



CBHE project number 586383-EPP-1-2017-1-SI-EPPKA2-CBHE-SP (2017-2978/001-001)
- Improving skills in laboratory practice for agro-food specialists in Eastern Europe -
AgLab

“Quality evaluation guidelines”

(Quality and Monitoring Plan)

Partner Responsible:

Wroclaw University of Environmental and Life
Sciences WUELS (Poland)

Participating Organisations:

All Partners

Quality Control and Monitoring Plan of the Ag Lab project concerns:

- activities for the general monitoring and evaluation of the project;
- assessing and monitoring the quality of the consortium;
- defining qualitative and quantitative means to assess and monitor the quality of the activities in the project.

The objectives of the Quality Control and Monitoring Plan:

- To control the conformity of the project implementation with the program approved by the European Commission;
- To have the capacity to correct discovered weak points in due time;
- To provide the partners with tools and methods for the implementation of the activities in conformity with the approved project (the general plan, the typology and the sequence of the activities);
- To check the quality of the productions and services provided;
- To evaluate the appropriateness of the specialized courses dedicated to the laboratory practice;
- To evaluate the efficaciousness of the selected methods of dissemination;
- To evaluate the efficaciousness of the procedures for the general and financial management, the decision making process among the partners.

The Steering Committee (SC) is responsible of the Quality Assessment

Mechanisms of Quality Control:

Internal

- Approval of the Annual Activity Quality Reports by the SC;
- Questionnaires evaluation;
- Peer reviews and assessment of the specialized courses dedicated to the laboratory practice;
- Assessment of the Training Sessions by EU partners;
- Assessment and approval of the specialized courses dedicated to the laboratory practice by the institutional authorities;

External

- Evaluation of project activities, methodology and outputs/outcomes by external experts;
- Feedback and approval of specialised courses dedicated to the laboratory practice by the certification bodies;
- Feedback and approval of specialised courses dedicated to the laboratory practice by Ministries.

Activities of the WP Quality Plan:

- Establishment of Quality and Monitoring Plan;
- Annual activity quality reports - Internal and external control of project activities (3 internal Reports and 3 Reports from external experts appointed by the project Coordinator.
- Training courses quality report by EU experts' team (2 Reports with feedback from the concerned Ministries and institutional authorities).

The Actors:

- The Steering Committee;
- Working Groups;
- External experts;
- Ministries and certification bodies;
- Institutional authorities.

Methods and tools:

N°	Lead Organization	Key Actions	Results	What /How	Dates
1	Agroosvita	<p>WP1: Analyses of skills needed for the laboratories (Preparation)</p> <p>1.1. Consultations and round tables for skills needs definition</p> <p>1.2. First preparatory workshop</p>	<ul style="list-style-type: none"> • list of needed skills will be defined and presented in the form of report, which will be used for the planning of 1st training session • carrying out the 1st training session • report submitted to Ministries 	<p>What:</p> <p>Kick Off meeting report, 1st training session report, assessment methodology</p> <p>How:</p> <p>Questionnaires, reports, feedback from the concerned Ministries, Working Group consultations, internal and external evaluation</p>	October 2017 to December 2017
2	UniTE and VetAgroSup	<p>WP2: Elaboration of the specialized courses (Development)</p> <p>2.1. Qualification references for laboratory staff</p> <p>2.2. Curricula and training courses</p> <p>2.3. Training of teaching staff</p> <p>2.4. Pedagogical support for the</p>	<ul style="list-style-type: none"> • Elaboration of references coordinated by Agroosvita • Workshops • MSc curricula • Post-diploma courses • Training of the teaching staff • Launching of the pilot courses • Purchasing of 	<p>What:</p> <p>Workshops, trainings and student mobility reports, texts of references, curricula and post-diploma courses feedback and accreditation, teaching materials and tools assessment</p> <p>How:</p>	December 2017 to June 2020

		<p>elaborated training courses: guides, manuals, films, e-learning courses; training equipment for universities laboratories</p> <p>2.5. Pilot courses 2.6. Students mobility 2.7. Tools for cooperative teaching universities - laboratories</p>	<p>equipment and software</p> <ul style="list-style-type: none"> • MOODLE platform materials • Short mobility of students • Tools for cooperative teaching • Establishment of the Lab TECH network 	<p>Questionnaires, reports, evaluations of text of references by EU partners and validation by Ministries, internal and external evaluation</p>	
3	WUELS	<p>WP3: Quality assessment strategy (Quality Plan)</p> <p>3.1. Quality evaluation guidelines 3.2. Annual activity quality reports 3.3. Training courses quality report</p>	<ul style="list-style-type: none"> • Quality and Monitoring Plan • Annual quality reports • Financial reports prepared by the coordinating institution (UL) 	<p>What: SC documents, reports, official documents</p> <p>How: Questionnaires, Quality reports (internal and external), financial officer reports.</p>	<p>December 2017 to June 2020</p>
4	ISLE	<p>WP4: Dissemination and exploitation of Project results (Dissemination and exploitation)</p> <p>4.1. External project publications 4.2. Open MOODLE platform 4.3. Closing conference</p>	<ul style="list-style-type: none"> • Web-site creation • Publications • Newsletters • Flyers • Dissemination at different events • MOODLE platform hosted by ISLE serving as a dissemination tool • Pedagogic support tools • Closing conference 	<p>What: SC documents, reports, web-site and MOODLE platform feedback, pedagogic support tools assessment</p> <p>How: Questionnaires, reports, internal and external evaluation</p>	<p>January 2018 to September 2020</p>
5	UL	<p>WP5: Management</p> <p>5.1. Steering committee meetings 5.2. Project progress reports</p>	<ul style="list-style-type: none"> • 5 SC Meetings followed by reports • Annual project reports • Reports to EC 	<p>What: SC documents, reports, Financial officer reports, minutes of meetings</p> <p>How: Questionnaires, project official documents, quality experts reports , internal and external evaluation</p>	<p>October 2017 to October 2020</p>

Each Lead Organisation prepares relevant templates, formats, reports etc. in collaboration with the Coordinating Institution and other project partners.

Dates of control: December 2017 to October 2020

List of annexes:

Annex 1 - Questionnaire for the evaluation of project meetings

Annex 2 - Questionnaire for the evaluation of training sessions

Annex 3 - Questionnaire for the evaluation of student mobility inside the Partner Countries and