

1. Introduction

This document presents the Quality Assurance Plan (QAP) for Erasmus + project "Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs / ECOBIAS". It is developed in the scope of the WP 4 (Quality Control Plan) of the Project in compliance with the Project description and all applicable rules & guidelines. The tasks of WP4 are establishment of Quality Assurance (QA) Board, development of control plan for quality assurance in teaching process, regular QA board meetings, evaluation of student and participant satisfaction and monitoring visits by external evaluators.

The Quality Assurance Plan formalizes the approach that will be followed by the partners of the ECOBIAS project to ensure the highest possible quality of the project activities, outputs and outcomes and project management. The electronic version of the Plan will be made available on the public website of the ECOBIAS project (www.ecobiaserasmus.com).

The quality plan will contain:

- Aims and role of the evaluation in a project
- Role of the WP leader and partners
- Role of the external evaluator
- Indicators
- Timetable
- List of deliverables
- Quality outputs
- Terminology (what we mean by)
- Target groups for monitoring and evaluation: partners, trainers and trainees, students, stakeholders, EMAB policy makers.

2. Aims and role of the evaluation in a project

The purpose of the Quality Assurance Plan is to describe how quality will be managed throughout the lifecycle of the project. It also includes the processes and procedures for ensuring quality planning, assurance, and control are all conducted. All stakeholders should be familiar with how quality will be planned, assured, and controlled.

The purpose of this plan is to:

- Ensure quality is planned
- Define how quality will be managed
- Define quality assurance activities
- Define quality control activities

- Define acceptable quality standards
- Quality Checklist Template

2.1. Quality management approach

This describes the approach used for managing quality throughout the project's life cycle. Quality must always be planned into a project in order to prevent unnecessary rework, waste, cost, and time. Quality should also be considered from both a product and process perspective. The organizations may already have a standardized approach to quality, however, whether it is standard or not, the approach must be defined and communicated to all project stakeholders.

2.2. Quality requirements/standards

The plan also needs to describe how the project team and/or quality group will identify and document the quality requirements and standards. Additionally, there should also be an explanation of how the project will demonstrate compliance with those identified quality standards. The quality standards and requirements should include both the product and processes.

2.3. Quality assurance

It is necessary to explain how to define and document the process for auditing the quality requirements and results from quality control measurements in order to ensure that quality standards and operational definitions are used. The actual quality assurance metrics used for this project will also be documented.

2.4. Quality control

This describes how to define and document the process for monitoring and recording the results of executing the quality activities to assess performance and recommend necessary changes. Quality control applies to the project's product as opposed to its processes, including what the acceptable standards and/or performance are for the product and how these measurements will be conducted.

2.5. Quality control measurements

It is important to provide a sample or useable table/log to be used in taking quality measurements and comparing them against standards/requirements. These forms may be found in many different styles or formats. The most important aspect of this log is to provide documentation of the findings. If actual measurements do not meet the standards or requirements then some action must be taken. This may be done in regularly scheduled project status meetings or as necessary throughout the project lifecycle.

2.6. Quality checklist

A project quality checklist is a tool used to aid the project team in ensuring they consider all aspects of project and/or process quality. The purpose of well-planned and repeatable quality

management is to ensure the delivery of products or services which are acceptable to the customer based on some agreed upon standard of quality. To help achieve consistency many organizations use a standard checklist to verify that all quality considerations have been met during the project planning, execution, and monitoring/controlling phases (Appendix 1).

3. Role of the WP leader and partners

Different roles are identified with reference to the development of the project activities and in particular the project quality assurance procedures. Different responsibilities are associated with the different roles.

3.1. WP/WG/Task Leader (main author of the deliverable)

- Is responsible for coordinating the development of the deliverable(s) according to the deliverable template,
- Is responsible for assigning parts of the work to other partners involved in the activity,
- Is responsible for coordinating the work of other partners involved in the activity, providing guidance when necessary,
- Is responsible for aligning the contributions of the other partners involved in the activity, in order to produce the deliverable,
- Is responsible for the submission of the draft deliverable to the WP leader (1st level control), and together with WP leader prepare Technical Report to QPB (2nd level control) and the PMB (3rd level control).
- Is responsible for implementing the suggestions of the QCB team, assigning certain amendments as appropriate,
- Is responsible for sending the amended draft deliverable,
- Reports to the WP Leader for any problems occurring during the implementation of the activity,
- Cooperates with the WP Leader and other partners in the same WP in order to ensure the activity's progress in conformity with other activities and that any cross-activity inputs and outputs are being delivered as foreseen by the WP description (respecting any changes approved by the PMB as recorded in the respective minutes).

3.2. Other partners involved in the activity, co-authors

- Are responsible for the production of their part in the deliverable according to the Task Leader's instructions.

- Make sure that their written contributions comply with the Word Document Template so that to ensure that the Task Leader will be able to put all contributions together in the desirable format.
- Are responsible for providing to the Task Leader all the complementary information regarding their work (i.e. references, bibliography, methodologies used, contact details of people interviewed etc.)
- Are responsible to implement amendments to their contribution as a result of the amendments requested by the QCB team, after consulting with the Task Leader.

3.3. WP Leader

- Is responsible for delivery of up-to-date information on the WP progress, making sure that all activities are in the time frame defined in the Action Plan,
- Is responsible for coordinating the Work Package and ensuring that all the activities are contributing to the WP's objectives,
- Cooperates with the WG/Task Leaders and the coordinator in ensuring that all of the contributing partners are smoothly cooperating with a view to accomplish the WP's objectives and that any cross-WP inputs and outputs are being delivered as foreseen by the project description,
- Sends alerts on time to remind about submission deadlines and the procedures to be followed and provides input and suggestions to the WG/Task Leaders of the WP during the development of the relevant deliverables,
- Provides to the WG/Task Leaders comments and suggestions on the draft deliverables (1st level control),
- Cooperates with the Task Leaders on preparation of Technical report (for 2nd level control), ensures the implementation of the suggestions of the QCB team and PMB (2nd and 3rd level control),
- Verifies the satisfactory implementation of the recommendations.

3.4. Quality Control Board team

- Is coordinated by the QCB Head, as agreed by the PMB at the Kick-off meeting,
- Is responsible for the Quality Assurance exercise of deliverables,
- Receives each draft deliverable and technical report about its implementation from the WP/Task Leader and provides feedback using the Quality Control Report of deliverable,
- Sends the Quality Control Report of deliverable to the WP/Task Leader and the PMB,

- Verifies the satisfactory implementation of the recommendations included in the Quality Control Report of deliverable, in co-operation with the WP Leader,
- Cooperates with the Project Coordinator and PMB on general issues related to the level of quality of the project's deliverables as appropriate.

3.5. Project Management Board

- Cooperates with the QCB and the WP/Task Leaders on all matters arising relevant to ensuring the quality of the project's deliverables,
- Cooperates with the WP Leaders in order to ensure that all WPs are progressing in conformity with each other and that any cross-WP inputs and outputs are being delivered as foreseen by the WP description,
- Informs the QCB, the WP Leaders and the Task Leaders of any changes in the Partnership Agreement and the related Work-Plan or any implicit changes in the implementation of the project that may affect the timing or the content of the relevant deliverables,
- Officially approves and finally accepts the deliverables.

4. Role of the external evaluator

External evaluator, National Erasmus Office (NTO) and EACA, will perform external monitoring of the project. NTO performs three types of monitoring, based on deliverable achievement:

- Preventive (in the first project year),
- Advisory (after the first project year),
- Control (after the end of project – sustainability check).

Based on the progress of these aspects, the NEO sends the report on their findings to EACEA.

The monitoring by NEO includes the assessment of various aspects of project implementation, such as relevance (is project still relevant in terms of its goals and achievements), efficiency (are the activities in work-packages done on time), effectiveness (how well are project specific objectives met), impact (at the level of departments, faculty, university, etc.) and sustainability (what would stay after the project is finished).

External evaluator will provide for the quality control of the master programme and its materials. Quality control supposes the activities that maintain or improve teaching materials; it will ensure transferability and durability of the results as well as relevance of the actual project implementation the current needs. The reports are to be submitted to the project coordinator for further improvement. Quality control is carried out to demonstrate compliance of the training content with the competencies targeted by teaching outcomes. External quality control should produce the official revision of the programme to be presented by project partners.

5. Indicators

All expected outcomes will be measured in terms of the successfulness of their achievement. For this purpose, Indicators of Achievement (IOA) for each expected result are prescribed. After the completion of an activity, the project coordinator will measure the IOA for the expected result, thus establishing the rate of successful achievement.

WP 1. Analysis of Ecological Monitoring and Bioassessment (EMAB) in the Western Balkans (WB) region

The purpose of this Work Package (WP) is to collect and produce the evidence-based starting point in terms of data for development of design and syllabus of the ECOBIAS master curricula and LLL courses.

Results:

1. Analysis of knowledge, skills and practice in ecological monitoring and bioassessment in Programme Countries.
2. Analysis of knowledge, skills and practice in ecological monitoring and bioassessment in Partner Countries with selection of priority subject areas for strengthening within the ECOBIAS curricula and LLL trainings.
3. Analysis and comparison of existing curricula related to ecological monitoring and aquatic bioassessment (EMAB) in both Programme and Partner Country partners.
4. Analysis of labour market needs relevant to EMAB in PCs.

Evidences/indicators:

1. Report containing data extracted from Program Countries official annual reports, publications and internet sites, including several attributes: monitoring frequency, which biological quality elements (BQE) are monitored, standard and calibrated methods for data collecting and processing, spatial distribution of sample points.
2. Report containing data extracted from Partner Countries official annual reports, publications and internet sites, including several attributes: monitoring frequency, which biological quality elements (BQE) are monitored, standard and calibrated methods for data collecting and processing, spatial distribution of sample points.
3. Report containing analysis and comparison of existing curricula related to EMAB in both Programme and Partner Country partners.
4. Report containing analysis based on questioners sent to all stakeholders in EMAB sector in PCs to estimate labour market needs for new or retrained professional staff in EMAB.

WP2. Development of competence-based master curricula and LLL courses aligned with EU trends

Results:

1. Developed aims, specific competencies and learning outcomes of master curricula and LLL courses in EMAB
2. Developed courses design and syllabus for ECOBIAS curricula and LLL courses

3. Purchased literature, software and laboratory equipment, installed and activated
4. Finished theme-based training of teaching staff for acquiring new EMAB methods and field techniques
5. Prepared learning materials and field protocols using ICT tools
6. Accredited / approved MSc curricula
7. Implemented MSc curricula developed
8. Accredited / approved LLL courses for professionals
9. Implemented LLL courses for professionals
10. Optimized MSc and LLL courses based on the feed-back of enrolled participants (students, researchers, professionals)

Evidences/indicators:

1. Report containing developed aims, specific competencies and learning outcomes of master curricula and LLL courses in EMAB
2. Report containing courses design and syllabus for ECOBIAS curricula and LLL courses
3. Report containing list of purchased literature, software and laboratory equipment
4. Lists of participants for eight training events and agendas for these events with detailed daily presentation of the activities
5. Learning materials (27 MSc and 9 LLL) written according to guidebook
6. Report containing document of accreditation / approval of MSc curricula
7. Report on development of implemented MSc curricula
8. Report containing document of accreditation / approval of LLL courses for professionals
9. Report on implementation of LLL courses for professionals
10. Report on optimized MSc and LLL courses based on the feed-back information

WP3. Establishment of regional academic network and platform in EMAB

Results:

1. Established regional academic network in EMAB
2. Established ECOBIAS platform

Evidences/indicators:

1. Report containing list of academics and professionals in ecological monitoring and bioassessment created during the Workshop at P7
2. Created internet platform for academics and professional in EMAB in WB Region

WP4. Quality Plan

Results:

1. Established Quality Assurance Board
2. Finished Quality and Assurance Plan

3. Regular Quality Assurance Board meetings
4. Finished inter-project coaching
5. Finished external evaluation of the project
6. Finished external financial control

Evidences/indicators:

1. Meeting minutes
2. Produced document with Quality Assurance Plan according the quality assurance model
3. Meeting minutes
4. Report on inter-project coaching including at least two contacts with other similar projects in M12, 2020 and M11 2021
5. External evaluation reports
6. External report on financial control

WP5. Dissemination and Exploitation of results

Results:

1. Project dissemination plan
2. Project website
3. Produced (designed, printed, recorded and published) promo material
4. Held Workshops at Partner Country HEI
5. Held Round tables with stakeholders
6. Held Open day at each Partner Country HEI
7. Held Workshop and Summer School in DNA Metabarcoding at University of Tuzla
8. Conducted the final Conference on ECOBIAS

Evidences/indicators:

1. Project dissemination plan
2. Regularly updated project website
3. Promo material
4. Meeting minutes with list of participants and workshop agenda
5. Meeting minutes with list of participants and roundtable agenda
6. Meeting minutes with list of participants
7. List of participants and summer school agenda
8. List of participants and conference program

WP6. Management

Results:

1. Established Management board and conducted Kick-off meeting
2. Developed guidelines on the project management and reporting
3. Coordinated (day-to-day) project activities

4. Regularly conducted meetings of Steering Committee and Project Management
5. Submitted interim and final reports

Evidences/indicators:

1. Meeting minutes and list of participants
2. Document with management guidelines
3. Project correspondence (e-mails)
4. Meeting minutes and list of participants
5. Reports

For all the activities, the following indicators will be calculated:

INDICATORS	DEFINITION
Number of students in each activity	Amount of students that participate in each of the activities
Number of teachers in each activity	Amount of teachers that participate in each of the activities
Distribution of students in each activity	Percentage relationship between the number of students participating in the activity and the total number of students that can participate
Student satisfaction with the development of the activities	Level of student satisfaction
Satisfaction of the student body with the teaching and support staff	Level of satisfaction of the groups of interest
Satisfaction of students with material resources and provision of services.	Level of satisfaction of the groups of interest
Results of participation of the different interest groups in the surveys	Percentage relationship between the number of completed surveys and the number of people that make up each interest group under analysis.
Number of incidents presented by typology and improvement proposals elaborated as a result thereof	Number of incidents received and improvement proposals prepared as a response
Compliance with the activities designed	Tasks developed in relation to those designed in the project
Assessment of the effectiveness of communication	Level of effectiveness of information
Number of stakeholders involved in the dissemination of results at the local level (in the territory of the project partners).	Number of stakeholders involved
Number of stakeholders involved in the dissemination of the project at the European level	Number of stakeholders involved

6. Time table

	Work Package/ Task	Start	End	Deliverable	Deadline for sending deliverable to UNS
1	PREPARATION -UNI				
1.1.	Analysis of PgC partners Knowledge/Skills/Practice in EMAB	15.01.2020.	15.04.2020.	Report	15.03.2020.

1.2.	Analysis of PC partners Knowledge/Skills/Practice in EMAB	15.01.2020.	15.04.2020.	Report	15.03.2020.
1.3.	Analysis of existing curricula related to EMAB in both Programme and Partner Country partners	15.01.2020.	15.04.2020.	Report	15.03.2020.
1.4.	Analysis of labour market needs relevant to EMAB in PCs	15.04.2020.	15.06.2020.	Report	15.05.2020.
2	DEVELOPMENT -UNS				
2.1.	Development of aims, specific competencies and learning outcomes of master curricula and LLL trainings in EMAB	15.04.2020.	15.09.2020.	Report	First draft 01.06.2020.
2.2.	Development of courses design and syllabus for ECOBIAS curricula and LLL trainings	15.06.2020.	15.03.2021.	Report	First draft 01.11.2020.
2.3.	Purchasing of literature, software and laboratory equipment, installation and activation	15.05.2020.	15.01.2021.	Report	01.12.2020.
2.4.	Theme-based training of teaching staff for acquiring new EMAB methods and field techniques	15.09.2020.	15.09.2021.	8 training events	
2.5.	Preparation of learning materials and field protocols using ICT tools	15.02.2021.	15.9.2021.	Learning materials (27 MSc+9 LLL)	15.5.2021.
2.6.	Accreditation/ approval of MSc curricula	15.10.2021.	15.05.2022.	Report	15.04.2022.
2.7.	Implementation of developed MSc curricula	15.09.2021.	14.01.2023.	Report	15.06.2022. 01.12.2022.
2.8.	Accreditation/ approval of LLL courses for professionals	15.10.2021.	15.05.2022.	Report	15.04.2022.
2.9.	Implementation of LLL courses for professionals	15.09.2021.	15.11.2022.	Report	15.10.2022.
2.10.	Optimization of MSc and LLL courses based on the feed-back of enrolled participants (students, researchers, professionals)	15.07.2022.	15.09.2022.	Report	01.09.2022.
3	ECOBIAS-NET -UNSA				
3.1.	Establishment of regional academic network in EMAB	15.10.2021.	15.12.2021.	Report	15.11.2021.
3.2.	Development and updating of ECOBIAS-NET internet platform	15.10.2021.	14.01.2023.	Internet platform	15.12.2021.

4	QUALITY ASSURANCE - UNIZG				
4.1.	Establishment of Quality Assurance Board	15.01.2020.	15.02.2020.	Meeting minutes	10.-11.02.2020.
4.2.	Development of Quality and Assurance Plan	15.02.2020.	15.03.2020.	Quality and Assurance Plan	01.03.2020.
4.3.	Regular Quality Assurance Board meetings	15.03.2020.	14.01.2023.	Meeting minutes	If necessary
4.4.	Inter-project coaching	15.12.2020.	15.12.2021.	Report	I. 15.12.2020.-15.01.2021. II. 15.11.-15.12.2021.
4.5.	External evaluation of the project	15.04.2021.	15.07.2021.	Report	15.04.2021.
4.6.	External financial control	15.04.2021.	15.07.2021.	Report	15.04.2021.
5	DISSEMINATION -UNTZ				
5.1.	Preparing project dissemination plan	15.02.2020.	15.05.2020.	Dissemination plan	15.04.2020.
5.2.	Setting and updating of Project site	15.02.2021.	14.01.2023.	Project site	15.04.2020.
5.3.	Design, printing, recording and publishing promo material	15.03.2020.	15.12.2022.	Promo material	If necessary
5.4.	Workshops at Partner Country HEI	15.12.2020.	15.11.2021.	Workshop event	I. 15.12.2020.-15.01.2021. II. 15.05.-15.06.2021. III. 15.10.-15.11.2021.
5.5.	Round tables with stakeholders	15.07.2021.	15.06.2022.	Round table events	In each partner university two: I. 15.07.-15.09.2021. II. 15.04.-15.06.2022.
5.6.	Open day at each Partner Country HEI	15.05.2021.	15.06.2022.	Open day events	In each partner university three: I. 15.05.-15.06.2021. II. 15.09.-15.10.2021. III. 15.05.-15.06.2022.
5.7.	Workshop and Summer School in DNA	15.07.2022.	15.09.2022.	Summer School event	25.8.-05.09.2022.

	Metabarcoding at University of Tuzla				
5.8.	Final Conference on ECOBIAS	15.11.2022.	15.12.2022.	Final Conference event	01.-15.12.2022.
6	MANAGEMENT -UNS				
6.1.	Establishment of management board and Kick-off meeting	15.01.2020.	15.02.2020.	Meeting minutes	10.-11.02.2020.
6.2.	Development of guidelines on the project management and reporting	15.02.2020.	15.03.2020.	Management guidelines	01.03.2020.
6.3.	Day-to-day coordination of project activities	15.01.2020.	14.01.2023	Project correspondence	Each day
6.4.	Regular Steering Committee and Project Management meetings	15.03.2020.	15.12.2022.	Meeting minutes	If necessary
6.5.	Submission of interim and final reports	15.10.2020.	14.01.2023.	Report	20.12.2022.

7. List of deliverables

WP 1. Analysis of Ecological Monitoring and Bioassessment (EMAB) in the WesternBalkans (WB) region

1. **Report** – data extracted from Program Countries official annual reports, publications and internet sites, including several attributes: monitoring frequency, which biological quality elements (BQE) are monitored, standard and calibrated methods for data collecting and processing, spatial distribution of sample points.
2. **Report** – data extracted from Partner Countries official annual reports, publications and internet sites, including several attributes: monitoring frequency, which biological quality elements (BQE) are monitored, standard and calibrated methods for data collecting and processing, spatial distribution of sample points.
3. **Report** – analysis and comparison of existing curricula related to EMAB in both Programme and Partner Country partners.
4. **Report** – analysis based on questioners sent to all stakeholders in EMAB sector in PCs to estimate labour market needs for new or retrained professional staff in EMAB.

WP2. Development of competence-based master curricula and LLL courses aligned with EU trends

1. **Report** – development of aims, specific competencies and learning outcomes of master curricula and LLL courses in EMAB
2. **Report** – courses design and syllabus for ECOBIAS curricula and LLL courses

3. **Report** – list of purchased literature, software and laboratory equipment
4. **Lists of participants** for eight training events
Agendas for these events with detailed daily presentation of the activities
5. **Learning materials** (27 MSc and 9 LLL) written according to guidebook
6. **Report** – accreditation / approval of MSc curricula
7. **Report** – development of implemented MSc curricula
8. **Report** – accreditation / approval of LLL courses for professionals
9. **Report** – implementation of LLL courses for professionals
10. **Report** – optimization MSc and LLL courses based on the feed-back information

WP3. Establishment of regional academic network and platform in EMAB

1. **List of academics and professionals** in ecological monitoring and bioassessment created during the Workshop at P7
2. **Internet platform** for academics and professional in EMAB in WB Region

WP4. Quality Plan

1. **List** – members of Quality Assurance Board
2. **Report** – Quality Assurance Plan according the quality assurance model
3. **Report** – meeting minutes of Quality Assurance Board meetings
4. **Report** – inter-project coaching including at least two contacts with other similar projects in M12, 2020 and M11 2021
5. **Report** - external evaluations
6. **Report** - external financial control

WP5. Dissemination and Exploitation of results

1. **Report** – project dissemination plan
2. **Website**
3. **Promo material**
4. **List of participants**
Workshop agenda
5. **List of participants**
Roundtable agenda
6. **List of participants**
7. **List of participants**
Summer school agenda
8. **List of participants**
Conference program

WP6. Management

1. **List of participants**
List of Management board members
Meeting minutes

2. **Report** –management guidelines
3. **Project correspondence** (e-mails)
4. **Meeting minutes**
List of participants
5. **Reports**

8. Quality outputs

The project coordinator establishes and maintains an assessment program which includes procedures for planning and implementing regular assessments. Assessments of quality control are made on quarterly basis, based on the risk factor of the activities undertaken. During quality assessment IOA are carefully examined and assessed as to provide clear image of the level of quality implementation of the project. The results of assessments are documented, reviewed by the project manager and are tracked to verify development and effective implementation of corrective actions. Monitoring and surveillance activities are undertaken as a continuous barometer of quality assurance compliance and implementation. The results of quality assessments are documented in a formal report of the project manager.

8. Terminology

BQE – Biological Quality Element

EACA – The Education, Audiovisual and Culture Executive Agency

EMAB – Analysis of Ecological Monitoring and Bioassessment

ECOBIAS - Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs

IOA – Indicators of Achievement

LLL – Life Long Learning

MSc – Master of Science

NTO – National Erasmus Office

PC – Partner Country

PgC – Programm Country

PMB – Project Management Board

QA – Quality assurance

QAP – Quality Assurance Plan

QCB – Quality Control Board

WB – Western Balkans

WG – Work Group

WP – Work Package

9. Target groups for monitoring and evaluation

Partners, trainers and trainees, students, stakeholders, EMAB policy makers.

URGENT

Appendix 1. Quality checklist

Project:		Date:			
Quality Item	Verification				
	Yes	No	N/A	Date	Comments
Does the project have an approved quality management plan?					
Has the quality management plan been reviewed by all stakeholders?					
Do all stakeholders have access to the quality management plan?					
Is the quality management plan consistent with the rest of the overall project plan?					
Have product quality metrics been established, reviewed, and agreed upon?					
Have process quality metrics been established, reviewed, and agreed upon?					
Do all metrics support a quality standard which is acceptable to the customer?					
Do all metrics have agreed upon collection mechanisms?					
Do all metrics have an agreed upon collection frequency?					
Have quality metrics review meetings been scheduled throughout the project's duration?					
Are all metrics clear, measurable, controllable, and reportable?					
Is the project team familiar with the project's quality review process?					
Does the project have an appropriate number of resources assigned for quality assurance and control?					
Has the project team established a repository for all quality documentation?					
Do all team members have access to the quality documentation repository?					
Have all appropriate team members been notified of their required participation in quality reviews?					
Have quality responsibilities been assigned and documented and the applicable personnel notified?					
Have product and process quality standards been established, documented, and communicated?					
Have quality thresholds and limits been established, documented, and communicated?					
Does the change control process accommodate project changes based on quality improvements?					
Has a project quality manager been assigned?					
Is the project sponsor aware of his/her responsibilities relating to quality acceptance?					
Is the customer aware of his/her responsibilities relating to quality acceptance?					

Appendix 2. Improvement action

IMPROVEMENT ACTION No.	
Date:	
Name	
Area of application	
Responsible for its application	
Specific goals	
Actions to develop	
Period of execution	
Resources/budget	
Responsible for tracking and date	
Indicators of execution	
Documentary evidence and/or records presented/to be presented to demonstrate the implementation	
Remarks	
Review/Evaluation	
Level of compliance (total or partial)	
Responsible for the revision and date	
Results obtained	
Degree of satisfaction	
Corrective actions to be developed	

Appendix 3. Minutes of the meeting

DATE: LOCATION:	TIME, FROM: TO:
INVITEES:	ATTENDEES:
AGENDA:	
DECISIONS MADE:	
President: Name: Date:	Secretary: Name: Date:

Appendix 4. Deliverable evaluation

WP, activity and deliverable numbers should be indicated according to the detailed project description.

WorkPackage N°	
WorkPackage title	
WP Leader	
Deliverable N°	
Author responsible for the Deliverable	
Date of Deliverable submission	

DELIVERABLE LEADER REPORT

ASSURANCE POINT	ISSUES TO BE ADDRESSED	ASSESSMENT	COMMENTS
Compliance with the objectives of the project	Does the deliverable comply with the overall objectives of the project?	YES	
		NO	
		PARTIALLY	
Compliance with the specific objectives of the workpackage	Does the deliverable comply with the WP objectives as specified in the WP description?	YES	
		NO	
		PARTIALLY	
Correspondence with the description of work of relevant activity	Does the deliverable correspond with the activity description as specified in the Application Form?	YES	
		NO	
		PARTIALLY	
Compliance with the deliverables format	Is the deliverable presented using the Project's deliverable format?	YES	
		NO	

ADVISORY GROUP REPORT

ASSURANCE POINT	ISSUES TO BE ADDRESSED	ASSESSMENT	COMMENTS	RECOMMANDATIONS
Compliance with the objectives of the project	Does the deliverable comply with the overall objectives of the project?	YES		
		NO		
		PARTIALLY		
Compliance with the specific objectives of the workpackage	Does the deliverable comply with the WP objectives as specified in the WP description?	YES		
		NO		
		PARTIALLY		
Correspondence with the description of work of relevant activity	Does the deliverable correspond with the activity description as specified in the Application Form?	YES		
		NO		
		PARTIALLY		
Compliance with the deliverables format	Is the deliverable presented using the Project's deliverable format?	YES		
		NO		
Overall assessment and suggestions for improvement				
Date of Quality assurance performed				
Deadline for submission of amended version of deliverable (if applicable)				

Appendix 5. Work package final report

WP, activity and deliverable numbers should be indicated according to the detailed project description

WorkPackage N°	
WorkPackage title	
Period covered by the Final Report	mm/yyyy - mm/yyyy
Date of Final Report submission	dd/mm/yyyy
Status of the Final Report	draft/final
Author (WP leader)	
Indicators of achievement and/or performance as indicated in the project proposal	

URGENT

Activities carried out during the FR covered period:

Activity N°	Leader activity	Activity title	Start date	End date	Place	Description of the activity	Specific and measurable indicators of achievement	Problems faced (if any)	Information/comments (if any)
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Deliverables realized during the FR covered period:

Deliverable N°	Leader deliverable	Deliverable title	Date	Description of the deliverable	Specific and measurable indicators of achievement	Problems faced (if any)	Information/comments (if any)
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Changes that have been done since the original proposal

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Date	
Place	
Names of authors	
Institutions	
Signature and stamp	

Appendix 6. Work package progress report

TABLE OF ACHIEVED/PLANNED RESULTS

WP, activity and deliverable numbers should be indicated according to the detailed project description

Work Package N°	
Work Package title	
Progress Report (PR) N°	
Period covered by the PR	mm/yyyy - mm/yyyy
Date of PR submission	dd/mm/yyyy
Status of the PR	draft/final
Author (WP leader)	
Indicators of achievement and/or performance as indicated in the project proposal	

Activities carried out during the PR covered period:

Activity N°	Leader activity	Activity title	Start date	End date	Place	Description of the activity	Specific and measurable indicators of achievement	Problems faced (if any)	Information/comments (if any)

Deliverables realized during the PR covered period:

Deliverable N°	Leader deliverable	Deliverable title	Date	Description of the deliverable	Specific and measurable indicators of achievement	Problems faced (if any)	Information/comments (if any)

Activities to be carried out (before the end of the project):

Activity N°	Leader activity	Activity title	Planned Start date	Planned End date	Place	Description of the activity	Specific and measurable indicators of achievement	Foreseen problems (if any)	Information/comments (if any)

Changes that have been done since the original proposal

Date	
Place	
Names of authors	
Institutions	
Signature and stamp	

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