

TABLE OF ACHIEVED / PLANNED RESULTS

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| <u>Title and reference number of the work package (WP)</u> | WP4 Project quality management at Re@WBC |
| <u>Indicators of achievement and or/performance as indicated in the project proposal</u> | <ul style="list-style-type: none"> • QAC established • Quality procedures adopted • Quality reports every 6 months • Annual Quality reports • QAC joint reports |

Activities carried out to date to achieve this result:

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity carried out | Specific and measurable indicators of achievement |
|-------------|---|-------------|-------------|---------------------------|---|--|
| 4.1 | Quality Assurance Committee (QAC) established | 15.11..2015 | 14.01.2016. | University of Nis, Serbia | QAC was formed at the kick-off meeting at the University of Nis in December 2015. It consists of 5 members representing 5 partner institutions: University of Nis, University of Montenegro, University of Liege, University of East Sarajevo, University of Tirana. The composition of QAC is also confirmed at the SC meeting at the University of Belgrade in December 2016. | Re@WBC QAC established. |
| 4.2 | Project quality procedures developed | 01.12.2015. | 14.06.2016. | University of Montenegro, | In order to ensure stress-free and successful realization of quality management, Re@WBC developed | The following documents were created: 1. Quality Control and Monitoring |

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| | | | | University of Nis, Serbia | relevant documents and templates necessary for efficient project development. In the first place, it created a Financial Management Guide (FMG) and Quality Control and Monitoring Manual (QCM) to help all partners with the most sensitive issue of budget management, to harmonize all financial practices of the partners and to establish the quality procedure for the project. Besides the FMG and QCM, various templates were designed to further facilitate all procedures related to activities leading to staff costs and travel costs. This in fact means that besides the regular supporting documents required by the Agency, Re@WBC provides the partners with the templates for all those occasions which are not precisely administratively regulated (justifying travelling by personal car, etc.). | Manual 2. Financial Management Guide 3. Dissemination and Exploitation Management 4. Various templates to facilitate all the procedures related to the project activities. |
| 4.3 | WP reports | 01.12.2015 | 30.01.2017. | The Consortium | Regular reporting on the progress of all WPs is compulsory. It is planned that each lead partner organizes the writing of these reports at regular intervals. This sort of internal monitoring is very useful since it precludes significant | All the WP leaders have so far regularly reported on the progress of the WP. |

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| | | | | | delays in the realization of WPs and makes the lead partners perform a sort of SWOT analysis which gives a clear picture about the progress made and gaps that need to be attended to. Self-evaluation reports are an indicator of project quality. | |
| 4.4 | Annual QA reports | 01.12.2015 | 14.10.2018 | The Consortium | At the kick-off meeting, the consortium made a decision to collect annual reports from all partners. The template for their annual report was developed in cooperation of UoM and UNI. By the end of the first project year all the partners submitted to the coordinator their annual reports which are on the website of the project and on the PMP. | <p>The template for their annual report http://rewbc.ni.ac.rs/wp-content/uploads/2016/12/Template_for_the_annual_report.pdf</p> <p>13 annual partners reports were made.</p> <p>http://rewbc.ni.ac.rs/wp-content/uploads/2016/12/Annual-report-University-of-Vlora.pdf</p> |
| 4.5 | Reports analysis | 15.10.2016 | 14.10.2018 | QAC institutions | One of the roles of QAC is to analyze regular reports by all WP leaders and annual reports delivered by all partners. We believe that annual reports which are written by all the partners as well as WPs leaders' reports are sufficient for good monitoring of the dynamics of the project. All these reports have been analysed and discussed at the 1st QAC meeting which was organized in March 2017 in Podgorica. | <ul style="list-style-type: none"> • Annual reports analysis • WPs reports analysis • Conclusions from the 1st QAC meeting |

Activities to be carried out to achieve this outcome (before the end of the project)

| Activity N° | Activity Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|--------------------|-----------------------|-------------------|-----------------|----------------|--|--|
| 4.3 | WP reports | 01.12.2015 | 14.10.2018. | The Consortium | WP reports will be written annually. | WP reports |
| 4.4 | Annual QA reports | 01.12.2015 | 14.10.2018 | The Consortium | Annual QA reports will be written annually and analyzed by the QAC | Annual QA reports |
| 4.5 | Reports analysis | 15.10.2016 | 14.10.2018 | | QAC will analyze regular reports by all WP leaders and annual reports delivered by all partners. | <ul style="list-style-type: none"> • Annual reports analysis • WPs reports analysis • Conclusions |

Changes that have occurred in this result since the original proposal:

Please add as many tables as necessary.

