



SETOF Soil Erosion and **T**Orrontial Flood
*Prevention: Curriculum Development at the
Universities of Western Balkan Countries*

WP4: Quality plan and monitoring – Final report (UNIRC)

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SETOF

Soil Erosion and TOrrential Flood
Prevention: Curriculum Development at the
Universities of Western Balkan Countries

QUALITY PLAN AND MONITORING – Summary of activities performed

- 1 - Quality assessment and assurance
- 2 - Tools and procedures for quality assurance
- 3 - Internal monitoring
- 4 - External monitoring
- 5 - Quality plan schedule

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The SETOF management structure

- **Steering Committee (SC)**
- **Project Management Committee (PMC)**
- **Quality Assurance Committee (QAC)** is responsible for the quality of entire SETOF project implementation.





QAC and Members

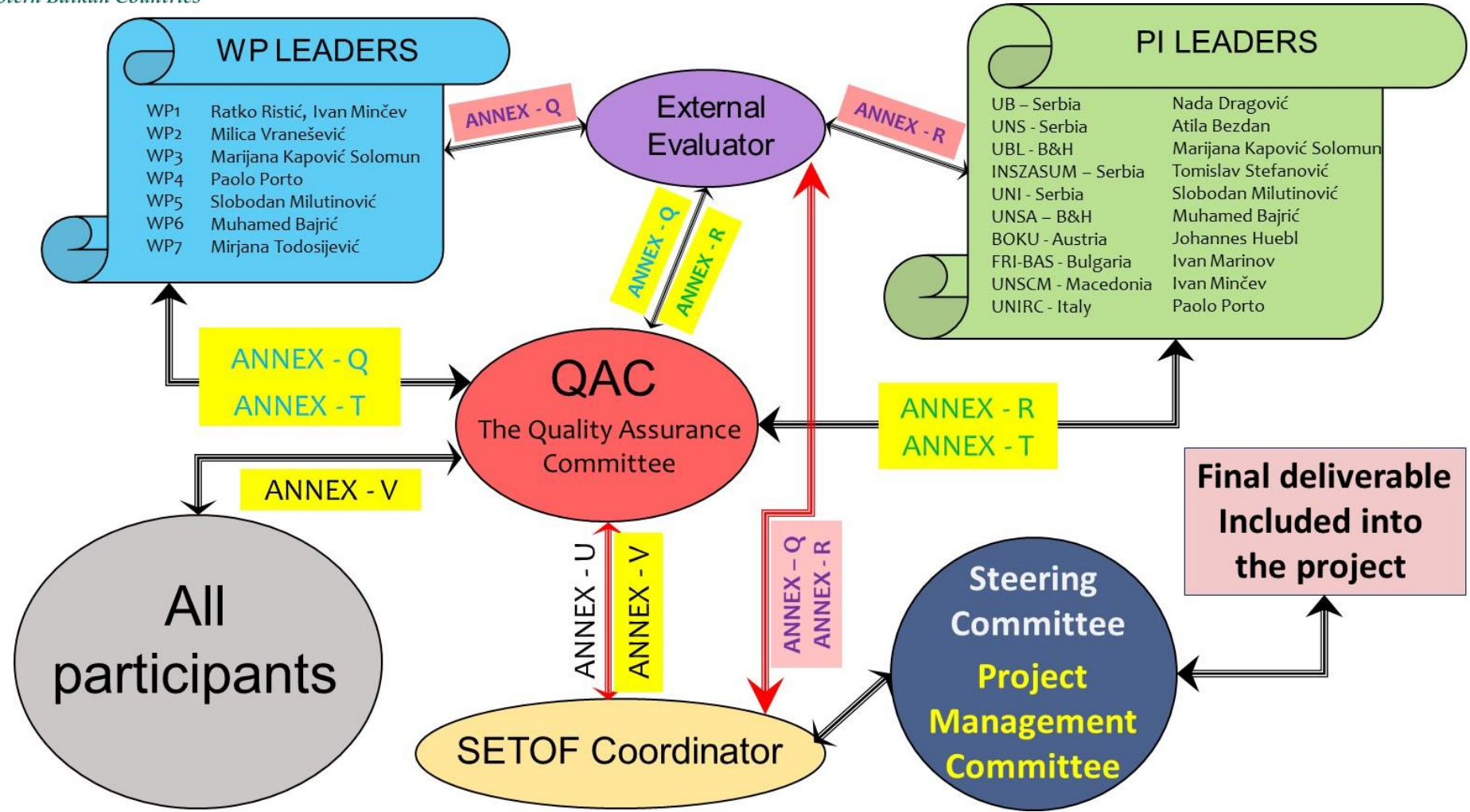
- The QAC consists of four members, nominated during the kick-off meeting held in Belgrade in December 2018 (with a subsequent replacement of one member):

UNIRC-Italy	Paolo Porto
UB-Serbia	Miodrag Zlatić
UNSCM –Republic of North Macedonia	Ivan Minčev
FRI-BAS-Bulgaria	Ivan Marinov (Eli Pavlova)

The quality control of the project progress was done after the first year (end of 2019), after the second period (end of 2021 due to covid restrictions) and at the end of the project (November 2022). It consisted of:

- a critical assessment of the activities carried out;
- the implementation of the future activities.







A Quality Control Plan was established and presented during the 1st QAC meeting held in Reggio Calabria (2-10-2019). The main procedures to be followed by the partners, to ensure the optimal quality of the project activities, results and management, were illustrated and explained.

These procedures concern internal and external monitoring, quality management and quality requirements for the project deliverables.

It provides five templates as annexes of the Plan.

The templates were necessary to evaluate:

- 1) The activities of each WP
- 2) The activities of each Partner
- 3) The general performance of the overall project
- 4) The quality of each organized events





ANNEXES

- Annex Q (by WP leaders) - Work Package self-assessment report form (annual)
- Annex R (by Institution leaders) - Partner self-assessment report form (annual)
- Annex T (by WPL and IL) – Internal project quality evaluation report (annual)
- Annex U (by QAC) – Internal project quality evaluation report (annual)
- Annex V (by each participant) – Event evaluation

The Quality Control Plan was formally adopted after the 1st QAC (RC) and the above templates were delivered to each working group.





A first report of the Quality Control Plan was presented during the 2nd QAC meeting held in Banja Luka (19-11-2019). All activities documented by Annexes Q, R, T and V, provided by each working group, were illustrated and discussed. The activities were related to the first year of the project

A second report of the Quality Control Plan was illustrated during the 3rd QAC meeting held (on line) in Sarajevo (29-09-2020). The Leader of the WP4 presented the activities carried out until September 2020. Leader of the WP4 presented also considerations and recommendations on Partner contributions, on changes made by the partners during the period, and on financial matters





A third report of the Quality Control Plan was presented during the 4th QAC meeting held (on line) in Nis (9-06-2021). Leader of the WP4 presented the activities carried out until June 2021. Leader of the WP4 presented also considerations and recommendations on Partner contributions, on changes made by the partners during the period, and on financial matters.

Leader of the WP4 presented also the main Changes to the QA Plan to be approved, and the procedure to be adopted for the External financial control





A fourth report of the Quality Control Plan was presented during the 5th QAC meeting held in Novi Sad (11-03-2022). All activities documented by Annexes Q, R, T and V, provided by each working group, were illustrated and discussed. The activities were related to the second period of the project (2020-2021, due to Covid-19 restrictions)

More specifically, Leader of the WP4 presented the activities carried out until March 2022. Leader of the WP4, together with the Project Coordinator) presented also considerations and recommendations on Partner contributions, on changes made by the partners during the period, and on financial matters (including the results of the external monitoring evaluation).





A fifth (final) report of the Quality Control Plan (in progress) is presented during the 6th QAC meeting in Goc Mountain (4-11-2022 – this meeting). All Annexes Q, R, T and V, will be delivered to each working group, that will be sent back to the Leader of the WP4 before the end of the project. The activities are related to the third period of the project (2022)

Once the Annexes will be completed, the Leader of WP4 will provide the final version of the Report





Final Quality plan schedule

Reference no and title of WP4 activity	Due date	Expected deliverable
4.1 - Regular Quality Assurance Committee meetings	6 official Meetings organized (plus some additional skype meetings)	Reports as PDF and/or PPT files
4.2 - Development of the quality control plan	Accepted in October 2019 and adopted for the duration of the project. Some changes occurred due to Covid restrictions. The changes were approved and adopted	Plan (as PDF file)
4.3 - External review of the project	June 2021 and at the end of the Project (December 2022??)	Reports
4.4 - External financial control	July 2021 and at the end of the Project (December 2022??)	Reports

