



**jOiNEd For sUsTainability - bUilding climate REsilient
communities in WB and EU**

WP5 - Task 5.1: Quality Assurance Tools

PROJECT MEETING-LUND

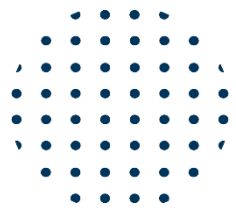
Ss Cyril and Methodius University
in Skopje, Macedonia

Date: June 16th 2023

Place: IUND



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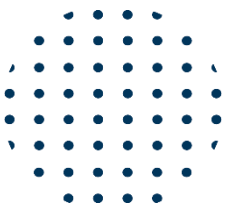


WP5-Task 5.1: Quality Assurance tools (mechanisms and procedures)

Involved:

- **UKIM - University “Ss. Cyril and Methodius in Skopje” – N. Macedonia - Chair**
- **INCA - Institute for nature Conservation - Albania**
- **NASRI - National Agency for Scientific Research and Innovation – Albania,**
- **GNP - Civil engineering-Science and Practice, NGO, Montenegro**
- **AZUR - Association for Risk Management – Bosnia and Herzegovina**





WP5 Quality Control and Monitoring Work Plan

Main activities:

Development of quality control and monitoring mechanisms



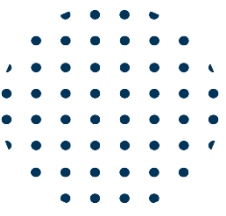
Aim:

To allow smoothly implementation of the future tasks and activities of the project, envisaging problems and suggesting/defining (if any) changes in planned project execution in order to reach the expected results in the best possible way.

Deliverables:

- **D5.1 – QA plan (to be prepared in first 6 months, end of July-Draft version to responsible PP, end of August-to all PP, end of September to be adopted)**
- D5.2 – Final Quality Assurance report





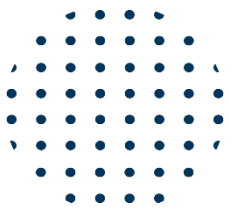
WP5 Quality Control and Monitoring Work Plan



Some of the quality control mechanisms are:

- **Feedback questionnaires** to assess and monitor the implementation of modernized courses, short intensive courses and teaching materials.
- **On field coaching** from EU countries for assessing the quality of newly established KHCSs. **A report after on-field visits** will be compiled and its conclusions and recommendation will be included in the final quality and monitoring report.
- **The 1Future platform** quality will be continuously assessed and evaluated.
- **Research reports** in specific project events, such as the symposiums, **or published research outputs** in journals will be the means for evaluating the quality of the research produced through the project.





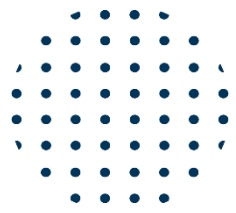
WP5 Quality Control and Monitoring Work Plan



Some of the quality control mechanisms are:

- **The book of the case studies** developed within the WP4, will be **reviewed by all partners**, and will serve as an example of best practices to be used by public and private institutions not only in WB but also in the EU.
- The process of **peer review of submitted articles** will provide journal quality assurance. Therefore, the careful selection of peer reviewers is essential for insuring standards of quality of this project output.
- **Inter-project coaching** has also been foreseen as a mean for **external evaluation**.
- **The external quality control evaluator/expert will be subcontracted.**





WP5 Quality Control and Monitoring Work Plan

QAC will meet in full attendance **twice a year**:

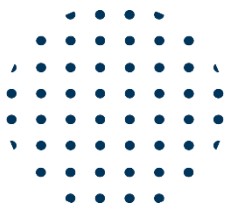
- at the Consortium meeting and
- between Consortium meetings.

Every time an assessment of **6-month outcomes/results** will be done.

The written **Quality reports** will be published and posted on the **project Website**, in order to ensure visibility and dissemination towards all 1FUTURE bodies and all involved staff of the 1FUTURE partners.

QAC will conduct partial control during any visit/meeting/teaching assignment. Between these full or reduced meetings, WP5 members will communicate via e-mail, Skype, ZOOM, etc.





WP5 Quality Control and Monitoring Work Plan

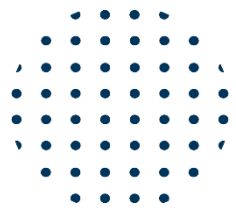
The deliverables of 1Future include:

- reports,
- publications,
- plans,
- new methodologies,
- learning materials,
- presentations,
- printed and electronically available materials,
- journal,
- media articles,
- revised courses,
- short intensive courses,
- **trainings,**
- **workshops,**
- **study visits,**
- **symposiums,**
- 1Future platform and
- project website.



During QA process all the above-mentioned deliverables will be evaluated and monitored based on different developed mechanism.





WP5-Task 5.1: Quality Assurance tools

At the base level, majority of project activities and events **shall be evaluated by suitable questionnaires.**

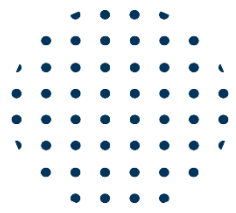
In some cases, we want to listen **the both sides** and there might be a **few questionnaires.**

For example:

- **lecturer will be evaluated** by both, students and local teaching staff.
- in same time the competency of the **attendees and the organization of the event** will be evaluated by the **lecturers.**

Detected problems will be noted and improvement steps will be suggested for future events/activities.





WP5-Task 5.1: Quality Assurance tools

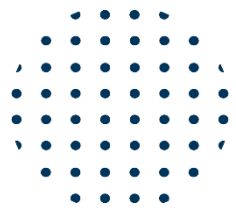
QUALITY OF PROJECT EVENTS:

All events within the project should be organized professionally.

The organizers should provide in due time a full information package to the participants including the draft agenda, letter of invitation and a note on the logistics (informing about travel arrangements, venue, suggested hotels, etc.).

Time for preparation activities depends on the type of event e.g. several months for conference and several weeks for trainings, which will be defined in separate action plans by task leaders.





WP5-Task 5.1: Quality Assurance tools

QUALITY OF PROJECT EVENTS:

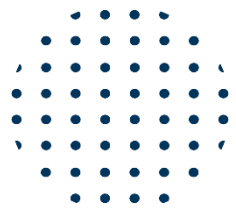
Questionnaire is divided in 4 parts:

- Event content
- Organization
- Event results
- Event general assessment



GOOGLE FORM





1. Questions on Event content:

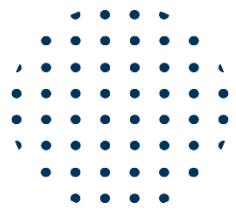
1	2	3	4	5	6
The content of the event is relevant to the topic	The discussions were relevant for the participants	The materials distributed are useful and informative	The event was interactive and interesting	The event activities provided me substantial amount of practical information and answers	The goal of the event has been achieved



2. Questions on Organization:



7	8	9	10	11
The overall organization was professional	The communication between organizers and participants was professional	The methods of working were suitable for the topics and for the participants	The event time management and length were appropriate	The venue and facilities



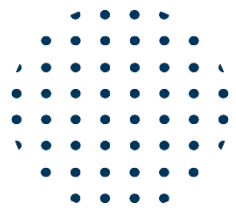
3. Questions on Event results and general assessment:

12	13	14	15	16
My expectations about this event were met or exceeded	I enjoyed the cooperation and interaction with the other participants	This event covered to a very high extent the topics I have expected	The information I got will be of immediate use to me	General assessment How would you generally mark this event?



4. Comments ??? (not obligatory)





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Section 1 of 4

Study visit - Lund

Venue: Pepparholm, LTH Study Center, Lund, Sweden

Date: 13-16 June 2023

Dear Participants,

Thank you for attending this event. In our effort to improve the organisation and the impact of these events we invite you to complete the following questionnaire.

We appreciate your valuable contribution and we thank you in advance!

Please mark the appropriate number for every statement, so that it depicts your agreement with the statement, where:

1 means - I disagree strongly;

3 means - I neither agree or disagree

5 means - I agree strongly

Section 2 of 6

EVENT CONTENT

Description (optional)

1. The content of the event is relevant to the topic.

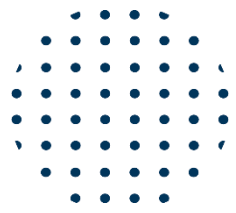
	1	2	3	4	5
Row 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. The discussions were relevant for the participants.

	1	2	3	4	5
Row 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. The materials distributed are useful and informative

	1	2	3	4	5
Row 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Section 6 of 6

WE THANK YOU FOR YOUR COOPERATION!



Description (optional)

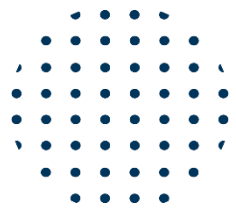
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Questions on Event content:

1	2	3	4	5	6	7	8
The content of the lecture is relevant to the field of 1FUTURE	The discussions were relevant for the participants	I enjoyed the cooperation with the participants	The participants had relevant knowledge in this field	The goal of the event has been achieved	The overall organization was professional	The event time management and length were appropriate	General assessment How would you generally mark this event?



Comments ??? (not obligatory)





QUESTIONNAIRE FOR INTERNAL EVALUATION (Twice during the whole period)

1. RELEVANCE:

(Are we doing the right thing in right time ??)



- Did the climate centers/hubs exist in your country before the official start of 1FUTURE?
- The instalment of climate centers/hubs is positive for your country?
- How many climate and sustainability courses you had before and at the end of the project?
- How do you rate the collaboration with business sector in the field of climate and sustainability before the 1FUTURE projects? Etc.





QUESTIONNAIRE FOR INTERNAL EVALUATION (Twice during the whole period)

2. OBJECTIVES:

(Did the project achieve the planned results ??)



2. Objectives:

1. Are the objectives and expected outcomes of the project realistic?

- Yes
- No
- Partially

Comment

2. Do the project activities and expected outcomes correspond to the needs of your institution (only for partners in the project)?

- Yes
- No
- Partially

Comment

Your answer

Recommendation





QUESTIONNAIRE FOR INTERNAL EVALUATION (Twice during the whole period)

3. COMMUNICATION AND MANAGEMENT:

(Is PMT doing his job well and are we, as partners, willing to help ??)

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IFUTURE

3. Communication and management

1. Has the communication among the project partners so far been satisfactory?

- Yes
- No
- Partially

Comment

2. Are you satisfied with the amount of information provided by the project management team?

- Yes
- No
- Partially

Comment

Your answer

Recommendation





QUESTIONNAIRE FOR INTERNAL EVALUATION (Twice during the whole period)

4. IMPLEMENTATION:

(Did we do our best in achieving the goals ??)

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IFUTURE



4. Implementation:

1. Do the work package leaders efficiently manage their work package?

- Yes
- No
- Partially

Comment

2. Are all the partners involved in the work packages adequately engaged in realization of the activities?

- Yes
- No
- Partially

Comment

Your answer

Recommendation





QUESTIONNAIRE FOR INTERNAL EVALUATION (Twice during the whole period)

5. DISSEMINATION:

(Did we distribute so far project results and did we inform the stakeholders ??)

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FUTURE

4. Implementation:

1. Do the work package leaders efficiently manage their work package?

- Yes
- No
- Partially

Comment

2. Are all the partners involved in the work packages adequately engaged in realization of the activities?

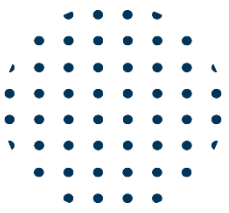
- Yes
- No
- Partially

Comment

Your answer

Recommendation





Thank you for your attention

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