

PROJECT FOSTEX Deliverable

D.3.2.1 1st Quality and Evaluation Report



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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
D	Deliverable
EACEA	Education, Audiovisual and Culture Executive Agency
EC	European Commission
EQEC	External Quality and Evaluation Committee
ESITH	Ecole Supérieure des Industries du Textile et de l'Habillement-
EU	European Union
FOSTEX	Fostering innovation in the Jordan and Moroccan textile industry
GA	Grant Agreement
GD	Google Drive
INCDTP	Institutul National de Cercetare-Dezvoltare Pentru Textile
JUST	Jordan University of Science and Technology
MCI	Material Connexion Italia SRL
N/A	Not Applicable
PC	Project Coordinator
QEP	Quality and Evaluation Plan
sit-rep	Situation report
UH2C	University Hassan II de Casablanca
UNIWA	University of West Attica
UPC	Universitat Politècnica de Catalunya
WP	Work Package
WPL	Work Package Leader



1. Executive Summary

This document summarizes the main activities which have been implemented during the 6-months of project with regard to the quality assurance. For a more consolidated picture, this document should be read in conjunction to the review from the External Quality and Evaluation Committee which will follow.

After a brief introduction of how the project quality assurance has been built during the first six months of project implementation, the findings - based on internal consortium surveys using the data collection forms included in the Quality Plan and agreed by the partnership- are presented.

Following, the evaluation of the data collected and the comments submitted, the results are depicted and where is needed, recommendations are developed for the practical amelioration of the different aspects that have been investigated.

Upon decision made at the kick-off meeting , integrated in the Quality and Evaluation Plan, the Quality and Evaluation Report includes a Progress Report on the implementation of the project's actions, following the template of the "Table of achieved /planned results" provided by the EACEA. The Progress Report is presented as ANNEX III and it is used to assess the effective time management in comparison to the outputs produced.

In the Annex area, the links to the Evaluation Google forms and the updated table of the Evaluation and Monitoring Table are given.

2. Description of the Quality WP implemented activities

2.1 Quality and evaluation purpose and methodology

The quality assurance activities of FOSTEX project have reached their 1st deadline, after 6 months of project implementation. In order to implement a proper and coherent action for a qualitative monitoring of the working partnership and of its deliverables, the WP leader, CRETHIDEV, has drafted, shared and finalised the Quality and Evaluation Plan. The plan includes tools and guidelines that have been edited and reviewed by Partners within the first semester of the project and they represent the frame of reference for the quality assurance of the project.

The aim of the quality assurance is to put into action all the necessary tools so as to guarantee high performance and efficacy to working processes of the partnership and its final products. The methodology of the monitoring aims at raising constant awareness among the partners on the necessity of high level of qualitative performance, so as to put strong foundations for effective performance and consistent and reliable results. In order to achieve these goals, the monitoring actions have planned to assess, on a regular



basis, different aspects of the project working development and its outcomes by submitting monitoring tools to the partnership and discussing with the consortium the outcomes. This discussion shall lead the consortium to a decision making process so as to ameliorate weak issues and features of the working approach, improving thus the quality of the work and results.

For this purpose, different project aspects have been targeted so as to monitor them on an on-going basis:

- Working effectiveness and progress of the partnership (6months Progress Reports and annual Internal Project Evaluation)
- Relevance to the project objectives, timely delivery and adequacy of project Deliverables (Deliverable Evaluation)
- The quality, functionality and usability of e-resources such as the e-platform and the e-content (Web Portal Evaluation)
- Meeting and event evaluations (Meeting Evaluation, Event Evaluation)
- Evaluations of project training activities/deliverables such as training courses, seminars, practical training (Training Evaluation from peers and participants)

For each of the above mentioned aspects, assessment tools have been designed and shared in order to collect data and allow Partners to provide feedback and suggest corrective interventions. The data collection tools have been shaped in the form of check lists, including also open questions for comments, thus allowing both in depth evaluation of the different aspects related to the monitored topic and at the same time easy and feasible data collection. For transparency reasons, links to the Evaluation Google forms are offered in Annex I of this report.

Next, a data collection calendar has been designed according to the timing of the project deliverables, enabling – this way – the consortium to make in time the quality control of the project results. The calendar is part of the Evaluation and Monitoring Table, annexed to the QEP.

2.2 Evaluation of the project outputs and processes

In the first six months of FOSTEX project, the following main activities have been performed in terms of monitoring:

- Submission of the Deliverable Evaluation Google Form for every deliverable, processing of the collected data and forwarding results to the authors to accept or reject suggestions.
- Submission of the 1st six-month Internal Evaluation Google Form and processing of the collected data.
- Submission of the Meeting Evaluation form for the kick-off and 2nd Project Meetings and processing of the collected data.



- The presentation and discussion, in plenary session during the 2nd project meeting in Bucharest, of the evaluation results so as to raise awareness and activate the decision making process for amelioration of project results.

- Elaboration of the 1st Quality report

In the following chapters, a detailed presentation of the evaluations regarding project deliverables, meetings and the overall internal project assessment are presented.

2.3 Participants to the evaluations

The evaluation form is addressed each time to specific reviewing partners who have not participated in the development of the task in question. The name of the reviewing organizations is mentioned in a special column of the Evaluation and Monitoring Table. However, in the case of the overall evaluation of the project processes and efficiency through the “Internal Evaluation Form”, all partners involved in the project can provide their views.

In order to assure objective and fair evaluation of the deliverables the name of the reviewer and/or institution is not a mandatory field. However, it is helpful to know the person-institution in case further feedback is needed to implement the reviewer's suggestions. At this stage, the minimum number of internal reviews accepted to finalize the evaluation step was four per task.

3. Evaluation of Deliverables

3.1 D3.1 Quality and Evaluation Plan

The main purpose of the Project Quality and Evaluation Plan is to describe the quality management procedures that the project team should follow in order to ensure, monitor and control the quality of all processes and deliverables produced during the FOSTEX project lifecycle.

Ten partners participated in the evaluation of the deliverable.

3.1.1 Responses presentation

In the graphs of the next page, the responses from the participants in the evaluation are presented.

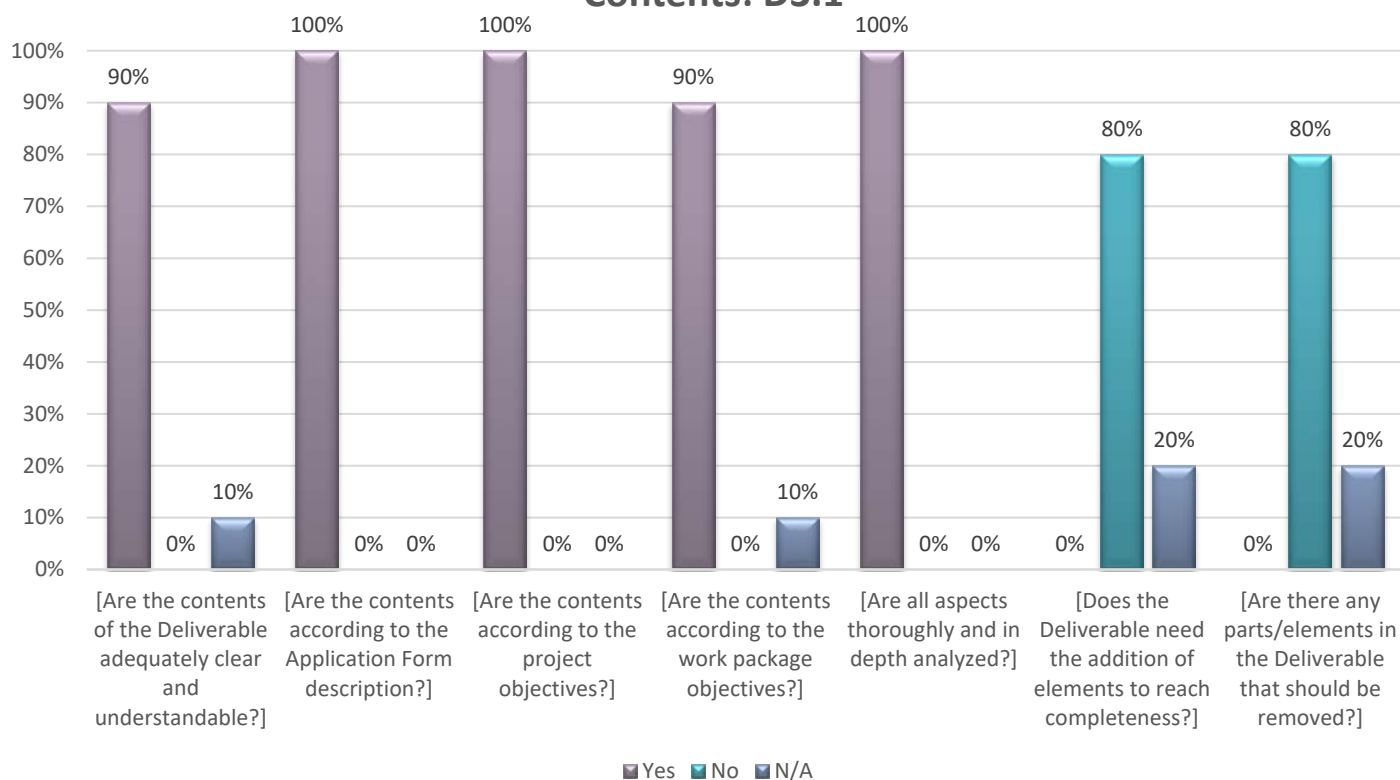
3.1.2 Suggested improvements: Important changes that should be implemented - Missing information - Further improvements



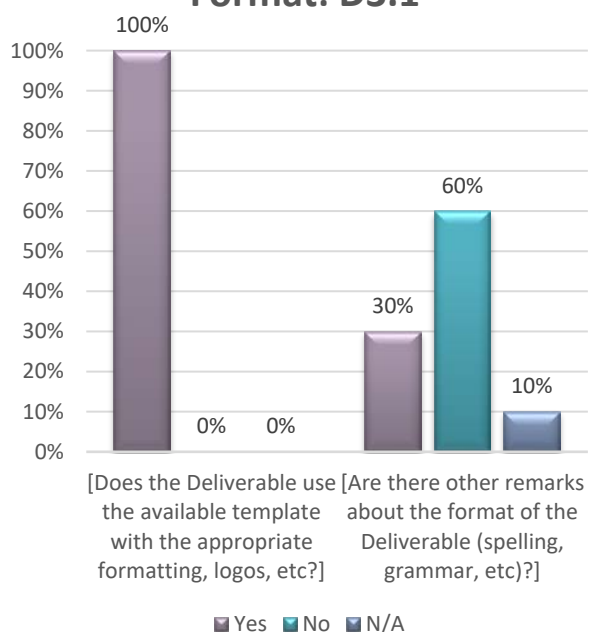
1. I_D3.1 Evaluation & Monitoring Table _FOSTEX_v0.3.xlsx: Maybe we should set the level of dissemination (PU/CO).



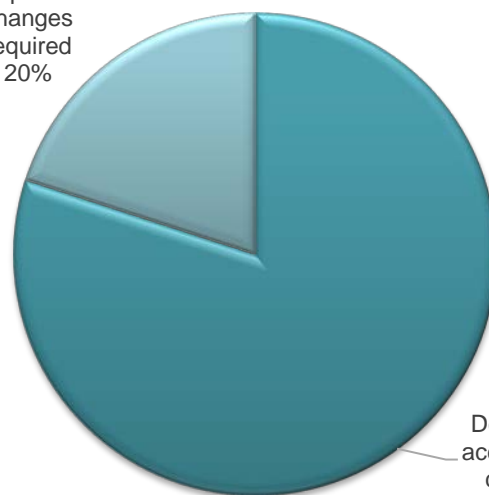
Contents: D3.1



Format: D3.1



Deliverable accepted but changes required 20%



Deliverable accepted, no changes required 80%

■ Deliverable accepted, no changes required
■ Deliverable accepted but changes required



3.1.3 Results and conclusions

The final version of the report incorporated minor changes proposed by partners. The dissemination level of the Evaluation & Monitoring Table is Partnership, the same as the one of the Quality and Evaluation Plan as the table is annexed to the Plan.

It is also observed that one participant declared both that there are other remarks about the format of the Deliverable (spelling, grammar, etc) and that the Deliverable is accepted but changes are required, but missed making clear comments on the changed which are needed. Thus, the author was not able to profit from his/her answers.

Recommendation: Commenting on the appropriate space provided by the Evaluation Google Form is very important to demonstrate in a clear and understandable way the suggested improvements or observations.

3.2 D4.1 Dissemination and Exploitation Plan

The purpose of the Dissemination and Exploitation Plan is to describe and set the standards for all dissemination, communication and exploitation activities which will be performed by the FOSTEX consortium to ensure consistent and effective project visibility.

Six partners participated in the evaluation of the deliverable.

3.2.1 Responses presentation

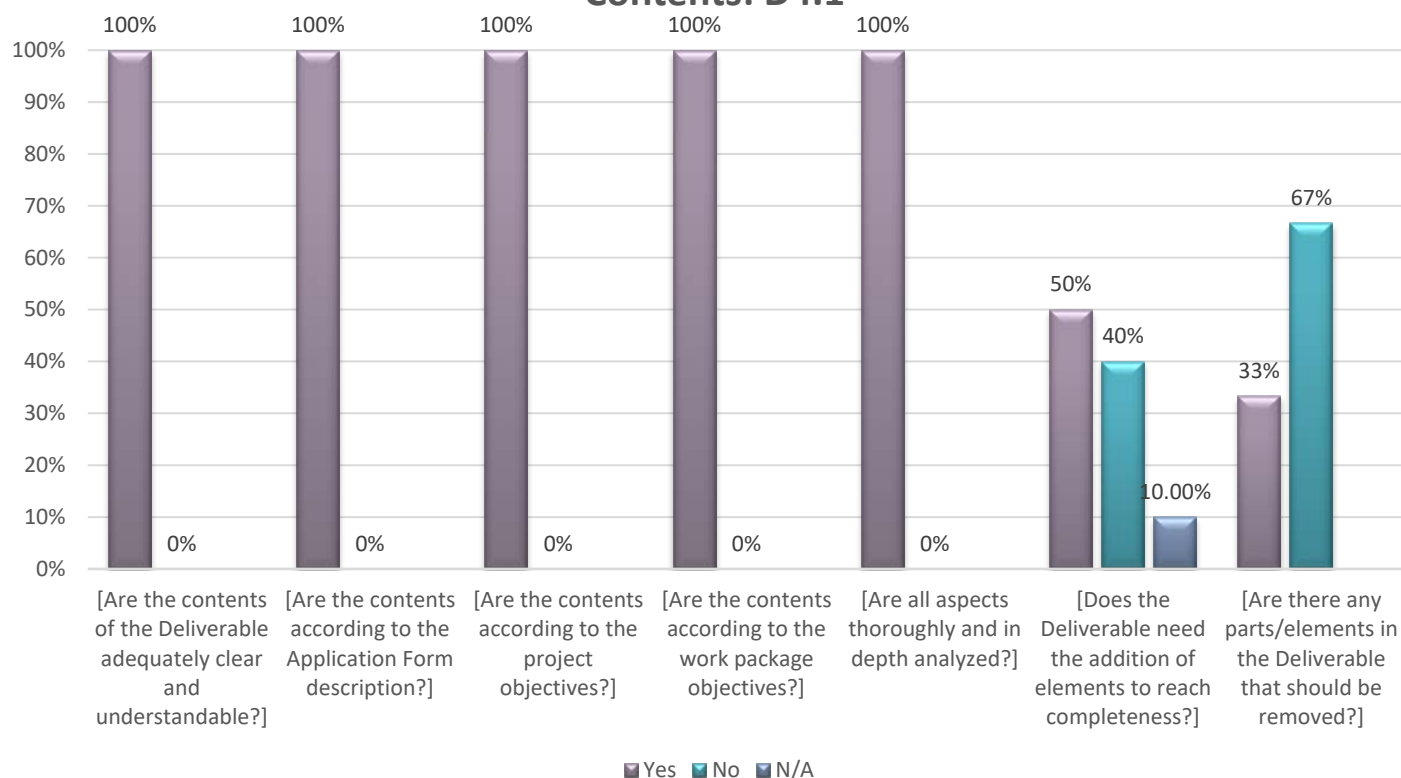
In the graphs of the next page, the responses from the participants in the evaluation are presented.

3.2.2 Comments

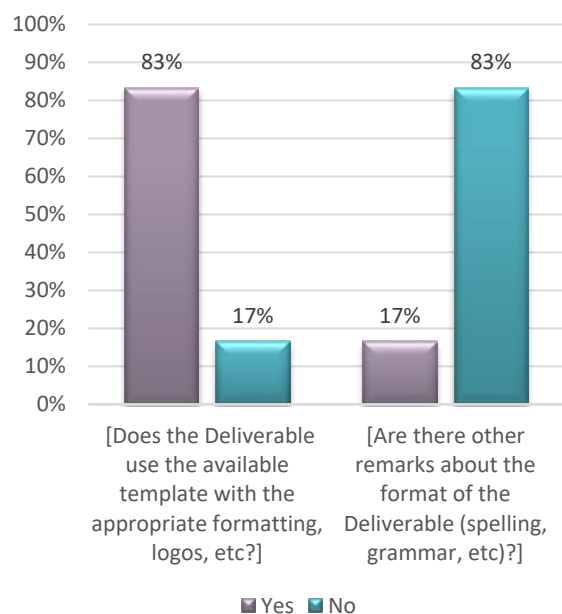
1. I would suggest to amend the D&E plan to include some annexes such as:
 - the excel template to collect contacts (already produced)
 - the newsletter template
 - the press release template (already produced)
 - a dissemination monitoring system (as mentioned in the proposal - probably an excel file for each institution to register its dissemination activities)
 - the dissemination budget (this is also mentioned in the proposal WP4.1)
2. The format should be revised since there are some heads an the bottom of pages.
3. p.11 orientation from portrait to landscape



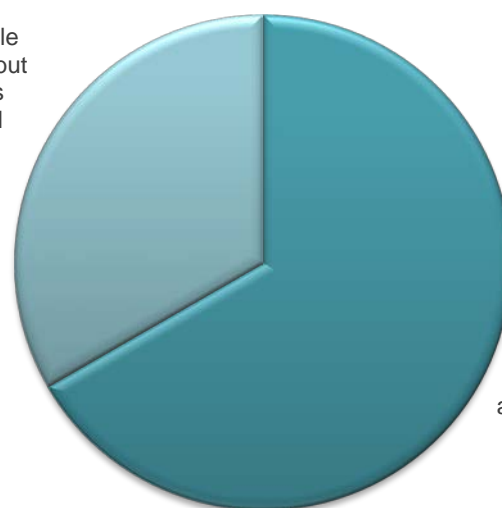
Contents: D4.1



Format: D4.1



Deliverable accepted but changes required 33%



Deliverable accepted, no changes required 67%

■ Deliverable accepted, no changes required
■ Deliverable accepted but changes required



3.2.3 Suggested improvements: Important changes that should be implemented - Missing information - Further improvements

1. Page 6. The table should be in one page (not 2)
2. Page 6. Start the head on the top of the page
3. Page 11. The table is bigger than the page
4. Page 14. Head 4.8 should start on the next page
5. Page 16-17. Head number 5 is cut
6. p.1 - Version Control: To fill in the table with version 0.1, 0.2 etc

3.2.4 Other observations: Minor corrections that need attention

1. p.11 - Mailing list: The table should be either fit to page or the page orientation changed to landscape for the whole table to appear.
2. p.16-17 - 5. Products for exploitation and sustainability: Numbering & headline to be placed together

3.2.5 Results and conclusions

The final version of the report is being developed by incorporating the changes and improvements proposed by partners. Minor changes include paragraphs, tables and headings formatting and filling in the version control of the document.

Moreover, the deliverable is being updated with annexes to set the templates and the monitoring tools for the implementation of the work package.

3.3 D5.1 Project Management Guide

The objective of the Management Guide is to provide basic information to the participant organizations and to layout the procedures and guidelines that will aid participants fulfil their assigned tasks.

Four partners participated in the evaluation of the deliverable.

3.3.1 Responses presentation

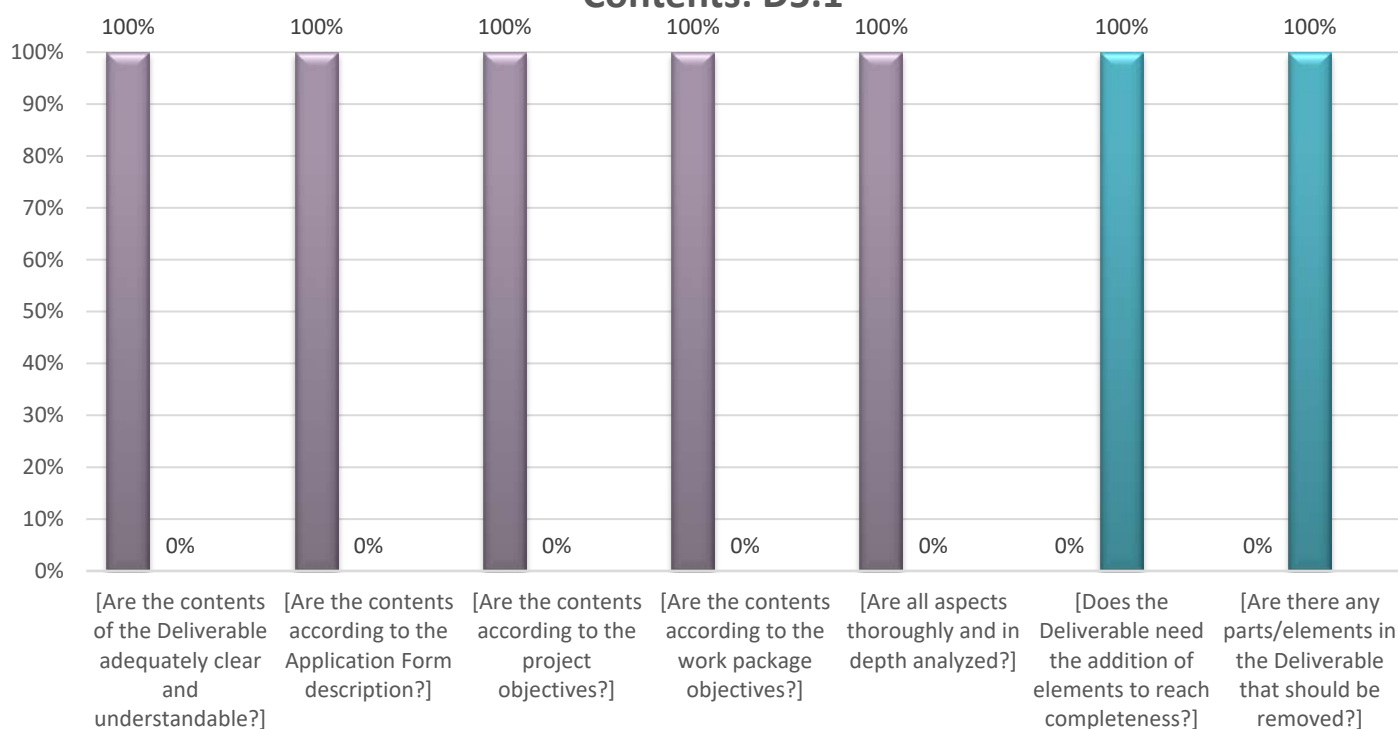
In the graphs of the next page, the responses from the participants in the evaluation are presented.

3.3.2 Comments

1. we recommend you to introduce a French language version for the proper monitoring of the project

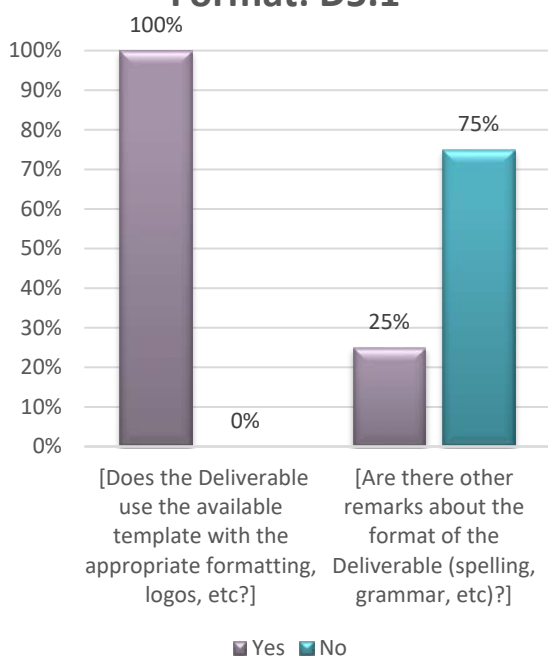


Contents: D5.1

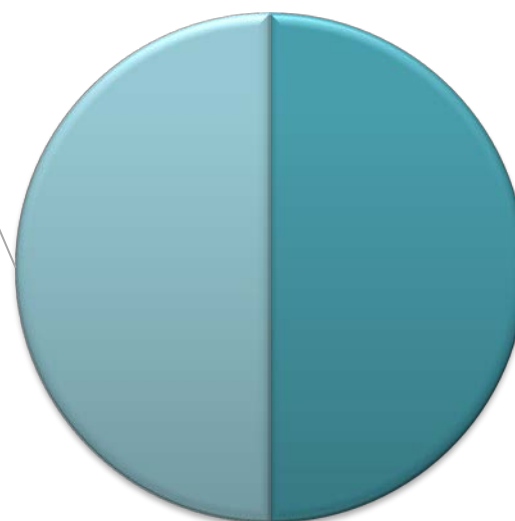


■ Yes ■ No ■ N/A

Format: D5.1



Deliverable accepted, no changes required 50%



Deliverable accepted but changes required 50%

■ Deliverable accepted but changes required
■ Deliverable accepted, no changes required



3.3.3 Suggested improvements: Important changes that should be implemented - Missing information - Further improvements

1. p. 11, section 3.2 - P11 correct formatting for the contact name of ACI
2. p.2 - Remove yellow mark, and also "Επιλέξτε ένα στοιχείο."
3. p.17 - 4.1 Reports- Table - "Midterm report: According to ANNEX V and VI of the Grant agreement, the deadline to submit the Progress Report to EACEA is ""not later than half way through the eligibility period, which is 14/07/19. To submit on 30/07/19 would require a request for deadline extension to the Project Officer, so I suggest changing this date to 14/07/19.
Final report: According to GA two months after the end of the eligibility period, which is 14/3/19."

3.3.4 Other observations: Minor corrections that need attention

1. p.1- Copyright - "Επιλέξτε ένα στοιχείο" is a drop down menu, which is in Greek as my MS Office is Greek (unfortunately there was no way I can put it in English...) Choices are between "Reproduction and adaptation are authorized, except for commercial purposes, provided the source is acknowledged" and "Reproduction and adaptation are prohibited"
2. p.3- Abbreviations and Acronyms - PR=Progress report to be included since it is used on p.17- Table "Deadline to deliver PR"
3. p.12 - Reporting financial periods – table - Full documentation for midterm: in line with what is written on p.17 under the table and I am quoting "UPC, will collect all the financial documents according to the schedule. It has been established a period of one month before deadline to send the full documentation to the AFM.", this deadline should probably be amended to 15/06/20.

3.3.5 Results and conclusions

The final version of the report incorporated the changes proposed by the reviewers.

4. Evaluation of Meetings

4.1 Kick-off meeting

The purpose of the the kick-off meeting is to introduce the team, understand the project background and decide on the managerial tasks and responsibilities based on the proposal descriptions and according to the tasks each of the partner has to accomplish.

4.1.1 Participants

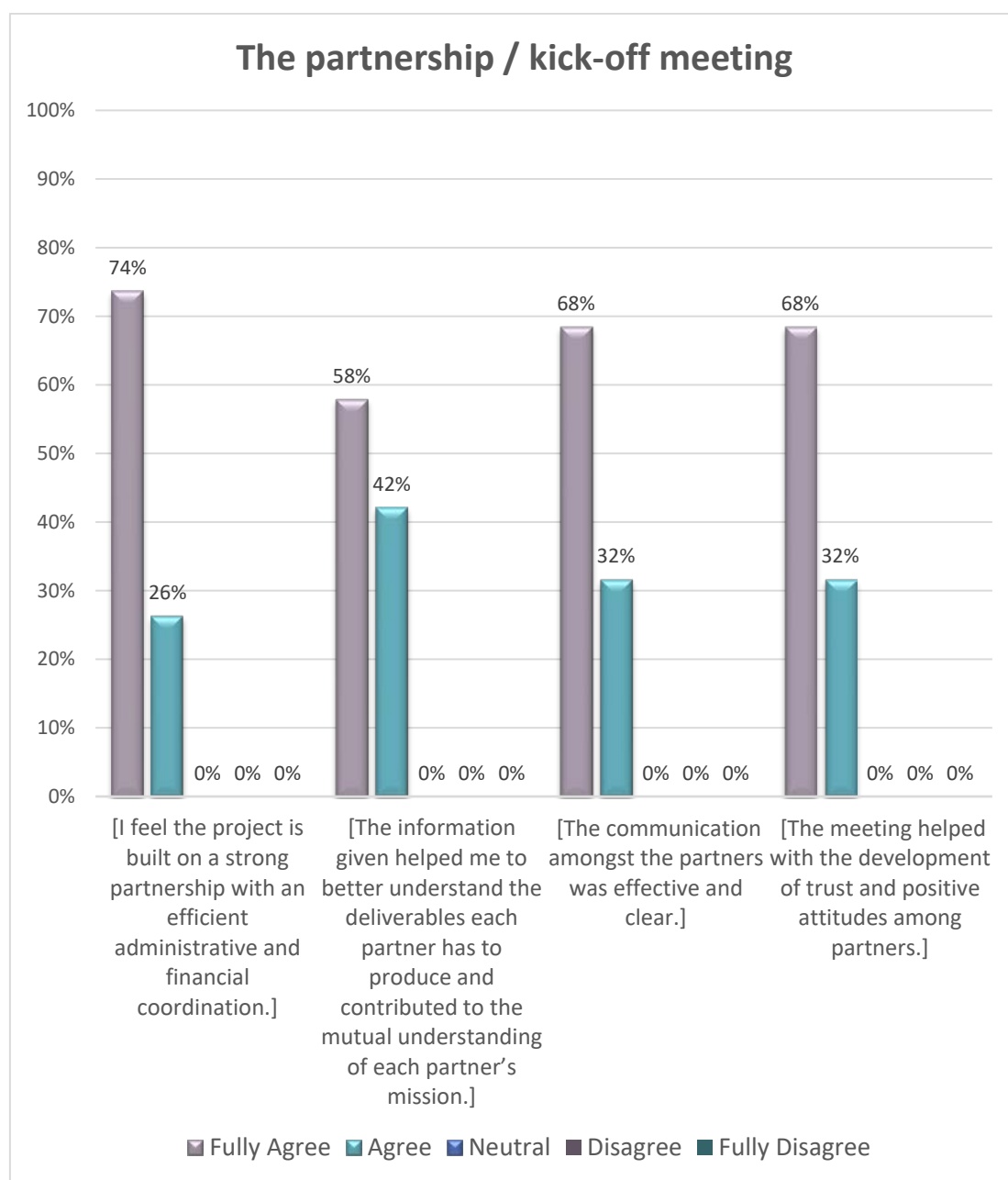
In the kick-off meeting partners from all consortium organization participated. There were 24 participants in the meeting, from 13 Partner Organizations. The meeting was



evaluated by 19 participants via using either the online Meeting Evaluation Google Form or the hard copy as it is included in the QEP.

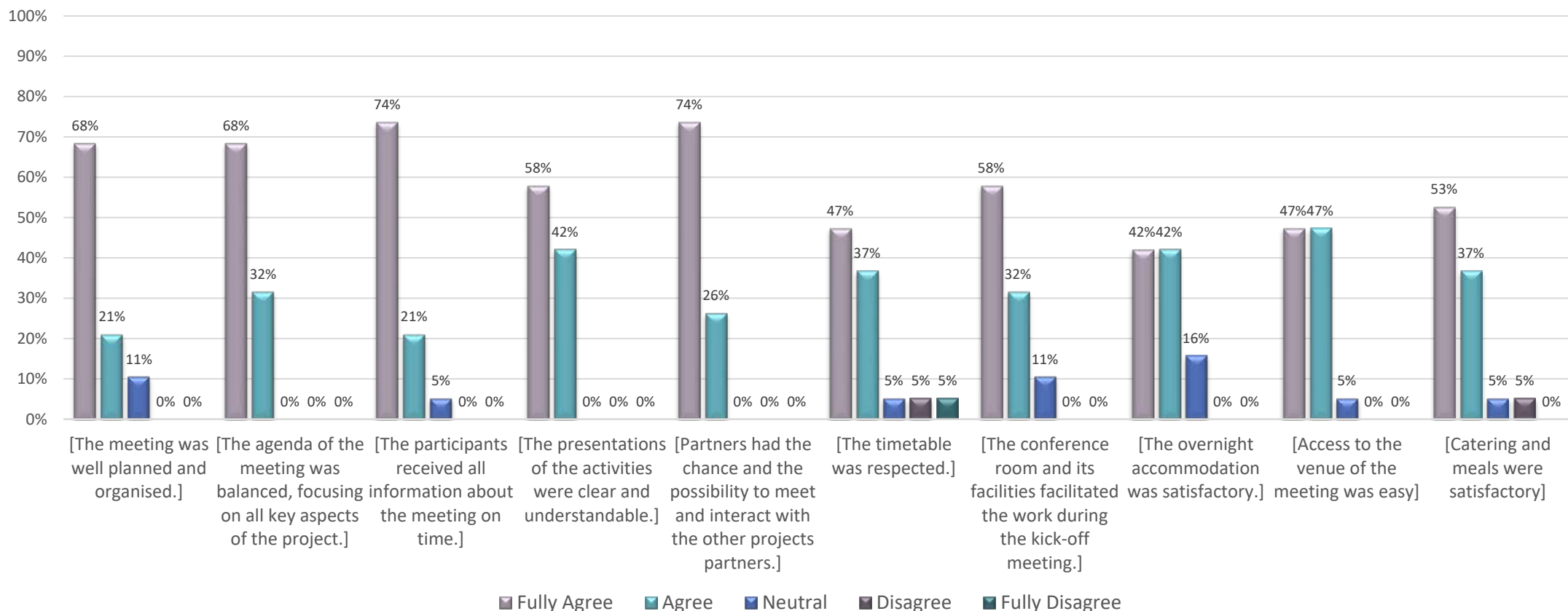
4.1.2 Responses presentation

The analysis presented in the following pages is based on a 5 points Likert Scale: 1=Fully Disagree - 5=Fully Agree).



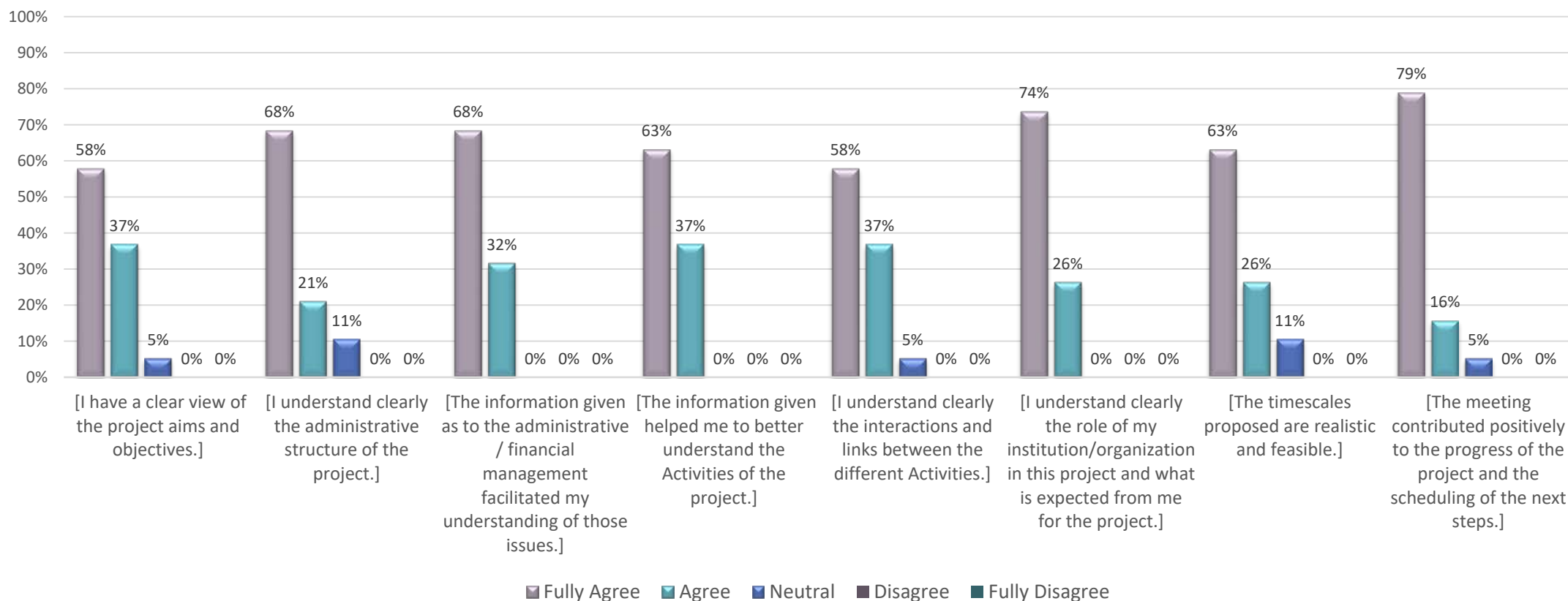


The meeting / kick-off meeting





The project / kick-off meeting





4.1.3 Open Questions

The kick-off meeting enabled me to clear up questions I previously had on:

- The partners and their capabilities
- allocated budget, responsibilities
- The structure off the project
- Work packages
- Dispatch of work packages
- Organization of project meetings and subcontracting issues
- External Quality evaluation, meeting arrangements compensations
- Administrative issues
- My institution shared doubts, issues and concerns with all partners about unclear points in the project proposal, and everything has been clarified in a democratic decision making
- Financial rules

The following element is still a major concern to me:

- Number of days for the meetings
- Implication and dedication of all partners (hopefully all perform as expected)
- The financial reporting
- none
- What expertise shall the program countries provide?
- The contribution of program countries with expertise is not clear.
- Financial arrangements for on-time procurement of the equipment
- At the moment no major concern, all doubts have been clarified at this stage of the project
- Translations into Arabic

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

- Implication and dedication of all partners (hopefully all perform as expected)
- Coordinating between partners on next meeting
- Fulfillment of the requested contributions
- The number of days on the next meeting
- About the travels, there are a lot of diary things, coffee breaks, lunch, diner, transport... that we haven't enough economic support
- Strict coordination
- To have an efficient communication process among all partners, a proactive participation from all partners, and compliance of the internal and project deadlines
- The differences of needs between the partner countries



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

- Starting the activities
- Dissemination activities
- Help for capacity building and interact with other cultures and organisations
- Training staff
- Stakeholder (mainly industry) involvement
- Tender implementation
- The dates that should be ready the deliverables
- The relationships between our organization and the partners
- Services of the centers
- Using the outputs to generate innovation among professionals and students.
- Enhancement of innovation in advanced textiles.
- the sustainable business model for the advanced textile centres
- Training material
- Build new relationship in Moroccan and Jordanian territories; knowledge sharing; develop interesting business model for advanced textile centers. All this aspect are important to improve the knowledge in my institution for future consultancy activity and new business relationships
- Networking is very important for our institute because it offers the opportunity for next project proposals.

Suggestions and aspects to be improved (good practices noted)

- Day and a half meetings or two day meeting to maximize implication
- Try to be even more efficient
- Make the meeting in more days
- none (until now)
- Transfer some money to impotent part like dissemination
- none at the moment
- The needs for the training material

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

- Budget arrangements
- We thank the organizer for all the efforts

4.1.4 Results and conclusions

The meeting received an average score of 4.5/5 and can be considered as very successful. The percentage of scores ≥ 3 (neutral, agree, fully agree) in the meeting section was 98,4% and only 3 negative answers were expressed concerning the deviations from the timetable and the catering options. The majority of the participants gave very high positive feedback in all assessment criteria (agree or fully agree).



Of notice is that in line with the guidelines of the financial management of the project, participants receiving the full amount of cost of stay cannot receive catering services subcontracted by the project which would mean double funding. Thus, with the exception of the coffee and snacks which were co-funded by the hosts, the meals were paid separately by each participant.

In the open questions section of the questionnaire, revealed the technical-educational outcomes of the project as the most important, followed by networking and cooperation possibilities. Most concerns were expressed on managerial and financial issues, with the extension of the duration of the meetings to be a recurring request by several partners. Therefore, **the feasibility of extending the days of the meetings should be considered**. The opposite reading is that the partnership has a clear view on the tasks to be performed under WP1 and WP2 and no major concerns were raised on these topics.

4.2 2nd meeting

This meeting serves the purpose of planning, executing common tasks and monitoring activities.

4.2.1 Participants

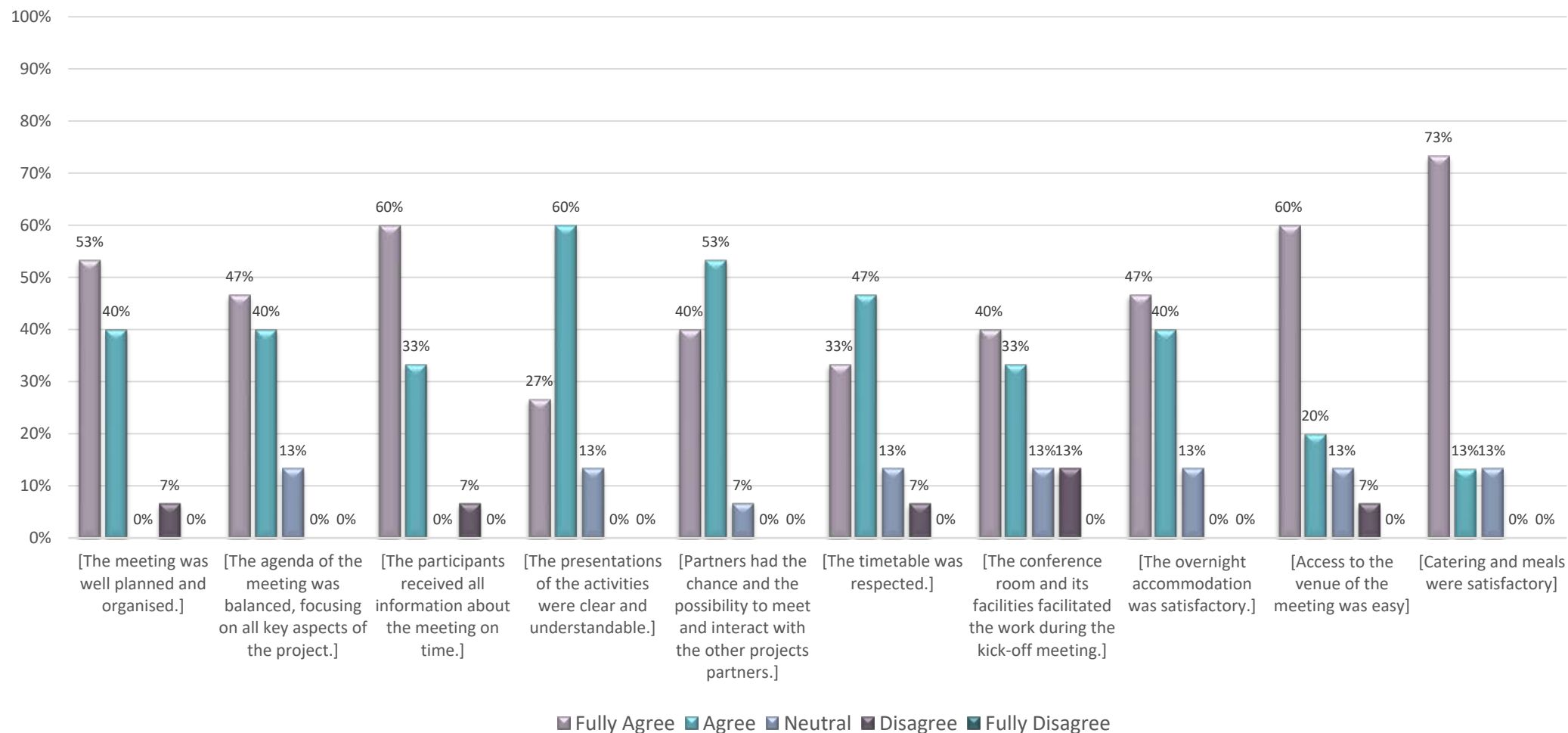
In this 2nd meeting, partners from UH2C coming from Morocco did not manage to participate due to a missed connection flight and the unavailability of other available flights to reach Bucharest during the meeting's duration. As a result 12 partner organisations were present. The meeting was evaluated by 15 participants via the online Meeting Evaluation Google Form.

4.2.2 Responses presentation

The analysis presented in the following pages is based on a 5 points Likert Scale: 1=Fully Disagree - 5=Fully Agree).

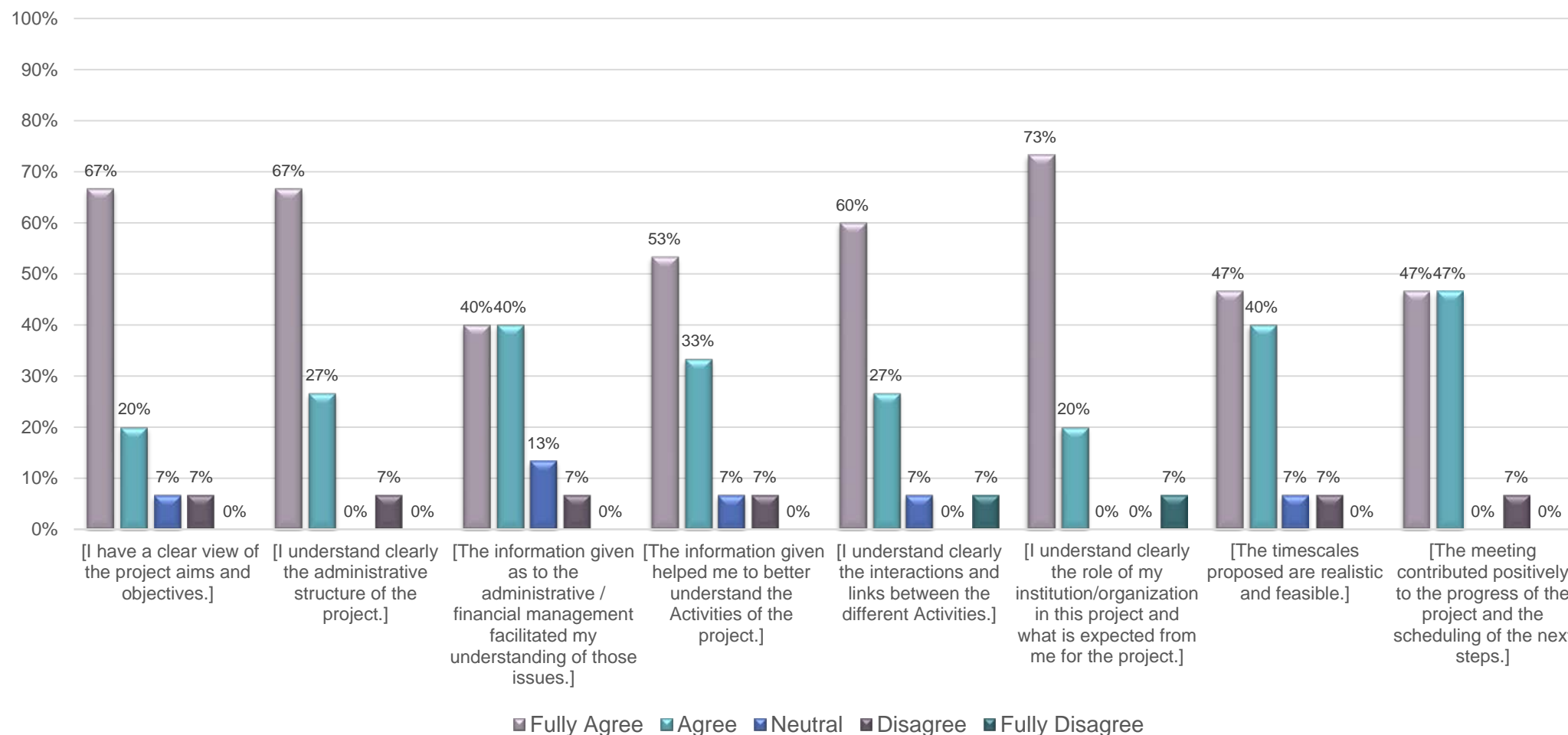


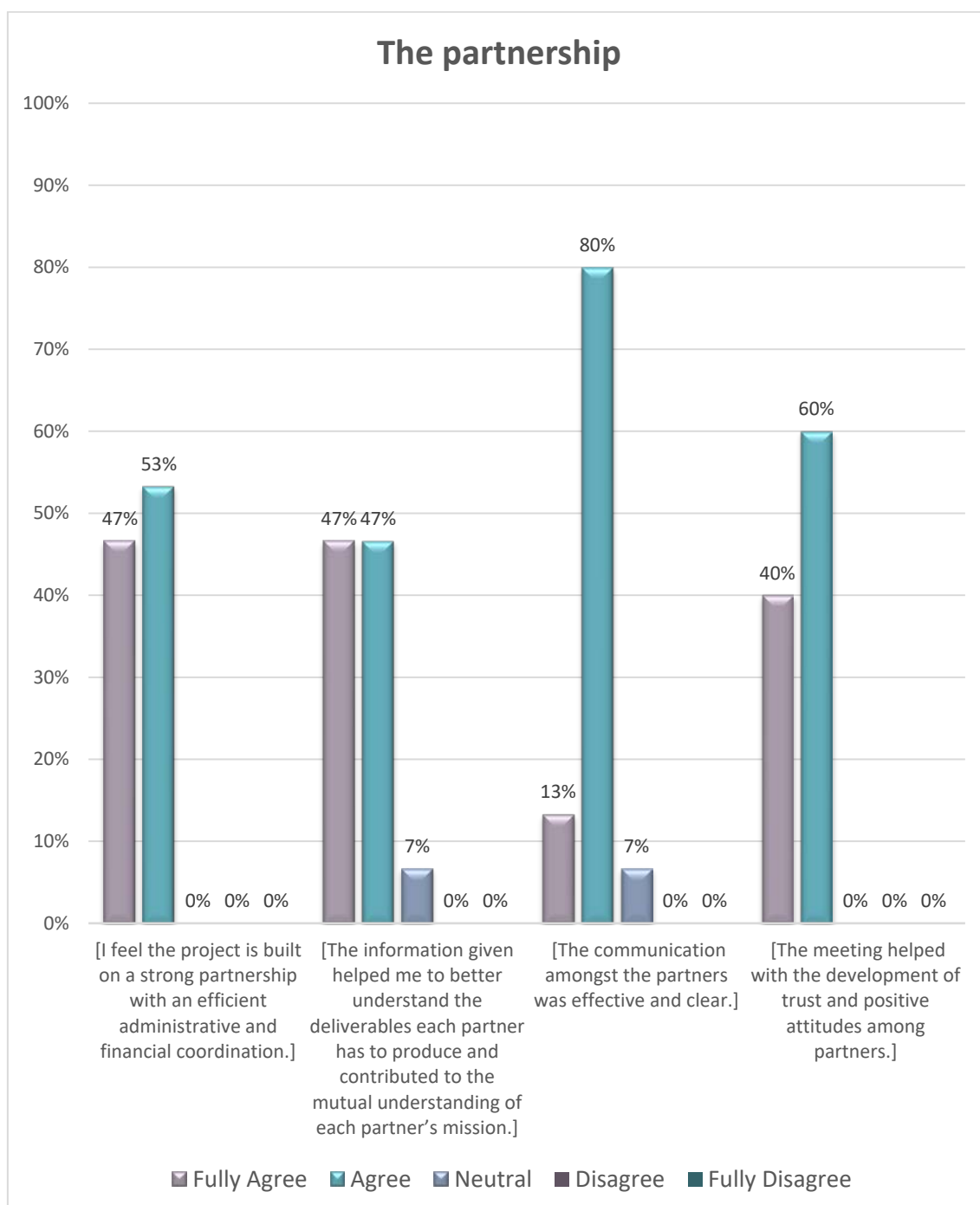
The meeting: 2nd meeting





The project: 2nd meeting





4.2.3 Comments

- Timetable of agenda was not respected
- I have the feeling some partners do not understand the project

4.2.4 Open Questions

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



- roles and commitment of WP leaders
- budget for subcontracting
- Budget
- Deliverable 1.1, reallocation of budget, planning of the next project meeting
- Implementation of the WP and management
- Translation issues

The following element is still a major concern to me:

- Participation of med countries in the discussions
- check on deliverables from all partners
- budget for subcontracting
- Who will translate the communication materials (website, leaflet, etc.)
- Textile industry in Jordan.
- Understanding if a low budget absorption in one budget heading can mean equal percentage cut in the other budget headings.
- Partners need to know each other better. I suggest a team building activity for the next meeting so that people get to know each other more.
- Meeting the deadlines
- The WP leaders have clear role
- Equipment purchase

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

- active commitment of all partners
- Long distances
- Adequate capacity building mobilities/ equipment acquirement in Morocco.
- Effective communication and follow up between partners
- All the participants follow clearly the activities
- Capacity building activities in Terrassa
- Coordination for efficient flow

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

- connections to new stakeholders, international networking
- sustainable business plan of the center
- The network and new trans-european relationships
- Open source educational material produced, as it is useful also in the EU.
- Networking for next project developments and research possibilities
- The involvement of the professional of the textile sector.
- The contribution of European partners will be a great benefit to boost our on-going projects.



- The purchase of the equipment as well as the expertise of European institutions which make the consortium.
- Providing services to the industry
- Knowledge of the textile sector and contacts with other universities
- Support of the neighbouring countries, strengthening of their academic and technological structure. Sustainable cooperation.

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

- All partners should read the proposal and ask questions to the coordinator in case of doubt to clarify any unclear aspect.
- Everything is advancing in a proper pace.
- Just to thank the team for the wonderful organization of the meeting
- I would like to thank the team in Bucharest for their kindness and hospitality.

4.2.5 Results and Conclusions

Overall, 2nd Meeting of the FOSTEX project was considered very successful. It received an average score of 4.3/5 by the people who participated in the evaluation and the percentage of scores ≥ 3 (neutral, agree, fully agree) in the meeting section was 96%. Negative scores concerning the meeting (disagree or fully disagree) accounted only for 4%. The facilities of the conference room received the lowest rate of positive scores, 87% which is still high.

According to the comments, meetings are considered to play a vital role in promoting the progress of the project and foster cooperation between the participants. The 2nd meeting helped answer questions primarily on budget but also implementation and management. A concern that was expressed by multiple participants is the adherence to the proposal's work-plan, the commitment and engagement of it by all partners. Effective communication and coordination is also important to the partnership and further team bonding activities during next project meetings was proposed by a participants. In that sense, **future meetings planning could involve activities social or other where the partners from EU and partner countries can interact and team up.**

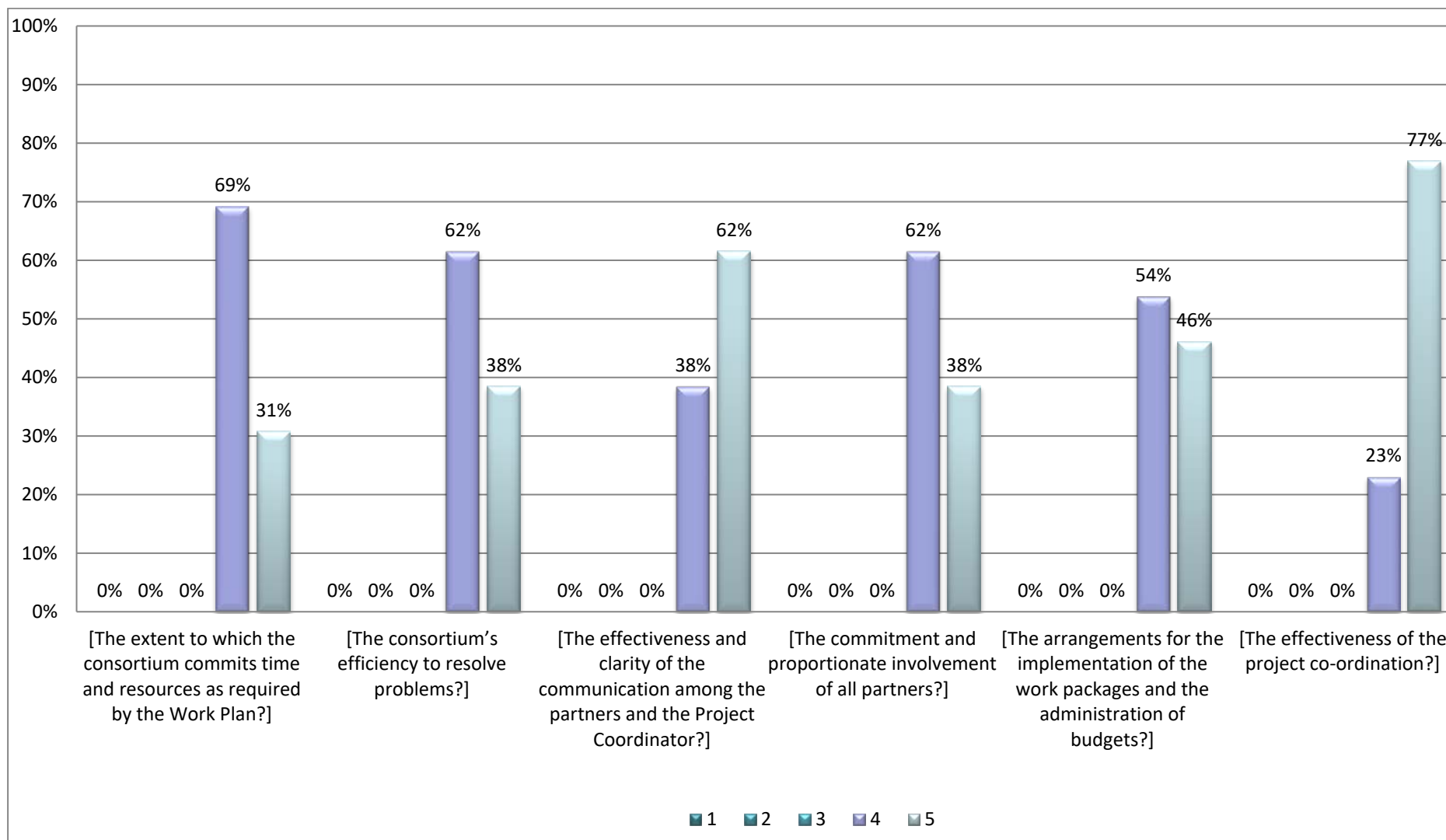


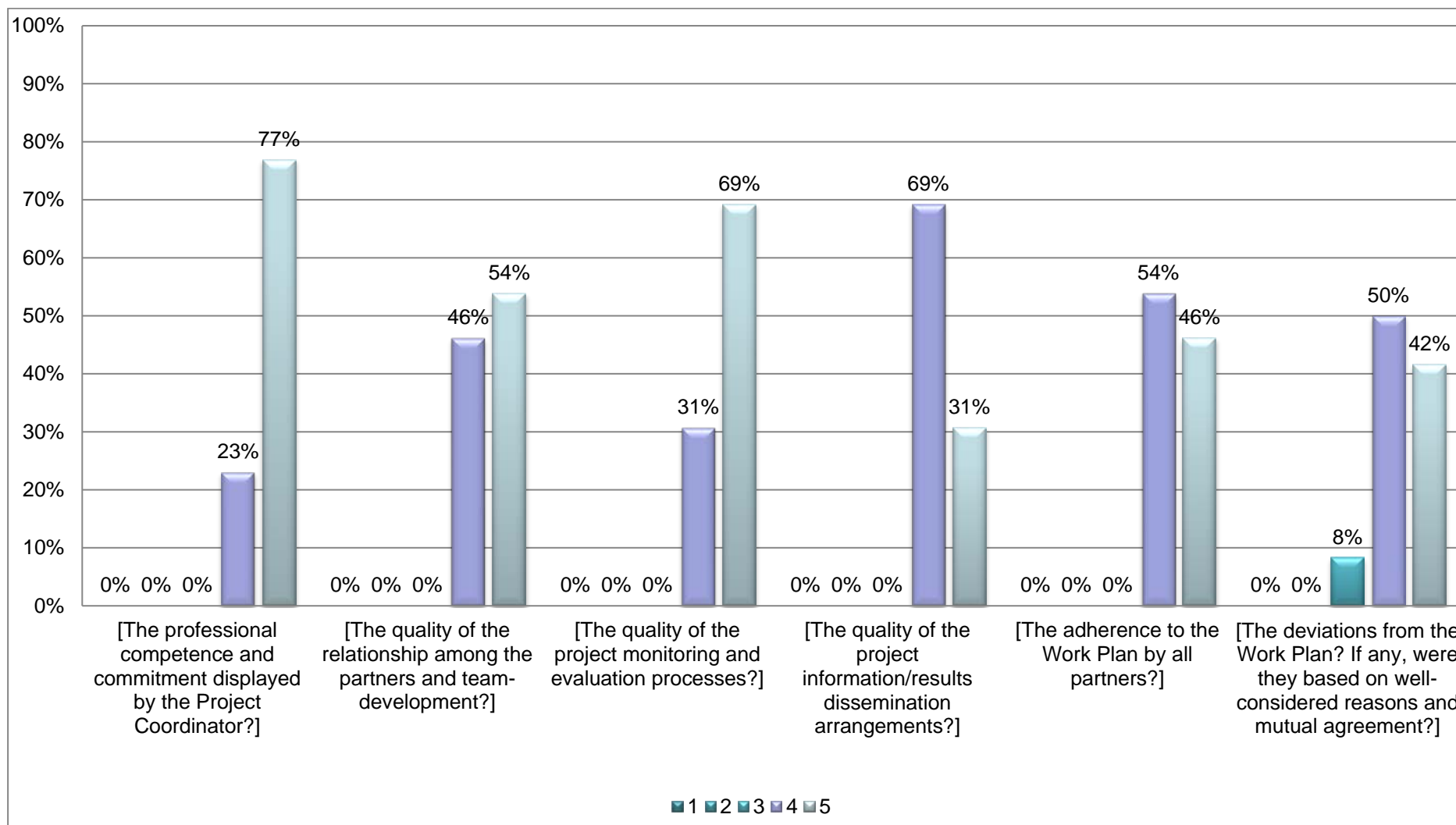
5. 1st Internal Evaluation of the project

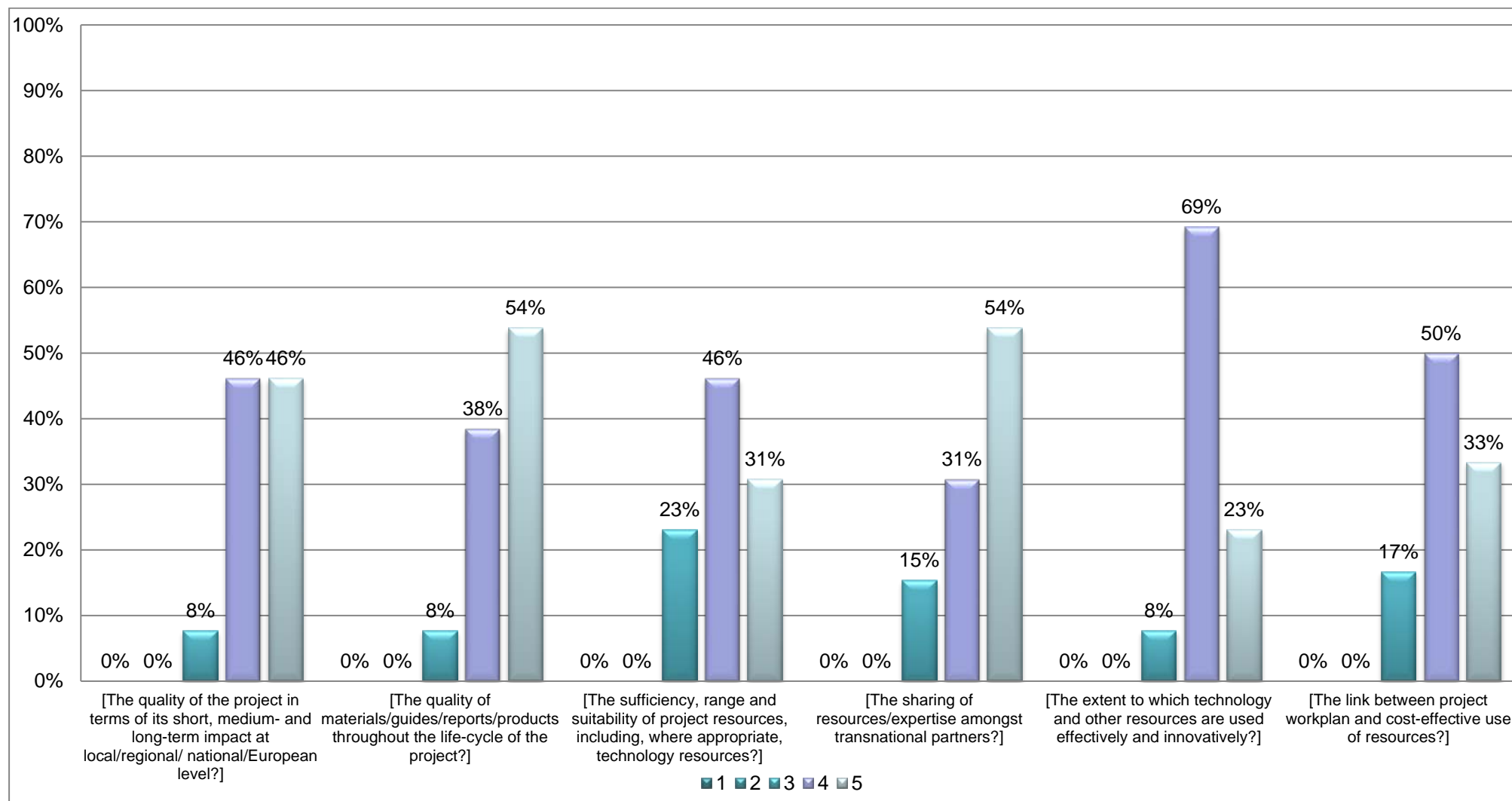
The purpose of the project evaluation is to assess the work methodology and achievements of the project as well as appraise the project partnership approach including management structures, communications and work relationships.

5.1 Responses presentation

The questionnaires and result analysis follow a 5 points Likert Scale where 1=Poor - 5=Excellent.









5.2 Other Comments and Suggestions

- The 4 last questions about resources have a lower evaluation just because they are premature requests at this stage of the project. I am sure the partners will be able to increase the sharing of resources and expertise
- We are still in early stage to evaluate properly some of the preliminary results and whether there are significant or none workplan deviations.

5.3 Results and Conclusions

In all questions, the evaluation scores given by project Partners are above the threshold of 3, thus the percentage of questions receiving **scores over or equal to 3 is 100%**, and the total **average score is 4,4**. The highest scores are given to the effectiveness and competence of the Project Coordination, whereas the last 6 questions received also neutral responses, mainly as it was considered that it is premature to evaluate the project results and the implementation of the work-plan. However, at this stage evaluation of all questions was not mandatory through the Google form questionnaire, and not having an opinion could be expressed by not completing a field, which would not affect the overall score of the project.

All scores, based on the perceptions of the respondents, are on the positive side of the scale, although some evaluators are still reluctant to provide a positive evaluation to the development part of the project.

Recommendations

The partnership has been positively reactive to the submission of the monitoring tools (questionnaires and check lists), though on different levels according to different submissions. The submission of responses on the 1st year project evaluation was completed by almost all partners, but the evaluation of the deliverables missed few respondents, despite re-calls made.



6. Annexes

6.1 Annex I - Links to Google Forms Evaluations

Links to the Google Forms used in Evaluations are annexed to this report (Annex I).

6.2 Annex II - Evaluation and Monitoring Table

To monitor the timely performance of tasks linked to quality control, the updated table of the Evaluation and Monitoring Table is annexed to this report (Annex II).

6.3 Annex III - Progress report

For the drafting of the Progress report the official template of the “Table of achieved / planned results” was distributed to the WP leaders who were responsible for completing one form about the WP found under their leadership. The template includes 3 separate sections named “Achieved results”, “Foreseen Results” and “Occurred Changes”.

The “indicators of progress” described in the project’s proposal are already incorporated under the quality indicators/criteria set by the Quality plan (column H of Annex II: Evaluation and Monitoring Table) and are used under the heading “Specific and measurable indicators of achievement” to monitor the development of the WPs.

Annex III represents the Progress report for the 1st 6-month period of FOSTEX project.



Annex I: Links to Google Forms Evaluations

[Deliverable Evaluation Form D3.1_FOSTEX](#)

[Deliverable Evaluation Form D4.1_FOSTEX](#)



[Deliverable Evaluation Form D5.1_FOSTEX](#)

[FOSTEX Internal Evaluation 1st semester](#)

[1st Meeting Evaluation_FOSTEX](#)

[2nd Meeting Evaluation_FOSTEX](#)

Annex II - Evaluation and Monitoring Table

 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	14/4/2019	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	27-05-2019 (1st draft)	For review
WP1.2	National Research reports	Document	14/9/2019	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	Ongoing	
WP1.3	EU Best practices and success experience database	Document	14/10/2019	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	Ongoing	
WP1.4	Cross-country research report	Document	14/12/2019	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	14/2/2020	UNIWA, support from INCOTP, UPC	Structure of the toolkit for the capacity building	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
			14/5/2020	UNIWA, support from all partners	Training content intergrated 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		14/11/2020	UNIWA, UPC, INCOTP, CRE.THI.DEV., AEI TEXTILS (visits)	1 Capacity building session implemented	Accomplishment	Project Coordinator	Progress Report	internal	after training		
		Trainings	31/10/2020	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	14/11/2020	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		

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
	<i>Synergetic meetings between EU textile industry experts and HEIs and companies from Jordan and Morocco</i>	Events	14/1/2022	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	Partshipants	Event evaluation form (hard copy)	external	after the event		
WP2.3	Equipment for each textile center		14/1/2021	BAU, JUST, ESITH, UH2C, support UNIWA and INCDTP	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		14/3/2021	CRE.THI.DEV, INCDTP, 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	14/6/2021	CRE.THI.DEV, INCDTP, 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	14/12/2020	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, INCDTP, JUST, BAU, ESITH, UH2C	Deliverable evaluation form	internal	after delivery		
WP2.6	Pilot test reports	Sessions	14/10/2021	JUST, BAU, ESITH, UH2C	4 pilot sessions for the Textiles centers	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
		Document	14/10/2021	ESITH,support UNIWA and INCDTP	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/websi te	14/11/2021	ESITH, BAU, MCI	1 Collaboration platform developed	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CRETHIDEV, CIAPE, INCDTP, 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	14/9/2021	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	14/9/2021	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, INCDTP, BAU, UH2C, CRETIDEV	Deliverable acceptance sheet	internal	after delivery		
WP3	QUALITY PLAN (quality and evaluation)			CRETHIDEV								
WP3.1	Quality and evaluation Plan	Document	15/3/2019	CRE.THI.DEV	1 Quality Plan developed	Acceptance by reviewers (section 5-Deliverable evaluation form)	UPC, AEI TEXTILS, UNIWA, CIAPE, MCI, INCDTP, JUST, BAU, ESITH, ACI, UH2C, AMITH	Deliverable evaluation form	internal	after delivery	15-03-19	Final

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
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	14/7/2019	For review
WP4	DISSEMINATION & EXPLOITATION			CIAPE								
WP4.1	Dissemination and Exploitation Plan	Document	14/4/2019	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	15/6/2019	Reviewed [Final version on progress]
WP4.2	Data base for contacts & Mailing	Database	14/6/2019	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	14/6/2019	Final
WP4.3	Project website and online collaterals	Platform/website	14/7/2019	MCI, UPC	1 project website	Accomplishment	Project Coordinator	Progress Report	internal	after delivery	3/7/2019	Final
			14/7/2019	CIAPE, MCI	1 FB page	Accomplishment	Project Coordinator	Progress Report	internal	after delivery	3/7/2019	Final
			14/7/2019	CIAPE, MCI	1 twitter page	Accomplishment	Project Coordinator	Progress Report	internal	after delivery	3/7/2019	Final
			14/10/2020	CIAPE, MCI	Project website/social networks: 500 followers	Accomplishment	Project Coordinator	Progress Report	internal	after delivery	Ongoing	
			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	Ongoing	
WP4.4	Dissemination material-look&feel	Document	14/8/2019	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	Ongoing	
WP4.4	Dissemination material-leaflet & press pack	Graphic design + content	14/8/2019	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	Ongoing	
			14/8/2019	All partners	300 printed copies of leaflets	Accomplishment	Project Coordinator	Progress Report	internal	after delivery		
WP4.5	Sustainable business model for textile centres	Document	14/12/2021	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	14/4/2020	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		

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
WP4.7	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	14/3/2021	AMITH, ACI, supprt 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	14/3/2021	ACI, AMITH, supprt 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. Partshipants list	internal	after the event		
WP4.9	Recommendations "How advanced textiles' centers are useful for the economic development of the region"	Document	14/10/2021	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, INCDTP, 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	14/1/2022	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, INCDTP, JUST, BAU, ESITH, UH2C	Deliverable evaluation form	internal	after delivery		
WP4.11	Interim Conference in Morocco	Events	14/3/2021	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	14/1/2022	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	on progress	
WP5.1	Project Management Guide	Document	15/2/2019	UPC	1 Management Plan developed	Acceptance by reviewers (section 5- Deliverable evaluation form)	AEI TEXTILS, UNIWA, CRETHIDEV, CIAPE, MCI, INCDTP, JUST, BAU, ESITH, ACI, UH2C, AMITH	Deliverable acceptance sheet	internal	after delivery	15/2/2019	Final
WP5.2	Interim Report	On-line submission document	14/7/2020	UPC, all partners	1 Interim Report produced	Acceptance by EACEA, rating >65	EACEA	Education participants portal, project's outputs	external	14/7/2020		
WP5.3	Final Report	On-line submission document	15/1/2022	UPC, all partners	1 Final Report produced	Acceptance by EACEA, rating >50	EACEA	Education participants portal, project's outputs	external	15/1/2022		

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
WP5.4	Kickoff meeting	Meeting	14/2/2019		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	20/2/2019	Final
WP5.5	2nd meeting	Meeting	14/7/2019		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	ongoing	
WP5.6	3rd meeting	Meeting	14/12/2019		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	14/5/2020		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	14/10/2020		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	14/3/2021		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	14/8/2021		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		
WP5.11	Final meeting	Meeting	14/1/2022		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		

Annex III - Progress report

Erasmus+ KA2 Capacity Building in Higher Education

Annex V - Technical Implementation Report (Progress report on implementation of the action)

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TABLE OF ACHIEVED / PLANNED RESULTS

<u>Title and reference number of the work package (WP)</u>	WP1- PREPARATION (Research and state of the art)
<u>Indicators of achievement and or/performance as indicated in the project proposal</u>	<ul style="list-style-type: none">- 40 questionnaires from staff of the future textiles centres, collected and analyzed,- 40 questionnaires from experts,- 20 participants for the focus groups,- 10 best practices collected and analyzed,- 1 Methodology pack created,- 1 Database with EU best practices,- 2 Research reports developed for Jordan and for Morocco,- 1 Final (cross-country) research report created. <p>These indicators are presented in the “Specific and measurable indicators of achievement” column of the table below. Target values appear in parenthesis.</p>

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
1.1	Methodology pack	14/02/2019	27/05/2019	Jordan, Morocco	A methodology pack has been developed by JUST to provide the guidelines and requirements for the implementation of WP1 activities. It included the detailed plan for what needs to be done (research activities) and how to approach them (methodology for conducting the desk and field research, timelines and standardized templates for reporting and compiling the results). In addition, it included the common tools needed to harmonize the results for conducting the research such as survey, templates, grids for collecting data, guidelines for the focus groups, etc.	1 Methodology Pack created. (1) Achieved

1.2	National Research Reports	01/03/2019	ongoing	Jordan, Morocco	Two focus groups were conducted by Jordanian partners in March 2019 with 40 participants.	40 participants in the focus groups in Jordan (20) Achieved
1.3	EU Best practices database and success experiences in capacity building: implications for the textile industry	01/02/2019	ongoing	EU	Research for identifying EU best practices and success experiences in capacity building for the textile sector.	

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
1.2	National Research Reports	14-04-2019	14-09-2019	Jordan, Morocco	Two reports comprising the results from both desk and field research for both of the target countries: Jordan and Morocco, will be produced. JUST will produce the Jordanian component and UH2C the Moroccan part. JUST will compile them in the final report. The national reports will be prepared based on the template elaborated by the WP leader on deliverable 1.1. in order to produce comparable information. It will include the macroeconomic information of the textile sector, the identification of key stakeholders, the needs of the sector both from industry perspective and from university point of view, a strength-opportunity-weakness-	2 Research reports developed 40 questionnaires from staff of the future centres 40 questionnaires from experts 20 participants for the focus groups

					threads analysis (SWOT) for the textile sector. It will also include other experiences ongoing, such as projects or national initiatives not detected during the proposal, with the aim of finding synergies.	
1.3	EU Best practices database and success experiences in capacity building: implications for the textile industry	14-02-2019	14-10-2019	EU	<p>A report will be prepared containing at least 10 best practices identified across Europe with high potential for being transferrable to the partner countries and at least 10 successful EU funded project experiences in capacity building from different sectors. Best practices and success stories included should represent success stories and examples on the following topics:</p> <ul style="list-style-type: none"> - Existing advanced textiles' centers or other centers implemented from different sectors. - Collaboration among universities, BIOs and companies for the sectoral development. <p>Innovation and entrepreneurship led by HEIs and business collaboration.</p>	10 best practices collected and analysed 1 Database with EU best practices

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

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<u>Title and reference number of the work package (WP)</u>	WP3-QUALITY PLAN (Quality and evaluation)
<u>Indicators of achievement and or/performance as indicated in the project proposal</u>	- 1 Quality Plan developed - 6 Quality & Evaluation reports produced These indicators are presented in the “Specific and measurable indicators of achievement” column of the table below. Target values appear in parenthesis.

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
3.1	Quality and Evaluation Plan	10/02/19	15/03/19	Greece	Elaboration and finalization of the Quality and Evaluation Plan. The first draft version was produced on 15/03/15, followed by two more draft versions incorporating comments by the PC and the logo of the project. On 27/06/19, the 1 st final version was produced after the quality evaluation process, which was then amended to v2 that includes decisions made during the 2 nd Project Meeting.	1 Quality Plan developed (1) Achieved
3.2	Quality and evaluation Reports	28/06/19	14/07/19	Greece	Elaboration of the 1 st Quality and Evaluation Report. 1 st Progress report included as annex.	1 Quality & Evaluation report produced (6)

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
3.2	Quality and evaluation Reports	28/06/19	14/01/21	Athens	5 more Quality and Evaluation reports to be produced, one every 6 months.	5 Quality and evaluation Reports produced

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

The kick-off-meeting's deliberation with the e-participation of the Project Officer concluded that the External Quality & Evaluation Committee will be composed by at three (3) members instead of six (6), one in Europe, one in Jordan and in Morocco in line with the availability of budget for this purpose.

<u>Title and reference number of the work package (WP)</u>	WP4-DISSEMINATION AND EXPLOITATION PLAN
<u>Indicators of achievement and or/performance as indicated in the project proposal</u>	<ul style="list-style-type: none"> - 1 Dissemination and Exploitation Plan produced - 100 contacts per partner for the contacts in Jordan & Morocco - 1 project website - 1 FB page - 1 twitter page - 300 printed copies of leaflets - Sustainable business model for Textile centres produced - 2 Background papers for the Roundtables-one for Jordan and one for Morocco - 2 Roundtables (one in Jordan and one in Morocco) on Entrepreneurship and innovation - 2 Roundtable (one in Jordan and one in Morocco) on “Textiles centers development and Investment promotion for inclusive and sustainable growth in Jordan and Morocco” - 1 Recommendations paper - 1 Interim conference organized and implemented in Morocco - 1 Final conference organized and implemented in Jordan <p>Additional, specific indicators have been chosen during the Quality and Evaluation plan elaboration to assess the progress and quality of the outputs. All indicators are presented in the “Specific and measurable indicators of achievement” column of the below table. Target values appear in parenthesis.</p>

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
4.1	Dissemination and Exploitation Plan	15/02/2019	15/06/2019	Italy	Drafting of the Dissemination and Exploitation Plan 2 versions delivered – Few inputs to be added	1 Dissemination and Exploitation Plan produced (1) Achieved
4.2	Data base for contacts & Mailing	15/02/2019	14/06/2019	Italy / ALL	Template for the collection of contacts delivered. Each partner updates the template with contacts, but does not disclose the contact list in agreement with GDPR.	Contact lists prepared

4.3	Project website and online collaterals	15/02/2019	Ongoing	Italy	1 st version of the website ready: http://fostexproject.eu/ Template for the newsletter ready Social networks operational: FB, Twitter, LinkedIn 1 st newsletter draft version ready	1 Website Achieved 1 FB page Achieved 1 twitter page Achieved 18 followers on social media (500)
4.4	Dissemination material	15/02/2019	Ongoing	Italy	Coordinated image ready Leaflet draft version ready Graphic identity (templates) produced	Graphic design for leaflet Text on the leaflet Achieved 1 Logo Achieved 1 graphic identity Achieved

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
4.2	Data base for contacts & Mailing	15/02/2019	14/01/2019	ALL	Updating the contact lists	100 contacts per partner for the contacts in Jordan & Morocco 600 contacts in total
4.3	Project website and online collaterals	15/02/2019	01/01/2022	ALL	Constant update of the project website. Calendar for managing social media by partners. Attracting followers. Issuing newsletters.	No of followers website /social networks ≥ 500 No of newsletters issued=6 No of people reached per newsletter's edition ≥ 600
4.4	Dissemination material	15/02/2019	14/08/19	Italy, ALL	Graphic design for press pack Printing copies of leaflets	1 Graphic design for press pack 300 printed copies of leaflets

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

D4.2 Data base for contacts & Mailing (1): The key change is related to the database for contacts and Mailing
According to the GDPR, partners are not allowed to share their database
Therefore a template has been produced. Each partner shall be responsible to send the newsletter to its own list of contacts

<u>Title and reference number of the work package (WP)</u>	MANAGEMENT
<u>Indicators of achievement and or/performance as indicated in the project proposal</u>	1 Management Plan developed 1 Interim Report produced 1 Final Report produced 8 meetings performed

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
5.1	Project Management Guide	15/01/2019	25/02/2019	Spain	An internal document agreed by all partners was presented for all partners during the 1 st partnership meeting. This document defines management planning for the whole duration of the project and set rules for partnership functioning and for project management	1 Management Plan developed Achieved
5.4.	Kick off meeting	01/02/2019	25/02/2019	Spain	The kick off meeting was held in Terrassa from 18 to 20 February 2019 and was organized by UPC (the PC). I was last 3 days and served to discuss the project structure and planning, management and financial issues and to plan preliminary project activities. The Project Management Guide was validated by all partners during this meeting. Moreover other partners presented the methodology and timeline of the WPs that they are responsible for.	Meeting successfully performed Achieved
5.5	2nd meeting	01/07/2019	Ongoing	Romania	The 2 nd project meeting was held in Bucharest from 10 to 12 July and was organized by INCOTP. All	Meeting successfully performed Achieved

					project deliverables, developments and future steps were discussed.	
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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
5.5	2nd meeting	01/07/2019	31/07/19	Romania, Spain	Finalizing the minutes of the meeting and uploading the relevant e-material onto the GD	Meeting successfully performed

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

The deliverable associated to this activity (D5.4) was achieved 9 days later than the due date (14/02/2019) since the meeting took place from 18-20 February and there were necessary 5 days more to prepare the deliverable. Except for 3 partners 2 participants by organization attended the meeting and in the case of the organizer (UPC) 4 participants were involved.

The kick of meeting was planned to last 2 days and finally was for 3 days so the activity was carried out within the allocated budget.