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***Development of Higher Education Content Aimed
to Support Industries for Sustainable Production
of Qualitative Agri-food (AgroDev)***

No 619039-EPP-1-2020-1-LV-EPPKA2-CBHE-JP

PROJECT MANAGEMENT AND QUALITY ASSURANCE PLAN

Version 2.0, 15/12/2022

VERSION HISTORY

The Project Management and Quality Assurance Plan (further named QAP or Plan) was elaborated and delivered to the consortium members by the AgroDev project coordinator – Latvia University of Life Sciences and Technologies (further named LLU or Coordinator). Management conditions, stipulated in a Partnership Agreement, signed between LLU and each partner, and quality assurance procedures have been included in the Plan, as well approaches identified as partners' best project management practices.

The table below provides the actual version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that version was approved, and a brief description of the reason for revision.

<i>Version No</i>	<i>Implemented By</i>	<i>Revision Date</i>	<i>Approved By</i>	<i>Approval Date</i>	<i>Reason for updating</i>
1.0	Irīna Kulitāne, LLU	30/04/2021 (creation date)	Yes, at the consortium meeting.	25/08/2021	x
2.0	Irīna Kulitāne, LLU - LBTU	15/12/2022	The coordinator	Partners informed at the MGT meeting	Updating information on results achieved and deliverables produced

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1. NATURE AND PURPOSE OF THE PROJECT MANAGEMENT AND QUALITY ASSURANCE PLAN

The Project Management and Quality Assessment Plan (further in this document named in abbreviation – MGT-QAP) is a document setting 1) project management procedures, agreed and stipulated in a Partnership Agreement, signed between LLU and each partner, and 2) the project quality assurance methodology, which includes procedures and criteria to be used for the assessment of the quality of the project implementation process and results achieved.

The plan refers to the project “Development of Higher Education Content Aimed to Support Industries for Sustainable Production of Qualitative Agri-food” (AgroDev), No 619039-EPP-1-2020-1-LV-EPPKA2-CBHE-JP, being in implementation with support of EU Erasmus+ Programme financial support.

The period of the Grant agreement covers time period 15/01/2021 till 14/01/2024, for which the partners apply and observe management procedures, set in this document. Quality requirements should be observed and applied by any of partners till full completion of obligations, set in the Grant Agreement, signed between LLU as a coordinator and EACEA as a funding authority, and it means – till end of a period of 5 (five) years starting from the date of payment of the balance by the funding authority to the Coordinator. The exact date will be known in spring 2024.

The MGT-QAP is elaborated specifically for the project and should be observed by the management team, as well other staff of any partner assigned to the project. MGT-QAP is subject for updating throughout the project period, if any of partners have proposed changes and partners have agreed on them.

2. MANAGEMENT PROCEDURES AND DECISION TAKING MODALITIES

- The Project Management Team (hereinafter referred to as PMT) consisting of the Project Manager and Administrative Coordinators at partners’ institutions is established for administrative and financial management of the AgroDev project .
- The Development Team (hereinafter referred to as DevTeam) consisting of Primary Content Coordinator, one person per each involved HEI responsible on content issues is established for development and implementation of content related tasks, deliverables to be produced and results to be achieved.
- The COORDINATOR is in charge in coordination of tasks to be implemented by Partners from European Union countries.
- The PARTNER No.8 Hilfswerk International is in charge in coordination of activities and tasks to be implemented by Partners from Central Asia countries. For this purpose the PARTNER has assigned the Regional coordinator.

3. OBLIGATIONS OF THE COORDINATOR

The COORDINATOR shall take all the steps needed to manage properly and correctly the AgroDev project in accordance with the Grant Agreement and all its annexes, to conduct the work in accordance with the work programme and schedule set forth in the Grant Agreement and Annex I Description of the action, to achieve the defined results, outputs and impact. In addition, the COORDINATOR shall:

- Provide to the PARTNERS the copy of the Grant Agreement and its annexes, and the Programme Guide, the letters and instructions received from the Executive Agency if they are at interest of the whole consortium and the Partner, templates and any other relevant document concerning the AgroDev project implementation and management.
- Keep the PARTNERS informed on a regular basis about all relevant communication between the COORDINATOR and the EACEA.
- Inform the PARTNERS without any delay about all essential issues connected to the AgroDev project implementation.
- Elaborate and submit to the EACEA reports and their annexes within the scope and deadlines stated in the Grant Agreement.
- Transfer funding to the PARTNERS in accordance with the conditions stated in the Partnership Agreement.
- Review reports submitted by the PARTNERS, approve them and transfer payments according to the conditions defined in the Partnership Agreement.
- Provide to the PARTNER guidance and advice for implementation of activities the PARTNER is in charge, as well to advice the PARTNERS in drafting reports, preparing procurements and subcontracting services, and any other actions leading towards fulfilment of the PARTNERS' tasks and duties.

4. OBLIGATIONS OF THE PARTNERS

The PARTNERS shall respect all rules and obligations set forth in the Grant Agreement, its annexes and in the Partnership Agreement. In addition, the PARTNERS shall:

- Commit themselves to do everything in its power to conduct the activities as specified in the Annex I of the Grant Agreement - Description of the action and foster implementation of the AgroDev project.
- Support the COORDINATOR to fulfil its tasks according to the Grant Agreement in a timely manner.
- Ensure adequate and regular communication with the COORDINATOR; any communication shall be made in writing (except during direct meetings) and is deemed to have been made on the date when the sending party sends it.
- Provide the COORDINATOR without any delay with any information needed to draw up reports; to react to any request sent by the EACEA, and to provide any further information required by the COORDINATOR.
- Ensure that interaction with other PARTNERS takes place in a continuous and smooth way.
- Be responsible for the sound financial management of the funds allocated to the AgroDev project.
- Ensure compliance of all activities and expenditure with Erasmus programme and national rules, including rules on public procurement, state aid, publicity, and equal opportunities.
- Organise procurements for awarding contracts and subcontracting necessary for implementation of the AgroDev project, in accordance with the conditions defined in the Partnership Agreement.
- Inform the COORDINATOR immediately about any delay in the performance of the activities or any circumstance that could lead to a temporary or final discontinuation of the AgroDev project.
- Inform the COORDINATOR about any change in personnel, tasks, or procedures of its project management team.

5. FINANCIAL MANAGEMENT AND REPORTING

- For the implementation of the project and the costs incurred in terms of staff, travel and costs of stay the unit costs amounts defined in the Erasmus+ Programme Guide (version 2020) have to be applied. The document is available at: https://ec.europa.eu/programmes/erasmus-plus/sites/default/files/erasmus-plus-programme-guide-2020_en.pdf
- The PARTNER has to record thoroughly and to keep all the AgroDev project documentation, inter alia management related documentation: original procurements' documentation, invoices, debit notes, receipts, bank statements and any other financial documents for every activity and item of expense and all documents proofing implementation of activities and production of deliverables: deliverables produced in favour of the PARTNER or with PARTNER'S participation, lists of participants and agendas of events, publications and informative materials, and other. of payment of the balance.
- The PARTNERS are fully liable for application of accounting system complying with the national laws and regulations and ensuring visibility and transparency of any AgroDev project expense.
- The PARTNERS have to make available without any delay and in due course any documentation on the AgroDev project finance and activities required by the EACEA and by the COORDINATOR.
- The reporting periods and deadlines for submission of the reports are the following:

The report	Starting date of the reporting period	End date of the reporting period	Deadline for submission of the reports
No.1 (6,5 months)	15/01/2021	31/07/2021	31/08/2021
No.2 (7 months)	01/08/2021	28/02/2022	31/03/2022
No.3 (7 months)	01/03/2022	30/09/2022	31/10/2022
No.4 (6 months)	01/10/2022	31/03/2023	30/04/2023
No.5 (6 months)	01/04/2023	30/09/2023	31/10/2023
No.6 (3,5 months)	01/10/2023	14/01/2024	31/01/2024

6. INTERNAL MANAGEMENT PROCEDURES

6.1. COMMUNICATION TOOLS AND METHODS USED

- Joint presence and online meetings. Specific Zoom meeting room is set for the AgroDev project working meetings.
- Exchange of information via e-mail list, elaborated and available in the GoogleDrive folder. Partners take responsibility for updating information on contact persons and e-mail addresses and information of other partners on updates done.
- GoogleDrive platform - documentation storage place is created and made available to the administrative coordinators and to the development team members.
- E-mail, WhatsApp, Zoom – tools for bilateral communication.
- Response to e-mails: 3 working days normally, 1 working day - in the urgent case.

6.2. CONFLICT RESOLUTION PROCEDURES

- Initially, the Partner having issue to solve should bring complaint to the Project Manager (PM), if issue is related to management process, and to Project Content Coordinator (PCC), if issue is related to the content. PM or PCC organize meetings (either presence or online) with conflicting parties (within 5 working days from date when informed). During the meeting conflict is discussed, decision made.
- If it is not possible to solve conflict otherwise, PM or PCC (accordingly to the issue) not later than within 15 working days organize a conflict resolution meeting of relevant team (PMT or development Team). Decision is made by voting after hearing involved parties.

6.3. DECISION MAKING PROCEDURES

- The Project Management Team has rights to take decision by simple/qualified majority of the each particular team (one vote per Partner).
- The Development Team has rights to take decision by simple/qualified majority of the each particular team (one vote per Partner).
- All made decisions will be fixed in writing. Minutes within 5 working days will be sent to all involved parties by e-mail, as well inserted in MGT document map in the Google Drive folder.
- In case the Coordinator has profound objections concerning the compliance of a decision taken related to the conditions of the Grant Agreement or the legal basis of the ERASMUS+ Programme, the decision shall be frozen until the Coordinator have clarified the matter with the EACEA. In case that no compliance should be asserted the decision will be cancelled.

7. THE PROJECT QUALITY ASSURANCE DEFINITION, CRITERIA, AND INDICATORS

7.1. QUALITY DEFINITION

Quality of the AgroDev project means:

- Achievement of all planned results and production of all deliverables within the predefined time and budgetary restrictions, where the results and deliverables are acknowledged by stakeholders to whom they refer: involved universities, academic staff, students, and industries, represented by associations and companies.
- All processes, results and deliverables are properly documented.
- The funding authority (EACEA) approves all deliverables and spending.

7.2. QUALITY MEASUREMENT CRITERIA

There are 9 (nine) groups of quality measurement criteria, and they are as following:

1. Timely implementation of activities.
2. Achievement of planned results and production of deliverables according to the list and scope agreed in the Grant agreement.
3. Satisfaction of stakeholders with achieved results, where stakeholders are: involved universities, academic staff, students, and industries, represented by associations.
4. Applicability of produced deliverables.
5. Sustainability of results and deliverables (overall and at the each partner level).
6. Sufficient visibility of the project and its results.
7. Eligibility of incurred costs, accepted by EACEA.
8. Approval of reports by EACEA.
9. Availability of documentation according to the conditions defined in Grant agreement and Partnership agreement.

7.3. INDICATORS USED FOR EVALUATION OF THE PROJECT QUALITY

7.3.1. SUMMARY OF INDICATORS

Indicators of results and progress of the AgroDev project are:

- Number of planned and modernised curricula.
- Number of study visits organised, teachers participated, impact on teachers' capacity and new joint initiatives among CA and EU HEIs.
- Number of teachers trained, their professional benefits, impact on teachers' capacity and study quality.
- Number of students trained, students' evaluation of study content, teaching methods used, available study resources (literature, laboratories).
- Number of HEIs, where studies assurance tool is introduced, assessment in provided.
- Number of laboratory equipment and books acquired, feedback from teachers and students on impact of acquired facilities on study process quality.
- Number of tripartite events organised, number of target groups' representatives participated, recommendations received.
- Number of dissemination and exploitation measures held, number of target groups' representatives addressed.
- Long term impact measurement indicator - appreciation of the studies in the modernised curricula (opinion of students – graduates and farm-enterprises).

7.3.2. RESULTS AND DELIVERABLES TO BE PRODUCED AND THEIR ACHIEVEMENT/PRODUCTION TIMELINE

Evaluation is done once at the each six months period – while elaboration of the interim reports and is carried out by the project manager. Production fact is stated by inserting actual month of delivery. If not produced timely, reasons and indicative production date are described in column "Remarks". The month of production of deliverables, which have to be produced periodically (for example, articles), is stated at the respective production time.

WP and No of result, deliverable	Title of result, deliverable	Planned date and month when should be produced	Actual month of delivery	Remarks
WP1, D1.1.	The joint report – overview	30/04/2021	15/05/2021	Approved at the MGT meeting on 02.06.2021.
WP1, D1.2.	2 workshops held, at least 60 stakeholders participated	20/05/2021	21/04/2021	One additional event was hold by P2 NSU on 25.02.2021.
WP2, D2.1.	6 study programmes modernised	15/05/2022	31/05/2022	Fully completed.
WP2, D2.2.	Study materials	15/06/2022	31/05/2022	Fully completed.
WP3, D3.1.	5 study visits held, at least 24 CA universities' teachers participated (in the each visit)	30/06/2022	3 study visits till 18/09/2022	Till the end of the reporting period 3 study visits have been held. Two others will be organised in 2023.
WP3, D3.2.	Teaching capacities improved – 70 units of laboratories equipment, 4 sets of teaching literature acquired	31/08/2022	Equipment for P4 SBTSEU , P5 TSAU till 30/09/2022	Contracts on purchase and delivery of the equipment are signed for both KG HEIs. Deadline – till end of year 2022.
WP4, D4.1.	Modernised study programmes' quality assurance methodology (QAM)	14/03/2022	05/03/2022	Fully completed.
WP4, D4.2.	The project quality evaluation plan	30/04/2021	30/04/2021	Approved at the MGT meeting on 25/08/2021.
WP4, D4.3.	The results sustainability plan	10/01/2024	30/09/2022	1 st edition elaborated.
WP5, D5.1.	Pilot studies for 6 groups provided, at least 220 students participated	10/12/2023	Till 14/10/2022 4 groups - 146 students taught	Pilot teaching partly provided at P4 SAMTSAU and P5 TSAU institutions.
WP6, D6.1.	The website	31/05/2021	31/05/2021	Located on the platform of P3 KNAU.
WP6, D6.2.	12 TV and radio broadcasts	15/12/2023	In progress	4 TV and radio broadcasts till 14/10/2022.
WP6, D6.3.	32 publications	14/01/2023	In progress	17 publications till 14/10/2022.
WP6, D6.4.	2 seminars held, at least 60 stakeholders participated	15/06/2023	Foreseen	Planned in March – April 2023.
WP6, D6.5.	Joint academic-industry-public authorities' forum organised, at least 60 regional stakeholders participated	15/10/2023	Foreseen	Planned in October 2023.
WP7, D7.1.	Report submitted to EACEA	14/12/2022 14/03/2024	13/12/2022	Progress report submitted.

7.3.3. RELEVANCE OF PRODUCED DELIVERABLES TO NEEDS OF STAKEHOLDERS, THEIR APPLICABILITY

Quality of deliverables and measures related to content, produced results and deliverables, their applicability and management are measured by obtaining opinion of the project stakeholders, which are defined as following:

- Academic staff of the involved Central Asia universities
- Academic staff of European Union universities
- Students
- Industries (associations and SMEs) of Uzbekistan and Kyrgyzstan
- Project partners (with regard to management and communication)

Methods of measurement: questionnaires (Q), interviews (In), reports (R).

Activities and deliverables to be evaluated:

WP, No of activity or No of result/deliverable	Activity/result/deliverable to be measured with regard to quality (grouped)	Method/tool used for measuring	Stakeholder's group addressed to measure activity/result/deliverable				
			All partners	Academic staff of CA universities	Academic staff of EU universities	Students	Industries (associations)
WP1, D1.1.	The joint report – overview	R	X	X	X	-	-
WP1, D1.2.	2 workshops held, at least 60 stakeholders participated	R, Q	-	X	-	-	X
WP2, D2.1.	6 study programmes modernised	R, Q	X	X	X	X	-
WP2, D2.2.	Study materials	R, Q, In	X	X	X	X	-
WP3, D3.1.	5 study visits held, at least 24 CA universities' teachers participated (in the each visit)	Q	-	X	-	-	-
WP3, D3.2.	Teaching capacities improved – 70 units of laboratories equipment, 4 sets of teaching literature acquired	Q, In	X	X	-	-	X
WP4, D4.1.	Modernised study programmes' quality assurance methodology (QAM)	R	X	X	-	-	X
WP4, D4.3.	The results sustainability plan	R	X	-	-	-	-
WP5, D5.1.	Pilot studies for 6 groups provided, at least 220 students participated	R, Q, In	X	X	-	X	-
WP6, D6.1.	The website	R	X	-	-	-	-
WP6, D6.2.	12 TV and radio broadcasts	R	X	-	-	-	-
WP6, D6.3.	32 publications	R	X	-	-	-	-
WP6, D6.4.	2 seminars held, at least 60 stakeholders participated	R, Q	X	-	-	-	X

WP6, D6.5.	Joint academic-industry-public authorities' forum organised, at least 60 regional stakeholders participated	R, Q	x	-	-	-	x
WP7, D7.1.	Reports elaborated and submitted to EACEA, and approved	R	x	-	-	-	-

7.3.4. EVALUATION OF SUSTAINABILITY OF RESULTS AND DELIVERABLES

Sustainability of results and deliverables will be measured by analysing information provided by partners in interim reports. When necessary to acquire additional information or to get evidence on probability of proposed solutions, the Coordinator will organise individual interviews. Results will be summarised and included in the Technical Implementation Report and Final Report.

7.3.5. EVALUATION OF MEASURES AND ACHIEVED RESULTS RELATED TO VISIBILITY AND DISSEMINATION

Sufficient visibility of the project and its results means:

- 1) Production and availability of all dissemination materials as they are defined in the GA.
- 2) Number of stakeholders reached through dissemination measures.
Information source for measuring – number of produced materials and achieved stakeholders, accounted from reports elaborated and submitted by partners.
- 3) Impact of measures held on awareness of stakeholders. Will be measured by provision of questionnaires among SMEs and students.

7.3.6. RELEVANCE OF WORK DONE AND SPENDING TO GRANT AGREEMENT CONDITIONS

Relevance of work and spending to grant agreement conditions means:

- 1) Incurred costs are accepted by EACEA eligible.
- 2) Activity report is approved and no one activity, result, deliverable is refused, because of its quality.
- 3) Documentation proofing provision of activities and spending is elaborated, filed and kept according to conditions defined in the Grant agreement and in Partnership agreements.

8. QUALITY ASSESSMENT AND IMPROVEMENT PROCESS

Quality will be assessed:

1. *For single activities and deliverables*, as described in section 3.3.1 of this document. It will be done by relevant partners, which are involved or benefiting from activity/deliverable. Coordinators at each partner level will summarize feedback, information provided by stakeholders, will develop (in written) and submit to the consortium suggestions, what and why has to be improved. During the partners' meeting the consortium takes a decision on whom and how has to implement improvements.
2. *As interim assessment*, where information provided by single partners is analyzed and merged into joint conclusions and suggestions. It will be done by the staff of LLU, acting as the lead partner of the project. If the lead partner identifies any necessary improvements or threats affecting quality, it will develop (in written) and submit to the specific partner (if refers to one partner) or to consortium suggestions, what and why has to be improved. During the partners' meeting the consortium takes a decision on whom and how has to implement improvements related to the whole partnership.