



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

Co-funded by the
Erasmus+ Programme
of the European Union



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

QUALITY PLAN AND MONITORING

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"



PROJECT INFO

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Funding scheme	Erasmus+ Capacity building in the field of higher education
Web address	https://www.setof.org/
Coordination Institution	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

DOCUMENT CONTROL SHEET

Work Package	WP4 Quality Plan and Monitoring
Ref. no and title of activity	4.1 Development of the quality plan
Title of deliverable	Quality Plan and Monitoring
Lead institution	University Mediterranea of Reggio Calabria - UNIRC
Author(s)	Paolo Porto, Miodrag Zlatić
Document status	Draft
Document version and date	v.02, Oct 2, 2019
Dissemination level	Internal

VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision description	Partner responsible
v.01	07/20/2019		UNIRC
v.02	10/02/2019		UNIRC



Contents

Introduction	5
1. Quality assessment and assurance	5
1.1. Quality assurance tasks	6
1.2. Quality Assurance Committee meetings and reporting	6
2. Tools and procedures for quality assurance	7
2.1. Quality of the SETOF project implementation	7
2.2. Quality review of the SETOF deliverables	7
2.2.1. Quality of produced SETOF documents	8
2.2.2. Quality of promotional materials	8
2.2.3. Quality of website and other computer-mediated tools	8
2.2.4. Quality of events	9
3. Internal monitoring	10
3.1. Responsibilities for internal monitoring of deliverables	10
3.2. Impact assessment of the project activities	11
3.3. Periodic and summative internal project quality evaluation report	12
4. External monitoring	12
4.1. Terms of reference for external evaluation	13
4.2. Criteria for the selection of external evaluator	14
4.2.1. Description of the external evaluation task	14
4.2.2. Profile of the external evaluator	15
4.2.3. Responsibilities of the external evaluator	15
4.2.4. Evaluation budget	15
4.3. Academic quality assurance	16
5. Inter-project coaching	16
6. Quality plan schedule	17
Annexes	18
ANNEX Q - Work Package self-assessment report form	19
ANNEX R - Partner self-assessment report form	22
ANNEX S – External Reviewer assessment form	25
ANNEX T – Internal project quality evaluation form	28
ANNEX U – Internal project quality evaluation report	32



LIST OF ABBREVIATIONS

BOKU	University of Natural Resources and Life Sciences, Vienna
EACEA	Education, Audiovisual and Culture Executive Agency
ENQA	European Association for Quality Assurance in Higher Education
FRI-BAS	Forest Research Institute at the Bulgaria Academy of Sciences, Bulgaria
HEI	Higher Education Institution
NEO	National Erasmus Office
PMC	Project Management Committee
QAC	Quality Assurance Committee
SETOF	Soil Erosion and TOrrential Flood Prevention
UB	University of Belgrade, Serbia
UNIRC	University Mediterranea of Reggio Calabria, Italy
UNSCM	Ss. Cyril and Methodius University in Skopje, Republic of North Macedonia
WP	Work package



Introduction

The Quality Control Plan defines the main procedures to be followed by the partners of the SETOF project to ensure the optimal quality of the project activities, results and management in line with the SETOF project Grant Agreement, the SETOF Partnership Agreements and Guidelines for the Use of the Grant (version 01: 08 December 2016).

The plan defines procedures for internal and external monitoring, quality management and quality requirements for the project deliverables. It provides five templates as annexes of the Plan.

1. Quality assessment and assurance

Assessment and assurance of the SETOF project quality defines quality standards, methods for quality assessment and methods to detect and correct the occurred problems during the project realization. Internal and external monitoring of the SETOF project will be used to ensure the project efficiency, progress and constant improvement in line with defined standards and time schedule. According to the recommendations derived from permanent quality control, corrective actions will be taken on time keeping the project on right direction.

To ensure the quality of the SETOF 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 consists of four members, nominated during the kick-off meeting held in Belgrade in December 2018, as follows:

1	UNIRC-Italy	Paolo Porto
2	UB-Serbia	Miodrag Zlatić
3	UNSCM–FYR of North Macedonia	Ivan Minčev
4	FRI-BAS-Bulgaria	Ivan Marinov

The lead Partner for the Quality Plan and Monitoring Work Package (WP4) is the University Mediterranea of Reggio Calabria (UNIRC).

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). Appropriate spending is to be achieved within the above parameters. Exceptions are considered for the WPs that have planned their activities only during the second and/or the third year of the project.

WP and Partner reports will use critical self-assessment forms (Annex Q and Annex R) and will be evaluated in conjunction with the LOGICAL FRAMEWORK MATRIX – LFM, available at the link <https://www.setof.org/about-project/lfm-workplan/>. 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.

1.1 Quality assurance tasks

Quality assurance tasks are as follows:

- Establishing the internal work quality standards and procedures;
- Monitoring and reviewing reports from WP leaders and Partner Institutions 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);
- Reviewing of financial;
- Analysing of EACEA evaluation and monitoring reports.

1.2 Quality Assurance Committee meetings and reporting

UNIRC will encourage the discussion of items related to quality assurance (challenges, shortcomings, open questions compromising the quality of deliverables, etc.) via QAC meetings and reports that are followed up together with the Project Coordinator and partners. QAC meetings will take place during a project meeting with all partners. If it is needed, meetings will be organised via Skype with individual partners on a specific topic.

The role of UNIRC is to prepare and moderate the meeting together with the Project Coordinator, while partners are responsible to contribute to the meeting by preparing questions and solutions. The QAC meetings will happen regularly (as established in paragraph 1) in order to discuss and establish patterns on quality in the project. The results of the QAC meetings and field visits will be included into the Interim and Final project reports. The drafts of the meetings reports will be discussed with the Project Coordinator and the final version made available to all partners. The reports should include an analysis of the current status of



development and quality of project deliverables, conclusion and recommendations for the upcoming project period.

2 Tools and procedures for quality assurance

Tools and procedures for quality assurance have to ensure

- the quality of the SETOF project implementation, and
- the quality of the SETOF project deliverables.

2.1 Quality of the SETOF project implementation

All partners are responsible for quality of the SETOF project implementation in order to achieve overall broader and specific objectives. They should respect defined procedures and tools for quality assurance, in full respect to the signed partnership agreements.

The quality of achieved SETOF objectives i.e. development of new master curricula in the field of Soil Erosion and Torrential Flood Prevention in line with the Bologna requirements and national accreditation standards will be evaluated using defined templates for self-evaluation of master curricula, self-evaluation of trainings and student and staff mobility reports which will be filled by target groups. Summary of these evaluations will be part of the Interim and Final reports. Results of evaluations of master curricula and trainings will be used for further improvement and assurance of sustainability of project results.

The SETOF management structure consisting of Steering Committee (SC), Project Management Committee (PMC), and Quality Assurance Committee (QAC) is responsible for the quality of entire SETOF project implementation.

2.2 Quality review of the SETOF deliverables

The SETOF activities will result in documents (reports, publications, manuals, plans, learning materials for professionals), promotional material (brochures, flyers, notebook, roll-up, folder, pen, etc.), printed materials regarding organization of events (meetings, workshop, trainings, study visits), website and other electronic tools for dissemination purposes.

Quality of deliverables will be assessed regarding the relevance of the project activities and the possibility of their future improvement.



2.2.1 Quality of produced SETOF documents

All partners will use a consistent format for all documents (reports, publications, manuals, plans, word document, power point presentations) in order to ensure a common appearance of deliverables as well as to ensure that a minimum amount of information will appear consistently in all documents produced by the SETOF project. Templates are provided at the website www.setof.org.

All documents will be stored on SETOF website and platform for visibility and use for all partners when needed.

When partners produce documents, they are obliged to use the Erasmus+ logo consisting in the following sentence *“Co-funded by Erasmus+ Programme of the European Union”*, on the cover or the first page. They must use following disclaimer on the inner pages:

"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

2.2.2 Quality of promotional materials

The Project Coordinator is responsible for designing and printing all promotional material such as flyers, poster, roll-up, folder, notebook, brochure, etc. for dissemination during the SETOF project events (partners meetings, study visits, workshop, consortium meetings, etc.) and other general events such as conferences, symposia, workshops, open days, etc. The draft version will be sent to all partners for comments and suggestions, before printing, publishing and distribution. The materials will be disseminated by all project partners at events which are relevant to reach the project's target groups.

2.2.3 Quality of website and other computer-mediated tools

The Project Coordinator will be responsible for setting up and maintaining the SETOF website (www.setof.org) with all information and materials received from the project partners. All partners are asked to promote the SETOF project on their websites and social networks such as Twitter, LinkedIn, Instagram and ResearchGate profiles/groups by providing a short description of the project, logo, and link to the SETOF website. Following the project's web dissemination strategy, news about the SETOF project will be published in different languages



including English, Serbian, and Bosnian. All partners should regularly provide information for dissemination on website. Web site will be linked to all partners' web sites and other interested stakeholders and social networks.

2.2.4 Quality of events

Quality of events (meetings, trainings, workshop, study visits, etc.) is assured by an accurate defined documents and procedures for preparing, realization and post-event activity.

In the preparation phase, the organizer of event is obliged to provide participants with all necessary information (draft agenda, letter of invitation and note on venue, traffic, and hotels) several weeks before the event. The draft agenda should be circulated for partner's opportunity to add items relevant for them. The final agenda should be sent out in advance on time. Power point presentations should be prepared using defined template. It is highly important that partners send representatives to events who are able to contribute to the event or benefit from it (e.g. in case of workshop and trainings). Participants should come well informed and prepared for the events.

During the event, SETOF participants should be registered using the attendance list with the ability to get printed material. Posters, roll-up and other promotional materials shall be displayed during the event. Event must respect the scheduling time. Some event details will be recorded. Events should be evaluated based on a template (evaluation list – Annex T) filled by the participants of the event. After the event, minutes of meetings and event report need to be created by the event organizer and available as soon as possible. Event report should include the collected statistical data, a summative narrative of the data and recommendations for the implementation of upcoming events within the SETOF project. The results of the evaluation may be presented at the following event for further improvement of upcoming events.

Based on obligations of the beneficiaries defined in article I.10.8 and II.7, of the Grant Agreement, related to information requirements, the partners should inform the public, press and media (Internet included) of the event which must visibly indicate "with the support of the Erasmus+ Programme of the European Union" as well as the graphic logos of the project and Erasmus+ Programme.



3 Internal monitoring

The aim of internal monitoring is to steer the SETOF project into the right direction through the defining of the effective methods for quality assessment, controlling and improving project implementation. Internal quality monitoring concerns all aspects of the SETOF project including financial and administrative, management, deliverables, dissemination, academic dimension, impact and relations with EU. Internal quality monitoring will be conducted by using adequate tools such as evaluation forms, questionnaires and different evaluation reports.

All partners are responsible for regular internal monitoring and assessment of compliance with the Logical Framework Matrix (LFM), work plan and budget. The Project Coordinator will inform on regular basis partners about evaluation results and agree remedial actions.

Management structure of the SETOF project is obligate to judge objectively project achievements and give recommendations for improving project quality standards. Following the annual reviews, the QAC will prepare evaluation reports for the Project Management Unit (PMU), which will, in turn, notify all the partners on the issues related to project quality. The QAC reports will focus on the project outputs and outcomes and consider performance measures of all project activities.

3.1 Responsibilities for internal monitoring of deliverables

The Project Management Unit (PMU), the Steering Committee (SC) and the Quality Assurance Committee (QAC) are responsible for internal monitoring of deliverables, meaning on project realization, implementation and supervision. The Work package leaders are responsible to PMU with reporting on the progress of the work. PMU is governing financial and legal aspects of the project and it reports to the SC during the realization of the project. SC is responsible for the operational, administrative and financial implementation of the project. SC is also responsible for the cooperation with EACEA. QAC is responsible for the implementation of the quality plan and cooperation with the national Erasmus + Offices.

The WP Leaders and the Partner Institutions Leaders should guarantee the quality and timeliness of the deliverables. The deliverables should be in line with the prescribed SETOF Application Form. The WP Leaders and the Partner Institutions Leaders are responsible for the submission of the draft deliverable to the QAC and the Project Coordinator.

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.

The Project Coordinator has an opportunity to give comments on draft deliverable. In case of profound disagreement between reviewers and Leaders, the Project Coordinator will undertake the necessary actions to intensify the solution and has right to make the final decision.

The Steering Committee, as the highest level of final decisions, accepts and officially approves the deliverables. When deliverable has passed all previous controls with the need for major modifications and got the adoption status by SC, it can be treated as the final deliverable and included in the project.

3.2 Impact assessment of the project activities

The term 'impact' is used to assess intermediate and long-term effects of a project contributing by all SETOF partners. The satisfaction of the project beneficiaries will be investigated because of its crucial role in controlling the project results. Targeting analysis will take into account purpose of project activities (new master curricula, educational trainings and all SETOF events) and specificity of target groups (students, training participants, event participants and stakeholders). Feedback's templates (Self-evaluation list of master curriculum and Self-evaluation list of trainings for citizens and public sector) are tailored in order to get a complete analysis of target group satisfaction. Different project events (workshop, training of teaching staff, study visits, meetings) will be evaluated by the SETOF participants using Event evaluation form (see Annex T). The statistical evaluation with graphical presentations of acquired information will be included into the reports (Self-evaluation report of master curriculum, Self-evaluation report of trainings for citizens and public sector and Event report).

The time allowed for providing feedback will be communicated in advance and should relate to the size and complexity of the document and to the resources needed for review. It is advised to take into account that partners may not be available to provide feedback over religious or national holidays.



3.3 Periodic and summative internal project quality evaluation report

Gathering information for measurements of all project performance during the project implementation i.e. tools for verification of project realization and results in line with work plan and Logical Framework Matrix are defined through the different kind of evaluation and reporting documents.

Periodic internal quality control is ensured with: annual Work Progress Reports of each project partner and annual Work Progress Summary Report, Work packages self-assessment report, Partner self-assessment report, Technical and Financial reports.

The tool that serves to evaluate comprehensively the quality of

- structure of the project, implementation of the project activities,
- dissemination,
- management of the project, partnership efforts, exploitation, and
- Special Mobility Strand implementation

is template “Internal project quality evaluation form” (Annex T). It should be filled annually by all involved participants into the SETOF project realization. QAC will prepare annually the Internal project quality evaluation report (Annex U) based on previous collected data using Annex T.

4. External monitoring

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.

The external monitoring of the project includes assessment of various project aspects:

- relevance - is the project still relevant in terms of its goals and achievements,
- efficiency - are the activities within the work-packages done on time,
- effectiveness - how well are the project specific objectives met,
- impact - at the level of departments, faculty, university, and
- sustainability - what would stay after the project is finished.



The external monitoring performed by the National Erasmus Office (NEO) and EACEA comprises three types of monitoring, based on the deliverable achievement:

- preventive (in the first year of the project),
- advisory (after the first year of the project),
- control (after the end of the project – sustainability check).

Considering all aspects and findings within the course of the three subsequent types of monitoring, the NEO will send a report to EACEA.

The external evaluation of the project aims to:

- Provide an outside critical view of the project approach and methodology and give suggestions for their improvement during and after the project implementation;
- Monitor the effectiveness of the project activities and the quality of the project results during and after the project implementation;
- Evaluate the project progress and overall satisfaction measurement of all partners involved with project management and financial handling;
- Evaluate the single phases of the project;
- Evaluate the milestones of the project (e.g. creation of the Guidelines and Plans);
- Measure the impact of the project activities.

4.1 Terms of reference for external evaluation

UNIRC will coordinate the implementation of external evaluation. To this end UNIRC will work out the Terms of reference (ToR) together with the Project Coordinator and communicate with the external evaluator throughout the implementation of the external evaluation. The Project Coordinator and UNIRC will support the external evaluator by the following means: provision of data and information, support to establishing of content and timeline of the evaluation.

The ToR includes the following sub-chapters:

- Background and rationale: provision of the context and summary of project description;
- Specific objectives of the evaluation and key questions: description of objectives and key (main parameters) of the external evaluation which should be complementary to the internal quality assessment carried out by UNIRC;



- Scope of the evaluation: description of limits of the evaluation, focus areas; description of key activities/areas and related resources expected to be needed for the external evaluation;
- Approach and methodology: short description of key methodological approaches;
- Guiding principles and values: description of the guiding principles and core values to be respected throughout the external evaluation by the project consortium and the external evaluator;
- Responsibilities: full list of contact persons involved in the external evaluation and their expected roles, the main contact person with UB as project coordinator and UNIRC, as coordinator of WP4;
- Professional qualifications: short description of the necessary profile for carrying out of the external evaluation;
- Deliverables and schedule: short description of expected deliverables of the external evaluation and the expected delivery dates;
- Budget and payment: breakdown of working days per activity within the external evaluation and budget overview including working days, travel resources and other resources if applicable. The external evaluator should participate in one meeting at least.
- Existing references or resources: the external evaluation will be built on quality assessment carried out to date. Any items already produced for quality review shall be made available to the external evaluator well on time.

4.2 Criteria for the selection of external evaluator

4.2.1 Description of the external evaluation task

The external evaluator (person not involved in the SETOF project Consortium) will have access to the internal reports from the partnership and will receive the project outputs in a sequence from alpha versions through beta versions to final products. He/she will also be included in e-mail correspondences for monitoring of partnership activity and will have access to the collaboration platform. The external evaluator will be responsible for giving feedback to the partnership after each report has been received and also for making recommendations that can be used for corrective actions to ensure best possible results.

Two external Quality Assurance Reports will be delivered by the external quality evaluator at the middle and six months prior to the end of the project funded period. One interim external evaluation report to be used for the project's Interim Report and for making improvements



and one Final Quality Assurance Report before end of the project funded period to be used for the project's Final Report. The external evaluator is furthermore expected to be available for virtual meetings with the coordination team and/or the whole consortium.

This involvement of the external evaluator will take place from July 2019 up to November 2019.

4.2.2 Profile of the external evaluator

The potential candidate should have a strong background in project related topics and objectives such as development of master curricula. He/she should demonstrate in his/her application that he/she has sound knowledge and understanding of the project topic and field of activity. Prior involvement into the implementation of EU-funded projects connected to the projects topic as coordinator or partner, past experiences with projects addressing the projects partner countries (Serbia and Bosnia and Herzegovina,) as well as involvement with National Authorities responsible for Higher Education are highly appreciated. Past experience conducting external evaluation or as reviewer is an asset. A candidate should also have excellent knowledge of English language (both verbal and written).

4.2.3 Responsibilities of the external evaluator

The main responsibilities of the external evaluator of the project will be to:

- Prepare an external evaluation plan along with the necessary questionnaires and documents, needed for the plan implementation;
- Consult the internal evaluation reports;
- Participate in at least one coordination meeting within the project;
- Prepare the evaluation reports, including recommendations to the partners for improvement of performance and overall assessment of the project implementation and impact.

4.2.4 Evaluation budget

UB will subcontract the external audit agency(ies) (bodies not involved in the SETOF project Consortium) for the purpose of external review of the project and for external financial control. The SETOF project allows for a maximum contract price of **EUR 5.000** (incl. all related



costs) for the external evaluation for quality and the price of **EUR 4.600** for the financial evaluation. The tender procedure will be transparent, fair and based on principles of equal treatment, which also means candidates are able to propose different financial offers according to their own estimated costs. All candidates are expected to specify at least the following items in their offer planned working days for (1) interim external evaluation report, (2) final external evaluation report, (3) (virtual) meetings with coordination team, (4) per month in order to follow the projects progress. Candidates will be requested to specify his/her VAT status. The contract will be awarded to the bid offering best value for money (best price-quality ratio).

4.3 Academic quality assurance

QAC is not responsible for quality assurance of the academic content of project outcomes (new master curricula). WP2, WP3, WP6 and WP7 Leaders for these outcomes must ensure that the quality standards defined in the Standards and Guidelines for Quality Assurance in the European Higher Education Area (2015), established by ENQA will be met. National Quality Agencies (Commission for accreditation and quality assurance) in WB countries involved in the project (Serbia, Bosnia and Herzegovina) will carry out external quality assurance of new master curricula and make approval decision for their future exploitation.

5. Inter-project Coaching

Inter-project Coaching will be arranged in the second project year to explore synergies with similar projects in the region. The purpose of this meeting is to share ideas, discuss complementarities and eventually review activities. Consortia will contact the members of running and/or completed projects in a similar field in order to use their accumulated expertise and to undertake a peer review.



6. Quality plan schedule

Quality plan schedule of WP4 is presented in the following table:

Reference no and title of WP4 activity	Due date	Expected deliverable
4.1 - Regular Quality Assurance Committee meetings	May/November annually	Reports
4.2 - Development of the quality control plan	Accepted in October 2019	Plan
4.3 - External review of the project	-2019 annually	Report
4.4 - External financial control	-2019 annually	Report
4.5 - Inter-project coaching	-2020	Event



ANNEXES

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

- Annex Q - Work Package self-assessment report form (annual)
- Annex R - Partner self-assessment report form (annual)
- Annex S - External Reviewer assessment form (annual)
- Annex T – Internal project quality evaluation form (annual)
- Annex U - Internal project quality evaluation report (annual)



ANNEX Q

WORK PACKAGE SELF-ASSESSMENT REPORT¹

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Work Package reference number and title	
Work Package Lead Partner	
Name of the responsible person	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

¹This form concerns quality issues of SETOF project. WP leaders should complete this form once a year, in consultation with other active members of the WP team, and submit the report by email to paolo.porto@unirc.it and setof.admin@sfb.bg.ac.rs 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.



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. Challenges encountered

Describe the main challenges 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 SETOF 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 REPORT²

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Partner	
Name of the responsible person	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)
 "This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

²This report concerns quality issues of SETOF project. 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 paolo.porto@unirc.it and setof.admin@sfb.bg.ac.rs 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.



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 did not accomplish some task, please give the reasons.

Activities – LFM code	Achieved to date	Comment

2. Changes

Please indicate any changes in project realization 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 SETOF coordinator

3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF 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 SETOF 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			
	Total			
Reported		Yes	Partially	No
	Financial excel table on the SETOF platform filled-in			
	ITR, Time Sheets and Staff Convention forms completed			
	Supporting documents provided and uploaded to the SETOF platform			

Location, date

Signature



ANNEX S

CHECK LIST FOR REVIEW OF DELIVERABLES³

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Deliverable title	
Work package	
Author	
Date	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

³This questionnaire concerns quality issues of SETOF upon completion of each deliverable. The reviewer should complete the form and submit it by email to Project Coordinator, WP leaders, and Partner Institutions Leaders. The achieved will 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	Recommendations
Compliance with SETOF 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 A?</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				



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

Co-funded by the
Erasmus+ Programme
of the European Union



Location, date

Signature



ANNEX T

INTERNAL PROJECT QUALITY EVALUATION FORM⁴

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Reporting date	
Report author(s)	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

⁴The form serves as one of the tools of internal quality evaluation of SETOF project. All WP Leaders and Partner Institutions Leaders should complete this form at the end of project year and submit it by email to paolo.porto@unirc.it and setof.admin@sfb.bg.ac.rs by Sept 30th each year.



Structure of the project

Grading	Poor	OK	Good	Very Good	Excellent
I share a common understanding of what the project is about	1	2	3	4	5
I am familiar with the project's aims and objectives	1	2	3	4	5
I am familiar with the project's target groups	1	2	3	4	5
I know about all the partners' tasks in the project	1	2	3	4	5
I know my organization's tasks in the project	1	2	3	4	5
The project has a clear structure. The workflow follows a logic sequence.	1	2	3	4	5
The work process is quite clear to me	1	2	3	4	5

Comment:

Implementation of the project activities

Grading	Poor	OK	Good	Very Good	Excellent
Project activities comply with the overall objectives of the project	1	2	3	4	5
Deliverables comply with the WP objectives as specified in the WP description	1	2	3	4	5
Deliverables correspond with the activity description as specified in the Application Form	1	2	3	4	5
It's possible to realize all project activities till the end of the project	1	2	3	4	5

Comment:

Dissemination

Grading	Poor	OK	Good	Very Good	Excellent
---------	------	----	------	-----------	-----------



Web site of the project gives precise and updated information on the project objectives and activities	1	2	3	4	5
Promotional materials reflect the visual identity of the project	1	2	3	4	5
Project is well presented in the media	1	2	3	4	5

Comment:

Management of the project

Grading	Poor	OK	Good	Very Good	Excellent
Communication channels are sufficient to achieve excellent project results	1	2	3	4	5
Coordinator informs all partners on all aspects of activity implementation	1	2	3	4	5
Coordinator informs all partners on financial aspects of the project realization	1	2	3	4	5
If conflict arose, the partners were able to solve it	1	2	3	4	5
Project events (project meetings, workshop, trainings, and study visits) are well structured	1	2	3	4	5
Project events have good prepared agendas sent on time	1	2	3	4	5
Project events provide enough opportunities to discuss and exchange ideas	1	2	3	4	5
Project events prepare us well for the next steps of the project work	1	2	3	4	5
The SC, PMC, QAC meetings are usually concise and informative	1	2	3	4	5

Comment:

Partnership

Grading	Poor	OK	Good	Very Good	Excellent
All members of the consortium put much effort in their tasks	1	2	3	4	5
All members of the consortium take responsibility for project activities and results	1	2	3	4	5
All members of the consortium are acknowledging skills and expertise of other project members	1	2	3	4	5



The partnership motivates us to collaborate with the partners in the future projects	1	2	3	4	5
--	---	---	---	---	---

Comment:

Exploitation

Grading	Poor	OK	Good	Very Good	Excellent
Exploitation of the project is well determined	1	2	3	4	5
It's possible to extend project impact during and after project lifetime	1	2	3	4	5
Sustainability of the project is provided	1	2	3	4	5

Comment:

Location, date

Signature



ANNEX U

INTERNAL PROJECT QUALITY EVALUATION REPORT⁵

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Reporting date	
Report author(s)	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)
 "This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

⁵This form concerns quality issues of SETOF project. The report is based on internal project quality evaluation forms. It should be prepared by QAC and send on e-mail address: and.setof.admin@sfb.bg.ac.rs till October 10th.



Evaluation details

Results of evaluation of the structure of the project

Description
Table(s)/Figure(s)

Results of evaluation of implementation of the project activities

Description
Table(s)/Figure(s)



--

Results of evaluation of dissemination

Description
Table(s)/Figure(s)

Results of evaluation of management of the project

Description
Table(s)/Figure(s)



--

Results of evaluation of partnership

Description
Table(s)/Figure(s)

Results of evaluation of exploitation

Description



Table(s)/Figure(s)

--

Please indicate your suggestions for further project improvement:

Location, date

Signature
