2016

DELIVERABLE 4.1

Project Quality Plan

innovation &
employability
for Women

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- General Secretariat for Gender Equality / GSGE - GR
- CRE.THI.DEV / CRE.THI.DEV – GR
- Federation of Hellenic Information Technology & Communications Enterprises/ SEPE – GR
- European Centre for Women and Technology / ECWT – NO

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1. Executive Summary

The main purposes of the current Project Quality Plan are:

- ➢ Clearly to define the content, the format, the sign-off and the review process along with the responsibilities of each Project Partner regarding the project deliverables,
- ➢ Clearly to identify all the different tool, actions and means that will be applied throughout the project's duration in order on one hand to produce qualitative project results and on the other, all deliverables and actions to meet the quality requirements

This manual is complementary to the Project Management Manual, created by the Main Beneficiary (NCSR "D").

The current manual is created taking into account, a) the rules stipulated at the Contract signed between the Managing Authority and the consortium, b) the guidelines provided by the funding body (EEA Grants) and c) common quality perspectives as these are defined in project management and Quality assurance practices. The formal rules concerning the project, its management and execution are laid down in the Grant Agreement as provided by the Managing Authority, and as this handbook is an integral part of the contract, the present plan obeys by these rules. In case of conflict it is the contract and official annexes that precede.

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2. Quality control of the project whole: internal evaluation

Scope is the way that we describe the boundaries of the e-Women project. It defines what the project will deliver and what it will not deliver. This heading indicates the scope of a specific result.

Self-Evaluation by the consortium of the quality of the project takes place at different levels:

- ➢ Project management level
- ➢ Consortium management level
- ➢ Project content & activities
- ➢ Support level

For each of the different levels a set of performance indicators have been established, which can be measured on a scale of 1 to 5, where 5 very positive and 1 is very negative.

The Quality Manager is responsible for the evaluation, each partner will be asked to score the indicators, after which the Quality Manager will elaborate an aggregate report with the view of all partners. Monitoring of the indicators takes place throughout the project on 3 different instances. Whenever the Quality Manager identifies an aggregate result below expectations the Project Coordinator will be signalled and a strategy for improvement of problem-solving will be initiated.

The threshold for internal evaluation is 3 out of 5. Any score below will require action.

2.1. Consortium level: quality of the consortium

Performance indicator	Themes/issues addressed in the evaluation
Strong commitment to the project by each partner	• extent to which each partner is prepared to commit time and resources as required in line with the jointly agreed work plan • willingness to resolve problems
Agreement amongst partners	• mutual understanding about project rationale, overall aims and short-term/long-term objectives • clear evidence in the workplan of sharing of roles and responsibilities amongst partners
Effective and on-going communication amongst partners and with other agencies	• effectiveness of communication with account being taken of any language difficulties • clarity of communication, particularly by the project co-ordinator • range, purpose, fullness and effectiveness of contacts and communications amongst partners and with other agencies eg. National Agency, EEA Grants
Trust amongst partners	• development of mutual trust throughout the life of the project • development amongst partners of a sense of ownership of the project
Development of positive attitudes	• development of positive attitudes towards Europe and transnational activities

Table 1: Quality of the consortium

2.2. Project management, leadership and quality assurance

Performance indicator	Themes/issues addressed in the evaluation

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Quality of project management arrangements	• commitment and equitable involvement of all partners • detailed arrangements for implementation of workplans and administration of budgets • clarity of project co-ordination
Effective management and leadership qualities demonstrated by project co-ordinator	• professional competence and commitment displayed by project co-ordinator • leadership qualities • quality of relationship with partners and development of teamwork
Effectiveness of the process of monitoring and evaluation	• quality of the proposals for on-going monitoring and evaluation of the project and of its impact at local/regional/national/European level
Quality of the dissemination process	• quality of the arrangements for disseminating project information/results • multiplier effect
Implementation of the workplan	• adherence to the workplan by all partners • deviation from the workplan based on well-considered reasons and mutual agreement
Integration of project activities into the department's/ institution's development plan	• evidence of the project's integration into the development plan and normal activities of the participating institutions
Quality of project management arrangements	• commitment and equitable involvement of all partners • detailed arrangements for implementation of workplans and administration of budgets • clarity of project co-ordination
Effective management and leadership qualities demonstrated by project co-ordinator	• professional competence and commitment displayed by project co-ordinator • leadership qualities • quality of relationship with partners and development of teamwork

Table 2: Quality of the project coordination

2.3.   Project: content and activities

Performance indicator	Themes/issues addressed in the evaluation
Structure of the project	• clear rationale and clarity of objectives • realistic timescales • pertinence of topics and activities • clarity and consistency of the general design of the project
Quality of the project	• quality of the project in terms of its short, medium and long term impact at local/regional/national/European level
Quality of project materials/products	• quality of materials/guides/reports/products throughout the life-cycle of the project
Integration of the project activities into	• integration and permeation • extent and quality of the intercultural/language- awareness

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	dimensions
and across the curriculum or work area	• extent and quality of the multidisciplinarity of the project
Quality of the promotion of the European Dimension	• appropriate emphasis placed on the European dimension in education • effective promotion of knowledge and understanding about Europe
Innovation and variety of approach	• evidence of a varied range of approaches by all partners within the project • use, where appropriate, of innovative methodology and effective use of new technologies • extent of the opportunity for partners to input their own expertise and learn from each other

Table 3: Quality of the project content

2.4. Quality of support

Performance indicator	Themes/issues addressed in the evaluation
Support within each partner organisation	• effective and ongoing support from line management within each partner organisation • access to specialised support as appropriate on an in-house basis • quality of support for individual participants
Peer support	• effective peer support within each partner organisation • support, where appropriate, from project partners or those involved in similar transnational projects
Support from external agencies	• awareness of specialised support available from external agencies at local/regional/national/ European level

Table 4: Quality of support

2.5. Quality of resources

Performance indicator	Themes/issues addressed in the evaluation
Provision of project resources	• sufficiency, range and suitability of project resources, including, where appropriate, technology resources • sharing of resources/expertise amongst transnational partners quality of support for individual participants
Effective use of resources	• extent to which technology and other resources are used effectively and innovatively • clear link between project workplan and cost-effective use of resources

Table 5: Quality of resources

ANNEX I includes the models to be used in the project

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3. Quality control of project results: internal evaluation

The internal evaluation of project results focuses on 2 aspects, on the one hand the quality control of the contractual results to be produced and on the other hand the underlying process of the three main evaluation points with respect to these results:

- ➢ Evaluation of the self-scan
- ➢ Evaluation of the learning materials and
- ➢ Evaluation of the dissemination activities

3.1. Quality control for Project Deliverables

As project results are identified the contractual project results as they had been presented and approved in the approved proposal by the Managing Authority. These deliverables will be evaluated against comprehensiveness, clarity and completeness. These key results will undergo a peer review process from experts that they belong to the project partner organisations.

These key results, which are considered crucial for the success of the project and considered part of the critical path, and thus subject to peer review are:

Deliverable Number	Deliverable Name
Del 1.1	Project management Plan
Del 2.1	Questionnaires and scientific approach Report
Del 2.2	Cognitive and social research on the use of ICT technologies Report
Del 3.1	New trends in women employability
Del 4.1	Quality Action Plan
Del 4.3	Risk Management Manual
Del 5.1	Dissemination and Awareness Plan
Del 6.1	Exploitation Plan

Table 6: Peer reviewed IOs

Deliverables 5.2 and Deliverables 5.3 (e-learning platform and educational guides and material) will not undergo the peer review process, as they will be extensively tested both internally by all the partners as well as with the target public. As all partners are involved in the internal testing this is to be considered more than sufficient to ensure the quality of them and can thus substitute the peer review.

For Deliverable 6.1, Project's Exploitation Plan, only the final version, which includes the full exploitation strategy will be considered for peer review. The initial versions and updates are not included in the peer review process.

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3.1.1. Peer Review Process Step by Step Guide

The following procedure will be followed for the peer reviewing process of all above mentioned deliverables.

Step 1: The Project Partner responsible for the specific deliverable will send a copy of the Deliverable to the Project Coordinator (PC) and, if it is approved by the PC, to the assigned peer reviewer.

Step 2: The PC will examine the deliverable in terms of compliance with the agreed structure for results ("Deliverable 4.1.1 – e-Women Project Deliverables Template) and the agreed issues with respect to version control and the more formal aspects of the result. Deliverable 4.1.1 is an integral part of the Project Quality Plan.

Step 3: The Work Package leader will check the result for compliance with comprehensiveness, clarity and completeness with respect to the contents, in the cases that no peer review process is required; the PC will conduct an additional check according to the above mentioned criteria of Step 2. In case of peer review process it will be the peer reviewer in charge of the checking of the result for compliance with comprehensiveness, clarity and completeness with respect to the contents.

Note: In case the verdict is negative on either one of the aforementioned aspects the result is returned to the partner for improvements. Timing of delivery of improvements is agreed between the Project Coordinator and the partner concerned.

In case the verdict is positive the deliverable is send to the members of the Management Committee (MC), the members of the MC, or if they consider it appropriate one of the team members at the partner organization, have a period of maximum 2 weeks to present allegations which impede formal approval and indicate any improvements needed. They will send these to the Project Manager, who will revise the proposed improvements and if deemed viable, pass these on to the partner responsible. In case the proposed improvements are not viable the MC will be informed of the reasons. Formal approval of the result will take place in the next Management Committee meeting or at a virtual meeting. The quality control document to be used by the Project Manager/Peer reviewer for quality assessment of the contractual results is presented in ANNEX IV.

Deliverable number	Organisation to assign peer reviewer
Del 1.1	European Centre for Women and Technology - ECWT
Del 2.1	Federation of Hellenic Information Technology & Communications Enterprises - SEPE
Del 2.2	General Secretariat for Gender Equality - GSGE
Del 3.1	European Centre for Women and Technology - ECWT
Del 4.1	National Center for Scientific Research "Demokritos" - NCSR "D"
Del 4.3	Federation of Hellenic Information Technology & Communications Enterprises - SEPE
Del 5.1	CRE.THI.DEV
Del 6.1	CRE.THI.DEV

Table 7: Peer reviews

4. Quality control: external evaluation

The present plan responds to internal needs in terms of traceability at project level of development, and guarantees the correct management of the activities and the execution of the fixed objectives in due time. It will be used by the Project Coordinator (PC) as a sort of time/action/results schedule. And it will contain a series of indicators to proceed to an evaluation according with the percentage/ratios method.

There are 3 stages in the project where external evaluation by the target public and/or end-users will take place. This type of evaluation is referred to as external evaluation on the quality of the specific actions, outputs and/or results to be evaluated.

- ➢ Evaluation of the e-learning platform and its courses
- ➢ Evaluation of the educational guides
- ➢ Evaluation of the dissemination activities

4.1. Quality of the e-learning platform and e-Modules

The specific evaluation procedure that will be followed for the e-learning platform and the evaluation of the e-Modules will be identified and detailed in the description of the testing methodology and will not only describe the evaluation in terms of numbers of participants, organisation and realisation, but will also include the specific tools and instruments to be used in this evaluation (e.g. questionnaires, interview guidelines/scenarios etc.).

The design of the user test will take into account a specific set of performance indicators, however the final list of performance indicators to be used will be decided by the consortium when the user-test will be designed in detail. In this design process the threshold levels for each of the performance indicators will be established.

4.2. Evaluation of the Educational Guides

The educational guides have as a sole scope to help the trainers conducting the training to do it in an effective and efficient way. It should contain instructions that when followed should increase the quality of the performed task. The training guides will be evaluated by the trainers and the areas that will be evaluated are:

- Whether the introduction to the subject matter is thorough and helpful
- If the outline is detailed and provides in depth steps
- If the curriculum in adequate
- If the tests included cover the whole courses

The evaluation of the training materials will be developed by the organisation that will create the manuals and will tested by the trainers.

4.3. Quality of the dissemination activities

The evaluation of the quality of the dissemination activities will take place at two levels, one at internal level through the recollection of indicators by the consortium members themselves, one at external level, which is addressed further down this section and focuses on the evaluation of the dissemination events.

Performance indicator	Themes/issues addressed in the evaluation
Completion of dissemination and exploitation activities	Percentage of activities remaining to be completed without resulting to unfinished activities. Threshold for this indicator is less than 20%.

Perceived quality of the on-line dissemination activities and tools	Number of unique visitors Repeating visitors

Table 8: Dissemination indicators internal

The table should be seen as an indication and "minimis", as the detailed dissemination tools have not been developed yet. Therefore the full set of indicators to be used to measure the dissemination quality will be included in the dissemination plan, which will foresee the establishment of the final list and the corresponding thresholds (for updates and more detail see the dissemination plan).

The partner responsible for coordination of the dissemination (SEPE) recollects on a regular basis these indicators, which will form part of the final quality report. The template for the dissemination activities monitoring is located within the Communication Plan.

The dissemination activities that are subject to external quality evaluation are those that include direct interaction with the target public:

➢ Dissemination events: considered activities which include interaction with the target public and are organised by the partners with the purpose of dissemination and generating awareness about the project and its results. These events can be stand-alone or embedded in larger events or conferences.

Both types of events/activities have in common a set of base indicators which are measured, however the extension of the indicators depends on the type of event, i.e. a stand-alone dissemination event, an embedded dissemination event. Quantitative indicators are measured by the organisers through direct recollection, the quantitative indicators are recollected through an evaluation questionnaire filled in by participants

Quantitative Indicator	Applied to	Theme addressed in the evaluation	Threshold
Interest raised	Stand-alone dissemination events	Number of requests for participation	Number of expected participants per event
Participation level	Embedded dissemination events Stand-alone dissemination events	Number of participants	Number of expected participants per event Threshold for this indicator is a difference of less than -10%
Target group participation level	Stand-alone dissemination events	% of participants belonging to the direct target groups % of participants belonging to indirect target groups and other stakeholders	For dissemination events no thresholds are defined, but at least 50% needs to belong to the direct target groups

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Table 9: Dissemination indicators external quantitative

Qualitative Indicator	Applied to	Theme addressed in the evaluation	Threshold
Logistics, time & duration	Stand-alone dissemination events	Attention to practical details Suitability of the working venue	Minimum rating of 3 on a scale of 1 to 5 (1 weak, 5 very good) for 60% of the attendees
Quality of the content	Stand-alone dissemination events	Appropriate content, clearly related to the aims and objectives of the event Relevant mixture of activities e.g. icebreaking activities, didactic sessions, workshops, social activities, free time	Minimum rating of 3 on a scale of 1 to 5 (1 weak, 5 very good) for 75% of the attendees
Quality of the speakers	Stand-alone dissemination events	Speakers, trainers and leaders have the appropriate subject competence and knowledge Speakers, trainers and leaders are good communicators Speakers, trainers and leaders have the appropriate experience for delivering	Minimum rating of 3 on a scale of 1 to 5 (1 weak, 5 very good) for 75% of the attendees
Quality of the materials	Stand-alone dissemination events	Quality and layout Usefulness of the materials Combination of theoretical and practical content	Minimum rating of 3 on a scale of 1 to 5 (1 weak, 5 very good) for 75% of the attendees

Table 10: Dissemination indicators external qualitative

Annex II includes the evaluation questionnaire to be used for the purpose of recollecting the quantitative indicators and is of obligatory use for all e-Women stand-alone dissemination events.

Consortium members are free to add on questions which measure some specifics of the events and which are for their own use. However these are not taken into consideration for the purpose of quality monitoring

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5. Privacy issues

During the collection of information, analysis of results and the evaluation of the knowledge framework and tool the consortium will interact directly with representatives of stakeholders and target public, and in these activities, privacy and data protection issues may arise, as on some occasions, the activities might deal with personal data.

The Data Protection Directive will form the basis for the definition of the treatment of data, and for each partner the national legislation and rules concerning the ethical issues, privacy aspects and data protection will define further the specific policy if needed. Each partner will ensure that its activities comply with:

- the Data Protection Directive in general;
- the data protection principles;
- the interpretations of the principles; and
- any delegated legislation.

Thus, the project will abide by the principles of:

- **Transparency:** The data subject has the right to be informed when his/hers personal data are being processed. The controller must provide his/her name and address, the purpose of processing, the recipients of the data and all other information required to ensure the processing is fair. Data will only be processed only under the following the circumstances as mentioned in the Directive. The data subject has the right to access all data processed about him. The data subject has the right to demand the rectification, deletion or blocking of data that is incomplete, inaccurate or isn't being processed in compliance with the data protection rules.
- **Legitimate purpose:** Personal data can only be processed for specified explicit and legitimate purposes and may not be processed further in a way incompatible with those purposes.
- **Proportionality:** Personal data may be processed only insofar as it is adequate, relevant and not excessive in relation to the purposes for which they are collected and/or further processed. The data must be accurate and, where necessary, kept up to date. The data shouldn't be kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data were collected or for which they are further processed.

In summary, partners will:

- Only collect information that is needed for the specific purpose;
- Keep it secure;
- Ensure it is relevant and up to date;
- Only hold as much as they need, and only for as long as they need it; and
- Allow the subject of the information to see it on request.

Apart from the avoidance measures, the project will apply the following privacy principles:

- Only staff of the partner organisations involved in the project and the pilots will have access to user data.
- Participants will be treated with respect at all times and their anonymity will be protected.
- Pseudonyms or codes will be used to replace any identifiers within the data.
- Quotations may be included in reports and publications arising from the user interaction. Every quotation will be anonymised using e.g. a pseudonym.

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6. General Quality Issues

6.1. Templates

A project template has been designed for **obligatory use** in all Deliverables, i.e. to be used for the elaboration of all those included in the deliverables table, however it is recommended to use it for all documents related to the project, which can be considered "intermediate", "draft" or "provisional" documents. The e-women project template can be found as an to the current document.

6.2. Internal communication

Informal day-to-day communication will be conducted by e-mail and telephone mainly. Teleconferences will be organized to discuss particular issues.

6.2.1. Email protocol

Email is the main communication channel and used on the day to day basis among the partners, a specific protocol will be applied; so as to avoid Spam related issues and confusion concerning topics.

Subject/topic – this needs to indicate first, the name of the project and second, the WP, after which the particular topic or subject of the email is mentioned. Thus, the subject of an email can be:

- eWomen -PROJECTMGT-Kick off meeting
- eWomen -DISS-seminar
- eWOMEN -WP2
- Language - please be direct and concise, avoid complicated terminology.

The non-use of the above protocol might lead to emails not being read, in case of conflict, an email which does not use the above protocol can be considered as "not read".

6.3. Document Quality Control

All partners shall ensure that complete and correct the technical requirements, instructions, and that the project reports are available in the place and time determined on the design. Any change on the partner documentation issued will be communicated to the WP Leader who will ensure that a documentation update list is supplied to all the partners.

The documents deliverables listed in the contract as well as other reports, minutes, or presentations – shall be based on the templates applicable to all documents that are created within the scope of this work. The format templates are mandatory. There are several different types of documents for use with the following purposes. The Quality Manager will maintain and update a list of deliverables in force. A template had been issued and is also Annexed to the Specific Document as AnnexIV.

6.3.1. Deliverables (D)

Deliverables are official documents, which are enumerated in the contract. They are the reference document that has to be sent to the Managing Authority. Deliverables are to be treated with a formal manner. When the deliverable is gradually building up according to the deliverable maturity process, the new parts of each deliverable have to undergo a content review, where each review is done by the assigned external partner to each work package.

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The Quality Manager will have to authorize every version issued by each work package leader before to send it to the Project Manager.

A project template has been designed of **obligatory use** for all Deliverables, i.e. to be used for the elaboration of all those included in the deliverables table, however it is recommended it to use it for all documents related to the project, which can be considered "intermediate", "draft" or "provisional" documents.

Deliverables are elaborated in MS Word™ format or equivalent (for documents), MS Excel™ format or equivalent (for spreadsheets) and MS Power Point format or equivalent (for presentations), and a copy in Adobe™ PDF are included for final (approved) deliverables.

Doc. Ref. N°: eWomen-WPX_DY.Y_VZ_Date, e.g. eWomen-WP4_D1_V1_21032016, where the V indicates the version number of the document.

6.3.2. Quality Verification Sheet (QVS)

The Quality Verification Sheet is used in the peer review process (described earlier), and it concerns a template where the peer reviewers provide their view on the quality of the content, the comprehensiveness and readability, and allows them to give specific indications for improvements if needed. The template for Quality Verification Sheet is in Annex III.

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7. Annex I Model for internal quality evaluation

	Performance Indicator	Themes/issues to be addressed	1 - Very Poor	2 - Poor	3 - Satisfactory	4 - Good	5 - Very good
	Quality of the partnership						
1.1	Strong commitment to the project by each partner	*extent to which each partner is prepared to commit time and resources as required in line with the jointly agreed work plan					
		*willingness to resolve problems					
1.2	Agreement amongst partners	*mutual understanding about project rationale, overall aims and short-term/long-term objectives					
		*clear evidence in the work plan of sharing of roles and responsibilities amongst partners					
1.3	Effective and on-going communication amongst partners and with other agencies	*effectiveness of communication with account being taken of any language difficulties					
		*clarity of communication, particularly by the project co-ordinator					
		*range. purpose, fullness and effectiveness of contacts and communications amongst partners and with other agencies eg. National Agency, EEA Grants Managing Authority					
1.4	Trust amongst partners	*development of mutual trust throughout the life of the project					
		*development amongst partners of a sense of ownership of the project					

1.5	Development of positive attitudes	*development of positive attitudes towards Europe and transnational activities					
	Project management, leadership and quality assurance						
2.1	Quality of project management arrangements	*commitment and equitable involvement of all partners					
		*detailed arrangements for implementation of workplans and administration of budgets					
		*clarity of project co-ordination					
2.2	Effective management and leadership qualities demonstrated by project co-ordinator	*professional competence and commitment displayed by project co-ordinator					
		*leadership qualities					
		*quality of relationship with partners and development of teamwork					
2.3	Effectiveness of the process of monitoring and evaluation	*quality of the proposals for on-going monitoring and evaluation of the project and of its impact at local/regional/national/European level					
2.4	Quality of the dissemination process	*quality of the arrangements for disseminating project information/results					
		*multiplier effect					
2.5	Implementation of the workplan	*adherence to the workplan by all partners					
		*deviation from the workplan based on well-considered reasons and mutual agreement					

2.6	Integration of project activities into the department's/ institution's development plan	*evidence of the project's integration into the development plan and normal activities of the participating institutions					
	Project and its content/activities						
3.1	Structure of the project	*clear rationale and clarity of objectives					
		*realistic timescales					
		*pertinence of topics and activities					
		*clarity and consistency of the general design of the project					
3.2	Quality of the project	*quality of the project in terms of its short, medium amd long term impact at local/regional/national/European level					
3.3	Quality of project materials/products	*quality of materials/guides/reports/products throughout the life-cycle of the project					
3.4	Integration of the project activities into and across the curriculum or work area	*integration and permeation					
		*extent and quality of the intercultural/language- awareness dimensions					
		*extent and quality of the multidisciplinarity of the project					
3.5	Quality of the promotion of the European Dimension	*appropriate emphasis placed on the European dimension in education					
		*effective promotion of knowledge and understanding about Europe					

3.6	Innovation and variety of approach	*evidence of a varied range of approaches by all partners within the project					
		*use, where appropriate, of innovative methodology and effective use of new technologies					
		*extent of the opportunity for partners to input their own expertise and learn from each other					
	Support for project partners and participants						
4.1	Support within each partner organisation	*effective and ongoing support from line management within each partner organisation					
		*access to specialised support as appropriate on an in-house basis					
		*quality of support for individual participants					
4.2	Peer support	*effective peer support within each partner organisation					
		*support, where appropriate, from project partners or those involved in similar transnational projects					
4.3	Support from external agencies	*awareness of specialised support available from external agencies at local/regional/national/ European level					
	Resources						
5.1	Provision of project resources	*sufficiency, range and suitability of project resources, including, where appropriate, technology resources					

		*sharing of resources/expertise amongst transnational partners					
5.2	Effective use of resources	*extent to which technology and other resources are used effectively and innovatively					
		*clear link between project workplan and cost-effective use of resources					

8. Annex II Questionnaire for event evaluation

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<u>EVENT EVALUATION FORM</u>

Event:

Date:

Your name (not compulsory):

Your company/organisation (not compulsory):

1. To which extent did the training/info session lived up to your expectations?
   ❑ Especially interesting :

   ❑ Which items did you miss?

   ❑ Which items were not relevant?

2. Would you recommend this session to somebody else?
   ❑ yes, because

   ❑ no, because

3. Are you interested in other themes or topics, other events or seminars? Which ones?

4. Through which channel were you informed about the event?
   - E-mail
   - www.iewomen.eu
   - Magazine
   - LinkedIn
   - Facebook
   - Other: which?

5. Give your average final judgement about this event, seminar, training session:
   … /10
   0-4: bad level
   5-6 : I expected better
   7-8 : good
   9-10 : very good

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6. Evaluation:

	WEAK	AVERAGE	GOOD	VERY GOOD	EXCELLENT
Practical usefulness (tips/info applicable in own organisation)					

7. Other remarks and suggestions :

Please return this form to:
Name – name@organisation.xx

9. Annex III Quality Verification Sheet

Quality Verification Sheet

Project	e-Women
Title	
Work Package	
Deliverable No.	
Status/Version	
Date	
Reviewer's Name	

(I) Summary of contents, structure and work responsibilities for Deliverable

(II) Assessment of Deliverables by the Peer Reviewer

Mark with X the appropriate column:

Column Explanation: **Y: Yes**

N: No

NA: Not applicable

	Y	N	NA	Comments
Format				
Does the document contain: WP number, Deliverable name, Version, Author Name and Date, Dissemination Level?				
Does the document include a Table of Contents?				
Does the document include a list of participants and reviewers (approvals)?				
Does the document contain a history table?				
Does the document contain an updated Table of Contents?				
Does the document contain the keywords?				
Does the document use the fonts and paragraphs defined in the official template?				
Is the content of the document orthographically and grammatically correct?				
Content				

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Is the Content of the document clear?				
Does the deliverable meet the requirement of the project plan?				
Does the content of the document match the detailed description in the Application Form?				
Are the contents of the document treated with the required depth?				
Does the document need the addition of sections to reach completeness?				
Are there any sections in the document that should be removed?				

SUGGESTED IMPROVEMENTS (bearing in mind the timing, resource and other features of the research context)

Page No.	Section	Suggested Improvement

… (add as many rows as needed)

Any other observations (e.g. minor corrections that need attention)

Page No.	Section	Observations

… (add as many rows as needed)

CONCLUSION (Mark with X the appropriate line)

Document accepted, no changes required	
Document accepted but changes required	
Document not accepted, it must be reviewed after changes are implemented	

The word version of the list can be downloaded from xxxx.

Through the EEA Grants and Norway Grants, Iceland, Liechtenstein and Norway contribute to reducing social and economic disparities and to strengthening bilateral relations with the beneficiary countries in Europe. The three countries cooperate closely with the EU through the Agreement on the European Economic Area (EEA).

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Key areas of support are environmental protection and climate change, research and scholarships, civil society, health and children, gender equality, justice and cultural heritage.

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