>
* Surname	<input type="text"/>
* Email	<input type="text"/>

Basic information (personal, home institute, trip)	
In this section, you are asked for some personal information and some details of your trip. This information is parallel to the one used in the official EU reporting.	
* Sex	<input type="radio"/> female <input type="radio"/> male
* 0	Year of birth <input type="text"/>
* Nationality	-- Select a country -- <input type="text"/>
* Home institute	-- Choose a value -- <input type="text"/>
* Receiving institution	-- Choose a value -- <input type="text"/>
* Start of trip	<input type="text"/> DD/MM/YYYY hh:mm
* End of trip	<input type="text"/> DD/MM/YYYY hh:mm
* Guest status	-- Choose a value -- <input type="text"/>
* Work package	-- Choose a value -- <input type="text"/>
* Main purpose of trip	<input type="text"/>
Additional information (references etc.) <input type="text"/>	

Overall scientific success of secondment	
In this section, we ask you to evaluate the scientific (or administrative / managerial / technical) success of your secondment.	
* General scientific success of the secondment	-- Choose a value -- <input type="text"/>
How do you rate the overall scientific success of your secondment on a scale from 1 (very poor) to 5 (very good)	
* Secondment objectives	-- Choose a value -- <input type="text"/>
How well were the objectives of your secondment met (1=not at all, 5=fully)?	
* Personal scientific gain	-- Choose a value -- <input type="text"/>
How much did your personal work profit from the secondment (1=not at all, 5=very much)?	
* Home institute's gain	-- Choose a value -- <input type="text"/>
How much did your home institute profit from the secondment (1=not at all, 5=very much)?	
* Receiving Institute's gain	-- Choose a value -- <input type="text"/>
How much did the receiving institute gain from the secondment (1=not at all, 5=very much)?	

Figure 1: Screenshot of the INDICO-based feedback system for secondments on training and knowledge-transfer issues.