



ERASMUS+ PROJECT

Re@WBC

Enhancement of HE research potential
contributing to further growth of the WB region



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Annex B to QC Manual - Word document template

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Enhancement of HE Research Potential Contributing to Further Growth of the WB Region
Re@WBC**

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Institution:	University of Nis
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Activity 4.1: Quality Assurance Committee (QAC) was established 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.

As a result of this activity Re@WBC QAC was established.

Activity 4.2: Project quality procedures were developed. At the University of Montenegro and The University of Nis in Serbia, in order to ensure stress-free and successful realization of quality management, Re@WBC developed 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 established 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.).

As a result of this activity the following documents were created:

1. Quality Control and Monitoring Manual
2. Financial Management Guide
3. Dissemination and Exploitation Management
4. Various templates to facilitate all the procedures related to the project activities.

Activity 4.3: The Consortium decided that a regular reporting of 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 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.

As a result of this activity is achieved that all the WP leaders have regularly reported on the progress of the WP.

Activity 4.4: 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.

As a result of this activity the template for the annual report, i.e. <http://rewbc.ni.ac.rs/wp->

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content/uploads/2016/12/Template_for_the_annual_report.pdf, was created. Also, 13 annual partners reports were made and presented as <http://rewbc.ni.ac.rs/wp-content/uploads/2016/12/Annual-report-University-of-Vlora.pdf>

Activity 4.5: One of the roles of QAC institutions 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.

As a result of this activity annual reports and WPs reports were analyzed and some conclusions from the 1st QAC meeting were derived.

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