

ERASMUS-JMO-2023-COE

**Technology and Innovations for Agenda 2030
– EU Global Leadership –
TIA 2030**

Quality Assurance, Monitoring and Evaluation Plan

Prepared by: Faculty of Information Studies in Novo mesto (FIŠ)

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Definitions

The following table represents abbreviations used in this document.

Term/Abbreviation	Definition
WP	Work Package
EU	European Union
SDG	Sustainable Development Goal
HEI	Higher Education Institution

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1. Introduction

This document represents the deliverable for the WP5: Quality Assurance, Monitoring and Evaluation.

Quality Assurance, Evaluation and Monitoring plan operationalizes and outlines the main minimum principles, procedures and requirements, related to management of quality, evaluation and monitoring across all Work Packages (WPs). It defines relevant deadlines for the processes for planning and executing the project activities in order to ensure the highest possible quality.

The document is a part of the Project Handbook-Action-Plan (WP1: Project Management and Coordination).

1.1 Project Summary

TIA2030 is the focal point for interdisciplinary competence and knowledge on European Union (EU) implementation of United Nations global Agenda 2030, which is aiming to decouple economic growth from environmental and social degradation, and the global leadership of the EU in this process.

TIA2030 is designed to complement and upgrade the activities of the current Jean Monnet Chair titled Cultural political Economy of Europe 2030 (2020-2023), focusing on overcoming the implementation deficit of the EU grand strategies and the role of technological innovations in achieving Sustainable Development Goals (SDGs) of Agenda 2030 (with a view to the New European Innovation Agenda (adopted in 2022)). TIA2030 addresses the objective of strengthening the EU within Europe and in a globalised world. It will add an additional element to the EU public diplomacy towards third countries both through generating knowledge on the topic and through outreach events, communicating with the foreign publics promoting EU values and its strategic vision. Therefore, TIA2030 will engage a variety of target groups, i.e. academia, students (important priority target group), professionals, policy-makers, and policy-officers, civil servants, businesses, civil society and the general public.

TIA2030 specific objectives are the following:

1. To integrate ongoing research on the EU grand strategy Agenda 2030 and its SDGs to teaching for students with limited exposure to the EU topics;
2. To gather the expertise and competences of high-level experts on the topic of EU grand strategies;
3. To develop synergies between various disciplines and resources in EU studies, especially on Agenda 2030 (e.g. sociology, information studies, law, political science, data science, engineering, regional studies etc.);
4. To create joint transnational activities and structural links with academic institutions in other countries in exploration and teaching on EU and its grand strategies, especially Agenda 2030;
5. To ensure openness of academic activities on the topic of the EU and Agenda 2030 to civil society and general public at large.

As an output, TIA2030 will offer research and educational tools that could be utilised throughout Europe and beyond, to contribute to awareness of Agenda 2030 and its implementation on the global

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level, also with a view to SDG policy mapping showing the contribution of EU policies to SDGs and which goals and targets they address. The project will tackle an important strategic issue and at the same time provide academic value added. Relevant fields of EU studies will be integrated where appropriate in the existing research, curricula and events. TIA2030 will deepen excellence and promote innovation in teaching and research on EU studies, with emphasis on young scholars and professionals, and foster evidence-based strategic debate and reflection on implementation of Agenda 2030 in comparative perspective.

2. Quality Control Stages

Stage 1: Development of measures to guarantee the accurate implementation of project activities.

This stage is aimed to identify the main elements for the project implementation, focusing on communications, critical risk analysis and risk management strategy.

The Project manager is responsible for analysis and monitoring of data, control of key aspects of quality management, resolving the conflicts, provision of feedback. The project team members will also provide information to elaborate recommendations. All project staff involved in the teaching activities will receive additional training to deliver high quality teaching through online/hybrid tools.

Stage 2: Defining the indicators, evaluation tools and measures.

This main goal of this stage is to confirm the key deliverables and main qualitative and quantitative indicators used to assess the progress and results of the project. Quantitative indicators will be amended with qualitative assessment conducted by nationally accredited experts for quality assurance in higher education.

Before the first implementation of the teaching activities, the project team will formulate the materials, which will be evaluated according to FIŠ regulations and according to quality assurance mechanisms of TIA2030 and improved for the second year. This process of improvement will be repeated for the third year. By doing that, results of the project will regularly feed into improved working materials produced during the project.

The Project manager will appoint Jean Monnet Self-evaluation Committee, composed of three members of the staff, who have undergone training for evaluators in higher education by the Slovenian Quality Assurance Agency for Higher Education: Prof. Matej Makarovič, Prof. Mateja Rek and Prof. Borut Rončević (also project manager of TIA2030).

The Project manager will appoint Advisory Board, consisting of 2 senior academic members in the rank of a full professor, 1 business representative, 1 representative of policy-makers, 1 student and a project manager, to consult on any issues related with TIA2030 implementation. Current and past holders of other Jean Monnet activities will be added to Advisory Board to improve coordination, cross-fertilization and consistency of TIA2030, as well as of other Jean Monnet activities at FIŠ.

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Stage 3: Data reporting and analysis.

The Project manager will control success in relation to the project specific objectives and indicators (quantitative and qualitative ones). Project team members will share their experiences and review all submitted data to ensure consistency of the data collection process and maintain highest standard of the quality.

Jean Monnet self-evaluation committee will conduct internal self-evaluation following the established criteria for internal self-evaluation of FIS, which have been taking place since 2008. This will not only ensure internal consistency of TIA2030, but also consistency of other possible Jean Monnet activities and consistency with other teaching, research and infrastructural activities at FIS.

Advisory Board will meet at least bi-annually to discuss and consult on the operationalization of implemented activities and review all produced materials and suggest improvements, to achieve efficient implementation of TIA2030.

Technical report will be submitted upon the 1st year of the project.

Every activity and deliverable will be evaluated by one or more of the following:

1. Internal self-evaluation (annual) of the activities and presentation of its results to the Advisory Board;
2. Open educational resources will include evaluation tools, where appropriate.

Evaluation results will be the basis for the continuing improvements of materials and activities. The evaluation is the key instrument of the follow-up and testing of educational tools. Follow-up activities will be reported to Advisory Board of TIA2030.

There will be also 3 Quality assurance, evaluation and monitoring reports within the project – two intermediate (annual) and one final report. It will record:

- relevant quality standards;
- measurements of quality;
- implementation of procedures for the monitoring and evaluation of work based on these measurements;
- follow a system of checks at key stages in the project;
- follow quantitative indicators and qualitative assessments.

Quality Control and Assurance Problem Reporting Plan

The following table might be used to report and track issues reported through quality management activities (if there are any of them):

Review Date	Deliverable Reviewed	Findings	Resolution

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3. Quality Management

Quality management includes the activities used to direct, control, and coordinate the implementation of the project, its goals, deliverables and deadlines. Systematic activities are to be implemented to verify that the project processes are sufficient and if the project deliverables are of good quality.

There are the following key components:

Objects of quality review	Quality Measure	Evaluation Methods
Project Deliverables	Deliverable Quality Standards	Quality Control Activities
	Completeness and Correctness Criteria	
Project Processes	Process Quality Standards	Quality Assurance Activities

The following is a brief explanation of each of the components of the quality management:

Term	Definition
Project Deliverables and Processes	Main project deliverables and processes, that should be reviewed and evaluated.
Deliverable Quality Standards	The quality standards, which determine a successful outcome for a deliverable.
Completeness and Correctness Criteria	Criteria, which determine the completeness and correctness of each deliverable.
Process Quality Standards	The standards used to determine if project processes and activities are being followed and implemented.
Quality Expectations	Expectations are outlined when a project process is presumed to be effectively followed.
Quality Control Activities	Activities to monitor and check that the project deliverables are according to outlined quality standards.
Quality Assurance Activities	Activities to monitor and check that the processes managing the deliverables are followed and effective.

The following are the quality objectives of the project:

- constant monitor, control and evaluation of activities and tasks within the project;
- assessment of progress and provision of tools to ensure the quality of the project results;
- ensuring consistency between project objectives, activities and the budget;
- monitor of project development, particularly deadlines and tasks distribution.

Those processes have to be carried out on a continuous basis.

4. Quality Evaluation

As Host institution, Fakulteta za informacijske študije v Novem mestu/Faculty of Information Studies

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in Novo mesto, Slovenia (FIS) is responsible for the coordination of all the activities and tasks related to the quality assurance, monitoring and evaluation of the project.

Internal evaluation: the evaluation will be performed annually by Jean Monnet self-evaluation committee, who will apply mutatis mutandi the self-evaluation criteria used by FIS since 2008. There will be also annual Quality assurance, monitoring and evaluation reports on both the processes (WPs, tasks) and the results; collection of data referring of the achievement of quantitative and qualitative indicators. Reporting is the key instrument for quality control, evaluation and monitoring of the project's process, activities and outputs.

External evaluation: open educational resources with evaluation tools, where appropriate. Independent external audit will be subcontracted at the conclusion of TIA2030, in line with EACEA regulations.

5. Quality Control Structure

Project quality control is primarily focused on the deliverables to check that they are of acceptable quality, complete and correct.

Work packages, Deliverables and Tasks:

Work Package	Tasks	Deliverables (numbers according to System for Grant Management)	Tools
WP1 Project management and coordination	<p>T1.1: Preparation and planning</p> <p>T1.2: Project Coordination and Management</p> <p>T1.3: Financial Management</p>	<p>D1.1/D1 Project Handbook-Action Plan</p> <p>MS4/D1.2 Final report</p>	<p>- Internal self-evaluation</p> <p>- Quality assurance, monitoring and evaluation report</p>
WP2 Teaching on the EU and Agenda 2030	<p>T2.1: Theories of Information society</p> <p>T2.2: Projects of Information Technologies</p> <p>T2.3: New Paradigms of Information Society</p>	<p>D2.1/D2: Teaching materials: "Theories of Information Society", "Projects of Information Technologies", "New Paradigms of Information Society"</p>	<p>- Internal self-evaluation</p> <p>- Quality assurance, monitoring and evaluation report</p>

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	T2.4: Summer School “The European Union and Agenda 2030”	D2.2/D3 Summer School “The European Union and Agenda 2030”	
WP3 Research: Social Fields Approach to Technologies and Innovations in Agenda 2030	<p>T3.1: Collection and systematic review of available research</p> <p>T3.2: Development of methodology, protocols and tools to collect the primary data</p> <p>T3.3: Collecting the data in the European Union and beyond its borders.</p> <p>T3.4: Analysis and preparing policy recommendations</p>	<p>D3.1/D4 Literature review with meta-analysis</p> <p>D3.2/D5 Methodology – tools etc.</p> <p>D3.3/D6 Dataset</p> <p>D3.4/D7 Research report with policy recommendations</p>	<p>- Internal self-evaluation</p> <p>- Quality assurance, monitoring and evaluation report</p>
WP4 Communication, Dissemination and Exploitation	<p>T4.1: TIA2030 Online Platform</p> <p>T4.2: Communication with the public at large</p> <p>T4.3: Book</p> <p>T4.4: Special journal Volume</p> <p>T4.5: Winter camp Workshops</p> <p>T4.6: Thematic session at the international conference – Jean Monnet Day</p> <p>T4.7: Round table discussions</p> <p>T4.8: Field trip</p>	<p>D4.1/D8 TIA2030 Online Platform</p> <p>D4.2/D9 Book</p> <p>D4.3/D10 Special journal Volume</p> <p>D4.4/D11 Winter camp Workshops, Thematic session at the international conference – Jean Monnet Day and Round table discussions</p> <p>D4.5/D12 Field trips</p>	<p>- Internal self-evaluation</p> <p>- Quality assurance, monitoring and evaluation report</p>

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WP5 Quality Assurance, Monitoring and Evaluation	T5.1: Development and adoption of a Project Quality, Evaluation and Monitoring Plan T5.2: Regular reporting on the basis of Project Quality, Evaluation and Monitoring Plan	D5.1/D13 Quality assurance, monitoring and evaluation plan D5.2 Quality assurance, monitoring and evaluation report	- Internal self-evaluation - Quality assurance, monitoring and evaluation report
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6. Project Meetings

Project team meetings agenda might consist of, but not limited to:

1. Assessing the project progress toward the main goals of the project;
2. Financial management issues;
3. Quality Assurance and monitoring, evaluation;
4. Dissemination and exploitation;
5. Other relevant issues.

Attendees: project team members and other relevant participants.

Minutes are to be prepared for the meetings (except for one-to-one/small team meetings). The main method of communication will be through publicly accessible and free software tools, such as Zoom, Skype or Google talk. Live meetings will be kept to a minimum that yet ensures Quality Assurance, Evaluation and Monitoring.

7. Quality Control Roles & Responsibilities

The following actors and roles are identified regarding the internal and external evaluation processes within the project:

Project Team Role	Quality Control and Quality Assurance Responsibilities	Assigned Resource
COO of each deliverable defines the contribution of the involved team members in the WP and define an internal work-plan.	<ul style="list-style-type: none"> - Review of deliverables - Respect the deadlines - Roles and tasks distribution regarding of the involvement of the project team members -Preparation of internal work-plan 	COO, project team
Project manager is in charge with the overall management and coordination of the project implementation, assisted in daily monitoring of project progress by	<ul style="list-style-type: none"> - Work together with COO of deliverable and other members of the project team to incorporate principles of quality control into the WP internal work-plan 	Project manager, COO, project team

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other team members and administrative support.	<ul style="list-style-type: none"> - Providing recommendations based on the results of feedback for improve future events - Progress reports of the project, quality of the project 	
Communication between Project manager, Jean Monnet Self-evaluation Committee, Advisory Board and rest of the project team	- If there is a risk for quality of the Deliverable/not completing a Deliverable on time/other issues	Project team, Project manager, Jean Monnet Self-evaluation Committee, Advisory Board
Project office	<ul style="list-style-type: none"> -Financial implementation of the project, financial management -First-level reporting control -Management of day-to-day tasks -Communication with project manager 	Head of the Project office at FIŠ, Research officer at FIŠ, Project manager

8. Quality Tools

Tool Name	Tool Purpose/Use
Quality Assurance, Monitoring and Evaluation Plan.	Ensuring the execution of the Quality Assurance, Monitoring and Evaluation WP (WP5) according to the requirements of the Quality Assurance, Monitoring and Evaluation Plan.
Project Meetings/ Field trips	Allocate time during project meetings/field trips for discussing and evaluate the project quality.
Communication tools (online using Zoom, Skype or Google talk, etc.)	Communication between the project team members to control the qualitative implementation of the project, sharing the information and feedback.
Additional quality planning tools	Use of other suitable tools for planning effective quality management activities.

9. Indicators

Quantitative indicators have been established at following levels:

- Preparation (Action plan prepared);

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- Implementation (Number of teaching hours at BA, MA and PhD levels; Number of students attending teaching at BA, MA and PhD levels; Summer School participants; Winter camp participants; Round table participants; Field trip participants; Number of BA, MA and PhD levels courses upgraded; Number of research results included in literature review; Number of methodologies for data collection developed; Number of data collection instances; Number of External evaluation report);
 - Communication, dissemination and exploitation (TIA2030 online portal created; TIA2030 social network profiles created; Book published; Articles in special journal issue published; Published media news, interviews, statements or opinion pieces on the topic of the EU and Agenda 2030);
 - Quality assurance, evaluation and monitoring (Number of Quality assurance, evaluation and monitoring reports; Average grade of participants; Number of indicators not meeting target values).

These quantitative indicators will be amended with qualitative assessment conducted by nationally accredited experts for quality assurance in higher education.

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Appendices

- Appendix A: list of participants in meetings/events – template.

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Appendix A: list of participants in meetings/events – template

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**TIA2030 – Technology and Innovations for Agenda 2030 – EU Global Leadership****Date:****Event:**

No.	Name and Surname / Ime in Priimek	Affiliation / Afilijacija	Signature / Podpis
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