



INTERIM QUALITY REPORT
Reporting Period: 01/11/2011 – 31/12/2012

THESEIS



**TRAINING ON HEALTH AND SAFETY FOR WORKERS IN THE
ENVIRONMENT INDUSTRIAL SECTOR**

With the support of the Lifelong Learning Programme of the European Union

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This report was prepared by:

Name: Christos Chatziioannou
Title: Quality Manager THESEIS project

This report was presented to and approved by:

Name: Lefteris Karagiannidis
Title: Project Manager THESEIS

CHAPTER 1 - OVERVIEW

1.1 Introduction

Quality management has a specific meaning within many business sectors. It does not aim to assure best quality of a product or a service, but rather to ensure that an organization or product is consistent meeting specific criteria/standards (including also time frameworks, financial resources, etc). Quality management can be considered to have four main components: quality planning, quality control, quality assurance and quality improvement. Quality management is focused not only on product/service quality, but also the means to achieve it. Quality management therefore uses quality assurance and control of processes as well as products to achieve more consistent quality.

Quality Planning involves the setting of quality objectives and criteria. Quality assurance and control includes the specification and setting of the procedures, the necessary operational processes, the allocation of human and financial resources that will be needed to achieve those objectives and fulfill the quality criteria

1.2 THESEIS Quality Management System

Quality Management is an on-going, continuous activity during the materialization of the THESEIS project. The purpose of Quality Management is to assure that all quality criteria and objectives, set during quality planning phase, are being met, which means: providing good quality results in time and within budget. According the initial internal auditing programme, quality control actions (internal audits and inspections) take place especially before deadlines, before reporting achieved results (comparing with quality criteria) to the project leader and before milestones such as interim and final reports, thus ensuring:

- THESEIS project aims and goals are achieved as scheduled and planned
- THESEIS results and deliverables satisfy the determined quality and quantity criteria
- the in-time detection of non conformities and the implementation of the correspondent preventive and corrective actions;
- partners' operation on project administrative and financial issues are in compliance with Leonardo da Vinci (LdV) framework requirements
- dissemination and exploitation plans and actions are efficient.

The internal quality audits' programme per Work Package for the first year of the project is presented at Table 1 on next page.

Table 1. THESEIS Internal Quality Auditing Programme for year 2012

INTERNAL AUDIT PROGRAMME														
No	Scope of Audit	Auditee	2012											
			January	February	March	April	May	June	July	August	September	October	November	December
1	Project Management Structure and Coordination Meetings	WP-1 Leader: SIGMA		1st Coordination Meeting					2nd Coordination Meeting					3rd Coordination Meeting
2	Financial Management and staff hours' allocation	All Partners												
3	Project Management Tools and deliverables	WP-2 Leader:HIOHS												
4	Conduction of two National Surveys. Assesment of questionnaires and recipients per parnter	WP-3 Leader VUBP & partners												
5	Coutry reports and Synthesis Reports of surveys	WP-3 Leader: VUBP												
6	VET Demonstration model. VCP platform	WP-4 Leader STPKC & SIGMA										On going progress		On going progress
7	Gathering of technical didactical contents	F-BB												
8	Development of web-based courses	WP-4 Leader STPKC & SIGMA												
9	Dissemination Activities	WP- 6 Leader PREVENT & SIGMA												
10	Exploitation	WP- 7 Leader: SIGMA												

A very important aspect on quality management is the managerial structure that undertakes the tasks to implement the phases of quality planning, assurance, control and improvement. For the effective quality management of the THESEIS project, clearly defined responsibilities for each person / partner have been assigned. This is of great importance in EU wide-cooperation projects where entities from different countries, training systems and mentalities are involved in the materialisation of the same actions, in a cooperative way, are involved in production of the same project results and deliverables.

More specifically in THESEIS project the overall quality management is under the responsibility of the THESEIS project coordinator (SIGMA). Namely, SIGMA and HIOHS are responsible for the quality planning of THESEIS project. All other partners have been involved in quality assurance and control phases of the project. For each separate THESEIS workpackage, responsible for the quality control and management of the workpackage actions and deliverables is be the workpackage leader. Workpackage leaders assure that workpackage actions and deliverables meet the quantifiable criteria and are in compliance with project financial resources. Each partners' responsibilities regarding the THESEIS quality management are described in paragraph 1.4 "Partners' Responsibilities" of the current Report.

The overall quality monitoring of the proper implementation of each Work Package (WP) has been undertaken at an initial stage by an internal quality manager-auditor, assigned by SIGMA and at second stage by a certified quality management auditor to ensure the objective perspective on project quality. The Quality Manager of SIGMA coordinates with the Project Coordination Unit and reports to the Steering Committee within the context of the project progress reports.

1.3 THESEIS Quality and Risk Management Procedures

In THESEIS Quality Handbook (Deliverable 2.1) the necessary procedures for:

- a) the efficient Quality planning, management and control
- b) a risk analysis of each work package deliverables and the intermediate actions that have to be undertaken in order to achieve the project results and produce the THESEIS deliverables were developed. For each work package such a procedure was evolved, that contains:
 1. The Aim of the work package.
 2. The Responsibilities of each Partner in the work package.
 3. Analytical description of the Work Package Procedure including the quality planning and control and the risk analysis of the work package deliverables and actions. All this information is input and presented in a tabular format for each deliverable or intermediate action. In each work package's table there are the following contents:
 - Name of the Deliverable or Action
 - Partner that is in charge of the deliverable/action

- Quality Criteria, Objectives / Time framework scheduled
 - Operational Process to produce the deliverable, materialize the action
 - Identified Potential Risks
 - Proposed Preventive and Correction Actions
4. The necessary Documents and Templates that are proposed for use
 5. Files that have to be kept by partners in their administrative and/or financial filing system and accordingly forwarded to the Project Coordinator

Sometimes it is difficult to identify and specify quantifiable quality parameters to certain project deliverables, such as the VET model. In this case the successful and on time implementation of the working process for the production of a project deliverable, as well as its acceptance from the project target groups can assure its quality level.

The quality of the overall project results depends on the valorisation of the project results, i.e. the adaptation and implementation of the VET training model into practice, while considering the relevant training procedures. The quality of the foreseen VET model and the training contents developed can be measured by the marketability of the products that will prove that it meets the real demands of the trainees and the trainers in Health and Safety issues of the eco-industry sector.

The deadlines set in for each deliverable and/or actions were rechecked after every coordination meeting and especially two months before any official reporting to EACEA. THESEIS partners were encouraged to develop and implement their internal quality plans and risk analysis schemes, based on their internal operation that refer to the project actions and deliverables assigned to them according to the THESEIS approved Application form and respective Work Plan. To make the valuable experiences of every single partner usable for the entire project, SIGMA has collected and integrated them in the work packages' procedures. .

Interim Quality Report

The current Interim Quality Report has been produced in the context of the interim progress report. It contains the results of the implemented measures for quality management and assurance from the project start to the half time of the project duration. The report is available in printed format and also as PDF version for download via the network website.

Final Quality Report

The Final Quality Report will be produced in the context of the final progress report. It will contain the results of the quality management measures implemented from the start up to the end of the project. The report will be available in printed document and also as PDF version for download via the network website not later than the 31-10-2013.

1.4 THESEIS Quality Management Partners Responsibilities

All partners have specific responsibilities, during the implementation of the THESEIS Quality Plan, resulting from the approved project proposal by Education Audiovisual Culture European Agency (EACEA), within the framework of the LdV programme. More specifically:

1.4.1 SIGMA Consultants – P1 (SIGMA)

SIGMA is responsible to:

- Implement and monitor the processes of internal quality audits.
- Coordinate the collection and evaluation of all relative information and data regarding the project's progress from all participating partners.
- Approve and monitor the corrective & preventive actions.
- All deliverables will be submitted to SIGMA Consultants (SIGMA) for final approval and submission.

1.4.2 The Hellenic Institute of Occupational Health and Safety – P3 (HIOHS)

Leader of the THESEIS Quality Plan Work Package (WP2) is the Hellenic Institute of Occupational Health and Safety (HIOHS).

- HIOHS has undertaken the task to evaluate the THESEIS progress throughout the duration of the project. HIOHS has prepared the quality management procedures and monitored the elaborated internal/external Quality Management auditing.
- HIOHS has prepared the Quality Handbook and is responsible for the preparation of the Quality Management Interim and Final Reports. All deliverables will be submitted to SIGMA Consultants (SIGMA) for final approval and submission.

1.4.3 Federation of Industries of Northern Greece - P2 (FING), PREVENT-P4, Forschungsinstitut Betriebliche Bildung gGmbH – P5 (f-bb), Occupational Safety Research Institute – P6 (VUBP), Instytut Ochrony Srodowiska – Panstwowy Instytut Badawczy – P9 (IEP-NRI), Regional Development Foundation –P12 (RDF)

All partners are responsible to:

- Participate in the internal audits of the project's Quality Planning and Monitoring actions
- Provide information and data for the evaluation of the project's quantifiable progress / quality indicators.
- Elaborate any proposed corrective and preventive actions.

1.4.4 SYNTHOS Kralupy a.s.- P11 (SYNTHOS), Tragerverein Umwelttechnologie-Cluster Bayern e. V. – P10 (eu-Cluster)

No assigned Responsibilities.

CHAPTER 2 – ASSESSMENT PER WORK PACKAGE

2.1. Work Package 1

PROJECT MANAGEMENT – COMMUNICATION

2.1.1. Aim

WP1 aims to:

- Overall effective administrative and financial management of the THESEIS project.
- Compilation and submission of progress and final reports qualifying all standards and time frameworks set by Education Audiovisual Culture Executive Agency (EACEA).
- Effective communication and coordination of project actions between partners.

2.1.2. Partners Responsibilities

Partner	Responsibilities
SIGMA	Work Package Leader Responsible for the Strategic Project Management including monitoring, regular reporting and maintenance of the central project management office. SIGMA will undertake the Preparation – Submission of Reports to EACEA and the participation in the meetings and events organized by the Agency.
HIOHS	Members of the Steering Committee, attending project management and other relative meetings and contributions to the on-going monitoring and review processes. Task allocations have been made on the basis of an equitable balance of commitments from all project partners to providing the coordinator with data and local monitoring report on progress at a local level on an ongoing basis.
PREVENT	
F-BB	
VUBP	
FIOH	
STPKC	
IEP-NRI	
RDF	Contribution to the on-going monitoring and review processes of THESEIS project.
U-CLUSTER	
SYNTHOS	Contribution to the on-going monitoring and review processes.
FING	

2.1.3. **Internal Audits Undertaken**

Within the current Work Package, the following Internal Audits took place:

No	Date	Task	
1	6/02/2012	1.5	1 st Coordination Meeting
2	6/02/2012	1.1-1.2	Project Work Plan
3	20/06/2012	1.1 - 1.2 1.6	2 nd Coordination Meeting Project Work Plan Financial Management
8	15/11/2012	1.7	3 rd Coordination Meeting
9	15/11/2012	1.1	Project Work Plan Financial Management
10	26/11/2012	1.3	Interim Report

2.1.4. **Internal Communication**

Effective communication is assured by both conventional means (e-mail, telephones) and the informational community platform, the THESEIS Virtual Community Platform (VCP), whereas programming and significant decisions are pursued to be taken unanimously during the coordination meetings.

2.1.5. **Document Management**

The following rules for efficient document management between partners have been applied. The internal documentation is available to all partners via the VCP. For different versions of the same document it is appropriate to use a standard naming code of each document in order that every partner can identify, immediately, the origin and the version of each uploaded document. The proposed naming of the document is the following:

Purpose of the document_Version_Partner that produced it.

For example for the 1st modification (version) of the Quality Handbook, developed by HIOHS the name of the document will be Quality Handbook_1st Version_HIOHS. In case that a partner would like to propose some modifications without altering the document then can propose it to the author of the released version to include them in that version.

Table 2. Assessment Findings Log of Work Package 1

Deliverables Actions	Internal Audit No/ Date	Objectives / Deadline according THESEIS Quality Handbook	Findings – Comments	Non Conformities Preventive – Corrective Actions	Corrective Action No
Staffing of Project Governance Structures (Tasks 1.1 – 1.2)	No 2 6/2/2012	All partners must have assigned their members to project administrative and working groups till 30/03/2012	The partners' responded promptly to the requests of the Lead Partner providing proper feedback for the establishment of the Project governance structure. All deliverables were prepared in time and were efficiently disseminated to the project partners via the VCP according to the Communication and Dissemination Handbook.	-	-
Interim Report (Task 1.3)	No 9 15/11/2012 and No 10 26/11/2012	On-Time Submission – 30/11/2012 All contents must be filled in.	The Interim Report was submitted to EACEA on time, 30/11/2012, according to the Timetable of the approved Application Form. The report was prepared on the standard forms provided by EACEA. All fields were completed. All necessary supporting documents were submitted. All project partners provided the Lead Partner with necessary feedback.	Non conformities were detected related to the Financial Management and the expenses of the reporting period	9 – 17
Kick Off Meeting Date and Agenda (Task 1.5)	No 1 06/02/2012	Date according to the proposal. Meeting Agenda finalized 15 days before meeting.	The documentation and supporting material for the 1st CM were produced according to the Work plan.	The meeting was realized with a delay of 48 days. P10 participated to the meeting. This participation was not foreseen in the Application Form	1 – 2
2 nd Coordination Meeting Date and Agenda (Task 1.6)	No 3 20/06/2012	Date agreed 3 months before meeting. Meeting Agenda finalized 15 days before meeting.	No serious deviations were detected from the Work Plan and the organization of the 2 nd coordination meeting with regard to the timetable of the Grant Agreement.	P7 did not attend the 2 nd coordination meeting	3
3 rd Coordination Meeting Date and Agenda	No 8 15/11/2012	Date agreed 3 months before meeting. Meeting Agenda finalized 15 days	The 3 rd Coordination Meeting is planned to take place on 28 - 29/1/2013. This rescheduling is not in compliance with the initial date, 30/11/2012. The	There was a time deviation of 2 months in the organization of the 3 rd Coordination Meeting.	8

Table 2. Assessment Findings Log of Work Package 1

Deliverables Actions	Internal Audit No/ Date	Objectives / Deadline according THESEIS Quality Handbook	Findings – Comments	Non Conformities Preventive – Corrective Actions	Corrective Action No
(Task 1.7)		before meeting.	agenda of the meeting is not prepared yet. The rescheduling of the meeting was agreed among partners via emails on 16/10/2012.	Eventually it took place on 28 - 29/1/2013. No further non-conformities were detected.	

2.1.6. Relative documentation audited

Administrational documents

1. Table for Assignment of staff of Project Governance Structures (PCU, SC, WG)
2. THESEIS Document Template
3. Regulation for editing THESEIS Documents

Financial documents

1. Timesheets Worksheet (for staff costs)
2. Worksheet for calculating travel costs, subcontracting, other costs (all other costs except staff).
3. Financial worksheets uploaded at VCP.

Records' keeping

All administrative and financial files are filled in by responsible partners on time, as it is described in QMR-WP1 and kept in each partner's filing system for a period of five (5) years after the project completion.

All files can be accessed by SIGMA as the THESEIS Project Leader and EACEA respective auditing authorities as the principle administrative and funding organization of the THESEIS project.

2.2. Work Package 2

QUALITY PLAN

2.2.1. Aim

WP2 aims to:

- ensure the appropriate quality planning assurance and control of THESEIS project actions, results and deliverables,
- identify potential risks that will jeopardize project progress, prevent their occurrence and minimize their impact by appropriate preventive and correction measures, respectively
- improve the actions, deliverables and results of the THESEIS project.

2.2.2. Partners Responsibilities

Partner	Responsibilities
HIOHS	<p>Work Package Leader</p> <p>HIOHS will undertake the task to evaluate the THESEIS progress throughout the duration of the project. HIOHS will prepare the quality management procedures and elaborate the internal/external Quality Management auditing.</p> <p>HIOHS will prepare the Quality Handbook and the Quality Management Interim and Final Reports. All deliverables will be submitted to SIGMA for final approval and submission.</p>
SIGMA	<p>SIGMA will:</p> <p>a) coordinate the collection and evaluation of all relative information and data regarding the project's progress from all participating partners,</p> <p>b) approve and monitor the corrective-preventive actions.</p>
FING	<ul style="list-style-type: none"> • Participation in the internal audits of the project's Quality Management System • Provision of information and data for the evaluation of the project's quantifiable progress / quality indicators. • Elaboration of corrective and preventive actions.
PREVENT	
F-BB	
VUBP	
FIOH	
STPKC	
IEP-NRI	
RDF	
U-CLUSTER	No assigned responsibilities
SYNTHOS	

2.2.3. Internal Audits Undertaken

Within the current Work Package, the following Internal Audits took place:

No	Date	Task	
4	20/06/2012	2.1	Quality Management Structure and Handbook
14	22/12/2012	2.2	Interim Quality Report

2.2.4. THESEIS Quality Handbook

In THESEIS Quality Handbook, the procedures and guidelines which are adopted by the project WP Leaders to ensure high standards of quality of the work produced during the project lifetime are defined. The necessary procedures and guidelines for the efficient Quality Planning, assurance and control plus a risk analysis of the work package deliverables and the intermediate actions that have to be undertaken in order to achieve the project results and produce the THESEIS deliverables have been developed and thoroughly analysed, hence providing a structured framework for the elaboration of the Internal Audits.

For each work package such a procedure was evolved, that contains:

1. **The aim of the work package**
2. **The responsibilities of each partner**
3. **Guidelines for the work package actions and deliverables** including a Quality Planning and Risk Analysis Matrix of the work package actions and deliverables.
4. **The necessary documents** and templates that have to be used
5. **Files that have to be kept by partners** in their administrative and/or financial filing system and accordingly forwarded to the Project Coordinator (SIGMA) and/or EACEA.

The Handbook was prepared and distributed to the partners from the early stages of the project and was updated on 30/09/2012. THESEIS Quality Handbook is a living document that will be under review on a constant basis, during the project.

2.2.5. Interim Quality Report

The deadlines set in Quality Deliverables matrix are audited in a periodic base and prior the official reporting to EACEA, according the THESEIS Internal Quality Auditing Programme (Table 1). For the better monitoring of the project materialization, the Internal Audits that take place are combined with the use of the THESEIS Monitoring Tools developed in WP – 1 (Annex) thus evaluating the progress of the project and identifying deviations, non conformities, preventive and corrective actions.

The current Interim Quality Report was produced in the context of the interim progress report. It contains the results of the implemented measures for quality management and assurance from the project start till 31/12/2012.

Interim Quality Report

Table 3. Assessment Findings Log of Work Package 2					
Deliverables Actions	Internal Audit No/ Date	Objectives / Deadline according THESEIS Quality Handbook	Findings – Comments	Non Conformities Preventive – Corrective Actions	Corrective Action No
THESEIS Quality Handbook (Task 2.1)	No 4 20/06/2012	On-Time Compilation 19/03/2012 (according to revised Work Plan)	HIOHS prepare the Quality Handbook that describes the procedures and guidelines which will be used by WP Leaders to assure and control production of high quality deliverables and results during project lifetime. A risk management process was also included in the Handbook. Quantifiable quality objectives for all THESEIS deliverables and actions have been set.	-	-
Interim Quality Report (Task 2.2)	No 14 22/12/2012	On-Time Compilation 31/12/2012	The mechanism and the adopted Internal Quality Management procedures and documents as described at the THESEIS Quality Handbook (Deliverable 2.1) were inspected as well as Deliverable 2.2 - Interim Quality Report, summarizing the findings of the internal audits for the reporting period (01/11/2011 - 31/12/2012). No non-conformities were detected.	-	-

2.2.6. Relative documentation audited

1. Communication and Dissemination Handbook.
2. Interim and Final Quality Reports.
3. THESEIS Deliverables – Action Evaluation Table

Records' keeping

All partners (except U-CLUSTER, and SYNTHOS) monitor and record project's activities and deliverables based on quantified criteria quoted in Quality Planning, Control And Potential Risk Analysis Matrices of each work package.

All data is recorded and documented to THESEIS Deliverables – Action Evaluation Table forwarded to SIGMA and HIOHS to evaluate successful project progress according the specified quantified quality criteria.

2.3. Work Package 3

PREPARATION ACTIVITIES / SURVEY DEVELOPMENT

2.3.1 Aim

The aims of WP3 are the following:

- Conduction of a Survey for the identification of the training needs and gaps in Health and Safety issues of workers occupied in Pollution Management of the Eco-Industry Sector
- Conduction of a Survey for the examination of the existing National Qualifications Frameworks (NQF) of workers occupied in Pollution Management of the Eco-Industry Sector
- Grouping of learning outcomes in distinct learning units and described along knowledge, skills, competence descriptors (EQF, ECVET)
- Compilation of a Country Report at each participating country, identifying and documenting common and different qualifications demands and training needs, between the 8 participating countries, with respect to workers' knowledge, skills competences and attitudes
- Compilation of a Synthesis based on the 8 countries reports.

2.3.2 Partners Responsibilities

Partner	Responsibilities
VUBP	WP Leader and coordinator for the collection and evaluation work of each country's report. VUBP will prepare the synthesis report. Distribution of questionnaires to the representatives of the project's target groups. Identification and documentation of NQF for workers in pollution management of eco-industry sector.
HIOHS	Distribution of questionnaires to representatives of the project's target groups. Assessment of the questionnaires. Identification and documentation of NQF for workers in pollution management of eco-industry sector. Compilation of country's report. Collection of existing training - informative material from relative projects that the partners have participated.
PREVENT	
F-BB	
SIGMA	
FIOH	
STPKC	
IEP-NRI	
RDF	
U-CLUSTER	Distribution of questionnaires to representatives of the project's target groups.
SYNTHOS	
FING	Contribution to the on-going monitoring and review processes.

2.3.3 Internal Audits Undertaken

Within the current Work Package, the following Internal Audits took place:

No	Date	Task	
5	31/07/2012	3.1.1	Development and distribution of questionnaires Surveys' Conduction
		3.1.2	
		3.1.3	
6	30/09/2012	3.1	Synthesis Survey Report Country Reports
		3.1.4	

2.3.4 Conduction of Surveys

The Transnational Survey Report that was conducted in 8 EU countries, summarizes the results of two separate research surveys conducted at each participating country.

Conduction of 1st Survey

The first survey focused on the identification of the training needs and gaps of workers, on H&S, of workers occupied in the pollution management sector, of the eco-industry. The survey was conducted via the compilation of two, new Training Needs Analysis Questionnaires, one for Wastewater treatment Operators and one for Solid Waste Management Professionals. Within the context of the survey conduction all project's partners, contacted the identified target groups and stakeholders in Greece, Germany, Finland, Sweden, Belgium, Poland, Czech Republic and Bulgaria. More than 4900 contacts were made, by all partners, and 800 answers have been received. The received answers were analyzed in order to map the OHS training needs of professionals occupied in wastewater treatment and solid waste management facilities per country.

Conduction of 2nd Survey

The second survey identified and examined the existing National Qualifications Frameworks (NQF) for the workers occupied in eco-industry and document the respective qualifications related to H&S issues.

2.3.5 Compilation of Country and Synthesis Report

THESEIS partners, in each participating country, compiled a Country Report based on the results of both surveys. (8 Country Reports in English)

Work Package 3 leader (OSRI - VUBP) prepared a Transnational Survey Report identifying and documenting common and different qualifications demands and training needs, between the 8 countries, with respect to workers' knowledge, skills competences and attitudes. The report also documents the learning outcomes that should be defined and included in the training model.

Both surveys' deliverables are available on THESEIS project official website.

Table 4. Assessment Findings Log of Work Package 3

Deliverables Actions	Internal Audit No/ Date	Objectives / Deadline according THESEIS Quality Handbook	Findings – Comments	Non Conformities Preventive – Corrective Actions	Corrective Action No
Questionnaire Compilation (Task 3.1.1)	No 5 31/07/2012	Two questionnaires one in Waste Management, one in Wastewater Treatment till 19/03/2012	The questionnaires were prepared and disseminated in time.	-	-
First Survey Questionnaire Distribution / Received Answers (Task 3.1.2)	No 5 31/07/2012	Distribution of 200 questionnaires per country till 30/04/2012 Receipt of at least 100 answers Number of satisfied participants from the questionnaires	Delayed completion of the 1 st survey	A time-extension for the completion of the activity took place in order to reach the defined number of the questionnaires' recipients and received answers.	6
Assessment of Questionnaires Identification of workers' training gaps and needs (Task 3.1.2)	No 5 31/07/2012	Assessment of all questionnaires – identification of training need till 30/05/2012	Delayed assessment of the questionnaires	The non – conformity closed on 15/09/2012. Target: >1600 questionnaires, >800 answers	6
Identification and Collection of NQFs' in Pollution Management Sector (Task 3.1.3)	No 5 31/07/2012	Collection of all existing NQF's in each participating country till 15-05-2012.	The 2 nd survey was completed according to the timetable of the Grant Agreement.	Achieved: >4900 questionnaires 795 answers -	-
Country Report Compilation (Task 3.1.4)	No 6 30/09/2012	Eight (8) Countries' report to be submitted till 31-07-2012	The country reports were not completed according to the initial timetable due to the relevant delay of the 1 st survey completion.	An extension of two months was requested.	7
Synthesis Report Compilation (Task 3.1)	No 6 30/09/2012	Synthesis Report must be finished and publicized till 31-08-2012	The Synthesis Report publication was delayed for 27 days due to the delay in the completion of the 1 st Survey and the respective Country Reports	An extension of one month was requested.	7

2.3.6 Relative documentation audited

1. Questionnaire addressed to workers occupied in the Waste Management Sector
2. Questionnaire addressed to workers occupied in the Wastewater Management Sector
3. Country Reports
4. Synthesis Report

Records' keeping

VUBP, PREVENT, F-BB, SIGMA, HIOHS, FIOH, STPKC, IEP-NRI, RDF keep filed all received answered questionnaires.

2.4. Work Package 4

SPECIFICATION OF THE VOCATIONAL TRAINING MODEL

2.4.1 Aim

WP4 aims to:

- The development of an innovative training model that will be based on a collaborative approach, integrating a Virtual Community Platform (VCP) as the web based design tool
- The Collection, assessment and compilation of training material according to the VCP delivery methods for setting up vocational training courses targeted to different groups of individuals working in pollution management activities.

2.4.2 Partners Responsibilities

Partner	Responsibilities
STPKC	Work Package Leader. Configuration of the collaborative pedagogical approach and of the learning services of the Virtual Community Platform. STPKC will deliver the initial version of the training model to the Project Coordination Unit for its final approval and upload the training material in the web-based platform.
SIGMA	Configuration of the collaborative pedagogical approach and of the learning services of the Virtual Community Platform Production of training material. SIGMA will prepare the contract with an expert in order to assign the proper configuration of the pedagogic material that will be produced within the framework of THESEIS. SIGMA will coordinate and evaluate the translation of the pedagogic content. The WP's progress will be evaluated on a monthly basis by SIGMA in close collaboration with STPKC. Also SIGMA will undertake the transfer of the WP's deliverables to the other partners and the communication of their comments and improvement suggestions for further alterations.
PREVENT	Configuration of the collaborative pedagogical approach and of the learning services of the Virtual Community Platform Production of training material.
OSRI	
FIOH	
IEP-NRI	
F-BB	Grouping of learning outcomes in distinct units and described along the descriptors knowledge, skills and competence, in accordance with ECVET and EQF
FING	Definition and orientation of the training material contents. Production of training material.
HIOHS	
RDF	
U-CLUSTER	Not Assigned Responsibilities
SYNTHOS	

2.4.3 Internal Audits undertaken

Within the current Work Package, the following Internal Audits have taken place:

No	Date	Task	
7	30/09/2012	4.1.1	VCP platform
11	15/12/2012	4.1.2	Vet Demonstration Model
12	15/12/2012	4.1.3	Gathering of technical didactical contents

2.4.4 Development of the Virtual Community Platform and the Vocational Educational Training Model

The development of the Vocational Educational Training Model was based on the Virtual Community Platform (VCP) provided by STPKC. THESEIS internal Virtual Community Platform (VCP) is an online tool for the partners' internal communication, data store for documents, for reporting purposes, etc. The VCP platform for the THESEIS project is available at <http://theseis.euproject.org>.

The development of the Web-based Virtual Community Platform included the following:

- Definition and configuration of technical specifications of learning services
- Development of the web-based VCP services
- Technical evaluation of the web-based VCP

The VET training model is based on the collaborative instructional strategy and uses all the necessary learning services, made available from the THESEIS Virtual Community Platform (VCP) for the preparation of the training courses.

The demonstration module of the training model is restricted to the project partners until the consensus and approval on the design and functionality have been reached (after the completion of WP-5).

SIGMA will arrange a contract with an expert in order to assign the proper configuration of the pedagogic material, that will be produced within the framework of THESEIS, and its uploading to THESEIS VCP.

2.4.5 Collection, Assessment and Compilation of Training Material

The training material consists of two different packages, taking in consideration the needs of the following target groups:

1. Vocational training providers, i.e. Training Departments of companies operating in the sector; Training Agencies and Professionals (more deeply developed concerning the technical level and including a pedagogical module which aims at improving their competences to tutor and follow up the other training group).
2. Learners, i.e. People already working in sector companies; Unemployed people, first job seekers, students of technical, environment related schools (more task-oriented with accompanying photos, videos, check-lists and quizzes).

Table 5. Assessment Findings Log of Work Package 4

Deliverables Actions	Internal Audit No/ Date	Objectives / Deadline according THESEIS Quality Handbook	Findings – Comments	Non Conformities Preventive – Corrective Actions	Corrective Action No
Development of Virtual Community Platform (Task 4.1.1)	No 7 30/09/2012	On – time operation according to the Work Plan	The structure and operation of the VCP Platform were checked and found to be in compliance with the technical description of the Application Form. VCP operates as an online tool for internal communication, data store for documents, for reporting purposes and contact lists. The VCP platform is continually updated with new applications.	-	-
Configuration of VCP training services. VET Demonstration Model (Task 4.1.2)	No 11 15/12/2012	On – time operation according to the Work Plan. Application of collaborative approach till 30/11/2012	The Vet Demonstration Model has not yet been elaborated. The WP leader has submitted a Demo model to the partners and is expecting their comments before the finalization of its structure.	The Work Package Leader has set a revised deadline for the collection of the other partners' comments on the submitted VET Demo model. There will be a close cooperation with the Lead Partner in order to coordinate all involved aspects as to overcome the detected delay.	18
Grouping of learning outcomes in distinct learning units and described along knowledge, skills, competence descriptors (Task 4.1.3)	No 12 15/12/2012	Categorization of Learning Outcomes in knowledge, skills, competence descriptors until 30/09/2012	42 day delay in the grouping of the learning outcomes and their categorization in skills and knowledge competences descriptors due to the delayed assessment of the Surveys' questionnaires. Implementation date: 12/11/2012 The outcome of the current Task will be updated after the completion of the VET platform (30/04/2013)	-	-
Definition and Orientation of Training material contents (Task 4.1.4)	No 12 15/12/2012	On – time preparation of the training material according to the Work Plan. Deadline: 30/10/2012	Achieved according the Work Plan	-	-

2.4.6 Relative documentation audited

1. Grouping of learning outcomes in distinct learning units and described along knowledge, skills,
2. Description of the Collaborative Pedagogical Approach – Configuration of the VCP
3. Informative material uploaded to VCP (STPKC presentation – in progress)
4. List of Training material (in progress)
5. Translated Training material (in progress)

Records' keeping

SIGMA, PREVENT, VUBP, FIOH, IEP-NRI, RDF will keep back-up files of the training material.

2.5. Work Package 6

DISSEMINATION ACTIVITIES

2.5.1 Aim

WP6 aims to widely disseminate and promote to all related bodies, target groups, interested stakeholders, of the THESEIS project, the methodology, activities, results and outcomes of the project.

2.5.2 Partners Responsibilities

Partner	Responsibilities
PREVENT	WP Leader, coordination of the development of the Communication Plan, including planning the dissemination activities and monitoring of progress jointly with SIGMA. Preparation of the Communication and Dissemination Handbook jointly with SIGMA. Preparation of informative material. Creation - promotion of technical articles. Creation - promotion of press publications. Promotion of Informative material to networks, target groups and key actors.
SIGMA	WP Deputy Leader. Preparation of the Communication and Dissemination Handbook jointly with PREVENT. Creation - promotion of technical articles. Creation - promotion of press publications. Promotion of Informative material to networks, target groups and key actors. Elaboration and updating of the THESEIS Website.
F-BB	Creation - promotion of technical articles. Creation - promotion of press publications. Promotion of Informative material and newsletters to networks, target groups and key actors. Exploitation of relative networks from previous projects
OSRI	
FIOH	
STPKC	
IEP-NRI	
RDF	
U-CLUSTER	Promotion of Informative material and newsletters to networks, target groups and key actors.
SYNTHOS	
FING	Promotion Informative material and newsletters to networks, target groups and key actors.
HIOHS	

2.5.3 Internal Audits Undertaken

Within the current Work Package, the following Internal Audits have taken place:

No	Date	Task	
4	20/06/2012	6.1	Communication and Dissemination Handbook
4	20/06/2012	6.2 & 6.3	THESEIS Website - Newsletters
13	15/12/2012	6.3 & 6.6	THESEIS Newsletter Press Articles and Magazines Other dissemination activities

2.5.3 THESEIS Communication and Dissemination Handbook

The Communication and Dissemination Handbook was compiled in the beginning of the project and is used by all project partners. The Handbook describes in detail the strategic objectives of the dissemination plan, internal and external communication, content and instruments of dissemination, tasks and responsibilities, rules and regulations, project logo. The Handbook is available on THESEIS project official website.

2.5.4 THESEIS Website

THESEIS web-site was launched (in English) in the beginning of the project containing information on aspects like: project description and objectives, partners profile, contact details, calendar of events, announcement of meetings, workshops, presentation of results, links to other relevant EU projects, download area, collection of the frequently asked questions etc. The main core of website is available in the languages of all participating countries (EN, GR, FR, BG, DE, FI, PL, CZ).

2.5.5 THESEIS Newsletters

1st and 2nd Newsletters were created providing information about the project's progress and results/products and relative articles on Health and Safety issues. The Newsletters were disseminated in electronic format via e-Newsletter Services (>1800 recipients), direct emails to the stakeholders' networks of the project partners, and are also available on THESEIS project official website in the languages of all the participating countries (EN, GR, FR, BG, DE, FI, PL, CZ).

2.5.6 THESEIS e-mailing lists

THESEIS project partners have developed and update on a constant basis a common target groups contacts' database containing the contact details of existing networks from other relative projects and other potential beneficiaries in each THESEIS partner's country and in European level. The contacts' Database is used every time a project partner wants to disseminate informational and communication material, regarding project's activities and outcomes. Until now 982 addresses + associations with more than 3000 members have been registered.

2.5.7 THESEIS Brochure

THESEIS brochure contains the achievements of the activities realised so far, during the implementation of THESEIS project. The 1st brochure is available on THESEIS project official website. THESEIS Informative brochures were distributed during the events, wherever project partners participated.

2.5.8 THESEIS Technical Articles

THESEIS Project Partners publicized articles about THESEIS project to National Press and Magazines. Relative articles available on THESEIS project official website

Table 5. Assessment Findings Log of Work Package 6

Deliverables Actions	Internal Audit No/ Date	Objectives / Deadline according THESEIS Quality Handbook	Findings – Comments	Non Conformities Preventive – Corrective Actions	Corrective Action No
Communication and Dissemination Plan (Task 6.1)	No 4 20/06/2012	On – time operation according to the Work Plan Definition of the proper Communication and Dissemination Strategy. Draft version till 19/03/2012 Final version till 30/04/2012	HS has prepared the Quality Handbook that describes the procedures and guidelines which will be used by WP Leaders to assure and control production of high quality deliverables and results during project lifetime. A risk management process was also included in the Handbook. Quantifiable quality objectives for all THESEIS deliverables and actions have been set.	-	-
THESEIS Website (Task 6.2)	No 4 20/06/2012	Development and launch of an informative interactive, user-friendly website. Link to the VCP platform until 31/01/2012 No of unique users of THESEIS website per month = 500 Website languages: EN, GR, FR, DE, CZ, SI, SE, PL, BG	The preparation and operation of the website The targets set on the website visits and recipients of the newsletters were achieved.	-	-
THESEIS e-Newsletters (Task 6.3)	No 4 20/06/2012 No 13 15/12/2012	One e-Newsletter every six months. Number of e-Newsletters : 5 E-newsletters languages languages will be: EN, GR, FR, DE, CZ, SI, SE, PL, BG Five articles at least in each newsletter. 1 st e-Newsletter to be e-mailed at least to 500 recipients. Last e-Newsletter to be e-mailed to 2000 recipients.	Time deviations were detected to preparation of the 1 st and 2 nd Newsletter. The Newsletters were translated in the languages of the participating countries. The preparation of the 3 rd Newsletter has not started yet. A deviation according to the timetable of the Application Form is expected. The deliverable should be ready until 31/12/2012.	The 1 st Newsletter was not prepared according to the Timetable of the approved Application Form. A 75-days delay was detected. The 2 nd Newsletter was not prepared according to the Timetable of the approved Application Form. A 69-days delay was detected.	4 5 19

Table 5. Assessment Findings Log of Work Package 6

Deliverables Actions	Internal Audit No/ Date	Objectives / Deadline according THESEIS Quality Handbook	Findings – Comments	Non Conformities Preventive – Corrective Actions	Corrective Action No
THESEIS e-mailing lists (Task 6.4)	No 4 20/06/2012	An overall project mailing list of 1500 addresses is expected to be achieved till 31/12/2012	THESEIS project partners have developed and update on a constant basis a common target groups contacts' database containing the contact details of existing networks from other relative projects and other potential beneficiaries. Until 31/12/2012 982 addresses + associations with more than 3000 members have been registered.	-	-
Press Articles and Magazines (Task 6.6)	No 13 15/12/2012	Total number of Press Articles : 2 in each participating country	The dissemination activities realised concern the operation and update of the website, articles' releases and participation to various events.	Until 31/10/2012 the partners P1, P2, P4, P5, P6, P7, P8, P9 and P12 have made none press publication. Only P1, P2, P6 and P12 have completed the task overcome the target Set.	20
Presentations to Events and Conferences (Task 6.7)	No 13 15/12/2012	Total number of Presentations : 2 in each participating country	The Task is in progress. Most of partners have not participated in dissemination events in 2012, transferring the participation for 2013. Only SIGMA has accomplished the target set.	-	-

2.5.9 Relative documentation audited

1. Communication and Dissemination Handbook
2. e-Newsletters
3. THESEIS Brochure
4. Technical Articles
5. Presentations to Conferences and/or seminars

Records' keeping

At least one copy of all documents produced during the dissemination actions of the project are filed by the partners.

Partners maintain records of all the deliverables of the events they organize or participate, during the project.

All files can be accessed by SIGMA as the THESEIS Project Leader and EACEA respective auditing authorities as the principle administrative and funding organization of the THESEIS project.

ANNEXES

- Annex I** THESEIS Monitoring Table
- Annex II** THESEIS Internal Quality Audit Forms

ANNEX I – Table 6. THESEIS Monitoring Table

Action No.	Approved End	Actual End	DELAY	BRIEF DESCRIPTION OF ACTIVITY - OUTCOME	NOTES - REMARKS	Internal Audit No	Internal Audit Date
1.1	31/12/11	31/12/11	0	Project governance structure and Key personnel	Completed and updated on 30/03/2012 and 30/09/2012	2	6/2/2012
1.2	31/12/11	31/12/11	0	Project Work Plan	Completed and updated	2	6/2/2012
1.3	30/11/12	30/11/12	0	Interim Report	Completed	9 & 10	15/11/2012 & 26/11/2012
1.5	30/11/11	17/1/12	48	Kick-off meeting in Brussels, BE	Completed (after communication with EACEA combined with the LLP kick-off meeting)	1	6/2/2012
1.6	31/5/12	7/6/12	7	Second Co-ordination Meeting in Prague, CZ	Completed	3	20/6/2012
1.7	30/11/12	28/1/13	59	Third Co-ordination Meeting in Nurberg, DE	Completed	8	15/11/2012
2.1	15/1/12	15/1/12	0	Quality Handbook	Completed on 15/1/2012. Updated on 19/03/2012 and 30/09/2012	4	20/6/2012
2.2	31/12/12	31/12/12	0	Interim Quality Report	Completed	14	22/12/2012
3.1	31/8/12	27/9/12	27	Synthesis Survey Report	Completed	6	30/9/2012
3.1.1	19/3/12	19/3/12	0	Questionnaires development	Completed	5	31/7/2012

Action No.	Approved End	Actual End	DELAY	BRIEF DESCRIPTION OF ACTIVITY - OUTCOME	NOTES - REMARKS	Internal Audit No	Internal Audit Date
3.1.2	15/7/12	15/9/12	62	First Survey based on questionnaires	Completed	5	31/7/2012
3.1.3	15/7/12	30/7/12	15	Second Survey NQF	Completed	5	31/7/2012
3.1.4	31/7/12	15/9/12	46	Country Report	Completed	6	30/9/2012
4.1	30/11/12	12/12/12	12	VET Demonstration model	Completed	11	15/12/2012
6.1	31/1/12	31/1/12	0	Communication and Dissemination Handbook	Completed and updated on 12/03/2012 and 30/09/2012	4	20/06/2012
6.2	31/1/12	31/1/12	0	THESEIS Web-site-tools & interactive applications	Completed and updated	4	20/06/2012
6.3	30/9/13	-	-	Project's Newsletters	In Progress (Completed 1 st and 2 nd Newsletter. Delayed 3 rd Newsletter)	4 & 13	20/6/2012 & 15/12/2012
6.3.1	31/12/11	15/3/12	75	1st Project's Newsletter	Completed (disseminated via e-Newsletter services, available on THESEIS website, communicated through partners)	4	20/6/2012
6.3.2	30/6/12	7/9/12	69	2nd Project's Newsletter	Completed (disseminated via e-Newsletter services, available on THESEIS website, communicated through partners)	4 & 13	20/6/2012 & 15/12/2012
6.3.3	31/12/12	-	-	3rd Project's Newsletter	Not yet published (pending)	13	15/12/2012

Action No.	Approved End	Actual End	DELAY	BRIEF DESCRIPTION OF ACTIVITY - OUTCOME	NOTES - REMARKS	Internal Audit No	Internal Audit Date
6.4	31/12/12	15/01/2013	15	E-mailing list	Completed	4	20/6/2012
6.6.1.1	31/10/12	10/10/12	0	Press Articles and Magazines	Completed	13	15/12/2012
6.7	15/5/13	-	-	Participation to Events and Conferences	In Progress	13	15/12/2012

ANNEX II - THESEIS Internal Quality Audit Forms

INTERNAL AUDIT FORM		
Record of findings	No.	Date:
<p>Auditor:</p> <p>Name _____</p> <p>Organisation _____</p> <p>Possition _____</p>		
<p>Auditee:</p> <p>Name _____</p> <p>Organisation _____</p> <p>Possition _____</p>		
Work Package:	Number	Title
Task		
<p>Checking Points</p> <p>Deliverable <input type="checkbox"/> _____</p> <p>Allocated tasks/responsibilities <input type="checkbox"/> _____</p> <p>Dissemination Event <input type="checkbox"/> _____</p> <p>Other (please specify) <input type="checkbox"/> _____</p>		
Internal Auditing and Evaluation Criteria		
Criterion	Comments	
Work plan/Deadline	_____	
Financial	_____	
Stuff days	_____	
Communication	_____	
Non Conformities		
Number	Description	Corrective Action No
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
Auditor	Auditee	
Signature	Signature	