**Quality Assurance Plan[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Project title | **Legal clinics in service of vulnerable groups: enhancing the employability of law students through practical education**  |
| Project acronym | ENEMLOS |
| Project referencenumber | 610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP |
| Coordinator | University of Montenegro |
| Project start date | 15 January 2020 |
| Project duration | 36 months |

|  |  |
| --- | --- |
| Work Package reference numberand title | WP5 |
| Work Package LeadPartner | FoL UoM  |
| Authors |  |
| Document status | Final |
| Document versionand date |  |
| Dissemination level | Internal |

Project number: **610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP**

*"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"*

# List of abbreviations

EACEA Education, Audiovisual and Culture Executive Agency EU European Union

HEIs Higher Education Institution

Faculty of law UoM

Supreme court of Montenegro

Bar Association of Montenegro

The State Prosecutor’s Office of Montenegro

Notary chamber of Montenegro

Chamber of Judicial Officers of Montenegro

Center for mediation

Basic Court Gjilan

Faculty of Law University of Zagreb

Regent’s University London (RUL)

Kosovo Bar Association

The Polish Legal Clinics Foundation

University of Pristina "Hasan Pristina"

Public University "Kadri Zeka"

Public University “Haxhi Zeka”

# Work package and partner reports

The purpose of the Quality Assurance Plan is to define the actions and measures taken by each partner in the project in order to ensure that not only are the activities described in the application completed according to the Work Plan but also that the quality of these activities are of an appropriate standard and that they are in line with the QA procedures in EU universities as well as in compliance with the contractual requirements of the Project.

For the Quality Assurance Plan to progress smoothly, it is recognized that all partners must be provided with the relevant information about the Quality Assurance Plan of the Project and the Quality Assurance procedures that will be followed for all activities, particularly those related to the WP for which they are responsible.

Furthermore, WP5 Leaders will develop a Questionnaire for the participants of all project activities to evaluate the quality of these activities and provide feedback to WP Leaders and the Management Board.

The QAC will organize qualitative reviews to be conducted twice per year by each WP and by Partner institutions. WP and Partner reports will use a critical self-assessment forms (Annex I and Annex II) and will be evaluated in conjunction with other management tools such as the Review of Deliverables (Annex III) and the Work Progress Summary Report Form (Annex IV). 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.

Following the biannual reviews, the QAC will prepare evaluation reports for the Project Management Board (PMB), which will, in turn, notify all the partners on the issues related to project quality (Annex V). The QAC reports will focus on Key Performance Indicators (KPIs) set for the activities of each package and the whole project (outputs, outcomes). QAC reports will also consider performance measures such as participation levels in meetings and activities against those planned, for both staff and students, an assessment of effective communication within the partnership, including the website, and the effective management of the project (Annex VI).

The Project Manager will be in charge of the documentation and record keeping for all activities of the Project. All Reports will be kept by the Coordinating Institution as part of its contractual obligations. The QAC will organize qualitative reviews to be conducted twice per year by each WP and by Partner institutions.

The implementation of the above procedures will be monitored closely to ensure the effectiveness of the Quality Assurance Plan. Below are provided the guidelines and procedures for quality control and monitoring and the responsible person for these activities. These will be shared to all the partners, and specifically to the WP leaders.

* Quality Monitoring Plan development;
	+ Design of the QM Plan

This will include methods and tools for results monitoring, anticipation of risks and proposal of alternative measures when project implementation shifts from original plan);

* + Creation of a feedback loop for partners

The feedback/questionnaire will provide inputs, assess results, and make adjustments; monitoring; regular requesting of data inputs from partners;

* + Drafting two progress report, one half way through the project and one at the end before the PM submits the reports to ERASMUS+

FoL UoM and UKZ will prepare feedback reports of the project progress and reporting to the PM and Steering Board

* + Prepare and arrange monitoring visits to Montenegro and Kosovo by project Coordinator and Project Manager

FoL UoM and UKZ, Project Coordinator and Project Manager would make monitoring visits to all partners to ensure that the project is progressing according to the Work Plan and that the quality of activities is at the desired level.

* + Prepare and arrange visits to Kosovo partners by internal evaluator of the project from FoL UoM and UKZ

In the second year, FoL UoM and UKZ also visit all partners in Montenegro and Kosovo and discuss the progress of the project with them. They will produce an Internal Quality Control and Monitoring Report which would be submitted to the Board for Quality Assurance for discussion and action and Management Board if any action is necessary.

* Meeting of the Board for Quality Assurance (QAC);
	+ Prepare and arrange the meeting QA board hosted by FoL UoM, I coordination with the PM, will set the date and coordinate the meeting of the board. Each partner institution will provide 1 representative to take part in the Board.
	+ Initiate meetings online of QA board if and when needed

In cases where there is a need to call for QA Board meeting UKZ and UGJFA will call for an online meeting of the board.

* External evaluation of updated study programmes and other types of life-long learning and continuous education programmes;
	+ Developing ToRs for external evaluator

FoL UoM and UKZ will support the MB to develop ToRs for external evaluator who will evaluate the updated study programmes, modules, and other types of lifelong learning and continuous education programmes

* + Prepare and arrange the visits of external evaluator to Partner Institutions

FoL UoM will organize and accompany the external evaluator during the visits at partner universities

* Obtaining National Accreditation;
	+ Provide the guidelines for the requirement for the accreditation of study and LifeLong Learning and professional education

FoL UoM and UKZ will share with the partners the guidelines and all relevant information regarding the national accreditation

* + Preparation and submission of applications for accreditation to relevant institutions Each partner institution is responsible for the development and submission of the application and/or SER for national accreditation

## Prepare and arrange visits of the external audit to partner institutions

Co-coordinating with other partners will be responsible for the process

These monitoring steps above will identify any problems or shortcomings that may affect the Project and will be picked up by the Project Coordinator as well as WP8 Leaders. They will be reported to the QA Board, together with proposals on how to deal with any shortcomings, for discussion. The outcome will also be reported to the Steering Board.

# Quality Plan Schedule

**WP.1. 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 clinics subjects at the faculties in Montenegro and Kosovo

WP.2. **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 of the FoL and representatives of non-academic partners at the FoL UoM

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. Purchase of Equipment will be done** in

WP 3.1 Literature procurement

WP 3.2 Providing access to BLACKBOARD or MOODLE type software

WP 3.3 Hardware procurement

**WP.4 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

**WP.5. QUALITY ASSURANCE**

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

**WP.6. 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

**WP.7. 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

|  |  |  |  |
| --- | --- | --- | --- |
| **WP** | Project Task | **QA task**  | **When**  |
| 1.1 | Kickoff meeting |  |  |
| 1.2 | Study visits to Faculty of law in Zagreb |  |  |
| 1.3 | Study visits to the Kingston University London |  |  |
| 1.4 | Study visits to the Polish legal clinics foundation |  |  |
| 2.1 | Study visits to Kozminsky Academy in Warsaw |  |  |
| 2.2 | Training for teachers of the FoL and representatives of non-academic partners at the FoL UoM by representatives of Faculty of law in Zagreb |  |  |
| 2.3 | Training for teachers of the FoL and representatives of non-academic partners at the FoL UoM by representatives of the Kingston University London |  |  |
| 2.4 | Training for teachers of the FoL and representatives of non-academic partners at the FoL UoM by representatives of Polish legal clinics foundation |  |  |
| 2.5 | Training for teachers of the FoL and representatives of non-academic partners at the FoL UoM by representatives of Kozminsky Academy in Warsaw |  |  |
| 2.6 | Guidebook for academic and professional community on best practices in conducting live clinics |  |  |
| 2.7 | Teaching staff trained on hardware or software use |  |  |
| 3.1 | Equipment purchaseLiterature procurement   |  |  |
| 3.2 | Providing access to BLACKBOARD or MOODLE type software |  |  |
| 3.3 | Hardware procurement |  |  |
| 4.1 | Realisation of the legal clinics in the second year of the Project |  |  |
| 4.2 |  Realisation of the legal clinics in the third year of the Project |  |  |
| 4.3 | Formal opinions and recommendations of the Consortium for further development of the legal clinics  |  |  |
| 5.1 | Quality control procedures  |  |  |
| 5.2 | Regular reports on the project progress  |  |  |
| 5.3 | Student feedback received |  |  |
| 5.4 | Yearly quality control meetings  |  |  |
| 5.5 | External quality control  |  |  |
| 5.6 | External Audit |  |  |
| 6.1 | Project identity |  |  |
| 6.2 | Development and maintenance of the project web site |  |  |
| 6.3 | Development and publishing promo material |  |  |
| 6.4 | Advertising of the developed programs  |  |  |
| 6.5 | Promotion of the developed programs  |  |  |
| 6.6 | Organizing dissemination events and networking |  |  |
| 6.7 | Student info days |  |  |
| 6.8 | Creation and maintenance of the alumni association of the ENEMLOS legal clinic  |  |  |
| 7.2 | Overall management |  |  |
| 7.3 | Project management meetings  |  |  |
| 7.4 | Project coordination |  |  |
| 7.5 | Project management team  |  |  |
| 7.6 | Mid-term progress report |  |  |
| 7.7 | Final report  |  |  |

**ANNEX I**

**WORK PACKAGE SELF-ASSESSMENT REPORT[[2]](#footnote-2)**

|  |  |
| --- | --- |
| Project title | **Legal clinics in service of vulnerable groups: enhancing the employability of law students through practical education**  |
| Project acronym | ENEMLOS |
| Project referencenumber | 610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP |
| Coordinator | University of Montenegro |
| Project start date | 15 January 2020 |
| Project duration | 36 months |

|  |  |
| --- | --- |
| Work Packagereference number and title |  |
| Work Package LeadPartner |  |
| Name of theresponsible person |  |

Project number: **610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP**

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**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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Problems encountered

Describe the main problems encountered and recommend a solution if possible

|  |  |  |
| --- | --- | --- |
| **Outputs/ outcomes** | **Description of problem** | **Recommendation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 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 II

**PARTNER SELF–ASSESSMENT REPORT[[3]](#footnote-3)**

|  |  |
| --- | --- |
| Project title | **Legal clinics in service of vulnerable groups: enhancing the employability of law students through practical education**  |
| Project acronym | ENEMLOS |
| Project referencenumber | 610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP |
| Coordinator | University of Montenegro |
| Project start date | 15 January 2020 |
| Project duration | 36 months |

|  |  |
| --- | --- |
| Partner name |  |
| Acronym |  |
| Contact person |  |

Project number: **610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP**

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# 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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 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 theinstalment | Amount | Date | Comment |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| **Spent** |  | Spent from Erasmus+grant | Comment |
| 1.Staff Costs |  |  |  |
| 2.Travel Costs |  |  |  |
| 3.Costs of Stay |  |  |  |
| 4. EquipmentCosts |  |  |  |
| 5. SubcontractingCosts |  |  |  |
| 6. SpecialMobility Strand |  |  |  |
| **Total** |  |  |  |
| **Reported** |  | Yes | Partially | No |
| Financial excel table on the ENEMLOS platformfilled-in |  |  |  |
| ITR, Time Sheets and Staff Convention formscompleted |  |  |  |
| Supporting documents provided and uploaded to theENEMLOSplatform |  |  |  |

Location, date Signature

# ANNEX III

**CHECK LIST FOR REVIEW OF DELIVERABLES[[4]](#footnote-4)**

|  |  |
| --- | --- |
| Deliverable title |  |
| Work package |  |
| Author |  |
| Date |  |

Project number: **610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assurance****Point** | **Issues to be****addressed** | **Assessment** | **Comments** | **Recommendations** |
| **Compliance with ENEMLOS****objectives** | *Does the deliverable comply with the overall objectives of the project?* | Yes NPartially |  |  |
| **Compliance with the specific objectives****of the WP** | *Does the deliverable comply with the WP Objectives as specified in the WP description?* | YESNO Partially |  |  |
| **Correspondence with the description n of work of the relevant****activity** | *Does the deliverable correspond with the activity description as specified in the Application Form?* | YesNoPartially |  |  |
| **Compliance with the deliverables format** | *Is the deliverable presented using the Project’s deliverable format – Annex A?* | Yes No Partially |  |  |
| **Adequacy of complementary information** | *Examples of complementary info:** *Sources used,*
* *Bibliography,*
* *List of contacts,*
* *Methodology used.*
 | Yes NoPartially |  |  |
| **Adequacy of written language** | *Level of written English* |  ExcAdeqPoor |  |  |
| **Overall assessment and suggestions for improvement** |  |
| **Deadline for submission of amended version of the deliverable** |  |

**ANNEX IV**

**Work Progress**

**Summary Report form[[5]](#footnote-5)**

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

**Work progress information**

Please indicate your suggestions for project work improvement:

Location, date Signature

# ANNEX V

**INTERNAL PROJECT QUALITY EVALUATION FORM[[6]](#footnote-6)**

|  |  |
| --- | --- |
| Project title | **Legal clinics in service of vulnerable groups: enhancing the employability of law students through practical education**  |
| Project acronym | ENEMLOS |
| Project referencenumber | 610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP |
| Coordinator | University of Montenegro |
| Project start date | 15 January 2020 |
| Project duration | 36 months |

Project number: **610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP**

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# 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 | VeryGood | 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 | VeryGood | 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:

# Special Mobility Strand implementation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grading** | Poor | OK | Good | VeryGood | 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:

# ANNEX VI

**INTERNAL QUALITY EVALUATION REPORT[[7]](#footnote-7)**

|  |  |
| --- | --- |
| Project title | **Legal clinics in service of vulnerable groups: enhancing the employability of law students through practical education**  |
| Project acronym | ENEMLOS |
| Project referencenumber | 610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP |
| Coordinator | University of Montenegro |
| Project start date | 15 January 2020 |
| Project duration | 36 months |

|  |  |
| --- | --- |
| Reporting date |  |
| Report author(s) |  |

Project number: **610449-EPP-1-2019-1-ME-EPPKA2-CBHE-JP**

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# 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)** |
|  |

**Results of evaluation of Special Mobility Strand implementation**

|  |
| --- |
| **Description** |
|  |
| **Table(s)/Figure(s)** |
|  |

Please indicate your suggestions for further project improvement:

Location, date Signature

1. *This form concerns quality issues of ENEMLOS project. WP leaders should complete this form twice a year, in consultation with other active members of the WP team, and submit the report by email to* *anetaspaic@gmail.com* *;* *andbiljana.djuricin@yahoo.com* *. The reports will be reviewed by the Quality Assurance Board and a short report will be prepared and submitted to the Project Management Board.* [↑](#footnote-ref-1)
2. *This form concerns quality issues of ENEMLOS project. WP leaders should complete this form twice a year, in consultation with other active members of the WP team, and submit the report by email to* *anetaspaic@gmail.com* *;* *andbiljana.djuricin@yahoo.com* *and The reports will be reviewed by the Quality Assurance Board and a short report will be prepared and submitted to the Project Management Board.* [↑](#footnote-ref-2)
3. *This form concerns quality issues of ENEMLOS project. WP leaders should complete this form twice a year, in consultation with other active members of the WP team, and submit the report by email to* *anetaspaic@gmail.com* *;* *andbiljana.djuricin@yahoo.com* *and The reports will be reviewed by the Quality Assurance Board and a short report will be prepared and submitted to the Project Management Board.* [↑](#footnote-ref-3)
4. *This form concerns quality issues of ENEMLOS project. WP leaders should complete this form twice a year, in consultation with other active members of the WP team, and submit the report by email to* *anetaspaic@gmail.com* *;* *andbiljana.djuricin@yahoo.com* *and The reports will be reviewed by the Quality Assurance Board and a short report will be prepared and submitted to the Project Management Board.* [↑](#footnote-ref-4)
5. *This form concerns quality issues of ENEMLOS project. WP leaders should complete this form twice a year, in consultation with other active members of the WP team, and submit the report by email to* *anetaspaic@gmail.com* *;* *andbiljana.djuricin@yahoo.com* *and The reports will be reviewed by the Quality Assurance Board and a short report will be prepared and submitted to the Project Management Board.* [↑](#footnote-ref-5)
6. *The form serves as one of the tools of internal quality evaluation of ENEMLOS project. All project team members of all ENEMLOS partners should complete this form at the end of project year and submit it by email to* *anetaspaic@gmail.com* *;* *andbiljana.djuricin@yahoo.com* *by Sept 30th each year.* [↑](#footnote-ref-6)
7. *This form concerns quality issues of ENEMLOS project. The report is based on internal project quality evaluation forms. It should be prepared by QAC and send on e-mail address:* *anetaspaic@gmail.com* *;* *andbiljana.djuricin@yahoo.com* [↑](#footnote-ref-7)