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

QUALITY CONTROL AND MONITORING PLAN

4.2: Development and implementation of Internal Quality Control and Monitoring Plan – Survey Results

Table of Contents

1. Executive Summary

Quality Control and Monitory 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 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. "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. 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.

In order to ensure continuous quality control and monitoring of project's progress, activities and results, internal evaluation as well as external evaluations is planned within the project. Development and implementation of Internal Quality Control and Monitoring Plan is divided in two parts: *event evaluation* and *project evaluation*.

In this report are given the results of the survey of six events, two project reports, handbook, guidelines evaluations and website & social media evaluation that have taken place within this project. The questions in the form were standardized and same for each event, in order to enable comparison across project events. The form was anonymous and it has covered the following sections:

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

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

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.

2. Background and Objectives

Being that the objective of the Quality Control and Monitory Plan Manual is to ensure the production of concrete and high–quality results in line with the project plans, questions forms are prepared after each project event and reports.

Objective 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.

The main objectives of the event evaluation for QCMP 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.

3. Survey Method

The methodology to determine the quality of the events and reports developed in the framework of the MEP & M Project is in the form of surveys with questions about the event/reports.

Event 1:
- Questions for the evaluation of the virtual Kick – Off Meeting for the Project "Maritime Environmental Protection and Management (MEP&M), held on 22-23 February 2021. The questionary serves to evaluate the virtual Kick – Off Meeting.

Event 2:
- Questions for the evaluation of the virtual meeting on DEV1.1 "Overview of MSc programs in field of MEP&M at EU HEIs" within WP1 of MEP&M's project, held on March 30, 2021, hosted by University of Côte d'Azur, Nice, France

Event 3:
- Virtual meeting on DEV1.1: Demonstration and study visit: Digital learning at the University of Ljubjana, held on April 29 2021, hosted by the University of Ljubjana.

Event 4:
- Virtual meetings on DEV1.1: Overview of MSc programs in field of MEP&M at EU HEIs (WP1), hosted by the University of Cadiz, Spain

Report evaluation:
- Evaluation report of DEV1.1: Overview of MSc programs in field of MEP&M at EU HEIs (WP1), held on 18 – 19 May 2021, hosted by the University of Cadiz, Spain

Event 5:
- QPLN 4.1: Establishment of Quality Assurance (QA) body, established during the Kick off meeting, held on 22 – 23 February 2021

Guidelines evaluation:
- Guidelines for Quality Assurance (QA) (QPLN 4.2), presented by Aleksander Moisiu University Durres on March 30, 2021

Report evaluation:
- Evaluation of report on DISS&EXPL 5.1: Development and implementation of dissemination and exploitation plans – report presented by the University of Vlora March 30, 2021

Evaluation form:
- Evaluation of DISS&EXPL 5.2: Website of the project and social media accounts – service/ product, designed by the University of Montenegro and the University of Vlora

Event 6:
- MNGT 6.1: Establishment of Project management structures – establishment of PMB Kick off Meeting, 22 – 23 February 2021

Project handbook evaluation:
- Project Handbook evaluation MNGT 6.3: Day-to-day management of the project – Project Handbook, prepared by Project Coordinator
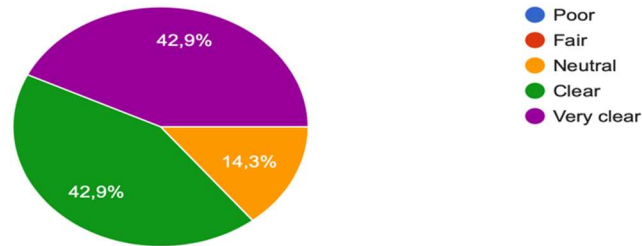
4. Survey Results

1. Event Evaluation:

Questions for the evaluation of the virtual Kick – Off Meeting for the Project "MARITIME ENVIRONMENTAL PROTECTION AND MANAGEMENT (MEP&M), held on 22-23 February 2021.
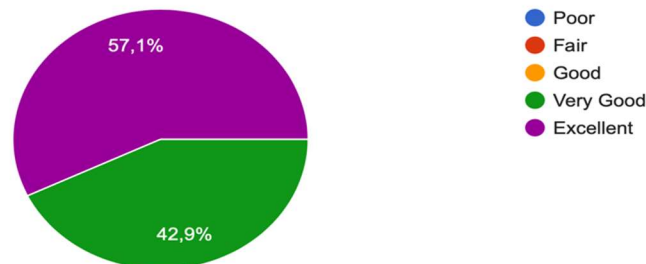
I. Organization of online "Kick Off Meeting"

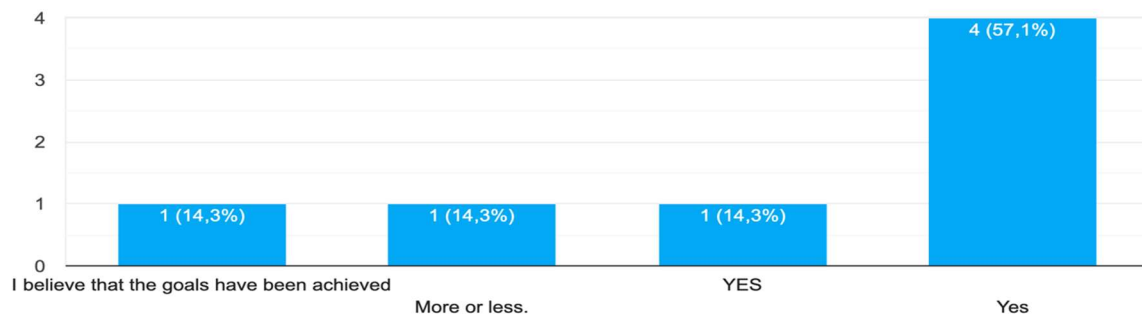1.1. Before the Kick-Off: did you have a clear view on the goals of the kick-off?
7 risposte

Legend:
- Poor
- Fair
- Neutral
- Clear
- Very clear

Values: 42,9% (Very clear), 42,9% (Clear), 14,3% (Neutral)

1.2. How was the Kick-off meeting planned and organized?
7 risposte

Legend:
- Poor
- Fair
- Good
- Very Good
- Excellent

Values: 57,1% (Excellent), 42,9% (Very Good)

1.3. Have the goals of the workshop been achieved?
7 risposte

- I believe that the goals have been achieved: 1 (14,3%)
- More or less.: 1 (14,3%)
- YES: 1 (14,3%)
- Yes: 4 (57,1%)

1.4. Did any problems occur during a workshop (e.g., organizational, administrative, institutional)?
7 risposte
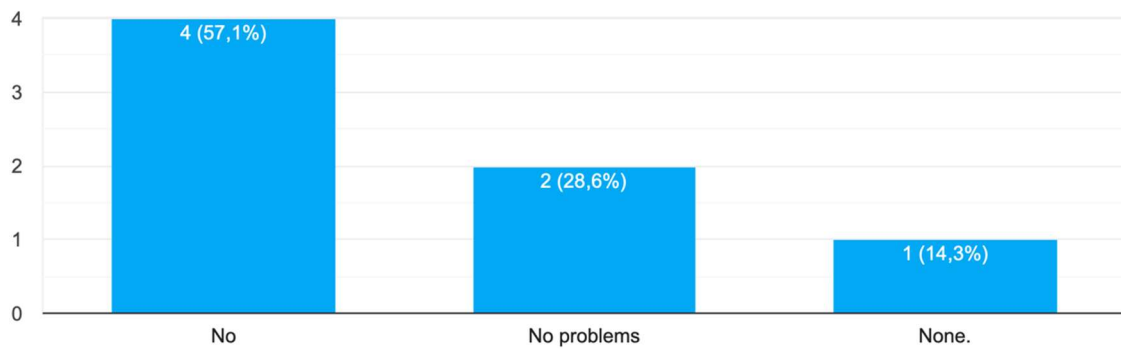
1.5. Did the hosting staff assist you well enough?
7 risposte

Legend:
- Needs improvement
- Below expectations
- Meets expectation
- Exceed expectation
- Exceptional

85,7%   14,3%
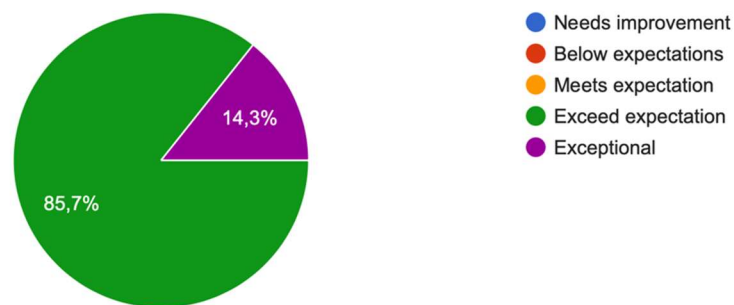
II. Content of the workshop

2.1. Please indicate your level of satisfaction with the:

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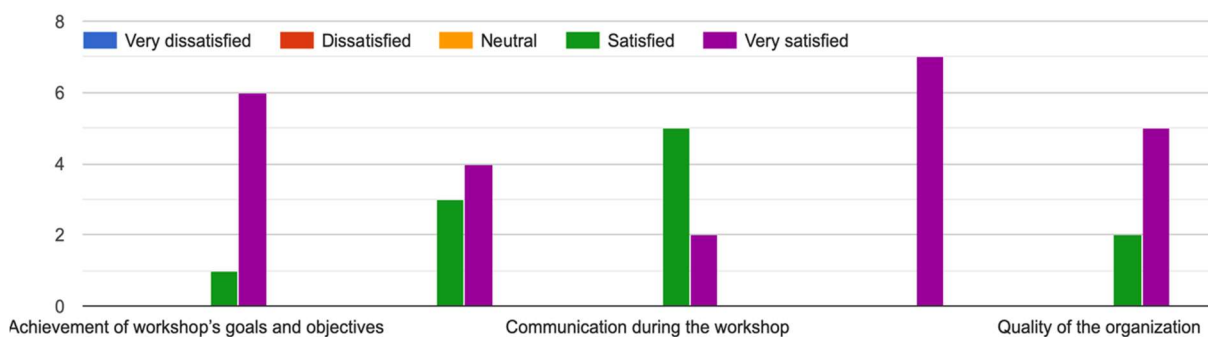
2.2. Please rate the impact of the workshop's activities on tips for implementing the project. How much impact has the workshop had on:
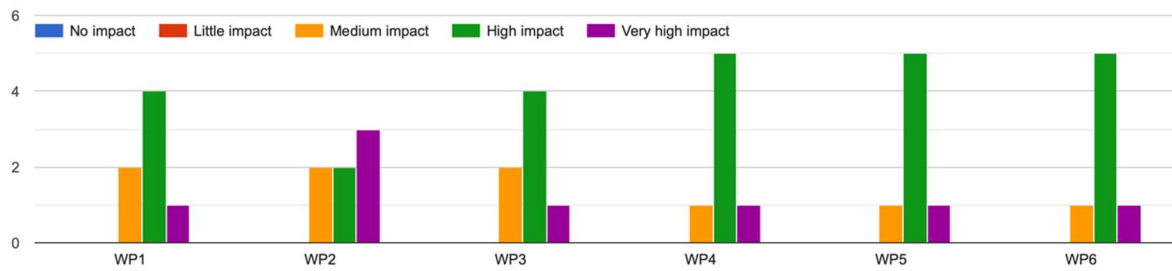
2.3. Did the working methods work well in the kick-off?
7 risposte

- Poor
- Below average
- Average
- Above average
- Excellent

85,7%
14,3%
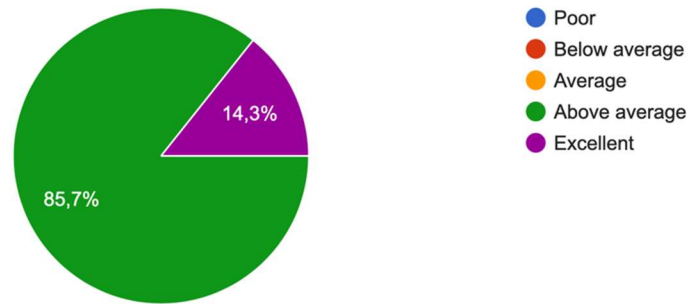
2.4. Do you have any other comments, questions, or concerns you want to share in general about the Kick-Off Meeting workshop?
7 risposte

![MEP&M — Development of Regional Joint Master Program in Maritime Environmental Protection and Management]

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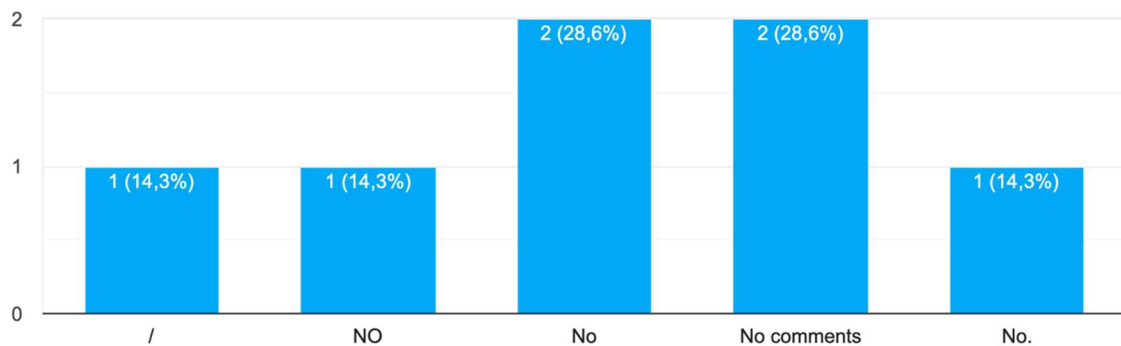
2.5. After the Kick-off: Do you feel well prepared to continue the work in your institution? (1- Not at all; 5- Very well prepared)

7 risposte

- 1
- 2
- 3
- 4
- 5

28,6%

71,4%
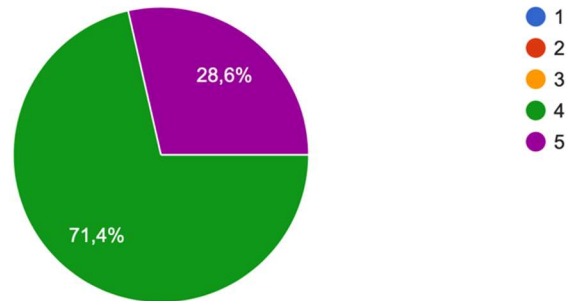
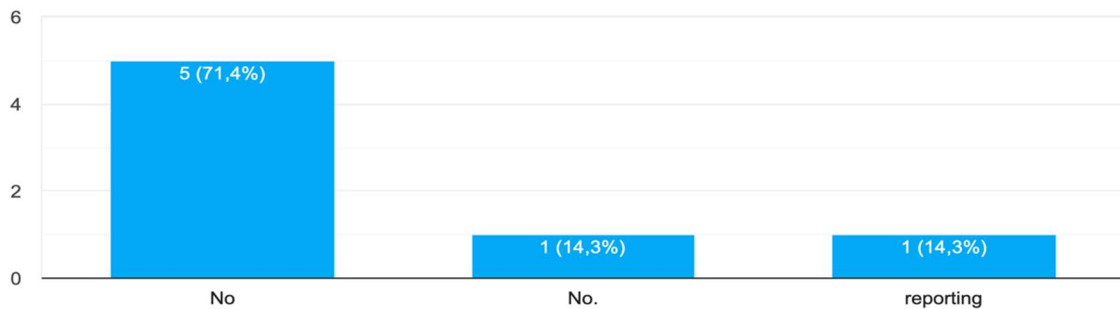**2.6. If you evaluate this kick off as a whole: what is the overall rating? (For example: premises, content, time schedule, etc.)**

7 risposte

0 (0%) 0 (0%) 0 (0%) 5 (71,4%) 2 (28,6%)
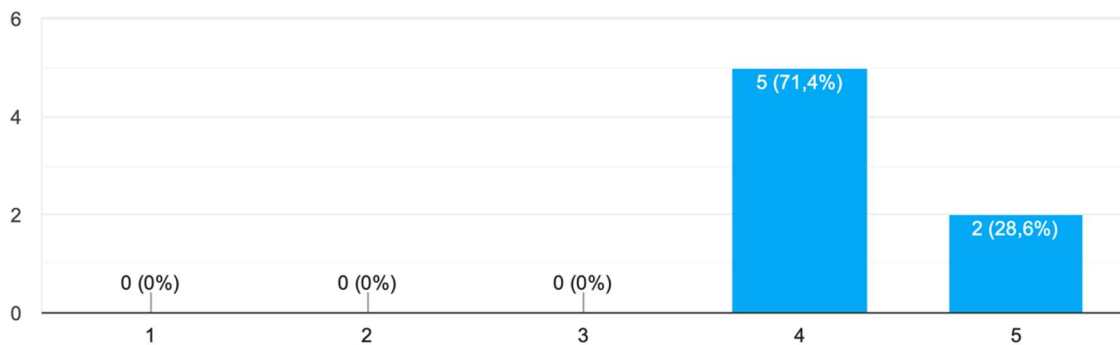
III. General questions about the project

3.1. Are there some specific concerns about the MEP& Project?

7 risposte

5 (71,4%) 1 (14,3%) 1 (14,3%)

No   No.   reporting

9

Development of Regional Joint Master Program in Maritime Environmental Protection and Management – MEP&M
Project no. **619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP**

3.2. Are there some specific concerns about the future activities?

7 risposte
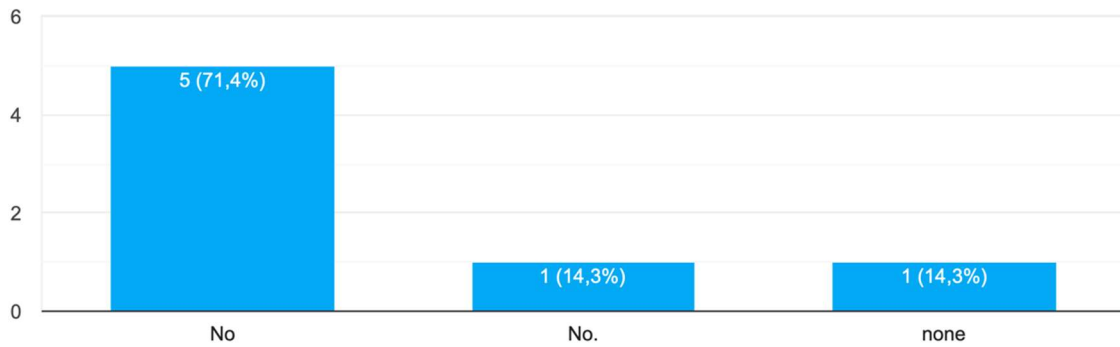
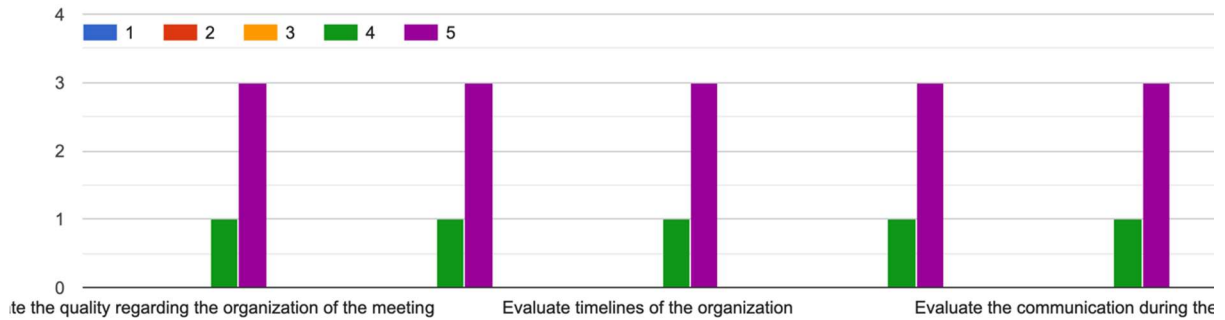### 3.3. Do you have any general remarks?

7 risposte
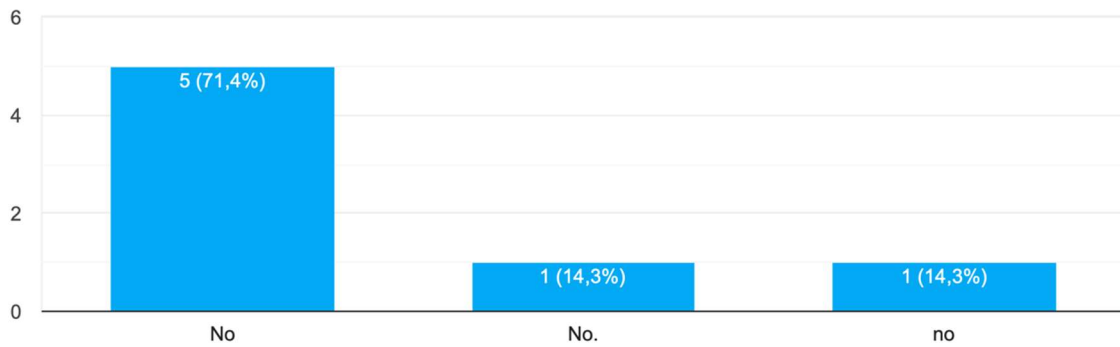
2. Event Evaluation:

Virtual meeting on DEV1.1 "Overview of MSc programs in field of MEP&M at EU HEIs" within WP1 of MEP&M's project, held on March 30, 2021, hosted by University of Côte d'Azur, Nice, France

1. Quality of the Organization

1.1. Additional comments or suggestions (3 answers)

Agenda fully complied with ongoing project activities. All necessary segments of the successful implementation were covered with the agenda.

No

No

2. Quality of Presentations

2.1. Evaluate the overall quality of the presentations
4 risposte
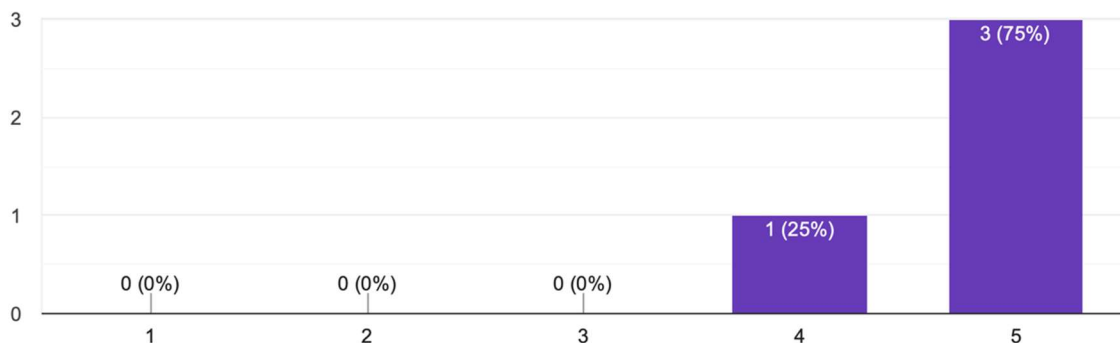
2.2. Please indicate which presentations were particularly good and helpful
(4 answers)

![MEP&M logo - Development of Regional Joint Master Program in Maritime Environmental Protection and Management]

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All presenters prepared very interesting and comprehensive presentations. However, I personally loved presentations of colleagues from University of Cadiz, University Cote D'Azur and University of Ljubljana.

WP1 State of the art on Maritime Environmental Protection and Management-Genesis and The Programe

QUALITY CONTROL AND MONITORING PLAN

All presentations were clear and informative

2.3. Additional comments or suggestions (3 answers)

I'm pretty satisfied with the overall meeting quality.

no

No

3. Objectives

Evaluate the following
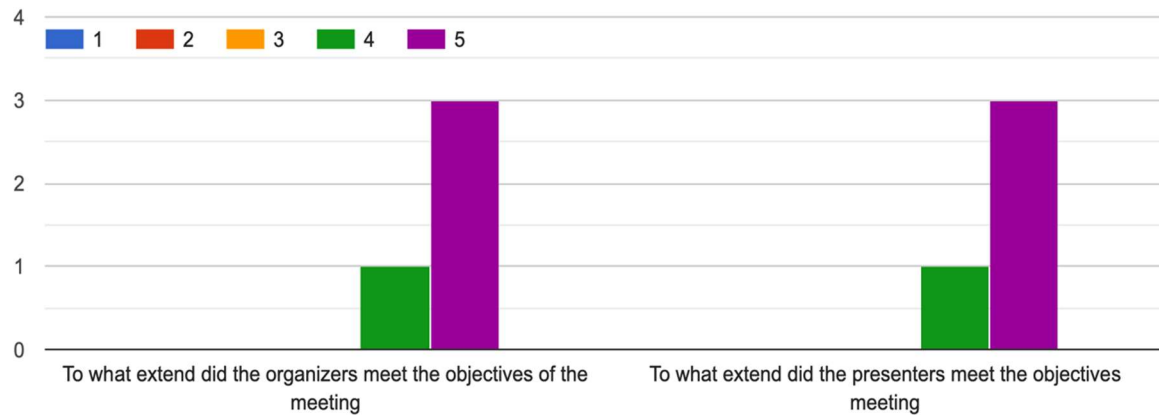
3.1. Additional comments or suggestions
(2 answers)

No

No

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4. Task and activities

4 risposte
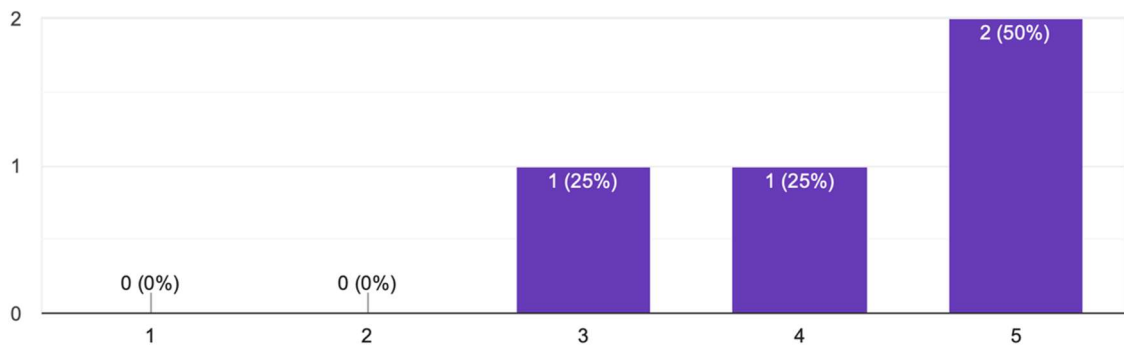
5. Overall satisfaction

4 risposte
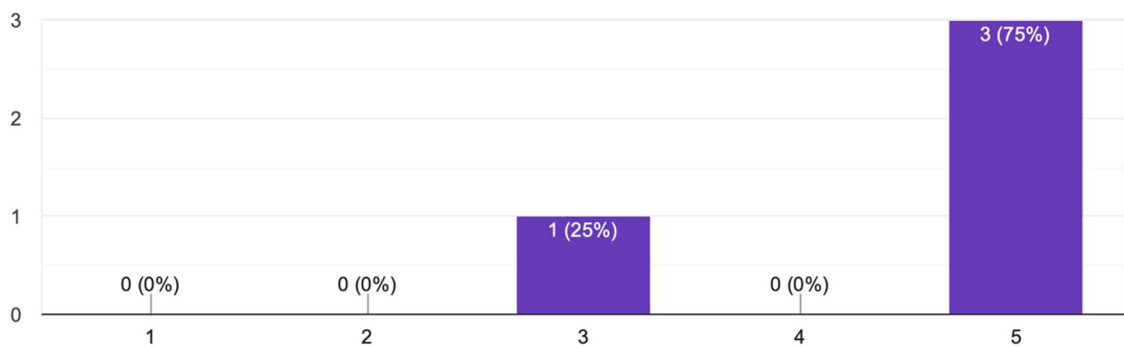
6.Additional comments or suggestions (3 answers)

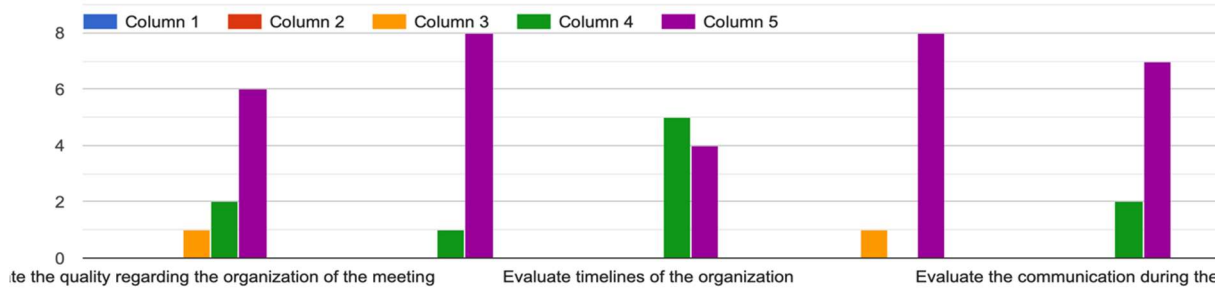*Hope the quality of the upcoming meetings will be at the same level as the previous ones.*

no

No

3. Event Evaluation:

Virtual meeting on DEV1.1: Demonstration and study visit: Digital learning at the University of Ljubjana, held on April 29 2021, hosted by the University of Ljubjana.

1. Quality of the Organization (1-lowest, 5-highest):

1.1 Additional comments or suggestions (optional):
-

2. Quality of Presentations

2.1 Evaluate the overall quality of the presentations(1-lowest, 5-highest):
9 risposte
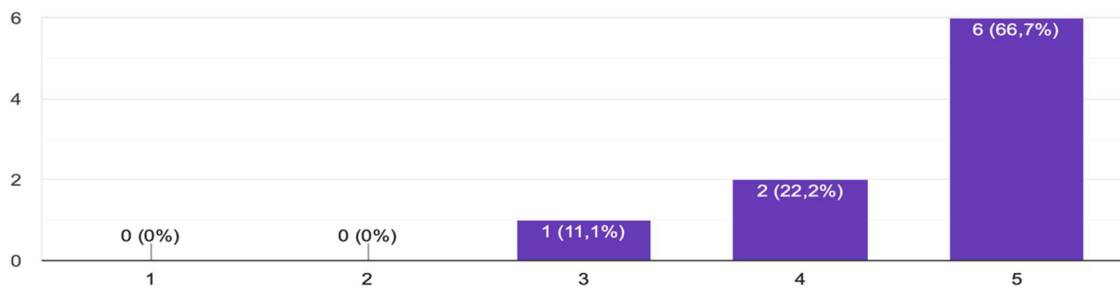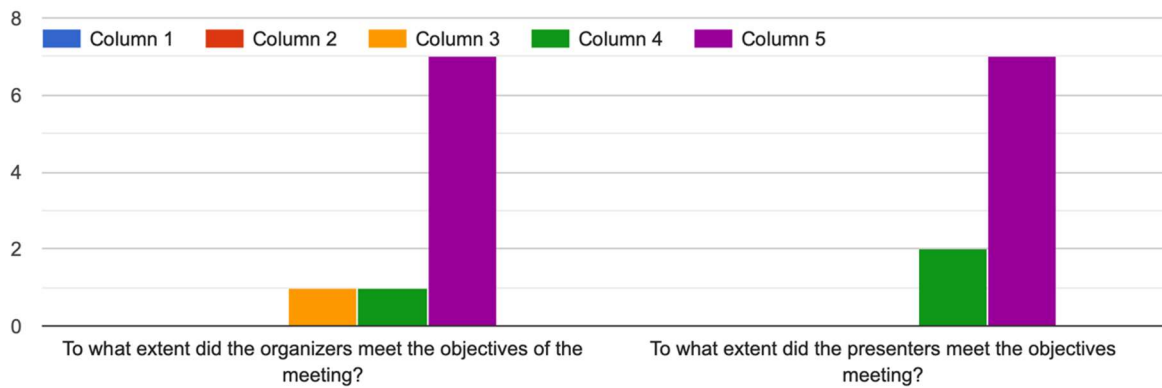

2.2 Please indicate if presentations were good and helpful?
9 risposte

-

3. Objectives

3.1 Evaluate the following(1-lowest, 5-highest):

3.2 Additional comments or suggestions (optional):
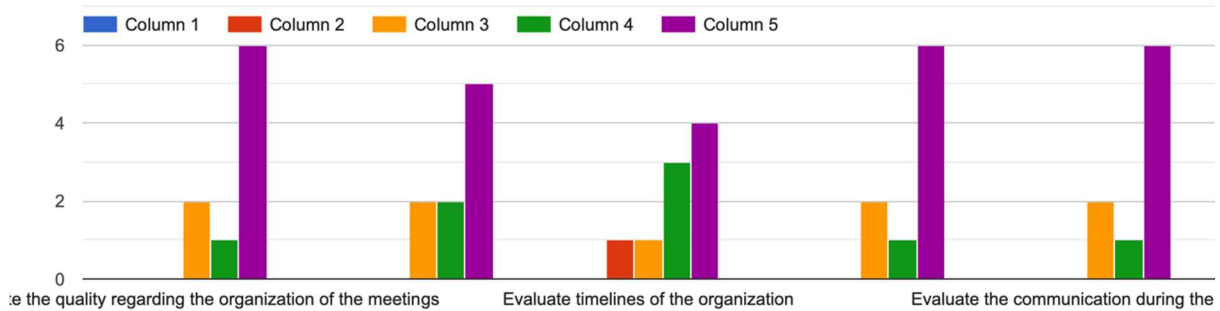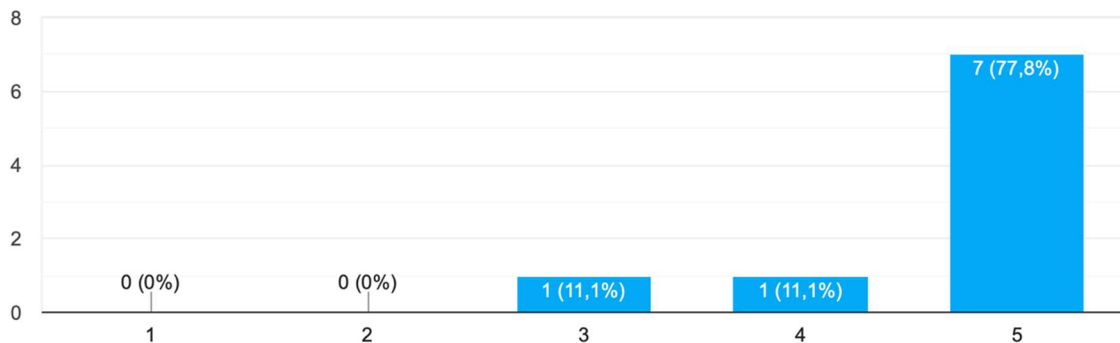
-

4. Task and activities(1-lowest, 5-highest)
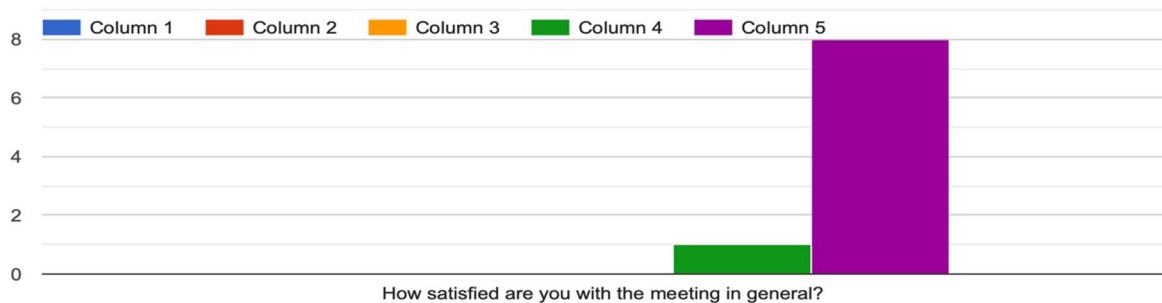
5. Additional comments or suggestions (optional):

-

4. Event Evaluation:

Virtual meetings on DEV1.1: Overview of MSc programs in field of MEP&M at EU HEIs (WP1), hosted by the University of Cadiz, Spain

1. Quality of the Organization (1-lowest, 5-highest):

1.1 Additional comments or suggestions (optional):

There were problems with the registration of attendance during the event
/

2.   Quality of Presentations

2.1 Evaluate the overall quality of the presentations (1-lowest, 5-highest):

9 risposte

2.2 Please indicate if presentation was good and helpful?

Yes

Yes, they gave us the basic info. expected.

Presentation was good and helpful

Presentations prepared professionally with enough necessary information

Yes, the presentation was very helpful
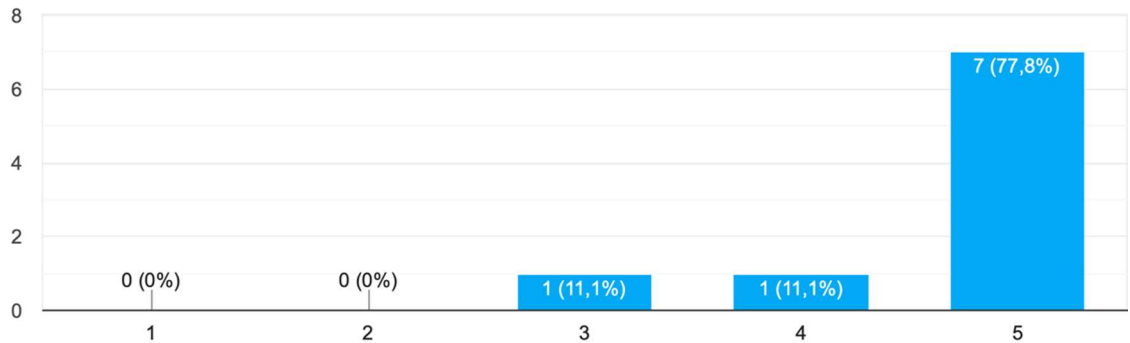
Good

/

Yes, was helpful

2.3 Additional comments or suggestions (optional):

-

3.   Objectives

3.1 Evaluate the following (1-lowest, 5-highest):
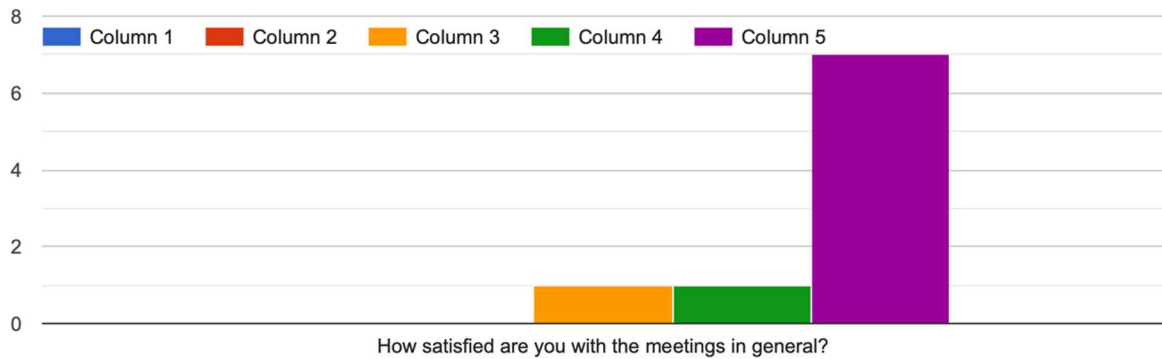
9 risposte

3.2 Additional comments or suggestions (optional):

-

4. Task and activities (1-lowest, 5-highest)

5. Additional comments or suggestions (optional):

-

![MEP&M logo - Development of Regional Joint Master Program in Maritime Environmental Protection and Management](logo)

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5. Report Evaluation:

Evaluation report of DEV1.1: Overview of MSc programs in field of MEP&M at EU HEIs (WP1), held on 18 – 19 May 2021, hosted by the University of Cadiz, Spain

1. Quality of Report

1.1 Evaluate the overall quality of the report (1-lowest, 5-highest):
8 risposte
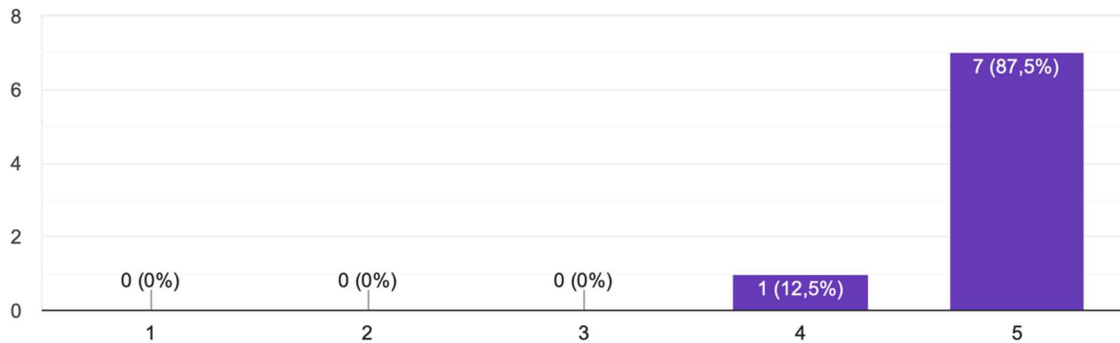
1.2 Please indicate if the report was well structured and helpful?
Yes
Yes, it will support the forthcoming project tasks.
In our opinion, the content of the report is very good and well presented to the partners at the meeting
yes it was
The report es well structured and helppul
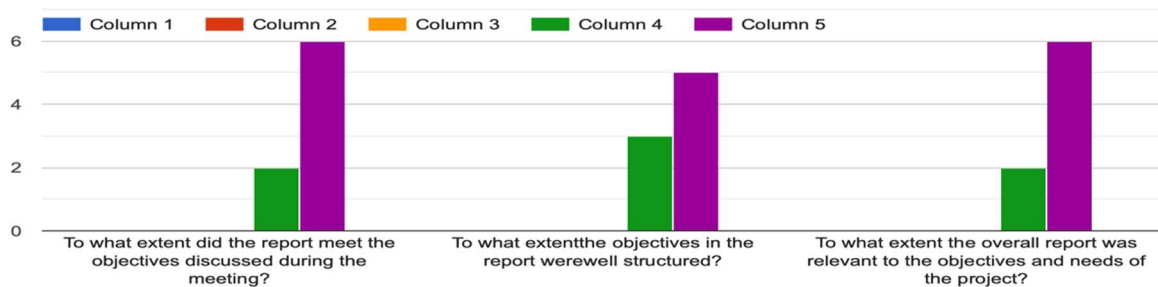The report was well structured
/

1.3 Additional comments or suggestions (optional):
-

2. Objectives

2.1 Evaluate the following(1-lowest, 5-highest):

18

Development of Regional Joint Master Program in Maritime Environmental Protection and Management – MEP&M
Project no. **619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP**

2.2 Additional comments or suggestions (optional):
-

3. In your opinion what would you add or adjust in this report?

All remarks were taken into account and ammended.
Nothing
We have no further suggestions
it was very well constructive
In general, isn't need to add or adjust nothing in this report
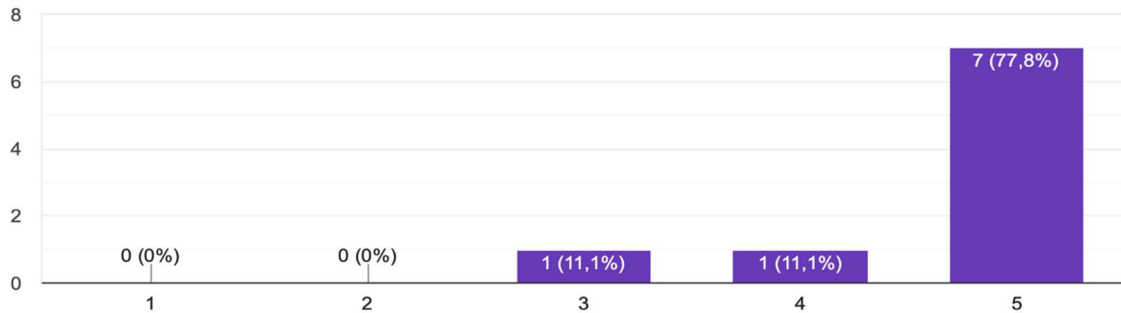It is okey
/
Report is overall

6. Event Evaluation:

QPLN 4.1: Establishment of Quality Assurance (QA) body, established during the Kick off meeting, held on 22 – 23 February 2021

1. To what extent did the selection procedure meet the project criteria? (1-lowest, 5-highest)
9 risposte

1.1 Additional comments or suggestions (optional):

-

2. To what extent the selected members meet the needs of the project?(1-lowest, 5-highest)
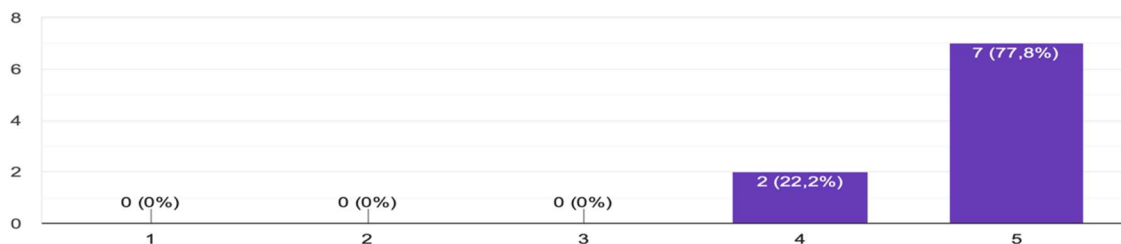9 risposte
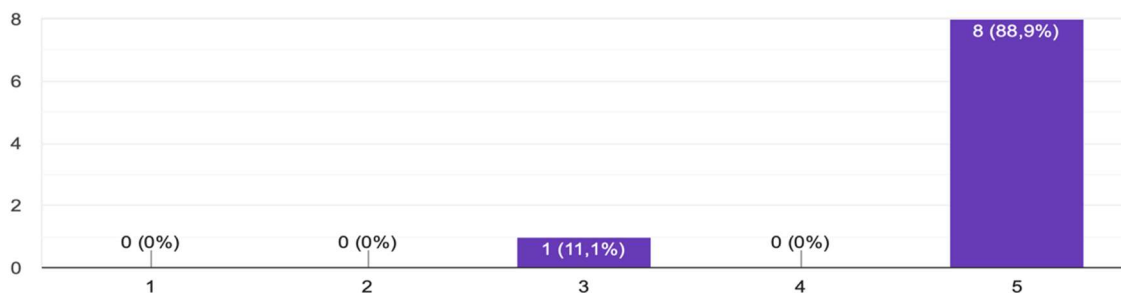
2.1 Additional comments or suggestions (optional):

-

3. Evaluate the overall selection procedure of Quality Assurance body:(1-lowest, 5-highest)
9 risposte

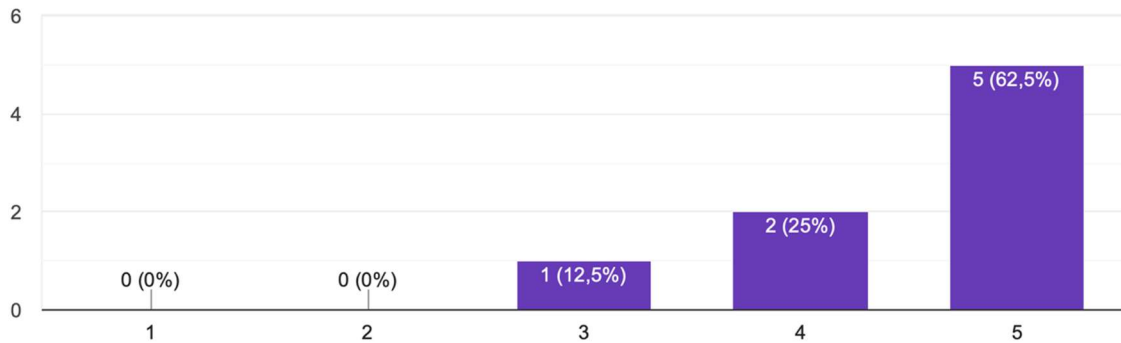3.1 Additional comments or suggestions (optional):

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7. Guidelines Evaluation:

Guidelines for Quality Assurance (QA) (QPLN 4.2), presented by Aleksander Moisiu University Durres on March 30, 2021

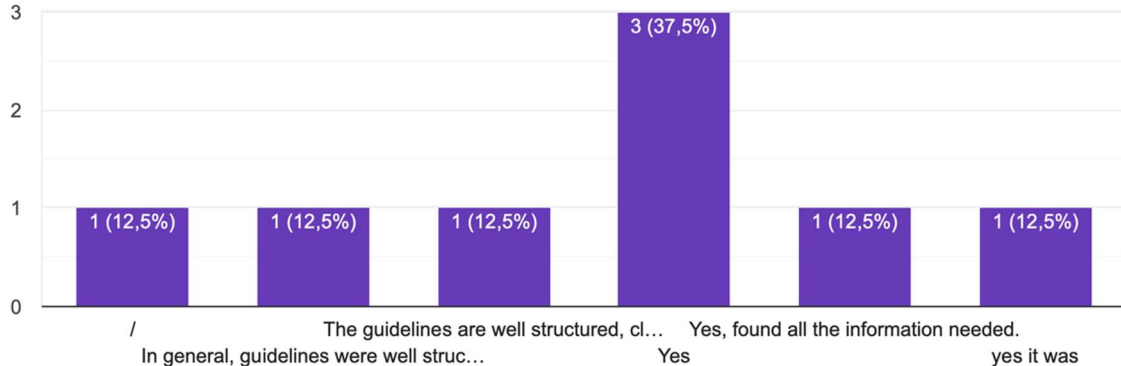## 1. Quality of Guidelines for Quality Assurance (QPLN 4.2)

1.1 Evaluate the overall quality of the guidelines (1-lowest, 5-highest):

8 risposte

1.2 Please indicate if the guidelines were well structured and helpful?

8 risposte

1.3 Additional comments or suggestions (optional):

-

2. Objectives

2.1 Evaluate the following (1-lowest, 5-highest):

2.2 Additional comments or suggestions (optional):

-
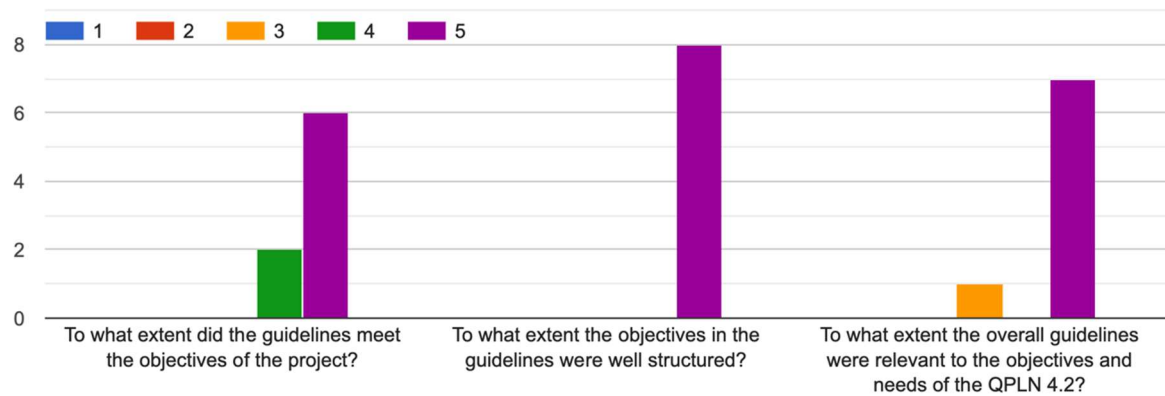
3. In your opinion what would you add or adjust in the guidelines?
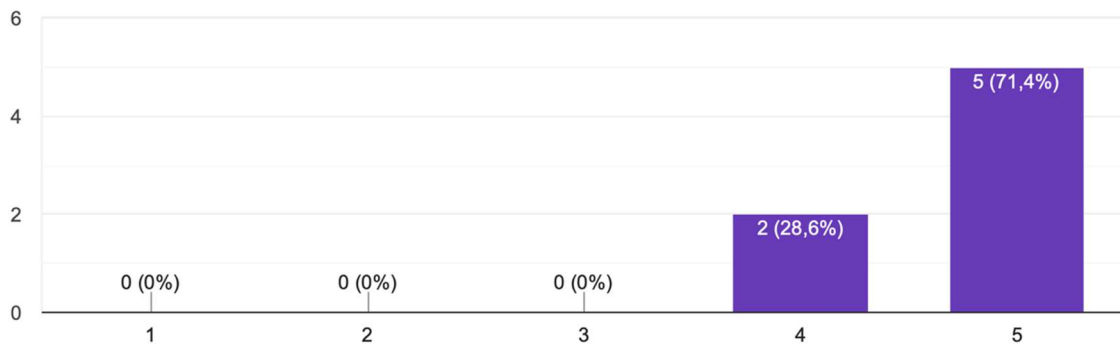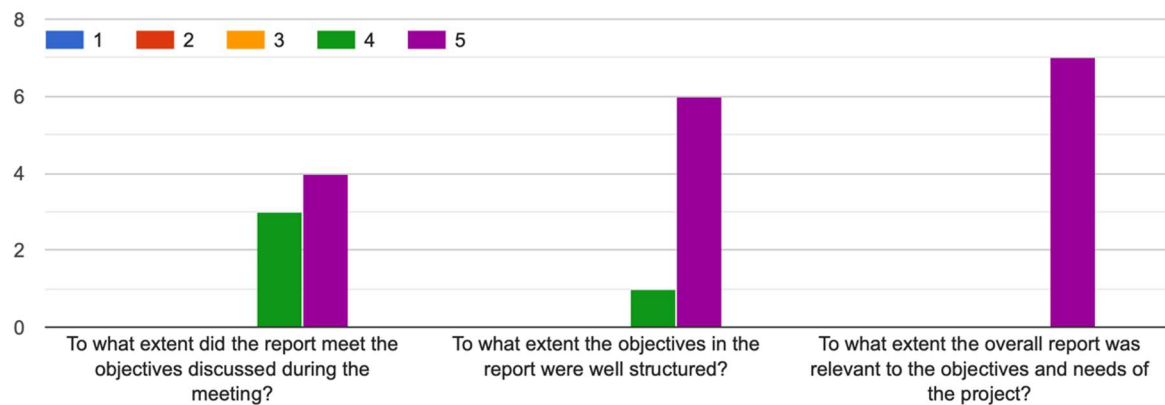
3.1 Additional comments or suggestions (optional):

-

8. Report Evaluation:

Evaluation of report on DISS&EXPL 5.1: Development and implementation of dissemination and exploitation plans – report presented by the University of Vlora March 30, 2021

1. Quality of Report

1.1 Evaluate the overall quality of the report (1-lowest, 5-highest):

7 risposte

1.2 Please indicate if the report was well structured and helpful?

The report is well structured an helpful
/
yes it was
Yes
Yes.
Well structured and useful
the report was well structured

1.3 Additional comments or suggestions (optional):
-

2. Objectives

2.1 Evaluate the following (1-lowest, 5-highest):

2.2 Additional comments or suggestions (optional):

-

3. In your opinion what would you add or adjust in this report?

3.1 Additional comments or suggestions (optional):

9. Evaluation of dissemination and exploitation:

Evaluation of DISS&EXPL 5.2: Website of the project and social media accounts – service/ product, designed by the University of Montenegro and the University of Vlora

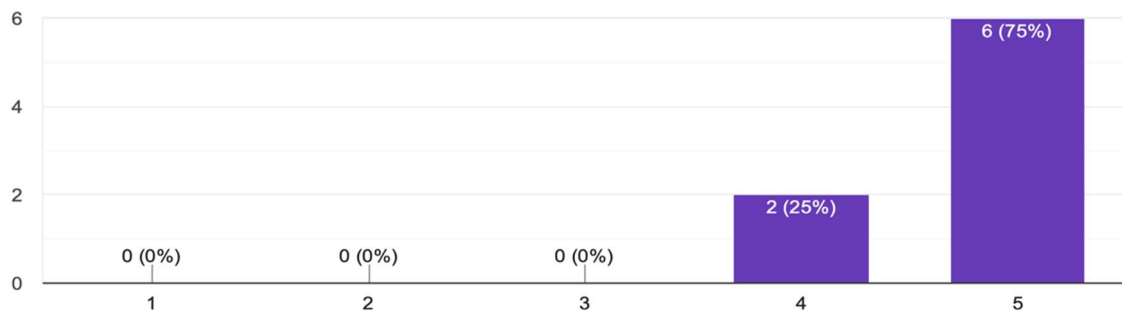1. Quality of Website and Social media accounts (1-lowest, 5-highest):

1.1 To what extent did the Website, Social Media accounts meet the criteria of the project?
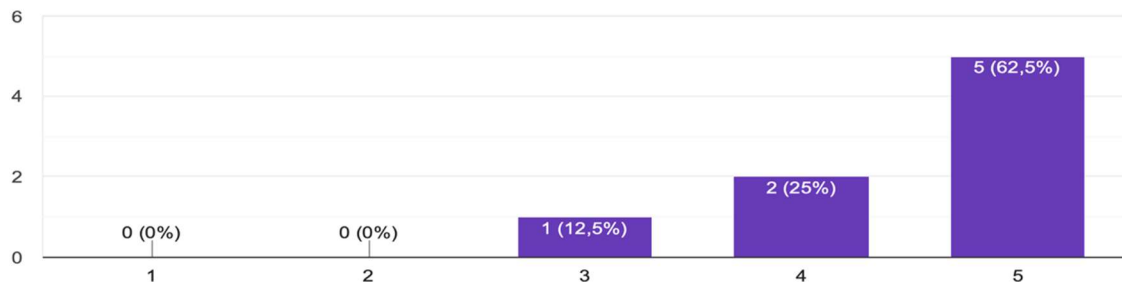8 risposte
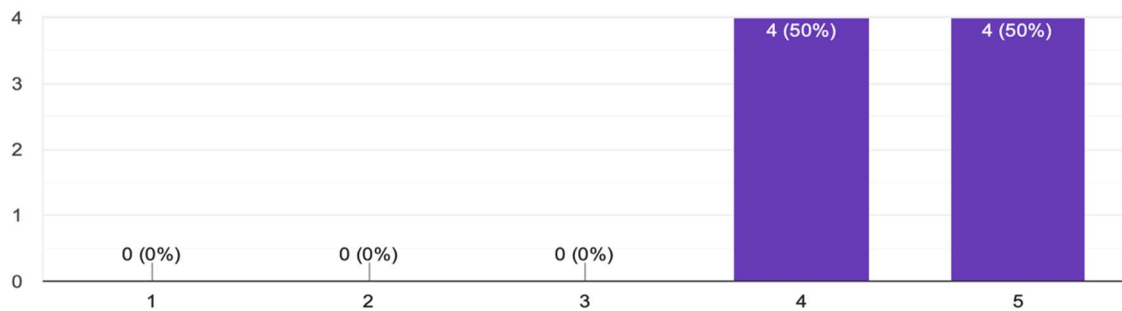
1.2 To what extent is the Website, Social Media accounts easily accessible:
8 risposte

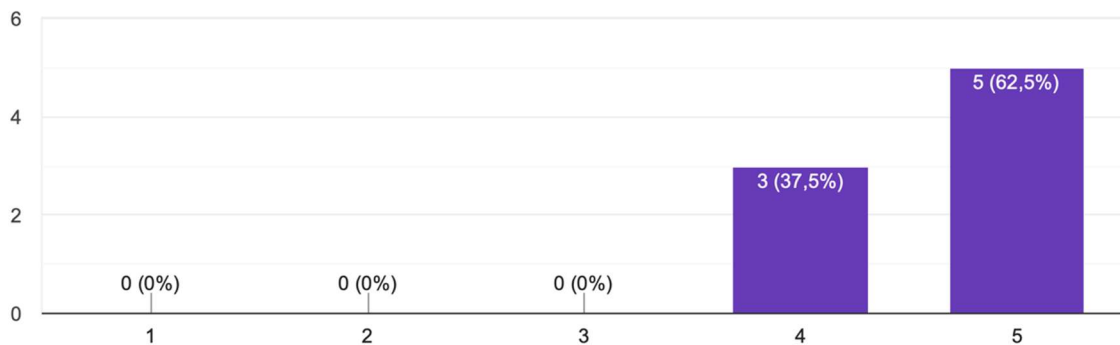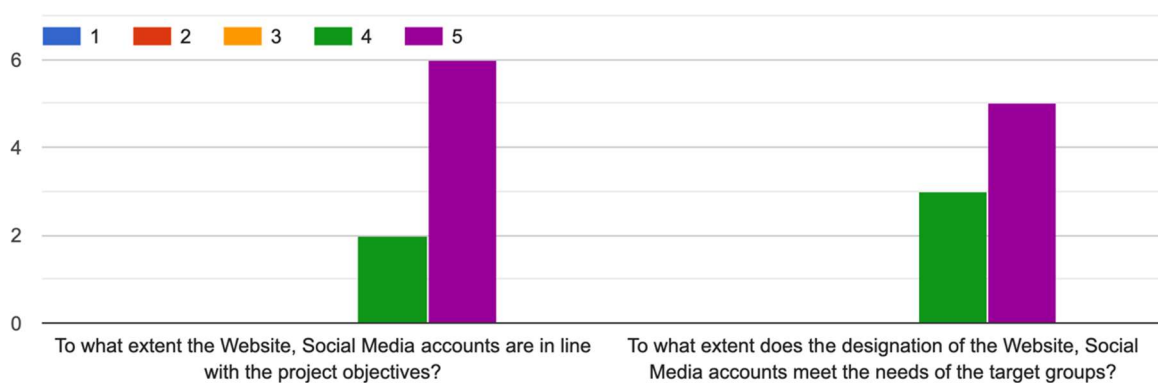1.3 To what extent Website, Social Media accounts are efficiently and practical:
8 risposte

1.4 To what extent Website, Social Media accounts are well structured:

8 risposte

1.5 Additional comments or suggestions (optional):

-

2. Objectives

2.1 Evaluate the following (1-lowest, 5-highest):

2.2 Additional comments or suggestions (optional):

-

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Development of Regional Joint Master Program in
Maritime Environmental Protection and Management
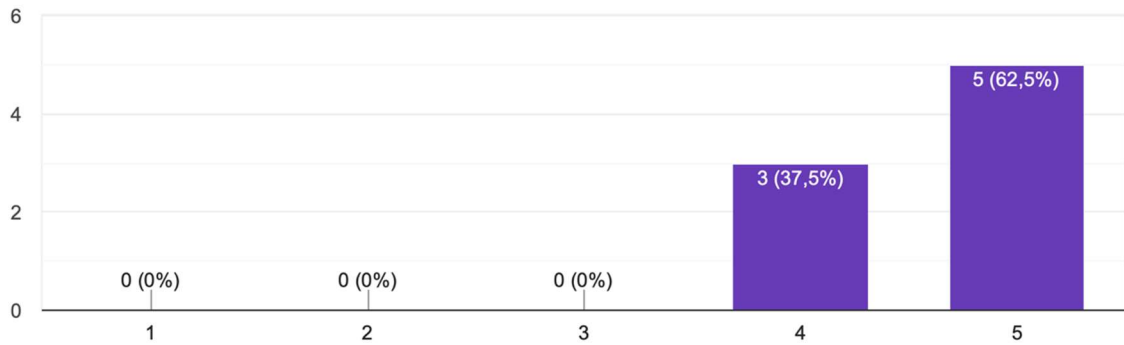
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3. Evaluate the dissemination of the Website and Social Media accounts?

3. In your opinion from 1 (lowest) to 5 (highest) evaluate the dissemination of the Website and Social Media accounts?
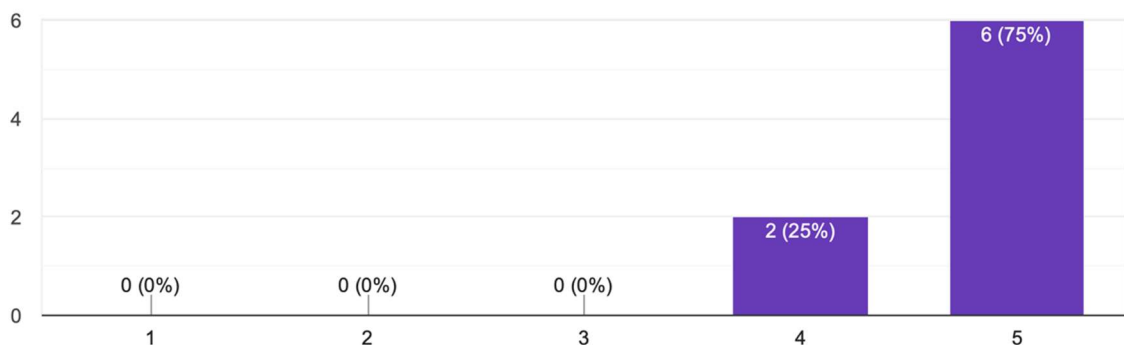
8 risposte

3.1 Additional comments or suggestions (optional):

Like in many other dissemination activities: we all, within the project have to work on reaching and inclusion of relevant stakeholders and general public.

Designation of Website and Social Media.

4. To what extent are the Partners pleased with the designation of Website and Social Media accounts (1-lowest, 5-highest):

8 risposte

4.1 Additional comments or suggestions (optional):
-

![MEP&M logo - Development of Regional Joint Master Program in Maritime Environmental Protection and Management](logo)

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10. Event evaluation:

MNGT 6.1: Establishment of Project management structures – establishment of PMB Kick off Meeting, 22 – 23 February 2021

1. To what extent did the selection procedure meet the project criteria (1-lowest, 5-highest)?
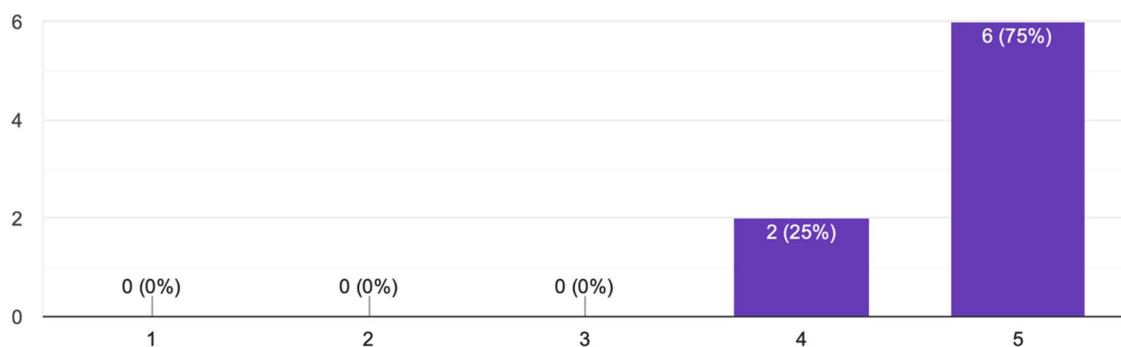8 risposte
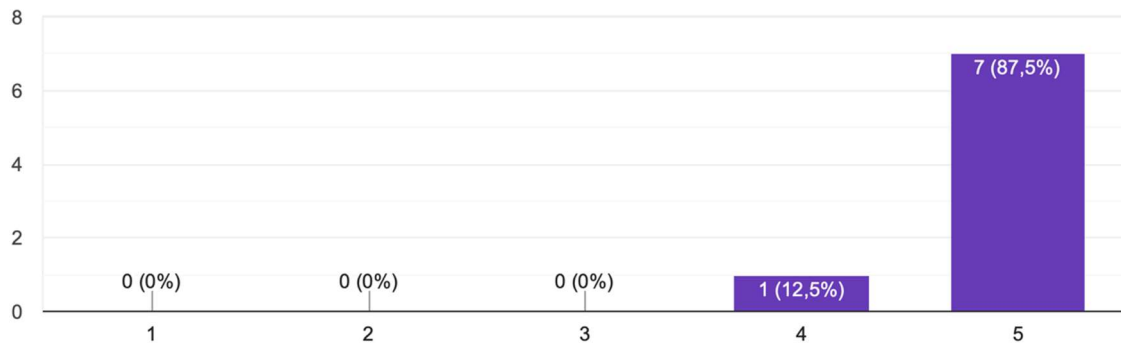
1.1 Additional comments or suggestions (optional):
-

2. To what extent the selected members meet the needs of the project(1-lowest, 5-highest)?
8 risposte

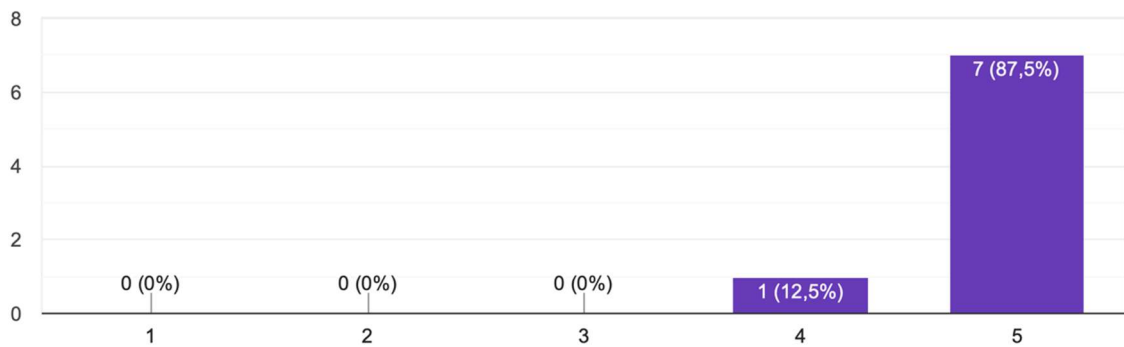2.1 Additional comments or suggestions (optional):
-

Overall election procedure of Project Management Board

3. Evaluate the overall election procedure of Project Management Board (1-lowest, 5-highest):

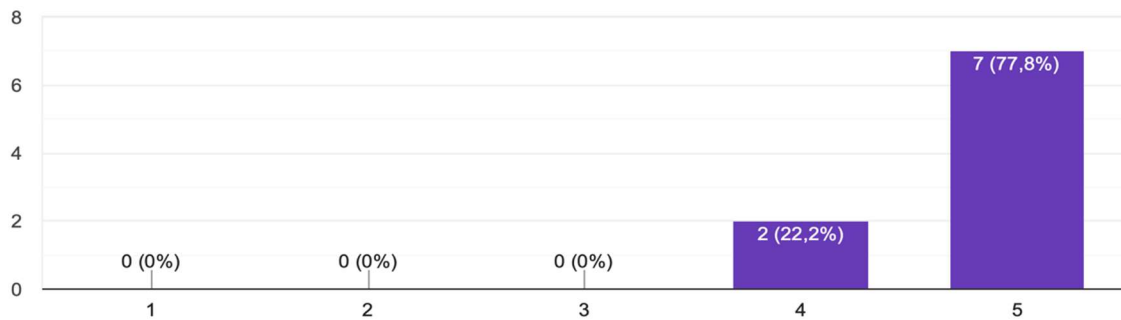8 risposte

3.1 Additional comments or suggestions (optional):

11.   Project handbook evaluation:

Project Handbook evaluation MNGT 6.3: Day-to-day management of the project – Project Handbook, prepared by Project Coordinator

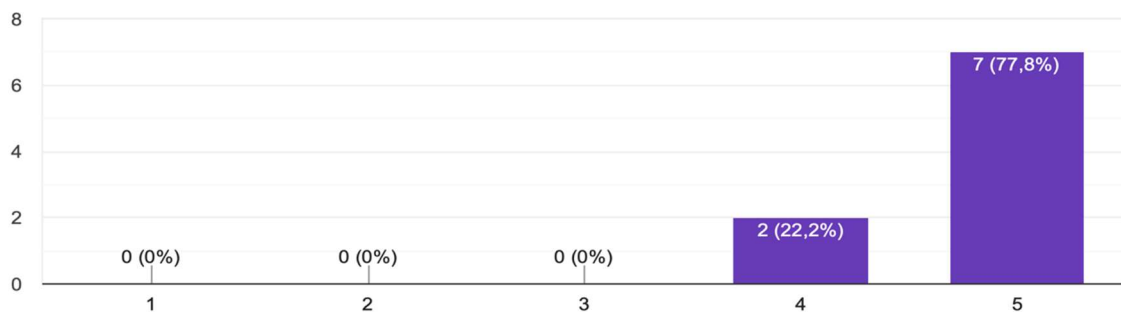1. Quality of the Project Handbook

1.1 Evaluate the overall quality of the Project Handbook (1-lowest, 5-highest):
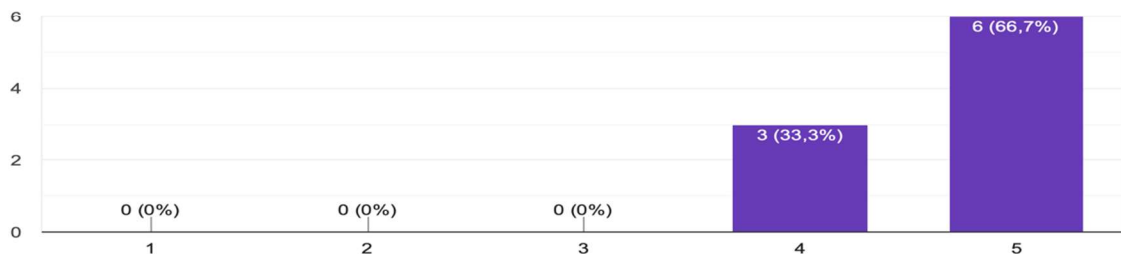9 risposte

1.2 Please indicate if the Project Handbook was clear, well-structured and helpful? (1-lowest, 5-highest)
9 risposte

1.3 To what extent did the Project Handbook include all the information needed for the progression and development of the Project? (1-lowest, 5-highest)
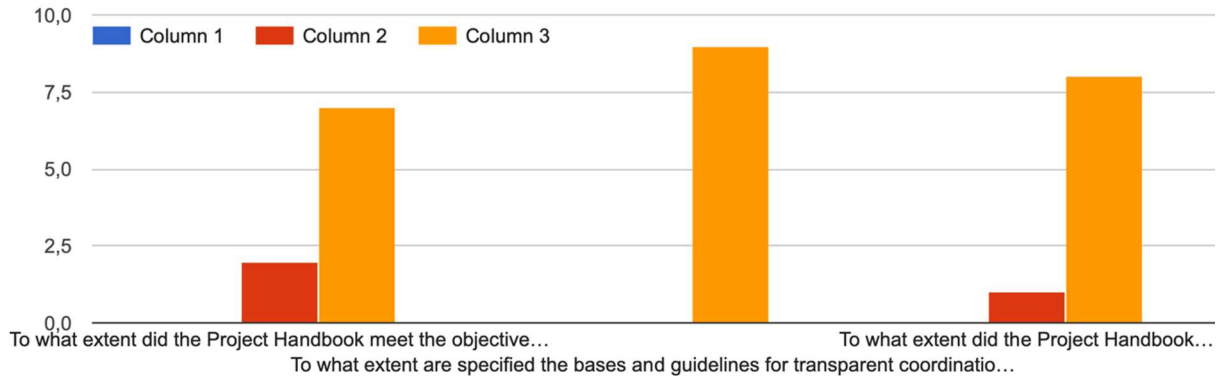9 risposte

1.4 Additional comments or suggestions (optional):

(-)

2. Objectives

2.1 Evaluate the following (1-lowest, 5-highest):

2.2 Additional comments or suggestions (optional):

- *The vote is always 5*

3. Suggestions

3.1 In your opinion what would you add or adjust in this Project Handbook? (9 answers)

For me it is okay and helpful
it is good
No specific ideas, it encompasses all important information.
/
Nothing
It is not necessary to add or adjust anything: in general it is a fairly complete document
Its complete as it is.
We have no additional comments
Project Handbook is very clear so no need to add anything.