



BeTheChange

Boosting entrepreneurship through
intergenerational exchange

QUALITY PLAN

**INRCA- National Institute of Health and Science on
Aging Research Department**

Centre for Socio-Economic Research on Ageing

Summary

1. Introduction

In accordance with the “Be The Change” proposal, which was awarded a grant within the Erasmus+ Program, INRCA, as a Coordinator, is responsible for quality monitoring and for the evaluation of the activities performed in order to achieve the project aims. In particular, INRCA ensures that:

1. the timetable is complied with and deadlines are met;
2. the quality control is performed in all reports and other outputs are delivered according to the project work programme;
3. accuracy and transparency are achieved in all financial reports;
4. detailed agendas and programmes are set for all scheduled meetings, workshops and conferences;
5. objectives are achieved also by taking all necessary corrective actions, if deviations from the set schedule occur.

The project quality control has also the aim to guarantee the Intellectual Outputs realization and relevance. Thus, INRCA drew up this Quality Plan in order to ensure that the project activities are developed within the agreed timetable and according to the framework, which was set in order to achieve the expected milestones. Specific objectives of the plan are to:

- create confidence in the quality of the work that the Project Team will perform by showing how the project will be carried out, measured, monitored, accounted for and safeguarded during and after its implementation;
- define roles and responsibilities by specifying the required skill sets to address the complexities of the project;
- report modifications and amendments;
- clearly define the contents, templates, sign-offs and review processes, as well as the responsibilities for each deliverable;
- make transparent the means that are and will be applied to meet the technical and quality requirements.

In the first paragraph, the project objectives will be reported (par. 2). In the following paragraphs, the monitoring objects, together with the methods and tools for the achievement of the aforementioned goals will be explained.

2. Design and objectives of the project

The “**BE THE CHANGE**” project is aimed to develop a methodology capable of promoting entrepreneurship competences and entrepreneurial skills through intergenerational learning techniques, based on a non-formal and informal education approach, with the aim to trigger entrepreneurial attitude among NEETs. The final output will be the Guidelines for the recognition of the entrepreneurial skills and competences acquired through intergenerational learning programmes.

The project aims at designing a model to test how well the medium of intergenerational learning, fostered by experiential learning and by analytical, simulating, relational and narrative techniques, can become an effective tool for defining new training and learning models to develop entrepreneurship in non-formal and informal contexts.

The project aims to improve the provision of a high-quality learning opportunity and to enhance the chances of intergenerational exchange between older people and youth. The goal of BE THE CHANGE is to boost **senior entrepreneurs (50+)**, to pass over their competences and skills in entrepreneurship to young people **NEETs (18-29)** by becoming their mentors/coaches and, at the same time, by fostering young people to acquire an entrepreneurial attitude.

In this way, senior entrepreneurs will be capable of remaining active within the society and sharing the know-how they acquired throughout their lives. At the same time, NEETs will develop those skills that are recognized nowadays as the most important and will help them to be the leading actors in their lives.

The methodology will follow a learning-by-doing approach, characterized by case study analysis, project work, role playing, focus groups as well as all other interactive procedures most commonly used in non-formal education. Non-formal education is recognized as the most effective way to trigger the attitudes which are typical of an entrepreneurial spirit.

The project consortium is aimed to ensure:

- A good management of the activities
- The achievement of three Intellectual Outputs (IOs)
- A fruitful cooperation among partners
- A good quality of the deliverables planned within each IO
- A good quality of the Guidelines for the recognition of the entrepreneurial skills and competences
- The full dissemination of the project results

3. Measures for ensuring a good quality of coordination and management

The coordinator will act as a “quality manager” within the project, in order to guarantee an ongoing assessment and the project global development.

For a correct development of the project management, the Coordinator has set up the following instruments since the beginning of the project:

- an internal "to do" list and tasks assignments, where the activity leader and the partners involved will be specified according to each project action
- an online drop-box, where all documents will be uploaded, available and organized for all partners.

The Coordinator also provided:

- The plan of project intellectual outputs
- An implementation process and interaction with transversal activities
- A detailed working plan
- Financial and administrative procedures

The coordinator decided also to allocate an **External Quality Manager** under the budget of exceptional costs, in order to have an independent review of all outcomes at the interim and final stage of the project.

Task of the external evaluator will be the constant monitoring of the quality and relevance of the outputs produced by the partners and carrying out interviews on a six-month basis, aimed to make an evaluation of:

- The communication and coordination among partners;
- The effectiveness/ efficiency level in the attainment of the project objectives;
- The final quality of the project outputs and results.

The external evaluator will issue a report every 6 months that will be submitted to the coordinator and the partners, allowing them to fine-tune the activities both from a management and an implementation point of view. The questionnaire administration is scheduled for **April 2017, October 2017, April 2018 and September 2018**. The collected data will be analyzed and processed. The results of the analysis will be reported to the partners by means of 3 brief documents (reports), also containing suggestions in order to improve their performances. The 3 interim quality reports will be delivered within a month from the questionnaire administration. Moreover, together with the final report of the activities, the external evaluator will issue a **comprehensive report**, to be submitted to the NA together with all materials related to the project. The external help is needed also to ensure that all partners can express their evaluations of the internal performances freely and in an open way, as well as their evaluations of the performances of the other partners.

FACEBOOK

In this respect, the project partners will use the online platform Facebook in order to communicate with end-users, stakeholders and the public at large. The Facebook platform will be managed and administrated both at international level by the partner responsible for the communication and the dissemination in

cooperation with the Coordinator, and at national level by each national project team dissemination responsible member (that is nominated during the 2nd transnational project meeting in Budapest).

This online platform will be used to inform the project end-users, the stakeholders and the public at large about the project aims, activities and outcomes. Facebook will be, in fact, a way to gather comments, requests and suggestions in order to support the end-users and all the people who might benefit from the project itself. This online platform will use texts, pictures, images, videos and other multimedia materials after obtaining permissions to the relevant owners. Our objective will be to have all questions answered in an effective way, so that the answers can be useful to all users and stakeholders. Users who will post their comments will always be answered by other users or by the national and international moderator. All users will have to identifying themselves. Their personal data will be dealt with according to Facebook international policy. Furthermore, there will be moderation rules. Every question and answer will be, in fact, monitored. Monitoring will prevent having comments whose contents are considered abusive by the current legislation. For instance, comments which are discriminatory or offensive towards other users or the public at large will be censored and erased immediately, as well as swearing and cursing or any other comments which may hurt people's moral and integrity. Furthermore, those comments which will be considered too much off-topic will be removed, as well those with sensitive data; those which are posted just to reiterate the same questions/topics with no particular aim; business or commercial advertisements, etc. The users who will behave abusively in a reiterated manner will be banned and blocked in order to avoid further intrusive comments. In extreme circumstances, the moderator will resort to the postal police.

We strongly believe that sharing results, the actions undertaken and the findings beyond the participating organisations will enable the wider community to benefit from the project.

4. Measures for the budget control

With the view to guaranteeing the budget control, the Coordinator scheduled the transfers of funds to the partners in three tranches, according to the realization of the deliverables and the achievement of intermediate goals. This payment scheme is included in the Partnership Agreement signed by the Coordinator and each partner and is reported here below.

Organisation/ country	PIC	Approved total budget	EC 1st Payment to coord. 80%	Dec-2016 40% partners' First payment	Feb-2018 40%Partners' Second payment	Nov-2018 20% Final payment
INRCA/Italy- Coordinator	99963088 2	€ 67.480,00	€ 53.984,00	€ 26.992,00	€ 26.992,00	€ 13.496,00
Ca' Foscari University/Italy	99989734 1	€ 54.130,00	€ 43.304,00	€ 21.652,00	€ 21.652,00	€ 10.826,00
MNKSZ (AWCDH)/Hungary	93155143 2	€ 38.897,00	€ 31.117,60	€ 15.558,80	€ 15.558,80	€ 7.779,40
AWO Berlin Spree Wuhle e.V.	93150118 6	€ 45.050,00	€ 36.040,00	€ 18.020,00	€ 18.020,00	€ 9.010,00
UPI - Ijudska univerza Zalec	94618989 6	€ 44.262,00	€ 35.409,60	€ 17.704,80	€ 17.704,80	€ 8.852,40

UM - University of Malta	999887059	€ 37.992,00	€ 30.393,60	€ 15.196,80	€ 15.196,80	€ 7.598,40
Total		€ 287.811,00	€ 230.248,80	€ 115.124,40	€ 115.124,40	€ 57.562,20

Tab 1: Payments to the partners plan

The Coordinator, according to the Financial Rules provided by the Italian National Agency in the Grant Agreement, envisaged a specific article in the Partnership Agreement (art. 9- “Accounting, Record Keeping and Reporting”) in order to ensure the correctness of expenditures filing.

5. Measures for monitoring and evaluation of the work process and progress

Objects of monitoring are the “progress” of the project activities and the “process” adopted for delivering documents, as well as taking decisions and reaching agreements. The Coordinator, with the support of the partners, planned activities, designed tools and established internal bodies representing the whole consortium, in order to track the quality of the work process and progress. In particular, the following measures have been (and will be) adopted in order to guarantee the project overall quality.

- a. The Coordinator drew up a **Partnership Agreement** between the Coordinator and each partner, where all main contract obligations of the Grant Agreement (between Coordinator and the Italian National Agency) have been transferred. The partnership agreements envisage articles on the obligations of the Applicant and of the Partners, on the financing and co-financing, on the terms of payment, on the contents and the financial reports, on monitoring and preventing measures.
- b. **A Monitoring Unit (MU)** was set up, which is formed by a member of each participating organization and is managed by the Coordinator. The MU will work by means of virtual communication and will also be responsible for implementing conflict-solving procedures. In order to ensure a high quality of the outcomes, the MU will provide forms and templates for the control and monitoring of the project progress. Quality checks and the project progress evaluation will be carried out on a regular basis, according to the project life cycle deadlines and the funding / financing schemes. In particular, the goal achievement within the due deadlines will be checked and before the money transfer to partners occurs, the Monitoring Unit will assess the partners’ adherence to the planned activities and to the deliverables.
- c. **A Steering Committee (SC)** is also established. The SC consists of one member from each partner organization, who is an internal project management representative. The SC guarantees the coordination and acts as the reference point for all the people working on the project at a national level. The SC was established during the kick-off meeting held in Ancona on 25th November 2016. Their members are:

MEMBER OF STEERING GROUP	ORGANIZATION	
SARA SANTINI	INRCA (ITALY)	P1

BARBARA BASCHIERA	UNIVERSITÀ CA' FOSCARI VENEZIA (ITALY)	P2
ANDREA FERENCZI	MNKSZ (HUNGARY)	P3
ELISABETTA ABBONDANZA	AWO BERLIN SPREE WUHLE E.V. (GERMANY)	P4
BISERKA NEUHOLT HLASTEC	UPI - LJUDSKA UNIVERZA ZALEC (SLOVENIA)	P5
COLIN CALLEJA	UOM - UNIVERSITA TA MALTA (MALTA)	P6

Tab 2: Members of Steering Group

- d. **The roles and responsibilities of the partners are defined** by designing a detailed **timetable** (based on the approved GANNT) with Intellectual Outputs, tasks, deliverables, mid-deadlines for feedbacks and final deadlines for the finalization of the deliverables. The lead partner and all other partners will be involved. This table is a flexible tool in which the interim deadlines can be changed in compliance with the final deadline of each task, thus without affecting the final goal achievement in the scheduled times. In this way, it can be updated and modified in view of the consortium's agreement on changes in the time scale.

BE THE CHANGE PROJECT TIME TABLE UPDATED ON 10TH FEBRUARY 2017				
IO	ACTIONS	RESPONSIBILITY	DELIVERABLE	DEADLINES
1	A1-METHODOLOGY FOR THE FRAMEWORK ANALYSIS (FA)	P3	D1-TEMPLATE FOR GOOD PRACTICES COLLECTION D2-TOPIC-GUIDES FOR INTERVIEWS TO SENIORS AND FOCUS-GROUPS WITH NEETs	8 th MARCH
1		ALL PARTNERS	3 GOOD PRACTICES; 2 FOCUS-GROUP PER COUNTRY (2 WITH A TOTAL OF 15 NEETs); 15 INTERVIEWS WITH SENIORS-PER COUNTRY	22 nd MARCH
1		ALL PARTNERS	TRANSCRIPTION AND ANALYSIS	21 st APRIL
1	A2 -REPORTING THE FA	ALL PARTNERS	D3-NATIONAL REPORTS	22 nd MAY
1		P3	D4-INTERNATIONAL REPORT	7 th JUNE
1	A2 -REPORTING THE FA	P1 AND P2	D5-RESEARCH PAPER STRUCTURE	MAY 2017 - OCTOBER 2018
1	A3-CONCEPTUALISING TRAINING PLAN		D6-EDUCATIONAL OBJECTIVES AND TRAINING PLAN	7 th JULY
1	A4-DEVELOPMENT OF CONTENTS	P1, P2, P3: SENIORS Others: NEETs	D7-DEVELOPMENT OF CONTENTS AND TRANSLATION IN NATIONAL LANGUAGES	15 th OCTOBER 2017

2	A1-WEB PLATFORM TECHNICAL STRUCTURE PLAN	P1	D8 -FINAL VERSION OF TEMPLATE FOR CONTENTS TO BE UPLOADED (INSTRUCTION FOR PARTNERS)	15 th DECEMBER 2017
2	A2-3TRAINING SESSION (PILOT TEST)	P2, P4, P5, P6	TRAINING SESSION-PILOT TESTS (SENIORS AND NEETS)	MARCH-JUNE 2018
3	A1-METHODOLOGY FOR THE MONITORING PHASE	P2 AND P1	D9 -TEMPLATE FOR THE QUAL/QUANT ASSESSMENT TOOL (SENIORS AND NEETS) D10 -FORMAT OF ATTENDANCE REGISTER (MINOR DLB)	FEBRUARY 2018
3	A2-MONITORING PHASE	ALL PARTNERS	D11 -PLAN FOR GUIDELINES PRODUCTION	JUNE 2018
3	A3-GUIDELINES PRODUCTION	ALL PARTNERS	A12 -GUIDELINES ON THE USAGE OF THE INTERGENERATIONAL METHODS FOR LEARNING ENTRPRENEURSHIP SKILLS	SEPTEMBER 2018
FINAL REPORT				30 th OCTOBER 2018

Tab 3: Timetable

- e. **The contents, templates, the sign-off and review process, as well as the responsibilities for each deliverable are clearly defined** by ensuring the clarity of the contents of each required deliverable, according to the project Proposal. These are clearly explained within the process of revision by detailed deadlines and by specifying partners' roles and duties.
- f. **Modifications and amendments of the process or of deliverables are reported:** any kind of modification to the GANNT and to the Timetable will be agreed among the partners in face-to-face meetings and/or Skype Conferences. The Coordinator will draw up the minutes which will indicate the decisions taken. Thus, the Coordinator will proceed to change the timetable, will ask the partners for any possible amendments and, if needed, will inform the National Agency.
- g. **All the means that are and will be applied are made transparent to meet technical and quality requirements.** The Coordinator acts in compliance with transparency principles and informs the partners of the means and methods aimed at achieving the interim and final project objectives. The Coordinator informs the partners about the development of the project on a day-to-day basis.
- h. **An effective communication flow is guaranteed by Project Consortium Meetings and virtual meetings** (Skype Conferences) of the Consortium and Steering Committee. Four Project Consortium Meetings are envisaged in the Application. There will be synthetic records of all consortium meetings and ST virtual meetings. Summaries and reports of the decisions taken and of the activities carried out, have been (or will be) carried out by the Coordinator and disseminated to the project partners within two weeks, in order to allow time for feedbacks and amendments. The minutes will be binding after their approval by the parties.

The Coordinator will inform the partners about the work to be done by e-mail (according to the Proposal and the timetable). In case of delays in delivering the documents, the Coordinator will kindly remind the partner in charge to provide the documents required. The Coordinator ensures frequent and daily contacts with all partners also by telephone and Skype calls, where necessary.

The effectiveness of the communication flow among partners is assessed through a questionnaire that will be administered after each meeting: partners will be asked to give their opinions about the meeting organization (logistics and timing); the type of partners' behavior during the discussion (collaboration or conflict); if the decisions taken met the general requirements of the consortium of the project, and the level of general satisfaction (Annex X). The partners' opinions are collected through a Google Survey in order to guarantee anonymity.

i. Confidence in the quality of the work is guaranteed through the monitoring of the delivered documents. It ensures the scientific robustness of the research field phase (i.e. inclusion criteria, data collection tools and analysis methodology). In this respect, the Coordinator, with the support of the two knowledge partners (Ca' Foscari University and Malta University) will monitor the quality of the work carried out by the partners and will ensure the correctness and the scientific validity of the methodology of the data collection and analysis, as laid down in the Intellectual Output 1/Action 1-Framework Analysis. In this respect, the Coordinator will provide:

- significant contribution/feedback on the delivery of data collection tools (provided from the very beginning of the project)

- a template for preparing partners to the choice of a more suitable data analysis methodology

- guidelines for interviewers and focus group moderators that explain the structure of the data collection tools and the different phases of the research, such as: Sample recruitment criteria; how to approach individuals; how to administer questionnaires, interviews and how to lead a focus group discussion

- a document for the people involved in the study (i.e. seniors and NEETs) where the research objectives and methods are explained to be translated into national languages

- the full respect of the anonymity and confidentiality of the data, by asking interviewees to sign a consent letter

- the release note for photographic materials to be translated into national languages

- a template for assessing the data collection tools on the basis of the following criteria, with the view to making results acceptable and interesting for the scientific audience (see the table below).

Aspect	Qualitative Term	Quantitative Term
Truth value	Credibility	Internal Validity
Applicability	Transferability	External Validity

Consistency	Dependability	Reliability
Neutrality	Confirmability	Objectivity

Tab 4: Data collection tools assessment criteria evaluation

- j. **The full respect of the people involved in the study is ensured by approvals by the Ethical Boards** of each partner organization, where foreseen.
- k. **The work progress** is monitored by a table which shows the deadlines for delivering documents and reaching milestones and the dates of their actual realization. In case of delay exceeding 15 days, the Coordinator will analyze the causes of the delay and will seek solutions after consulting the Steering Committee (ST).

Intellectual output	Actions	Deliverable	Deadline	Date of achievement	Reasons of delay	Measures to save time and/or make up for time lost in case of delay of more than 15 days
1	1	Data collection tools	21 st November	8 th February	Lack of agreement among partners	Finalization of tools made by the Coordinator

Tab 5: Tool for work progress assessment

- l. The data collection phase is monitored through the following table, that all partners are asked to fill in.

Name and surname	Contacts details	Source/recruitment channel	Date of first contact	Accepted to participate to the focus-group	Reasons of refusal
				Yes/not	

Tab 6: Tool for work progress assessment

6. Risk and contingency plan

The **“Risk and contingency plan”** is part of the Quality Plan and is developed through the following table:

Possible risks (adverse events)	Likely causes	Possible impacts of adverse events	Probability (high/medium/low)	Preventive measures	Suggestions for solving

Partner not complying with deadlines	Partner's excessive internal workload	Delays in attaining objectives or deliverables	medium	Coordinator should send reminders and verify actual meeting of deadlines	Cooperating with, coordinating and urging the partner to speed up the process
Partner quitting the project	Partner is not interested any more in the project activities or does not have the necessary human resources to implement the project	Project implementation is suspended	low	Coordinator should constantly check the project implementation and the partners' effective involvement	Finding another partner with no delays
Partner not implementing the project activities or implementing them partially	Partner's excessive internal workload, lack of human resources	Delay in attaining the project objectives and in implementing the project itself	low	Coordinator should constantly check the project implementation and should foster (Skype) meetings to discuss possible problems or issues	Coordinator should work in closer cooperation with the project partner
Partner not participating in transnational meetings	Lack of human resources available; unforeseen matters	Partner cannot share its experience and knowledge with other partners and cannot profit from sharing others'	low	Coordinator should send reminders and check that everyone is participating	Coordinator should urge partner to find delegates

		experience			
Partner not financially contributing to the project where needed	Lack of partner's financial resources or delays in the payment of the grant	Partner breaches partnership agreement	low	Coordinator should verify that all sums are distributed among partners	Coordinator should verify that the money distributed to partner is used for the project implementation, as laid down in the grant agreement and in the partnership agreement
Partner not producing deliverables	Partner's excessive internal workload, lack of human resources	Delay in attaining the project objectives and in implementing the project itself	low	Coordinator should strictly monitor the realization of the deliverables within the set deadlines	Cooperating with, coordinating and urging the partner to speed up the process

Tab 7: Possible risks and contingencies

7. Annexes

Annex 1- Evaluation Form after Transnational Project Meetings

The aim of the following questionnaire is to identify partners' needs, feelings and opinions about the communication flow, the decision making process and the relationships within the Consortium, in order to guarantee the good quality of the relationships among partners as well as the good quality of the project outcomes and outputs.

The questionnaire must be filled in by all participants after each project meeting. The answers will be anonymous.

Please indicate your views by scoring the following items on a scale from 5 to 1 (i.e. 1 = Strongly Disagree, 5 = Strongly Agree).

Item	Performance Indicator	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1. Organisation and Meeting Facilities		1	2	3	4	5
1.1	The participants received promptly all information concerning the Agenda and the Accommodation.					
1.2	The meeting was well organized.					
1.3	The Organising Partner was at disposal for any particular requirement and necessity of the partners.					
1.4	The working venue was comfortable and equipped with ICT facilities.					
1.5	The social programme and meals have been good opportunities to create relationships among colleagues.					
2. Contents and Communication among Partners		1	2	3	4	5
2.1	Programme of the meeting was well balanced.					
2.2	Presentations and other materials provided during the meeting were of good quality and helpful.					
2.3	The participants had the opportunity to raise and discuss all their relevant issues concerning the project.					

2.4	The participants had the opportunity to contribute with their own expertise.					
2.5	Each participant was actively involved in decision taking process.					
2.6	Communication, attitudes and atmosphere amongst partners were collaborative and relaxed.					
3. Coordination & Management		1	2	3	4	5
3.1	The agenda was circulated and agreed timely.					
3.2	A clear overview of project's current state was provided.					
3.3	All the issues scheduled in the agenda were discussed.					
3.4	Coordination and management of the meeting was carried out effectively.					
3.5	Information on administrative/financial management provided were clear and complete.					
3.6	Time scheduled for discussion was sufficient and adequate for reaching an agreement and taking decisions.					
4. Summary Evaluation		1	2	3	4	5
4.1	The goals of the meeting have been achieved.					
4.2	The needs and expectations of participants have been taken into account.					
4.3	Relevant issues of this phase of the project, as well as next tasks to be carried out, were clarified and planned successfully.					
4.4	Role and tasks of my organisation were clearly defined.					
4.5	A reasonable and feasible workload was assigned to each participant.					

In addition, please answer the following open-ended questions:

1. What did we learn during this meeting and workshop?

2. What have we done well, what do we have to do better?

3. Do you see any critical issue related to your organisation, or in general, related to the project?

4. Do you have any other comments or suggestions?

ONLY REFERRED TO THE KICK-OFF MEETING

Do you and your staff feel that the project has created consensus on the project missions and methodologies and a strong mutual platform of understanding in the kick-of phase? If not, please explain why...

IN GENERAL

Would you like to point out special issues in the project that needs further explanation? If yes, add your thinking...

From your team and community's point of view, what do you see key innovations in the project ?

Is your organization's role clear within the project? If not, please explain why....

Do you need any kind of support by the Coordinator and/or by the Consortium for the implementation of the project in your community?

Annex 2- Questionnaire for the project quality assessment

This is the questionnaire drawn up by the Quality External Manager which concerns the monitoring of the activities carried out in the first six months of the project. Each quality questionnaires will be tailored on the basis of the project phases in order to assess the goals achieved in each Intellectual Output.

1: minimum

5: maximum

Quality of the partnership	1	2	3	4	5
1. Commitment to the project by each partner					
2. Agreement amongst partners					
3. Development of trust and positive attitudes					
4. Extent to which each partner has contributed to the partnership so far					
5. Evidence of partners sharing roles and responsibilities in the partnership					
6. Participation of all partners to meetings					
7. Compliance with the tasks and commitments by all partners					

Quality of the communication among partners	1	2	3	4	5
1. Effective communication amongst partners					
2. Effective communication with the coordinator					
3. Easiness of communications with the coordinator					
4. Promptness and accuracy of the feedbacks of the coordinator					
5. The project partners are made aware of the project implementation structure					
6. The project partners are made aware of the project deliverables and time-scale (or time schedule)					
7. Information and documents circulated easily and effectively among partners					

Quality of the coordination activity	1	2	3	4	5
1. Evidence of clear planning					
2. Realistic time-scales					
3. Appropriateness of the monitoring process					
4. Appropriate range and balance of activities					
5. Evidence of on-going assistance to participants					
6. Clarity of project coordination methods					

7. Clarity of the methods of evaluation of the partners' project implementation					
8. Compliance with the project deadlines as indicated in the project timetable					
9. The project procedures were described in full and updated during the project lifetime					
10. The monitoring sessions and the training activities have been carried out during the project lifetime					

Effectiveness and efficiency levels in attainment of project objectives	1	2	3	4	5
1. Understanding amongst partners of the project aims and rationale					
2. Understanding amongst partners of the short-term and long-term objectives					
3. Clear evidence in the project of a real synergy within the overall objectives of the project					
4. The aims of each activity have been effectively linked with the overall aims of the project					
5. Each event / meeting has been effectively linked with the overall aims of the project					
6. Each event / meeting has been organized cost-effectively					
7. Each deliverable and project outcome has been effectively linked with its overall objectives					
8. Each deliverable and project outcome has been attained by complying with the principles of sound financial management					
9. The project objectives have been attained effectively					
10. The principles of sound financial management have been applied to all activities so far					

Quality of the fieldwork (IO1)	1	2	3	4	5
1. Level of clearance and robustness of the conceptual framework					
2. Effectiveness of the leadership by leading partner					
3. Quality of work done by the project Coordinator					
4. Truth value of data collection tools					
5. Applicability of data collection tools					
6. Consistency of data collection tools					
7. Neutrality of data collection tools					
8. General level of effectiveness of adopted tools in collecting data useful for the project					

9. Level of effectiveness of channels for recruiting target people					
10. Compliance and suitability of Consent Letter, Project description, Release Note for photographic materials					
11. Correctness of procedure for obtaining Ethical Approval					