



Co-funded by the
Erasmus+ Programme
of the European Union



Capacity building for Blue Growth and curriculum development of Marine Fishery in Albania - ALMARS

ALMARS

Quality Control and Monitoring Plan

This project has been funded with support from the European Commission. This publication reflects the views only of the author and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Co-funded by the
Erasmus+ Programme
of the European Union



Capacity building for Blue Growth and curriculum development of Marine Fishery in Albania - ALMARS

Quality Control and Monitoring Plan of ALMARS ERASMUS+ project

Adopted at the 1. Steering Committee meeting

Prof. Alen Soldo, PhD

1st March 2019

Introduction

According to the ALMARS project application, the University of Split, as the Lead Partner for the Work Package 5 – Quality plan, has prepared an outline of activities to be implemented as part of this package. This outline builds on the description provided in the project application (see Annex 1).

In order to ensure continuous quality control and monitoring of project's progress, activities and results, internal evaluation as well as external evaluations is planned within the project.

This will be achieved through following tasks:

- 1. Developing quality monitoring plan,**
- 2. Writing regular reports on the project activities,**
- 3. Writing quality evaluation reports,**
- 4. External evaluation quality report.**

Quality Assurance Objectives

The main objectives of the quality management plan are to:

- Monitor the project progress,
- Ensure the quality comprehensiveness of each activity and output separately and of the whole project,
- Ensure the quality of the key processes and the key results of the project,
- Identify possible constrains and enable corrective activity.

Evaluation

Quality control and monitoring of project's progress, activities and results, will be based on internal and external evaluations planned by the project. Hence, internal evaluation will be divided in two parts, event evaluation and project evaluation.

With regards to event evaluation a short evaluation form will be available on the official project web page during or after each project event (see Annex 2). The questions in the form will be standardised and same for each event, in order to enable comparison across project events. The form is anonymous and it will cover

the following sections: Quality of the organisation, Quality of the presentations, Quality of the objectives, Tasks and activities, Overall satisfaction, and any further comments. Completing the form should not take more than 3 minutes, as the idea is not to make it too time consuming. University of Split will analyse the data and prepare a short brief for all events aprior between two meetings of the project Steering Committee.

With regards to project evaluation the evaluation procedures will cover all work packages and reports will be made after every activity ends as well as the overall assessment of project's progress that will be performed at the end of each project year. Moreover, questionnaires on the teaching quality of the subjects that students take after each semester will be prepared.

The external component will consist of the evaluation by an external independent expert, appointed by the project Steering Committee during 2021, with the task to produce a report on the effects of the project with regards to its goals. Prior to this, the University of Split will propose 3 experts based on its assessment of their competences for the and the chosen expert will be hired by the project coordinator. Subcontracting costs of quality evaluation by the external expert are foreseen at the amount of €4.000,00.

Lead partner

On behalf of the University of Split, the person responsible for the overall implementation of the work package, as well as the contact person is Alen Soldo, E-mail: soldo@unist.hr .

Project reporting

6-monthly progress reporting

Technical reporting

WP leaders are requested to report to the Project Coordinator every 6 months (Month 6, 12, 24, 30) on the technical progress of their own WP.

WP leaders are requested to provide the following information:

- Work performed during the reporting period of reference and main results achieved
- Status of each WP task, details on the work carried out by each beneficiary involved
- Activities planned for the following reporting period - Updated planning for the next period

- Status of ongoing deliverables with delivery date in the following reporting period
- Progress towards milestones planned for the following reporting period
- Status of the risks and updating risk analysis of the respective WP
- Critical assessment of the technical progress: deviations from the original plan and proposed measures (explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explanation of the impact on other tasks, available resources and the overall planning)

Resources Reporting

Each Partner is requested to provide every 6 months to the Coordinator the following information:

Efforts of the personnel who have worked in the period in each WP and Task with respective costs.

List of the other costs (travel, consumables, equipment etc. per WP and Task) and subcontracting.

Progress Reports

Periodic progress reports have to be delivered including a technical and a financial report.

The technical report has to be submitted by the Coordinator through the Participant Portal.

The report will be generated in collaboration with the WP leaders, using as an input the internal technical periodic reports.

The contributions of the WP leaders will include the overall reporting period, covering all activities carried out in the previous 18 months.

The finance report will be digitally built by the ECAS using the information directly provided by each partner concerning:

- Declared costs
- Requested reimbursement
- Use of resources.

Annex 1. Activities under Work Package 5 as stipulated in the project application

Lead partner: University of Split

Starts: 15th January 2019

Ends: 14th January 2022

Activities:

- **5.1. Quality committee (QC) developing quality monitoring plan**
- **5.2. Regular reports on the project activities**
- **5.3. Quality evaluation reports**
- **5.4. External quality report**

The goal of this work package is ensuring projects quality. In accordance with Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) document, given by European Association for Quality Assurance in Higher Education (ENQA) in 2015, Quality monitoring plan will be developed. The Quality monitoring plan will be made by Quality committee and it will define the general approach to quality control, internal (reports and questionnaires) and external evaluation and the procedures to be followed by all partners for production and documentation of project's deliverables. The Quality monitoring plan includes established criteria, methodology and procedures for evaluation of project activities and results. This work package is divided into four tasks and its activities will produce reports from all other work packages' activities, three annual reports from Quality committee and quality report made by external expert.

Deliverable	Description	Deadline
5.1. Quality committee (QC) developing quality monitoring plan	<p>Quality committee (QC) will be established at first partners meeting. QC will design quality monitoring plan (QMP) along with methodology for evaluation, evaluation forms and sets of criteria. QMP will also have procedures for identifying corrective actions and recovering from deviations.</p> <p>The evaluation procedures will cover all work packages and reports will be made after every activity ends. That will enable QC to check do finished activities align with project goals. QC will also prepare questionnaires on the teaching quality of the subjects that students take after each semester.</p>	March 2019
5.2. Regular reports on the project activities	<p>Using methodologies, forms and criteria developed in WP 5.1., WP 5.2. will result with: reports about every project activity written for assuring quality control and monitoring, consortium members' self-evaluation after every activity they conduct and questionnaires for students after each semester.</p>	December 2021
5.3. Quality evaluation reports	<p>Assessment of project's progress will be performed at the end of each project year. Quality committee will meet once a year and read all reports on the project activities and write quality evaluation report according to Quality monitoring plan. This will</p>	<ol style="list-style-type: none"> 1. February 2020 2. February 2021 3. January 2022

	result with three annual reports from Quality committee.	
5.4. External quality report	The main goal of this activity is to have an objective opinion to which extent the project has achieved anticipated goals. To ensure objective evaluation of the quality of projects activities within this work package external evaluator who will check the quality of conducted activities will be subcontracted. External quality report will be done at the end of the project.	December 2021

Annex 2. Event evaluation form

Event: xxxxx **Venue:** xxxxx **Date:** xxxxx **Partner responsible:** xxxxx **Contact E-mail:** xxxxx

Dear Participant,

Thank you for attending this event. In our effort to improve an organization and the impact of these events we invite you to complete the following questionnaire. In most of the questions you will be asked to rate your satisfaction on a scale by ticking the appropriate answer. In all the questions you will be asked to describe your personal opinion in a few words and to give suggestions for the improvement of the following events.

We thank you in advance for your valuable contribution!

1. Quality of the organisation

Please evaluate the overall quality regarding the organisation of the meeting	1	2	3	4	5
Please evaluate the quality of information provided	1	2	3	4	5
Please evaluate timelines of the organization	1	2	3	4	5
Please evaluate the meeting venue location	1	2	3	4	5
Please evaluate catering	1	2	3	4	5
Please evaluate the quality of organization staff(s)	1	2	3	4	5

Additional comments/suggestions:

2. Quality of the presentations

Please evaluate the overall quality of the presentations	1	2	3	4	5
--	---	---	---	---	---

Please indicate which presentations were particularly good and/or helpful

Please indicate which presentations were not good and/or helpful

Were some topics missing?

_____ What topics you think we should consider or include?

_____ Additional comments/suggestions:

3. Objectives

To what extent did the organisers meet the objectives of the meeting?	1	2	3	4	5
To what extent did the presenters meet the objectives of the meeting?	1	2	3	4	5

Additional comments/suggestions:

4. Tasks and activities

Are the upcoming tasks and activities clear to you after the meeting?	1	2	3	4	5
---	---	---	---	---	---

Additional comments/suggestions:

5. Overall satisfaction

How satisfied are you with the meeting in general?	1	2	3	4	5
--	---	---	---	---	---

Additional comments/suggestions:

Any further comments/suggestions:

Annex 3. Event attendances list

No	Name	Organisation	Signature	Permission signature*	E-mail
1					
2					
3					
4					
5					
6					
7					

* I confirm with my signature that project organizers and project partners are allowed to use event photos for project promotion activities