



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

WP5 - Task 5.1: Quality Assurance and Monitoring Plan

PROJECT MEETING

Ss Cyril and Methodius University
in Skopje, Macedonia

Date: October 12th 2023

Place: EBERSWALDE



Co-funded by the
European Union



WP5-Task 5.1: Quality Assurance and Monitoring Plan

The Quality Assurance Project Team-QAPT is comprised of:

- **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



Co-funded by the
European Union

WP5 - Quality Assurance Project Team - QAPT



The QAPT is responsible for the following tasks:

- Develop Quality Assurance (QA) mechanisms and agree on the procedures;
- Create the agreed QA procedures;
- Create questionnaire templates for reviewing different types of activities, distribute them and analyze them;
- Conduct on field coaching for assessing the quality of newly established KHCSs;
- Conduct peer review of revised learning materials, by EU partners;
- Conduct assessment of the 1FUTURE platform and the webpage
- External QA audit.





WP5 - Quality Assurance and Monitoring Plan

Deliverables:

- **D5.1 – Quality Assurance and Monitoring Plan - QAMP (to be adopted)**
- D5.2 – Final Quality Assurance report



QAMP defines the Quality control mechanisms for:

- content of the project,
- development & implementation methodologies,
- keeping to the time plan,
- horizontal & vertical coordination of WPs,
- dissemination and
- efficiency of the whole process.



WP5 - Quality Assurance and Monitoring Plan



The QAMP defines procedures for:

- Internal monitoring, quality and risk management;
- External monitoring, and
- Partners' technical and financial reporting.

The QAMP defines also the quality expectations regarding the project deliverables:

- Reports, documents, publications, journal and media articles;
- Revised courses, short intensive courses, learning materials and presentations;
- 1Future platform, project website and Knowledge Hubs for Climate and Sustainability
- Events as: trainings, workshops, study visits, meetings and symposiums.





WP5 - Quality Assurance and Monitoring Plan

Quality Assurance Committee (QAC)

Quality assurance and monitoring **on the project level** will be performed by the **Quality Assurance Committee (QAC)** whose members were defined at the Kick-off meeting.



QAC is comprised of :

- QAPT members (UKIM, GNP, INCA, NASRI, AZUR) and
- EU HEIs (LUND, IUAV, HNEE, UNS).

Quality report (steps):

1. The progress reports will be prepared by all project partners and delivered to WP leaders;
2. WP leaders will prepare WP reports which will be submitted to the QAPT **(twice a year).**
1. **The Quality control report will be prepared by the QAPT and submitted to the QAC for approval.**





Quality of the Project Implementation

WP5 activities will be focused on quality control, as follows:

- To produce appropriate reports on the quality reviewing process regarding the completed activities;
- To publish and post the written quality reports on the project website in order to ensure visibility and dissemination towards all 1FUTURE bodies and all involved staff of the 1FUTURE partners;
- To meet in full attendance twice a year: at the Consortium meeting and between Consortium meetings in which case on-line ZOOM or Skype meetings are recommended;
- WP5 key people will conduct partial control during any visit/meeting/teaching assignment at the WBC partners;
- To consolidate the above progress reports and produce summary reports to the Quality Assurance Committee and the Project Coordinator.





Quality of document based deliverables

The document based deliverables of 1Future, as:

- reports,
- publications,
- plans,
- learning materials,
- presentations,
- printed and electronically available materials,
- journal,
- media articles,



have to be prepared by following the consistent and common, using templates provided in the Annexes of the Manual.

Partners are obliged to put Erasmus+ logo consisting of sentence **“Co-Funded by Erasmus+ Programme of the European Union”** on the cover or the first page, and on the inner pages to put the disclaimer: **"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or EACEA. Neither the European Union nor the granting authority can be held responsible for them."**



Quality of 1 FUTURE 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:

- draft agenda,
- letter of invitation and
- notes 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. This will be defined in separate action plans by task leaders.

Majority of project activities and events will be evaluated by suitable questionnaires (templates are given in Annexes of the Manual).

- Lecturer will be evaluated by both, students and local teaching staff.
- In same time the competency of the attendees and the home organization will be evaluated by the host institution.





Quality of 1 FUTURE events

QUALITY OF PROJECT EVENTS:

Questionnaire is divided in 4 parts:

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



GOOGLE FORM





Quality of Knowledge Hubs for Climate and Sustainability

Series of on-field coaching have been foreseen for quality control of established KHCSs, with one scheduled visit of each EU and third countries associated to EU partners to appointed WBC HEIS (**one on- field coaching in each WBC HEIs**).



The monitoring process and coaching will include:

- KHCSs logistics,
- functions and interaction of working teams,
- networking possibilities,
- research and promotion activities,
- future funding possibilities etc.

Reports on the success of KHCSs foundation and development will be produced by responsible EU and third countries associated to EU partners, as a result of the on-field visit.





Quality of website and other electronic tools

As a central point for dissemination purposes, **University of Tirana**, has created the project website available under <https://1future.feut.edu.al/>.

It contains all relevant information regarding the project, its objectives, expected results, news, upcoming relevant events and project partners.

UTA is responsible for setting up and maintaining the 1FUTURE web-site with all information and materials received from project partners.

All partners will regularly provide information for dissemination on website. Web site will be **linked to all partners' web sites** and other interested stakeholders and social networks.





1FUTURE E-Library

1FUTURE will support the production and adoption of **Open Educational Resources**. For this purpose the **1FUTURE On-line Library will be developed**.

In addition, **Educational Knowledge Hubs will be created in WBC HEIs** with interoperability capabilities and 1FUTURE On-line library will be providing international and regional case-study and research publications

Public will have an open access to 1FUTURE Web portal and 1FUTURE On-line library where they will find **guidebooks, curriculums, guides, textbooks, conference proceedings and other**. This will be not only a mean of dissemination, but also will provide virtual mobility of teachers, students and trainees in the region and availability of materials.





INTERNAL MONITORING

Internal monitoring serves as an effective method for quality definition. It will be carried out by all partners and comprises a wide evaluation of the following:

- self-evaluation by using the LFM;
- work plan evaluation;
- budget and cash flow tables evaluation;
- monitoring visits of the QAPT;
- questionnaires for survey of target groups (e.g., participants in the dissemination and training events);





LEVELS OF INTERNAL MONITORING QUALITY CONTROL

The internal monitoring control mechanism should be based **on four levels of control:**

1. Deliverable authors, Tasks and WP-leaders,
2. Deliverable reviewers,
3. Project Coordinator
4. Project Management Team and the QAPT.

The **QAPT will prepare a Final QA report which has to be approved by the whole Consortium and finally by the QAC.**

QA Committee responsibilities:

- To review the annual Quality reports prepared by QAPT;
- To define the weak points that may affect the successful finalization of the project.
- To give suggestions and advices to improve the quality of the project.





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 ??)

Co-funded by the European Union

JOINED For sUsTainability - bUilding climate RESilient communities in WB and EU

IFUTURE

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, wiling to help ??)

JOINED For sUsTainability - bUilding climate RESilient communities in WB and EU

IFUTURE

Co-funded by the European Union

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 ??)

JOINED For sUsTainability - bUilding climate REsiliEnt communities in WB and EU

IFUTURE

Co-funded by the European Union

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 ??)

JOINED For sUsTainability - bUilding climate REsiliEnt communities in WB and EU

IFUTURE

Co-funded by the European Union

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

Contact info about the presenter:

prof. Meri Cvetkovska

Faculty of civil engineering

Ss Cyril and Methodius University in Skopje, N. Macedonia

cvetkovska@gf.ukim.edu.mk

