

Agenda for WP 8 meeting in the context of QUAERE Project of Erasmus +

Workpackage 8 - Development of quality control and monitoring plan and tools

26 October – Chernivitsy, Ukraine

Agenda:

1. Review of the proposed WP8 workplan and tasks
2. Introduction of partners and agreement on their roles
3. Distribution of responsibilities for activities and deliverables
4. Setting deadlines within the WP for each deliverable and task
5. Discussion of approaches for each task accomplishment

Decisions to be made:

1. The time period for the WP8 is 05.07-01-2016 – 31-03.2018
2. The WP8 leading institution is The Network University, Netherlands
3. Proposed leading tasks and institutions for WP8 deliverables:
 - 8.1.1 Establishing QCM team - The Network University;
 - 8.1.2 Elaborating QCM plan – P5 Asiin (Deliverable 8.1);
 - 8.2.1 Preparing reports per WP - P2 Koblenz (Deliverable 8.2);
 - 8.3.1 Preparing report on developments - P6 ceenqa (Deliverable 8.3);
 - 8.4.1 Preparing report on feedback from key stakeholders - P16 nat qa com (Deliverable 8.4)
4. List of WP8 tasks, deadlines and expected activity (list of deliverables is available in the project documentation provided to partners by coordinator):

8.1.1 Establishing QCM team (Deliverable 1.1) **Deadline: 01.11.2016**

The purpose of the meeting in Chernivtsy is to establish a Quality control and monitoring team comprising of one member each of the lead partners. For this the above mentioned partners are requested to appoint one of their members to take place in the team. In order to make decisions during our meeting it would be imperative that these members will be present in Chernivtsy. Given the tasks in WP8 and its subsequent deliverables It is preferable to nominate staff members who work professionally in the field of quality assurance and enhancement and/or have got a relevant experience. After the WP leader receives nominees from partners he will form the WG members list and spread it among partners with additional information on WG operation.

Lead partner – TNU (P7) will take care of project implementation and produce a report on WP achievements.

Quality control and monitoring of the implementation of the project will be at heart of all the developments. The responsibility for WP 8 will be with TNU, which jointly with P5 Asiin and P6 CEENQAA will develop a more detailed quality control and monitoring plan and tools for each activity undertaken within the frames of the project. Thus, before and after each major event a survey of the participants of the particular event will be undertaken to check for the effectiveness and impact. The analysis will be conducted,

based on which the organizers of the event will reflect and the organizers of the following events will take into consideration to constantly improve the events. Internal quality assurance protocols will be kept for organization effectiveness.

Each WP lead partner will submit a report per WP, in which the achievements will be highlighted and to which the deliverables will be attached. Drawing on the reports per WP from each partner the intermediate and final reports to EACEA will be produced. CEENQAA jointly with other EU partners will ensure a continuous and sustainable quality monitoring of project developments with a rich pool of tools, questionnaires and approaches to quality monitoring This includes Quality of

- document based deliverables,
- Quality of events,
- Quality of promotional materials,
- Quality of websites and other electronic tool.

Based on these and on surveys to key stakeholders, analytical report on their feedback will be produced three times during the project life-time.

Task 8.1. Development of quality control and monitoring plan and tools for each activity undertaken within the frames of the project. (Deliverable 1.1) Deadline: 30.11.2016

For this deliverable all partners are required to monitor their participation in the project. The quality control and monitoring plan will determine the approach that will be followed to manage the project, measure the progress and results, and to ensure the quality of the project activities, outputs, and outcomes.

As presented in Koblenz, we propose to follow the Plan-Do-Check-Act cycle (PDCA): The PDCA concept is organised into four parts, corresponding to the following phases:

- Planning the activities throughout WP's,
- Implementation and deliverables,
- Project/WP's monitoring,
- Project/WP's improvement.

This means there will be several assessment moments during the project (as indicated in the project documentation provided to partners by coordinator). Based on the PDCA the team will review the activities and decide on any necessary measures in re-organisation tasks and resources with a strong focus on the project impact.

Task 8.2.1 Preparing reports per WP. (Deliverable 2.1) Deadline: to be announced

Each WP lead partner will submit a report per WP, in which the achievements will be highlighted and to which the deliverables will be attached.

This deliverable will be led by UKOLD (P2). Each WP lead partner will submit a report per WP, in which the achievements will be highlighted and to which the deliverables will be attached. Drawing on the reports per WP from each partner the intermediate and final reports to EACEA will be produced. UKOLD will prepare a timeline for this.

Task 8.3.1 Preparing report on developments. (Deliverable 3.1) Deadline: to be announced

This deliverable will be led by CEENQAA (P6). CEENQAA jointly with other EU partners will ensure a continuous and sustainable quality monitoring of project developments with a rich pool of tools, questionnaires and approaches

Task 8.4.1 Preparing report on feedback from key stakeholders. (Deliverable 1.4)

Deadline: to be announced

This deliverable will be led by P16 nat qa com. Basing on surveys to key stakeholders, an analytical report, based on their feedback, will be produced three times during the project life-time.

In WP8 related correspondence, partners are requested to copy e-mails to WP leading institution (info@netuni.nl) and project coordinator (mariusz.mazurkiewicz@pwr.edu.pl)