





Centre of Excellence in European Green Deal Policies GREENPOL

Erasmus+ Jean Monnet Centre of Excellence project No. 101127382

Deliverable 1.1 Project Progress and Quality Monitoring Manual

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1. The GREENPOL project – aims and objectives

The GREENPOL project starts from the set of proposals adopted by the European Commission to make the EU's climate, energy, transport and taxation policies fit for reducing net greenhouse gas emissions by at least 55% by 2030, compared to 1990 levels. The European Green Deal serves as a roadmap for making the EU's economy sustainable by turning climate and environmental challenges into opportunities across all EU policy areas and making the transition just and inclusive for all. The European Green Deal covers all sectors of the economy, notably transport, energy, agriculture, buildings, and industries such as steel, cement, ICT, textiles and chemicals.

The project reacts on challenges and objectives within the European Green Deal by actual study programmes in order to enhance knowledge, skills and awareness of its students in the context of proposals mentioned above. The **main objective** of the project is based on the need to respond to actual challenges set in the European Green Deal by the educational, research capacities and experts of the Slovak University of Agriculture in Nitra (SUA) via addressing fields such as:

- EU Energy policy reflecting the diversification of Europe's sources of energy, ensuring energy security through solidarity and cooperation between EU countries, improving energy efficiency and reduce dependence on energy imports, and via the Cohesion Policy as a complementary tool assisting helps EU countries, regions, local governments and cities to implement large investments that contribute to the European Green Deal,
- ensuring food security in the face of climate change and biodiversity loss, reducing the environmental footprint of the food system, strengthening the food system's resilience, leading a global transition towards competitive sustainability from farm to fork,
- saving energy, producing clean energy, diversifying energy supplies, energy efficiency, improving the energy performance of our buildings and developing a power sector based largely on renewable sources.

The aim of the Centre of excellence is to provide students with best conditions for satisfying their needs concerning:

- studies of the objectives and principles of the Green policy of the EU from the perspective of the EU Energy policy and Cohesion Policy at local, regional, national and European level,
- studies on approaches of how to ensure food security in the context of existing impacts of the climate changes and how to deal with the challenge of reducing the environmental footprint of the food system, strengthening the food system's resilience,
- studies the methods and means of diversifying energy supplies, energy efficiency, improving the energy performance of our buildings and developing a power sector based largely on renewable sources.

To meet the determined aims and objectives, the SUA plans to create appropriate outputs addressing the mentioned challenges and satisfying the needs and demand of students in the field of the European Green Deal and its proposals. To achieve a proper implementation of the project work plan, an accurate and targeted monitoring strategy for the progress of the project implementation and the quality of project outputs is needed. The activities are carried out towards creation of deliverables as the measurable outputs concentrated in 4 work packages, which indicate in what extent is the project implementation successful and complies with the project work plan. The deliverables are embedded in the System for Grant Management (SyGMa) of the Funding & tender opportunities participant portal and will be the subject of at the Final report stage. Therefore, the implementation of project activities in compliance with the project work plan must be properly monitored and kept under control.







2. GREENPOL phase of implementation – monitoring

The monitoring and control of the project implementation is an ongoing process in terms of its entire duration. Its main objective is an in-time recognition, mapping and analysing deviations in the project work plan. This process is effective when implemented in an interaction with all activities within the project life cycle.

In the GREENPOL project, the following processes will be monitored:

- 1. Fulfilling tasks and meeting their deadlines,
- 2. Finalising deliverables and due dates as planned in the project timeline,
- 3. Achieving the milestones,
- 4. Fulfilling the purpose of each deliverable,
- 5. The budget spending.

The budget estimated for implementation of activities within the WPs is 99 955.00 EUR, as indicated in the Annex II. of the Grant Agreement. Although the project consortium applies the lump sum system, the spending of the budget will be monitored in accordance with the system of real costs and with the general criteria for the eligibility of actual costs:

- a) they must be actually incurred by the beneficiary;
- b) they must be incurred in the period 1.11.2023 31.10.2026;
- c) they must be indicated in the estimated budget;
- d) they must be incurred in connection with the action as described in the project proposal and necessary for its implementation;
- e) they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices;
- f) they must comply with the applicable national law on taxes, labour and social security, and
- g) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

Costs are eligible if they comply with the general conditions above and the specific conditions set out below, for each of the following budget categories:

- A. direct personnel costs;
- B. subcontracting costs;
- C. purchase costs;
- C1. travel and subsistence
- C2. equipment
- C3. other goods, works and services
- D. not applicable;
- E. indirect costs.







The monitoring activities will be implemented on the 6-month basis. Data gained in the process of monitoring will be used for the production of the Progress reports, in accordance with the following schedule:

- 1. Progress report 1 monitoring months 1-12 of the project,
- 2. Progress report 2 monitoring months 13-24 of the project,
- 3. Progress report 3 monitoring months 25-36 of the project.

In Progress report will inform about the results of monitoring of 2 monitored periods (6-month basis). All CoE members will provide the coordinator with the completed monitoring forms no later than 2 weeks after the end of the last month of the monitored time period. The monitoring form will include all work packages and will be prepared for each reporting period separately. The template of the monitoring form is in the Appendix 1

3. Quality Management and Evaluation Strategy

The goals for the quality management of the GREENPOL project are to ensure, that:

- activities are carried out in accordance with the Centre of Excellence requirements,
- outputs are delivered with characteristics required by the Centre of Excellence,
- feedback is provided by teaching and events' participants and by all CoE members.

Quality management is performed throughout the project with special attention to:

Quality Planning – primarily during the project planning process,

Quality Assurance (QA) – primarily during the project execution process,

Quality Control (QC) – primarily during the project monitoring and controlling process.

This *Project Progress and Quality Monitoring Manual (the Manual)* serves as a helpful document in assessing, monitoring and evaluating the quality of the project. On the one hand, the Manual should serve as a guideline to monitor deadlines and therefore assess the quality of the delivery time of the products, on the other hand it should be used as a reference for assessing the quality of the delivered products itself. The Manual is primarily targeted at the project coordinator and should support him in ensuring a proper project outcome.

4. Quality Control and Monitoring responsibility

The quality management and evaluation is the part of the Work package 1: Project management & coordination, where Quality Control Assurance is one of this work package objectives. To assure that this objective is achieved, the project coordinator designates Norbert FLORIS, the CoE member responsible for the quality control and monitoring process. His main role is to ensure and enforce the process of quality management itself; the designated CoE member is not responsible for the quality of the products and deliverables.

WP1 starts in the 1st month and ends in the 36th month of the project. Monitoring of the quality and evaluation of the project, its processes and deliverables will be made during its entire duration.







4. Quality Planning

Quality is the degree to which the project fulfills its requirements. Quality management planning determines quality policies and procedures relevant to the project for both project deliverables and project processes, defines who is responsible for what, and documents compliance.

The quality management plan identifies these key components:

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

Quality of the project outputs can be divided into different dimensions throughout the project (see Figure 1).

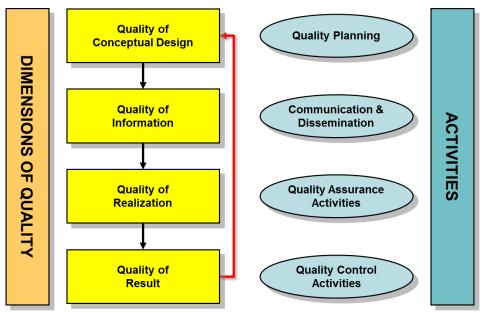


Figure 1: Dimensions of quality

Quality of Conceptual Design

Activity: Quality Planning

By a proper planning of project steps, work packages and deliverables, a quality outcome of the project can be expected. From meetings, through dissemination media and promotion materials to dissemination events – all these steps are planned, constantly monitored and evaluated in order to maximize to quality of the project.

Quality of Information

Activity: Communication & Dissemination

During the whole project, information quality is an important issue that has to be assured. Communication transparency throughout the whole process has to be ensured by proper documentation and dissemination of information (e.g. e-mails, web page, Facebook page, etc.).







Quality of Realization

Activity: Quality Assurance

To ensure the quality of all the single steps and processes, focus has to be set on quality assurance activities. It is very important to define those by linking every project work package step to an activity that ensures an optimal outcome. Communication between the members of the project, as well as peer-reviewing and exchanging knowledge is the key.

Quality of Results

Activity: Quality Control

Every project step has to be defined with a proper outcome/deliverable. This outcome has to be precise and concrete, so that the achievement of the goal and its quality can be defined by the respective person responsible for it.

The main project work packages are shown in Table 1. They include project management and coordination, teaching, research and dissemination and exploitation. All the work packages contain several other project steps with respective deliverables and goals, which are shown in the accompanying documents.

Table 1: Work Packages

1 aoic 1	. Work I ackages
WP No.	Work package
1	Project management & coordination
2	Teaching
3	Research
4	Dissemination and exploitation

5. Quality Assurance

The focus of quality assurance is on the processes used in the project. Quality assurance ensures that project processes are used effectively to produce quality project deliverables. It involves following and meeting standards, continuously improving project work, and correcting project variations.

The following table (Table 2) identifies as an example:

- The project processes subject to quality assurance.
- The quality standards for that process.
- The quality assurance activity e.g., the quality check that will be executed to monitor that project processes are properly followed.
- How often or when the quality assurance activity will be performed.
- The name of the institution responsible for carrying out and reporting on the quality assurance activity.







Table 2: Examples for "Quality Assurance Activities"

WP No.	Project Process	Quality Assurance Activity	Frequency / Interval / Deadline	Responsible Partner
	Preparation and organizing the kick-off meeting	Communication & Peer Review	Month 1	SUA
	Preparation and organizing the coordination meetings	Communication & Peer Review	Preliminarily	SUA
1.	Creation of the D1.1 Project Progress and Quality Monitoring Manual	Communication & Peer Review	Month 4	SUA
	Creation of the Progress report 1	Communication & Peer Review	Month 13	SUA
	Creation of the Progress report 2	Communication & Peer Review	Month 25	SUA

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6. Quality Control

The focus of quality control is on the deliverables of the project. Quality control monitors project deliverables to verify that the deliverables are of acceptable quality and the customer is satisfied.

The following table (Table 3) identifies as an example:

- The major deliverables of the project that will be tested for acceptable quality level.
- The quality standards and satisfaction criteria established for the project deliverable.
- The quality control activities that will be executed to monitor the quality of the deliverables.
- How often or when the quality control activity will be performed.
- The partner responsible for carrying out and reporting on the quality control activity.







Table 3: Examples for "Quality Control Activities"

WP	Deliverable / Result / Indicator	Quality Control Activity	Frequency / Interval / Deadline	Responsible Partner
1	D1.1 Project Progress and Quality Monitoring Manual – manual prepared in a due date, in accordance with the project proposal and internal quality assurance system, distributed, assessed and approved by the Centre of Excellence (CoE) members	Is the manual is prepared in a due date? Is it prepared in accordance with the parameters set in the project proposal? Is it prepared in accordance with an internal quality assurance system of the SUA? Was it distributed to all CoE members? Was it assessed and approved by all CoE members?	29.02.2024	SUA
İ	D1.2 Progress report 1 – elaboration of the report	Report elaborated in a due date and sent to the CoE members?	30.11.2024	SUA
	D1.3 Progress report 2 – elaboration of the report	Report elaborated in a due date and sent to the CoE members?	30.11.2025	SUA
	D1.4 Progress report 3 – elaboration of the report	Report elaborated in a due date and sent to the CoE members?	31.10.2026	SUA
2	D2.1 Courses content – courses content prepared in accordance with the project proposal, internal quality assurance system and national accreditation rules. Courses were assessed by all CoE members. Courses are listed in the SUA University information system in Catalogue of courses.	Are the courses content prepared in accordance with the project proposal? Are they prepared in accordance with an internal quality assurance system? Are the national accreditation rules considered? Were the courses assessed by all CoE members? Are courses listed in the Catalogue of course? Were the courses delivered in a due date?	30.06.2024	SUA
	D2.2 E-learning platform – the platform is created and fully functional	Was the platform created in a due date? Does it meet all requirements for online teaching and learning?	31.10.2024	SUA

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7. Quality Assessment Tools

To assess and document the quality of the processes and the products, there are two main tools available in the project. These tools are described shortly in this document and should always be considered by the project coordinator as well as the project team responsible for the specific work package.

Meetings and dissemination events

After each meeting and dissemination event, every participant has to fill out a predefined questionnaire (see Appendix), documenting the expectations, quality of information, participation and satisfaction of the respective participant. The questionnaires help to determine the overall satisfaction with the meetings and dissemination events and potential improvements on the efficiency. Evaluation of previous work and the quality of deliverables is a part of the meeting questionnaire.







Quality Management "Traffic light" Excel sheets

The *Quality Management* Excel sheets include the overall time plan, as well as the work packages, the deliverables and responsibilities (see Figure 2). The quality of the products, the cost-effectiveness and their delivery time (on time, pending, late) should be documented by the project coordinator. When a product is late or the quality is not conform to the stated requirements, the respective cell has to be filled according to the "Traffic light"-system described in the table. Additionally, measures have to be taken and documented, in order to assure a high quality product as soon as possible. The quality and the particular indicators are defined by the coordinator. The Traffic light sheet is updated regularly every month.

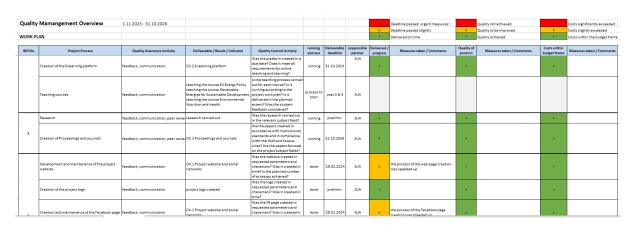


Figure 2: Example of the Quality Management ,, Traffic Light" Excel Sheet







APPENDIX







Diseminačné podujatie – hodnotiaci dotazník

Dissemination event – evaluation sheet Centre of Excellence in European Green Deal Policies "GREENPOL"

Jean Monnet Centre of Excellence project No. / č. 101127382

Miesto konania Place	
Dátum	
Date	
Študent / učiteľ	
Student / teacher	
Pohlavie (muž / žena)	
Gender (Male / Female)	

Zaškrtnite X jednu z možností (1-4)
Please cross X one of the evaluation boxes 1-4 by using evaluation scale (1-4):

- 1 Slabo Poor
- 2 **Priemerne** Average
- 3 Veľmi dobre Very Good
- 4 Výborne Excellent

alebo vyjadrite slovne vlastné hodnotenie

or express your opinion in open questions.

A. Celkové hodnotenie Overall performance

1. Naplnilo diseminačné podujatie Vaše	1	2	3	4
očakávania?				
Did the dissemination event meet Your expectations?				
Ak nie, uved'te prečo:				
If not, please specify:				
2. Čo sa Vám páčilo najviac (myšlienka, téma,				
diskusia, propagácia, diseminačné materiály,				
atd'.)?				
What did You like most, which idea, topic, discussion, promotion,				
dissemination materials, etc.?				







3. Aké ponaučenie/motiváciu si odnášate do d'alšieho štúdia/práce? Which motivation do You take from the dissemination event to Your studies/work?	
4. Máte nejaké návrhy k budúcim	
diseminačným podujatiam? Which suggestions do You have for the next dissemination events?	

B. Diseminačné podujatie (vybavenie, prednášajúci, obsah) Dissem. event (infrastructure, trainers, content)

1. Vybavenie miestnosti (výpočtová technika, priestory, audio-vizuálne zabezpečenie, atď.) Facilities of the conference room (ICT, space, audio-visual facilities, etc.)	1	2	3	4
2. Boli prezentácie prednášajúcich dostatočne				
jasné a názorné vzhľadom na danú tému? Did the trainer give clear explanation and examples within the topic?				
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
3. Použil prednášajúci z metodického hľadiska primerané pomôcky (projektor, ppt., ilustrácie, príklady, atď.)? From the methodological point of view did the trainer use adequate facilities (projections, powerpoint, illustrations, examples, etc.?				
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
_	1	2	3	4







4. Reagoval prednášajúci adekvátne na otázky a pripomienky?				
The trainer reacted on all questions and comments:	1	2		A
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
5. Ako hodnotíte použité diseminačné materiály?				
How do you evaluate used dissemination materials?				
Informačný leták / Information flyer				
obsah / content	1	2	3	4
grafické spracovanie / graphic design	1	2	3	4
Informačná brožúra / Information brochure				
obsah / content	1	2	3	4
grafické spracovanie / graphic design	1	2	3	4
Video				
obsah / content	1	2	3	4
grafické spracovanie / graphic design	1	2	3	4
Vaše pripomienky k obsahu prezentácií: Please add any comment you find useful related to the content of presentations.				

Ďakujeme Vám za spoluprácu / Thank you for your cooperation ☺







Pracovné stretnutie - hodnotiaci dotazník

Coordination meeting - evaluation sheet

Centre of Excellence in European Green Deal Policies "GREENPOL"

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Pracovné stretnutie: Coordination meeting:	
Dátum: Date:	
1. Poskytli organizátori stretnutia informácie	
o stretnutí (administratívne aspekty a obsah	
stretnutia) v dostatočnom rozsahu a včas?	
Was the information provided by the organisers of the meeting	
properly (indication administrative issues and content of the meeting). Was the information delivered in time?	
2. Aké boli Vaše očakávania pred stretnutím?	
What did You expect before the meeting?	
3. Naplnilo stretnutie Vaše očakávania?	
Has the meeting met Your expectations?	
4. Ako hodnotíte úroveň komunikácie v rámci	
projektového tímu?	
How would you evaluate the level of communication inside the project team?	
5. Ako hodnotíte úroveň spolupráce v rámci	
projektového tímu?	
How would you evaluate the level of cooperation inside the project	
team?	
6. Ako hodnotíte úroveň prenosu informácií	
medzi koordinátorom a projektovým tímom	
a v rámci projektového tímu?	
How would you evaluate the level of information transfer between	
the coordinator and the project team and inside the project team? 7. Ako hodnotíte úroveň práce na výstupoch	
(deliverables) projektu?	
How would you evaluate the level of work on the project	
deliverables?	
8. Myslíte si, že výstupy projektu boli	
vytvorené v dostatočnej kvalite?	
Do you think that the project deliverables were created in an	
adequate quality?	
9. Vaše návrhy do ďalšej práce?	
Which suggestions do You have for the future?	







Hodnotenie predmetu

Course evaluation

Centre of Excellence in European Green Deal Policies "GREENPOL"

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Vážení študenti, v rámci dotazníka sa máte možnosť vyjadriť ku kvalite predmetu, ktorý ste absolvovali. Váš názor je veľmi dôležitý pre zlepšenie vzdelávacieho procesu na SPU v Nitre.

Dear students, in this questionnaire you have the opportunity to comment on the quality of the course you have completed. Your opinion is very important for the improvement of the educational process at SUA in Nitra.

S časovým a obsahovým harmonogramom predmetu som bol/a oboznámený/á v prvom týždni semestra.

I was acquainted with the time and content schedule of the course in the first week of the semester.

- o áno (yes)
- o nie (no)

So systémom hodnotenia vedomostí som bol/a oboznámený/á v prvom týždni semestra.

I was introduced to the knowledge assessment system in the first week of the semester.

- o áno (yes)
- o nie (no)

Vyučujúci bol dobre pripravený na každú vzdelávaciu činnosť a vysvetľoval učivo presne, logicky a zrozumiteľne.

The teacher was well prepared for each educational activity and explained the curriculum precisely, logically and comprehensibly.

- o silne súhlasím (fully agree)
- o súhlasím (agree)
- o nesúhlasím (disagree)
- o silne nesúhlasím (fully disagree)

Vyučujúci výrazne prispel k pochopeniu problematiky a stimuloval môj záujem o predmet.

The teacher significantly contributed to the understanding of the issue and stimulated my interest in the course.

- o silne súhlasím (fully agree)
- o súhlasím (agree)
- o nesúhlasím (disagree)
- o silne nesúhlasím (fully disagree)

Prístup vyučujúceho bol korektný a spravodlivý.

The teacher's approach was correct and fair.

- o silne súhlasím (fully agree)
- o súhlasím (agree)
- o nesúhlasím (disagree)
- o silne nesúhlasím (fully disagree)







V rámci vzdelávacích činností bol vytvorený priestor na diskusiu.

A space for discussion was created as part of the educational activities.

- o silne súhlasím (fully agree)
- o súhlasím (agree)
- o nesúhlasím (disagree)
- o silne nesúhlasím (fully disagree)

Čas vymedzený na vzdelávaciu činnosť bol využitý efektívne.

The time allocated for the educational activity was used effectively.

- o silne súhlasím (fully agree)
- o súhlasím (agree)
- o nesúhlasím (disagree)
- o silne nesúhlasím (fully disagree)

Forma priebežného hodnotenia bola vyhovujúca s primeranou časovou náročnosťou.

The form of the continuous assessment was satisfactory with an appropriate time requirement.

- o silne súhlasím (fully agree)
- o súhlasím (agree)
- o nesúhlasím (disagree)
- o silne nesúhlasím (fully disagree)

Výsledky priebežného hodnotenia boli dostupné k nahliadnutiu.

The results of the interim evaluation were available for an insight.

- o áno (yes)
- o nie (no)

Forma skúšky bola vyhovujúca s primeranou časovou náročnosťou.

The form of the exam was satisfactory with an appropriate time requirement.

- o silne súhlasím (fully agree)
- o súhlasím (agree)
- o nesúhlasím (disagree)
- o silne nesúhlasím (fully disagree)

Skúška odzrkadľovala obsahovú náplň predmetu.

The exam reflected the course content.

- o silne súhlasím (fully agree)
- o súhlasím (agree)
- o nesúhlasím (disagree)
- o silne nesúhlasím (fully disagree)

S výsledkom skúšky som bol/a oboznámený/á do 3 pracovných dní po jej vykonaní.

I was informed about the result of the exam within 3 working days after its completion.

- áno (yes)
- o nie (no)







Predmet bol zabezpečený dostupnou študijnou literatúrou. The course was provided with available study literature.

- áno (yes)
- 0 nie (no)

Prekrýval sa obsahovo tento predmet s iným predmetom, ktorý ste už absolvovali? Ak áno, uveď te s akým. Did this course overlap in content with another course you have already completed? If so, indicate which course.
Napíšte silné a/alebo slabé stránky predmetu. Indicate the strengths and/or weaknesses of the course.

