



EQVEGAN

European Qualifications & Competences for the Vegan Food Industry

621581-EPP-1-2020-1-PT-EPPKA2-SS

Supported by
SECTOR SKILLS ALLIANCES
ERASMUS+PROGRAMME
EDUCATION, AUDIOVISUAL AND CULTURE EXECUTIVE AGENCY
EUROPEAN COMMISSION

Deliverable 5.1

Task 5.1 Quality plan and guidelines

Workpackage 5 Internal and external quality assurance of the project

Task 5.1 Quality plan and guidelines

Lead Beneficiary P2, Seinäjoki University of Applied Sciences (SeAMK)

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Revision number 0

Delivery Date (from DDP) 31.01.2021

Delivery Date (Original) 22.04.2021

Delivery Date (Revision 1)

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 web-site (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.

Co-funded by the
Erasmus+ Programme
of the European Union



This project has been funded with support from the European Commission. This document 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.

Summary

The plan and guidelines include quality criteria for the assessment of deliverables and milestone achievement, including timely qualitative or quantitative measures. Reporting requirements (e.g., type of information, frequencies of reporting) and a code of practice for work package leaders has been outlined.

Reporting on timely delivery and quality control

The Excel sheets for the reporting were prepared by WP5 for each WP and the sheets have been available from April 22, 2021, onwards. The sheets should be updated by the WPCr and Task leaders; the first timeframe ends June 30 and thereafter every 3 months.

Schedule for Reporting

Reports to be filled in the Excel sheets are available in the WP-folders (WP1-WP7) in the G-Drive https://drive.google.com/drive/folders/1_jdaBUAMlgk5NJ1dkikusGqkbv0gLNWT. The reporting periods are: 1) Dec 2020 - June 2021, 2) July - September 2021, 3) October - December 2021 ... 10) July - September 2023 & 11) October - November 2023.

Guidelines on how to fill in the quarterly reports in the Excel-sheet

- 1) All members in each WP get acquainted with the table.
- 2) The WPCr calls the WP meeting at least once every 3 months. The first reporting period is Project beginning - June 30, 2021.
- 3) Both the WPCr and the TLs fill in relevant information on the project process, activities, and dissemination in the actual reporting period. Each responsible fill in the information in their own columns. In case the TL(s) does/do not carry out his/her/their activities the WPCr is responsible to fulfill the reporting.
- 4) In case the activity has not started or all deliverables have been reported the WPCr/TLs fill in: **"Not appropriate because there are no activities due to that this activity ... (will start/has properly been finished ... (date when)). Note** that each WP has to fill in this form at least once, even though the activity time according to the approved proposal has ended. All activities have to be fulfilled properly before ending the reporting.
- 5) The reporting has to be available at latest the first day in the subsequent month (dates given on the sheet tag). The members in WP5 will deal with the reporting in meetings at the beginning of that month (= internal evaluation ongoing every 3 months). The external evaluator will also use this information (twice during the project; mid-term and end reports), when he/she evaluates the performance of the project activities.
- 6) The internal evaluator makes short comments on the progress in the quarterly report and these comments are approved/changed & approved in the WP5-meetings kept quarterly.

These evaluation sheets (Excel files) are available at The G-Drive (https://drive.google.com/drive/folders/1_jdaBUAMlgk5NJ1dkikusGqkbv0gLNWT) in the WP-folders. These Excel sheets should be kept in the “own” WP-folders. The internal evaluator of each WP will pick up information from the appropriate sheet before the WP5-meeting.

Follow-up of results

The responsible internal evaluator, which is a participant in WP5, 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 and thereafter every three months.