



BIOART  
SOCIETY

# CLUVEX Monitoring Strategy and Quality Assurance Plan, and Reports on Quality Assurance

Version 2

ERASMUS+ CLUVEX Project Number 101111959

**Work Package 1**  
**Deliverable 1.3**

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CLUVEX



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This document is the final version (22 June 2026) of the Deliverable D1.3/ Report on “*CLUVEX Monitoring Strategy and Quality Assurance (MSQA) Plan, and Reports on Quality Assurance*”. It has been originally released by September 2024 (M03), at the beginning of the project, and then, successfully implemented during the project lifetime. This Deliverable D1.3 summarises the general outline to control quality and monitoring for implementation of the project, activities and outputs, project monitoring, risks and crisis management, and examples of developed and utilized templates for reporting to the coordinator.

The document has been written and updated by the CLUVEX teams of the University of Helsinki (UH, Finland), University of Copenhagen (UCPH, Denmark), Odessa I.I. Mechnikov National University (ONU, Ukraine), Taras Shevchenko National University of Kyiv (TSNUK, Ukraine), Yerevan State University (YSU, Armenia), and the BioArt Society, Finland.

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# 1. GENERAL OUTLINE

According to the original proposal, the control of the quality and monitoring of the satisfactory implementation of the CLUVEX project is to 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 is to be implemented by:

## ***1.1. Regular project WP/Task reports and feedback from the staff and students***

The Coordinator and the Steering Committee 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 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 prepare 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 starts with the preparatory work (WP2) for preparing to train the facilitators/ moderators. The e-form for selecting the participating students is established, issues credits.

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

## ***1.2. Advisory Board reviews***

The CLUVEX Expert's and Student's Advisory Boards (EAB & SAB) review as frequently as possible (at least, every 6 months) the project progress and provide feedback and recommendations for further performance of the project, and especially during the beginning of the project when the CLUVEX Virtual Exchange (VE) concept and the VE Weeks for students are under development and testing.

The members of the Expert Advisory Board are listed in section “[Expert Advisory Board \(EAB\)](#)”. Note that EAB provides advice on the implementation of the project for the Steering Committee. The invited EAB members have also a role as ambassadors for the wide distribution of the VE concept in their networks. EAB members are invited 4 representatives of relevant bodies for the dissemination and have expertise and leadership in international education networks. These persons are affiliated with the World Meteorological Organization (WMO) Education and Training Office and with the WMO Regional Climate Prediction Services Division (Switzerland), the Thule Institute at the University of Oulu and UArctic Network and the Nordic Universities Teachers Network “Atmosphere-Biosphere Studies”.

The members of the Student Advisory Board are listed in section “[Student Advisory Board \(SAB\)](#)”. Student Advisory Board (SAB) provides advice on the implementation of the project. Note that SAB consists of students on a 50-50% gender basis. The students are from the CLUVEX Partners/ Universities: University of Helsinki (Finland), Odessa National University and Taras Shevchenko National University of Kyiv (Ukraine), Yerevan State University (Armenia), and University of Copenhagen (Denmark).

### ***1.3. Successful implementation of the project deliverables and milestones***

Phased implementation of all WPs with corresponding Deliverables and Milestones 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.

### ***1.4. Project monitoring and visits by the ERASMUS office***

UH and other CLUVEX Partners are prepared having the external ERASMUS monitoring as stated in the 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 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 includes 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.

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The main outlines of the CLUVEX project quality assurance ensured:

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

## **2. QUALITY OF ACTIVITIES AND OUTPUTS**

### ***2.1. Quality of activities***

This depends on quality of communication between the CLUVEX Partners and on the observance of project's timetable. Communication quality is 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 is envisaged for cross-evaluations, and this is 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. is performed in accordance with customized templates, and corresponding documents is periodically reviewed.

The customised templates include the following (see Annex 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)

### ***2.2. Quality of outputs***

It is 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.

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## 3. PROJECT MONITORING, RISK AND CRISIS MANAGEMENT

### *3.1. Project monitoring*

Project monitoring is realized as a continuous process and it is 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 are also prepared.

### *3.2. Risk management*

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

### *3.3. 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 raised issue(s). The team role is to elaborate an appropriate plan of anti-crisis actions and to suggest possible changes in existing original workplan with approval by all CLUVEX Partners.

### *3.4. 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 are periodically reviewed and updated.

### **3.5. 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 of the project progress and providing feedback and recommendations for further performance of the project

## **4. SUMMARY**

During the CLUVEX project lifetime (1 Jul 2023 – 30 Jun 2026), the Partners/ Teams leaders and WPs leaders reported to the WP1 “Management and Quality Assurance” coordinator using the designed templates (presented in Annexes 5.2-5.6, designed by UH) & Partners/ Teams leaders reported to the WP5 “Dissemination, Visibility and Sustainability” leader using dissemination template (presented in Annex 5.7, designed by YSU).

All CLUVEX Partners successfully reported during the first (1 Jul 2023 – 31 Dec 2024) and the second (1 Jan 2025 – 30 Jun 2026) reporting periods as seen in Figures below.

## Reporting Period #1 (RP1)

### Reporting to Coordinator (UH) - every 3 months

--- Self-evaluation : quality of WPs/Task management

#### (I) Quarterly (every 3 months) reporting by WP Leaders

| WP Leaders and Co-leaders |                                                        |
|---------------------------|--------------------------------------------------------|
| WP2                       | Valeriya Ovcharuk OSENU (Co-lead Laura Riuttanen UH)   |
| WP3                       | Olga Shevchenko TSNUK (Co-lead Alexander Mahura UH)    |
| WP4                       | Alexander Baklanov UCPH (Co-lead Sergiy Snizhko TSNUK) |
| WP5                       | Alexander Markarov YSU (Co-lead Oleh Shablili OSENU)   |

| Reporting period     | Report | WP2 | WP3 | WP4 | WP5 |
|----------------------|--------|-----|-----|-----|-----|
| 1.07.2023-30.09.2023 | #1     | OK  | OK  | OK  | OK  |
| 1.10.2023-31.12.2023 | #2     | OK  | OK  | OK  | OK  |
| 1.01.2024-31.03.2024 | #3     | OK  | OK  | OK  | OK  |
| 1.04.2024-30.06.2024 | #4     | OK  | OK  | OK  | OK  |
| 1.07.2024-30.09.2024 | #5     | OK  | OK  | OK  | OK  |
| 1.10.2024-31.12.2024 | #6     | OK  | OK  | OK  | OK  |

### Reporting to Coordinator (UH) - every 6 months

--- cooperation with Partners, information and financial management

#### (III) every 6 month reporting by Team Leaders

| Team leaders |                       | YSU (A.Markarov)      |
|--------------|-----------------------|-----------------------|
|              | OSENU (I. Khomenko)   | UCPH (A. Baklanov)    |
|              | TSNUK (O. Shevchenko) | BioArt (Y. Billimore) |

| Reporting period     | Report | OSENU | TSNUK | YSU | UCPH | BioArt |
|----------------------|--------|-------|-------|-----|------|--------|
| 1.07.2023-31.12.2023 | #1     | OK    | OK    | OK  | OK   | OK     |
| 1.01.2024-30.06.2024 | #2     | OK    | OK    | OK  | OK   | OK     |
| 1.07.2024-31.12.2024 | #3     | OK    | OK    | OK  | OK   | OK     |
| 1.01.2025-30.06.2025 | #4     |       |       |     |      |        |
| 1.07.2025-31.12.2025 | #5     |       |       |     |      |        |
| 1.01.2026-30.06.2026 | #6     |       |       |     |      |        |

### Reporting to Coordinator (UH) - every 3 months

--- Quarterly Quality Monitoring Report

#### (II) Quarterly (every 3 months) reporting by Team Leaders

| Team leaders |                       | YSU (A.Markarov)      |
|--------------|-----------------------|-----------------------|
|              | OSENU (I. Khomenko)   | UCPH (A. Baklanov)    |
|              | TSNUK (O. Shevchenko) | BioArt (Y. Billimore) |
|              |                       | OSENU=ONU             |

| Reporting period     | Report | OSENU | TSNUK | YSU | UCPH | BioArt |
|----------------------|--------|-------|-------|-----|------|--------|
| 1.07.2023-30.09.2023 | #1     | OK    | OK    | OK  | OK   | OK     |
| 1.10.2023-31.12.2023 | #2     | OK    | OK    | OK  | OK   | OK     |
| 1.01.2024-31.03.2024 | #3     | OK    | OK    | OK  | OK   | OK     |
| 1.04.2024-30.06.2024 | #4     | OK    | OK    | OK  | OK   | OK     |
| 1.07.2024-30.09.2024 | #5     | OK    | OK    | OK  | OK   | OK     |
| 1.10.2024-31.12.2024 | #6     | OK    | OK    | OK  | OK   | OK     |

### Reporting to Coordinator (UH) - every 12 months

--- Partners' view on project and its development

#### (III) every 12 month reporting by Team Leaders

| Team leaders |                       | YSU (A.Markarov)      |
|--------------|-----------------------|-----------------------|
|              | OSENU (I. Khomenko)   | UCPH (A. Baklanov)    |
|              | TSNUK (O. Shevchenko) | BioArt (Y. Billimore) |

| Reporting period     | Report | OSENU | TSNUK | YSU | UCPH | BioArt |
|----------------------|--------|-------|-------|-----|------|--------|
| 1.07.2023-30.06.2024 | #1     | OK    | OK    | OK  | OK   | OK     |
| 1.07.2024-30.06.2025 | #2     |       |       |     |      |        |
| 1.07.2025-30.06.2026 | #2     |       |       |     |      |        |

## Reporting Period #2 (RP2)

### Reporting to Coordinator (UH) - every 3 months

--- Self-evaluation : quality of WPs/Task management

#### (I) Quarterly (every 3 months) reporting by WP Leaders

| WP Leaders and Co-leaders |                                                        |
|---------------------------|--------------------------------------------------------|
| WP2                       | Valeriya Ovcharuk ONU (Co-lead Laura Riuttanen UH)     |
| WP3                       | Olga Shevchenko TSNUK (Co-lead Alexander Mahura UH)    |
| WP4                       | Alexander Baklanov UCPH (Co-lead Sergiy Snizhko TSNUK) |
| WP5                       | Alexander Markarov YSU (Co-lead Natalia Bulat, ONU)    |

| Reporting period     | Report | WP2 | WP3 | WP4 | WP5 |
|----------------------|--------|-----|-----|-----|-----|
| 1.01.2025-31.03.2025 | #7     | OK  | OK  | OK  | OK  |
| 1.04.2025-30.06.2025 | #8     | OK  | OK  | OK  | OK  |
| 1.07.2025-30.09.2025 | #9     | OK  | OK  | OK  | OK  |
| 1.10.2025-31.12.2025 | #10    | OK  | OK  | OK  | OK  |
| 1.01.2026-31.03.2026 | #11    | OK  | OK  | OK  | OK  |
| 1.04.2026-30.06.2026 | #12    | OK  | OK  | OK  | OK  |

### Reporting to Coordinator (UH) - every 6 months

--- cooperation with Partners, information and financial management

#### (III) every 6 month reporting by Team Leaders

| Team leaders |                       | YSU (A.Markarov)      |
|--------------|-----------------------|-----------------------|
|              | ONU (I. Khomenko)     | UCPH (A. Baklanov)    |
|              | TSNUK (O. Shevchenko) | BioArt (Y. Billimore) |

| Reporting period     | Report | ONU | TSNUK | YSU | UCPH | BioArt |
|----------------------|--------|-----|-------|-----|------|--------|
| 1.07.2023-31.12.2023 | #1     | OK  | OK    | OK  | OK   | OK     |
| 1.01.2024-30.06.2024 | #2     | OK  | OK    | OK  | OK   | OK     |
| 1.07.2024-31.12.2024 | #2     | OK  | OK    | OK  | OK   | OK     |
| 1.01.2025-30.06.2025 | #4     | OK  | OK    | OK  | OK   | OK     |
| 1.07.2025-31.12.2025 | #5     | OK  | OK    | OK  | OK   | OK     |
| 1.01.2026-30.06.2026 | #6     | OK  | OK    | OK  | OK   | OK     |

### Reporting to Coordinator (UH) - every 3 months

--- Quarterly Quality Monitoring Report

#### (II) Quarterly (every 3 months) reporting by Team Leaders

| Team leaders |                       | YSU (A.Markarov)      |
|--------------|-----------------------|-----------------------|
|              | ONU (I. Khomenko)     | UCPH (A. Baklanov)    |
|              | TSNUK (O. Shevchenko) | BioArt (Y. Billimore) |

| Reporting period     | Report | ONU | TSNUK | YSU | UCPH | BioArt |
|----------------------|--------|-----|-------|-----|------|--------|
| 1.01.2025-31.03.2025 | #7     | OK  | OK    | OK  | OK   | OK     |
| 1.04.2025-30.06.2025 | #8     | OK  | OK    | OK  | OK   | OK     |
| 1.07.2025-30.09.2025 | #9     | OK  | OK    | OK  | OK   | OK     |
| 1.10.2025-31.12.2025 | #10    | OK  | OK    | OK  | OK   | OK     |
| 1.01.2026-31.03.2026 | #11    | OK  | OK    | OK  | OK   | OK     |
| 1.04.2026-30.06.2026 | #12    | OK  | OK    | OK  | OK   | OK     |

### Reporting to Coordinator (UH) - every 12 months

--- Partners' view on project and its development

#### (III) every 12 month reporting by Team Leaders

| Team leaders |                       | YSU (A.Markarov)      |
|--------------|-----------------------|-----------------------|
|              | ONU (I. Khomenko)     | UCPH (A. Baklanov)    |
|              | TSNUK (O. Shevchenko) | BioArt (Y. Billimore) |

| Reporting period     | Report | ONU | TSNUK | YSU | UCPH | BioArt |
|----------------------|--------|-----|-------|-----|------|--------|
| 1.07.2023-30.06.2024 | #1     | OK  | OK    | OK  | OK   | OK     |
| 1.07.2024-30.06.2025 | #2     | OK  | OK    | OK  | OK   | OK     |
| 1.07.2025-30.06.2026 | #3     | OK  | OK    | OK  | OK   | OK     |

## Project MSQA and QA reports M01-M06 (1 Jul 2023 – 31 Dec 2023)

[www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX\\_Del1.3\\_MSQA\\_RepQA\\_M06.pdf](http://www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX_Del1.3_MSQA_RepQA_M06.pdf)

36 pages

## Project MSQA and QA reports M07-M12 (1 Jan 2024 – 30 Jun 2024)

[www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX\\_Del1.3\\_MSQA\\_RepQA\\_M12.pdf](http://www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX_Del1.3_MSQA_RepQA_M12.pdf)

50 pages

**Project MSQA and QA reports M13-M18 (1 Jul 2024 – 31 Dec 2024)**

[www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX\\_Del1.3\\_MSQA\\_RepQA\\_M18.pdf](http://www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX_Del1.3_MSQA_RepQA_M18.pdf)

47 pages

**Project MSQA and QA reports M19-M24 (1 Jan 2025 – 30 Jun 2025)**

[www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX\\_Del1.3\\_MSQA\\_RepQA\\_M24.pdf](http://www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX_Del1.3_MSQA_RepQA_M24.pdf)

64 pages

**Project MSQA and QA reports M25-M30 (1 Jul 2025 – 31 Dec 2025)**

[www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX\\_Del1.3\\_MSQA\\_RepQA\\_M30.pdf](http://www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX_Del1.3_MSQA_RepQA_M30.pdf)

47 pages

**Project MSQA and QA reports M31-M36 (1 Jan 2026 – 30 Jun 2026)**

[www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX\\_Del1.3\\_MSQA\\_RepQA\\_M36.pdf](http://www.atm.helsinki.fi/cluvex/wp-content/uploads/2026/06/CLUVEX_Del1.3_MSQA_RepQA_M36.pdf)

62 pages

## 5. ANNEXES: RISK MANAGEMENT & TEMPLATES FOR REPORTING TO COORDINATOR

### 5.1. CLUVEX Risk Management

| Risk# and Description                                                                                                                                                           | Likelihood | WP# | Proposed Risk-Mitigation Measures                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R1.</b> Disputes between Partners                                                                                                                                            | Low        | WP1 | Singing the Consortium Agreement                                                                                                              |
| <b>R2.</b> 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 |
| <b>R3.</b> 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          |

|                                                                                                                                                                                                                              |                       |     |                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R4.</b> 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                                                       |
| <b>R5.</b> 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                                                                                                                                                                                                                           |
| <b>R6.</b> 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. |
| <b>R7.</b> 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                                                                                                                                                                                                            |
| <b>R8.</b> 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                                                                                                                                                                                                                                                               |

## 5.2. Reporting Summary on CLUVEX Meetings (after each meeting)



### CLUVEX Meeting - Agenda/Reporting Summary (Day Month Year)

|                                                                |                                                                                                                                              |                                                                                                                                                                       |              |  |                                         |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|-----------------------------------------|
| <b>Meeting N</b>                                               | <b>## monthly meeting</b>                                                                                                                    |                                                                                                                                                                       | <b>Type:</b> |  | online   <b>online/virtual</b>   online |
| <b>Date(s)</b>                                                 | Day Month Year (HH:MM – HH:MM of Helsinki time)                                                                                              |                                                                                                                                                                       |              |  |                                         |
| <b>Place</b>                                                   | <b>online/ zoom - zoom link is provided by UH</b>                                                                                            |                                                                                                                                                                       |              |  |                                         |
| <b>Host/ Organizer</b>                                         | UH                                                                                                                                           |                                                                                                                                                                       |              |  |                                         |
| <b>Participants</b><br>(provide Names, Surnames, Affiliations) | <b>## persons</b><br>Name Surname, PartnerAcronym, Country<br>Name Surname, PartnerAcronym, Country<br>Name Surname, PartnerAcronym, Country |                                                                                                                                                                       |              |  |                                         |
| <b>Objective(s)</b>                                            |                                                                                                                                              |                                                                                                                                                                       |              |  |                                         |
| <b>Reference to CLUVEX WPs/Tasks</b>                           |                                                                                                                                              |                                                                                                                                                                       |              |  |                                         |
| <b>Agenda</b>                                                  |                                                                                                                                              |                                                                                                                                                                       |              |  |                                         |
| <b>Results/ Notes</b>                                          |                                                                                                                                              |                                                                                                                                                                       |              |  |                                         |
| <b>Decisions made / Action items</b>                           |                                                                                                                                              |                                                                                                                                                                       |              |  |                                         |
| <b>Meeting evidence</b><br>(provide exact link to google-doc)  | this doc with summary notes<br>this doc with slides<br>folder with this meeting presents                                                     | – link to google-file with agenda and notes of the meeting<br>– link to google-file with presentation slides<br>– link to google-folder with materials of the meeting |              |  |                                         |
|                                                                | snapshot of participants of the meeting                                                                                                      |                                                                                                                                                                       |              |  |                                         |

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### 5.3. CLUVEX Quarterly Quality Monitoring Reporting (every 3 months by Partners/ Teams 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 2023 | Aug 2023 | Sep 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/syllabi                                                                                                              |          |          |          |                        |
| 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 VEs                                                                                                                  |          |          |          |                        |
| T4.2                                                                      | Digital co-creation VEs and international online pilot courses                                                                                   |          |          |          |                        |

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| T4.3                                                                           | Compilation of the best VE practices of CLUVEX partners and Climate University approach |          |          |          |                        |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------|----------|----------|------------------------|
| <b>WP5 – Dissemination, Visibility and Sustainability</b> (led – YSU; M01-M36) |                                                                                         |          |          |          |                        |
| T5.1                                                                           | Developing the project dissemination strategy and materials                             |          |          |          |                        |
| T5.2                                                                           | Setting up and maintaining online representation of the project for wider audience      |          |          |          |                        |
| T5.3                                                                           | Developing the project sustainability strategy                                          |          |          |          |                        |
| Ref.N                                                                          | Title of activity                                                                       | M01      | M02      | M03      | Partner's contribution |
| Task.N                                                                         | Task title                                                                              | Jul 2023 | Aug 2023 | Sep 2023 |                        |

### 5.4. Reporting Questionnaire – Quality of WPs/Tasks (every 3 months by WPs leaders)



**Questionnaire for CLUVEX WP Leaders - #1 (01.07.2023-30.09.2023)**  
**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)<br>from cooperation with:                                             | Problems encountered                 | Comments |
| UH<br>OSEN<br>TSNUK<br>YSU<br>UCPH<br>BioArt                                                             | #                                    |          |
| <b>--- Cooperation with other CLUVEX WP ---</b>                                                          |                                      |          |
| Satisfaction (on scale 0-10 scale)<br>from cooperation with:                                             | Problems encountered                 | Comments |
| WP1<br>WP2<br>WP3<br>WP4<br>WP5                                                                          | #                                    |          |
| <b>--- WP outcomes (achievements, problems encountered, dependencies on outcomes from other WPs) ---</b> |                                      |          |
| Satisfaction (on scale 0-10 scale)<br>from cooperation with:                                             | Achievements, problems, dependencies | Comments |
| Task #.#                                                                                                 |                                      |          |
| Task #.#                                                                                                 |                                      |          |

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## 5.5. Reporting Questionnaire – Cooperation with Partners, information and Financial Management (every 6 months by Partners/ Teams leaders)



**Questionnaire: CLUVEX Partner Leaders #1 (1.07.2023–31.12.2023)**  
**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)<br>from cooperation with: | Problems encountered | Comments |
| UH<br>OSEN<br>TSNUK<br>YSU<br>UCPH<br>BioArt                 | #                    |          |
| <b>--- Information management ---</b>                        |                      |          |
| Satisfaction (on scale 0-10 scale)<br>from cooperation with: | Problems encountered | Comments |
| UH<br>OSEN<br>TSNUK<br>YSU<br>UCPH<br>BioArt                 |                      |          |
| <b>--- Financial management ---</b>                          |                      |          |
| Satisfaction (on scale 0-10 scale)                           | Problems encountered | Comments |
| UH<br>OSEN<br>TSNUK<br>YSU<br>UCPH<br>BioArt                 |                      |          |

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## 5.6. Reporting Questionnaire – Partners’ View on Project and Its Development (every 12 months by Partners/ Teams leaders)



Questionnaire: CLUVEX Partner Leaders #1 (1.07.2023-30.06.2024)

Partners’ view on project and its development

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

|                                                                                              |                                                                 |                    |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------|
| CLUVEX Partner: [ University/ Organization Name ]                                            |                                                                 |                    |
| <b>Specific Topics/Issues:</b>                                                               | <b>Satisfaction (on scale 0-10 scale) &amp; Your evaluation</b> | <b>Comments</b>    |
| Innovativeness of the project                                                                | #<br>your evaluation/ explanation                               | add your text here |
| 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 least 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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## 5.7. Reporting on Dissemination (every 6 months by Partners/ Teams leaders)

## CLUVEX (CLIMATE UNIVERSITY FOR VIRTUAL EXCHANGES) PROJECT

### PARTNER DISSEMINATION REPORT FORM

|                    |  |                             |                              |
|--------------------|--|-----------------------------|------------------------------|
| <b>Institution</b> |  | <b>Reporting period No.</b> | <b>01.07.2023-31.12.2023</b> |
|--------------------|--|-----------------------------|------------------------------|

101111959 (CLUVEX)  
ERASMUS-LS  
Call: ERASMUS-EDU-2022-VIRT-EXCH  
Topic: ERASMUS-EDU-2022-VIRT-EXCH-NDICI

List the dissemination activities carried out in the context of the project for this period.  
Include dissemination activities mentioned in the proposal and new ones.

| No. | Date | No. of Persons | Dissemination Activity Name | What? Type of dissemination activity* | Who? Target audience Reached** | Why? Description of the objective(s) with reference to a specific project output (max 200 characters) | Web-site/Link | Image/Print-screen |
|-----|------|----------------|-----------------------------|---------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------|---------------|--------------------|
| 1   |      |                |                             |                                       |                                |                                                                                                       |               |                    |
| 2   |      |                |                             |                                       |                                |                                                                                                       |               |                    |
| 3   |      |                |                             |                                       |                                |                                                                                                       |               |                    |
| 4   |      |                |                             |                                       |                                |                                                                                                       |               |                    |
| 5   |      |                |                             |                                       |                                |                                                                                                       |               |                    |
| *** |      |                |                             |                                       |                                |                                                                                                       |               |                    |
|     |      |                |                             |                                       |                                |                                                                                                       |               |                    |
|     |      |                |                             |                                       |                                |                                                                                                       |               |                    |
|     |      |                |                             |                                       |                                |                                                                                                       |               |                    |
|     |      |                |                             |                                       |                                |                                                                                                       |               |                    |
|     |      |                |                             |                                       |                                |                                                                                                       |               |                    |
|     |      |                |                             |                                       |                                |                                                                                                       |               |                    |
|     |      |                |                             |                                       |                                |                                                                                                       |               |                    |
|     |      |                |                             |                                       |                                |                                                                                                       |               |                    |

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#### \*\* What? Type of dissemination activity\* (Please select one of the options listed for each dissemination activity)

- Clustering activities,
- Collaboration with EU-funded projects,
- Conferences,
- Education and training events,
- Meetings,
- Other,
- Other scientific collaboration.

#### \*\*\* Who? Target audience Reached\*\* (Please select one or more of the options listed for each dissemination activity)

- ✓ Industry, business partners,
- ✓ Innovators,
- ✓ EU Institutions,
- ✓ National authorities,
- ✓ Regional authorities,
- ✓ Local authorities,
- ✓ Civil society,
- ✓ Citizens,
- ✓ Research communities,
- ✓ Specific end user communities,
- ✓ International organisation (UN body, OECD, etc.),
- ✓ Other,
- ✓ Investors.

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