

# **CLUVEX Monitoring Strategy and Quality Assurance (MSQA) Plan, and Reports on Quality Assurance**

## **Deliverable D1.3**

**(M03, Sep 2023;  
M06, Dec 2023;  
M12, Jun 2024;  
M18, Dec 2024)**

**Resp. UH**

## General Outline

According to the original proposal, the control of the quality and monitoring of the satisfactory implementation of the CLUVEX project will be performed within the framework of WP1 (Management and Quality Assurance; led by UH) by collecting necessary information and preparing regular reports.

Following the CLUVEX project workplan, to control the quality of the CLUVEX project outcomes/outputs during the lifetime of the project will be implemented by:

**(1) Regular project WP/Task reports and feedback from the staff and students.**

The Coordinator and the Steering Committee will monitor project implementation through regular reports submitted by WP Leaders (every 3 months) and by Partner/Team Leaders (every 6 months). UH together with the Steering Committee have a key role in the overall project management by making assessment of project performance reviewing the quality of project results, monitoring the distribution of budget funds, providing guidelines for future actions and ensuring sustainability of the project results. The project self-evaluation is based on a feedback collected during the staff training and implementation of VE from the moderators and students. As a project coordinator, UH coordinates the project, organization on-site workshops, drafting of specific reports, internal communication of the project progress, results, organisation of timely inputs from partners, overall financial management, finalisation of the financial report. UH coordinator and the project manager prepares all the reporting materials required by contractual obligations, participates in the meetings of the assembly of partners, hosts a kick-off meeting, mid-term and a final meeting. The project start with the preparatory work (WP2) for preparing to train the facilitators/ moderators. The e-form for selecting the participating students will be established, issues credits.

Local partners are responsible for coordination within their organizations and local coordination e.g., distributing Call-for-VE-Climate University.

**(2) Advisory Board reviews.** CLUVEX Expert's and Student's Advisory Boards (EAB & SAB) will review every 6 months the project progress and provide feedback and recommendations for further performance of the project.

**(3) Successful implementation of the project deliverables and milestones.** Phased implementation of all WPs with corresponding Deliverables and Milestones will ensures the high quality of the project outcomes/outputs and stimulates collaboration between Partners and end-user communities. It also guarantees cost-effectiveness and sustainability of climate related e-education and on-line training. During the project we make high-quality assessment and refine course Climate University materials, especially the people-to-people communication, which can be implemented, after project, at international level.

**(4) Project monitoring and visits by the ERASMUS office.** UH and other CLUVEX Partners are prepared having the external ERASMUS monitoring as stated in the

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Guidelines by EACEA for the ERASMUS calls. Project Manager reports the project progress e.g., control of the project outcomes, timely implementation of the implementation plan and WPs and the effectiveness of management in the online Steering Committee meetings to keep CLUVEX Partners updated.

The process of the quality control and monitoring will be technically divided into the level of project management and the project-level activities.

**The first level** is directly linked to WP1 (Management and Quality Assurance), and it will include monitoring implementation of WP1 activities/ tasks/ milestones(mils)/ deliverables(dels) according to timeline – resp.: Coordinator and Project Manager.

**The second level** is linked to monitoring implementation of WPs 2-5 activities/ tasks/ mils/ dels according to timeline – resp.: WP Leaders and reporting to Coordinator.

The main outlines of the CLUVEX project quality assurance will ensure:

- (1) Quality of activities
- (2) Quality of results/outputs/outcomes
- (3) Risk management

### Quality of Activities

It will depend on quality of communication between the CLUVEX Partners and on the observance of project's timetable. Communication quality will be regularly evaluated with help of special tools such as summaries of monthly project online meetings, web-based questionnaires, regular reviews of content of the CLUVEX [public website/webpages](#) and documents/ materials on the CLUVEX [internal google-drive](#), etc. Another special procedure will be envisaged for cross-evaluations, and this will be carried out by the Project Coordinator and the WP Leaders.

Continuous recording of the results of monitoring and quality assessment of all project activities, and in particular, project meetings, training activities, financial management, etc. will be performed in accordance with customized templates, and corresponding documents will be periodically reviewed.

The customised templates include the following (see APPENDIX 2):

- (\*) Reporting Summary on CLUVEX Meetings  
(for each meeting)
- (\*) CLUVEX Quarterly Quality Monitoring Reporting  
(every 3 months, by Partner/Team Leaders)
- (\*) Questionnaire – Quality of WPs/ Tasks Management  
(every 3 months, self-evaluation by WP Leaders)
- (\*) Questionnaire – Cooperation with Partners, Information & Financial Management  
(every 6 months, by Partner/Team Leaders)
- (\*) Questionnaire – Partners' View on Project and Its Development  
(every 12 months, by Partner/Team Leaders)

### Quality of Outputs

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It will be evaluated in two ways: by the members of the CLUVEX consortium Partners/Teams, and with the help of the experts from the Expert Advisory Board. The primary purpose of such assessments is to ensure their essential compliance with the European standards.

### **Project monitoring**

Project monitoring will be realized as a continuous process and it will be focused on the verifying of the compliance of the CLUVEX project progress with the project workplan (DoW) and timeline (Gantt Chart). At the mid-term and at the end of the project, the internal and external evaluation reports will be also prepared.

### **Risk management**

All risks – for objectives, for activities/tasks/mils/dels, for results/outputs/outcomes - will be carefully monitored and addressed (if/when is necessary), and appropriate actions/corrections to project workplan and timeline will be taken. Each defined risk has its likelihood and proposed risk-mitigation measures to be taken. Note that risk analysis will be periodically discussed and updated. Monitoring of risks (see CLUVEX DoW, in total 8 defined in section 2.1.5 on Risk management) will be under control of the Coordinator, whereas Partners' Team Leaders & WP Leaders will provide a corresponding feedback.

### **Crisis management**

In the exceptional circumstances (for example: pandemic, war, natural hazard) when the CLUVEX project progress could be seriously impacted and jeopardized, a special team will be temporarily established in order to address risen issue(s). The team role will be to elaborate an appropriate plan of anti-crisis actions and to suggest possible changes in existing original workplan with approval by all CLUVEX Partners.

### **CLUVEX Project Milestones:**

#### **Year 1 (M01-M12; Jul 2023 – Jun 2024)**

**MS1.** CLUVEX project management structure (WP1; M02; Resp. UH)

**MS3(i).** Periodic reporting, finance, and contracts (WP1; M03; Resp. UH)

**MS10.** Internal visibility of the project (within consortium) (WP5; M03; Resp. YSU)

**MS4.** Virtual Exchange concept for climate education and training (WP2; M09; Resp. OSENU)

**MS6.** Preparedness of IT-staff and administrators for VE-learning process (WP3; M10; Resp. TSNUK)

**MS5.** Training guidelines /syllabus (WP2; M12; Resp. OSENU)

**MS7.** Preparedness of teachers and facilitators for VE-learning process (WP3; M12; Resp. TSNUK)

**MS11.** Project's outreach (WP5; M12; Resp. YSU)

#### **Year 2 (M13-M24; Jul 2024 – Jun 2025)**

**MS2.** Mid-term assessment reporting (WP1; M18; Resp. UH)

**MS3(ii).** Periodic reporting, finance and contracts (WP1; M18; Resp. UH)

**MS8.** Pilot course initial testing (WP4; M16; Resp. UH)

### **Year 3 (M25-M36; Jul 2025 – Jun 2026)**

**MS9.** VE-Climate University implementation (WP4; M33; Resp. UCPH)

**MS3(iii).** Periodic reporting, finance and contracts (WP1; M36; Resp. UH)

**Remark:** *Project milestones will be periodically reviewed and updated*

## **Responsibilities**

Project Coordinator	Overall responsibility for the project activities, outputs and outcomes, dissemination and exploitation, finances, reporting, etc.
Project Manager	Supervision of project monitoring and evaluation, preparation of internal evaluation reports, design, and update of quality assurance tools
WP Leaders	Supervision of their WPs activities and outputs/outcomes
Partner/Team Leaders	Supervision of the project at University/Organization level (activities, outputs, and outcomes, reporting etc.), monitoring regional developments (contacts with stakeholders, dissemination in the local context etc.)
Members of Advisory Boards (EAB & SAB)	Periodic reviewing (every 6 months) of the project progress and providing feedback and recommendations for further performance of the project

## APPENDIX 1

### CLUVEX Risk Management


Risk # & Description	Likelihood	WP#	Proposed Risk-Mitigation Measures
R1. Disputes between Partners	Low	WP1	Singing the Consortium Agreement
R2. Project partners able to work together with most crucial tasks for the project success and able to co-design the VE framework for CLUVEX training and implementation	Low	WP2	Project Partners have already worked together and project WP Leaders know each other. Follow up of project schedule and the timely reporting
R3. Not enough educated teachers / assistant / facilitators	Low	WP3	Broad pre-course information among lecturers and assistants and active internal communication between WP Leaders and Steering groups
R4. Not enough students participating VE – Climate University program	Medium	WP4	Use of extensive collaboration networks for Call-for-VE, broad pre-course information, active call-for-VE announcements and advert campaign among students at the partner universities e.g., pointing out the unique opportunity for highly quality climate knowledge and competences to be acquired during the VE Climate University course
R5. Management regarding the war in Ukraine. For example, about the participation of students (especially male students) and teachers and project management in case university infrastructure is harmed by an attack	Difficult to estimate	WP4	Our exiting Erasmus+ ClimEd project provides contacts at several universities Ukraine and also with ministry administration to find a solution in the war time situation
R6. Privacy regulations as a risk	Low	WP4	Project Steering Committee pays a special attention to privacy issues when making the scheme for on-line registration. Also guidelines and principles for the privacy will be included in the project Guidebook to ensure student participants' data will be protected according to the laws and regulations of each country, at the same time also following the rules set by the funding agency.
R7. English skills of the students coming from the Neighbourhood East partner universities to VE-Climate University, where communication skills plays crucial role	Low-Medium	WP4	Project Team will take into account the use of technology (translators), several team members are speaking both English and national language fluently and can be helpful during the VE
R8. Blocking of social media networks	Low	WP5	Use of wide range of Social Media Networks based in different countries, so in case of blocking other social media networks maintain

*Remark: Risk analysis will be periodically discussed and updated if/when is necessary*


## **APPENDIX 2**

### **(CLUVEX Templates)**

## Template 1: Reporting Summary on CLUVEX Meetings for each meeting



**CLUVEX Meeting - Reporting Summary** (DAY-MONTH-YEAR)



Type: onsite/face-to-face | online/virtual | hybrid

**Meeting N**  
**Date(s)**  
**Place**  
**Host/ Organizer**  
**Participants** (provide  
Names, Surnames,  
Affiliations)  
**Objective(s)**

**Reference to**  
**CLUVEX WPs/Tasks**  
**Agenda**

**Results**


**Decisions made**

**Meeting evidence**  
(provide exact link to  
google-doc)

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## Template 2: CLUVEX Quarterly Quality Monitoring Reporting every 3 months (by Partner/Team Leaders)



**CLUVEX Quarterly Quality Monitoring Report #1** (1.07.2023 - 30.09.2023)

**Partner:** University Name (Acronym)

Ref.N	Title of activity	M01	M02	M03	Partner's contribution
Task.N	Task title	Jul	Aug	Sep	
		2023	2023	2023	
<b>WP1 – Management and Quality Assurance</b> (led – UH; M01-M36)					
T1.1	Project communication e-platform	X	X	X	... add text here ...
T1.2	Project meetings				
T1.3	Quality assurance				
T1.4	Project reporting				
T1.5	Financial and contract management				
<b>WP2 – Preparatory Work for Virtual Exchange</b> (led – OSENU; M01-M18)					
T2.1	Virtual Exchange Guidebook (VEG)				
T2.2	Climate Literacy Guidebook (CLG)				
T2.3	Climate Messenger Code (CMC)				
T2.4	Developing training program(s)/labi				
T2.5	Climate University content library and Interactive exercises				
<b>WP3 – Staff Training for Virtual Exchange</b> (led – TSNUK; M04-M24)					
T3.1	Training of administrators and IT staff (hybrid format)				
T3.2	VE-based training for teachers and facilitators on Climate Univ's climate literacy for Climate Messengers (hybrid format)				
T3.3	VE-based training for teachers and facilitators in digital co-creation for Earth science students (hybrid format) based on Climate Univ. courses				
<b>WP4 – Implementation for Virtual Exchange</b> (led – UCPH; M13-M36)					
T4.1	Testing of Climate Literacy VEx				
T4.2	Digital co-creation VEx and International online pilot courses				

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## Template 3: Questionnaire – Quality of WPs/Tasks Management

every 3 months (self-evaluation by WP Leaders)

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### Questionnaire for CLUVEX WP Leaders (DAY-MONTH-YEAR)

**self-evaluation : quality of WPs/Task management**  
every 3 months - to be prepared by WP Leaders

CLUVEX WP# : [ Title of WP ]		
WP Leader – Name Surname, Affiliation		
WP Co-Leader – Name Surname, Affiliation		
<b>--- Cooperation with CLUVEX Partner ---</b>		
Satisfaction (on scale 0-10 scale) from cooperation with: UH # OSENU TSNUK YSU UCPH BioArt	Problems encountered	Comments
<b>--- Cooperation with other CLUVEX WP ---</b>		
Satisfaction (on scale 0-10 scale) from cooperation with: WP1 # WP2 WP3 WP4 WP5	Problems encountered	Comments
<b>--- WP outcomes (achievements, problems encountered, dependencies on outcomes from other WPs) ---</b>		
Satisfaction (on scale 0-10 scale) from cooperation with: Task ## Task # #	Achievements, problems, dependencies	Comments

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## Template 4: Questionnaire – Cooperation with Partners, information and Financial Management

every 6 months (by Partner/Team Leaders)

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### Questionnaire for CLUVEX Partner Leaders (DAY-MONTH-YEAR)

**cooperation with Partners, information and financial management**  
every 6 months - to be prepared by Partner's/Team's Leaders

CLUVEX Partner: [ University/Organization Name ]		
<b>--- Cooperation with CLUVEX Partner ---</b>		
Satisfaction (on scale 0-10 scale) from cooperation with: UH # OSENU TSNUK YSU UCPH BioArt	Problems encountered	Comments
<b>--- Information management ---</b>		
Satisfaction (on scale 0-10 scale) from cooperation with: UH OSENU TSNUK YSU UCPH BioArt	Problems encountered	Comments
<b>--- Financial management ---</b>		
Satisfaction (on scale 0-10 scale) from cooperation with: UH OSENU TSNUK	Problems encountered	Comments

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## Template 5: Questionnaire – Partners' View on Project and Its Development every 12 months (by Partner/Team Leaders)

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### Questionnaire for CLUVEX Partner Leaders (DAY-MONTH-YEAR)

#### Partners' view on project and its development

every 12 months – to be prepared by Partner/Team Leaders

CLUVEX Partner: [ University/ Organization Name ]		
Specific Topics/Issues:	Satisfaction (on scale 0-10 scale) & Your evaluation	Comments
Innovativeness of the project	# your evaluation/ explanation	
Added value of the project		
Results/outputs/outcomes of the project		
Addressing in the project your University needs		
Addressing in the project your country needs		
Learning from your participation in the project		
Strengths of the project (list at least 3)		
Risks of the project realization (list at list 3)		
Areas for improvement of the project (list at least 3)		
View on project future & possible involvement beyond the project-lifetime in your University		

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