

PROJECT FOSTEX Deliverable

D.3.1. Quality and Evaluation Plan



Project acronym:	FOSTEX
Project full title:	Fostering innovation in the Jordan and Moroccan textile industry
Grant agreement no.:	598347-EPP-1-2018-1-ES-EPPKA2-CBHE-JP
Responsible partner for deliverable:	CRE.THI.DEV
Contributing partners:	
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Target Group(s):	Department / Faculty
Distribution level:	Partnership
Total number of pages:	20 + annexes
Version:	3
Language	English
Reviewed by:	Peer review
Status:	Final
Delivery date:	15/03/2019

Version control

Number	Date	Description
0.1	15/03/19	1st draft
0.2	26/03/19	Incorporating comments by the Coordinator
0.3	09/05/19	Intergrading project graphics
1	27/06/19	Reviewed version, incorporating comments by the partnership
2	11/07/19	Change of the Deliverable review process in line with the decisions made during the 2 nd Project Meeting
3	13/03/20	Amending ANNEX V

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Abbreviations and Acronyms

ACI	Amman Chamber of Industry
AEI TEXTIL	Associació Agrupació d'Empreses Innovadores Tèxtils
AMITH	Association Marocaine des Industries du Textile et l'Habillement
BAU	Al-Balqa Applied University
CIAPE	Centro Italiano per l'apprendimento permanente
CRE.THI.DEV	Creative Thinking Development
DK/NO	Don't know/ No opinion
EACEA	Education, Audiovisual and Culture Executive Agency
EC	European Commission
ESITH	Ecole Supérieure des Industries du Textile et de l'Habillement-
EQEC	External Quality and Evaluation Committee
EU	European Union
FOSTEX	Fostering innovation in the Jordan and Moroccan textile industry
GA	Grant Agreement
HEI	Higher Education Institution
ICT	Information and Communication Technologies
INCDTP	Institutul National de Cercetare - Dezvoltare pentru Textile si Pielarie
JUST	Jordan University of Science and Technology
MCI	Material Connexion Italia SRL
NA	Not applicable
PC	Project Coordinator
sit-rep	Situation report
QEP	Quality and Evaluation Plan
UH2C	University Hassan II de Casablanca
UNIWA	University of West Attica
UPC	Universitat Politècnica de Catalunya
WP	Work Package
WPL	Work Package Leader

1. Introduction

FOSTEX, is a project funded by the Erasmus+ Capacity Building for Higher Education programme aims at the establishment of two advanced textiles' centres in Jordan universities and upgrade textile centres in Morocco in order to promote the textile sector in these countries via: (1) boosting competitiveness by lowering production cost, increasing productivity, developing quality and design, and implementing international conformity certification; (2) maintaining and increasing the local market share and creating a stronger image of the “Made in Jordan” and “Made in Morocco” products in comparison to Chinese/Asian products; (3) supporting exports to surrounding markets,



mainly European, US and Arab markets; (4) exploring niche manufacturing opportunities (i.e. specialized products such as advanced/high end textiles) where the competitive advantage is not the price. The project also aims to create a link between University research and the textile sector that will foster innovation and the manufacturing of high value quality products.

The FOSTEX partnership is comprised by a total of 13 partners:

Table 1: FOSTEX partnership

P#	Organization name	Short name	Country
P1	Universitat Politècnica de Catalunya	UPC	Spain
P2	Associació Agrupació d'Empreses Innovadores Tèxtils	AEI TEXTIL	Spain
P3	University of West Attica	UNIWA	Greece
P4	Creative Thinking Development	CRE.THI.DEV	Greece
P5	Centro Italiano per l'apprendimento permanente	CIAPE	Italy
P6	Material Connexion Italia SRL	MCI	Italy
P7	Institutul National de Cercetare - Dezvoltare pentru Textile si Pielarie	INCDTP	Romania
P8	Jordan University of Science and Technology	JUST	Jordan
P9	Al-Balqa Applied University	BAU	Jordan
P10	Ecole Supérieure des Industries du Textile et de l'Habillement	ESITH	Morocco
P11	Amman Chamber of Industry	ACI	Jordan
P12	University Hassan II de Casablanca	UH2C	Morocco
P13	Association Marocaine des Industries du Textile et l'Habillement	AMITH	Morocco

The work-plan spans over 36 months and foresees 5 Work Packages:

Table 2: Work package reference number, type and title

WP#	Work package type	Title
WP1	Preparation	Research and state of the art
WP2	Development	Capacity building and setting up and upgrading of advanced textiles' canters
WP3	Quality Plan	Quality and evaluation
WP4	Dissemination & Exploitation	Dissemination and exploitation
WP5	Management	Project management and coordination

The Quality and Evaluation Plan (QEP) is being developed as part of WP3- to ensure the production of concrete and high-quality results in line with the project objectives and the activities described in the project's proposal.



In this context, the Quality will guide all partners on the evaluation and quality issues, by establishing a coherent set of guidelines by which all aspects of the project are managed and measured. It will be the use of these guidelines that will ensure better collaboration among the consortium members, individuals and groups, and will also ensure that the entire consortium is responsible for and engaged in the work that is produced by the project.

2. Aims and Objectives of the Quality Plan

This document is for internal use by the project team and will act as a guide for the internal quality management of the Project.

The main purpose of this Project Quality Plan is to describe the Quality Management procedures that the project team will follow in order to ensure, monitor and control the quality of all processes and deliverables produced during the FOSTEX project lifecycle. In particular:

- To clearly define the content, format, review and approval process of the project deliverables.
- To define the responsibilities of the project partners regarding those deliverables.
- To identify all the different tools and means to be applied throughout the project duration.
- To provide guidelines for adequate implementation and thereby assure that certain quality standards in the performance of our tasks are fulfilled.
- To define the quality requirements that must be obtained throughout the project lifecycle, those that the deliverables, actions and results must conform to.

3. Project Management Structure

The project management structure is analytically described in the Project Management Guide.

Within the scope of the Quality and Evaluation Plan, the following two additional structures are developed in line with the proposal and the decisions made during the kick-off meeting, described in the Minutes and discussed with the Project Officer of FOSTEX, Carla Giulietti.

3.1 The Quality Committee (QC)

In order to achieve the quality objectives of the project, a Quality Committee (QC), was formed during the kick-off meeting, and is composed of representatives from all partners, according to the following table.



Table 3: Project Quality Committee

Participant	Main representative	Email
P1-UPC	Mònica ARDANUY	monica.ardanuy@upc.edu
P2-AEI TEXTIL	Ariadna DETRELL	adetrell@textils.cat
P3-UNIWA	Georgios PRINIOTAKIS	gprin@uniwa.gr
P4-CRE.THI.DEV	Faye (Sofia) Plakantonaki	fplakantonaki@gmail.com
P5-CIAPE	Desiree Scalia	desiree.scalia@gmail.com
P6-MCI	Veronica Sarbach	vsarbach@materialconnexion.com
P7-INCDTP	Aileni Raluca Maria	raluca.maria.aileni@gmail.com
P8-JUST	Ruba Hasan	haruba2014@gmail.com hasanruba0@gmail.com
P9-BAU	Tariq Al Azab	tazab@bau.edu.jo
P10-ESITH	Omar Cherkaoui	omarcherkaoui61@gmail.com
P11-ACI	Fadel el Allabadi	fadel.labadi@aci.org.jo
P12- UH2C	Lynda Ouchaouka	lynda.ouchaouka@gmail.com
P13- AMITH	Rachid Chadili	rchadili@amith.org.ma

The duty of the QC is to monitor and evaluate the progress of the project and to ensure that all its activities are carried out properly according to the selected standards for Quality Assurance and ensuring proper execution of the project to achieve its objective.

3.2 External Quality and Evaluation Committee

In order to ensure a neutral review and a consistency assessment of the project deliverables versus project target groups' needs/expectations, an External Quality and Evaluation Committee (EQEC) will be composed. The kick-off-meeting's deliberation with the e-participation of the Project Officer Carla Giulietti concluded that the committee will be composed by at least two (2) members and preferably three (3) with the following structure/qualifications:

One EQEC member from EU selected by CRETHIDEV

Qualifications: Multiyear experience in European project management and quality management, Excellent knowledge of the Project's language (English).

EQEC members in Morocco and Jordan selected by the partners in the respective countries.

Qualifications: Extensive knowledge of the textile sector, Excellent knowledge of the Project's language (English).



According to the previous allocation of qualifications, the committee will possess both expertise in the textile sector as well as in the project management and quality management of EU funded projects. The EQEC will conduct constructive evaluation by working according to the terms set by the project QP and the Project Coordinator and will provide feedback and remarks on key deliverables as well as the overall progress of the project against project target groups' needs/expectations.

The members of the External Quality Committee will be proposed and selected by partners **P4-CRE.THI.DEV, partners in Jordan and partners in Morocco.**

As discussed at the kick-off meeting, the members of EQEC, will produce a separate **sit-rep** every 6 months after the development of the Quality and Evaluation Report by the partnership, and not the other way around-that is to give input for the report- as described in the project proposal. This change is in line with what it is expected from the EQEC, to make final remarks, suggestions and point out actions or decisions which are needed.

4. Quality Management Strategy

Ultimately, the extent to which the project has reached its objectives will be determined by the number of textile centres established or modernised and fully operational, in Jordan and in Morocco by the end of the project. However, before reaching this final stage, certain indicators of effectiveness must be determined in order to guarantee the reaching of the project goals and objectives, each of which is related to a certain standard (requirement or metric), a measure of the success in producing the project results with the desirable level of quality. These indicators are described in some detail in the Logical Framework Matrix of the project proposal.

Indicators are described from a qualitative and quantitative point of view from the perspectives of the overall implementation of the project and particular project objectives.

Quality will be measured by using tools such as the monitoring and evaluation questionnaires answered by all partners, as well as evidence collected during project activities.

In particular, during project execution, the quality of the project and its deliverables are measured against selected quality standards regarding:

- Project Processes, to ensure the involvement and alignment of all partners according to the topics and tools to measure effectiveness.
- Project Deliverables, to measure the degree of achievement of the expected results, both in qualitative and quantitative form.

For each project component, both project processes and deliverables, one or more indicators is set, accompanied by the relevant metrics, according to which compliance

is measured. The complete list of indicators and metrics is shown in the Quality Evaluation and Monitoring Table (see Annex I).

The quality plan of FOSTEX is based on the principle of plan-do-check-act in order to prevent and correct where necessary any issues that can undermine the quality of the project and its deliverables as well as in order to improve their performance.

PDCA (plan–do–check–act or plan–do–check–adjust) is an iterative four-step management method used in business for the control and continual improvement of processes and products, see figure below.

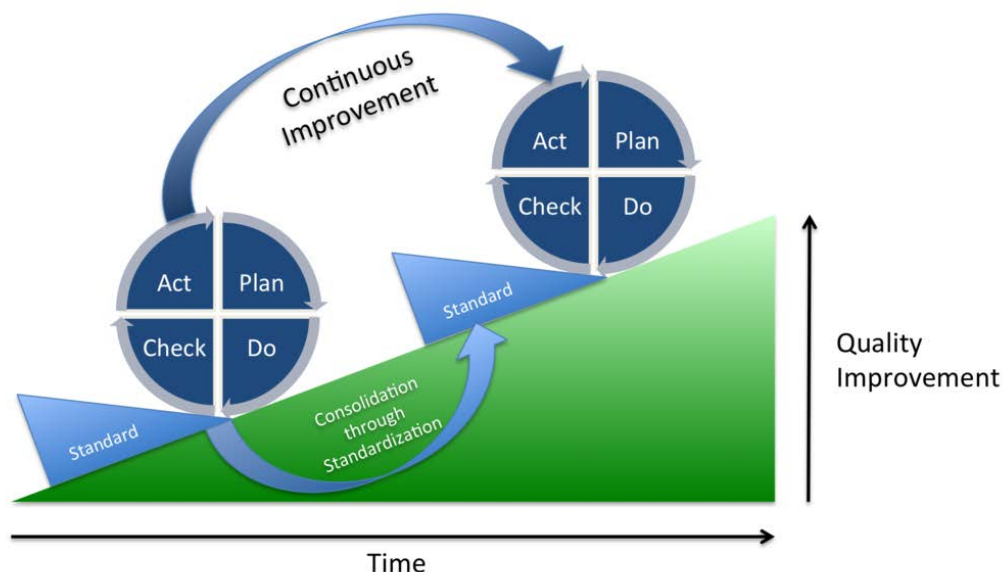


Figure 1. Continuous Quality Improvement with PDCA (Source: Johannes Vietze, 2013)

Plan

The planning phase involves assessing a current process or a new process and figuring out how it can be improved upon. Knowing what types of outputs are desired helps to develop a plan to fix the process. It is often easier to plan smaller changes during this phase so that they can be easily monitored, and the outputs are more predictable.

Do

The “do” phase allows the plan from the previous step to be enacted. Small changes are usually tested, and data is gathered to see how effective the change is.

Check

During the check phase, the data and results gathered from the do phase are evaluated. Data is compared to the expected outcomes to see any similarities and differences. The testing process is also evaluated to see if there were any changes



from the original test created during the planning phase. If the data is placed in a chart it can make it easier to see any trends if the PDCA cycle is conducted multiple times. This helps to see what changes work better than others, and if said changes can be improved as well.

Act

If the check phase shows that the plan phase which was implemented in do phase is an improvement to the prior standard (baseline), then that becomes the new standard (baseline) for how the consortium should act going forward (new standards are thus said to be enacted). On the other hand, if the check phase shows that the plan phase which was implemented in do phase is not an improvement, then the existing standard (baseline) will remain in place.

4.1 Project Management Metrics

Regarding the project management arrangements and progress, the following metrics are established:

- Efficiency of project management
- Adequacy of the internal communication process
- Efficient follow-up of the project progress
- Efficient time management
- Evaluation of progress
- Effectiveness
- Meetings
- Events

These are measured either on a six-month basis, using the data provided via the Progress Reports or after the implementation of the relevant actions, using satisfaction surveys (meetings, events, project progress).

4.2 Key Deliverable Metrics

Regarding the project deliverables, the following categories are evaluated:

- Documents
- Websites
- Trainings

Documents are evaluated against a set of criteria regarding completeness, relevance, thoroughness, clarity, format consistency, etc, before their finalization, so are the simple webpages for the dissemination of the project. The training of the trainees will be a satisfaction survey among trainees.

4.3 Project Quality Assurance

Project **Quality Assurance (QA)** is the measurement of the quality systems and processes to ensure the quality standards are met.

The project quality is assured through the monitoring and evaluation of the project processes that are used to develop the project activities and its deliverables.

The assessment and monitoring of the quality of the key project processes is analysed below and grouped according to the method of evaluation.

4.4 Quality of the project processes

The quality of the key project processes will be monitored and assessed through internal self-evaluation of the consortium by the project partners, according to table 4 below.

The evaluation is done by each partner, who must answer questions on a questionnaire with an assessment of the performance of the consortium and of the current state of the partnership. This internal evaluation will be performed 6 times during the lifecycle of the project, every six months. The QC will collect all the answers and support WP leader CRE.THI.DEV. to elaborate a progress report.

In case WPL, upon processing the results finds that one or more are below the expected performance, notifies the PC in order to set forth problem-solving procedures.

The average score should be more than 3 and scores ≥ 3 should represent more than 70% of the total. Scores less than this will require corrective actions by the partnership, led by the Project Coordinator.

Table 5. Process Quality

Project process	Quality indicator / criteria	Quality control activity	Frequency / Date of evaluation
Project management and internal communication	Efficient follow-up of the project progress and adequacy of the internal communication process	Evaluation of project management quality by the participants of the project (Internal evaluation form)	Every six (6) months
	Effective time management	Evaluation of progress through the Progress Reports integrated in the Quality and Evaluation Reports	Every six (6) months
	Both the above	EQEC's sit-rep	Every six (6) months



4.5 Quality of project deliverables

The deliverables of the FOSTEX project are classified into tangible ones (document based), such as:

- printed and/or electronic publications,
- manuals,
- reports,
- methodologies,
- guidelines,
- equipment,
- plans,
- minutes,
- handbooks,
- promotional material.

As well as intangible deliverables in the form of:

- meetings (partnership, stakeholders' or other),
- organized events (such as roundtables, trainings, conferences),
- established social media presence,
- site and collaboration e-platform.

A common quality expectation for all deliverables is their relevance to the project objectives, timely delivery according to the time-schedule agreed in the Project Management Guide/Gantt chart (WP5) and adequacy according to the quality criteria set out in the Evaluation and Monitoring Table, in conjunction with the information and indicators contained in the Logical Framework Matrix of the Proposal.

The key deliverables of the FOSTEX project as identified in Annex I (Evaluation and Monitoring Table), consisting of the results of the Work Packages, will be monitored according to the associated monitoring actions and assessed according to the quality indicators that are proposed.

It must be noted that the Evaluation and Monitoring Table includes only the outcomes for the FOSTEX project that are considered key for the effective evaluation of quality of the project results. Therefore, some outcomes of Work Package subtasks may not be included in the Table. However, in the regular quality reports that will be produced in the lifetime of the project, all aspects of the project will be evaluated, against the expressed goals and objectives of the project, as these have been expressed in the Application Form and the Grant Agreement.

4.5.1 Internal review/evaluation process for document deliverables

Tangible or document deliverables undergo an internal review process of evaluation by nominated reviewer(s), internal or external. ***In all cases, the reviewer(s) is/are person(s) not directly associated with the work carried out for the relevant task of the Work***



Package in question. The deliverables for which an internal review is required, as well as the reviewer(s) nominated for each deliverable are shown in annex I-Evaluation and Monitoring Table.

The review process is schematically shown below:

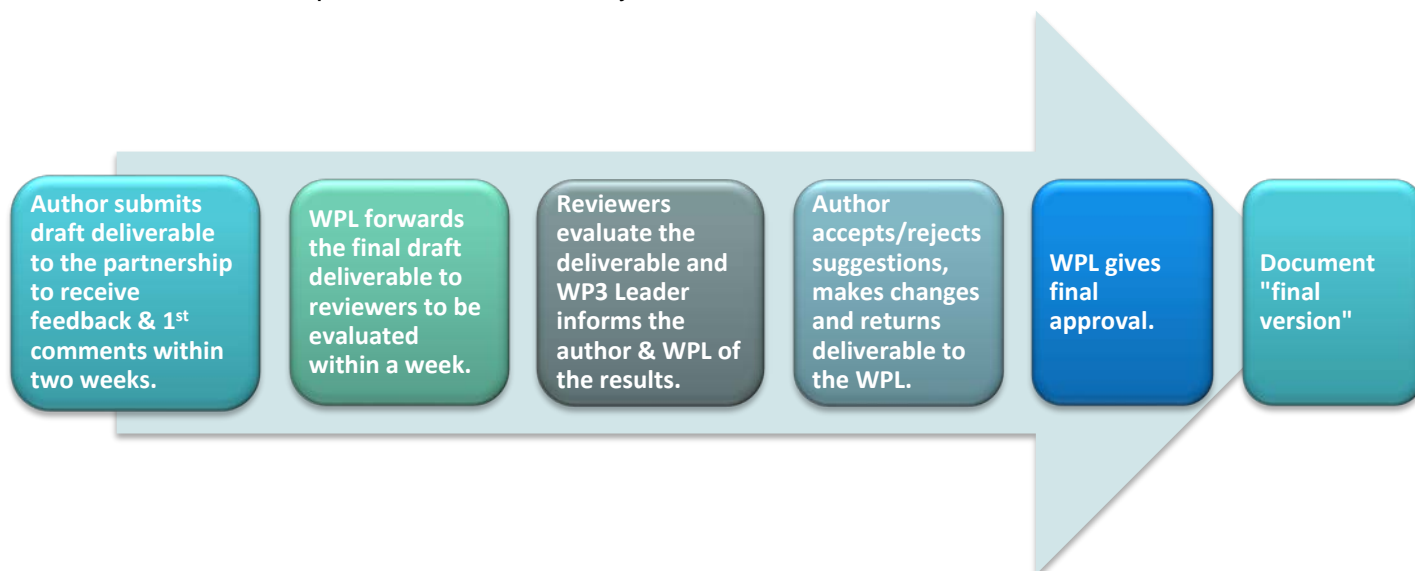


Figure 2. Review process

When a deliverable is finished, the author sends the “draft version” of the relevant document to the partnership through the use of the mailing list. As a first step, the partners examine the deliverable for its compliance with the **Document Template** and the general objectives of the project and then use standard communication methods to make comments and suggest corrections, additions and improvements to the author(s). this stage lasts 2 weeks. Then, it is sent to the reviewers according to the Evaluation and Monitoring Table who check it for its completeness, clarity and comprehensiveness, using the **Deliverable Evaluation** form.

The reviewers must verify whether the deliverable satisfies the requirements, description, or objective, identify problems and/or deviations from requirements and suggest improvements to the author.

Internal review evaluations should include the following information:

- General comments:
 - Thoroughness of contents
 - Correspondence to project objectives
- Specific comments:
 - Relevance
 - Format (layout, spelling, etc.)



- Suggested actions:
 - Changes that should be implemented
 - Missing information
 - Further improvements

The reviewers send the evaluation to the WP leader and the author who is then responsible for amending the document according to the review results, if needed.

The deliverable is considered accepted according to the answers gathered under section 4-Conclusions of the Deliverable Evaluation form and if the percentage of acceptance is more than 70% of the total. Scores less than this will require corrective actions by the partnership, led by the Project Coordinator.

Once the document is amended (if needed) its revised version is uploaded onto the on-line cloud space and an email including the link to the document is sent to all members of the consortium. The document that is finally approved takes the status of “final version/version 1” and is included as such in the Evaluation and Monitoring Table.

The overall review and finalisation process of the deliverable must be concluded within 21 days (3 weeks) of the posting of the first draft, unless there are justified extensions to this deadline.

4.5.2 Meeting and event evaluations

Meeting and event evaluations will be done by all participants. At the end of each meeting and event organized by and/or for the partnership, a relevant questionnaire will be completed by the participants. Standard questionnaires will be used, one for partner meetings (**Meeting Evaluation Form**) and one for events (**Event Evaluation Form**).

The partnership meeting questionnaires will be delivered using an online digital survey tool (Google forms) that allows respondents to remain anonymous in order to collect quantitative and qualitative data. At least 80% of the registered participants of the event must fill in a questionnaire to gain significant conclusions.

The event evaluations will be done on the spot using hardcopies of the standard document.

The questionnaires include closed questions (in a 5-point Likert scale) as well as open-ended questions for remarks, comments and suggestions.

A summary of the data collected, including suggestions for changes and improvements will be compiled and included in the upcoming Quality and Evaluation Report.

The meeting/event is considered successful if the average score is more than 3 and the percentage of scores ≥ 3 is more than 70% of the total answers. Scores less than this will require corrective actions by the partnership, led by the Project Coordinator.



4.5.3 Training evaluations

Evaluations for deliverables like training courses, seminars, practical training, etc shall be done by the trainees/participants, using the appropriate questionnaire **Training Evaluation Questionnaire** as shown in the Evaluation and Monitoring Table. The evaluations will be done on the spot, after the end of the trainings/seminars, using either hardcopies of the standard document or Google forms as an online digital survey tool, whatever is more practical depending the case.

The questionnaires include closed questions (in a 5-point Likert scale) as well as open-ended questions for remarks, comments and suggestions.

At least 70% of the registered participants of the training must fill in a questionnaire to gain significant conclusions.

A summary of the data collected, including suggestions for changes and improvements will be compiled and included in the upcoming Quality and Evaluation Report.

It is expected that the average score will be more than 3 and the percentage of scores ≥ 3 will be more than 70% of the total answers. Scores less than this will require corrective actions by the partnership, led by the Project Coordinator.

4.5.4 Other intangible deliverables

Other project deliverables, such as the FOSTEX website, the collaboration platform and the social media will be evaluated according the criteria set in the Evaluation and Monitoring table, with a focus on the overall quality of the deliverable and the usability and the added value to the final users.

In the case of the webpage and social media, the internal evaluation process includes receiving feedback through email exchange and then the Project Coordinator will verify the accomplishment and incorporation of the partner's comments in the next Progress Report. This review will take place after the creation of the relevant pages and it will suggest if needed corrective measures.

In the case of the collaboration platform, the online deliverable will be evaluated internally through the standard deliverable evaluation form. Once the on-line deliverable is approved, the task is closed, and the platform can go live for public use.

After a 6-month-operation period of the site and the collaboration platform, a simple pop-up evaluation window will be used to review the acceptance of the media by the users.

The web tools will be considered user-friendly if the average score is more than 3 out of 5 stars. An average score less than this will require corrective actions by the partnership, led by the Project Coordinator.



5. Quality Evaluation Table

Quality criteria and indicators to be achieved are in detail described in the Evaluation and Monitoring Table. This table identifies for all project's outputs

- The project deliverable-outcome subject to quality assurance.
- The quality standards and expectations for the output.
- The quality assurance activity – e.g., quality evaluations or reviews - that will be executed to monitor the output.
- How often or when the quality assurance activity will be performed.
- The organisation responsible for carrying out and reporting on the quality assurance activity.

The Evaluation and Monitoring Plan is depicted as Annex I.

6. Reporting

A monitoring mechanism facilitated by a 6-Month Quality and Evaluation Report will be established, providing a consolidated status of the project.

The information required for the evaluation compilation of the PR of the project shall be provided by the partners and WP leaders using the Progress Evaluation Form (annex VII), the Internal Evaluation Form (annex II) and all other forms distributed during the previous six-month-period.

The Evaluation and Monitoring Table will serve also as a Monitoring Tool for the collection of information about the status of processes and deliverables with regard to their quality characteristics.

The report will be submitted by the WP3 leader, after the collection of all appropriate data representing the work done in the previous period with a 15 days' timeframe to submit the compiled Quality and Evaluation Report.

7. Document Control

7.1 Document Storage and Accessibility

In line with project proposal and the Contact and Communication Information of the Management Guide, the Project is going to have a shared private platform available for all partners. Google Drive was selected as such during the kick-off meeting.

All partners will have access (for reading) to all documents and editing rights will be given by the PC according to the project's needs. The structure of the repository on the tool is the responsibility of the Project Coordinator.



7.2 Document Format-Filename

All documents essential to the progress of the project must be named using their title, version number, status (draft or final) and the relevant code of the deliverable.

Due to the various types of documents that will be produced in this project, a filename conversion is necessary in order to ease their archiving in the project internal management system and repository.

The following rules will be applied according to the type of document:

Deliverables: DX.X Title_FOSTEX _vxx

D: Deliverable, X.X: number according to project description, xx version number

Deliverable Presentations: P_DX.X Title_FOSTEX _vxx

P: Presentation, D: Deliverable, X.X: number according to project description, xx version number

Draft versions: 0.x (decimal numbers: v0.1, v0.2 etc)

Final versions: x (integers: v1, v2, etc).

WP Presentations: P_WPX.X Title_FOSTEX _vxx

Where, P: Presentation, X.X: WP number according to project description, xx version number

Draft versions of the document use decimal numbers (v0.1, v0.2 etc) while final versions of the document use integers (v1, v2, etc).

In case a deliverable exists in more than one language then the language code will be added at the end.

e.g. D3.1 Quality Plan_FOSTEX_v0.1_EN

All documents will be saved in MS Word, MS Excel or MS PowerPoint compatible or pdf file types. A template (including font, built-in header, footer, page numbers, etc.) to be used for the creation of Word documents is included in the annexes.

The templates of the documents to be used for the peer evaluation of deliverables, meeting evaluations, event evaluations shall also be placed in the Quality Management folder in the common folder of the project.

Documents or other material that is addressed to the public (informative material, brochures, leaflets, posters, presentations, website, DVDs etc) must bear appropriate logos and disclaimers, according to EC projects visual identity requirements.

All produced documents will be assigned a distribution/access level: Partnership (Confidential), or Public.

7.3 Exchange of Documents

All documents and computer data files should be stored as much as possible in the Project's dedicated Google Drive. Partners should notify via e-mail when a file has been added or changed.

8. Communication and management related activities and tools

Communication between the members of the consortium, between the PC and the Executive Agency and between the PC and the European Commission is very crucial for the successful implementation of FOSTEX project.

Schedule control is responsibility of the PC and Work Package/activity leaders. Changes from the initial planning will be documented in the progress reports with proper justifications.

Day by day communication among the members of the partnership is conducted using e-mail. Skype meetings are done when deemed necessary to complement the main mode of communication, e.g. if persons external to the partnership are involved or if face-to-face communication is necessary to increase efficiency. For emails, for the avoidance of any confusion, special attention should be paid to the clear drafting of the subject of the e-mail.

In general, all information relevant to the project is posted to the relevant area

External communication with the Executive Agency for ERASMUS+ and with the European Commission is the responsibility only of the PC. This communication takes place mainly by e-mail, telephone conversations and face-to-face discussions when it is needed.

The main communication tools are summarised in the following table:

Tool	Type of communication
Google Drive	Document repository tool
e-mail	The main form of communication
Telephone/what'up/Viber	Urgent communication
Meetings	Scheduled meetings for project management and technical workshops



8.1 Meetings

Meetings are important to ensure the progress of and to maintain the technical and social relationships among the partners in the project and they take place in accordance with the “Regular Meetings Calendar” of the Management Guide.

During project meetings, the work already done will be presented, jointly reviewed, and - when necessary - possible steps for improvements agreed. Having the necessary information at certain points in time on actual variances against the planning, it allows to decide suitable corrective/preventive actions when detecting lacks or gaps related to the project scheduling and/or planning. The measures decided after analysing the associated risks (in delays, additional costs, overall implications), are to assure that the project meets the declared project objectives and targets, and produces the foreseen results, according to the project planning.

Each meeting should be attended by preferably the same team of project participants in order to assure smooth project execution. As it has been recommended by the EACEA on the Grant Holders meeting, well balance across generation participation is most welcome. The preparation and distribution of the agenda is described under subheading “3.6 Regular Meetings Calendar” of the Management Guide. During the meeting a list of the project participants must be signed. Elaboration and acceptance of the minutes of the meetings is described under subheading “3.7 Minutes of the Meetings” of the Management Guide. After their acceptance the minutes will be stored at the relevant folder of the Google drive.

Decisions in partner meetings will be made based on simple majority should consensus not be reached. If the distribution of votes is even, the PC vote decides.

9. Conflict Resolution

In the course of the project, partners will have to agree on and develop specific outputs. Usually, agreement is first reached through regular contact, followed by official confirmation via electronic mail, letter or minutes. For important issues, agreement may be a report to be signed by those responsible for decisions. Non-technical factors such as resource allocation and contractual terms also need to be agreed and documented in writing.

The Project Coordinator should immediately take action if potential conflict situations arise. Technical issues/conflicts within contractual commitments that do not involve a change of contract, a change of budget and/or a change of resources/overall focus will be discussed/solved by the Project Coordinator. Decisions will be normally taken through consensus. However, after a reasonable amount of time has passed for illustration and defence of conflicting positions, in order to avoid deadlock in project operational progress, the approval by a two-third majority of partners will be sufficient.



If the decision being taken is unacceptable to partners found in the minority positions, then the Project Coordinator has to call a Steering Committee meeting to vote it out and in case of a tie cast the decisive vote.

Major conflicts requiring change of contract will be discussed at managerial level. If no resolution is possible, then the standard Red-Flag procedure will be used as last resort. The Project Coordinator has to inform the partners in writing of any decisions to enforce a final solution by majority vote at least one week in advance. In addition, the PC will inform the Executive Agency in writing and discuss the topics with the Agency before a final decision is made. Any changes regarding budget/contractual issues will be reported to the Agency and occur upon approval only.

10. Annexes

Annex I: Quality Evaluation & Monitoring Table

Annex II: Internal Evaluation Form

Annex III: Meeting Evaluation Form

Annex IV: Event Evaluation Form



Annex V: Deliverable Evaluation Form

Annex VI: Training Course Evaluation Form

Annex VII: Progress Evaluation Form

Annex VIII: Document Template

Annex IX: Presentation Template

 Project No - 598347-EPP-1-2018-1-ES-EPPKA2-CBHE-JP									Co-funded by the Erasmus+ Programme of the European Union 			
WP#	Deliverable description	Type of deliverable	Due date	Partner(s) involved in WP	Quantitative indicators	Quality indicator/criteria	Reviewer	Tools	Type of Review (Internal/ External)	Frequency /dates of evaluation	Date of delivery	Status
WP1	PREPARATION (research and state of the art)			JUST								
WP1.1	Methodology Pack	Document	14-04-19	JUST	1 Methodology Pack created	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CRETHIDEV, CIAPE, MCI, INCOTP, BAU, ESITH, ACI, UH2C, AMITH	Deliverable evaluation form	internal	after delivery		
WP1.2	National Research reports	Document	14-09-19	JUST, UH2C, ACI, AMITH	2 Research reports developed (1 for Jordan and 1 for Morocco) 40 questionnaires from staff of the future textiles centers, collected and analyzed, 40 questionnaires from experts, 20 participants for the focus groups	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CRETHIDEV, CIAPE, MCI, INCOTP, BAU, ESITH	Deliverable evaluation form	internal	after delivery		
WP1.3	EU Best practices and success experience database	Document	14-10-19	INCOTP, UNIWA	10 best practices collected and analysed 1 Database with EU best practices	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, CRETHIDEV, CIAPE, MCI, JUST, BAU, ESITH, ACI, UH2C, AMITH	Deliverable evaluation form	internal	after delivery		
WP1.4	Cross-country research report	Document	14-12-19	JUST	1 Final (cross-country) research report created	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CRETHIDEV, CIAPE, MCI, INCOTP, BAU, ESITH, ACI, UH2C, AMITH	Deliverable evaluation form	internal	after delivery		
WP2	DEVELOPMENT (capacity building, setting up/upgrading of the centres)			ESITH								
WP2.1	Training toolkit	e-document /folder	14-02-20	UNIWA, support from INCOTP, UPC	Structure of the toolkit for the capacity building	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
			14-05-20	UNIWA, support from all partners	Training content integrated in the toolkit 1 toolkit created	Acceptance by reviewers (section 5-Deliverable evaluation form)	All partners will evaluate topics they have not developed	Deliverable evaluation form				
WP2.2	Capacity building programme report		14-11-20	UNIWA, UPC, INCOTP, CRE.THI.DEV., AEI TEXTILS (visits)	1 Capacity building session implemented	Accomplishment	Project Coordinator	Progress Report	internal	after training		
		Trainings	31-10-20	UNIWA, UPC, INCOTP, AEI TEXTILS (visits)	15-day training held 2 visits to research centers 2 visits to innovative textile companies 12 members of partner countries staff trained	Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Trainees	1. Progress Report 2. Training Course Evaluation Form 3. Participants list	internal	after training		
		Document	14-11-20	CRE.THI.DEV, support from UPC	1 Report about the capacity building for each session created	Acceptance by reviewers (section 5-Deliverable evaluation form)	CIAPE, MCI, JUST, BAU, ESITH, ACI, UH2C, AMITH	Deliverable evaluation form	internal	after delivery		
	Synergetic meetings between EU textile industry experts and HEIs and companies from Jordan and Morocco	Events	14-01-22	AEI TEXTILS with support from CIAPE	1 meeting in Jordan 1 meeting in Morocco	Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Partishipants	Event evaluation form (hard copy)	external	after the event		

WP#	Deliverable description	Type of deliverable	Due date	Partner(s) involved in WP	Quantitative indicators	Quality indicator/criteria	Reviewer	Tools	Type of Review (Internal/ External)	Frequency /dates of evaluation	Date of delivery	Status
WP2.3	Equipment for each textile center		14-01-21	BAU, JUST, ESITH, UH2C, support UNIWA and INCOTP	8 textiles testing equipment and devices procured, delivered and installed	1.Stage of procurement 2.Level of accomplishment	Project Coordinator	1. Publication of Procurement 2.Purchase proofs	internal	1.after publication 2.after delivery		
WP2.4	Advanced textile centers' services		14-03-21	CRE.THI.DEV, INCOTP, UNIWA support with ACI and AMITH	4 Centers' services organised and set up	Accomplishment	1.Project Coordinator 2.EQEC members in patner countries	1.Progress Report 2. Sit-rep	1.internal 2.external	1.14/07/2021 2.after accomplishment		
		Content	14-06-21	CRE.THI.DEV, INCOTP, UNIWA support with ACI and AMITH	4 brochures with services for each textile center produced 4x200 copies printed	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, CIAPE, MCI, JUST, BAU, ESITH, UH2C	Deliverable evaluation form	internal	after delivery		
WP2.5	Country-specific entrepreneurial plan	Document	14-12-20	AEI TEXTILS with support from AMITH and ACI	2 Entrepreneurial plans created	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, UNIWA, CRETHIDEV, CIAPE, MCI, INCOTP, JUST, BAU, ESITH, UH2C	Deliverable evaluation form	internal	after delivery		
WP2.6	Pilot test reports	Sessions	14-10-21	JUST, BAU, ESITH, UH2C	4 pilot sessions for the Textiles centers	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
		Document	14-10-21	ESITH,support UNIWA and INCOTP	4 pilot reports drafted for each pilot session	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, , CRETHIDEV, CIAPE, MCI, ACI, AMITH	Deliverable evaluation form	internal	after delivery		
WP2.7	Collaboration platform	Platform/webs ite	14-11-21	ESITH, BAU, MCI	1 Collaboration platform developed	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CRETHIDEV, CIAPE, INCOTP, JUST, ACI, UH2C, AMITH	Deliverable acceptance sheet	internal	after delivery		
					> 50 users subscribed on the platform at the end of the project	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
					15 evaluations by users	Average score >3 stars out of 5	Users	Pop-up evaluation window	external	6 months after operation start		
WP2.8	Report on synergy from EU advanced textile experts training masterclasses	Sessions	14-09-21	AEI TEXTILS with support from CIAPE, ACI, AMITH, ESITH and JUST	1 masterclass held in Jordan 1 masterclass held in Morocco	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
		Document	14-09-21	AEI TEXTILS with support from CIAPE, ACI, AMITH, ESITH and JUST	1 report consening Jordan 1 report consening Morocco	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, UNIWA, MCI, INCOTP, BAU, UH2C, CRETIDEV	Deliverable acceptance sheet	internal	after delivery		
WP3				QUALITY PLAN (quality and evaluation)								
WP3.1	Quality and evaluation Plan	Document	15-03-19	CRE.THI.DEV	1 Quality Plan developed	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CIAPE, MCI, INCOTP, JUST, BAU, ESITH, ACI, UH2C, AMITH	Deliverable evaluation form	internal	after delivery		
WP3.2	Quality and evaluation Reports	Document	14/7/2019, 14/1/2020, 14/7/2020 , 14/1/2021, 14/7/2021, 14/1/2022	CRE.THI.DEV, UPC	6 Quality & Evaluation reports produced	Accomplishment, no issues	External Quality and Evaluation Committee	Sit-rep	external	after delivery		
WP4				DISSEMINATION & EXPLOITATION								
WP4.1	Dissemination and Exploitation Plan	Document	14-04-19	CIAPE	1 Dissemination and Exploitation Plan produced	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CRETHIDEV, MCI, INCOTP, JUST, BAU, ESITH, ACI, UH2C, AMITH	Deliverable evaluation form	internal	after delivery		

WP#	Deliverable description	Type of deliverable	Due date	Partner(s) involved in WP	Quantitative indicators	Quality indicator/criteria	Reviewer	Tools	Type of Review (Internal/ External)	Frequency /dates of evaluation	Date of delivery	Status
WP4.2	Data base for contacts & Mailing	Database	14-06-19	CIAPE, JUST, BAU, ESITH, ACI, UH2C, AMITH, MCI (text for mailing)	100 contacts per partner for the contacts in Jordan & Morocco 600 contacts in total	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
WP4.3	Project website and online collaterals	Platform/website	14-07-19	MCI, UPC	1 project website	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
					15 evaluations by users	Average score >3 stars out of 5	Users	Pop-up evaluation window	external	6 months after operation start		
			14-07-19	CIAPE, MCI	1 FB page	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
			14-07-19	CIAPE, MCI	1 twitter page	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
			14-10-20	CIAPE, MCI	Project website/social networks: 500 followers	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
			01/7/2019, 01/1/2020, 01/7/2020, 01/1/2021, 01/7/2021, 01/1/2022	ACI	1. 6 newsletters issued 2. 600 people reached per newsletter's edition	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
WP4.4	Dissemination material-look&feel	Document	14-08-19	MCI	1 logo 1 graphic identity	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CRETHIDEV, CIAPE, INCOTP, JUST, BAU, ESITH, ACI, UH2C, AMITH	Deliverable evaluation form	internal	after delivery		
WP4.4	Dissemination material-leaflet & press pack	Graphic design + content	14-08-19	MCI	Graphic design for leaflets & press pack text on the leaflet	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CRETHIDEV, CIAPE, INCOTP, JUST, BAU, ESITH, ACI, UH2C, AMITH	Deliverable evaluation form	internal	after delivery		
			14-08-19	All partners	300 printed copies of leaflets	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
WP4.5	Sustainable business model for textile centres	Document	14-12-21	AEI TEXTILS, CIAPE, ACI, AMITH	Sustainable business model for Textile centers produced	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, UNIWA, CRETHIDEV, MCI, INCOTP, JUST, BAU, ESITH, UH2C	Deliverable evaluation form	internal	after delivery		
WP4.6	Background papers	Document	14-04-20	AMITH and ACI, support from AEI TEXTILS, CIAPE	2 Background papers for the Roundtables-one for Jordan and one for Morocco	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, UNIWA, CRETHIDEV, MCI, INCOTP, JUST, BAU, ESITH, UH2C	Deliverable evaluation form	internal	after delivery		
WP4.7	Roundtables "Advanced Textiles' centers development and Investment promotion for inclusive and sustainable growth in Jordan" and "Advanced Textiles' centers development and Investment promotion for inclusive and sustainable growth in Morocco"	Events	14-03-21	AMITH, ACI, support from AEI TEXTILS	1 Roundtable in Jordan 1 Roundtable in Morocco 30 people participating in each round table	Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Participants	1.Event Evaluation Form 2. Participants list	internal	after the event		
WP4.8	Roundtables "Driving innovation and entrepreneurship in advanced textiles"	Events	14-03-21	ACI, AMITH, support from AEI TEXTILS	1 Roundtable in Jordan 1 Roundtable in Morocco 30 people participating in each round table	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Participants	1.Event Evaluation Form 2. Partishants list	internal	after the event		

WP#	Deliverable description	Type of deliverable	Due date	Partner(s) involved in WP	Quantitative indicators	Quality indicator/criteria	Reviewer	Tools	Type of Review (Internal/ External)	Frequency /dates of evaluation	Date of delivery	Status
WP4.9	Recommendations “How advanced textiles’ centers are useful for the economic development of the region”	Document	14-10-21	CIAPE, AEI TEXTILS, ACI, MITH	1 Recommendations paper	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	UPC, UNIWA, CRETHIDEV, MCI, INCOTP, JUST, BAU, ESITH, UH2C	Deliverable evaluation form	internal	after delivery		
					100 recommendations printed	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
WP4.10	Follow up to the recommendations	Document	14-01-22	ACI, MITH, CIAPE, AEI TEXTILS	1 follow up report in Jordan 1 follow up report in Morocco	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	UPC, UNIWA, CRETHIDEV, MCI, INCOTP, JUST, BAU, ESITH, UH2C	Deliverable evaluation form	internal	after delivery		
WP4.11	Interim Conference in Morocco	Events	14-03-21	ESITH, UH2C, AMITH, CIAPE, JUST	1 Interim conference organized and implemented in Morocco 100 people participating in the interim conference	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Event Participants	Event evaluation form (hard copy)	internal	after event		
WP4.12	Final conference	Events	14-01-22	JUST, BAU, ACI, CIAPE, UPC	1 Final conference organized and implemented in Jordan 100 people participating in the final conference	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Event Participants	Event evaluation form (hard copy)	internal	after event		
WP5	MANAGEMENT			UPC								
WP5	Transverse: management activities for the project	Process			Effectiveness and progress of management	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	All partners	Internal evaluation form	internal	every 6 months		
WP5.1	Project Management Guide	Document	15-02-19	UPC	1 Management Plan developed	Acceptance by reviewers (section 5-Deliverable evaluation form)	AEI TEXTILS, UNIWA, CRETHIDEV, CIAPE, MCI, INCOTP, JUST, BAU, ESITH, ACI, UH2C, AMITH	Deliverable acceptance sheet	internal	after delivery		
WP5.2	Interim Report	On-line submission document	14-07-20	UPC, all partners	1 Interim Report produced	Acceptance by EACEA, rating >65	EACEA	Education participants portal, project's outputs	external	14-07-20		
WP5.3	Final Report	On-line submission document	15-01-22	UPC, all partners	1 Final Report produced	Acceptance by EACEA, rating >50	EACEA	Education participants portal, project's outputs	external	15-01-22		
WP5.4	Kickoff meeting	Meeting	14-02-19		Meeting successfully performed	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Meeting participants	Meeting Evaluation Form	internal	Next Quality and Evaluation report		
WP5.5	2nd meeting	Meeting	14-07-19		Meeting successfully performed	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Meeting participants	Meeting Evaluation Form	internal	Next Quality and Evaluation report		
WP5.6	3rd meeting	Meeting	14-12-19		Meeting successfully performed	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Meeting participants	Meeting Evaluation Form	internal	Next Quality and Evaluation report		
WP5.7	4th meeting	Meeting	14-05-20		Meeting successfully performed	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Meeting participants	Meeting Evaluation Form	internal	Next Quality and Evaluation report		
WP5.8	5th meeting	Meeting	14-10-20		Meeting successfully performed	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Meeting participants	Meeting Evaluation Form	internal	Next Quality and Evaluation report		
WP5.9	6th meeting	Meeting	14-03-21		Meeting successfully performed	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Meeting participants	Meeting Evaluation Form	internal	Next Quality and Evaluation report		
WP5.10	6th meeting	Meeting	14-08-21		Meeting successfully performed	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Meeting participants	Meeting Evaluation Form	internal	Next Quality and Evaluation report		

WP#	Deliverable description	Type of deliverable	Due date	Partner(s) involved in WP	Quantitative indicators	Quality indicator/criteria	Reviewer	Tools	Type of Review (Internal/ External)	Frequency /dates of evaluation	Date of delivery	Status
WP5.11	Final meeting	Meeting	14-01-22		Meeting successfully performed	Satisfaction: Average score >3 and percentage of scores ≥ 3 more than 70% of the total answers	Meeting participants	Meeting Evaluation Form	internal	Next Quality and Evaluation report		



Internal Project Evaluation Form

Date of Evaluation:	
Evaluation by (Name & Organization):	

Please answer each question with a grade between 1-5, where 1 is Poor and 5 is Excellent.

How do you evaluate....		1	2	3	4	5
1.	The extent to which the consortium commits time and resources as required by the Work Plan?					
2.	The consortium's efficiency to resolve problems?					
3.	The effectiveness and clarity of the communication among the partners and the Project Coordinator?					
4.	The commitment and proportionate involvement of all partners?					
5.	The arrangements for the implementation of the work packages and the administration of budgets?					
6.	The effectiveness of the project co-ordination?					
7.	The professional competence and commitment displayed by the Project Coordinator?					
8.	The quality of the relationship among the partners and team-development?					
9.	The quality of the project monitoring and evaluation processes?					
10.	The quality of the project information/results dissemination arrangements?					
11.	The adherence to the Work Plan by all partners?					
12.	The deviations from the Work Plan? If any, were they based on well-considered reasons and mutual					



How do you evaluate....		1	2	3	4	5
	agreement?					
13.	The quality of the project in terms of its short, medium- and long-term impact at local/regional/national/European level?					
14.	The quality of materials/guides/reports/products throughout the life-cycle of the project?					
15.	The sufficiency, range and suitability of project resources, including, where appropriate, technology resources?					
16.	The sharing of resources/expertise amongst transnational partners?					
17.	The extent to which technology and other resources are used effectively and innovatively?					
18.	The link between project workplan and cost-effective use of resources?					
Other Comments and Suggestions:						



Meeting Evaluation Form

Dear colleague,

Thank you for your participation in this meeting. You are kindly requested to take part in this short survey. Your feedback is very valuable in view of the further project progress and performance. All data will be treated confidentially.

For each question, please assign a grade, on a scale of 1 to 5, with 5 being the highest (fully agree) and 1 the lowest (fully disagree).

If you give 1 or 2, please explain why and if it is possible give an advice, using the Comment lines.

Thank you for your precious support!

SECTION 1: Closed Questions

A. The meeting	1	2	3	4	5
(1) The meeting was well planned and organised.					
(2) The agenda of the meeting was balanced, focusing on all key aspects of the project.					
(3) The participants received all information about the meeting on time.					
(4) The presentations by the partners were clear and understandable.					
(5) Partners had the chance and the possibility to meet and interact with each other.					
(6) The timetable was respected.					
(7) The conference room and its facilities facilitated the work during the meeting.					
(8) The overnight accommodation was satisfactory.					
(9) Access to the venue of the meeting was easy.					
(10) Catering and meals were satisfactory.					

Comments: _____



B. The Project	1	2	3	4	5
(11) I have a clear view of the project aims and objectives.					
(12) I understand clearly the administrative structure of the project.					
(13) The information given as to the administrative / financial management facilitated my understanding of those issues.					
(14) The information given helped me to better understand the Activities of the project.					
(15) I understand clearly the interactions and links between the different Activities.					
(16) I understand clearly the role of my institution/organization in this project and what is expected from me for the project.					
(17) The timescales proposed are realistic and feasible.					
(18) The meeting contributed positively to the progress of the project and the scheduling of the next steps.					

Comments: _____



C. The Partnership	1	2	3	4	5
(19) I feel the project is built on a strong partnership with an efficient administrative and financial coordination.					
(20) The information given helped me better understand the deliverables each partner has to produce and contributed to the mutual understanding of each partner's mission.					
(21) The communication amongst the partners was effective and clear.					
(22) The meeting helped with the development of trust and positive attitudes among partners.					

Comments: _____

SECTION 2: Open Questions

Project partners are asked to provide their opinions and concerns on the following project aspects.

Please fill in what is relevant for you.

(23) The meeting enabled me to clear up questions I previously had on:

(24) The following element is still a major concern to me:

(25) The major obstacle/barrier in this project for the near future will be:



(26) Please tell us the most important outcomes of the project for your organization. Why are they more important than other outcomes?

(27) Suggestions and aspects to be improved (good practices noted)

(28) Are there any additional comments you would like to make regarding the project?

SECTION 3: Personal info

Name & Organisation (optional): _____

Meeting title: _____

Thank you for your cooperation!



Event Evaluation Form

Event:

Date:

Your name (not compulsory):

Your company/organization (not compulsory):

Answer each question with an evaluation from 1-5, where 1 is Poor and 5 is Very Good.

	1	2	3	4	5
(1) What is your opinion of the general organization and facilities of the event?					
(2) To which extent did the event live up to your expectations?					
(3) What is your opinion of the presenters/facilitators?					
(4) How do you evaluate the information and the material that was distributed before and during the event?					
(5) How do you evaluate the agenda of the event?					
(6) How do you evaluate the technical resources used?					
(7) How effective do you think was the methodologies used?					
(8) How useful was the event?					
(9) How valuable was the event for your professional growth?					
(10) How satisfied are you from the level of participation to the event proceedings?					
(11) Do you feel that the targets of the event have been fulfilled?					
(12) How do you evaluate the accommodation and catering of the event? (*)					

(*) only in case there was accommodation included

Deliverable Evaluation Form

Work Package	
Deliverable Name	
Date of Review	
Reviewer's Name & Organization	

1. Assessment of Deliverables by the Reviewer

Mark with X the appropriate column:

CONTENTS	Y	N	NA or DK/NO	Comments
(1) Are the contents of the Deliverable adequately clear and understandable?				
(2) Are the contents according to the Application Form description?				
(3) Are the contents according to the project objectives?				
(4) Are the contents according to the work package objectives?				
(5) Are all aspects thoroughly and in depth analyzed?				
(6) Does the Deliverable need the addition of elements to reach completeness?				
(7) Are there any parts/elements in the Deliverable that should be removed?				
FORMAT (for documents)	Y	N	NA or DK/NO	Comments
(8) Does the Deliverable use the available template with the appropriate formatting, logos, etc?				
(9) Are there other remarks about the format of the Deliverable (spelling, grammar, etc)?				

NA: Please mark as "NA" if the question does not concern the specific deliverable



2. Suggested improvements (Changes that should be implemented - Missing information - Further improvements - add rows as needed)

Page No.	Section	Suggested Improvement

3. Any other observations (e.g. minor corrections that need attention - add rows as needed)

Page No.	Section	Observations

4. Conclusion (Mark with X the appropriate line)

No changes required	
Minor changes required	
Major changes required, it must be reviewed after changes are implemented	

Training Course Evaluation Form

Work Package: *(to be filled by the organizer)*

Seminar/Training Course Title: *(to be filled by the organizer)*

Date:

Location of training:

Your name (not compulsory):

Your company/organisation (not compulsory):

We'd like to have your opinion on the organisational aspects and the overall quality for the training. Please complete the evaluation for the training session. Your feedback is valuable. INNOLEA project is committed to continual improvement and suggestions will be considered.

Please answer each question with a grade between 1-5, where 1 is Fully disagree and 5 is Fully agree.

	1	2	3	4	5
(1) Please rate the overall training experience.					
a) The training was well planned and organised.					
b) The training facilities were adequate and comfortable.					
c) The technical resources used were satisfactory.					
d) Materials provided were helpful.					
e) The objectives of the training were clearly defined and met.					
f) The training content was well organised.					
g) The topics of the training were clear and easy to follow.					
h) Length of training was sufficient.					
i) The training enhanced my understanding on the subject.					
j) Training was relevant to my needs.					
k) The training will be useful to my work and my professional growth.					



Please answer each question with a grade between 1-5, where 1 is Fully disagree and 5 is Fully agree.

	1	2	3	4	5
l) Training met my expectations.					
(2) What is your opinion of the Trainers, regarding:					
a) The trainer was knowledgeable about the training topic.					
b) The trainer had the ability to explain and illustrate concepts.					
c) The topics were presented in a clear and understandable manner.					
d) The trainer encouraged participation, interaction and answered questions clearly.					
e) The trainer's communication style kept me focused and interested.					

(3) Was this training appropriate for your level of experience?	Yes	No
(4) Which topics were not covered or insufficiently covered, in your opinion?		
(5) Which topics were not relevant in your opinion?		
(6) What did you like best about the training?		
(7) What suggestions or comments do you have for making the program more effective?		

TABLE OF ACHIEVED / PLANNED RESULTS

<u>Title and reference number of the work package (WP)</u>	
<u>Indicators of achievement and or/performance as indicated in the project proposal</u>	

Activities carried out to date for the achievement of this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement

Activities to be carried out for the achievement of this outcome (entire project period: 2 or 3 years)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress

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

--

TABLE OF ACHIEVED / PLANNED RESULTS

<u>Title and reference number of the work package (WP)</u>	
---	--

<u>Indicators of achievement and or/performance as indicated in the project proposal</u>	
---	--

Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement

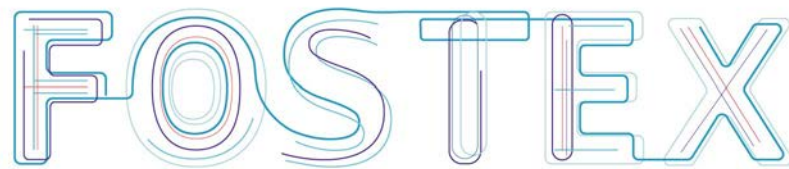
Activities to be carried out to achieve this outcome (before the end of the project)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress

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

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Please add as many tables as necessary



PROJECT FOSTEX Deliverable

D.X.X. Deliverable Title



Project acronym:	FOSTEX
Project full title:	Fostering innovation in the Jordan and Moroccan textile industry
Grant agreement no.:	598347-EPP-1-2018-1-ES-EPPKA2-CBHE-JP
Responsible partner for deliverable:	
Contributing partners:	
Author(s):	
Target Group(s):	----
Distribution level:	----
Total number of pages:	
Version:	0.1 (draft)/1 /2
Language	English
Reviewed by:	----
Status:	----
Delivery date:	

Version control

Number	Date	Description

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Abbreviations and Acronyms

Abbreviation	Full name
Acronym	Full name
EACEA	Education, Audiovisual and Culture Executive Agency
EC	European Commission
EU	European Union
GA	Grant Agreement
HEI	Higher Education Institution
ICT	Information and Communication Technologies
PC	Project Coordinator
WP	Work Package



Table 1. Table title

Column Heading 1	Column Heading 2	Column Heading 3	Column Heading 4	Column Heading 5
Text or number	Text or number	Text or number	Text or number	Text or number

2. Annexes

2.1 Annex I – Title A

2.2 Annex II – Title B



Project n° 598347-EPP-1-2018-1-ES-EPPKA2-CBHE-JP

FOSTEX - “Fostering innovation in the Jordan and Moroccan textile industry”

Event name

Title

Partner



FOSTEX

