**Quality Assurance Committee Report**

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| **Project Acronym:** | **BUGI** |
| **Project Full Title:** | **Western Balkans Urban Agriculture Initiative** |
| **Project No.:** | **586304-EPP-1-2017-BA-EPPKA2-CBHE-JP** |
| **Funding Scheme** | **Erasmus Plus** |
| **Coordinator:** | **University of Sarajevo** |
| **Project Start Date:** | **October 15, 2017** |
| **Project Duration:** | **36 months** |

**TABLE OF CONTENT**

Contents

[1. Purpose and objectives of QAC report 4](#_Toc516276081)

[2. Overview of BUGI Project for period from 15.10.2017 to 15.05.2018 4](#_Toc516276082)

[3. Final Discussion and Conclusions 9](#_Toc516276083)

[3.1. List of QAC recommendations 9](#_Toc516276084)

[3.2. Discussion and Conclusions 9](#_Toc516276085)

[Annexes 10](#_Toc516276086)

**DOCUMENT CONTROL SHEET**

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**VERSIONING AND CONTRIBUTION HISTORY**

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| Version | Date | Revision Description | Partner responsible |
| v.01 | 27.11.2018 | First draft version | UNIBO |
| v.02 | 13.12.2018. | Final Version | UNIBO |
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**LIST OF ABBREVIATIONS**

SC Steering Committee

QAC Quality Assurance Committee

EACEA Education, Audiovisual and Culture Executive Agency

GA Grant Agreement

PA Partnership Agreement

WP Work package

P1, UNSA University of Sarajevo

P2, UNMO University “Džemal Bijedić” of Mostar

P3, UDG University Donja Gorica

P4, UP University of Prishtina

P5, UXZ University “Haxhi Zeka” of Peja

P6, UNIBO University of Bologna

P7, SWUAS South Westphalia University of Applied Sciences

# 1. Purpose and objectives of QAC report

Quality Assurance Committee is independent internal management body established to ensure quality and transparency of BUGI Project work and outcomes. QAC has 4 members with previous experience in QA. To ensure objectivity, QAC members are not engaged in any other project activities.

QAC reports aim is to provide the basis for a critical overview of the project progress which will allow to plan smooth implementation of future activities, envisage problems and suggest/define (if any) changes in planned project execution in order to reach the objectives in the best possible way. Set of measurable benchmarks and indicators are set to ensure that outputs are delivered in accordance to the work plan and support verification of the project outcomes.

QAC report is interim assessment of 6-month activities/results presented to Steering Committee and BUGI Consortium members. Interim reports are written and disseminated internally to the project partners.

Following areas are evaluated:

-Quality of deliverables,

-Quality of process,

-Quality of curricula, and

-Quality of dissemination and exploitation of project results and budget realization.

# 2. Overview of BUGI Project for period from 15.10.2017 to 15.05.2018

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A - Quality of deliverables (Please use WP leaders and co leaders Internal Evaluation Reports)** | | | | | | | |
| **WP1** | Project due date | Delivered | Timetable respected | | | | |
| Survey guide | 15.11.2017 | Yes  No | Yes  No | | | | |
| Regional and EU action plans and strategies report | 01.01.2018 | Yes  No | Yes  No | | | | |
| Farms models in region | 01.01.2018 | Yes  No | Yes  No | | | | |
| Food supply chains analysis | 01.01.2018 | Yes  No | Yes  No | | | | |
| Consumers preferences surveys | 01.01.2018 | Yes  No | Yes  No | | | | |
| City-adjusted farm strategies in B&H, MN and XK | 01.03.2018 | Yes  No | Yes  No | | | | |
| Partners HEIs infrastructure and teacher’s assessments | 01.07.2018 | Not applicable | | | | | |
| **WP2** | | | | | | | |
| Curriculum draft | 01.06.2018 | Yes  No | Yes  No | | | | |
| Learning projects design guide for teachers | 01.06.2018 | Yes  No | Yes  No | | | | |
| Skills and competence evaluation guide | 01.06.2018 | Yes  No | Yes  No | | | | |
| Master study and LLL program elaborate | 01.05.2019 | Not applicable | | | | | |
| Module Placement Guide | 01.08.2018 | Not applicable | | | | | |
| Diploma supplement (DP) | 01.11.2018 | Not applicable | | | | | |
| Multilateral inter-institutional agreement | 01.11.2018 | Not applicable | | | | | |
| **WP3** | | | | | | | |
| Infrastructure and teachings staff assessment | 01.06.2018 | Yes  No | Yes  No | | | | |
| Study visits and trainings | 01.01.2019 | Not applicable | | | | | |
| PBL and EL in competence based learning workshop | 01.03.2019 | Not applicable | | | | | |
| Distance learning guide, manual and workshop | 01.03.2019 | Not applicable | | | | | |
| Development of teaching/training tools | 01.07.2019 | Not applicable | | | | | |
| Purchase and installation of equipment | 01.09.2019 | Not applicable | | | | | |
| Curriculum accreditation | 14.10.2020 | Not applicable | | | | | |
| Curriculum implementation | 14.10.2020 | Not applicable | | | | | |
| **WP4 P6&P1** | | | | | | | |
| Quality performance framework | 31.12.2017 | Yes  No | Yes  No | | | | |
| WPs quality evaluations and QAC functioning | 14.10.2020 | Not applicable | | | | | |
| Evaluation questioners | 01.07.2020 | Yes  No | Yes  No | | | | |
| Evaluation reports | 14.10.2020 | Not applicable | | | | | |
| External evaluations and costs verification | 01.08.2019 | Not applicable | | | | | |
| 01.10.2020 | Not applicable | | | | | |
| Evaluation of curriculum and teaching tools | 01.05.2020 | Not applicable | | | | | |
| **WP5 P8&P1** | | | | | | | |
| Dissemination Strategy | 31.12.2017 | Yes  No | Yes  No | | | | |
| Project web site and social media channels | 14.10.2020 | Yes  No | Yes  No | | | | |
| Green Entrepreneurship | 14.10.2020 | Not applicable | | | | | |
| Distance learning platform | 14.10.2020 | Not applicable | | | | | |
| Project promotional materials | 01.05.2019 | Yes  No | Yes  No | | | | |
| Scientific contributions | 15.07.2018 | Not applicable | | | | | |
| 15.07.2020 | Not applicable | | | | | |
| Info days, open door day and UA conference | 15.09.2018 | Not applicable | | | | | |
| 01.07.2018 | Not applicable | | | | | |
| 01.07.2020 | Not applicable | | | | | |
| 01.09.2020 | Not applicable | | | | | |
| Interim and final report on dissemination and exploitation | 15.04.2019 | Not applicable | | | | | |
| 01.10.2020 | Not applicable | | | | | |
| **WP6 P1** | | | | | | | |
| Project management procedures | 31.12.2017 | Yes  No | Yes  No | | | | |
| Regular meetings | 01.11.2017 | Yes  No | Yes  No | | | | |
| 01.05.2018 | Yes  No | Yes  No | | | | |
| 01.11.2018 | Not applicable | | | | | |
| 01.05.2019 | Not applicable | | | | | |
| 01.11.2019 | Not applicable | | | | | |
| 01.05.2020 | Not applicable | | | | | |
| 01.10.2020 | Not applicable | | | | | |
| Management and report on the project activities | 14.10.2020 | Not applicable | | | | | |
| Project finance and administration | 14.10.2020 | Not applicable | | | | | |
| Percentage of deliverables completed (with the respect to timetable) | | | Figure (%): | | | | |
| Original timetable respected? | | | Yes  No | | | | |
| If your answer is no, provide short explanation | | | | | | | |
| QAC recommendations | | | | | | | |
| **B -** **Quality of processes (please use WP4 reports)** | | | | | | | |
| Responsibilities of the different WPs respected | | | | | | | Yes  No |
| If your answer is no, provide short explanation | | | | | | | |
| Average score of Internal evaluation questionnaire: PARTNERS MEETINGS | | | | | | |  |
| Did Project partners proposed action to improve average score of Internal evaluation questionnaire: PARTNERS MEETINGS | | | | | | | Yes  No |
| If your answer is no, provide short explanation | | | | | | | |
| Average score of Internal evaluation questionnaire: PROGRESS OF THE PROJECT | | | | | | |  |
| Did Project partners proposed action to improve average score of Internal evaluation questionnaire: PROGRESS OF THE PROJECT | | | | | | | Yes  No |
| If your answer is no, provide short explanation | | | | | | | |
| Average score of Internal evaluation questionnaire: WP LEADERS AND COORDINATOR SELF-EVALUATION | | | | | | |  |
| Did Project partners proposed action to improve average score of Internal evaluation questionnaire: WP LEADERS AND COORDINATOR SELF-EVALUATION | | | | | | | Yes  No |
| If your answer is no, provide short explanation | | | | | | | |
| Average score of External evaluation questionnaire: STAFF AND STUDENTS SATISFACTION | | | | | | | Not applicable |
| Did Project partners proposed action to improve average score of External evaluation questionnaire: STAFF AND STUDENTS SATISFACTION | | | | | | | Not applicable |
| If your answer is no, provide short explanation | | | | | | | |
| Average score of Internal evaluation questionnaire: STUDY VISITS AND TRAINING | | | | | |  | |
| Did Project partners proposed action to improve average score of Internal evaluation questionnaire: STUDY VISITS AND TRAINING | | | | | | Yes  No | |
| If your answer is no, provide short explanation | | | | | | | |
| Average score of External evaluation questionnaire: DISSEMINATION EVENTS | | | | Not applicable | | | |
| Did Project partners proposed action to improve average score of External evaluation questionnaire: DISSEMINATION EVENTS | | | | Not applicable | | | |
| If your answer is no, provide short explanation | | | | | | | |
| Average score of External evaluation questionnaire: PROJECT WEB SITE | | | | |  | | |
| Did Project partners proposed action to improve average score of External evaluation questionnaire: PROJECT WEB SITE | | | | | Yes  No | | |
| If your answer is no, provide short explanation | | | | | | | |
| External evaluation implemented | | | | | Not applicable | | |
| Extent to which the recommendations given by the evaluation experts have been taken into account | | | | | Not applicable | | |
| If your answer is no, provide short explanation | | | | | | | |
| Extent to which the recommendations given by the QAC have been taken into account | | | | | Not applicable | | |
| If your answer is no, provide short explanation | | | | | | | |
| QAC recommendations | | | | | | | |
| **C - Quality of curriculum**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Are curriculums content and objectives in line with Project objectives? | | | | | Not applicable | | If your answer is no, provide short explanation | | | | | | | Are adopted methodological and pedagogical models in line with Project objectives? | | | | Not applicable | | | If your answer is no, provide short explanation | | | | | | | Are purchased teaching/training tools in line with Project objectives? | | | Not applicable | | | | If your answer is no, provide short explanation | | | | | | | Did Project partners accredited and implemented curriculums? | | | Not applicable | | | | If your answer is no, provide short explanation  Not applicable | | | | | | | Number of accredited curriculums | | | | | | | P 1 | MA | Not applicable | | | | |  | LLL | Not applicable | | | | | P 2 | MA | Not applicable | | | | |  | LLL | Not applicable | | | | | P 3 | MA | Not applicable | | | | |  | LLL | Not applicable | | | | | P 4 | MA | Not applicable | | | | |  | LLL | Not applicable | | | | | P 5 | MA | Not applicable | | | | |  | LLL | Not applicable | | | | | Number of students/trainees enrolled | | | | | | | P 1 | MA | Not applicable | | | | |  | LLL | Not applicable | | | | | P 2 | MA | Not applicable | | | | |  | LLL | Not applicable | | | | | P 3 | MA | Not applicable | | | | |  | LLL | Not applicable | | | | | P 4 | MA | Not applicable | | | | |  | LLL | Not applicable | | | | | P 5 | MA | Not applicable | | | | |  | LLL | Not applicable | | | |   QAC recommendations | | | | | | | |
| **D -** **Quality of dissemination and exploitation** | | | | | | | |
| Dissemination and exploitation strategy implemented | | | | | Yes  No | | |
| If your answer is no, provide short explanation | | | | | | | |
| Are the Project visual identity products in line with Project objectives and Grant Agreement | | | | | | | Yes  No |
| If your answer is no, provide short explanation | | | | | | | |
| Are financial statements according to Project budget | | | | | | | Not applicable |
| If your answer is no, provide short explanation | | | | | | | |
| QAC recommendations | | | | | | | |
| **E - Relevance** | | | | | | | |
| Is the project implemented in line with the initial proposal? | | | | | | | Yes  No |
| If no, please describe the changes (if any) that have occurred | | | | | | | |
| QAC recommendations | | | | | | | |

# 3. Final Discussion and Conclusions

## 3.1. List of QAC recommendations

**A - Quality of deliverables:**

**B - Quality of processes:**

**C - Quality of curriculum:**

**D - Quality of dissemination and exploitation:**

**E – Relevance:**

## 3.2. Discussion and Conclusions

**Signatures**

Wolf Lorleberg Hysen Bytyqi

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Adnan Kafedžić Andrej Udovč

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# Annexes

Internal evaluation questionnaire: PARTNERS MEETINGS

Internal evaluation questionnaire: PROGRESS OF THE PROJECT

Internal evaluation questionnaire: WP LEADERS AND COORDINATOR SELF-EVALUATION

Internal evaluation questionnaire: STUDY VISITS AND TRAINING

External evaluation questionnaire: PROJECT WEB SITE