QUALITY ASSURANCE PLAN

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Digitalisation of water industry by innovative graduate water education / DIGIWATER

PROJECT INFO

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Coordination institution	Norwegian University of Life Sciences (NMBU)
Project duration	01 January 2021 – 30 April 2024

DOCUMENT CONTROL SHEET

Work package	WP4 Internal Quality Assurance
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Lead institution	"Dunărea de Jos"University of Galați
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v.02	28 May 2023	Document revision	UDJG, THOWL

Contents

Executive summary

This document represents deliverable R4.1 “Quality assurance plan” of the DIGIWATER project funded by the European Commission's Erasmus+ Programme **KA2: Cooperation for innovation and the exchange of good practices - Knowledge Alliances** under grant agreement No *621764*. The main objective of this quality assurance plan is to act as the core reference point to ensure quality outcomes of the entire project and its deliverables. This quality assurance plan provides details of the DIGIWATER’s quality standards describing the reporting quality standards and the communication quality standards requirements, highlighting a number of templates that are provided to all partners to ensure quality of achieved results. To ensure the deliverables’ quality standards, in this plan there are details of the deliverables review process and their respective timeline, including a quality criteria list against which deliverables will be checked for quality. All beneficiaries, and when relevant associated partners, should abide to the plan stipulated in this document.

List of abbreviations

EACEA	European Education and Culture Executive Agency
EU	European Union
HE	Higher Education
HEI	Higher Education Institution
NEO	National Erasmus+ Office
NMBU	NORGES MILJO-OG BIOVITENSKAPLIGE UNIVERSITET/Norwegian University of Life Sciences
QAC	Quality Assurance Committee
SC	Steering Committee
THOWL	Technische Hochschule Ostwestfalen-Lippe
ITU	Istanbul Teknik Universitesi
Sumaqua	Sumaqua, Belgium
KU Leuven	Katholieke Universiteit Leuven
DOSCON	DOSCON, Norway
UCY	University of Cyprus
UGAL	Universitatea Dunărea de Jos din Galați
Smartech	SMARTECH AUTOMATION SRL, România
MEMSIS	MEMSIS ENVIRONMENTAL TECHNOLOGY RES, Turkey
IACO	I.A.CO Environmental & Water Consultants Ltd, Cyprus
STEB	Stadtentwässerungsbetrieb Paderborn, Germany
EWA	European Water Association, Germany
WP	Work package

1. Introduction

The main objectives of the project DIGIWATER is: (1) to develop new, innovative and multidisciplinary approaches to teaching and learning by using multidisciplinary curricula integrated with digital learning tools and virtual facilities like sharing of labs/software with access in cloud systems and Problem Based Learning; (2) to stimulate entrepreneurship and entrepreneurial skills of higher education teaching staff and company staff using Innovation Camps and (3) to facilitate the exchange, flow and co-creation of knowledge by creating interstakeholder courses integrating academic, corporate learning and professional development for external specialists.

The DIGIWATER project focuses on how to achieve these goals in preparation of the decision makers of tomorrow, and the innovators and engineers by utilizing the collaborations between six universities and six SMEs across Europe to the maximum.
DIGIWATER's details are described in Table 1.

Table 1 - DIGIWATER's details

Project number	621764
Project name	Digitalisation of water industry by innovative graduate water education
Project acronym	DIGIWATER
Call	EAC/A02/2019 - Erasmus+ Programme - (2019/C 373/06)
Type of action	ERASMUS+KA
Project start date	1 January 2021
Project end date	30 April 2024
Duration	36 months
Total European Union Eligible Project Cost	999,990.00 €

1.1 Purpose and use

The Quality assurance plan (R4.1) for DIGIWATER, which is part of WP4 and is addressed directly in T4.1, aims to ensure the high quality of the project results, project deliverables, and key events. This Quality assurance plan denotes an essential document that should be used by every consortium beneficiary and associated partner when executing tasks or deliverables.

1.2 Management

The Project Coordinator in collaboration with the Quality Assurance Committee is responsible for the development and management of this Quality assurance plan. Requested deviations from the original deliverable should be made in writing, providing clear justifications, directly to the Project Coordinator. Approval for such deviations can only be granted by the Project Coordinator, who may consult with the project's Steering Committee. Upon approval of any modification to the original Quality assurance plan, the Coordinator is responsible to issue a revised version, with new version numbering updated consecutively.

1.3 Dissemination

The Quality assurance plan is confidential and will be made available only to DIGIWATER's beneficiaries and associated partners at the issue date. Copies of this Quality assurance plan cannot be disseminated amongst third parties, unless with prior approval of the Project Coordinator.

2. Quality assessment and assurance

Assessment and assurance of the DIGIWATER project quality defines quality standards, methods for quality assessment and methods for detect and correct the occurred problems during the project implementation. Internal and external monitoring of the DIGIWATER project quality will be used to ensure the project efficiency, progress and constant improvement in line with defined standards and time schedule. According to the recommendations derived from permanent quality control, corrective actions will be taken on time to keep the project in the right direction.

The quality assurance activities will be based on qualitative data (i.e., meeting the specified deadlines, achievement of targets and indicators) and on quantitative data (i.e., answers to questionnaires and reports). Data will be gathered from all project partners and key stakeholders.

The quality assurance and monitoring will be performed by internal and external quality assessments. Internal quality assessment will be done by Quality Assurance Committee, while the external assessment will be performed by external quality evaluator.

2.1 Quality Assurance Committee

To ensure the quality of the DIGIWATER project, internal work quality standards and procedures will be agreed upon and established for the Consortium partners by the Quality Assurance Committee (QAC), which is established during the kick-off meeting to monitor project's performance and to achieve the quality the project results.

The QAC consists of thirteen members, one for each partner institution within the project, including the DIGIWATER project coordinator (Table 2). The main partner for quality assurance and monitoring (WP4) is the Technische Hochschule Ostwestfalen-Lippe - THOWL. The task leader for coordinating the development of the quality assurance plan is UGAL, and the main members who must contribute to the realization of this plan are presented in Table 3.

The task leader will coordinate development of the quality assurance plan in the project by the resource persons that will cover:

- design, conducting and data processing of surveys on evaluation of trainings and training materials;
- engaging stakeholders and conducting surveys on curriculum evaluation;
- quality assurance of the developed content including coordination of cross- and external review processes;
- record and versions keeping of revised content;
- conducting testing and evaluation of developed and adopted ICT tools;

- collecting good quality practices from partners;
- recording lessons learned within the project.

Table 2 - Quality Assurance Committee team

Country	Institution	Representatives	Contactinformation
NO	NMBU	Susann Andersen	susann.andersen@nmbu.no
	Doscon	Abhilash Nair	abhilash@doscon.no
DE	THOWL	Martin Oldenburg	Martin.oldenburg@th-owl.de
	STEB	Daniel Plath	d.plath@paderborn.de
EU/DE	EWA	Noama Shareef	shareef@ewa-online.eu
BE	KU Leuven	Patrick Willems	patrick.willems@kuleuven.be
	SumAqua	Vincent Wolf	Vincent.wolfs@sumaqua.be
TR	ITU	Mehmet Pasaoglu	mpasaoglu@itu.edu.tr
	MEMSIS	Recep Kaya	rkaya@itu.edu.tr
RO	UGAL	Ion Voncila	ion.voncila@ugal.ro
	SmarTech	Laurentiu Luca	laurentiu.luca@smartech-a.ro
CY	UCY	Alexis Yeratziotis	alexis.yeratziotis@gmail.com
	IACO	Marios Mouskoundis	mariosm@iaco.com.cy.

Table 3 - Responsibles for the development of the quality assurance plan in the DIGIWATER project

Role	Name	Contact info
WP-leader:	THOWL: Oldenburg	Martin.oldenburg@th-owl.de
Task-leader:	UGAL: Voncila	ion.voncila@ugal.ro
Contributors:	ITU: Bihter Zeytuncu-Gokoglu STEB: Bansemer SmarTech: Laurentiu Luca MEMSIS: Recep Kaya MEMSIS: Gokay Cimsir UCY: Yeratziotis	biht.zeytuncu@itu.edu.tr a.bansemer@paderborn.de laurentiu.luca@smartech-a.ro rkaya@itu.edu.tr gokay@memsis.com.tr alexis.yeratziotis@gmail.com

The QAC team is a direct support to the Project Coordinator in monitoring and assessing the quality of the project and its results, ensuring that all its activities are carried out properly according to Grant Agreement and Erasmus+ Programme Guide and also ensuring proper execution of the DIGIWATER project to achieve its objective. It should also develop the Quality assurance plan in communication with all project partners. The duty of the QAC is to design a proper evaluation process and be responsible for creating a set of indicators.

The QAC will monitor the project at different points using different types of evaluation practices and tools, such as report analyses, questionnaires, and checklists, devised to assess on an on-going basis project relevance, efficiency and impact, to measure progress throughout its life cycle, to determine if the project responds to main target groups' needs, to measure the level of satisfaction of beneficiaries of project activities, and to evaluate unexpected results and control all processes. QAC activities will include evaluation of offered university courses, improved teaching and lab facilities, training of teaching staff, student feedback, achievement of objectives, and impact of the project at the single HEI level.

The QAC will be responsible for: a) identifying quality requirements and standards for the projects and its deliverables, and documenting how the project will demonstrate compliance with those; b) translating quality assurance plan into executable quality activities; c) monitoring, recording and reporting to the project management committee the results of executing the quality management activities to assess performance and ensure the project results/deliverables are complete, correct and meet the project goals.

2.1.1 Quality Assurance Committee meetings and reporting

The Technische Hochschule Ostwestfalen-Lippe (THOWL) will encourage the discussion of items related to quality assurance (challenges, shortcomings, open questions compromising the quality of deliverables, etc.) via QAC meetings and reports that are followed up together with the Project Coordinator and partners. QAC meetings will take place during a project meeting with all partners. If needed, meetings will be organized via Skype, Zoom, Teams with individual partners on a specific topic.

The COVID-19 pandemic can negatively affect on-going or planned activities under the DIGIWATER project. The WP4 leader will adequately react in order to organize further implementation of project activities by contacting project partners and suggesting necessary steps in order to prevent COVID-19 negative effects on project results.

The role of THOWL is to prepare and moderate the QAC meeting together with the Project Coordinator, while partners are responsible to contribute to the meeting by preparing questions and solutions. The QAC meetings will happen regularly (twice a year) in order to discuss and establish patterns on quality in the project. The drafts of the meetings reports will be discussed with the Project Coordinator and the final version made available to all partners. The reports should include an analysis of the status of development and quality of project deliverables, conclusion and recommendations for the upcoming project period.

3. Internal evaluation

The aim of internal evaluation is to steer the DIGIWATER project into the right direction through the definition of the effective methods for quality assessment, controlling and improving project implementation. Internal quality monitoring will be conducted using adequate procedures and tools such as evaluation forms, questionnaires and different evaluation reports.

All partners are responsible for regular internal evaluation of compliance with the defined work plan to achieve overall broader and specific objectives. They should respect defined procedures and tools for quality assurance, in fully respect to the signed partnership agreements. The Project Coordinator will inform on regular basis partners about evaluation results and agree remedial actions.

The QAC team is obligated to objectively judge project achievements and give recommendations for improving project quality standards.

In Annex QAP1 Criteria for assessing the quality of the tasks - evaluation list, the general criteria are defined that allow the evaluation of the quality of the tasks/actions related to the DIGIWATER project, respectively, in Annex QAP2 Indicators for assessing the quality of the tasks - evaluation list, the general indicators are defined which allow the evaluation of the quality of tasks/actions related to this project.

3.1 DIGIWATER's deliverables management

The main deliverables to be produced during the DIGIWATER lifetime are presented in Table 4.

Table 4 - DIGIWATER project deliverables

Deliverable No.	Deliverable name	WP no.	Short name of the lead participant	Type	Dissemination level	Delivery date (in month)
1.1	Report on stakeholders and needs analysis	1	EWA	R	PU	M1
1.2	Report "Anchors & Engines for water digitalisation"	1	EWA	R	PU	M2
1.3	Digital Water Roadmap for education, research	1	EWA	R	PU	M5

Deliverable No.	Deliverable name	WP no.	Short name of the lead participant	Type	Dissemination level	Delivery date (in month)
	and innovation					
2.1.1	Report on partners' assets	2	UCY	R	SEN	M5
2.1.2	Report on best practices in teaching digital water subjects	2	UCY	R	PU	M5
2.1.3	Digital Water Curriculum	2	UCY	Curriculum description document	PU	M5
2.1.4	Syllabi for courses	2	UCY	Syllabi document	PU	M5
2.2.1	Sides for classroom interaction and e-learning	2	UCY	Teaching and learning content, presentation slides	PU	M8
2.2.2	Collection of practical assignments	2	UCY	Book/guideline	PU	M18
2.2.3	"Digital Water" – a harmonised compendium of teaching and learning materials	2	UCY	Collection of guidelines and slides	PU	M8
2.2.4	E-learning platform specification	2	UCY	Technical specification document	SEN	M8
2.2.5	Digital Water e-learning platform v1	2	UCY	e-learning platform	PU	M8
2.2.6	Digital Water e-learning platform v2	2	UCY	e-learning platform	PU	M8
2.3.1	Training materials and trainers trained	2	UCY	Training material / training	PU	M17
2.3.2	Teachers/instructors at partner universities/companies trained	2	UCY	Trainings, reports and photos from trainings	PU	M17
2.3.3	Reports on open	2	UCY	R	SEN	M17

Deliverable No.	Deliverable name	WP no.	Short name of the lead participant	Type	Dissemination level	Delivery date (in month)
	education sessions					
2.3.4	Report on intensive courses	2	UCY	R	SEN	M17
2.3.5	Revised content	2	UCY	Teaching and learning content	PU	M17
2.3.6	Report on accreditation and formalisation	2	UCY	R	SEN	M17
3.1	Concepts document	3	Sumaqua	Description document	PU	M6
3.2.1	Innovation Camps plan	3	Sumaqua	Planning document	SEN	M18
3.2.2	Innovation Camps report	3	Sumaqua	R	PU	M18
3.2.3	Prototyping report 1	3	Sumaqua	R	SEN	M28
3.2.4	Prototyping report 2	3	Sumaqua	R	SEN	M28
3.3	Report on evaluation of prototypes	3	Sumaqua	R	SEN	M36
3.4	Report on demo-cases	3	Sumaqua	R	PU	M36
4.1	Quality assurance plan	4	THOWL	Plan	PU	M3
4.2	Slides from the inter-project coaching sessions	4	THOWL	Presentation slides	PU	M36
5.1	Compendium of external evaluation reports	5	MEMSIS	R	SEN	M13
5.2	Cross-evaluation report	5	MEMSIS	R	SEN	M23
6.1	Dissemination & Exploitation Plan	6	KU Leuven	Plan document	PU	M3
6.2	Project website	6	KU Leuven	Website	PU	M1
6.3	Project promo-materials	6	KU Leuven	Promo	PU	M18
6.4	Project accounts/pages in social networks	6	KU Leuven	Webpages	PU	M6
6.5	Publications	6	KU Leuven	Articles	PU	M36
6.6	Exploitation reports	6	KU Leuven	R	SEN	M36

Deliverable No.	Deliverable name	WP no.	Short name of the lead participant	Type	Dissemination level	Delivery date (in month)
7.1	Project reports to the Agency	7	NMBU	Formal reports	SEN	M36
7.2	Minutes of the PSC meetings and Project Guide	7	NMBU	Minutes, guide	SEN	M36
7.3	Minutes of the PMC	7	NMBU	Minutes	SEN	M36
7.4	Project communication tools	7	NMBU	Web tools	SEN	M36
7.5	Minutes of the project progress meetings and reports from staff travels	7	NMBU	Minutes and reports	SEN	M36
7.6	Report on student mobility	7	NMBU	R	SEN	M36

3.1.1 Deliverable review process

The Project Coordinator is responsible for collecting, reviewing and submitting reports, other deliverables and specific requested documents to the European Commission.

Chain of responsibilities for internal evaluation of deliverables starts with the authors of deliverables, task leader and WP leader, followed by reviewers of the deliverables, Project Coordinator control and Steering Committee (SC) supervising and adoption of deliverables on SC meeting.

The Task Leader appointed by the responsible partner with the corresponding WP Leader should guarantee the quality and timeliness of the deliverables. The Task Leader is responsible for assigning parts of the work to other partners involved in the activity and their coordination and for the submission of the draft deliverable to the WP Leader, QAC and the Project Coordinator. It should report to the WP Leader for any problems occurring during the implementation of the activity.

WP Leaders have a role to take care about the monitoring success indicators, meaning to follow tasks progress – timeliness of execution and appearance of any risks since they have intensive contact with task leaders and deeper view in execution of tasks and at the same time reducing need for project coordinator to be deeply involved in every project activity. They should deliver a short info on tasks execution (in context of dynamic) and signalize risks if some appears.

QAC assigns each delivered deliverable to the assigned reviewer, who need not be an author of the deliverable. Within two weeks, the examiner must prepare a review report with comments in accordance with: a) compliance with the general deliverable quality assessment indicators defined in Annex QAP3; b) the deliverable evaluation form (Annex QAP4) and send it to the WP leader.

The reviewers shall:

• Be internal individuals who have not directly worked on the specific deliverable but hold expertise and experience in the relevant field.

• Be separate from respective Work Package or Task Leaders.

The WP Leader in cooperation with authors has one more week to implement the reviewer comments, prepare a corrected draft delivery and send written objections to the reviewer. In this case, the reviewer will have another week to send back final comments to the WP Leader. If final reviewer's comments are adequately included in the new version of the deliverable, the WP Leader sends it as a final deliverable version to the Project Coordinator and SC.

The Project Coordinator has an opportunity to give comments on the draft deliverable. In case of profound disagreement between reviewers and WP Leaders, the Project Coordinator will undertake the necessary actions to intensify the solution and has right to make the final decision.

The Steering Committee, as the highest level of final decisions, accepts and officially approves the deliverables. When a deliverable has passed all previous controls without the need for major modifications and it is accepted by SC, it can be treated as the final deliverable and, accordingly, included in the project.

3.2 Quality of DIGIWATER events

Quality of events (meetings, trainings, workshops, roundtables, student internships, etc.) is assured by accurately defined documents and procedures for preparation, realization and post-event activity.

In the preparation phase, event dates should be agreed upon and pre-announced at least 3 months beforehand. Organizer is responsible for initiating event organization. Events should be organized in line with the minimization of expenses and travel time of partners.

A pre-determined number of team members from each partner organization is required to attend event, as prescribed by the project proposal, project and financial plan. All event participants are required to participate in a cooperative manner. If a planned participant is unable to attend an event, they must inform the meeting organizer beforehand, and/or provide a substitute member to take their place.

Organizer of the event is obliged to provide participants with a full information package (draft agenda, letter of invitation if required and note on venue, traffic, and hotels) at least 4 weeks before the event. The draft agenda must circulate so that the partners will have the

opportunity to add items relevant for them, but no later than 5 days before the start of the event. The final agenda should be distributed to all participants 2 days in advance. During the meeting the Consortium can add new items on the agenda following a unanimous decision.
PowerPoint presentations should be prepared using the defined template, and sent to the host/coordinator the day before the event (at the latest) to ensure a smooth and quick progression of events. To ensure the success of the project it is important that partners send representatives who are able to contribute to the event or benefit from it (e.g., in case of workshop and trainings). Participants should arrive at the event well informed and prepared.

During the event, DIGIWATER participants should be registered using attendance list with the ability to get printed material. Posters, roll-up and other promotional materials shall be displayed during the event. The event must respect the scheduling time. Some event details will be recorded.

Events should be evaluated based on a template (evaluation list and evaluation report – Annex QAP5 and Annex QAP6) filled by the participants of the event.

After the event, event report needs to be created by event organizer and made available during 10 working days after the event. Event report (Annex QAP6) should include the collected statistical data from the event evaluation lists (Annex QAP5), a summative narrative of the data and recommendations for the implementation of upcoming events within the DIGIWATER project. The results of the evaluation may be presented at the following event for further improvement of upcoming events.

4. External evaluation

Evaluation of the project activities and results will also be performed by independent external expert who will carry out independent comprehensive monitoring evaluations to review and report on the progress of the project twice during the course of the project: at the mid-point of the project and six months prior to the end of the project. The evaluations intend to make sure that the project is carried out according to plan and to provide advice to improve the quality of the project realization.

The external monitoring of the project includes assessment of various project aspects:

- Relevance of the project in terms of its goals and achievements,
- Effectiveness in terms of how well the project specific objectives are met,
- Impact level in departments, faculty, university, industry and impact relates to wider project objective
- Sustainability instruments installed to ensure continuation of project activities after its competition.

The external monitoring performed by the National Erasmus+ Office (NEO) and EACEA comprises three types of monitoring, based on the deliverables' achievement:

- Preventive (in the first project year),
- Advisory (after the first project year), and
- Control (after the end of the project – sustainability check).

The external evaluation of the project aims to:

- Provide an outside critical view of the project approach and methodology and give suggestions for their improvement during and after the project implementation,
- Monitor the effectiveness of the project activities and the quality of the project results during and after the project implementation,
- Evaluate the project progress and overall satisfaction of all partners involved with project management and financial handling,
- Evaluate the single phases of the project,
- Evaluate the milestones of the project (e.g., creation of the Guidelines and Plans),
- Measure the impact of the project activities.

4.1 Criteria for selection of external evaluator

4.1.1. Description on the external evaluator task

The external evaluator (person not involved in the DIGIWATER project Consortium) will have access to the internal reports from the partners and will receive the project outputs. He/she will also be included in the e-mail correspondences for monitoring of the activity of the partners and will have access to the collaboration platform. The external evaluator will be responsible for giving feedback to the partners after each report has been received and for making recommendations that can be used for corrective actions to ensure best possible results.

Two external Quality Assurance Reports will be delivered by the external quality evaluator at the middle and six months prior to the end of the funding period of the project: one interim external evaluation report to be used for the project's Interim Report and for making improvements and one Final Quality Assurance Report before end of the funded period to be used for the project's Final Report. The external evaluator is furthermore expected to be available for virtual meetings with the coordination team and/or the whole consortium.

4.1.2. Profile of the external evaluator

The potential candidate should have a strong background in project related topics and objectives. He/she should demonstrate in his/her application that he/she has sound knowledge and understanding of the project topic and field of activity. Past experiences with projects addressing the projects' partner countries as well as involvement with National Authorities responsible for Higher Education are highly appreciated. Past experience conducting external evaluation or as reviewer is an asset. A candidate should also have excellent knowledge of English language (both verbal and written).

4.1.3. Responsibilities of the external evaluator

The main responsibilities of the external evaluator of the project will be to:

- Prepare an external evaluation plan along with the necessary questionnaires and documents, needed for the plan implementation;
- Consult the internal evaluation reports;
- Participate in at least one coordination meeting within the project;
- Prepare the evaluation reports, including recommendations to the partners for improvement of performance and overall assessment of the project implementation and impact.

5. Quality assurance plan

The development algorithm of the Quality Assurance Plan (QAP) for the DIGIWATER project is presented in Figure 1. To establish the algorithm, the recommendations of the following international standards were taken into account:

- **ISO 9000:2015: Quality management systems – Fundamentals and vocabulary;**
- **ISO 9001:2015: Quality management systems – Requirements;**
- **PDCA cycle (Plan – Do - Check – Act);**
- **ISO 10005:2018: Quality management – Guidelines for quality plans;**
- **ISO 10006:2017: Quality management – Guidelines for quality management in projects.**

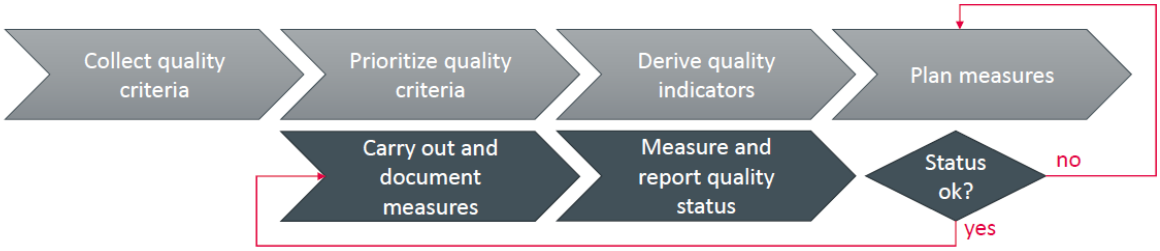


Figure 1. The QAP development algorithm for the DIGIWATER project

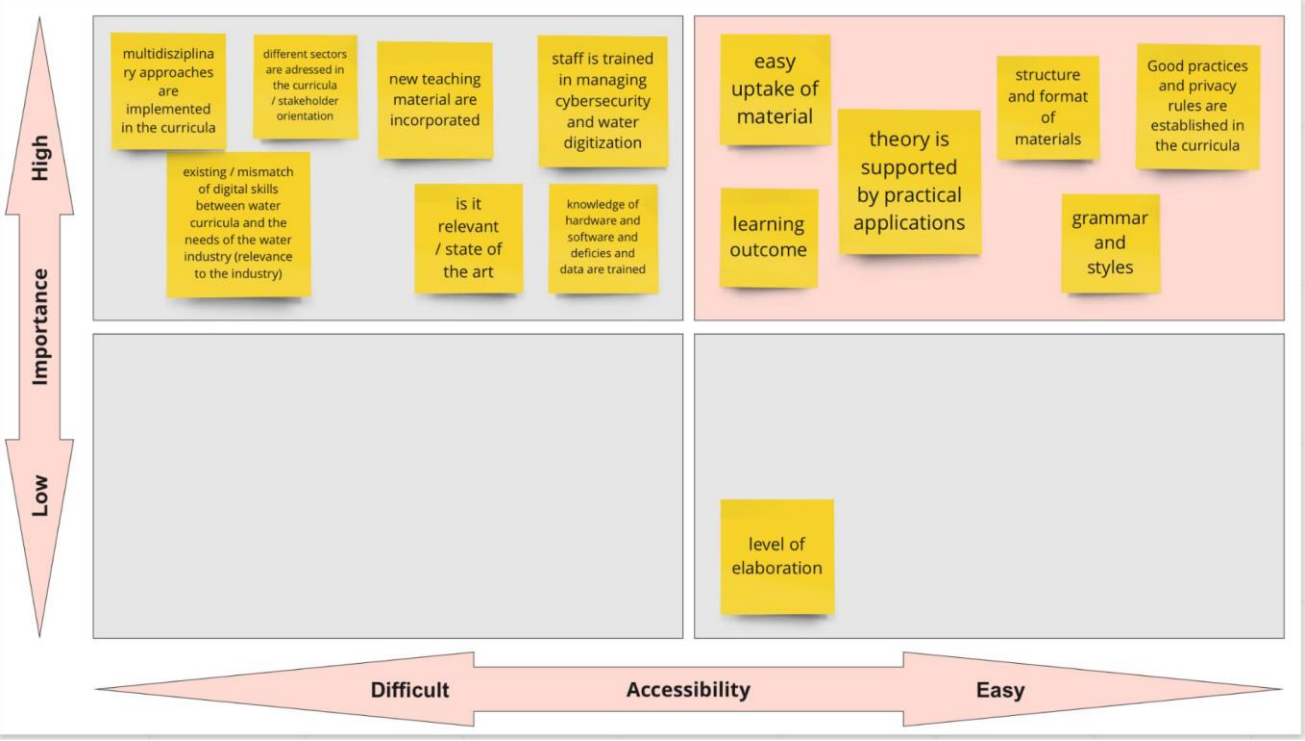
5.1. Algorithm steps – suggestions

Collecting quality criteria

(result of the first meeting and brainstorming)

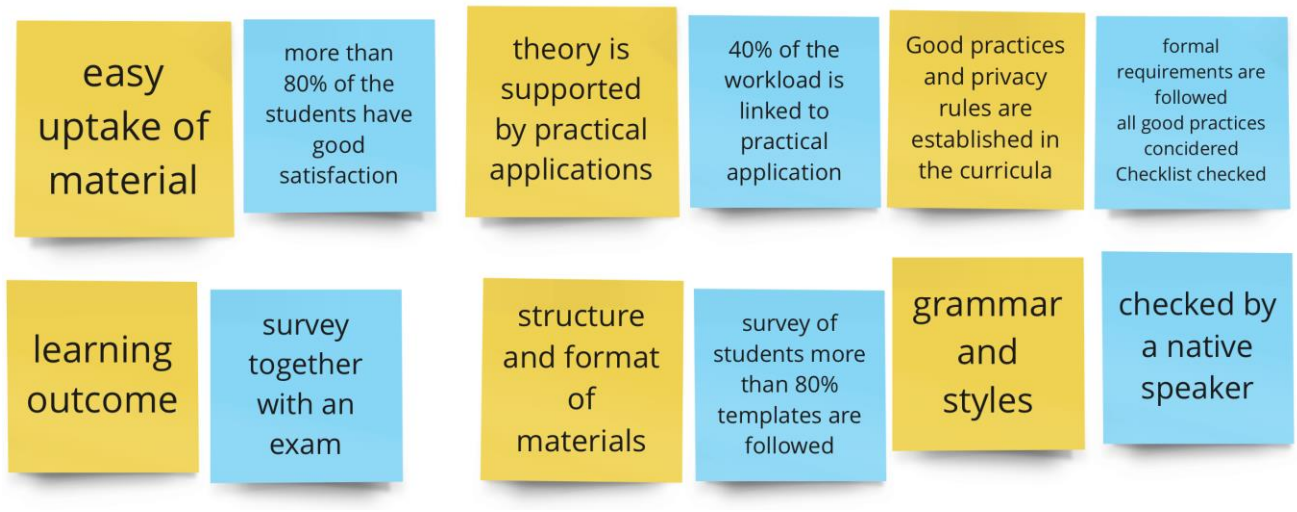
Prioritization of the quality criteria

(result of the first meeting and brainstorming)



Deriving quality indicator from the most important criteria

(result of the first meeting and brainstorming)



The Quality Assurance Plan (QAP) of the DIGIWATER project – developed based on the algorithm in Figure 1 – is presented in the following pages.

5.2. QUALITY ASSURANCE PLAN

DIGIWATER Project		Algorithm for the development and implementation of the project quality assurance plan - stages						
WP, Tasks, Results		*Stage 1 – Ensuring the quality of the actions taken within the project*						
		Definition/identification of criteria for assessing the quality	Prioritization of criteria for assessing the quality	Definition/identification of indicators for assessing the quality	Measures to improve quality indicators	Responsibles	Implementation deadlines	Feedback on the implementation of measures
WP1	T1.1	Definition of criteria for assessing the quality of information obtained as a result of the carried out surveys	Prioritization of criteria for assessing the subsequent logical organisation of the Roadmap (Digital Water Roadmap)	Definition of indicators for assessing the quality of information obtained as a result of the carried out surveys	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Marios Mouskoundis (IACO)	Weekly (during WP1)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	T1.2	Definition of criteria for assessing the quality of information as a result of the online workshops **"Water**	Prioritization of criteria for assessing the comparative analysis of the factors which	Definition of indicators for assessing the quality of information gathered during the online workshops **"Water**	Critical analysis of the achieved level of quality and proposal of measures to improve the	Susann Andersen (NMBU)	Weekly (during WP1)	Critical analysis of the way of implementing solutions for the improvement of

		digitalisation"	accelerate and block respectively the digitalization in the sector of water	**digitalisation"**	assessment process			the indicators for assessing the quality
	T1.3	Definition of criteria for assessing the quality of the Roadmap, obtained after performing the tasks from T1.1 and T1.2	Prioritization of criteria for assessing the quality to harmonize the Roadmap, as to satisfy the needs of the stakeholders	Definition of indicators for assessing the quality of the Roadmap based on the degree of fulfillment of the needs of the stakeholders	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Laurenţiu Luca (SmarTech)	Weekly (during WP1)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	R1.1	Definition of the criteria for assessing the quality of the stakeholders involvement in ensuring the success of the project	Prioritization of criteria for assessing the quality of the stakeholders involvement within the project by quantifying their needs in the field of digitalisation of the water	Definition of indicators for assessing the quality of the stakeholders involvement in ensuring the success of the project	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Marios Mouskoundis (IACO)	Monthly (during WP1)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality

			sector					
	R1.2	Definition of criteria for assessing the quality of SWOT analysis of factors claimed by the process of digitalisation of the water sector	Prioritization of criteria for assessing the quality of the performed SWOT analysis	Definition of indicators for assessing the quality of the performed SWOT analysis regarding the actions claimed within the project, to satisfy the needs of the stakeholders	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Susann Andersen (NMBU)	Monthly (during WP1)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	R1.3	Definition of criteria for assessing the quality of the estimated impact over industry and society as a result of the digitalisation of water sector	Prioritization of criteria for assessing the quality of the estimated impact, taking into account the innovation needs and the harmonization of digital skills claimed by the water sector	Definition of indicators for assessing the quality starting from the increase of the innovative spirit but also from the development of new professional and transversal skills claimed by the digitalisation of water sector	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Laurențiu Luca (SmarTech)	Monthly (during WP1)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
WP2	T2.1.1	Definition of criteria for assessing the quality of assets of the partners involved in the project	Prioritization of criteria for assessing the quality of assets of the partners to	Definition of indicators for assessing the quality of assets of the partners involved in the project	Critical analysis of the achieved level of quality and proposal of measures to improve the	Ion Voncilă (UGAL)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of

			accelerate the process of harmonization		assessment process			the indicators for assessing the quality and their re-harmonization
	T2.1.2	Definition of criteria for assessing the quality of the current curriculum and the level of collaboration between universities and companies with respect to the digitalisation of the water sector	Prioritization of criteria for assessing the quality of the current curriculum and the level of collaboration between universities and companies	Definition of indicators for assessing the quality of the current curriculum and the level of collaboration between universities and companies	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Laurenţiu Luca (SmarTech)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.1.3	Definition of criteria for assessing the quality of curriculum created/designed within the workshops	Prioritization of criteria for assessing the quality of curriculum created within the workshops	Definition of indicators for assessing the quality of the new created/designed curriculum within the workshops	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Mehmet Pasaoglu (ITU)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.1.4	Definition of criteria for assessing the	Prioritization of criteria for	Definition of indicators for assessing the	Critical analysis of the achieved	Ion Voncilă (UGAL)	Weekly (during WP2)	Critical analysis of the way to

		quality of the programmes intended for specific courses claimed by the project	assessing the quality of the programmes intended for specific courses claimed by the project	quality of the programmes intended for specific courses claimed by the project	level of quality and proposal of measures to improve the assessment process			implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.2.1	Definition of criteria for assessing the quality of course materials	Prioritization of criteria for assessing the quality of course materials	Definition of indicators for assessing the quality of course materials	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Martin Oldenburg (THOWL)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.2.2	Definition of criteria for assessing the quality of practical exercices adjacent to the course materials	Prioritization of criteria for assessing the quality of practical exercices adjacent to course materials	Definition of indicators for assessing the quality of practical exercices adjacent to the course materials	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Marios Mouskoundis (IACO)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and

								their re-harmonization
	T2.2.3	Definition of criteria for assessing the quality of teaching material as a result of the harmonization of the course with practical exercices	Prioritization of criteria for assessing the quality of teaching material as a result of the harmonization of the course with practical exercices	Definition of indicators for assessing the quality of teaching material as a result of the harmonization of the course with practical exercices	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Ion Voncilă (UGAL)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.2.4	Definition of criteria for assessing the quality of DIGIWATER e-learning platform architecture	Prioritization of criteria for assessing the quality of DIGIWATER e-learning platform architecture	Definition of indicators for assessing the quality of DIGIWATER e-learning platform architecture	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Alexis Yeratziotis (UCY)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.2.5	Definition of criteria for assessing the quality of the interactive instruments	Prioritization of criteria for assessing the quality of the interactive	Definition of indicators for assesing the quality of the interactive instruments developed on DIGIWATER e-	Critical analysis of the achieved level of quality and proposal of measures to	Alexis Yeratziotis (UCY)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the

		developed on DIGIWATER e-learning platform	instruments developed on DIGIWATER e-learning platform	learning platform	improve the assessment process			improvement of the indicators for assessing the quality and their re-harmonization
	T2.2.6	Definition of criteria for assessing the quality of the optimized platform as a result of the feedback received from the partners and students	Prioritization of criteria for assessing the quality of the optimized platform as a result of the feedback received from the partners and students	Definition of indicators for assessing the quality of the optimized platform as a result of the feedback received from the partners and students	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Alexis Yeratziotis (UCY)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.3.1	Definition of criteria for assessing the quality of the training process for trainers	Prioritization of criteria for assessing the quality of the training process for trainers	Definition of indicators for assessing the quality of the training process for trainers	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Daniel Plath (STEB)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.3.2	Definition of criteria	Prioritization	Definition of indicators	Critical analysis	Laurențiu	Weekly	Critical analysis

		for assessing the quality of trainings carried out within partner universities and companies	of criteria for assessing the quality of trainings carried out within partner universities and companies	for assessing the quality of trainings carried out within partner universities and companies	of the achieved level of quality and proposal of measures to improve the assessment process	Luca (SmarTech)	(during WP2)	of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.3.3	Definition of criteria for assessing the quality of open-education sessions	Prioritization of criteria for assessing the quality of open-education sessions	Definition of indicators for assessing the quality of open-education sessions	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Patrick Willems (KUL)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.3.4	Definition of criteria for assessing the quality of the process of testing the curriculum, realized – within the project – by the students	Prioritization of criteria for assessing the quality of the process of testing the curriculum, realized –	Definition of indicators for assessing the quality of the process of testing the curriculum, realized – within the project – by the students	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Susann Andersen (NMBU)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing

			within the project – by the students					the quality and their re-harmonization
	T2.3.5	Definition of criteria for assessing the quality of teaching material (course+execices) revised after the process of testing by students	Prioritization of criteria for assessing the quality of teaching material (course+execices) revised after the process of testing by students	Definition of indicators for assessing the quality of teaching material (course+execices) revised after the process of testing by students	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Patrick Willems (KUL)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	T2.3.6	Definition of criteria for assessing the quality of the accreditation and formalization of the study programmes and/or of the new resulted courses	Prioritization of criteria for assessing the quality of the accreditation and formalization of the study programmes and/or of the new resulted courses	Definition of indicators for assessing the quality of the accreditation and formalization of the study programmes and/or of the new resulted courses	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Martin Oldenburg (THOWL)	Weekly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.1.1	Definition of criteria for assessing the	Prioritization of criteria for	Definition of indicators for assessing the	Critical analysis of the achieved	Ion Voncilă (UGAL)	Monthly (during WP2)	Critical analysis of the way to

		quality of the ratio regarding the assets of the partners, of the level of collaboration between universities and companies	assessing the quality of the ratio regarding the assets of the partners, of the level of collaboration between universities and companies	quality of the ratio regarding the assets of the partners, of the level of collaboration between universities and companies	level of quality and proposal of measures to improve the assessment process			implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.1.2	Definition of criteria for assessing the quality of the ratio regarding the current curriculum and of the level of collaboration between universities and companies with respect to the digitalisation of the water sector	Prioritization of criteria for assessing the quality of the ratio regarding the current curriculum and of the level of collaboration between universities and companies with respect to the digitalisation of the water sector	Definition of indicators for assessing the quality of the ratio regarding the current curriculum and of the level of collaboration between universities and companies with respect to the digitalisation of the water sector	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Laurenţiu Luca (SmarTech)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.1.3	Definition of criteria for assessing the	Prioritization of criteria for	Definition of indicators for assessing the	Critical analysis of the achieved	Mehmet Pasaoglu	Monthly (during WP2)	Critical analysis of the way to

		quality of the ratio regarding the curriculum created/designed within the workshops	assessing the quality of the ratio regarding the curriculum created/designed within the workshops	quality of the ratio regarding the curriculum created/designed within the workshops	level of quality and proposal of measures to improve the assessment process	(ITU)		implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.1.4	Definition of criteria for assessing the quality of the ratio regarding the programmes intended for specific courses claimed by the project	Prioritization of criteria for assessing the quality of the ratio regarding the programmes intended for specific courses claimed by the project	Definition of indicators for assessing the quality of the ratio regarding the programmes intended for specific courses claimed by the project	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Ion Voncilă (UGAL)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.2.1	Definition of criteria for assessing the quality of the slides which contain the new realized courses	Prioritization of criteria for assessing the quality of the slides which contain the new realized courses	Definition of indicators for assessing the quality of the slides which contain the new realized courses	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Martin Oldenburg (THOWL)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and

								their re-harmonization
	R2.2.2	Definition of criteria for assessing the quality of gathering practical themes obtained within the project	Prioritization of criteria for assessing the quality of gathering practical themes obtained within the project	Definition of indicators for assessing the quality of gathering practical themes obtained within the project	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Marios Mouskoundis (IACO)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.2.3	Definition of criteria for assessing the quality of the harmonized compendium of teaching and learning materials	Prioritization of criteria for assessing the quality of the harmonized compendium of teaching and learning materials	Definition of indicators for assessing the quality of the harmonized compendium of teaching and learning materials	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Ion Voncilă (UGAL)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.2.4	Definition of criteria for assessing the quality of the ratio regarding the DIGIWATER e-	Prioritization of criteria for assessing the quality of the ratio regarding	Definition of indicators for assessing the quality of the ratio regarding the DIGIWATER e-learning	Critical analysis of the achieved level of quality and proposal of measures to	Alexis Yeratziotis (UCY)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the

		learning platform architecture	the DIGIWATER e-learning platform architecture	platform architecture	improve the assessment process			improvement of the indicators for assessing the quality and their re-harmonization
	R2.2.5	Definition of criteria for assessing the quality of the ratio regarding the educational resources developed on DIGIWATER e-learning platform	Prioritization of criteria for assessing the quality of the ratio regarding the educational resources developed on DIGIWATER e-learning platform	Definition of indicators for assessing the quality of the ratio regarding the educational resources developed on DIGIWATER e-learning platform	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Alexis Yeratziotis (UCY)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.2.6	Definition of criteria for assessing the quality of the ratio regarding the optimization of the e-learning platform as a result of the feedback received from partners and students	Prioritization of criteria for assessing the quality of the ratio regarding the optimization of the e-learning platform as a result of the feedback received from	Definition of indicators for assessing the quality of the ratio regarding the optimization of the e-learning platform as a result of the feedback received from partners and students	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Alexis Yeratziotis (UCY)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization

			partners and students					
	R2.3.1	Definition of criteria for assessing the quality of the ratio regarding the training process of the trainers	Prioritization of criteria for assessing the quality of the ratio regarding the training process of the trainers	Definition of indicators for assessing the quality of the ratio regarding the training process of the trainers	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Daniel Plath (STEB)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.3.2	Definition of criteria for assessing the quality of the ratio regarding the trainings carried out in partner universities and companies	Prioritization of criteria for assessing the quality of the ratio regarding the trainings carried out in partner universities and companies	Definition of indicators for assessing the quality of the ratio regarding the trainings carried out in partner universities and companies	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Laurențiu Luca (SmarTech)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.3.3	Definition of criteria for assessing the quality of the ratio regarding the open-education sessions	Prioritization of criteria for assessing the quality of the ratio regarding	Definition of indicators for assessing the quality of the ratio regarding the open-education sessions	Critical analysis of the achieved level of quality and proposal of measures to	Patrick Willems (KUL)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the

			the open-education sessions		improve the assessment process			improvement of the indicators for assessing the quality and their re-harmonization
	R2.3.4	Definition of criteria for assessing the quality of the ratio regarding the intensive courses organized within the project	Prioritization of criteria for assessing the quality of the ratio regarding the intensive courses organized within the project	Definition of indicators for assessing the quality of the ratio regarding the intensive courses organized within the project	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Susann Andersen (NMBU)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
	R2.3.5	Definition of criteria for assessing the quality of the ratio regarding the teaching material (course+exercices) revised after the process of testing by students	Prioritization of criteria for assessing the quality of the ratio regarding the teaching material (course+exercices) revised after the process of testing by	Definition of indicators for assessing the quality of the ratio regarding the teaching material (course+exercices) revised after the process of testing by students	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Patrick Willems (KUL)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization

			students					
	R2.3.6	Definition of criteria for assessing the quality of the ratio regarding the accreditation and formalization of the study programmes and/or of the new resulted courses	Prioritization of criteria for assessing the quality of the ratio regarding the accreditation and formalization of the study programmes and/or of the new resulted courses	Definition of indicators for assessing the quality of the ratio regarding the accreditation and formalization of the study programmes and/or of the new resulted courses	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Martin Oldenburg (THOWL)	Monthly (during WP2)	Critical analysis of the way to implement the solutions for the improvement of the indicators for assessing the quality and their re-harmonization
WP3	T3.1	Definition of criteria for assessing the quality of the workshop for designing the concepts on the digitalisation of the water industry	Prioritization of criteria for assessing the quality of the workshop for designing the concepts on the digitalisation of the water industry	Definition of indicators for assessing the quality of the workshop for designing the concepts on the digitalisation of the water industry	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Vincent Wolf (SumAqua)	Weekly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	T3.2.1	Definition of criteria for assessing the quality of the methods of	Prioritization of criteria for assessing the quality of the	Definition of indicators for assessing the quality of the methods of organizing the	Critical analysis of the achieved level of quality and proposal of	Mehmet Pasaoglu (ITU)	Weekly (during WP3)	Critical analysis of the way of implementing solutions for

		organizing the camps for innovation	methods of organizing the camps for innovation	camps for innovation	measures to improve the assessment process			the improvement of the indicators for assessing the quality
	T3.2.2	Definition of criteria for assessing the quality of the face-to-face camping claimed by the innovation of the processes specific to the digitalisation of water industry	Prioritization of criteria for assessing the quality of the face-to-face camping claimed by the innovation of the processes specific to the digitalisation of water industry	Definition of indicators for assessing the quality of the face-to-face camping claimed by the innovation of the processes specific to the digitalisation of water industry	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Mehmet Pasaoglu (ITU)	Weekly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	T3.2.3	Definition of criteria for assessing the quality of the 6-week session in order to realize viable prototypes claimed by the project	Prioritization of criteria for assessing the quality of the 6 week-session in order to realize viable prototypes claimed by the project	Definition of indicators for assessing the quality of the 6 week-session in order to realize viable prototypes claimed by the project	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Vincent Wolf (SumAqua)	Weekly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	T3.2.4	Definition of criteria for assessing the	Prioritization of criteria for	Definition of indicators for assessing the	Critical analysis of the achieved	Vincent Wolf (SumAqua)	Weekly (during WP3)	Critical analysis of the way of

		quality of the 6-month session related to the realization of a pilot project to improve the results in practice	assessing the quality of the 6-month session related to the realization of a pilot project to improve the results in practice	quality of the 6-month session related to the realization of a pilot project to improve the results in practice	level of quality and proposal of measures to improve the assessment process			implementing solutions for the improvement of the indicators for assessing the quality
	T3.3	Definition of criteria for assessing the quality of the realized prototypes based on the degree of satisfaction of the users requirements	Prioritization of criteria for assessing the quality of the realized prototypes based on the degree of satisfaction of the users requirements	Definition of indicators for assessing the quality of the realized prototypes based on the degree of satisfaction of the users requirements	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Mehmet Pasaoglu (ITU)	Weekly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	T3.4	Definition of criteria for assessing the quality of demonstrative cases developed together with the final users	Prioritization of criteria for assessing the quality of demonstrative cases developed together with the final users	Definition of indicators for assessing the quality of demonstrative cases developed together with the final users	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Patrick Willems (KUL)	Weekly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality

	R3.1	Definition of criteria for assessing the quality of the ratio which contains the concepts developed within the designing workshop	Prioritization of criteria for assessing the quality of the ratio which contains the concepts developed within the designing workshop	Definition of indicators for assessing the quality of the ratio which contains the concepts developed within the designing workshop	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Vincent Wolf (SumAqua)	Monthly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	R3.2.1	Definition of criteria for assessing the quality of the ratio which shows the organization plan of the camps for innovation	Prioritization of criteria for assessing the quality of the ratio which shows the organization plan of the camps for innovation	Definition of indicators for assessing the quality of the ratio which shows the organization plan of the camps for innovation	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Mehmet Pasaoglu (ITU)	Monthly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	R3.2.2	Definition of criteria for assessing the quality of the ratio which shows the results of participants interaction within the	Prioritization of criteria for assessing the quality of the ratio which shows the results of	Definition of indicators for assessing the quality of the ratio which shows the results of participants interaction within the camps for innovation	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment	Mehmet Pasaoglu (ITU)	Monthly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators

		camps for innovation	participants interaction within the camps for innovation		process			for assessing the quality
	R3.2.3	Definition of criteria for assessing the quality of the ratio which shows the prototypes obtained after the 6-week sessions of every camp for innovation	Prioritization of criteria for assessing the quality of the ratio which shows the prototypes obtained after the 6-week sessions of every camp for innovation	Definition of indicators for assessing the quality of the ratio which shows the prototypes obtained after the 6-week sessions of every camp for innovation	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Vincent Wolf (SumAqua)	Monthly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	R3.2.4	Definition of criteria for assessing the quality of the ratio which shows the prototypes obtained after the 6-month sessions (pilot projects) of every camp for innovation	Prioritization of criteria for assessing the quality of the ratio which shows the prototypes obtained after the 6-month sessions (pilot projects) of every camp for	Definition of indicators for assessing the quality of the ratio which shows the prototypes obtained after the 6-month sessions (pilot projects) of every camp for innovation	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Vincent Wolf (SumAqua)	Monthly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality

			innovation					
	R3.3	Definition of criteria for assessing the quality of the ratio which shows the usefulness and ease of exploitation of the realized prototypes	Prioritization of criteria for assessing the quality of the ratio which shows the usefulness and ease of exploitation of the realized prototypes	Definition of indicators for assessing the quality of the ratio which shows the usefulness and ease of exploitation of the realized prototypes	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Mehmet Pasaoglu (ITU)	Monthly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
	R3.4	Definition of criteria for assessing the quality of the ratio which contains demonstrative cases developed together with the final users	Prioritization of criteria for assessing the quality of the ratio which contains demonstrative cases developed together with the final users	Definition of indicators for assessing the quality of the ratio which contains demonstrative cases developed together with the final users	Critical analysis of the achieved level of quality and proposal of measures to improve the assessment process	Patrick Willems (KUL)	Monthly (during WP3)	Critical analysis of the way of implementing solutions for the improvement of the indicators for assessing the quality
DIGIWATERP project		***Stage 2 – Synergistic actions for checking the quality of the undertaken processes – Martin Oldenburg (THOWL) – half-yearly (during the project period)***						
DIGIWATERP project		***Stage 3 – Organizing inter-project coaching sessions to collect best practice and achieve a genuine exchange of experience – Martin Oldenburg (THOWL) – within the project meetings*** ***Final result – Best practice guidelines***						

Annex QAP1 Criteria for assessing the quality of the tasks

CRITERIA FOR ASSESSING THE QUALITY OF THE TASKS - EVALUATION LIST

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Work package	
Task name	
Date of review	
Reviewer's name and institution	

Criteria for assessing the quality of the tasks

DEFINITION OF CRITERIA					
Grading	**Very Poor**	**Poor**	**Good**	**Very Good**	**Excellent**
The task is *well organized* (consistency in terms of information conveyed)?	1	2	3	4	5
The task has an *open nature* (it enjoys flexibility offering the target groups the expression of the innovative spirit)?	1	2	3	4	5
The task has a *synergistic* character (giving the target groups the framework to develop cooperation processes in solving problems)?	1	2	3	4	5
The task has a *formative* character (giving the target groups the ability to continuously adapt to the demands of the market and the development of the individual)?	1	2	3	4	5
The task has a *constructal* character (giving the target groups the possibility of optimizing the possible ways to achieve the proposed objectives)?	1	2	3	4	5
Comment:					

Annex QAP2 Indicators for assessing the quality of the tasks

INDICATORS FOR ASSESSING THE QUALITY OF THE TASKS - EVALUATION LIST

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Work package	
Task name	
Date of review	
Reviewer's name and institution	

Indicators for assessing the quality of the tasks

DEFINITION OF INDICATORS					
Grading	**Very Poor**	**Poor**	**Good**	**Very Good**	**Excellent**
There is an algorithm for organizing the study problem (identification of target group needs, identification of potential solutions for the visualized needs)?	1	2	3	4	5
There is an algorithm for organizing the proposed solutions for implementation (to provide the target group with synergistic capacities, with innovative values, to satisfy the needs)?	1	2	3	4	5
There is an algorithm for implementing solutions with the highest level of applicability (from an economic and technical point of view)?	1	2	3	4	5
Comment:					

Annex QAP3 Indicators for assessing the quality of the deliverable

INDICATORS FOR ASSESSING THE QUALITY OF THE DELIVERABLE - EVALUATION LIST

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Work package	
Deliverable name	
Date of review	
Reviewer's name and institution	

Indicators for assessing the quality of the deliverable

DEFINITION OF INDICATORS					
Grading	**Very Poor**	**Poor**	**Good**	**Very Good**	**Excellent**
The deliverable *is well organized* (consistent in terms of circulated/centralized information)?	1	2	3	4	5
The deliverable *has an open character* (offering the possibility of opening new roads in solving the study problem)?	1	2	3	4	5
The deliverable *presents the synergy of facts* (solving specific problems through cooperative actions between the groups involved)?	1	2	3	4	5
The deliverable *has training values* (being a good practice guide, useful for the efficient education of the target groups)?	1	2	3	4	5
The deliverable *has a constructal character* (offering - through the ways proposed to solve the study problem - maximum accessibility in order to implement quickly and efficiently both from a technical and economic point of view)?	1	2	3	4	5
Comment:					

Annex QAP4 Deliverable evaluation list

DELIVERABLE EVALUATION LIST

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Work package	
Deliverable name	
Date of review	
Reviewer's name and institution	

FORMAT OF DELIVERABLE	**Yes**	**No**	**Comment**
Does the document meet the commitments from Application Form?			
Does the document contain: WP number, Deliverable name, Version, Author Name and Date?			
Does the document contain all the necessary official logos of the project and the Erasmus+ program?			
Does the document include a Table of Contents?			
Does the document use the fonts and paragraphs defined in the official template?			
Does the spelling, grammar etc. of the document is appropriate?			
Comment:			

CONTENTS OF DELIVERABLE					
Grading	**Very Poor**	**Poor**	**Good**	**Very Good**	**Excellent**
Clarity of the contents of the document	1	2	3	4	5
How does the content of the document match the description in the Application Form?	1	2	3	4	5
How is the treatment of the contents of the document regarding the required depth?	1	2	3	4	5
Comment:					

CONCLUSION			
	Yes	No	Comment
Document accepted; no changes required			
Document accepted but changes required			
Document not accepted; it must be reviewed after changes are implemented			

Annex QAP5 Event evaluation list

EVENT EVALUATION LIST

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Type of event	
Venue	
Date	
Organizer	

GENERAL ORGANIZATION OF THE EVENT

Grading	Very poor	Poor	Good	Very Good	Excellent
Logistic preparation and organization of the event	1	2	3	4	5
Content of the agenda	1	2	3	4	5
Arrangements of the event	1	2	3	4	5
Comment:					

GENERAL WORKING COMMUNICATION

Grading	Very poor	Poor	Good	Very Good	Excellent
Communication during the event	1	2	3	4	5
Duration and timetable of the event	1	2	3	4	5
Quality of materials provided during the event	1	2	3	4	5
Comment:					

OVERALL SUCCESS OF THE EVENT

Grading	Very poor	Poor	Good	Very Good	Excellent
Mode of reaching the decisions at the event	1	2	3	4	5
Opportunities to express your opinion and influence decisions	1	2	3	4	5
Assessing the fulfilment of expectations regarding event	1	2	3	4	5
Comment:					

Annex QAP6 Event report

EVENT REPORT

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Type of event	
Venue	
Date	
Organizer	
Reporting date	
Report author(s)	

Event description
with special reference to goals and outcomes

Number of participants at the event	
Number of institutions	
Description:	

Attachment

Agenda (pdf)	
Attendance list (pdf)	
Presentations (pdf)	
Other personal remarks	

* Please note that a few media files (photo, video or audio) should be attached to this document as an integral part of this report and uploaded together with this .doc file.

Problems encountered during the event preparation phase

Please add your comments, if any:

Strengths and limitations of the event (please include comments received)

Strengths of the event and contributions or activities by participants	
Suggestions for the improvement	
Comments	

Event details

Results of evaluation of the general organization of the event

Description
Figure

Results of evaluation of general working communication

Description
Figure

Results of evaluation of overall success of the event

Description
Figure

Please indicate your suggestions for further event's improvement:

_____
_____
_____
_____
_____