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AgriGREEN

SUSTAINABLE AGRICULTURE
FOR GREENER FUTURE

Quality Control and Monitoring Plan with Manual Metrics

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Abstract	The "Quality Control and Monitoring Plan with Manual Metrics" is a deliverable within WP1 entitled "Quality Control and Monitoring Plan with Manual Metrics" of the AgriGREEN. This plan outlines the main definitions related to quality control and monitoring. Also, it then defines processes for internal and external control as well as the manual metrics and quality indicators of all deliverables.
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VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Description	Responsible members
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LIST OF ACRONYMS

WP	Work package
EU	European Union
F2F	Farm to Fork Strategy
CAP	Common Agricultural Policy of European Union
AgriGREEN	Jean Monnet Centre of Excellence: Sustainable Agriculture for Greener Future
JMCE	Jean Monnet Centre of Excellence
UNS	University of Novi Sad



INTRODUCTION

The Quality Control and Monitoring Plan with Manual Metrics formalizes the approach that will be followed by the members of the AgriGREEN project to ensure the highest possible quality of the project activities.

Plan will define the following: quality of the project implementation, quality of project deliverables, quality of AgriGREEN events, quality of promotional materials, quality of website, quality feedback by the target groups, project risk management, external monitoring, metrics for project goal conversions and its strategy for succession, hierarchy of project responsibility, communication flows and decision making, PR strategy and communication with external environment, and project processes.

Defining metrics contain the list of measurable indicators about the quality of activities in JMCE AgriGREEN and about the project as a whole. The following tasks will be a part of this activity:

- defining metrics for operation of the courses,
- defining metrics for number of participants on panel discussions,
- defining metrics for number of engaged students on workshops,
- defining metrics for AgriGREEN influence on preparing for a carrier,
- defining metrics for impact of research of team members.
- defining metrics for award competition.

Special set of metrics will be defined through system of learning analytics for measurement of participants' performance at JMCE AgriGREEN.

This plan defines procedures for:

- Internal quality control and monitoring and
- External monitoring.

The structure of the deliverable is as follows: Chapter 2 explains quality expectations; Chapter 3 explains the internal quality control and monitoring; Chapter 4 defines the external monitoring strategy while Appendix 1 outlines the main manual metrics of all deliverables.



QUALITY EXPECTATIONS

The present chapter presents the expectations of the project members with reference to the AgriGREEN tasks, milestones and deliverables as well as the expectations relevant to the project management.

Quality of the project implementation

The main objective of the JMCE: Sustainable Agriculture for Greener Future AgriGREEN project is to disseminate knowledge about the EU and its policies, with an emphasis on EU agricultural policy and Farm to Fork Strategy and high focus on the concept of agricultural sustainability. The stated objective will be realized through curricula innovation, intensive training course, panel discussions, scientific conferences, scientific research, workshops, and competition. This project will strengthen the knowledge of EU policies in the field of food production at UNS, foster dialogue through a panel discussion between policy-makers in Serbia and experts from UNS in cooperation with European universities, promote research of EU agricultural policy and its impact on sustainable development of Serbia's agri-food sector and spread knowledge about new CAP reform and F2F strategy to the broader society.

The project members agree that this overall objective shall always be in the forefront of all decisions to be taken. The project members therefore might decide to prioritise certain activities over others which have a higher impact in relation to the achievement of the objectives. Quality in the project means that the achievement of the objectives might be more important even if it means e.g. postponing a deadline or changing some aspects of an activity.

Quality of project deliverables

The power of the project deliverables of AgriGREEN project lies in their ambition and well-tailored design according to the characteristics and needs of each specific target group. The project applies multiple communication and dissemination tools such as panel discussions, conferences, comprehensive and attractive printed materials, Web portal, promotional material, brochure etc.

A common quality expectation for all deliverables is their relevance to reach the overall objective and the specific objectives, with a further focus on their development in an efficient and effective manner. Timely delivery following the project work plan as identified in the Application Form is expected.



a) Quality of document-based deliverables

A consistent and common format for all document based deliverables (word document, power point presentations) is to be followed by all members using templates provided within this Plan:

- Annex A – Word document template
- Annex B – Power point presentation template
- Annex C – Attendance sheet template
- Annex D – Report template

Those templates are adopted by the members in order to ensure a common appearance of deliverables as well as to ensure that a minimum amount of information will appear consistently in all documents produced by the project. This is not relevant to deliverables that by their nature need to have a different format

When studies and publications are deliverables, UNS is obliged to put Erasmus+ logo consisting of sentence "Co-funded by the European Union" on the cover or the first page. Moreover, UNS must use following disclaimer on the inner pages: "Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or University of Novi Sad. Neither the European Union nor the granting authority can be held responsible for them."

b) Quality of events

All events within the project should be organised professionally. The organizers should provide in due time a full information package to the participants including the draft agenda, letter of invitation and a note on the. Time for preparation activities depends on the type of event.

The meeting organizers ensure smooth registration processes (including list of attendees) and the implementation of the meetings respecting appropriate time for event sessions and breaks as well as the availability of all necessary materials (e.g. training and promotional material). Where appropriate (e.g. for courses, intensive training courses, workshops, panel discussions) also feedback forms will be distributed among participants and event reports related to feedback forms will be prepared by organisers. Power point presentation should be prepared using appropriate template.

Based on obligations of the beneficiaries defined in article 17, related to publicity obligations, the beneficiary must inform the public, press and media (internet included) of the event which must visibly indicate "co-funded by the European Union" as well as the graphic logos of the project and Erasmus+ Programme.

Posters, roll-up and other promotional materials shall be displayed during the event.



Each event will be documented by various materials as described in the table below.

Table 1. Documentation of AgriGREEN events

Type of event	Materials	Available at	
		AgriGREEN website (external)	AgriGREEN Microsoft Teams (internal)
KICK-OFF MEETING	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Materials and presentations**	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WORKSHOPS ON AGRI-ENVIRONMENTAL ECONOMICS	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Materials and presentations**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PANEL DISCUSSIONS	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Materials and presentations**	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AWARD COMETITION FOR YOUNG RESEARCHERS	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Materials and presentations**	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



SCIENTIFIC CONFERENCE SM	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Materials and presentations**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AGRIGREEN COURSES	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Materials and presentations**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AGRIGREEN INTENSIVE COURSE	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Materials and presentations**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FINAL CONFERENCE	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Materials and presentations**	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

* Name and affiliation will be visible; all personal data will be hidden

** Upon the approval of the presenter

*** Upon the approval of the participants

c) Quality of promotional materials

Communication and dissemination activities of the project will adhere to the Dissemination and Exploitation Plan of the project. All promotional materials will reflect the visual identity of the project and the Erasmus+ Programme. The project coordinator is responsible for



design of all promotional material. The draft version will be sent to all members for comments and suggestions, before printing, publishing and distribution. The materials will be disseminated by all project members at events which are relevant to reach the project's target group.

d) Quality of websites

The project envisages setting up the public AgriGREEN (<http://agrigreen.ef.uns.ac.rs/>) and Microsoft Teams as intranet tool for project management. All representation tools will be continuously updated by the members and are intended to effectively communicate the results of the project. For that purpose, partners will use Annex A – Word document template in order to deliver the news on organized or attended event along with necessary material for posting on the project.

Project coordinator will be responsible for setting up and maintaining the AgriGREEN website with all information and materials received from team members. Moreover, all members are asked to promote AgriGREEN project on social medias (such as: Facebook, Instagram and LinkedIn profiles/groups, newsletters, etc.) by providing short description of the project, logo and link to AgriGREEN website.

The AgriGREEN Teams can be accessed by all members depending on their assigned tasks and roles. It will be the single point of reference for the project documentation and communication among members.

All tools will be implemented with high performance, good functionality and stability, emphasizing the maximum reach and awareness of the target audience.

Quality of project management

The project management will be transparent and flexible but also strict enough to ensure the implementation of the project activities in order to achieve the project's objectives.

Each member is equally and independently responsible for assigned activities, money use and reporting.

Coordination of overall project activities and WPs will be done by the project coordinator. He will be responsible for continual project management, providing major channels for communication, interaction and monitoring of partners. Project coordinator will provide input into strategic and organizational issues and define the project standards and agree on all project policies that must be formally and explicitly stated. Tasks assigned to consortium partners will become contractual obligations. Besides, the responsibilities of the project coordinator will be to: (1) Review project progress and control the activities; (2) Ensure that the project maintains its relevance; (3) Be aware of relevant activities in other projects; (4) Resolve any technical administrative or contractual issues, which have not been resolved by other means within the project; (5) Be the overall quality manager of



the project. Decisions will be taken on a consensual basis of all team members, and in case of disagreement, the majority of team members will make the final decision.

General project guidelines

AgriGREEN will follow different project guidelines and respects the requirements of the programme. The reference documents include:

- EACEA - AgriGREEN project Grant Agreement
- AgriGREEN - project Dissemination and Exploitation Plan



INTERNAL QUALITY CONTROL AND MONITORING

Internal quality control and monitoring will be regular and elaborate. According to the internal monitoring and quality control, if necessary, project members will take corrective activities to improve the quality of the project realization.

Project coordinator will be the major decision-maker. He will coordinate all project activities and task. He will be responsible for consistency between activities on AgriGREEN project and budget. The staff cost is planned according to the distribution of activities and necessary work to be done. Due to the budget constraints all team members will need to plan more work load then provided by the project grant.

As part of the internal quality control and monitoring, a regular risk assessment will be performed which shall lead to corrective actions and potential adaptations of the implementation of the project. The risk management strategy indicate what potentially can endanger the achievement of the project goals. There is a few type of risks: financial risks, timing, performance risks and sustainability of the project results, and the identification of new risks as well as preventive and corrective actions is a joint responsibility of all project members. The project members can react in several ways, ranging from the simple acceptance of the situation in the case of negligible risks, to the enforcement of a mitigation plan including alternatives, workarounds and the proposed corrective actions that will make the risk consequences acceptable. The satisfaction of stakeholders, beneficiaries and end users will also be investigated as indicator of the project performances. It will take into account a variety of information from different sources using visits, interviews, questionnaires to target groups and consultation with the project beneficiaries.

Different roles are identified with reference to the development of the project activities and in particular the project quality assurance procedures. Different responsibilities are associated with the different roles.

Table 2. Risk management of AgriGREEN project

Potential risk	Proposed risk-mitigation measures
Low motivation of teachers to develop new courses and weak interest of companies to participate in the workshops (LOW)	Intensive and permanent contact and communication with key stakeholders. Well planned dissemination focused on the motivation issues of all interested parties
Unsuccessful equipment purchase tender procedure (MEDIUM).	Good project management. Great experience of UNS and other project partners in public tender procedures (gathered during Erasmus+ projects).



Administrative and technological obstacles in coordination with non-academic partners (MEDIUM).	Adequate coordination and high commitment of the all partners participating in project. Non-academic partners must be identified, motivated and involved in project implementation.
Students are not interested to take an active role courses and workshops (LOW).	Intensive and permanent contact and communication with key stakeholders. Well planned dissemination focused on the motivation issues of students. Intensive promotion of all project events on social media.
Fluctuation of staff and health issues because of Covid19 pandemic (MEDIUM)	All participating organization in the consortium included enough employees in order to fulfil all project activities. Good health management at participating organizations. Self-awareness about health issues related to Covid19.
Reporting delay (LOW).	Good project management. Timely organized and held coordination meetings. Continuous communication among all team members.



EXTERNAL EVALUATION

External evaluation will be conducted by experts from the outside of consortium. They will be engaged in order to evaluate the quality of activities conducted in the JMCE AgriGREEN. UNS will publish the public call for two experts in the field of agri-environmental economics. Experts will have two months to evaluate the program and to write the report on external evaluation.



APPENDIX 1. MANUAL METRICS

WP	Activity	Indicator for metrics	Due date
WP1	AgriGREEN influence on preparing for a carrier	Evaluation of every activity on project from participants. Questionnaire on participants of AgriGREEN activities (courses, intensive training course and workshops) about employment (sample of 10)	M36
WP3	Workshops on agri-environmental economics	6 workshops Number of estimated participants per one workshop is 10, and duration of one workshop is 8 hours (4 weeks: 3 weeks (6 hours) intensive course and 1 week (2 hours) case study).	M11 M15 M20 M25 M29 M33
WP4	Published minimum 3 papers in international scientific journals or international conferences	3 paper in high ranked journals or conferences	M16 M30 M36
WP4	Panel discussions (3) has been realised	3 panel discussions with at least 60 participants	M7 M19 M31
WP4	Two Scientific conference has been realised	2 conferences with at least 20 participants	M19 M31
WP4	Award Competition ceremony realised	1 competition, 3 best papers awarded, at least 50 participants on presentation of the best paper	M31
WP5	Realized courses	2 courses, at least 40 participants per course	M36
WP5	Realized Intensive training course Agri-Environmental Economics	1 course, at least 40 participants	M36
WP6	D6.1 Dissemination & Exploitation manual with project identity kit		



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Annex A – Word document template



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Annex B – Power point presentation template



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Annex C – Attendance sheet template



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Annex D – Report template