



Food Safety in the Mediterranean

# QUALITY ASSURANCE PLAN

Project Reference

N° 618518-EPP-T-2020-1-PT-EPPKA2-CBHE-JP



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The FoSaMed project is an Erasmus+ project funded by the European Commission which aims to develop a joint Master's Programme on Food Safety in Morocco. Running from January 2021 to January 2024, it brings together Moroccan HEIs promoting inclusive education through curriculum development and teacher education on food safety, namely Agronomic and Veterinary Institute Hassan II (IAV), National School of Agriculture (ENA), Ibn Tofail University (IBN) and Mohamed I University (UMP) that will receive the support of the project coordinator the University of Évora (UEVORA) together with the University of Barcelona (UB) and the Mediterranean Universities Union (UNIMED).

Moroccan academics are trained on modern and innovative teaching methodologies in order to design a Master programme which 1) promotes the traditional Mediterranean diet 2) is associated to short food supply chains 3) promote an inclusive higher education by involving underprivileged groups, such as women, rural populations and refugees and giving them equal access to knowledge and opportunities.



## Document Information

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# ERASMUS+ PROJECT FOSAMED

## Quality Assurance Plan

### Deliverable 5.1

## 1. Introduction

This document presents the Quality Assurance Plan (QAP) for Erasmus+ KA2 CBHE project 618518-EPP-T-2020-1-PT-EPPKA2-CBHE-JP "Enhancing Food Safety in the Mediterranean" (FoSaMed). It is developed in the scope of the work package 5 (WP 5: Quality Control Plan) of the project in compliance with the project description and all applicable rules and guidelines. The work package leader is the National School of Agriculture, Meknès (ENA). The QAP constitutes a working document which can be adapted and revised throughout the implementation of the project upon agreement by all FoSamed project partners. ENA (responsible for the implementation of the WP 5) outlined the first draft of this document in cooperation with the project coordinator and by working closely with all other project partners.

The quality of the FoSaMed project is to a large extent guaranteed by the quality of the partners and their commitment, as well as the quality of the work plan as detailed in the project proposal. However, a close monitoring of the project quality at different stages of its implementation is more than crucial for its success. In this sense, the present QAP should be considered as an important tool to ensure a successful implementation of FoSaMed project and the production of concrete and high-quality results in line with the project objectives and results defined in the submitted proposal.

The deliverable at hand describes the main guidelines and criteria for smooth operational project management. This goal could be reached throughout defining, planning and implementing a list of methods, quality standards, quality assurance activities and different tools and means to be applied throughout the project duration. Also, it includes indicators that will be putted in place in order to assess whether and to what extent the project reaches its objectives and results ensuring, at the same time, the required level of quality and improving the project at each phase of its execution.

This document consists of an aim and objectives section, a quality management section, a quality control tools section and a reporting of results section.

## 2. Aim of the Quality Assurance Plan

The main aim of QAP is to provide the project consortium with a set of quality assurance activities, quality standards, quality control activities and criteria, procedures and mechanisms, which shall be implemented throughout the project lifecycle to ensure:

- Monitoring and documenting the project's activities implementation progress.

- Flexible management, coordination and implementation of the project's work packages, so that deviations can be discovered at an early stage and corrective measures can be taken as soon as possible.
- High-quality level in the structure, processes and results of the project. The project's processes and outputs will be monitored and evaluated in terms of relevance, effectiveness and efficiency in line with the project schedule, objectives and defined results.
- Efficient risk management to be able to respond effectively to emerging changes and challenges in the project activities implementation ensuring, in this manner, a continuous improvement of the project implementation by means of monitoring, evaluation and feedback forms.

QAP strategy is established at the start of the project and applied to all project's activities implementation, management and monitoring. The specific mechanisms to be deployed, throughout the three years of the project, to ensure the monitoring and evaluation of all project processes and outcomes are summarized below.

The QAP specifically refers to the internal evaluation of quality and is intended to:

- Evaluate project goals, objectives, strategies, and timelines.
- Assess impact.
- Assess critical factors to overcome risk management.
- Evaluate results and achievements using quality indicators.

## 3. Quality Management

Quality management concerns all partners. ENA team coordinates quality management but all partners are responsible for implementing the quality management strategy and support the implementation of activities for quality assurance. Quality management includes planned and systematic processes, activities and outcomes to build confidence among project's partners that they do the right things at the right time and in the right way. More specifically, the purpose for managing quality is to validate that the project deliverables are completed with a high level of quality. The monitoring and evaluation road map is illustrated in Figure 1.

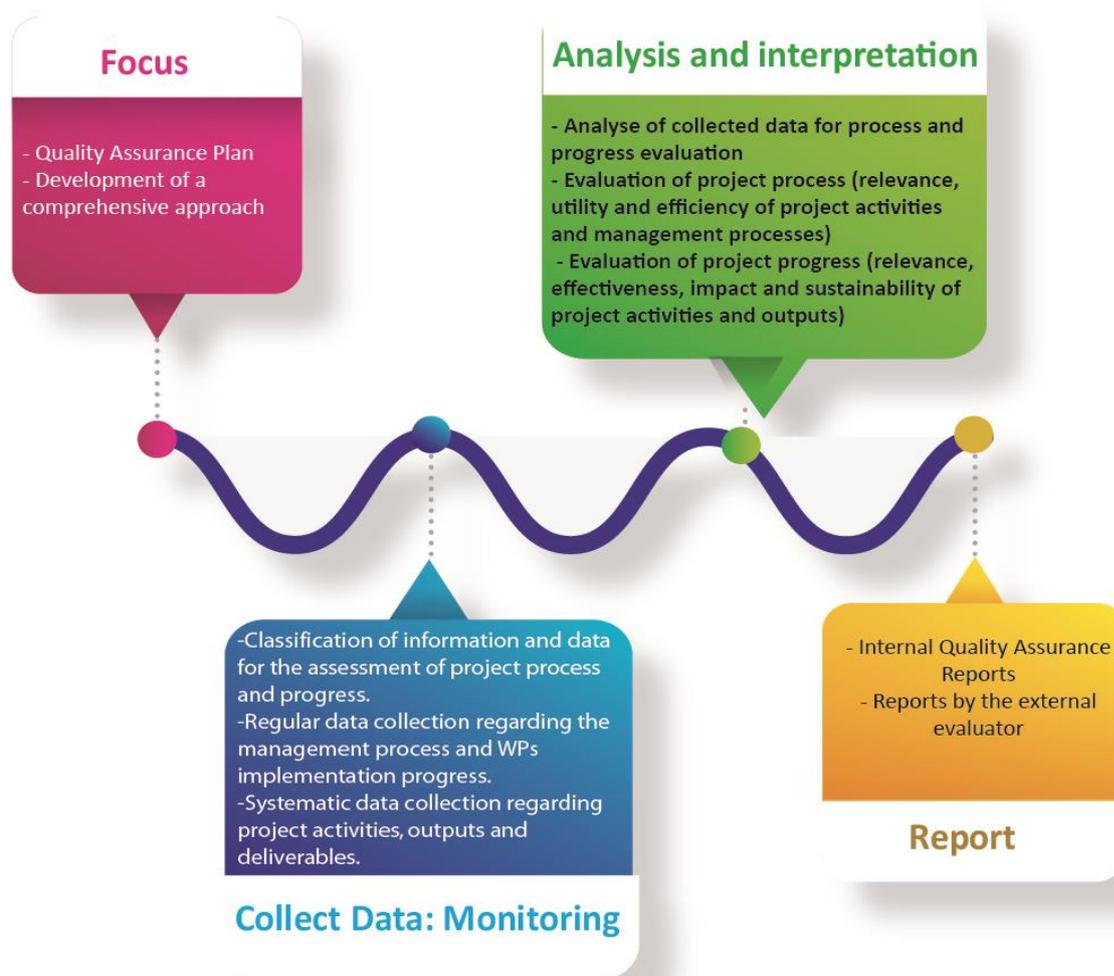


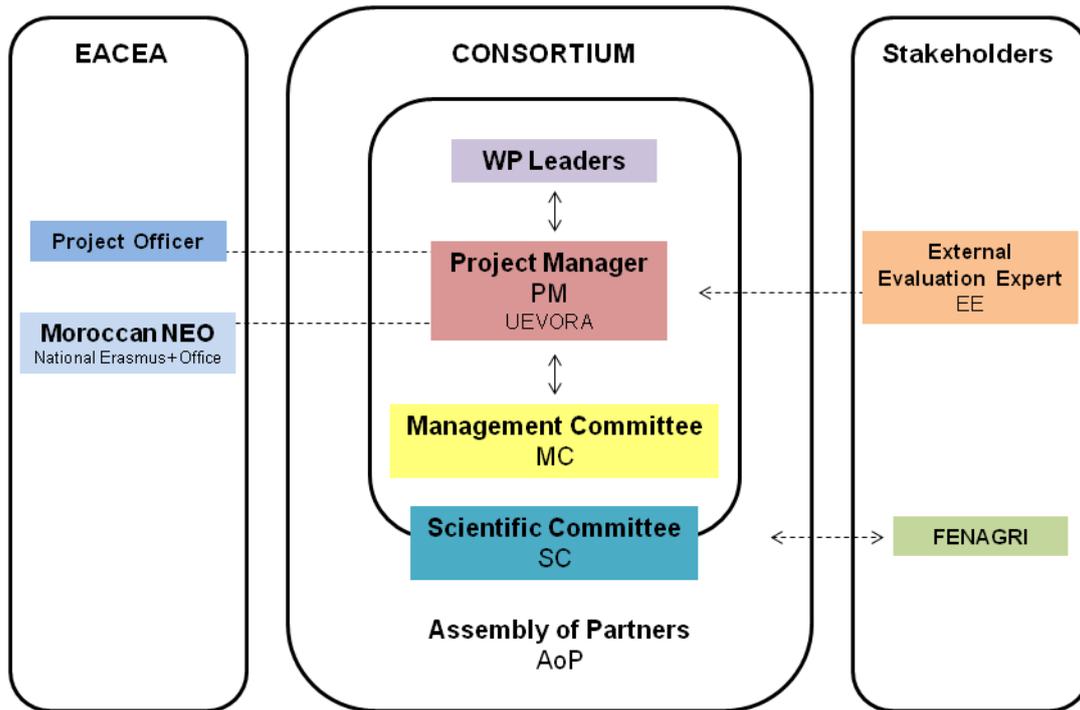
Fig. 1 - Monitoring and evaluation road map

## 3.1. Project Quality Management Structures

### 3.1.1. Internal Quality Assurance

It is important to stress that along with project partnership comes a set of responsibilities, which are described in detail in both the project proposal and the Partnership Agreement. It is expected that all FoSaMed project partners have good knowledge and understanding of both documents.

Project management and coordination is carried out by UEVORA (Coordinator/Project Manager (PM)) as part of work package 7 (WP7), assisted by work packages leaders and the Management and Scientific Committees (Fig. 2).



**Fig. 2 - FoSaMed Management Structure and Key Actor Relationships**

UEVORA will ensure financial control, coordinate all management and progress reports and provide these to the Education, Audio-visual and Culture Executive Agency (EACEA). The way in which the project will handle arrangements and responsibilities for decision making with partners, conflict resolution, reporting, monitoring and communication are described in the detailed project description. The financial, legal and quality responsibilities of all partners will be set out in the FoSaMed Partnership Agreement (PA). The PA has been drafted at the start of the project, based on the EACEA Project Officer and the Grant Agreement recommendations and its supporting legal and financial guidance (Grant Agreement Number - 6 1 85 1 8-EPP -T -2020- I -PT-EPPKA2-CBHE-JP). Furthermore, a Project Management Handbook was developed by UEVORA team to support partners in the effective and efficient administration, procedural and financial management of the project. Project Management Handbook focuses on project implementation procedures, structures and coordination and sets out key responsibilities for engagement and interaction aiming to support the achievement of project objectives, the effective management of partner progress and the timely delivery of project outcomes.

### 3.1.1.1. The role of players

The quality assurance tasks will be coordinated by ENA, as WP leader, and by UEVORA, as project coordinator. ENA in close collaboration with UEVORA is responsible for defining a Quality Assurance Plan (QAP). The two responsible partners oversee the definition of the tools to be used and of the analysis of the results based on what foreseen in the Logical Framework Matrix.

Quality monitoring will be applied at two levels: internal and external.

The Management Committee (MC) will approve the QAP, monitor and evaluate the progress of the project and to ensure that all its activities are carried out properly according to European Standards

and Guidelines for Quality Assurance and ensuring proper execution of the project to achieve its objectives. The external evaluation is ensured by an External Evaluator who will be appointed by the Project Manager (PM), will oversee assessing the quality of the expected results (see 3.1.2).

ENA, as WP Leader, is responsible for activities of quality assurance overall, ensuring the implementation of the Quality Assurance Plan and collecting and processing all the documentation produced (attendances list, reports, QA tests, evaluation questionnaires, etc.), within the scope of the project's quality. The results will be attached to the intermediate and final Internal Quality Assurance Reports (M18 and M36) which will be prepared by the WP Leader and approved by the Management Committee.

All the partners will contribute to the Quality of the project and to the monitoring activities. Each of the partners is responsible for peer review processes, and to collect data, and/or provide any further information as requested by the WP Leader (ENA) and the Project Manager (UEVORA).

The project coordinator (UEVORA) itself and the partners together with the stakeholders and the participants at the project activities will be asked to express their points of view and feelings.

The Management Committee, established during the first Steering Committee Meeting (March 26, 2021), consists of a representative of each consortium partner (local coordinator) participating in the project, while the project coordinator (UEVORA) is leading this committee. The MC's members are presented in Table 1.

Representative	Institution	Role	E-mail
<b>Marta Laranjo</b>	UEVORA	Project Coordinator	mlaranjo@uevora.pt
<b>Susana Guix Arnau</b>	UB	Coordinator	susanaguix@ub.edu
<b>Ludovica De Benedetti</b>	UNIMED	Content Manager	l.debenedetti@uni-med.net
<b>Saadia Zrira</b>	IAV	Coordinator	saadia.zrira@gmail.com
<b>Abdelaziz Chaouch</b>	IBN	Co-Coordinator	achaouch61@gmail.com
<b>Adil Bajoub</b>	ENA	Coordinator	aliam80@hotmail.com
<b>Abdeslam Asehraou</b>	UMP	Coordinator	asehraou@gmail.com

**Table 1** - FoSamed MC's Members

The MC has two main project management functions: executive and administrative. As such, the MC will monitor the project at different points using different types of evaluation practices and tools, such as: reports analyses (approval and acceptance of final versions of documents, non-technical reports and plans prepared by the PM or the WP Leaders); application of measures/procedures for quality control; resolving any technical, administrative or contractual issues; ensuring the preparation of implementation strategies and agreements for the project results; maintaining accurate consolidated records of costs, resources and time; and coordinating dissemination and exploitation activities.

The MC will meet four times to discuss the progress made, as well as assess the risks identified and if needed revise them. Meetings will take place in the side lines of the project partners or digitally if deemed necessary (Table 2).

Meeting	Location	Estimated date	Date of completion
MC Meeting – 1 <sup>st</sup> Steering Committee Meeting	Évora	M2	Online meeting March 26, 2021
MC Meeting for Quality Plan	Meknes	M3  New estimated date: M7 to QAP presentation and approval	Online meetings April 7, 2021 – WP Leader and PM preparatory meeting
MC Meeting	Barcelona	M14	-
MC Meeting	Rabat	M26	-

**Table 2** - Management Committee Scheduled Meetings

### 3.1.2. Quality Evaluation by an External Evaluator Expert

In order to strengthen the Project Quality Assurance, the FoSaMed project will appoint an external evaluator to monitoring the implementation of project activities and its achievements. The External Evaluator Expert (EE) for Quality Assurance, appointed by the Project Manager (PM) in accordance with the Consortium, will be subcontracted.

The external evaluator is responsible for the activities of quality control, under the coordination of the MC (UEVORA) and the WP Leader (ENA). This external quality control will be achieved by giving the external expert access to project documentation and results, as well as the data collected during the internal quality monitoring mechanism.

The EE will analyse and interpret data about the project in order to identify achievements and areas of weakness and reports will be generated to indicate status and make recommendations. The EE will present two evaluation reports, at month 18 and month 36, that will be discussed and analysed during the Management Committee meetings.

The specific objectives of external quality assurance are described in the Terms of Reference (TOR) for contracting the external evaluator expert, accessible to all partners in the shared folder.

## 3.2. Quality Assurance Strategy and Evaluation Procedures

The evaluation and monitoring of the Quality of the project's activities and results will be achieved through the Quality Assurance Strategy which will be agreed amongst the project partners.

A consistent set of working guidelines will be implemented throughout the whole project. Process management will involve management of documents, which will be undertaken by the PM (UEVORA) and the Quality Assurance WP Leader (ENA), whereas management of the quality of the input data will be the joint responsibility of the other WP leaders, Management Committee and Scientific Committee. This task will include systematic activities to provide confidence that the project will satisfy relevant quality standards.

Internal Quality Assurance procedures applied within WP5 will include qualitative and quantitative assessment measures for milestones and deliverables that will be key elements in following the project's progress: project meetings (reporting and coordination), drafting and review of deliverables, monitoring and tracking of the project.

This section outlines the specific evaluation and internal quality assurance procedures planned in FoSaMed project. The table below gives a brief overview on standards (how it shall be); tools and methods (how to assure/achieve); indicators (sources of information, tools/deliverables); and time schedule related to management quality control. This table should be considered as a reference to all the necessary mechanisms and structures for the management and administrative coordination of the project capitalizing on the governance, communication plan, project calendar, stages and reporting roles and responsibilities for all the partners.

Project processes	Standards	Methods	Indicators/ Evidence	Quality control tools	Frequency
<p><b>Project Management</b> (administrative and financial management, partnership and cooperation)</p>	<ul style="list-style-type: none"> <li>• Horizontal governance of the project.</li> <li>• Management procedures are clear to all project's partners.</li> <li>• Project's partners share the same vision, understand project objectives and work packages tasks implementation.</li> <li>• Common vision of the project is achieved, and the high-quality expectations are jointly agreed and owned by all FoSaMed project partners.</li> <li>• The project is delivered in the most cost-efficient way.</li> </ul>	<ul style="list-style-type: none"> <li>• The project aims and objectives are presented to all partners during the Kick-off Meeting.</li> <li>• Grant Agreement (including project application), partnership agreement, Erasmus+ Programme Guide.</li> <li>• All project meetings are protocolled, and their minutes are available to all project members on the file sharing platform (FoSaMed_Google Drive).</li> <li>• The project management handbook is developed and used by all project members.</li> <li>• Regular inter-coaching between the project partners on issues of administrative and financial project management and WP implementation.</li> <li>• Periodic evaluation meetings of the project implementation. A total of 4 MC meetings are envisaged to evaluate project performance and the quality of activities.</li> <li>• Ad-hoc meetings between the Project Manager and individual WP leaders to deal with specific tasks or issues.</li> <li>• The costs declared are eligible according to criteria of the EACEA defined by the Erasmus+ Guide and the Grant Agreement.</li> <li>• All the necessary supporting documentation is structured, stored and available to all project partners.</li> <li>• The sound adjustments of costs take place if necessary and are communicated to the</li> </ul>	<ul style="list-style-type: none"> <li>• Informal communication tools (e.g. e-mail).</li> <li>• Meetings minutes.</li> <li>• Structured project materials on the file sharing platform (Google Drive).</li> <li>• Timely and correctly submitted reporting documents to the coordinator.</li> <li>• Positive feedback on the technical and financial management in the interim progressive report and in the final report.</li> <li>• The certificate of the financial auditor upon the project end.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Quality Assessment. Questionnaire</li> <li>• Checklists of information and documents available in the shared folder (Google Drive).</li> <li>• Project evaluation questionnaire.</li> </ul>	<ul style="list-style-type: none"> <li>• After meetings</li> <li>• According to the document delivery</li> <li>• Halfway (M18) through the project and at the end (M36)</li> </ul>

		<p>project consortium and the project officer of the EACEA.</p> <ul style="list-style-type: none"> <li>• The templates and the forms from the EACEA are uploaded on the file sharing platform (FoSaMed_Google Drive).</li> <li>• The regular counselling between the project partners and the coordinator takes place.</li> <li>• The financial overview of the project is exercised by the administrative and financial managers of the partners.</li> <li>• Schedule performance index (budgeted cost of work performed/budgeted cost of work scheduled).</li> </ul>			
<b>Project Communication</b>	<ul style="list-style-type: none"> <li>• Communication between the members of the consortium, between the PM and the National Agency for Erasmus+ (Moroccan NEO) and between the PM and the European Commission is very crucial for the successful implementation of FoSaMed project.</li> <li>• The project communication adheres to the KISS principle (keep it simple and straightforward). The project members freely, openly, transparently and respectfully communicate between themselves and with the coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• The contact list of the project members is structured and available from the very beginning of the project on the file sharing platform (FoSaMed_Google Drive).</li> <li>• Communication is documented centrally and internally for reporting or auditing purposes at the coordinating institution via the work e-mail of the project manager at the coordinator university.</li> <li>• The operative communication channels are: working e-mails of project members and online conferencing (Zoom) and Whatsapp (upon extremely urgent request).</li> <li>• Networking and mutual exchange of ideas and suggestions take place regularly during meetings, workshops, trainings, round tables and project conference.</li> </ul>	<ul style="list-style-type: none"> <li>• The information and updates are communicated without delays and as soon as possible via the work e-mail of the PM, MC members, SC members and work packages leaders.</li> </ul>	<ul style="list-style-type: none"> <li>• Informal communication tools (e.g. e-mail)</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous</li> </ul>

<p><b>WP Implementation</b></p>	<ul style="list-style-type: none"> <li>• The mechanism for consistent deliverable development, review, and submission of the project deliverables is properly defined and shared with all project partners.</li> <li>• Effective and efficient implementation of the project WPs.</li> </ul>	<ul style="list-style-type: none"> <li>• The project work plan and management handbook contain detailed task and subtask descriptions indicating the planned activities, responsibilities, partner contributions, expected products and milestones.</li> <li>• The work package leaders through annual reports will provide feedback on progress. This information will serve as general indicator for monitoring of the overall progress of the project.</li> <li>• Establishing a structured, repeatable process to verify timely realization or completion of WP tasks on a timely schedule.</li> <li>• Stimulating continuous identification of WP tasks implementation challenges and, if necessary, developing a more effective strategy for completing them.</li> <li>• Tracking and monitoring the progress of WP tasks through deployment and post implementation review of WP reports and deliverables.</li> <li>• Coordinating deliverable activities and verifying timely submission of quality deliverable by the project coordinator</li> <li>• Completion of a work package is often overseen by the coordinator and the MC.</li> </ul>	<ul style="list-style-type: none"> <li>• Project actions (specific works, tasks, decisions, documents, deliverables, etc) are completed in time and with the expected quality, following the detailed rules stated in the project work plan, the management handbook and the quality plan.</li> <li>• Deliverables available on the shared folder (Google Drive) and in the project website</li> </ul>	<ul style="list-style-type: none"> <li>• Table of achieved/planned results for each WP.</li> <li>• Deliverable Quality Assessment Questionnaires.</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> <li>• Immediately after the final version of the document becomes available.</li> </ul>
<p><b>Teaching and learning activities</b></p>	<ul style="list-style-type: none"> <li>• Effective and efficient implementation of training activities</li> <li>• Relevance and usefulness of teaching and learning activities</li> </ul>	<ul style="list-style-type: none"> <li>• Good participation rates in teaching and learning activities (workshops for teachers and MOOC)</li> <li>• Interest and active participation of trainees in training activities</li> <li>• Relevance and usefulness of content to the target audience</li> <li>• Good level of commitment of trainees and trainers.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching materials available in the sharing folder (Google Drive), in the e-learning space and on the website</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching activity Reports</li> <li>• QA Tests – learning materials &amp; MOOC.</li> </ul>	<ul style="list-style-type: none"> <li>• After the teaching activities</li> <li>• Immediately after the final version of the learning materials</li> </ul>

		<ul style="list-style-type: none"> <li>• Good level of discussion and interaction on the e-learning platform.</li> </ul>			becomes available
<b>Dissemination</b>	<ul style="list-style-type: none"> <li>• Good articulation and cooperation between partners in the dissemination of results and organization of events</li> <li>• Efficient communication of project objectives and results through the communication platforms created for the project (website and other dissemination materials)</li> <li>• Establishing a good network of cooperation, active and committed</li> <li>• High level of stakeholders' interest in collaborating with the project.</li> </ul>	<ul style="list-style-type: none"> <li>• Good level of dissemination at national (Morocco) and international level</li> <li>• Frequently updating the project website with new content.</li> <li>• Good participation rates in events organized under the project.</li> <li>• Meetings and activities developed with stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Project Website contents</li> <li>• Dissemination materials</li> <li>• Attendance lists</li> <li>• Event reports</li> </ul>	<ul style="list-style-type: none"> <li>• Website and social media analytics report</li> <li>• Event Reports</li> <li>• Event Quality Assessment Questionnaires.</li> <li>• Project website feedback questionnaires.</li> </ul>	<ul style="list-style-type: none"> <li>• Halfway (M18) through the project and at the end (M36)</li> <li>• After the event</li> <li>• Halfway (M18) through the project and at the end (M36).</li> </ul>

**Table 3-** Project Internal Quality Assurance Strategy

Project deliverables represent documentation of the project results. Therefore, deliverables are indicators of the project progress. The FoSaMed consortium has defined a list of deliverables that are contractually bound to be submitted to the EACEA. Additionally, defined project milestones are essential tools to verify the efficiency and timeliness of project implementation

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification
1	Curricula updated analysis report published	WP1	M8	Deliverable 1.2
2	First internal annual report	WP7	M12	Report documents
3	10 courses available to be used and tested	WP2	M13	Deliverable 2.2
4	New modules and courses implemented in the e-learning space	WP2	M14	Deliverable 2.4
5	Food safety labs implemented	WP2	M15	Deliverable 2.5
6	10 courses reviewed by Moroccan teachers	WP2	M22	Deliverable 2.2
7	Training of 32 Moroccan teachers finished	WP3	M23	Deliverable 3.2
8	MOOC available	WP3	M24	Deliverable 3.3
9	Progress report to EACEA	WP7	M23	Report documents
10	Pilot implementation of the Master Programme ready	WP4	M25	Deliverable 4.1, 4.2 and 4.3
11	Final project report	WP7	M36	Final report

**Table 4 - Project Milestones**

With carefully selected indicators, it is possible to get a good overview on the progress and performance of the project management, communication and WP implementation. In this regard, each WP has its own progress indicators, and each such indicator is given along with an explanation of how it will be measured (Table 5).

Work Packages	Outputs	Indicators	Means of verification	Main Responsibility
<b>WP1- Curricula analysis and assessment of needs</b>	<p>1.1. Needs Assessment Report.</p> <p>1.2. Curricula Evaluation Report.</p> <p>1.3. Accreditation documents for the new Joint Master.</p>	<ul style="list-style-type: none"> <li>• At least 100 needs assessment questionnaires applied to all target groups: teachers, students and stakeholders.</li> <li>• Delivery of internal reports from the 4 Moroccan universities with information on: courses currently available in the area of food safety, laboratory equipment and teacher/researcher specialities.</li> <li>• Plan for the preparation of documents for the accreditation of the new Master approved by the Management and the Scientific Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Needs Assessment Report.</li> <li>• Curricula Evaluation Report.</li> <li>• Dossier of documents for Master’s accreditation prepared.</li> </ul>	<ul style="list-style-type: none"> <li>• Work package Leader – IBN.</li> <li>• Scientific Committee in close relationship with the Moroccan Teaching Group (MTG), the MC and the coordinator (UEVORA).</li> </ul>
<b>WP2 - Curriculum design and development</b>	<p>2.1. Master Programme implementation plan.</p> <p>2.2. New modules and courses</p> <p>2.3. e-learning space management guide.</p> <p>2.4. New modules and courses implemented in the e-learning space.</p> <p>2.5. Food safety labs upgraded or implemented.</p> <p>2.6. Documents for Master accreditation.</p>	<ul style="list-style-type: none"> <li>• Master Program implementation plan ready.</li> <li>• 10 new courses on “Food Safety” developed and available.</li> <li>• Development and installation of an e-learning space, and content uploading.</li> <li>• Purchase of 8 computer workstations for each Moroccan partner HEI.</li> <li>• Food safety labs upgraded and equipment installed.</li> <li>• A new Master on Food Safety accredited.</li> </ul>	<ul style="list-style-type: none"> <li>• Master program implementation plan established.</li> <li>• Learning materials available online at the e-learning space.</li> <li>• E-learning space management guide.</li> <li>• Report on e-learning space management and use (Number of teachers reached and number of visits of the e-learning space).</li> <li>• Equipment purchase’s records in the beneficiary partner university registry.</li> <li>• Officially University registry of accreditation of the Master.</li> </ul>	<ul style="list-style-type: none"> <li>• Work package Leader – UEVORA</li> <li>• Scientific Committee in close with the support of the Moroccan Teaching Group (MTG) and the Management Committee.</li> </ul>
<b>WP3 - Training of Teachers</b>	<p>3.1. Best teaching practices manual/guidelines.</p> <p>3.2. Moroccan teachers trained.</p> <p>3.3. MOOC ready and online.</p>	<ul style="list-style-type: none"> <li>• A 5-day workshop at UEVORA involving Moroccan teachers.</li> <li>• Best teaching practices manual ready</li> <li>• A 5-day workshop at UB following e-learning training based on at least 10 modules on FS followed by Moroccan teachers.</li> <li>• A 5-day workshop for experimental frontal lessons by Moroccan teachers at IAV.</li> <li>• MOOC implemented (M24)</li> </ul>	<ul style="list-style-type: none"> <li>• ToT Plan and project documentation for the teachers training activities (program and content of each workshop, including teaching and training materials and list of expected training outcomes of each training session)</li> <li>• Best teaching practices manual/guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• UB and UEVORA.</li> </ul>

			<ul style="list-style-type: none"> <li>• Attendances lists, certificates and timesheets.</li> <li>• Report on e-learning space use (exchange of ideas, information between teachers).</li> <li>• MOOC available online.</li> <li>• Report on the implementation of the MOOC (number of teachers, stakeholders and students enrolled).</li> <li>• Learning materials feedback.</li> <li>• Subcontracting for video and digital production for video lessons and MOCC.</li> </ul>	
<b>WP4- Pilot implementation of the Master Programme</b>	<p>4.1. Announcement events to attract students.</p> <p>4.2. Student selection.</p> <p>4.3. Report of the Pilot implementation phase.</p> <p>4.4. Validated Master curriculum (after the pilot phase).</p>	<ul style="list-style-type: none"> <li>• Motivated students selected.</li> <li>• A new Master on Food Safety implemented.</li> <li>• Report of the Pilot phase and documents validating the Master curriculum ready.</li> </ul>	<ul style="list-style-type: none"> <li>• Project documentation</li> <li>• Publishing on the Morocco Ministry register of available courses.</li> <li>• Official registration of students enrolled in the Master at the Moroccan HEIs.</li> <li>• Report on the use of the e-learning space by teachers and students.</li> <li>• Registration of attended classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Work package Leader – IAV.</li> <li>• Scientific Committee in with the support of the MC and the coordinator (UEVORA).</li> </ul>
<b>WP5- Quality Assurance Plan</b>	<p>5.1. Quality Assurance Plan.</p> <p>5.2. Internal Quality Assurance Reports</p> <p>5.3. External Expert reports.</p>	<ul style="list-style-type: none"> <li>• Internal quality assurance plan ready</li> <li>• Release of the terms of reference for hiring the external evaluator.</li> <li>• Evaluation Questionnaires and QA tests filled by 100% of teachers and students involved in learning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality assurance plan</li> <li>• Project documentation</li> <li>• Quality evaluation Questionnaires and QA tests</li> <li>• Internal quality assurance reports.</li> <li>• External Expert reports</li> </ul>	<ul style="list-style-type: none"> <li>• Work package Leader with the support of the coordinator (UEVORA).</li> </ul>

		<ul style="list-style-type: none"> <li>• Quality satisfaction for the learning materials, meetings/events and website by 80% of the interviewees</li> <li>• Effectiveness of the monitoring and evaluation processes: 100% of partners and coordinator compliance with the quality monitoring process plan.</li> <li>• Quality evaluation by an external evaluator expert.</li> </ul>		
<p style="text-align: center;"><b>WP6- Dissemination and Exploitation strategies</b></p>	<p>6.1. Dissemination and Exploitation Plan. 6.2. Design of the project logo. and project visual identity 6.3. Project website. 6.4. Communication and dissemination materials. 6.5. Cooperation Agreement. 6.6. Dissemination and Exploitation Reports. 6.7. FoSaMed International Conference.</p>	<ul style="list-style-type: none"> <li>• Dissemination and Exploitation Plan available.</li> <li>• Project Logo ready.</li> <li>• Ready and online website.</li> <li>• Cooperation Agreement signed and development of a collaborative network.</li> <li>• At least 40 participations, from the Consortium partners, in the FoSaMed Conference.</li> <li>• 4 open-days (one for each Moroccan partner HEI) to disclose the new Master Programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Dissemination and Exploitation Plan.</li> <li>• Open day brochures.</li> <li>• Project reports.</li> <li>• Number of links of the online resources.</li> <li>• FoSaMed International Conference programme and additional. conferences and event programmes</li> <li>• List of participants at the FoSaMed Conference.</li> <li>• Cooperation agreements signed.</li> <li>• Number of institutions and researchers involved in the collaborative network.</li> </ul> <ul style="list-style-type: none"> <li>• Number of discussions on scientific topics on the website and in the e-learning space.</li> <li>• Number of external links that refers or publishes the project, the Master and the FoSaMed Conference.</li> </ul>	<ul style="list-style-type: none"> <li>• Work package Leader - UNIMED with the support of all partners.</li> </ul>

<p><b>WP7- Project Management</b></p>	<p>7.1. Project Management Handbook. 7.2. Coordination meetings/Minutes.  7.3. Partnership Agreement. 7.4. Annual and final reports for the EACEA.</p>	<ul style="list-style-type: none"> <li>• Project Management Handbook, templates and shared folder ready and working.</li> <li>• Partnership Agreement signed until month 6.</li> <li>• Financial and administrative reporting of project activities ready in time.</li> <li>• 80% percentage of Milestones achieved in time.</li> <li>• Quality of project management arrangements. No more than 30% rate of delays in delivering results throughout the project.</li> <li>• Effectiveness of coordination by the project coordinator: no more than 30% rate of issues and problems detected in coordination.</li> <li>• Effectiveness of management and quality arrangements: 100% rate of compliance with recommendations and amendment according to the problems detected.</li> <li>• Positive feedback from the Moroccan NEO, EACEA and audit.</li> </ul>	<ul style="list-style-type: none"> <li>• Project documentation (meetings minutes, activities reports, purchase records and invoices).</li> <li>• Project Management Handbook</li> <li>• Intermediate and final reports for the EACEA.</li> </ul>	<ul style="list-style-type: none"> <li>• The coordinator (UEVORA) and all partners.</li> </ul>
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**Table 5** - Indicators of progress by work package (Considering the Logical Framework Matrix of the submitted proposal).

## 4. Quality Control and Monitoring Tools

The Consortium establishes a Quality Control (QC) procedure and monitoring tools to evaluate and guarantee the quality of the works to be done along the project. This Quality Control procedure will support processes focused on managing the quality of the project's deliverables and the overall project results.

A consistent and common format for all documents-based deliverables (word document, excel sheets) is to be followed by all partners using templates provided by PM (UEVORA), as defined in the Project Management Handbook and available in the Google drive shared folder - FoSaMed. Likewise, all tangible outputs and results must be uploaded in the shared folder.

Regarding plans and reports, a common structure and design will be followed 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 project.

When partners produce plans, reports, studies and publications as deliverable, they are obliged to put Erasmus+ logo consisting of sentence "Funded by Erasmus+ Programme of the European Union" on the cover or the first page. Moreover, 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."

The final version of each deliverable is consolidated by the PM support team to take care of the final formatting if needed, and of the logistics to send them to the EACEA and make them accessible on the FoSaMed website. The evaluation tools are essentially two assessment questionnaires blocks: Progress Monitoring Questionnaires and Activities/Deliverables Assessment. The first typology of questionnaires is devoted to the general implementation of the project – project evaluation questionnaire (Annex 1) and table of achieved/planned results (Annex 2). The second typology concerns the project evaluation of each activity/deliverable both in presence of internal and external participants.

The questionnaires include open and close questions, and their results will be used to realize adjustments and improvements of the project and to take corrective actions during the lifetime of the project. The final project evaluation by the will determine the future of the project, it's possible continuation, modification and sustainability.

### 4.1. Quality Control of Project Activities

#### ➤ *Progress Monitoring*

An overall **project evaluation questionnaire** (Annex 1) will be distributed to the partners, on two different occasions, in the middle of the project (M18) and at the end (M36), in order to assess if the project objectives had been achieved and suggest future actions. The results will feed the intermediate and the final internal quality assurance reports.

The **table of achieved/planned results** (Annex 2) that will be distributed to the WP leaders of the project by UEVORA whose aim is to measure and report the progress of the project activities. All the WPs will be assessed through this action assessment and process table. Its completion will be the responsibility of the WP leader, who must send it to the PM (UEVORA), annually and/or immediately after the end of the development of the WP tasks. The table of achieved/planned results was presented to all partners at the first Steering Committee Meeting (March 26, 2021) and it represent the document used by the PM for the annual Technical Implementation Report of the FoSaMed project, as stated in the Project Management Handbook. This document is the basis for evaluating the quality of effectiveness and efficiency of project implementation.

➤ **Activities/Deliverables Assessment**

A specific set of meetings, events and deliverables (plans and reports) will be evaluated more specifically, as described below.

Output/Deliverable Type	Specific Output	Evaluation Tool	Who provides the output/data	When
<b>Plans and Reports</b>	1.1. Needs Assessment Report. 1.2. Curricula Evaluation Report. 2.1. Master Programme implementation plan 3.1. Best teaching practices manual/guidelines. 4.3. Report of the Pilot implementation phase (Master). 5.1. Quality Assurance Plan. 5.2. Internal Quality Assurance Reports. 6.1. Dissemination and Exploitation Plan. 6.6. Dissemination and Exploitation Reports 7.1. Project. Management Handbook 7.4. Reports for the EACEA.	Deliverable Quality. Assessment Questionnaire.	Management Committee (MC)	Immediately after the final version of the document becomes available
<b>Meetings</b>	Kick-off Meeting, MC meetings and Final Meeting	Meeting/Event Quality Assessment Questionnaire	Project partners	Immediately after meetings and events
<b>Events</b>	Workshops – Training of Teachers MOOC	Teaching activity/Event Report	Trainees	Immediately after meetings and events
	Info-days International Conference	Meeting/Event Quality Assessment Questionnaire	Students Participants Attendees	
<b>Learning materials</b>	New modules and courses MOOC	QA Test – learning materials & MOOC – Annex 5	Trainees	Immediately after the training actions
<b>Project Website</b>	Project Website	Project website feedback questionnaire – Annex 6	(All) Stakeholders	Annually

**Table 6** - Deliverables and Quality Evaluation Tools.

### 4.1.1. Deliverables Quality Control

Deliverables are one of the most important ways to communicate and keep informed the European Commission. Therefore, the management of the production and delivery of such documents is an important task within the Quality Assurance Plan. All deliverables generated by the FoSaMed WPs must pass through an internal quality review process, accepted by the WP leader and responsible for delivery, in order to guarantee the quality and relevance to the project objectives and expected outcomes.

The presentation of deliverables and activities of the project are a joint responsibility of the WP Leaders and its teams, partner teams involved in the activity and the project coordinator. The latter shall guarantee the quality and timeliness of the deliverable as identified in project proposal and work plan.

An evaluation questionnaire was designed (Deliverable Quality Assessment Questionnaire – Annex 3) to monitor WP deliverables quality. This quality monitoring tool must be completed by the Management Committee at the scheduled meetings.

Some specific outputs/deliverables (learning materials: new modules and courses; MOOC and the project website) have specific assessment questionnaires, as described in table 6.

### 4.1.2. Meetings and Events Quality Control

The FoSaMed Quality Plan includes the quality control of meetings (Kick-off Meeting, MC meetings and Final Meeting) and events (Workshops – Training of Teachers, MOOC, Info-days and International Conference) by using various documentation and quality control tools (attendance lists, meeting minutes, teaching activity/event reports, evaluation questionnaires, etc.), available within the Consortium documents' repository and the project Website, as described in Table 7.

Type of meeting/event	Materials	Available at	
		FoSaMed website	FoSaMed Google Drive platform
<b>Meetings (Kick-off Meeting, MC meetings and Final Meeting)</b>	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Minutes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Presentations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Quality Questionnaires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Workshops – Training of Teachers MOOC Info-days International Conference</b>	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Agenda/Programmes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	List of trainees/participants	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Training materials/ Presentations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Quality Questionnaires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Teaching activity Report Event Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Table 7.** Documentation of FoSaMed meetings/events.

All events within the project should be organised professionally. The organizers should provide in due time a full information package to the participants including the draft agenda, letter of invitation and a note on the logistics (informing about travel arrangements, venue, suggested hotels, etc.). Time for preparation activities depends on the type of event e.g. several months for conference and several weeks for trainings. This will be defined in separate action plans by task leaders. The meeting organizers ensure smooth registration processes (including list of attendees) and the implementation of the meetings respecting appropriate time for event sessions and breaks as well as the availability of all necessary materials (e.g. training and promotional material). The organizers will also ensure the recording of minutes of the meetings in a concise style including a list of action points.

Appropriate (e.g. for training workshops, open-days and final conference) feedback forms will be distributed among participants and event reports related to feedback forms will be included in the internal quality assurance reports, prepared by the WP Leader.

An evaluation questionnaire was designed (Meeting/Event Quality Assessment Questionnaire – Annex 4) to monitor project events. This quality monitoring tool must be filled in by each participant in the events.

## 5. Reporting of Results

There will be two levels of reporting:

**1)** The first level refers to results coming from the evaluation of outputs and outcomes that contribute to the writing of the official quality reports, but are not official deliverables, such as evaluation questionnaires, considered as internal documents and available within the shared project documents' repository (on Google Drive).

**2)** The second level relates to the delivery of the internal quality assurance reports as agreed among partners. This quality reports are themselves deliverables of the project and correspond to an intermediate (month 18) and a final report (month 36).

## 6. Annexes

- **Annex 1** – Project evaluation questionnaire.
- **Annex 2** – Table of achieved/planned results.
- **Annex 3** – Deliverable Quality Assessment Questionnaire.
- **Annex 4** – Meeting/Event Quality Assessment Questionnaire.
- **Annex 5** – QA Test – learning materials & MOOC.
- **Annex 6** – Project website feedback questionnaire.
- **Annex 7** – Players' roles.
- **Annex 8** – Evaluation process summarize.

**Annex 1 - Project Evaluation Questionnaire (To be filled in by each partner).**

Partner:		
Date:		
<b>Quality Control point</b>	<b>Issues to be addressed</b>	<b>Assessment: Please rank different aspects on the scale 1-4 (1: Not at all; 2: To a small degree; 3: To a large degree; 4: Completely)</b>
<b>1. Project Management</b>	<ul style="list-style-type: none"> <li>• Was the management structure efficient? (articulation between coordinator/PM, MC, SC and WP Leaders)</li> <li>• Was the management and coordination meetings managed well?</li> <li>• Were the structural documents properly made available and accessible to all partners?</li> <li>• Were the necessary adjustments in the course of project implementation easily agreed between the partners?</li> <li>• Was there a good level of dissemination of project activities and outputs?</li> </ul>	
<b>2. Project Progress and Implementation</b>	<ul style="list-style-type: none"> <li>• Were objectives achieved on time?</li> <li>• Compared with the actual expenses of the project, was the budget estimation accurate?</li> <li>• Does the pandemic (COVID-19) situation cause problems to the project development?</li> </ul>	
<b>3. Project Activities</b>	<ul style="list-style-type: none"> <li>• Were tasks and deliverables achieved on time?</li> <li>• Are the project activities and deliverables relevant and useful?</li> <li>• Were project activities and outputs accessible to target groups and relevant stakeholders?</li> </ul>	
<b>4. Partnership and Cooperation</b>	<ul style="list-style-type: none"> <li>• Was effective communication between partners satisfactory?</li> <li>• Has trust developed between partners?</li> <li>• Were partners committed to the project?</li> <li>• Are there conditions to develop future projects with the same consortium of partners?</li> </ul>	
<b>Any suggestions or comments?</b>		

**Annex 2 - Table of Achieved/Planned Results** (To be filled in by each WP Leader).

Title and reference number of the work package (WP)	
Indicators of achievement and or/performance as indicated in the project proposal	<i>As indicated in the Logical Framework Matrix (LFM) of the project proposal</i>

**Activities carried out to date to achieve this result:** *As indicated in the Workplan and in the Logical Framework Matrix (LFM) of the project proposal.*

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
e.g. Task 1.1 or D. 1.1						<i>Insert specific indicators (qualitative and quantitative). See LFM of the project proposal</i>

**Activities to be carried out to achieve this outcome** *(before the end of the project)*

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress

**Changes that have occurred in this result since the original proposal:**

**Any other comment or suggestion:**

**Annex 3 - Deliverable Quality Assessment Questionnaire (To be filled by the MC).**

<b>Work Package:</b>		<b>Deliverable ref. nr:</b>			
<b>WP Leader:</b>					
<b>Quality Control point</b>	<b>Issues to be addressed</b>	<b>Assessment</b>	<b>Comments</b>	<b>Recommendations</b>	
<b>1. Compliance with the objectives of FoSamed.</b>	Does the deliverable comply with the overall objectives of the project?	YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY <input type="checkbox"/>			
<b>2. Compliance with the specific objectives of the WP.</b>	Does the deliverable comply with the WP Objectives as specified in the WP description?	YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY <input type="checkbox"/>			
<b>3. Correspondence with the description of work of the relevant activity.</b>	Does the deliverable correspond with the activity description as specified in the Application form?	YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY <input type="checkbox"/>			
<b>4. Compliance with the deliverables format.</b>	Is the deliverable presented using the Project's deliverable format?	YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>5. Adequacy of complementary information.</b>	Examples of complementary info: -External sources used -Bibliography -List of contacts -Methodology used (i.e. for surveys)	YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>6. Adequacy of written language.</b>	Level of written English	EXCELLENT <input type="checkbox"/> ADEQUATE <input type="checkbox"/> POOR <input type="checkbox"/>			
<b>Overall assessment and suggestions for improvement.</b>					
<b>Date of Quality Control performed by MC.</b>					
<b>Deadline for submission of amended version of the Deliverable:</b>					

**Annex 4 - Meeting/Event Quality Assessment Questionnaire** (To be filled in by each partner or participant).

<b>Meeting/Event:</b>			<b>WP:</b>
<b>Date:</b>			
<b>Quality Control point</b>	<b>Issues to be addressed</b>	<b>Assessment: Please rank different aspects on the scale 1-4 (1: Not at all; 2: To a small degree; 3: To a large degree; 4: Completely)</b>	
<b>1. Structure and contents.</b>	<ul style="list-style-type: none"> <li>• Were the goals of the meeting/event clear?</li> <li>• To what extent have the goals been achieved?</li> <li>• Was there a good range and balance of activities?</li> <li>• Did the meeting/event adhere to the agenda/programme?</li> <li>• Were the presentations and speeches clear and satisfactory?</li> <li>• To what extent have participants contributed to the discussion and decision making?</li> </ul>		
<b>2. Organisation.</b>	<ul style="list-style-type: none"> <li>• Was the communication satisfactory before to the meeting/event?</li> </ul>		
	<ul style="list-style-type: none"> <li>• Was the organisation satisfactory during the meeting/event?</li> <li>• Was there a clear and reasonable timetable in place?</li> </ul>		
<b>3. Environment and Resources.</b>	<ul style="list-style-type: none"> <li>• Was the working environment satisfactory?</li> <li>• Was the provision of materials, resources and equipment suitable?</li> </ul>		
<b>4. Overall communication.</b>	<ul style="list-style-type: none"> <li>• Was the communication with the organizer/coordinator easy and clear?</li> <li>• Was the communication with the partners/colleagues/other participants easy and clear?</li> </ul>		
<b>Any other comments?</b>			

**Annex 5 - QA Test – learning materials & MOOC** (To be filled in by each trainee).

<b>Learning material title:</b>		
<b>WP:</b>		
<b>Deliverable nr. (If applicable):</b>		
<b>Quality Control point</b>	<b>Issues to be addressed</b>	<b>Assessment: Please rank different aspects on the scale 1-4 (1: Not at all; 2: To a small degree; 3: To a large degree; 4: Completely)</b>
<b>1. Content.</b>	<ul style="list-style-type: none"> <li>• Are the learning objectives clear?</li> <li>• Is the content current, relevant, and accurate?</li> <li>• Is the content appropriate to the needs of the targeted group?</li> </ul>	
<b>2. Use.</b>	<ul style="list-style-type: none"> <li>• Does the material present information in appealing ways?</li> <li>• Does the material provide flexibility in its use?</li> <li>• Does the material support individual, self-regulated learning?</li> </ul>	
<b>3. Formats and interaction.</b>	<ul style="list-style-type: none"> <li>• Does the material present appropriate formats (graphs, text, video, etc.)?</li> <li>• Is the format appropriate to the content?</li> <li>• Does the online material provide easy navigation?</li> </ul>	
<b>4. Adequacy of spoken and written language.</b>	Level of spoken and written English	EXCELLENT <input type="checkbox"/> ADEQUATE <input type="checkbox"/> POOR <input type="checkbox"/>
<b>Any other comments or suggestions for improvement?</b>		

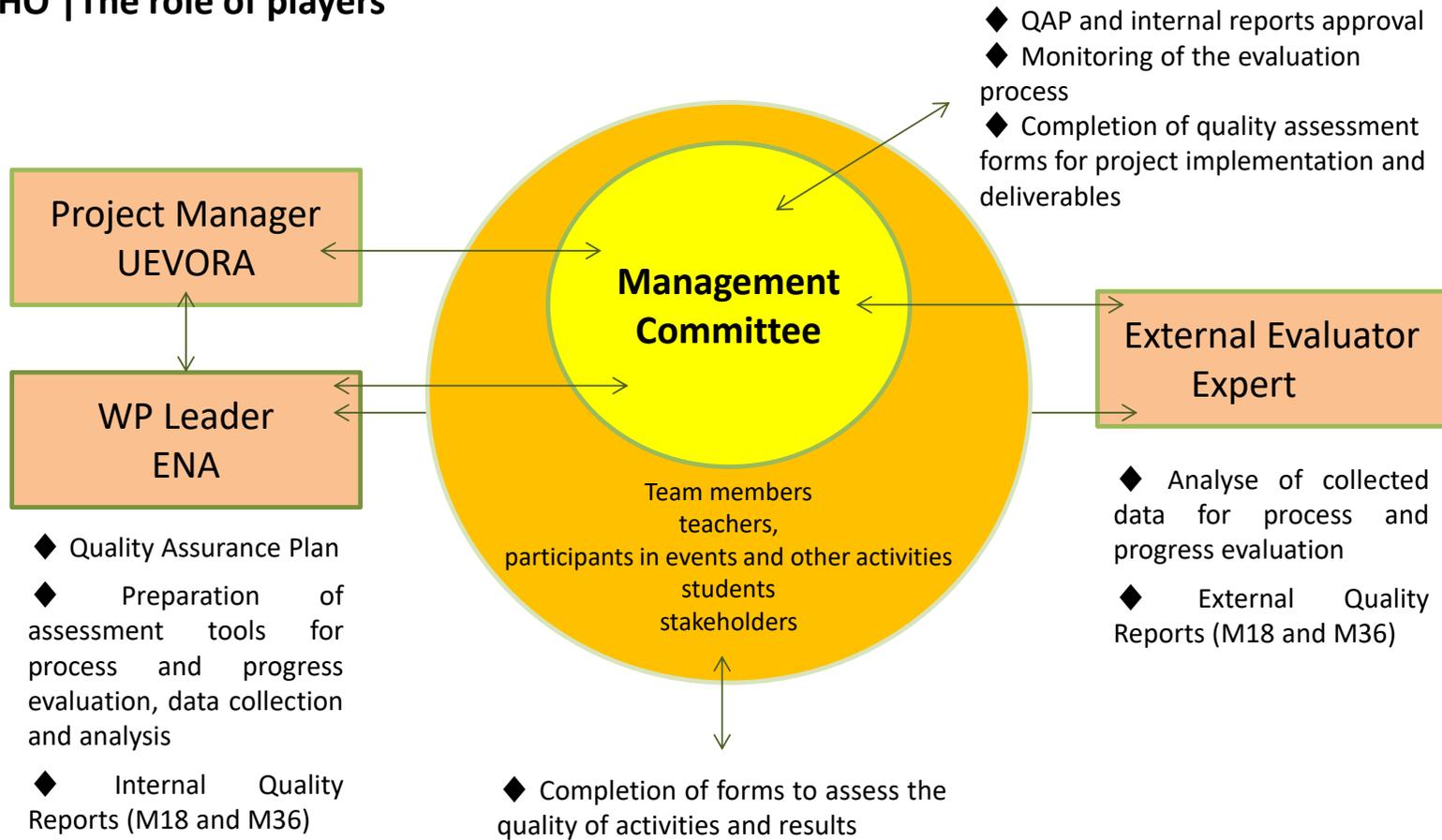
**Annex 6 – Project website feedback questionnaire** (To be filled in by all stakeholders).

Quality Control point	Issues to be addressed	Description	Assessment: Please rank different aspects on the scale 1-4 (1: Not at all; 2: To a small degree; 3: To a large degree; 4: Completely)
1. Ease of use.	<ul style="list-style-type: none"> <li>• Ease of understanding</li> <li>• Intuitive navigation</li> </ul>	<ul style="list-style-type: none"> <li>• Easy to read and understand</li> <li>• Easy to operate and navigate</li> </ul>	
2. Usefulness.	<ul style="list-style-type: none"> <li>• Information Quality</li> <li>• Functional fit-to-task</li> <li>• Interactivity</li> <li>• Trust</li> </ul>	<ul style="list-style-type: none"> <li>• The information provided is accurate, current and relevant</li> <li>• Meets tasks needs and improves performance</li> <li>• Secure communication and observance of information privacy</li> </ul>	
3. Entertainment	<ul style="list-style-type: none"> <li>• Visual appeal</li> <li>• Innovativeness</li> <li>• Flow</li> </ul>	<ul style="list-style-type: none"> <li>• The aesthetic of the website</li> <li>• Creativity of the design</li> <li>• Emotional effect using the website</li> </ul>	
3. Complementary relationship.	<ul style="list-style-type: none"> <li>• Consistent image</li> </ul>	<ul style="list-style-type: none"> <li>• The web graphics are consistent with the project corporate image</li> </ul>	
4. Adequacy of written language.	Level of written English		EXCELLENT <input type="checkbox"/> ADEQUATE <input type="checkbox"/> POOR <input type="checkbox"/>
Any other comments or suggestions for improvement?			

Annex 7 – Players' roles

## Quality Assurance Plan INFOGRAPHIC

### WHO | The role of players



## Annex 8 – Evaluation process summarize

WHAT	WHAT Specific Outputs or Topics	HOW Evaluation Tool	WHO	WHEN
<b>PROJECT MANAGEMENT</b>	<b>Project Management and implementation</b>	Project evaluation questionnaire	Project partners	Twice throughout the project (M18 and M36)
	<b>Meetings</b> Kick-off Meeting, MC meetings and Final Meeting	Meeting/Event Quality Assessment Questionnaire	Project partners MC members and other meeting participants	Immediately after meetings
<b>PROJECT IMPLEMENTATION</b> <b>Project Activities and Deliverables</b> <b>Learning materials</b> <b>Activities and Events</b>	<b>Project tasks and activities</b>	Table of achieved/planned results	WP Leaders	Annually
	<b>Plans and Reports</b> 1.1. Needs Assessment Report 1.2. Curricula Evaluation Report 2.1. Master Programme implementation plan 3.1. Best teaching practices manual/guidelines 4.3. Report of the Pilot implementation phase (Master) 5.1. Quality Assurance Plan 5.2. Internal Quality Assurance Reports 6.1. Dissemination and Exploitation Plan 6.6. Dissemination and Exploitation Reports 7.1. Project Management Handbook 7.4. Reports for the EACEA	Deliverable Quality Assessment Questionnaire	Management Committee (MC)	Immediately after the final version of the document becomes available
	New modules and courses MOOC	QA Test – learning materials & MOOC	Trainees	Immediately after the training actions
	Workshops – Training of Teachers MOOC Info-days International Conference	Teaching activity/Event Report Meeting/Event Quality Assessment Questionnaire	Trainees  Students Participants Attendees	Immediately after meetings and events
<b>PROJECT DISSEMINATION</b>	Project Website	Project website feedback questionnaire	(All) Stakeholders	Annually



