



EQVEGAN
European Qualifications & Competences for the Vegan Food Industry
621581-EPP-1-2020-1-PT-EPPKA2-SS

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Deliverable M8 in

WP5 Internal and external quality assurance of the project
Task 5.2 First internal semesterly report

Workpackage 5 Internal and external quality assurance of the project
Task 5.2 First internal semesterly report
Lead Beneficiary P2, Seinäjoki University of Applied Sciences (SeAMK)

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performed

Foreword

The work described in this report was developed under the project EQVEGAN: European Qualifications & Competences for the Vegan Food Industry (621581-EPP-1-2020-1-PT-EPPKA2-SS). If you wish any other information related to this report or the EQVEGAN project please visit the project website (www.eqvegan.eu) or contact:

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Dissemination Level

PU	Public	
PP	Restricted to other programme participants (including Commission services and projects reviewers)	
CO	Confidential, only for members of the consortium (including EACEA and Commission services and projects reviewers)	√

The dissemination level of WP5 is confidential.

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Summary

The semesterly reports contain quarterly information on the achievement in the project i.e. deliverables and milestones. Reporting should be timely performed according to the updated GANTT chart.

Reporting on timely delivery and quality control

The WP5-participants took part in the meeting held on July 6, 2021. The summary is available in the minutes of the meeting of WP5 in the EQVEGAN folder (G-Drive) (https://drive.google.com/drive/folders/1Nr9xWPCiR_Bmhur7oGVFdsjvh6NhIxaA).

Same type of deliverables (internal evaluations) will be delivered by WP5 every six months, which means that these deliverables are shared in M14 (January 2022), M20 (July 2022), M26 (January 2023), M32 (July 2023), and the last one in October 2023 (M35), which will deal with only the three months (July-September 2023).

These reports will deal with the quality and quantity of the achievements and also on timely reporting according to an updated GANTT chart, which will be discussed at the meeting (hybrid) in Coimbra on September 24, 2021.

Reporting and Internal evaluation

The material to be used in the internal evaluation reports must be updated and properly filled in the Excel sheets available in the various WP-folders (WP1-WP7) in the G-Drive https://drive.google.com/drive/folders/1_jdaBUAMlgk5NJ1dkikusGqkbv0gLNWT at the latest the first working day in the subsequent month.

Each WP5 member will evaluate the WP pinpointed to him/her and report this information at the WP5-meeting held in the middle of this subsequent month. As an example the responsible internal evaluator will report results in the subsequent meeting i.e. the first report dated June 30/July 1, 2021 will be evaluated in the WP5-meeting in the middle of July. The outcome was and will be summarized in the minutes of the meeting, which will be available after approval by the WP5-members in the WP5-folder.

The first Internal Evaluation Report (text is taken from the minutes of the meeting published on July 14, 2021)

1st Internal Evaluation, 5th WP5-meeting

Date: July 6, 2021, starting at 11 am CEST. The meeting ended at a quarter past noon (CEST).

Place: online, [Link to First Internal Evaluation](#)

Minutes prepared by: Jarmo Alarinta and Gun Wirtanen

🕒 11:00-12:13 > Evaluation of WP1 by SeAMK

WP 1.1: Stakeholders database

REPORTED

Fulfilling Task 1.1 took longer than expected.

Currently the database contains 75 entries

EVALUATION

Expected minimum number 695 entries

Is the target realistic? Population based background makes the target a certain target. The target could be based on the VFI in the various countries.

WP 1.2: Occupational profiles for VFI ...

REPORTED

Start of the Task 1.2 took longer than expected particularly due to the delay in finalising Task 1.1.

EVALUATION

Is task ~~task~~ 1.2 dependent on task 1.1? How?

The given explanation was dependent because the project group wanted input to the occupational profiles.

WP 1.3: VFI reference skills database ...

REPORTED

The food skills platform (Food-Skills) is currently under development

Training activities, apprenticeship scheme, professional certification scheme etc. are under development (in other WPs especially in WP3).

EVALUATION

Why is the portal not a part of the homepage (EQVEGAN)?

How will the professionals (in the database) find the information, when the project has two platforms: the project homepage and the Food-Skills homepage (or platform)?

The internal evaluators suggestion is that both platforms should be under one umbrella in case the Food-Skills platform is not is part of the project's homepage. This task was given to WP1Cr to be solved before the next WP5 meeting on October 13, 2021.

WP 1.4: Guidelines for designing learning outcome

REPORTED

The plan is to disseminate work done on WP1.4:

- internal platforms
- external communications

EVALUATION

Who will be responsible, when the task is finalized?

In the meeting it was stated that we need an updated GANTT chart for the whole project in which the schedules for both WPs and Tasks should be realistic. The GANTT chart is a tool in evaluating the project both internally and externally. This issue has been discussed on earlier WP5 meetings and the task was also brought further to the project coordinator. The task to obtain an updated GANTT chart was now given to WP1Cr.

Evaluation of WP2 by ACTIA

This WP started on time in M5 (April 2021) and will finish in M14 (end of January 2022). It consists of five different tasks:

- T2.1 Innovative training for the vegan food industry operator (EQF4)
- T2.2 Innovative training for the vegan food industry technician (EQF5)
- T2.3 Innovative training for the vegan food industry technologist (EQF6)
- T2.4 Innovative training for the vegan food industry engineer (EQF7)
- T2.5 Innovative training for trainers for the vegan food industry (trainers)

As well as the elaboration of four different modules within the various EQFs:

- Plant-based processing (PBP)
- Digitalisation and automation (DA)
- Green skills (GS)
- Soft skills (SS)

The follow-up table was filled by the WP coordinator (WPCr) and the task leaders (TLs). We could therefore see that good progress has been made. These working groups are preparing the learning outcomes for each level and defining the innovative training for each module. The work is progressing and on a good track when respecting the timeline.

WP2 is meeting regularly allowing partners to make the necessary progress and to solve the issues/questions that may arise.

Points of attention for the next reporting by end of September 2021:

- Are the inputs of the partners involved in task 2.3 provided on time?
- Have the industrial stakeholders been better involved in the definition of the occupational profiles (issue of task 2.4)?

Evaluation of WP3 by SeAMK

This WP has just started. The kick-off meeting was held for two groups: on June 25 and on June 30.

Evaluation of WP4 by FFTB

Evaluation of WP 4 by FFTB is not actual, because the work starts in M16. As the WP4 has not started yet, and the kick-off will be held in M16 (March 2022) the reports will be collected regularly every 3 months and the first report will barely be available to the first external evaluation.

Evaluation of WP5 by WP5-group

The proposal from the members in the WP5-working group to the coordinator is that the project's timeline for all WPs and each WP's tasks (= GANTT chart) must be updated before the next WP5-meeting. The GANTT chart is a working tool in both the internal and the external evaluation.

Suggestions for an external evaluator were discussed. The WP5-partners were asked to provide suggestions at latest in early September, thus the issue can be decided at the next internal meeting in October (2021).

The next WP5-meeting, i.e. the sixth WP5-meeting and at the same time the second internal evaluation, is held October 13, 2021 (starting at 11 am CEST). The seventh meeting has been scheduled to January 13, 2022 with the start at 11 am CET. Further meetings will be held every 3 months. The schedule for the meetings during 2022 will be decided at the October (2021) meeting.

Evaluation of WP6 by TAGEM

WP6 is led by ISEKI Food Associations IFA. The task leaders are IFA and ACTIA as follows:

Task 6.1. Dissemination strategy (IFA)

Task 6.2 Development of dissemination materials (ACTIA)

Task 6.3 Ongoing engagement of all stakeholder groups and support of consortium partners (IFA)
Task 6.4. Exploitation strategy and establishment of a Sector Skills Alliance (SSA) for the continuous professional development and mobility of European professionals (IFA).

The tasks of WP6 are proceeding well and in accordance with the proposal. Work package meetings are organised periodically.

Deliverable 6.1 "Dissemination Strategy" which includes a "Communication and Dissemination roadmap" has been prepared.

Social media accounts have been launched (<https://www.facebook.com/Eqvegan>, <https://twitter.com/eqvegan>, <https://www.linkedin.com/company/eqvegan>). Posts have been shared through social media accounts.

The logo of the project has been prepared.

The drafts of the poster, roll-up and leaflet are being prepared.

A project presentation was given at the international event "Food safety in the international year of fruits and vegetables".

There is one point to be performed more accurately. This is that the dissemination materials (poster, leaflet and roll-up) should have been ready in M6 (May 2021). Now we are in M8 (July 2021) but D6.2, which is the preparing body has not yet delivered them. Thus the deadline for D6.2 should be in M8. This must be discussed with the project coordinator. As a conclusion, I can state that WP6 is managed well.

Evaluation of WP7 by EQA

WP7 is led by the project coordinator IPC and includes the following tasks:

- Project meetings,
- Logo and graphic design,
- Project platforms,
- Project reporting,
- Financial and activity monitoring.

The project SC-meetings (kick-off meeting and second committee meeting) have until now been conducted online as scheduled.

Preparing the project logo and graphical design took longer than expected (in M3 i.e. February 2021). The logo was ready in M4 (March 2021). The report-template was ready by M5 (April 2021). The template for minutes was ready in M5 (April 2021). The presentation-template was ready in M7 (June 2021).

There was a delay in the development of both portals. The EQVEGAN portal prepared by IPC was ready by M5. The Skills Portal prepared by IFA was ready by M7.

The working group in WP5 questioned why there are two portals. This makes it hard for VFIs to follow the project. This issue was dealt with in the presentation of WP1 and therefore the group asked the WP1Cr to bring this issue further. It seems that the two portal are due to that two different partners have worked on it, but to the audience, the VFIs, it would be easier to follow development within the project when both the homepage and the skill-portal are connected under one internet address.

The project reporting is scheduled for M18 (May 2022) and M36 (November 2023).

The consortium agreement has been signed with a delay of one month, this is due to that Jetting Systems being reincluded in the consortium. Project TS were prepared by IPC and tested by the partners. The project coordinator (IPC) is meeting with the WPCRs before the scheduled start to plan the activities.

IPC detected non-compliance of ADA's performance and requested a plan to assure that ADA will improve its contribution. No answer has been received. IPC asked the steering committee (the meeting was held on July 1, 2021) to decide on the substitution of ADA. On that meeting the steering committee decided to exclude ADA from the consortium and approved the inclusion of an associated partner (University of Deusto, Spain).

Summarising, it can be concluded that despite some delays with some tasks in the initial period, the project activities are being well managed.

Suggestions for an external evaluator to be discussed

The external evaluator can be from industry or academia. Ahmet will send a list with proposed evaluators. Anet has one potential candidate. The names of candidates should be known by end of September so that this issue can be dealt with on the October (2021) -meeting.

We need at least three potential candidates for the external evaluator-position. This is required at SeAMK, which has to perform a competitive evaluation according to the rules at SeAMK.

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Participants

P1	IPC	Rui Costa, not available (project coordinator)	P2	SeAMK	Gun Wirtanen Jarmo Alarinta
P4	ACTIA	Gemma Cornuau	P10	ACTAE	Carmen de Vega
P11	FFTB	Anet Režek Jambrak	P12	TAGEM	Ahmet Budaklier
P15	EQA	Olav Aarna			