

Quality Control Plan

Project title	Development of master curricula for natural disasters risk management in Western Balkan countries
Project acronym	NatRisk
Project reference number	573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP
Coordinator	University of Nis
Project start date	October 15, 2016
Project duration	36 months

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List of abbreviations

BOKU	University of Natural Resources and Life Sciences, Vienna
HEI	Higher Education Institution
KPI	Key Performance Indicator
MUHEC	Middlesex University Higher Education Corporation
NatRisk	Development of master curricula for natural disasters risk management in Western Balkan countries
OE	Óbuda University
PMC	Project Management Committee
QAC	Quality Assurance Committee
UNI	University of Nis
WP	Work package

To ensure the quality of the NatRisk project, internal work quality standards and procedures will be agreed upon and established for the Consortium partners by the Quality Assurance Committee (QAC) which is established to monitor project performance. The QAC has four members from Partner HE institutions (University of Nis - UNI, University of Natural Resources and Life Sciences, Vienna - BOKU, Middlesex University - MUHEC, Óbuda University - OE). The lead Partner for the Quality Plan Work Package (WP5) is Middlesex University.

1. Work package and partner reports

The QAC will organize qualitative reviews to be conducted twice yearly by each WP and annually by Partner institutions. Each work package will be expected to have realised a minimum of 65% of planned outcomes for the year at the end of project year 1 (14 October 2017), 90% of planned outcomes for years 1 and 2 by the end of project year 2 (14 October 2018) and to meet all planned outcomes by the end of the project (14 October 2019). Appropriate spending is to be achieved within the above parameters.

WP and Partner reports will use a critical self-assessment form and will be evaluated in conjunction with other management tools such as the Work Progress Report Form and the Review of Deliverables. The principle of the QACs approach to Quality Assurance for the project will be light-touch self-evaluation, with the main purpose of identification of short-fall in the direction of the project and any issues that might militate against the full achievement of project objectives.

2. QAC reports

Following the biannual reviews, the QAC will prepare evaluation reports for the Project Management Committee (PMC), which will, in turn, notify all the partners on the issues related to project quality. The QAC reports will focus on Key Performance Indicators (KPIs) set for the activities of each package and the whole project (outputs, outcomes). QAC reports will also consider performance measures such as participation levels in meetings and activities against those planned, for both staff and students, an assessment of effective communication within the partnership, including the website, and the effective management of the project.

3. Independent monitoring evaluations

Evaluation of the project activities and results will also be performed by independent external expert(s) who will carry out independent comprehensive monitoring evaluations to review, and report upon, the progress of the project at the mid-point of the project and six months prior to the end of the project. The evaluations will be made to make sure that the project is carried out according to plan and to provide advice to improve the quality of the project realization. External monitoring of quality will take place twice during the project and Financial evaluation will take place during the final year.

4. Interproject coaching

Interproject Coaching will be arranged in the second project year to explore synergies with similar projects in the region.

5. Academic quality assurance

QAC is not responsible for quality assurance of the academic content of project outcomes. However, it will be expected that the WPs responsible for these outcomes will ensure that the quality standards of National Quality Agencies for countries implementing in the project are met, within the Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015), established by ENQA.

6. Quality assurance tasks

Quality assurance tasks are as follows:

- Establishing the internal work quality standards and procedures,
- Monitoring and reviewing reports from WP coordinators and contact persons on behalf of the Project Management Committee,
- Preparing regular reports to the Project Management Committee,
- Arranging and establishing independent monitoring evaluations by expert(s) (mid-term and end).

7. Quality plan schedule

Quality plan schedule is presented in the following table:

Reference no and title of WP5 activity	Expected deliverable	Due date
5.1 Regular Quality Assurance Committee meetings	Reports	May/October annually
5.2 Development of the quality control plan	Plan	Feb 2017
5.3 External review of the project	Reports	14-05-2018 and 14/07/2019
5.4 External financial control	Report	14-07-2019
5.5 Inter-project coaching	Event	14-05-2018

Annexes

Different supporting documents have been elaborated for the overall enhancement of the project quality plan:

- Annex Q - Work Package self-assessment report form (biannual)
- Annex R - Partner self-assessment report form (annual)
- Annex S - Check list for review of deliverables (to be completed on completion of identified deliverable)
- Annex T - Work Progress summary report form (short report to be submitted by all partners to Management group every 3 months as indicated)

ANNEX Q - Work Package self-assessment report form

WORK PACKAGE SELF-ASSESSMENT REPORT¹

Project title	Development of master curricula for natural disasters risk management in Western Balkan countries
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Work Package reference number and title	
Work Package Lead Partner	
Name of the responsible person	

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¹ WP leaders should complete this form twice a year, in consultation with other active members of the WP team, and submit the report by email to s.priest@mdx.ac.uk and natriskuni@gmail.com by March 30th and Sept 30th each year. The reports will be reviewed by the Quality Assurance Committee and a short report will be prepared and submitted to the Project Management Committee.

1. Activities and achievements

Fill in the outputs/outcomes and indicators as per the Logical Framework Matrix of the WP during the review period. In the column “Achieved to date” describe all activities done in order to achieve the indicated output/outcome. Provide a short comment if necessary.

Outputs/ outcomes - LFM code	Indicator	Achieved to date	Comment

2. Problems encountered

Describe the main problems encountered and recommend a solution if possible

Outputs/ outcomes	Description of problem	Recommendation

3. Changes

Present all changes to WP plans including postponing implementation deadlines

Outputs/ outcomes	Change of plan and likely implication for WP activities	Suggested actions	Date of notification to NatRisk coordinator

4. Brief summary

Summarize progress of activities against the implementation schedule (up to 100 words)

Summarize progress against specific objective indicators from the logical framework matrix (up to 200 words)

Summarize main problems encountered and recommendations (up to 200 words)

Location, date

Signature

ANNEX R - Partner self-assessment report form

PARTNER SELF-ASSESSMENT REPORT²

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Partner name	
Acronym	
Contact person	

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² The contact person from each partner institution should complete this form annually, in consultation with the members of the partner institution project team, and submit the report by email to s.priest@mdx.ac.uk and natriskuni@gmail.com by Sept 30th each year. The reports will be reviewed by the Quality Assurance Committee and a short report will be prepared and submitted to the Project Management Committee.

Note: This report concerns the participation of members of the partner institution project team to any Work Package in which they may be involved and to the project as a whole. Reports on any Work Package for which the partner institution is directly responsible should be completed on the WP Self-Assessment form.

1. Partner contributions

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team didn't accomplish some task, please give the reasons.

Activities - LFM code	Achieved to date	Comment

2. Changes

Please indicate any changes in project realisation from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to NatRisk coordinator

3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on NatRisk management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the NatRisk Management Platform.

Received	No. of the instalment	Amount	Date	Comment
	1.			
	2.			
	3.			
	4.			
Spent		Spent from Erasmus+ grant	Comment	
	1. Staff Costs			
	2. Travel Costs			
	3. Costs of Stay			
	4. Equipment Costs			
	5. Subcontracting Costs			
	6. Special Mobility Strand			
	Total			
Reported		Yes	Partially	No
	Financial excel table on the NatRisk platform filled-in			
	ITR, Time Sheets and Staff Convention forms completed			
	Supporting documents provided and uploaded to the NatRisk platform			

Location, date

Signature

ANNEX S - Check list for review of deliverables

CHECK LIST FOR REVIEW OF DELIVERABLES³

Deliverable title	
Work package	
Author	
Date	
QAC reviewer	

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³ This questionnaire concerns quality issues of NatRisk upon completion of each deliverable. Please complete the form and submit it by email to UNI (natriskuni@gmail.com) and WP leader. The achieved results will be useful for the project's risk management. They will also make part of the QAC final report, as well as of the Coordinator's progress and final reporting to EACEA.

Assurance point	Issues to be addressed	Assessment	Comments	Reccomendations
Compliance with NatRisk objectives	<i>Does the deliverable comply with the overall objectives of the project?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the specific objectives of the WP	<i>Does the deliverable comply with the WP Objectives as specified in the WP description?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Correspondence with the description of work of the relevant activity	<i>Does the deliverable correspond with the activity description as specified in the Application Form?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Compliance with the deliverables format	<i>Is the deliverable presented using the Project's deliverable format – Annex B?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Adequacy of complementary information	<i>Examples of complementary info:</i> - Sources used, - Bibliography, - List of contacts, - Methodology used.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially		
Adequacy of written language	<i>Level of written English</i>	<input type="checkbox"/> Excellent <input type="checkbox"/> Adequate <input type="checkbox"/> Poor		
Overall assessment and suggestions for improvement				
Deadline for submission of amended version of the deliverable				

Location, date

Reviewer signature

ANNEX T - Work Progress summary report form

WORK PROGRESS Summary Report form⁴

Work progress information

Date	
Author(s)	
Institution	
Work packages	
Period included	
Description of the work done	

⁴This form needs to be filled by all NatRisk project partners, every 3 months, and then sent on e-mail address: natriskuni@gmail.com.

Please indicate your suggestions for project work improvement:

Location, date

Signature

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