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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:	16.04.2019

## EVALUATION of the work of the Forum by the Forum members

Date	05.04.2019
Duration	10:00-16:00
Meeting venue	Principle Office, Ribnjak donji put, 21000 Novi Sad, Republic of Serbia
Type of meeting	Stakeholders' Forum Meeting
Meeting No.	SHFM05

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	16.04.2019
<b>Total evaluation sheets</b>	<b>16</b>

## Methodology

Evaluation sheets were distributed to all participants of the SHFM05, 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 starting from the second Forum meeting 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 SHFM05

### 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 meetings organization must be guided by the General Rules. The majority of participants have affirmed the accordance of the fifth Forum meeting content with the General Rules – **88% of them rated this issue with 5, resulting in an average rate 4,69**, which is a slightly lower rate in comparison with the previous meeting. Having in mind the major diversity of participants at this meeting, this different rating approach by all of them is expected and might be also considered as a more relevant result. Since the General rules form hasn't been changed



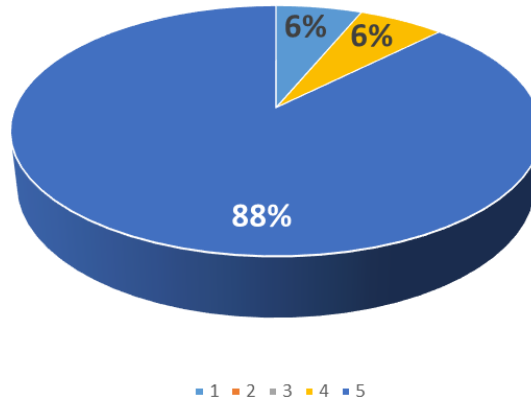


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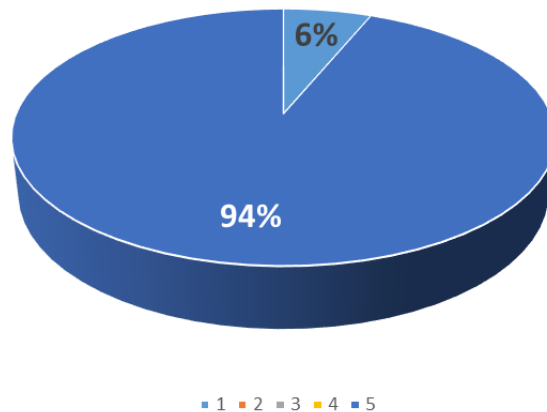
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since the first draft presented during the first Forum meeting, this is indicating that the Forum activities generally compliant with the established procedure.



**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 this meeting was rated with **4.75**, having 94% of the participants rating his work with 5, and it is in accordance with his activity average rate.



**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 4.19, which is compliant to the previous meetings where the rate was also very good. But, taking into account the variety of rates and the fact that one half of the participants did not evaluate the information coherence as excellent, the need for some modifications related to the information provision manner is still indicated.

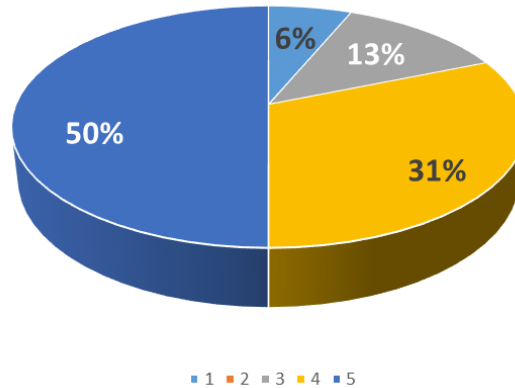




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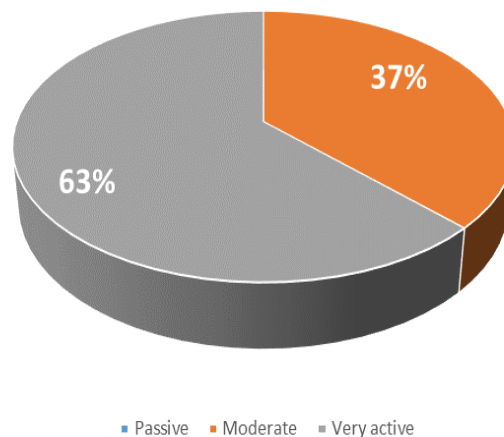


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**Q.4. Please evaluate the level of active participation of the Forum members at the Forum meeting.**

As stated within the General Rules on Organization and Work, 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 during the SHFM05 was generally qualified as **very active** (by 10 participants – **63%**), which shows that the participation of the present stakeholders was very collaborative and improved since the last meeting. Other Forum members and observers evaluated the participation level as moderate, which is also the average mark since the beginning of the Forum start date. The remaining active approach of both Forum organizers and participants can be noticed, but also indicates potential for improvements in this field.



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

As after all previous Forum meetings, **the majority participants** have answered that **all relevant fields of interests have been presented** during the Forum meeting. In relation to the previous four questions, this topic was evaluated the highest – with an average rate **4.75**. Relative to the first two meetings where the Forum members and observers have had proposals for additional info that was



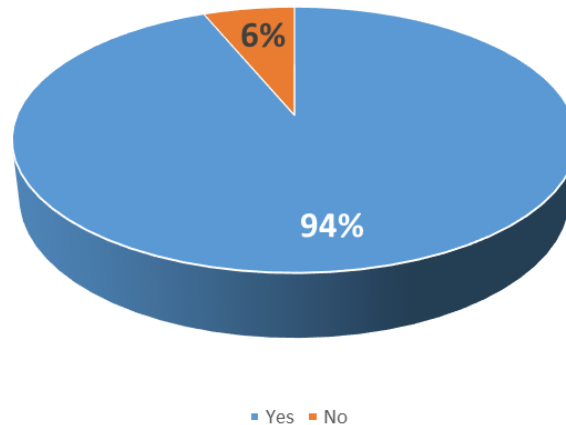


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missing, the SHFM05 Agenda has covered all relevant fields (as it was at the SHFM04 too, with the same agenda structure). The Forum members and observers are free to suggest a topic within a meeting agenda, so this may enable them the elaboration of their field of interest and lead to achievement of common understanding and satisfaction with meeting contents during the upcoming working period too.



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

Only one participant noted that not all relevant fields were elaborated during the meeting and underlined the topic of geodiversity as significant to be mentioned. Considering the defined content of the environmental monitoring reports, geodiversity is not indicated as a separate topic, but in case of relevant discoveries in the course of the Project, this topic will be covered too.