UNIVERSITY OF AGRIBUSINESS AND RURAL DEVELOPMENT

E(CO)-QUALIFY
Innovation transfer for Organic Retailing Education

Education and Culture DG
Lifelong Learning Programme

EcoQualify III: ***IMPLEMENTATION OF A QUALITY ASSURANCE SYSTEM FOR TRAINING IN ORGANIC FOOD RETAIL***

TRANSFER OF INNOVATION, LEONARDO DA VINCI AGREEMENT
No. 2010-1-GR1-LEO 05-03967

Interim Report

Submitted by:	**UNIVERSITY OF AGRIBUSINESS AND RURAL DEVELOPMENT /UARD/**
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Contact person	Assoc. Prof. Mariana Ivanova, PhD Tel: +359 32 960 356; + 359 885849953 agricollege.mivanova@gmail.com
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WP$_1$ – Project management and administration /Summary/

- Since the beginning of the project, UARD plays a supportive role in the project management, organizing the partners' meetings and in the process of internal monitoring the partners on administrative regulations and requirements.
- UARD contributes to establish efficient management of the project concerning the overall planning, co-ordination and administration of the project in order to ensure completion of the tasks on time, within cost and to required quality standards, according to the planed budget and in compliance with the Administrative and Financial Rules of LLP.

Activity	Progress report from 01.10.2010 – 31.08.2011	Work days by Work package
WP1 - Project management and administration	1. Preparation for the kick-off meeting in Vienna - ppt presentation of the future activities, tasks, partners'responsibilities according to the work packages and timetable; - financial tables; - Strategy of Project Management as a tools for effective project management; - Valorisation Plan setting up the dessimination and valorisation activities of the partners during the project life and beyond that; 2. Participation in the Kick-off meeting in Vienna (19.11.2010) 3. Introduction to the 'Dropbox' as a tool to upload and update documents and files.	10 2 1
	4. Organizing the second partners' meeting – 28-29 April, 2011 – Plovdiv (Bulgaria) – preparation of agenda and partners' tasks for the nex project period 5.Participation in partner meeting 2 in Plovdiv 6.Monitoring/evaluation/performance of the activities related to the project management: ▪ Daily communication and regular contact with other project partners ▪ On-line exchange of data for checking progress ▪ Explanation of the organisational and financial process requirements to all partners ▪ Budget control through regularly updated financial tables	6 2 10
	7.Preparation of financial documents for Interim Report	5
	8. Interim Report	In progress

WP2 – Framework Analysis /Summary/

Higher School "agricultural College" was a leading partner in this Work Package.

The current Work package aimed to analyse the current situation concerning organic food retailing and the respective qualification situation in Bulgaria, covering the following areas:

- The current state of organic food retailing;
- Organic food retailing: legislation, certification and inspection;
- Available training programs and courses;
- Qualification measures for organic food employees and managers.

Development and preparation of Framework Analysis Report through collection of related data and interviews with experts and stakeholders.

Activity	Progress from 01.10.2010 – 31.08.2011	Work days by Work package
WP2 – Framework Analysis	1. Preparation of the layout for the Framework analysis and sending to the other partners	2
	2. Research and collecting data on the current state of organic agriculture in Bulgaria, organic food retailing, legislation and certification, etc.	6
	3. Designing 3 types of questionnires /drafts/: for producers, retailers and consumers;	4
	4. Collaboration with other partners in the proces of preparing the final version of the questionnaires	6
	5. Survey - sending out questionnaires by e-mail and interviewing by phone and in person.	6
	6. Summarizing the results of the survey, preparing diagrams and report.	4
	7. Collaboration with Partner No. 3 in the process of preparation of final version of the Framework Analysis.	4
	8. Preparation of ppt presentation for presenting the results of the Framework analysis report.	
	- Presentation of the Framework analysis report during the Partner meeting 2 in Plovdiv.	

WP_3 - Adaptation of Quality Assurance System for training in organic foods retailing to the national requirements /Summary/

- Identify the relevant contents and the degree of change required to the existing content and functional design of the Eco Qualify products and to take account of linguistic, pedagogical and socio-economic requirements for adapting them to the local conditions in Bulgaria;
- Participation in writing main products: EU Assurance System for Further Education in Organic Food Trade; Licensing Guidelines; Quality Manual, National quality assurance systems for further education in natural food trade in Bulgaria;
- Contribute for development and elaboration of draft versions of the Quality Assurance System materials in Bulgarian language to be used in the validation/testing phase (WP_4).

WP3 – Adapta-tion of Quality Assurance Sys-tem for training in organic foods retailing to the national requirements	1. Review of the documents and products from EcoQualify I and EcoQualify II and the QAS to be adapted and translated	2
	2. Translation of the Quality Handbook	2
	3. Editing the translated Handbook	
	4. Prepare suggestions to Partner 7 for improvement of the Handbook	4
	5. Preparation of the draft layout of the cover pages of the Handbook – collecting pictures from other partners; collaboration with the subcontractor for the final layout and printing version in different languages.	3
	6. Prepare the draft version of the Quality Handbook in Bulgarian language	3

WP_6 - Valorisation and dissemination /Summary/

Higher School "Agricultural College" is the leader of this package and it will contribute for dissemination of the project and its outcomes to the general public, education establishments and potential users, both at National level and at European level focusing on:

- Participation in the transfer and implementation of the QAS in the practice among retailers and farmers in Bulgaria. The activities will focus on the following:
  - to enable the widest possible dissemination of project outcomes;
  - to identify and to contact relevant policy makers and stakeholders, and to communicate the results;
  - to lay the foundations that the results will be used also beyond Leonardo da Vinci Program funding;
  - to foster new groups of partners, new initiatives and/or projects for further development and dissemination of the EcoQualify III project outcomes;

WP6 - Valorisation and dissemination	1. Preparation of materials to disseminate the project results ▪ Design the draft layout of project flyer. ▪ Collaborate with the Czech subcontractor for the final design of the flyer ▪ Printing the BG version of the flyer	4
	2. Contribute to development of the structure of the web-site ▪ Collaboration with Coordinator about the web-site design ▪ Translation of the web-site into BG language ▪ Contribution for continuous development of the web-site with all development results and dissemination papers produced in the lifetime of the project.	4
	3. Prepare publications in media in order to disseminate the project and its outcomes to the general public, educational institutions and potential users, both at National level in the partner countries and at European level. ▪ Press releases and advertisements in the local, regional and national press. ▪ Communications and advertisements to Internet portals and sector, e-publications.	4
	4. Dissemination activities to introduce the EcoQualify III project to partners, institutions, stakeholders, etc. at meetings, discussions, presentations. ▪ Organizing the day of organic agriculture during the International agricultural exhibition "Agra' 2011" in Plovdiv ▪ Production of PowerPoint presentations available for seminars and general publicity. ▪ Visit of relevant conferences and seminars at national and international level in order to disseminate the project results.	4

WP7 - Overall project evaluation /Summary/

- Contribute for implementation of the Quality Management Plan in order to facilitate the elaboration process within the partnership on key projects aspects and strategies to favour an awareness building and learning process for project executors and to orient the project implementation towards a sustainable development scheme;
- Contribute in evaluation of project results at the final conference;
- Permanent budget control and evaluation through regularly updated financial table.
- The Higher School "Agricultural College" as a core partner will participate in the team on the overall project management and performance under the leadership of the project coordinator - the University of Thessaly, Greece.

WP7 - Overall project evaluation	1. Collaboration with Partner 4 for development of the QMP 2. Provide budget control and evaluation through regularly updated financial table	1 4

Reported by:
Assoc. Prof. Mariana Ivanova, PhD

Plovdiv, Bulgaria
31.08.2011