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Quality Assurance Plan

VSRC

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(Lithuania)

**Viešoji įstaiga Vilniaus statybininkų
rengimo centras**



Partner:
(Lithuania)

**Asociacija “Krosnių meistrų
gildija”**



Partner:
(Estonia)

**MTÜ Kütte- ja
Ventilatsioonisüsteemide
Teabekeskus**



Partner:
(Germany)

**Wolfshöher Tonwerke GmbH &
Co. KG**



Partner:
(Finland)

Satakunnan koulutuskuntayhtymä



Contents

1. Introduction	5
1.1. The need for a quality assurance plan	5
1.2. The ENEFFIS quality assurance strategy	5
2. Quality review areas	7
2.1. Outputs and events	7
2.2. Processes	7
3. Quality review areas	8
3.1. Role of Project Manager	8
3.2. Intellectual output leader, training and multiplier event leaders	9
3.3. Partner obligations	10
4. Quality requirements	12
4.1. Outputs in the form of documents	12
4.2. Requirements for document files	13
4.3. Requirements for Multiplier events	13
4.4. Requirements for transnational project meetings	14
4.5. Requirements for short-term joint staff training events	14
4.6. Processes requirements	15
5. Quality reviewing procedure	17
5.1. The three-action approach	17
5.2. Documents	17
5.3. Multiplier events	18
5.4. Short-term joint staff training events	18
5.5. Transnational project meetings and reporting	18
5.6. Dissemination materials	19
6. Annex: Tools and templates	20
6.1. Document cover page template	20
6.2. Quality review chart for outputs	22
6.3. Checklists	24
6.4. Evaluation forms	28

1. Introduction

This Quality assurance plan is addressed to the ENEFFIS project partners and aims at setting the procedures and means for ensuring overall quality of the strategic partnership, by monitoring and evaluating both the project management and the deliverables. It is of great significance that all involved parties have a clear understanding of the quality assurance plan and activities that are carried out, so as to achieve the greatest possible efficacy and coordination of the project.

1.1. Main objectives of quality assurance plan

A quality assurance plan is needed to fulfil the following objectives:

- a. maintain a high quality level of project outputs throughout the project,
- b. minimise risks of poor or no results,
- c. provide the project's Steering Committee (SC) and the Consortium with evidence to be used in external audits and,
- d. maximise the potential for follow-up initiatives and exploitation actions.

The quality assurance plan does not address specific issues of work allocation and dissemination planning, since these aspects are detailed in the Consortium internal workplan and the dissemination plan (both delivered by VSRC). In conjunction with the workplan and the dissemination plan, the quality assurance plan aims at providing a clear overall framework for the entire ENEFFIS partnership on the preventive and corrective measures, as well as planning and support actions to secure a timely and effective implementation of all foreseen project tasks and activities.

1.2. ENEFFIS quality assurance strategy

The ENEFFIS quality assurance strategy is in line with the requirements and guidelines of the Erasmus+ Programme, and is based on two main principles:

- a. Quality of management: Clearly defined roles and rules, obligations and time-planning for coordination and support actions, financial management, partner collaboration and internal communication, iterative monitoring and continuous improvement.

- b. Quality of outputs and results: Delivery of coherent content which is relevant to project target groups, and concrete, measurable and on time outputs and results, in order to fulfil project goals, targets and objectives.

2. Quality review areas

Two broad quality review areas are defined, based on the type and nature of activities and deliverables foreseen throughout the ENEFFIS lifecycle: a) outputs and events, and b) processes undertaken in order to prepare, deliver, organise or report project outputs and events.

2.1. Outputs and events

Intellectual outputs and events refer to work produced, multiplier events, short-term joint staff training events, piloting activities and specific outcomes of the project either formally delivered and disseminated or internally exchanged and communicated.

Outputs and deliverables in the ENEFFIS project are divided into the following sub-categories:

- Project Management Outputs (PM)
- Intellectual Outputs (Ox):
 - Qualification Standard of a Stove Builder (O1)
 - IVET and CVET Curriculum and teaching/learning resources (O2)
 - Certification Scheme (O3)
 - Recommendations for normative documents (O4)
- Multiplier Events (E1-E4)
- Short-term joint staff training events (C1-C2)

2.2. Processes

Processes refer to actions undertaken in order to prepare, deliver, or report project outputs and events. Processes are grouped into:

- Internal and external communication.
- Decision making.
- Progress and financial reporting.

More information on these processes is available in section 4.6.

3. Quality management roles and tasks

3.1. Role of Project Manager

VSRC, as the project manager, is responsible for:

- Developing the ENEFFIS quality assurance plan, fine-tuning the plan based on the Consortium's feedback, if needed, and implementing the quality assurance plan.
- Ensuring that project processes, contractual obligations and outputs will be completed on-time and in accordance with the quality standards defined in the quality assurance plan.
- Reviewing project outputs and processes, particularly focusing on milestone project tasks and key project outputs.
- Compiling quality review forms as filled in and received by intellectual output leaders and partners responsible for the organisation of the multiplier and training events, and integrating their feedback in the quality assurance reports.
- Preparing the quality assurance reports (one report at the end of each semester).
- Supporting project reporting and audits by Lithuanian National Agency.
- Acting as a contact point supporting and consulting all partners and providing information on all quality-related issues to external auditors and third parties.
- Maintaining close collaboration with each partner responsible for each output and event, in order to prevent any failure risks, provide support and consultancy for continuous improvement, and ensure a high quality level for outputs.
- Triggering preventive and remedial actions, in order to secure quality of outputs and results.

3.2. Intellectual output leaders, training and multiplier event leaders

Each ENEFFIS **intellectual output** is coordinated by an intellectual output leader which ensures effective and timely implementation, and facilitates quality assurance at the output level. The intellectual output leader is responsible for the following tasks:

- a. Coordinating the effective implementation of project outputs at intellectual output level.
- b. Informing the project manager (VSRC) for any delays, risks or failures foreseen.
- c. Reviewing project outputs related to the specific intellectual output and providing feedback to VSRC through the Quality Review Chart (Annex 6.2) filled-in with their feedback. Facilitating the implementation of remedial actions and corrective measures at intellectual output level.

The following list presents the intellectual output leaders as defined in the Application form:

O1: VSRC

O2: VSRC

O3: KVT

O4: KMG

Each **multiplier event** is coordinated by the respective activity leading organisation. Specifically, the following partners play the role of the multiplier event leader:

E1: VSRC

E2: KVT

E3: Wolfshöcher Tonwerke

E4: SATAEDU

Multiplier event leaders are responsible for the following tasks:

- Coordinating the effective implementation of the specific multiplier event.
- Informing the project manager (VSRC) for any delays, risks or failures foreseen.

- Reviewing the activities related to the preparation and implementation of the event and the follow-up activities (if foreseen), and providing feedback to VSRC through the multiplier event checklist (Annex 6.3.1) filled-in with their feedback.
- Ensuring that the foreseen number of participants will attend, and that the venue which will host the event will be accessible and of adequate infrastructures and facilities.
- Facilitating the implementation of remedial actions and corrective measures.

Each short-term **joint staff training event** is coordinated by the respective activity leading organisation, namely:

C1: KVT

C2: Wolfshöcher Tonwerke

Joint staff training event leaders are responsible for the following tasks:

- Coordinating the effective implementation of the specific joint staff training event.
- Informing the project manager (VSRC) for any delays, risks or failures foreseen.
- Reviewing the activities related to the preparation and implementation of the event and the follow-up activities (if foreseen), and providing feedback to VSRC through the joint staff training event checklist (Annex 6.3.1) filled-in with their feedback.
- Ensuring selection of qualified lecturers, preparation of the necessary materials and tools, and providing adequate infrastructures and facilities.
- Facilitating the implementation of remedial actions and corrective measures.

3.3. Partner obligations

Each partner of the ENEFFIS consortium will be responsible for the quality of assigned outputs to be delivered. This entails:

- Making sure that own completed outputs conform to quality standards and requirements as defined in the quality assurance plan and the application form.
- Review, when requested and within the constraints of resources available, other partners' completed outputs, and/or parts of outputs.

Quality Assurance Plan

- Communicating any delays, problems or failure risks to VSRC so as the latter will promptly facilitate preventive or remedial actions.
- Implementing any preventive or remedial actions, in terms of internal managing of delegated staff, in order to improve quality of outputs and results.

4. Quality requirements

4.1. Outputs in the form of documents

Documents are project work submitted in a document format, either formally delivered and disseminated or internally exchanged. The two main document types are:

- a) Tangible parts of Intellectual Outputs, i.e. documents submitted in fulfillment of both contractual and workplan obligations
- b) Internal documents, e.g. informal internal drafts, reports, presentations, memos and other related material.

4.2. Requirements for document files

- Each document produced throughout the ENEFFIS project acquires a unique identification name, consisting of:
 - 1) Project acronym
 - 2) Document title (short)
 - 3) Responsible partner/date (if applicable)
 - 4) revision number (if applicable).

E.g.: ENEFFIS_Work plan_2016 11 or ENEFFIS_Dissemination report_VSRC_rev1

- The coding of outputs/events included in the application form should be followed, i.e. Ox for Intellectual outputs, Ex for Multiplier Events, Cx for joint staff training events (x is an operator taking values between 1 – 4, as included in the Application form).
- The ENEFFIS deliverables and internal documents should include, in the cover page, the information provided in Annex 6.1: Document identification name, title, date, author / responsible partner, dissemination level (public/confidential), and disclaimer. The logos of the Erasmus+ Program, the ENEFFIS project and the partner responsible for the development of the respective document are included in the cover page as well. To ensure consistency, all partners should apply the cover page template for outputs and internal documents.

- Outputs are submitted in MS-Word (.docx) file format as well as in Adobe Portable Document format (.pdf). If applicable, deliverables may be also submitted in MS-Excel (.xlsx) and MS-PowerPoint (.pptx) formats.
- Outputs and internal documents are submitted and exchanged in English, unless otherwise specified in the Application form (e.g. learning/teaching materials). When foreseen, translation will be undertaken by each partner into respective national language (e.g. dissemination materials).

4.3. Requirements for Multiplier events

Multiplier events should meet the following minimum requirements:

Before the event	During the event	After the event
<ul style="list-style-type: none">• Clearly set themes and target groups.• Clearly structured agenda, reflecting the type, purpose and time-planning of the event.• Compliance with standards and specifications of the ENEFFIS dissemination plan.• Realistic time-planning.• Proper venue and facilities	<ul style="list-style-type: none">• Registration desk and materials.• Keeping and updating lists of participants.• Documentation of main event activities for record keeping and promotional purposes.	<ul style="list-style-type: none">• List of participants.• Presentations, or any other material produced at the event uploaded to the wiggio platform, submitted to the coordinator and/or circulated within the consortium.

4.4. Requirements for transnational project meetings

All foreseen transnational project meetings should meet the following minimum requirements:

Before the meeting	During the meeting	After the meeting
<ul style="list-style-type: none">• Meeting agenda outlining key issues or problems to be discussed among participants. The agenda for each meeting should be circulated well before the meeting to allow participants to prepare for the discussions.• Realistic time-planning taking into account number of participants and issues to be addressed.• Online preparation session before meeting (if needed).	<ul style="list-style-type: none">• Keeping and updating lists of participants.• Full documentation of meeting activities (e.g. photos, videos) for record keeping and promotional purposes.• Filling in evaluation forms.• Distribution of attendance certificates.	<ul style="list-style-type: none">• Meeting minutes prepared, circulated within the Consortium.

4.5. Requirements for short-term joint staff training events

Joint staff training events should meet the following minimum requirements:

Before the event	During the event	After the event
<ul style="list-style-type: none">• Clearly structured agenda, reflecting the activities and time-planning of the event.• Compliance with standards set for the training events in the Application form.• Realistic time-planning.• Proper venue and facilities	<ul style="list-style-type: none">• Keeping list of participants.• Documentation of main event activities for record keeping and promotional purposes.• Filling in evaluation forms.• Distribution of attendance certificates.	<ul style="list-style-type: none">• List of participants.• Presentations, or any other material produced at the event uploaded to the wiggio platform, submitted to the coordinator and/or circulated within the consortium.

4.6. Processes requirements

4.6.1. Internal communication

The quality assurance mechanisms of the project foresee regular communication and periodical information flow to meet the following objectives:

1. Communicate project goals and targets, ongoing tasks and activities to the staff of participating organisations.
2. Facilitate the preparation of outputs through internal reviewing and collaboration.
3. Ensure instant and direct implementation of remedial actions and corrective measures.
4. Provide VSRC with the information required for onward reporting of progress to the Lithuanian National Authority.
5. Provide VSRC and respective Intellectual Output leaders with detailed, up-to-date and high quality information on the state of the project allowing for constant monitoring and continuous improvement.

VSRC will be responsible for applying the following internally agreed and adopted rules and requirements:

1. The daily or occasional communication and information exchange among partners should be done in electronic format through e-mail and the ENEFFIS group in the Wiggio platform (<http://eneffis.wiggio.com>).
2. E-mail communication not addressing bilateral issues (e.g. coordination of work between two project partners) should include in copy the Project Coordinator (VSRC). In case of project management issues, VSRC should be the receiver; if referring to project implementation issues, the receiver should be the partner responsible for the entire consortium, if appropriate. In this case, VSRC should also be aware of the communication through CC.
3. E-mails among ENEFFIS partners should have a clear and meaningful subject line directly providing the purpose of communication. (e.g. “Planning of the 2nd Project meeting”).
4. In case of conflict or disagreement, issues should be brought to the attention of the Project Coordinator and the Steering Committee.

5. Telephone, fax and skype will be used when required. Urgent correspondence over e-mail will be sent with a request for “explicit acknowledgement”. Ordinary mail will be used for legally binding decisions/ documents, i.e. when executive signatures are required.

4.6.2. Decision making

The Steering Committee consisting of one representative from each partner organisation and chaired by the project coordinator will be responsible for taking the major management decisions. The working groups (one for each intellectual output) will be responsible for taking decisions in its own area of specialty.

The members of the Steering Committee are the following:

1. Renata Černeckienė (Chair) – VSRC;
2. Marius Babraitis – KMG;
3. Sigrid Ester Tani – KVT;
4. Dmitry Starostin - Wolfshöher Tonwerke;
5. Marko Kemppinen – SATAEDU.

Given the relatively small size of the partnership, decisions are expected to be taken by consensus. If this does not prove possible, in order to avoid deadlocks, approval by majority will suffice, after a reasonable time of deliberation.

4.6.3. Reporting

The project reporting processes comprise the following steps, activities, and requirements:

- All templates and reporting materials provided by Lithuanian National Agency will be available to all partners.
- Preparation of periodical quality assurance reports (one for each semester) throughout the project lifecycle.
- On-time delivery of project progress and final reports.
- Full and accurate description of project activities, outputs and results by all partners upon request from the coordinator, for the preparation of all project management and implementation reports.
- Compliance with the provisions of the Grant Agreement and partner contracts.

- Compliance with Erasmus+ programme obligations and reporting guidelines.
- Uploading of project outputs and results on the Erasmus+ dissemination platform available at <http://ec.europa.eu/programmes/erasmus-plus/projects/>.
- Updating of Mobility Tool.

5. Quality reviewing procedure

5.1. The three-action approach

The quality reviewing procedure includes:

- a) Self assessment by the partner responsible for project outputs.
- b) Intellectual output leader review.
- c) Overall monitoring and final assessment by VSRC.

In case the partner, who is responsible for the tangible parts of an output, is also the Intellectual Output leader, VSRC will request another partner to review the output, based on relevant expertise. The reviewing procedure for each type of project outputs and events is described in the following section.

5.2. Documents

All project outputs are checked and reviewed in terms of compliance with quality standards and requirements prior to submission, as described in Section 4 of the Quality assurance plan. Partners will use the Quality Review Chart, following the template included in Annex 6.2, which is structured in three main sections: a) self-assessment (filled-in by the partner responsible for the output), b) reviewing by the intellectual output leader (or another partner in case of overlapping roles), and c) reviewing and assessment by VSRC. The Quality Review Chart also defines an assessment status given to each project output by VSRC: a) failed, b) corrections - updating pending, and c) approved. At the end of each semester, VSRC compiles the Quality Review Charts in order to facilitate reporting of project activities to the National Agency.

5.3. Multiplier events

VSRC will review materials, reports and evidence from all Multiplier events, in collaboration with the partner responsible for the organisation of the respective event (multiplier event leader). The dissemination leader (VSRC) will also review the organisation of multiplier events. In case corrective measures or improvement areas are identified before the event, the multiplier event leader should directly contact the involved parties to apply improvements or adjustments.

The multiplier event leaders and VSRC will use the relevant checklist provided in Annex 6.3.1 for the reporting and assessment of multiplier events.

5.4. Short-term joint staff training events

VSRC will review materials, reports and evidence from the two Staff training events, in collaboration with the partner responsible for the organisation of the respective event. The dissemination leader (VSRC) will also review the organisation of staff training events. In case corrective measures or improvement areas are identified before the event, the staff training event leader should directly contact the involved parties to apply improvements or adjustments.

The staff training event leaders and VSRC will use the relevant checklist provided in Annex 6.3.2. for the reporting and assessment of the events.

5.5. Transnational project meetings and reporting

VSRC will monitor compliance of transnational project meetings with quality standards and requirements once per semester. VSRC should also fill in the transnational project meeting checklist (Annex 6.3.3) in three stages:

- a) Before a project meeting (Week -4 to Week -2)
- b) During a project meeting (Week 0)
- c) After project meeting (Week +1 to Week +2).

In case corrective measures or improvement areas are identified before a transnational project meeting, VSRC will apply improvements or adjustments. During meetings, all participants will fill the Internal Meeting Evaluation Form (Annex 6.4.1).

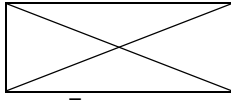
Two weeks prior to submission of project progress and final reports, the Project Coordinator (VSRC) gathers all quality reviewing material (quality review charts, checklists, evaluation forms) and reports on actions implemented and any problems encountered. If required, VSRC asks for additional information or clarifications from partner representatives.

5.6. Dissemination materials

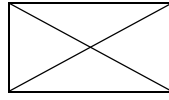
Dissemination materials will be reviewed by VSRC as the dissemination leader and Project Coordinator, on both a regular (each semester) and occasional basis following the project's progress and dissemination planning. VSRC producing the dissemination materials and infrastructures will use the relevant checklist, provided in Annex 6.3.4, to ensure that content requirements, defined by the dissemination plan, are met. In case corrective measures or improvement areas are identified before release of dissemination materials, the dissemination leader (VSRC) should directly contact partner representatives and involved parties to take appropriate action.

6. Annex: Tools and templates

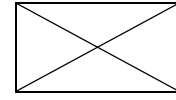
6.1. Document cover page template



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logo & funding
disclaimer



ENNEFIS
Logo



Partner
Logo

<Title of Output>

<partner name>

<month/year>

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Project Information

Project acronym: ENEFFIS
Project name: Development of VET Training on Energy Efficient Stoves and Fireplaces
Project number: 2016-1-LT01-KA202-023161

Document Information

Document title: <title>
Output Type: Project Management and Implementation/
Intellectual Output / Multiplier Event/ Staff Training
Event
Date of Delivery: DD/MM/YYYY
Activity Type: <activity type>
Activity Leader: <partner name>
Dissemination level: Public/ Confidential

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6.2. Quality review chart for outputs

QUALITY REVIEW CHART				
Reviewing stage			Date	
Submitted by partner for the first time <input type="checkbox"/>				
Re-submitted by partner following changes or updates <input type="checkbox"/>				
GENERAL INFORMATION To be filled in by the partner representative and reviewers				
[Deliverable Title – identification name]			[Output]	[Activity]
Type Please specify the type of output		[Partner representative]	[Date submitted]	[Date re-submitted]
<u>Project Management and Implementation Outputs</u>	<input type="checkbox"/>			
<u>Intellectual Outputs</u>	<input type="checkbox"/>	Reviewer (Name) [Intellectual output leader or appointed reviewing partner]		
		Reviewer (Name) [VSRC]		
1. SELF ASSESSMENT To be filled in by partner representative				
Was the output completed and submitted on time? If no, please explain the reasons for any delays.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
If re-submitted, is the output properly updated or modified as suggested by reviewers? If no, please justify.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did you have any major difficulties in preparing the output? If yes, please provide here details of problems encountered and the solutions that have either been implemented or are proposed.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please use the space below to identify any deviations in outcomes from the initial plans.				
Please indicate the involvement of any other partner (if applicable).				

2. REVIEW		
To be filled in by reviewers		
Was the output completed and submitted on time?		
Intellectual output leader / reviewing partner	Yes <input type="checkbox"/> No <input type="checkbox"/>	
VSRC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the output meet project goals and indicators?		
Intellectual output leader / reviewing partner	Yes <input type="checkbox"/> No <input type="checkbox"/>	
VSRC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the output meet the project's quality standards as defined in the quality assurance plan?		
Intellectual output leader / reviewing partner	Yes <input type="checkbox"/> No <input type="checkbox"/>	
VSRC	Yes <input type="checkbox"/> No <input type="checkbox"/>	
How would you rate the output's overall quality?		
Intellectual output leader / reviewing partner	Poor <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	
VSRC	Poor <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	
Please make any suggestions to improve the output results.		
Intellectual output leader / reviewing partner		
VSRC		
3. ASSESSMENT RESULT		
To be filled in by VSRC		
Please specify the output's assessment status and write additional comments, if any.	Failed. Output should be re-worked or re-assigned.	<input type="checkbox"/>
	Pending. Output should be re-submitted in updated version.	<input type="checkbox"/>
	Approved. Output can be released.	<input type="checkbox"/>

6.3. Checklists

6.3.1. Multiplier events checklist

Event title (e.g. Demonstration workshop in LT)		Checklist filled in by: [Name]
		Date: [dd/mm/yyyy]
BEFORE THE EVENT		
1	Event has clearly set themes and target groups.	<input type="checkbox"/>
2	Agenda is prepared.	<input type="checkbox"/>
3	Event preparation is in compliance with the specifications of the ENEFFIS dissemination plan.	<input type="checkbox"/>
4	Event is realistically planned according to schedule.	<input type="checkbox"/>
DURING THE EVENT		
5	Registration desk and materials are in place.	<input type="checkbox"/>
6	A list of participants is maintained.	<input type="checkbox"/>
7	There is documentation and record keeping for the main activities.	<input type="checkbox"/>
AFTER THE EVENT		
8	List of participants.	<input type="checkbox"/>
9	Presentations or any other material produced at the event are uploaded on the project's common sharing space and/or circulated within the Consortium.	<input type="checkbox"/>

6.3.2. Short-term joint staff training events checklist

Event title (e.g. Train the Trainer event in EE)		Checklist filled in by: [Name]
		Date: [dd/mm/yyyy]
BEFORE THE EVENT		
1	Event has clearly set themes and tutors are invited.	<input type="checkbox"/>
2	Agenda is prepared.	<input type="checkbox"/>
3	Event preparation is in compliance with the specifications of the ENEFFIS Application form.	<input type="checkbox"/>
4	Event is realistically planned according to schedule.	<input type="checkbox"/>
DURING THE EVENT		
5	Tutors and materials are in place.	<input type="checkbox"/>
6	A list of participants is maintained.	<input type="checkbox"/>
7	There is documentation and record keeping for the main activities.	<input type="checkbox"/>
8	Evaluation forms filled-in.	<input type="checkbox"/>
9	Certificates of attendance distributed.	<input type="checkbox"/>
AFTER THE EVENT		
10	List of participants.	<input type="checkbox"/>
11	Presentations or any other material produced at the event are uploaded on the project's common sharing space and/or circulated within the Consortium.	<input type="checkbox"/>

6.3.3. Transnational project meetings checklist

Transnational project meeting date & location (e.g. 2 nd Project Meeting, Tartu, dd/mm/yyyy)		Checklist filled in by: [Name]
		Date: [dd/mm/yyyy]
BEFORE THE MEETING		
1	Agenda is prepared.	<input type="checkbox"/>
2	Meeting is realistically planned according to schedule.	<input type="checkbox"/>
3	Minimum number of expected participants is ensured.	<input type="checkbox"/>
DURING THE MEETING		
4	Registration desk and materials (e.g. internal documents, outputs to be discussed) are in place.	<input type="checkbox"/>
5	A list of participants is maintained and properly updated.	<input type="checkbox"/>
6	There is full documentation and record keeping of the meeting activities.	<input type="checkbox"/>
7	Evaluation forms filled-in.	<input type="checkbox"/>
8	Attendance certifications distributed.	<input type="checkbox"/>
AFTER THE MEETING		
9	Meeting minutes prepared and circulated within the consortium.	<input type="checkbox"/>

6.3.4. Dissemination materials checklist

Type of dissemination material (e.g. project flyer)		Checklist filled in by: [Name]
		Date: [dd/mm/yyyy]
BEFORE RELEASE		
1	Content is accurate.	<input type="checkbox"/>
2	Content is relevant to project goals and objectives.	<input type="checkbox"/>
3	Materials are compliant with the specifications of the ENEFFIS dissemination plan.	<input type="checkbox"/>
4	Materials are compliant with the publicity requirements of the Erasmus+ Programme.	<input type="checkbox"/>
5	Materials are ready to be released according to schedule.	<input type="checkbox"/>
AFTER RELEASE		
6	Materials meet project indicators as defined in the ENEFFIS Application Form.	<input type="checkbox"/>
7	Materials fulfil dissemination goals and targets as defined in the ENEFFIS dissemination plan (e.g. reaching target groups and the wider public).	<input type="checkbox"/>
8	Materials were released on-time.	<input type="checkbox"/>

6.4. Evaluation forms

6.4.1. Transnational project meeting internal evaluation form

Please rate each item of the questionnaire, describing your experience:						
The agenda covered sufficiently the topics that needed addressing.	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	n/a
The meeting was properly organised.	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	n/a
The allocated time to each topic was sufficient.	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	n/a
Partners' presentations helped progress the project.	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	n/a
The partners were well prepared and knowledgeable about their roles in the project.	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	n/a
There was enough time for discussions and exchange of ideas.	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	n/a
Upcoming tasks & partner obligations were clearly explained.	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	n/a

Quality Assurance Plan

The meeting as a whole has been appropriate and productive.	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	n/a
General comments						
Suggestions for new items in the evaluation form						
Name:						
Organisation:						

6.4.2. Joint staff training event evaluation form

Train the Trainer: Evaluation questionnaire

Place & Date

Basic information about participant				
Name, surname:				
Email:				
Organisation:				
Country:				
Overall rating of the training course				
Excellent	Good	Satisfactory	Unsatisfactory	No opinion
Content covered during the training				
Excellent	Good	Satisfactory	Unsatisfactory	No opinion
Amount of material covered				
Excellent	Good	Satisfactory	Unsatisfactory	No opinion
Balance of theory and practice				
Excellent	Good	Satisfactory	Unsatisfactory	No opinion
Length of the training event				
Excellent	Good	Satisfactory	Unsatisfactory	No opinion
Tutors' knowledge of the subject and presentation skills				
Excellent	Good	Satisfactory	Unsatisfactory	No opinion

Organisation of the course: training facilities, handouts, materials, ICT, etc.				
Excellent	Good	Satisfactory	Unsatisfactory	No opinion
Your comments and suggestions				