



SETOF

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

Report of Quality control according to the adopted plan and measures for improving

Deliverable 4.2

Title: Quality control according to the adopted plan and measures for improving



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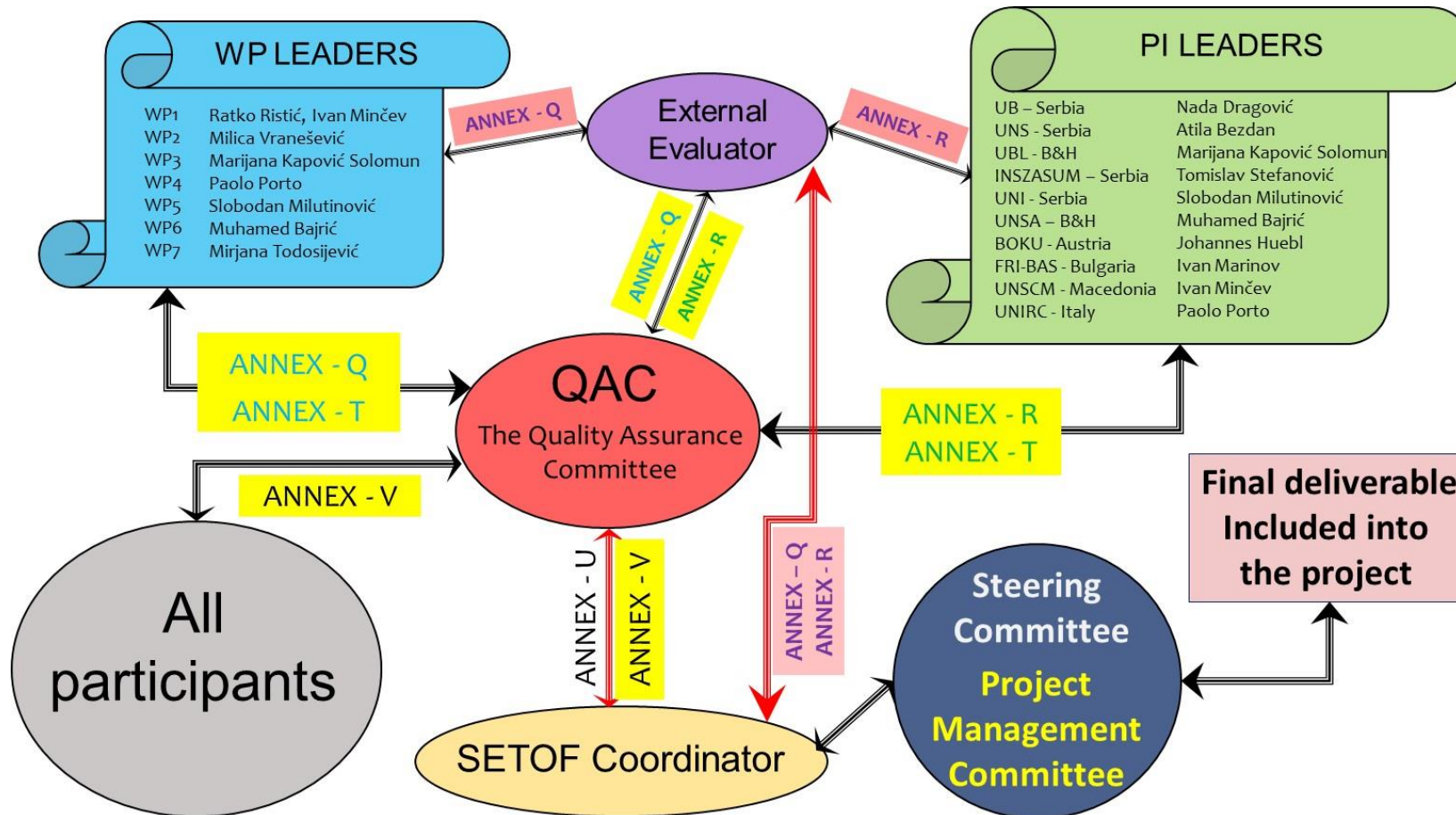
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The structure of the Quality Plan





Considerations and recommendations on Activities and achievements by the WP Leaders

As expected, based on the specific activities required by each WP Leader and the different time of window in which these activities are planned in the Project schedule, the percentage of participation and the impact of each single WP are different.

More specifically, the activities related to the WP3 that started at the end of the first year of the Project are documented in the ANNEX-Q that was sent to the QAC in January 2021

In this respect, no major problems have been identified for the deliverables 3.3 and 3.4

A new ANNEX-Q form will be sent to each WP Leader before the end of the current year to resume the activities carried out after the first self-evaluation



Considerations and recommendations on activities by the Partner Institutions Leaders

As expected, based on the specific activities required by each PI Leader and the different time of window in which these activities are planned in the Project schedule, the percentage of participation and the impact of each single PI are different.

More specifically, the activities related to the P3 that started at the end of the first year of the Project are documented in the ANNEX-R that was sent to the QAC in January 2021

In this respect, no major problems have been identified for the deliverables 3.3 and 3.4

A new ANNEX-R form will be sent to each PI Leader before the end of the current year to resume the activities carried out after the first self-evaluation

Considerations and recommendations on Financial Matters

The table that synthesizes the funds received from each Institution (related to the first Instalment) and the percentage of the money spent at the date of November 15, 2019 was modified taking into account the information received from WP3 and P3 for which the activities started later than those carried out by the other WPs and PIs

A specific exception relates to UNSCM (P8) that anticipated the sum of 11,130 Euro even if they did not receive the first instalment. Based on e-mail discussion with the responsible person of P8, this inconsistency was mainly due to internal bureaucratic reasons that will be resolved as soon as possible. More specifically, the PI Leader received the first payment but only for the staff costs and they are waiting for the travel costs.

PARTNER	Amount received	Amount spent	% spent
UB (P1)	23,647.00	20,976.00	88.7
UNS (P2)	18,095.00	5,860.00	32.4
UNI (P3)	21,663.75	11,130.00	51.4
UBL (P4)	18,483.75	5,515.00	29.8
UNSA (P5)	18,243.25	6,386.2	35.0
INSZASUM (P6)	8,440.00	6,762.00	80.1
BOKU (P7)	N/A	N/A	N/A
UNSCM (P8)	NOT RECEIVED YET	11,130.00	N/A
UNIRC (P9)	8,857.25	3,961.00	44.7
FRI-BAS (P10)	7,595.22	7,500.00	98.7

Most of the Institutions were able to spend at least 40% of the first tranche of the First Instalment (25% of the total amount assigned to each Partner). The exceptions, outlined in red in the table, are UNS (P2), UBL (P4), and UNSA (P5). However, this is documented by the single ANNEX-R, because the main activities of these three Institutions will be concentrated in the second and the third year of the project. A specific exception relates to UNSCM (P8) that anticipated the sum of 11,130 Euro even if they did not receive the first instalment. Based on a formal discussion with the responsible person of P8, this inconsistency was mainly due to internal bureaucratic reasons that will be resolved as soon as possible. Unfortunately, no information was made available by BOKU (P7) about their financial matters and the QAC is not able to evaluate them.

Changes to the QA Plan to be approved

(in yellow the new text that modifies and/or integrates the old one in the QAP)

1. Quality assessment and assurance

The QAC will organize qualitative reviews to be conducted once a year by each WP Leader and by each Partner institution. In general, each work package will be expected to have realized a minimum of 40% of planned outcomes for the year at the end of project year 1 (14 November 2019), 80% of planned outcomes for years 1 and 2 by the end of project year 2 (14 November 2020) and to meet all planned outcomes by the end of the project (14 November 2021).

Due to the Covid-19 situation, the deadline related to the second year of activities (formerly Nov 14, 2020) is postponed to Dec 14, 2021. Also, considering that during the years 2020 and 2021 no meetings in presence were possible, the resources devoted to travel costs and stay costs were not used. For these reasons, the threshold of 80% required for the planned outcomes at the end of the second period should be reduced to 60%. For the same reasons, even the deadline of the end of the project (formerly Nov 14, 2021) will be postponed based on the pandemic evolution.

Changes to the QA Plan to be approved

(in yellow the new text that modifies and/or integrates the old one in the QAP)

1.1 Quality assurance tasks

- Arranging and establishing independent monitoring evaluations by expert(s) (mid-term and end);

Due to the Covid-19 situation, only the mid-term evaluation for financial control was possible.

About the quality control, the QAC decided to consider only one, final, evaluation carried out at the end of the project by the external expert to be nominated in autumn 2021.

Changes to the QA Plan to be approved

(in yellow the new text that modifies and/or integrates the old one in the QAP)

3.1 Responsibilities for internal monitoring of deliverables

The QAC assigns realized deliverable to an appointed reviewer, who is not an author of the deliverable. Within two weeks, the reviewer should prepare a review report with comments in accordance with the Check list for review of deliverables (Annex S) and send to the WP Leaders and the Partner Institutions Leaders. The Leaders in cooperation with authors have one week more to implement the reviewer comments, prepare a corrected draft delivery and send written objections to the reviewer. In this case, the reviewer will have another one week to send back final comments to the Leaders. If final reviewer's comments are adequately applied in new deliverable version, the Leaders send it as a final deliverable version to the Project Coordinator and SC.

Before the end of the project, the QAC assigns realized deliverable to an appointed external reviewer (see point 4 of this Plan)