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End Recipient	Ministry of Construction, Transport and Infrastructure – Directorate for Inland Waterways
Type of document	Evaluation analysis
Prepared by	MG
Approved by	IM
Date:	07.05.2018

EVALUATION of the work of the Forum by the Forum members

Date	04.05.2018
Duration	10:00-14:45
Meeting venue	MCTI - Directorate for Inland Waterways, Francuska 9, 11000 Belgrade, Republic of Serbia
Type of meeting	Stakeholders' Forum meeting
Meeting No.	SHFM02

Please answer the following questions by marking one of the grades. Grades are in the range 1-5, where grade 5 is the highest, while grade 1 is the lowest.

1.	Please evaluate if the Forum is being organized and is performing in accordance with the General Rules on Organization and Work of the Forum.					
		1	2	3	4	5
2.	Please evaluate the performance of the Chairperson regarding provision of equal treatment to all members of the Forum.					
		1	2	3	4	5
3.	Please evaluate the form and coherence of the information provided at the Forum meeting.					
		1	2	3	4	5
4.	Please evaluate the level of active participation of the Forum members at the Forum meeting.					
			Passive	Moderate	Very active	
5.	Do you think that all relevant fields of interests have been represented during the Forum meeting?					
			Yes		No	
5.a.	If no, please elaborate which field of interest has not been properly represented during the Forum meeting.					





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Analysis done by	Milica Gačić
Analysis performed on	07.05.2018
Total evaluation sheets	11

Methodology

Evaluation sheets were distributed to all participants of the SHFM02, at the end of the Meeting.

Evaluation sheets are being filled in anonymously and voluntarily.

Representatives of the ER (MCTI – Directorate for Inland Waterways) had not filled in the evaluation sheets, as some parts of questionnaire are related to the performance of the ER.

Evaluations sheets are structured in the way comparable to the evaluation sheets of the previous Forum, in order to achieve comparability of results.

The evaluation sheets consist of five mostly qualitatively defined questions, which were quantified in rates or levels of performance. All questions are related to the quality of presented material, the outputs of the Meeting organization and its participants, in order to enable performance evaluation and identify areas and possibilities for improvements during the next Forum meetings. The last question is an open-ended question, having in mind the purpose of the Forum – to enable stakeholders to freely express their opinion regarding the Project itself and the Forum as a part of it.

As the General Rules on Organization and Work of the Forum were established, the first question was reformulated from *Please evaluate to what extent the Forum has contributed to enabling transparency and public participation during the implementation of the Project* to *Please evaluate if the Forum is being organized and is performing in accordance with the General Rules on Organization and Work of the Forum*, in order to be consistent with the evaluation done during the previous Stakeholders` Forum.

Analysis of the evaluation results for the SHFM01

Q.1. Please evaluate if the Forum is being organized and is performing in accordance with the General Rules on Organization and Work of the Forum.

The general rules of organization and work of the Forum are established as a basic document covering all the principle topics regarding the Forum meetings and to which implementation all members and observers are liable. In that sense, the question of meetings organization related to the General Rules is one of the basics. The majority of participants have affirmed the accordance of the second Forum meeting content with the General Rules – **72.73% of them rated this issue with 5, resulting in an average rate 4.73.**

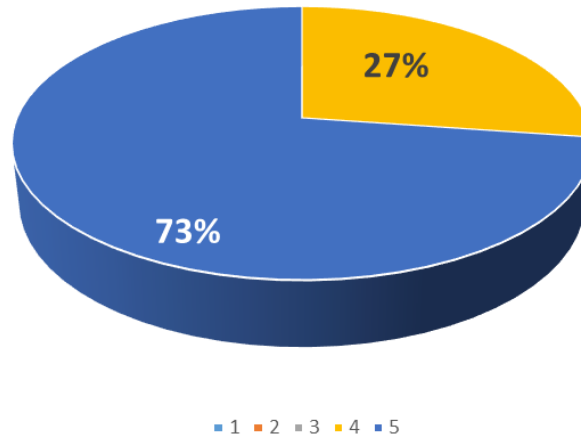




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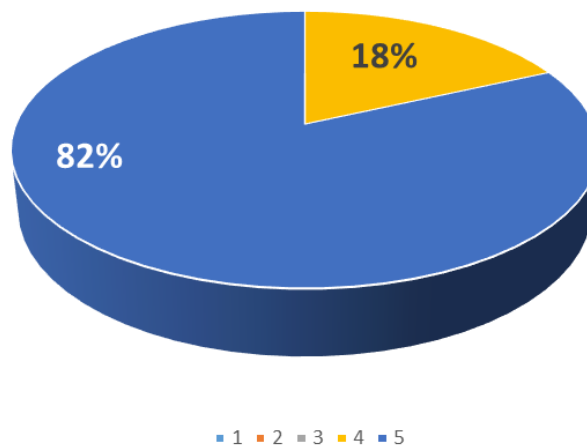


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Q.2. Please evaluate the performance of the Chairperson regarding provision of equal treatment to all members of the Forum.

Provision of equal treatment to all participants by the Chairperson was evaluated as very good. His performance during the Meeting was rated with **4.82**, with 81.82% of the participants rating his work with 5, which is very similar to the results of the previous evaluation analysis.



Q.3. Please evaluate the form and coherence of the information provided at the Forum meeting.

One of the principal aims of the Forum is to exchange and disseminate information about the Project and related activities. The common understanding and the quality of given information must be on a good level in order to achieve the meeting purpose. The form and the coherence of data was evaluated with the average rate of **4.45**. More than a half (54.55%) of participants gave the rate 5 for this question. One participant gave the rate 3. The average rate is slightly improved with regards to the first Forum meeting, but still indicates the need for some modifications related to the information provision manner.

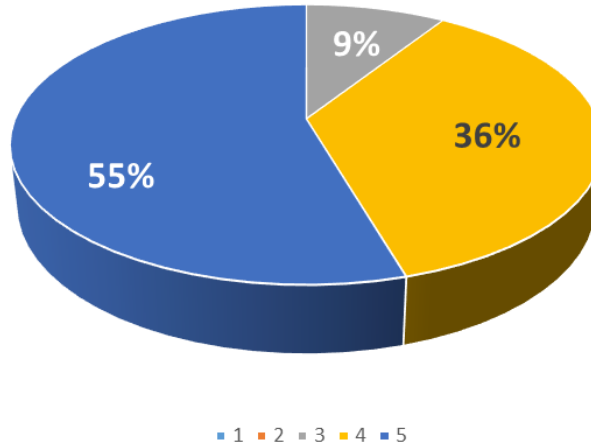




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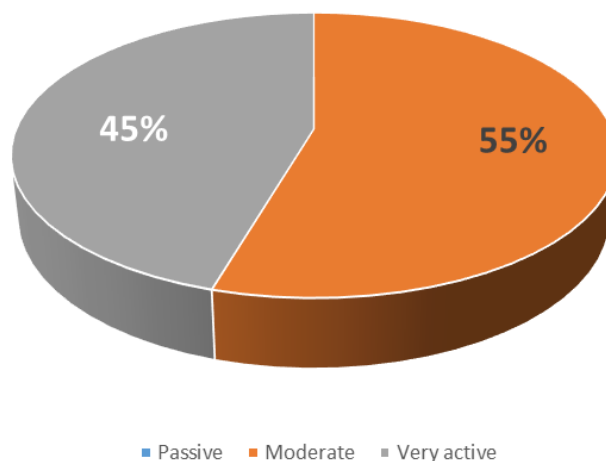


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Q.4. Please evaluate the level of active participation of the Forum members at the Forum meeting.

The Forum implies an open exchange of opinions and attitudes, so the leeway of participants at the meeting is of great value. Their contribution can improve some of the planned project activities, but also to affect the established work of the Forum ameliorating some of the noticed weaknesses. The level of active participation was generally qualified as **moderate** (by 6 participants), which shows that the participation of the present stakeholders was collaborative. Five participants marked the general participation as very active which makes 45.45% of all respondents and show the different levels of active participation depending on the presented topics. The total average rate was very similar to the previous one, obtained after the first Forum meeting, thus showing the remaining active approach of both Forum organizers and participants, but also indicating potential for improvements in this field. Nobody evaluated the stakeholders` involvement regarding their activity as passive, which is a really important predisposition for the Forum continuation.





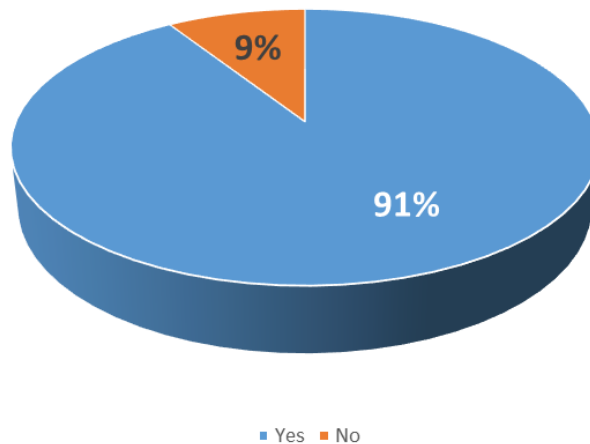
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Q.5. Do you think that all relevant fields of interests are represented in the Forum?

Almost all participants (90.91%) answered that **all relevant fields of interests had been presented** during the Forum meeting. In relation to the previous answers, this topic was also similarly evaluated – with an average rate **4.64**, leaving space for other topics and presentations to be included during the next meetings. The Forum members and observers are free to suggest a topic within a meeting agenda, so this may enable them the elaboration of their field of interest and lead to achievement of common understanding and satisfaction with meeting contents.



Q.5.1. If no, please elaborate which field of interest is not properly represented during the Forum meeting.

Only one participant has reproached the non-inclusion of all significant fields of interest, stating that the hydromorphology topic was missing in the EMRbW presentation of S&EM, although indicated at the Agenda. This points out the necessity of following the compliance of the content of the prepared presentations with the announced topics, as one of the main parameters for fulfilling all of fields of interest.