



Aleksandër Moisiu University of Durrës
Faculty of Professional Studies



QUALITY CONTROL AND MONITORING PLAN

Development of Regional Joint Master Program in Maritime
Environmental Protection and Management – MEP&M

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Development and implementation of Internal Quality Control and Monitoring Plan



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1. Executive Summary

This Quality Control and Monitoring Plan (QCMP) is prepared in the scope of the **Development of Regional Joint Master Program in Maritime Environmental Protection and Management – MEP&M** project, and particularly according to what is foreseen in QCMP and 4.2: *Development and implementation of Internal Quality Control and Monitoring Plan.*

QCMP is an important support to management, planning and implementation of project activities. The objective of this Quality Control and Monitoring Plan Manual is to ensure the production of concrete and high-quality results in line with the project plans. Quality control and monitoring Plan is achieved through 4 tasks:

QCMP 4.1: Establishment of Quality Assurance (QA) body.

QCMP 4.2: Development and implementation of Internal Quality Control and Monitoring Plan.

QCMP 4.3: External Quality Control and Evaluation

QCMP 4.4: Impact Analysis



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1. Executive Summary

“Aleksandër Moisiu” University of Durrës is Lead Partner (LP) in QCMP 4.2. *Internal Quality Control and Monitoring Plan* define that encompass guidelines for QA are implemented throughout the project, including development of standardized templates for project deliverables, evaluation forms, internal reporting templates and reporting dynamics, external evaluation schedule and minimum selection criteria for external evaluators, and it take up the results of the strategy implementation evaluation, etc.

It ensures that communication and dissemination activities are implemented following high-quality standards, as well as to provide valuable input for project exploitation.



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1. Executive Summary

QCMP enables day-to-day monitoring of the project activities, including revision of periodical technical and financial reports of each project partner. It will be used as input to regular project reports.

QCMP provides quantitative and qualitative input necessary for project implementation, especially possible amendments in implementation that will be required in order to meet project objectives in timely and efficient manner.

It serves as basis for preparing plans for continuation of strategic implementation processes initialized during the project lifetime. Plan will be developed and adopted, and implemented throughout project lifetime. Plan will be disseminated and incorporated into the general overview report.



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2. Introduction:

The purpose of this QCMP is to describe the Quality Management procedures that the project team will follow in order to ensure, monitor and control the quality of all processes and deliverables produced during the MEP&M project lifecycle. This will be achieved through following tasks:

- *Developing quality monitoring plan;*
- *Identify all the different tools and means for monitoring and evaluation to be applied throughout the project duration;*
- *Provide guidelines for adequate implementation and thereby assure that certain quality standards in the performance of all the tasks are fulfilled.*
- *Writing regular reports on the project activities;*
- *Writing quality evaluation reports;*
- *External evaluation quality report;*
- *Define the quality requirements that must be obtained throughout the project lifecycle, those that the deliverables, actions and results must conform to.*



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3. Quality Objectives:

The main objectives of the internal quality monitoring and control plan are to:

- Monitor the project progress;*
- Ensure the quality comprehensiveness of each activity and output separately and of the whole project;*
- Ensure the quality of the key processes and the key results of the project.*





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4. Project Description

MEP&M is a project of a new regional joint interdisciplinary master program in maritime environmental protection and management (MSc in MEP&M) for graduated BSc students, professionals from governmental (related to marine environment protection) and blue economy sector enterprises (including port authorities, pollution control officers, inspectors, government officials, salvors, managers, masters, engineers, fleet supervisors, seafarers, shipowners, legal managers), and other professionals who seek for specific knowledge in field of MEP&M.

This project is development of regional joint interdisciplinary MSc program (120 ECTS, 2-year duration; English language)



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4.1 Objectives of MEP & M

- i. To develop regional joint interdisciplinary MSc program on English language for students and professionals having at least BSc degree, to address the long-term needs in specific issues of coastal and marine environmental protection and management in South Adriatic and Ionian Seas, thus strengthening international competitiveness of Montenegrin and Albanian HEIs.
- ii. To build up human and technical capacities of PC HEIs to support new MSc program in MEP&M.
- iii. To enhance networking among PC HEIs, governmental institutions, Blue economy sector enterprises and NGOs in order to act regionally in order to prevent and cope with consequences of global climate change and local/regional marine pollution.



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4.2 Partners:

Partner Number	Name	Acronym	Country
P1	University of Montenegro	UoM	Montenegro
P2	Aleksandër Moisiu University of Durrës	UAMD	Albania
P3	Ismail Qemali University of Vlorë	UV	Albania
P4	University of Ljubljana	UL	Slovenia
P5	Université Côte d'Azur	UCA_F	France
P6	University of Cadiz	UCA_E	Spain
P7	General Maritime Directorate	GMD	Albania
P8	Nature and Environmental Protection Agency	NEPA	Montenegro
P9	Ecological Cente Dolphin	ECD	Montenegro



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5.1 Members of the Project Management Board (PMB):

No.	Institution	Name	E-mail address
1	University of Montenegro	Prof. Dr. Danilo Nikolić	dannikol@t-com.me
2	Aleksandër Moisiu University of Durrës	Prof. As. Dr. Osman Metalla	o.metalla@gmail.com
3	University 'Ismaïl Qemali' Vlore	Prof. As. Kristofor Lapa	kristoforlapa@gmail.com
4	University of Ljubljana	Marko Papić	Marko.Papic@uni-lj.si
5	Université Côte d'Azur	Prof. Dr. Srdjan Redzepagic	Srdjan.REDZEPAGIC@univ-cotedazur.fr
6	University of Cadiz	Prof. Dra. Ana Macías Bedoya	ana.macias@uca.es
7	General Maritime Directorate	MSc Capt.Tomor Harizi	tomor.harizi@dpdetare.gov.al
8	Nature and Environmental Protection Agency	Marko Radović	marko.radovic@epa.org.me
9	Ecological Center DOLPHIN	Ljilja Radunović	ecodelfinkotor@gmail.com





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5.1 Members of the Project Management Board (PMB):

The PMB is the project operational decision-making and arbitration body, which will decide on the following matters:

- strategic orientation of the project;
- completion of activities on time;
- take all decisions required for the successful progress of the project;
- implement the scientific decisions and orientations, taken by the coordinator, by redefining the work plan and schedule and/or re-defining partner roles, contributions and budgets;
- elaborate progress reports on the state of advancement of each work package; monitor any significant difference between planned and actual advancement of participants' work, particularly with respect of project results and deliverables;



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5.2 Members of the Quality Assurance (QA) body:

No.	Institution	Name	E-mail address
1	University of Montenegro	MSc Radmila Gagić	radmilag@ucg.ac.me
2	Aleksander Moisiu University of Durres	Dr. Eli Vyshka	elivyshka@uamd.edu.al
3	University 'Ismail Qemali' Vlore	MSc Erald Aliko	eraldaliko@yahoo.it
4	University of Ljubljana	Miha Lebič	Miha.Lebic@uni-lj.si
5	Université Côte d'Azur	Madonna Lamazian	madonna.lamazian@univ-cotedazur.fr
6	University of Cadiz	Prof. Dra. Ana Macías Bedoya	ana.macias@uca.es
7	General Maritime Directorate	MSc Markela Kurti	markela.kurti@dpdetare.gov.al
8	Nature and Environmental Protection Agency	Milena Bataković	milena.batakovic@epa.org.me
9	Ecological Center DOLPHIN	Žarko Lj. Radulović	ecodelfinkotor@gmail.com





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5.2 Members of the Quality Assurance (QA) body:

QA body will develop detailed and precise instructions and forms (questionnaires, reports, evaluation checklists etc.) supported with Internal Quality Control and Monitoring Plan which will tackle three main pillars of the sound and successful process on standardized and systemic level: implementation quality, output quality and sustainability.

QA body members will actively participate in organization and realization of tendering procedure with an aim to contribute in decision making process and support “best value for money” selection.



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6. Project Quality Assurance:

Establishing structural, continuous and systematic monitoring and quality control throughout the project lifetime encourage accomplishing top-quality sustainable results.

Quality control and monitoring of project's progress, activities and results will be based on internal and external evaluations planned by the project. This includes coordination of following activities:

- ❖ *establishing QA body,*
- ❖ *development and implementation of internal quality control and monitoring plan,*
- ❖ *organization of external control and collaboration with external QC experts, implementation of impact analysis.*





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6. Project Quality Assurance:

External quality control and evaluation will ensure the accuracy, completeness and effectiveness of achieved results and validates whether the underlying management system functions properly. Accordingly, independent and reliable external QC report will be of the most importance for validation of project quality and capitalizing on sustainability. Two times during the project lifetime external experts will perform External Quality Control and Evaluation of the project. Major milestones will be unbiased overview of project implementation and the achievement of aims and objectives, analysis of the project impact and timely implementation of activities.

Performed evaluations prepared and published reports will enable good visibility and mainstream of good results on national and regional level. Further, reports will be integrated into general overview report. In spite of the fact that it will be direct result of the project and assure good promotion of the achieved impacts to the stakeholders and wider public.



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6. Project Quality Assurance:

Internal evaluation will be divided in two parts: event evaluations and project evaluation.

Project quality assurance contains indicators of effectiveness which will be determined in order to guarantee the reaching of the project goals and objectives, each of which is related to a certain standard (requirement or metric), a measure of the success in producing the project results with the desirable level of quality. Indicators are described from a qualitative and quantitative point of view from the perspectives of the overall implementation of the project and particular project objectives.



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6.1 Evaluation:

Development and implementation of Internal Quality Control and Monitoring Plan will be divided in two parts: *event evaluation* and *project evaluation*.

Event evaluation will be available during or after each project event. The questions in the form will be standardized and same for each event, in order to enable comparison across project events.

The form will be anonymous and it will cover the following sections:

Quality of the organization; Quality of the presentations; Objectives; Tasks and activities; Overall satisfaction; Comments.

Completing the form should take 2 – 3 minutes. Aleksandër Moisiu University of Durrës as Lead Partner (LP) in QCMP 4.2. *Internal Quality Control and Monitoring Plan* will analyse the data and prepare a short brief for all events.



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6.1 Evaluation:

Project evaluation will evaluate procedures and work of all work packages. Reports will be made after every activity ends.

The overall assessment of the project progress will be performed at the end of each project year. Also, will be prepared questionnaires on teaching quality of the subjects that student take after each semester.



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6.2 Project Reporting:

Technical reporting: Work package leaders are requested to report to the Project Coordinator every 6 months on the technical progress of their WP. WP leaders are requesting to provide the following information:

- *Work performed during the reporting period of reference and main results achieved*
- *Details of the work carried out by each beneficiary involved*
- *Activities planned for the reporting period*

Resources Reporting: Each partner is requested to provide every 6 months to the Project Coordinator the following information:

- *Lists of costs (travel, equipment etc.)*
- *Efforts of the personnel who have worked in the period of each WP with respective costs*

Progress Reports: Periodic progress reports have to be delivered including a technical and financial report.



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Thank You!



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