

Quality Assurance Plan in ENEMLOS Project

Quality Control Board Meeting
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Erasmus+ Programme
of the European Union



THE PURPOSE OF QAP

Twofold purpose:

1. Ensuring that the activities described in the application are completed according to the Work Plan
2. Ensuring that the quality control of these activities is in line with the quality assurance procedures in EU universities and with the contractual requirements

TOOLS FOR QUALITY ENSURANCE



QUESTIONNAIRES

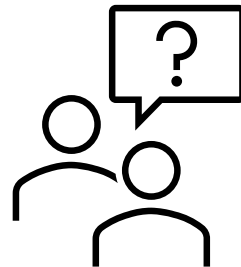
QUALITATIVE REVIEW

EVALUATION REPORTS

THE QUESTIONNAIRES

The purpose: individual evaluation of the quality of project activities and providing feedback to UoZ as WP leader and the Management Board

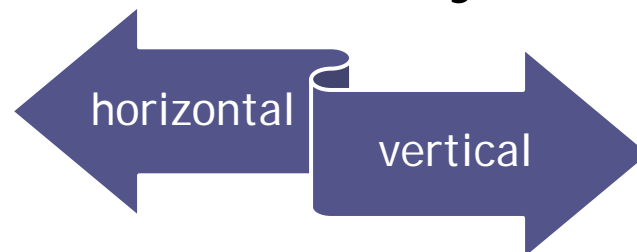
Target: Participants of all project activities



QUALITATIVE REVIEW

The purpose: identification of short-falls in the direction of the project and any issues that might affect the full achievement of project objectives

Target: Each participating organization and WP leaders (2x a year) to QCB



PARTNER SELF ASSESSMENT

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 didn't 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 ENEMLOS coordinator

1. Financial matters

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

Location, date

Signature

WORK-PACKAGE SELF ASSESMENT

WP leaders should complete this form twice a year, in consultation with other active members of the WP team

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 –	Indicator	Achieved to date	Comment

1. Problems encountered

Describe the main problems encountered and recommend a solution if possible

Outputs/ outcomes	Description of problem	Recommendation

2. 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 ENEMLOS coordinator

1. 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

Assurance Point	Issues to be addressed	Assessment	Comments	Recommendations
Compliance with ENEMLOS objectives	<i>Does the deliverable comply with the overall objectives of the project?</i>	Yes N 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>	YES NO 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>	Yes No Partially		
Compliance with the deliverables format	<i>Is the deliverable presented using the Project's deliverable format – Annex A?</i>	Yes No Partially		
Adequacy of complementary information	<i>Examples of complementary info: Sources used, Bibliography, List of contacts, Methodology used.</i>	Yes No Partially		
Adequacy of written language	<i>Level of written English</i>	Exc Adeq Poor		

Overall assessment and suggestions for improvement

Deadline for submission of amended version of the deliverable

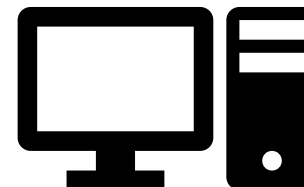
CHECK LIST FOR REVIEW OF DELIVERABLES

WP leaders should complete this form twice a year, in consultation with other active members of the WP team

Work package	Leader of the work package
WP – 1 - Preparation	University of Montenegro
WP – 2 - Teacher training	Faculty of Law University of Zagreb
WP – 3 – Equipment acquisition	Regents University
WP – 4 – Realisation of the legal clinics	Polish legal clinic foundation
WP – 5 – Quality plan	Faculty of Law University of Zagreb
WP – 6 – Dissemination	Faculty of law University "Kadiri Zeka"
WP – 7 – Management	University of Montenegro

ANNEX IV
Work Progress
Summary Report form⁵
Work progress information

Date	
Author(s)	
Lead institution of WP3	
Work packages	
Period included	
Description of the work done	



Please indicate your suggestions for project work improvement:

Work package	Leader of the work package
WP – 1 - Preparation	University of Montenegro
WP – 2 - Teacher training	Faculty of Law University of Zagreb
WP – 3 – Equipment acquisition	Regents University
WP – 4 – Realisation of the legal clinics	Polish legal clinic foundation
WP – 5 – Quality plan	Faculty of Law University of Zagreb
WP – 6 – Dissemination	Faculty of law University "Kadiri Zeka"
WP – 7 – Management	University of Montenegro

EVALUATION REPORTS

The purpose: ensuring that the project is progressing according to the Work Plan and that the quality of activities is at the desired level

Target: Each team member in each participating organization and QCB (once a year)

INTERNAL PROJECT QUALITY EVALUATION FORM

All project team members of all ENEMLOS partners should complete this form at the end of project 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

Partnership

Grading					
	Poor	OK	Good	Vary 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

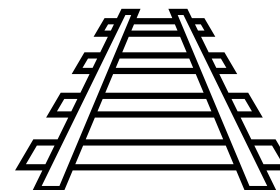
Grading					
	Poor	OK	Good	Vary Good	Excellent
Exploitation of the project is well determined	1	2	3	4	5
It's possible to extend project impact during and after project lifetime	1	2	3	4	5
Sustainability of the project is provided	1	2	3	4	5

Comment:

Special Mobility Strand implementation

Grading					
	Poor	OK	Good	Vary Good	Excellent
I am well informed about Special Mobility Strand	1	2	3	4	5
Special Mobility Strand activities are well planned	1	2	3	4	5
Your participation in Special Mobility Strand	1	2	3	4	5

Comment:



INTERNAL QUALITY EVALUATION REPORT

The QCB's report is based on internal project quality evaluation forms

Results of evaluation of the structure of the project

Description
Table(s)/Figure(s)

Results of evaluation of dissemination

Description
Table(s)/Figure(s)

Results of evaluation of implementation of the project activities

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)

Results of evaluation of Special Mobility Strand implementation

Description
Table(s)/Figure(s)

Please indicate your suggestions for further project improvement:

Location, date

Signature

GUIDELINES AND PROCEDURES FOR QUALITY CONTROL AND MONITORING

Quality Monitoring

- Creation and agreement on contents of Quality Assurance Plan (QCB)
- Questionnaire form (UoZ)
- Two progress reports (UoM and UKZ)
- Monitoring visits to Montenegro and Kosovo resulting in Internal Quality Control and Monitoring Report (UoM and UKZ)

QCB Meetings

- Organized by UoM on ad hoc basis

External evaluation

- Preparation of Terms of Reference for external evaluators (UoM and UKZ with MB)

Obtaining national accreditation

- guidelines for the requirement for the accreditation (UoM and UKZ)

QUALITY PLAN SCHEDULE (WORK PACKAGES)

WP1 Preparation

- WP 1.1 Status Quo Analysis of the status and type of the legal clinical education in South East Europe
- WP 1.2 Survey on the regulatory framework relating to legal clinical education in Montenegro and Kosovo
- WP 1.3 Individual assessment of the individual legal clinic subjects at the faculties in Montenegro and Kosovo

WP2 EDUCATORS' TRAINING

- WP 2.1 Study visits by the Montenegrin and Kosovo academic and non-academic partners to other consortium members
- WP 2.2 Training for teachers and representatives of non-academic partners
- WP 2.3 Guidebook for academic and professional community on best practices in conducting live clinics
- WP 2.4 Teacher training for hardware or software use

WP3 EQUIPMENT

- WP 3.1 Literature procurement
- WP 3.2 Providing access to BLACKBOARD or MOODLE type software
- WP 3.3 Hardware procurement

WP4 REALISATION OF THE LEGAL CLINICS

- WP 4.1 Realisation of the legal clinics in the second year of the Project
- WP 4.2 Realisation of the legal clinics in the third year of the Project
- WP 4.3 Formal opinions and recommendations of the Consortium for further development of the legal clinics

WP5 QUALITY CONTROL

- WP 5.1. Quality control procedures
- WP 5.2. Regular reports on the project progress
- WP 5.3. Student feedback received
- WP 5.4. Yearly quality control meetings
- WP 5.5 External quality control
- WP 5.6 External Audit

WP6 DISSEMINATION & EXPLOITATION

- WP 6.1 Project identity
- WP 6.2 Development and maintenance of the project web site
- WP 6.3 Development and publishing promo material
- WP 6.4 Advertising of the developed programs
- WP 6.5 Promotion of the developed programs
- WP 6.6 Organizing dissemination events and networking
- WP 6.7 Student info days
- WP 6.8 Creation and maintenance of the alumni association of the ENEMLOS legal clinic

WP7 MANAGEMENT

- WP 7.1 Kick off meeting
- WP 7.2 Overall management
- WP 7.3 Project management meetings
- WP 7.4 Project coordination
- WP 7.5 Project management team
- WP 7.6 Mid-term progress report
- WP 7.7 Final report

SUGGESTIONS



QUESTIONNAIRES (INDIVIDUAL ASSESSMENT)

INTERIM AND FINAL REPORTS (GENERAL MONITORING OF PROJECT PROGRESS)

EXTERNAL AUDIT?

Issues to address:

- *timetable*
- *relation to the activities of the MB*