



Boosting Engagement of Serbian Universities in Open Science

Quality Control and Monitoring Manual

Project quality monitoring and controlling includes following set of activities:

Q1 - Quality reports on project actions

Evaluation of all the Project achievements and outcomes in the form of evaluation

Q2 - Evaluation reports on project achievements by EU partner

Developed set of recommendations, institutional strategies and guidelines evaluated in accordance with the recommendations of EU partner institutions with valuable experience and expertise in the application of Open Science principles

Q3 - Fine tuning of university procedures and regulations

The progress of fine-tuning activities related to university procedures and regulations conducted in line with feedback from all the stakeholders and evaluated

Q4 - External audit

The subcontracted external auditing agency will perform external evaluation of the project expenditure periodically

This manual defines procedures for:

- Quality expectations of projects deliverables
- Internal monitoring, quality and risk management
- External monitoring and
- Partners' technical and financial reporting
- Annexes

☐ Quality Expectations of projects deliverables and methodology of evaluation plan:

Work package	Quality Indicators	Type of indicator	Annexes to be used
Mapping of the current Open Science potentials at Serbian Universities	<ul style="list-style-type: none"> Report on the existing open science legislatives and incentives Report on the current open science practice and related information infrastructures Written set of preliminary directions and standards regarding the open science principles IT Equipment purchased and used 	<ul style="list-style-type: none"> Report Report Report and Training material Service 	<ul style="list-style-type: none"> Annex_7 Check List for review of deliverable Annex_8 Check list of deliverables per WP Annex_9 Deliverable document template Annex_4 Minutes
Developing and adjusting guidelines, policies, and incentives	<ul style="list-style-type: none"> Study visit reports on EU open science practices and transfer of knowledge and skills Written guidelines for implementation of open science policy Written institutional policies of open science Written set of recommendations for the national open science policy 	<ul style="list-style-type: none"> Event/Report Product Report/ Product Report/ Product 	<ul style="list-style-type: none"> Annex_7 Check List for review of deliverable Annex_8 Check list of deliverables per WP Annex_9 Deliverable document template Annex_4 Minutes Annex_3 Event report template Annex_5 Participant feedback form

Quality of document based deliverables:

- Annex_1 Agenda
- Annex_2 Attendance template
- Annex_3 Event report template
- Annex_4 Minutes
- Annex_5 Participant feedback form
- Annex_6 Steering Committee risk monitoring sheet
- Annex_7 Check List for review of deliverable
- Annex_8 Check list of deliverables per WP
- Annex_9 Deliverable document template
- Annex_10 Self-assessment analysis
- Annex_11 Memo
- Annex_12 News template
- Annex_13 Presentation template

Defines the min. quality expectation's for:

- Quality of BE-OPEN events
- Quality of promotional materials
- Quality of websites and other electronic tools
- Quality of Project Management involves:
 - Task leader and WP leaders
 - Contact persons
 - Coordinator
 - Steering Committee (SC)
 - Quality Assurance Project Team (QAPT)

Project Quality Assurance Strategy has four levels of quality control:

Deliverable authors, Task leader and WP-leaders

Are the 1st level of control and they present a “final draft of the deliverable” to the QAPT

Quality Assurance Project Team (QAPT) or the deliverable reviewers

Are the 2nd level of control and they respond by sending the comments using **Annex_7** Check List for review of deliverable

Coordinator level

Is the 3rd level of control, Coordinator checks the deliverable review for final comments, and if not pleased, returns it back to the 2nd level of control

Steering Committee level, and final approval

Is the 4th level of control and takes the final decisions for approval by using the **Annex_6** Steering Committee risk monitoring sheet

The quality assurance bottom-up approach is applied

Defines the quality responsibilities of:

- Task leader
- Other partners involved in the activity
- Work Package leader
- Quality Assurance Project Team
- Project Coordinator
- Steering Committee

Practical approach to risk identification:

- ❑ Work package leaders identify possible risks and fill in the template Annex_7 Check List for review of deliverable monitoring sheet
- ❑ Then the risks monitoring sheet is communicated to Quality Assurance Project Team; Work package Leader and Project coordinator
- ❑ Quality Assurance Project Team; WP Leader and Project Coordinator register, analyses and priorities the risks
- ❑ QAPT Team; Work package Leader and Project Coordinator plans and implements risk responses
- ❑ Steering Committee meetings will be used to organize a risk brainstorming sessions using Annex_6 Steering Committee risk monitoring sheet template

External Monitoring has three types of monitoring:

- Preventive (in the first project year)
- Advisory (after the first project year)
- Control (after the end of project – sustainability check)

Partners' technical and financial reporting:

- ❑ 6 financial reports of partners
- ❑ 2 technical reports

Supporting documents for financial reporting are sent to the Project Coordinator as hard copies twice a year. The Coordinator checks supporting documents for financial reporting and final approval of the biannual report.



THANK YOU