



Lifelong
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Programme

EU Lifelong Learning Programme 2007-13
Subprogramme Leonardo da Vinci - Call for proposal 2011 EAC/49/10
Priority "ECVET for transparency and recognition of learning outcomes and
qualifications (LEO-TraInno-11)"
Action "Transfer of Innovation"
Protocol Code LLP-LdV-TOI-11-IT-685
Project Unique Code (CUP – Codice Unico di progetto): G92F11000080006

European Nature System:

An ECVET process to put in transparency and recognise
across Europe the learning outcomes and the
qualifications of the professional figures in the nature-
based tourism sector

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WP 7 – Quality management

Project Quality Operative Plan

Activities and tools aimed to ensure the quality of project activities
and products: performance indicators, monitoring activities and
control targets, survey and control times, survey instruments,
reporting systems

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Premise

The European Nature System approved project, concerning the project quality, it foresees a specific work package (WP 7 "Quality management"), aimed to ensure the quality of activities and products to be developed during the project, to allow for a smooth project operation and to secure the achievement of the project aims. This purpose will be served through a system of process-oriented self-evaluation by means of standardised feedback surveys and written documentation of project activities, which will be subject to approval by the partners involved and thus allow for additional reflection and self-assessment. The progress of the project work is evaluated by a comparison with the work packages.

The work package activities are:

- a) Project Quality planning: shared definition by all the partners of activities and tools to manage and develop project quality in each phase and in the project as a whole (performance indicators, to measure intermediate and final results achieved with respect to needs of the target groups; monitoring activities and control targets; survey and control times; survey instruments; reporting systems);
- b) Enforcement of project quality plan and quality control: implementation of planned monitoring and surveys, with activities of physical monitoring (verification by means of performance indicators and result indicators), financial monitoring (survey and control of expenses in respect of the estimated cost for each partner and phase), technical-scientific monitoring (self-evaluation carried out by coordinators and experts), survey interventions to verify the level of satisfaction of the subjects involved in the various phases of the project and in particular of the addressees and final users.
- c) Corrective actions: proposed by each Consortium partner, they are evaluated, discussed and approved by the whole Consortium.

All the Consortium partners will participate to the workpackage, with the coordination of the applicant coordinator Aris Formazione e Ricerca Società Cooperativa.

The scientific and technical guidance of the WP will be subcontracted to a specialised organisation.

The following sections of this document define the executive development of these provisions.

1. Objectives

The European Nature System management quality plan defines:

- procedures
- criteria
- resources

for monitoring and evaluating the project progress for internal and/or external evaluation – including results' quality control – the intermediate and final results – compared to the target group needs, the intervention sector and the potential users.

The European Nature System management quality plan allows the *in itinere* (in progress) and *ex post* monitoring of the whole intervention with the aim to:

- provide constantly and promptly information regarding the project progress at physical, financial and procedural level;
- provide immediate evidence of possible particularly critical situations or with lower progress than average;

- obtain the best use of the financial resources available;
- guarantee the required quality level.

Such document allows to survey and monitor the project in its whole in line with the defined finalities, with the aim to implement the necessary corrective measures. The European Nature System project Quality Plan is kept constantly updated during its whole execution; the document is naturally coherent with the agreements and with the other documents of the project.

2. Methodology

The methodology is based on two aspects of the project strictly connected.

The first aspect is oriented to the "product", in terms of results obtained following the service delivery (evaluation of the product). The evaluation concerns, in this case, the ability to ensure an adequate and efficient transfer of innovation in the project. This first evaluation activity is supported by data survey schemes and by specifically envisaged indicators.

The second aspect concerns the management system (system evaluation), relating to the extent to which the entire organisation system, and hence the management processes, allow to reach the foreseen aims.

All of this is inserted in a global quality management background in line with the typical process of the UNI EN ISO 9001:2000 (Quality management systems – Requirements) norms.

In the view of monitoring and of a continuous quality level improvement, the management of a single process is done through the PDCA technique (Plan: establish the aims – Do: implement the identified processes– Check: monitor and measure the processes – Act: identify the improvement actions). The model foresees, for the purpose of the quality evaluation, the detailed analysis of each process in order to identify the structure's strong and weak points. The identification of the strength and weaknesses during the self evaluation is one of the fundamental aspects of the methodology. This allows, in fact, to identify the areas to be improved, by specific, targeted and efficient, in order to increase the quality service supply.

3. Contents

The European Nature System quality plan is composed by the following activities foreseen by the project in each singular phase:

1. Quality planning
2. Quality implementation procedure
3. Quality control
4. Corrective actions

3.1 Quality planning

This phase refers to the definition of the elements, activities and tools which will be used for the management and development of the Quality Plan of the project in its complexity. In particular the following will be defined:

- The monitoring model;
- The results and impact indicators;
- The survey and control timing;

- The survey tools;
- The reporting system.

The monitoring model

Definition of the control typologies and objectives which will be implemented during the development of the entire project through the analysis of results emerged by the defined indicators used.

The table below contains the monitoring typologies and the linked objectives.

Monitoring Typology	Objectives
Physical	Quantitative monitoring aimed in checking the physical progress of the intervention through the use of realisation and result indicators
Financial	Quantitative monitoring with the aim to survey and control the certified expenses of the partnership and of the single partners in respect of what was defined initially for the project and each its phase
Technical-scientific	Qualitative monitoring aimed to controlling the whole project realisation process, in particular concerning the shared methods and techniques and the consistency about the foreseen contents for each activity.
Casustrary	Qualitative monitoring aimed to verifying the satisfaction level of the involved actors in the different project phases: particularly enterprises, social partners, VET providers, workers and trainees in the sector of nature-based tourism across Europe, regional and national public institutions having competence on tourism and on VET

The result and impact indicators

Identification and selection of the measurable and controlled sizes apt to measure the intermediate and final results concerning the needs of the target groups, the intervention sector and the potential users.

Considering the aims, the timing of implementation, the human resources committed, the tasks to be carried out, the expected results, the work methods and techniques and the quality management tools which characterize the different working phases of the European Nature System, in the table below is defined the specific set of key performance indicators:

Key Performance Indicators	Definition/Measurement
KPI 1 (WP 1 – physical indicator)	Agreements between partners for the carrying out of the project work plan: <u>actual definition and formalisation of the agreements</u> Trans-national meetings: <u>actual realisation of 6 transnational meetings foreseen (Deliverables 1-6)</u> Website: : <u>actual realisation of the project website (Deliverable 7)</u>
KPI 2 (WP 1 – financial indicator)	Compliance with the envisaged expenses of the project during WP 1 / Budget by WP and by partner, <u>percentage difference between the expenses carried out and planned for WP 1</u>
KPI 3 (WP 1 – technical scientific indicator)	Compliance with the activities carried out during WP 1 concerning the foreseen methods, techniques and contents / <u>Average value of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner.</u>

Key Performance Indicators	Definition/Measurement
KPI 4 (WP 1 – casuistry indicator)	Satisfaction level concerning activities of WP 1 / <u>Average level of the of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner</u>
KPI 5 (WP 2 – physical indicator)	Report on preparatory analysis and researches on the field of professional figures in nature-based and rural tourism in Europe / <u>Actual realisation of the report (Deliverable 8)</u>
KPI 6 (WP 2 – financial indicator)	Compliance with the envisaged expenses of the project during WP2 / Budget by WP and by partner, <u>percentage difference between the expenses carried out and planned for WP 2</u>
KPI 7 (WP 2 – technical scientific indicator)	Compliance with the activities carried out during WP 2 concerning the foreseen methods, techniques and contents / <u>Average value of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner</u>
KPI 8 (WP 2 – casuistry indicator)	Satisfaction level concerning activities of WP2 / <u>Average level of the of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner</u>
KPI 9 (WP 3 – physical indicator)	Action plan for the ECVET process to be activated in the field of professional figures in nature-based and rural tourism / <u>Actual elaboration of the action plan (Deliverable 9)</u>
KPI 10 (WP 3 – financial indicator)	Compliance with the envisaged expenses of the project during WP3 / Budget by WP and by partner, <u>percentage difference between the expenses carried out and planned for WP 3</u>
KPI 11 (WP 3 – technical scientific indicator)	Compliance with the activities carried out during WP 3 concerning the foreseen methods, techniques and contents / <u>Average level of the evaluations expressed by the management and research human resources involved for each Consortium partner</u>
KPI 12 (WP 3 – casuistry indicator)	Satisfaction level of the researchers concerning the realised research experience during WP3 : <u>Average level of the of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner</u>
KPI 13 (WP 4 – physical indicator)	Design of European professional figures in nature-based and rural tourism sector: <u>Actual definition of the professional figures</u> in terms of activities, tasks, knowledge, skills, competences, certification objectives, units of learning outcomes and related ECVET credit points (<u>Deliverable 10</u>)
KPI 14 (WP 4 – financial indicator)	Compliance with the envisaged expenses of the project during WP4 / Budget by WP and by partner, <u>percentage difference between the expenses carried out and planned for WP 4</u>
KPI 15 (WP 4 – technical scientific indicator)	Compliance with the activities carried out during WP 4 concerning the foreseen methods, techniques and contents / <u>Average level of the evaluations expressed by the management and research human resources involved for each Consortium partner</u>
KPI 16 (WP 4 – casuistry indicator)	Satisfaction level concerning activities of WP 4 / <u>Average level of the of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner</u>
KPI 17 (WP 5 – physical indicator)	Memorandum of Understanding ECVET for the European qualification in the nature-based and rural tourism sector: <u>Actual formalisation of the MoU (Deliverable 11)</u>
KPI 18 (WP 5 – financial indicator)	Compliance with the envisaged expenses of the project during WP5 / Budget by WP and by partner, <u>percentage difference between the expenses carried out and planned for WP 5</u>
KPI 19 (WP 5 – technical scientific indicator)	Compliance with the activities carried out during WP 5 concerning the foreseen methods, techniques and contents / <u>Average level of the evaluations expressed by the management and research human resources involved for each Consortium partner</u>

Key Performance Indicators	Definition/Measurement
KPI 20 (WP 5 – casuistry indicator)	Satisfaction level concerning activities of WP 5 / <u>Average level of the of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner</u> Satisfaction level of key actors (beyond the project partners: enterprises, social partners, VET providers, workers and trainees in the sector of nature-based tourism across Europe, regional and national public institutions having competence on tourism and on VET, and other interested organisations) involved in the activities of definition and signature of the Memorandum of Understanding - MoU ECVET for the European qualification in the nature-based and rural tourism: <u>Average value of the individual evaluations expressed by the key actors involved in the MoU</u>
KPI 21 (WP 6 – physical indicator)	Common European Model for Learning Agreements ECVET: <u>Actual elaboration of the common European model (Deliverable 12)</u> Common European Model for ECVET Credits Awarding: <u>Actual elaboration of the common European model (Deliverable 13)</u> Report on ECVET for European qualification in the sector of nature-based and rural tourism - Final release of the whole ECVET pilot test: <u>Actual realisation of the report (Deliverable 14)</u>
KPI 22 (WP 6 – financial indicator)	Compliance with the envisaged expenses of the project during WP6 / Budget by WP and by partner, <u>percentage difference between the expenses carried out and planned for WP 6</u>
KPI 23 (WP 6 – technical scientific indicator)	Compliance with the activities carried out during WP 6 concerning the foreseen methods, techniques and contents / <u>Average level of the evaluations expressed by the management and research human resources involved for each Consortium partner</u>
KPI 24 (WP 6 – casuistry indicator)	Satisfaction level concerning activities of WP 6 / <u>Average level of the of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner</u> Satisfaction level of subjects, particularly VET providers and professionals of nature-based and rural tourism, and public authorities competent in VET, involved in the pilot test activities: <u>Average value of the individual evaluations expressed by VET providers directors, professionals of nature-based and rural tourism, and public authorities competent in VET responsible people. involved in the pilot test activities</u>
KPI 25 (WP 7 – physical indicator)	Project Quality Operative Plan - Detailed design of the project quality activities: <u>Actual elaboration of the Project Quality Operative Plan (Deliverable 15)</u> Quality Report 1, 2, 3, 4, and 5 : Periodical reports on quality plan implementation: <u>Actual elaboration of the reports (Deliverables 16-20)</u>
KPI 26 (WP 7 – financial indicator)	Compliance with the envisaged expenses of the project during WP7 / Budget by WP and by partner, <u>percentage difference between the expenses carried out and planned for WP 7</u>
KPI 27 (WP 7 – technical scientific indicator)	Compliance with the activities carried out during WP 7 concerning the foreseen methods, techniques and contents / <u>Average level of the evaluations expressed by the management and research human resources involved for each Consortium partner</u>
KPI 28 (WP 7 – casuistry indicator)	Satisfaction level concerning activities of WP 7/ <u>Average level of the of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner</u>
KPI 29 (WP 8 – physical indicator)	Info-packs, that is 5 information packages on paper (document folder) and USB key, to be diffused to all the key actors involved in the project activities, starting from the enterprises, social partners, VET providers, workers and trainees in the sector of nature-based tourism across Europe, regional and national public institutions having competence on tourism and on VET, and other interested organisations, attending to the national info-days on project results: <u>Actual realisation and dissemination of 5 Info-packs (Deliverables 21-25)</u> National Info-days and Focus group, that is 5 events for targeted information on project results and better specification and review of products requirements, one in each country, inviting all the key actors involved in the project activities, and also the media (at least 50 partaker in each country) : <u>Actual realisation of 5 Info-days (Deliverables 26-30)</u> "ECVET for professionals in nature-based and rural tourism: How to exploit it ?" - Compendium publication for results exploitation : <u>Actual realisation of the Compendium (Deliverable 31)</u> Set of Policy Recommendations (table of suggestions) for project results transfer to sectoral and territorial decision-makers: <u>Actual realisation of the Policy Recommendations (Deliverable 32)</u>

Key Performance Indicators	Definition/Measurement
KPI 30 (WP 8 – financial indicator)	Compliance with the envisaged expenses of the project during WP8 / Budget by WP and by partner, <u>percentage difference between the expenses carried out and planned for WP 8</u>
KPI 31 (WP 8 – technical scientific indicator)	Compliance with the activities carried out during WP 8 concerning the foreseen methods, techniques and contents / <u>Average level of the evaluations expressed by the management and research human resources involved for each Consortium partner</u>
KPI 32 (WP 8 – casuistry indicator)	Satisfaction level concerning activities of WP 8 / <u>Average level of the of the individual evaluation expressed by the management and research human resources involved in the project for each Consortium partner</u> Satisfaction level of key actors and final users (enterprises, social partners, VET providers, workers and trainees in the sector of nature-based tourism across Europe, regional and national public institutions having competence on tourism and on VET) involved in the project activities: <u>Average value of the individual evaluations expressed by key actors and final users on the project information and dissemination activities, products and results.</u>

We highlight the fact that the results and impact indicators constitute the foundation for setting up the final project report, also on the basis of the *in itinere* and *ex post* monitoring results.

The survey tools

Identification and definition of the supporting tools for the development and management of the Quality Plan which will allow the systematic analysis of the phenomena: it is foreseen the use of data collection schemes, for the systematic collection of information to obtain a clear representation of the facts, and reports for describing structured information having the object to collect articulated data divided by dimension and by analysis.

The reporting system

Definition of the set of documents which collect in a systematic way the information having as object the survey and monitoring. The reporting system foresees a production of the different structured and articulated relations by project phase and by data target/user. More particularly, the European Nature System project foresees 5 periodical reports (Quality Reports), that the Consortium will produce, as synthetic overview on the progress of activities, aimed to ensure the quality of project activities and products during each phase and in the project as a whole:

- Quality Report 1: focused on the activities and results of the work package 2 (analysis and preparatory researches on the professional figures in nature-based and rural tourism sector in the participating Countries);
- Quality Report 2: focused on the activities and results of the work package 3 (definition of a coherent plan of activities for activating the ECVET process to the perimeter of professional figures in nature-based and rural tourism, through the collection, analysis and adaptation of experiences and best practices already realised on transparency and recognition of competences and qualifications, and on ECVET process activation);
- Quality Report 3: focused on the activities and results of the work package 4 (design of professional figures in nature-based and rural tourism European sector, in terms of

activities, tasks, knowledge, skills, competences, certification objectives, units of learning outcomes and related ECVET credits).

- Quality Report 4: focused on the activities and results of the work package 5 (definition and signature of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism).
- Quality Report 5: focused on the activities and results of the work package 6 (pilot test on the enforcement of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism).

3.2 Implementation of the quality procedure

The implementation of the quality procedure foresees at all levels the management and development of the elements, activities and tools for the Quality Plan as defined by the plan itself and by the European Nature System project. In particular, the planning and realisation of the check and control activities are carried out by the management and scientific structure of the project, which proposes, evaluates, discusses and deliberates corrective measures, with the technical support of the specialised external subject.

3.3 Quality control

The quality control is realised through the monitoring execution within the timing, the modalities and the finalities established in the planning phase.

As already mentioned, for the carrying out of this phase the following monitoring activities are foreseen:

1. *Physical quantitative monitoring*, finalised to the verification of the physical progress of the interventions realisations through the use of the realisation indicators and checking the performance through the use of results indicators;
2. *Financial quantitative monitoring*, finalised to the survey and control of the certified expenses of the partnership and of the single partners in respect to what was defined and foreseen for each project phase and for the whole project;
3. *Technical scientific qualitative monitoring*, finalised to the control of the whole process of project realisation, in particular in respect for the use of the methodologies and techniques shared by the partnership and for the compliance with the foreseen contents for each single activity;
4. *Casistry qualitative monitoring*, finalised to check the satisfaction level of the involved actors in the different phases of the project: enterprises, social partners, VET providers, workers and trainees in the sector of nature-based tourism across Europe, regional and national public institutions having competence on tourism and on VET issues.

The monitoring model proposed foresees the set up of the *survey schemes* which will be distributed, in most appropriate timing and modality, to all interested actors, in order to collect information concerning the data for the single phases of the project concerning the physical, financial, procedural and results realisations. In the logic of integrating different activities, with periodic monitoring which will be structured in such a way to favour contemporaneously the survey regarding the progress information and the exact mapping of all the management and financial procedure of the project foreseeing the setting up of a synthetic information output.

The foreseen survey monitoring schemes are articulated in 4 sections:

- Physical quantitative form;
- Financial quantitative form;

- Technical-scientific qualitative form;
- Casuistry qualitative form.

The elaboration, the drafting, the delivery of the monitoring and checking reports relative to the implementation phases and activities will give particular attention to distinguishing the physical, financial, technical-scientific and casuistry aspects, to guarantee they are realised in the time and modality foreseen involving all interested targets/users.

The Reporting activity includes the elaboration of the following documents:

- *Monitoring reports for each project phase*, drafted within the planned deadline for each phase and articulated in:
 - Physical quantitative monitoring;
 - Financial quantitative monitoring;
 - Technical-scientific qualitative monitoring;
 - Casuistry qualitative monitoring;
- *Intermediate report*, drafted within 30 days from the end of month 12 of the project beginning and it contains the intermediate complete view on the project realisations and results highlighted in the Monitoring report for each phase;
- *Final report*, to be completed within 60 days from the end of the activities and it contains the whole view on the project with all the activities realised and the results highlighted from the Monitoring report for each phase.

The final report will be produced in digital format and by paper, in a coherent number of copies.

The phase regarding the quality control foresees the planning of different moment for checks and controls, which will be carried out timely by the management and scientific structure of the project Consortium.

3.4 Corrective actions

The European Nature System quality management plan ensures to reach the foreseen objectives establishing that eventual anomalies found or possible risky events may be removed timely through the appropriate corrective measures: this will be competence of the management and scientific structure of the project, which proposes, evaluates, discusses and deliberates corrective measures, with the technical support of the specialised external subject.

4. Involved actors

Here below the different activities are reported with the various involved actors within the European Nature System Quality Plan:

Activities	Involved actors
Quality planning Drafting of technical proposal	Aris Formazione e Ricerca Società Cooperativa, with the support of specialised external expertise
Evaluation, discussion and deliberation of the technical proposal	Management and scientific structure of the project

Activities	Involved actors
Implementation of the quality procedure Technical management and organisation of the procedure Evaluation and validation of the procedure's results	Scientific structure of the project, with the support of specialised external expertise Management and scientific structure of the project, with the support of specialised external expertise
Quality control Technical management organisation and control Evaluation and validation of the results and control	Scientific structure of the project, with the support of specialised external expertise Management and scientific structure of the project, with the support of specialised external expertise
Corrective actions Proposal Evaluation, discussion and validation	Scientific structure of the project, with the support of specialised external expertise Management and scientific structure of the project, with the support of specialised external expertise

5. Quality Assurance

The European Nature System Quality Plan will be managed by the management and scientific structure of the project.

This structure is composed by manager and research human resources who the Consortium partners has devoted to the project, and it is headed by Aris Formazione e Ricerca Società Cooperativa, which ensures the participation of specific external expertise.

This structure represent the chief body to guarantee the quality both for the working methodology within the project and for the output towards the final users and their commitment.

The following main activities are under the responsibility of this body:

- Quality project aspects supervision;
- Daily update of the Quality Plan;
- Project's standards and procedures definition;
- Project realisation phases supervision;
- Non-conformity identification and definition and management of the needed corrective measures, checking their implementation and effectiveness.

Timetable of the European Nature System quality plan (**Gantt diagram**)

TIME	1° month	2° month	3° month	4° month	5° month	6° month	7° month	8° month	9° month	10° month	11° month	12° month	13° month	14° month	15° month	16° month	17° month	18° month	19° month	20° month	21° month	22° month	23° month	24° month	Post Project
INTERVENTIONS																									
Final monitoring for each phase																									
Intermediate report																									
Final report																									

Survey schemes

The following monitoring model schemes have to be used in order to apply the European Nature System Quality Plan, which is composed of 4 different schemes

1. **Physical quantitative monitoring scheme** (Scheme 1: to verify the physical progress of the intervention through the use of realisation and result indicators);
2. **Financial quantitative monitoring scheme** (Scheme 2: finalised to the survey and control of the certified expenses of the partnership and of the single partners in respect to project advancing);
3. **Technical-scientific qualitative monitoring scheme** (Scheme 3: finalised to the control of the whole process of the project realisation, in particular in respect for the use of the shared methodologies and techniques, and for compliance with the foreseen contents for each single activity);
4. **Casuistry qualitative monitoring scheme** (Scheme 4: finalised to check the satisfaction level of the involved actors in the different phases of the project: enterprises, social partners, VET providers, workers and trainees in the sector of nature-based tourism across Europe, regional and national public institutions having competence on tourism and on VET issues).

In the following pages the 4 monitoring schemes will be proposed separately.

In the first part of each scheme it is specified, indicator by indicator (see above, pp. 5-8, result and impact indicators) who are the actors which carry out the monitoring activities, and the realisation timing of the activities.

Scheme 1

Physical quantitative monitoring

Subjects which carry out the monitoring activities: for all the indicators, the physical quantitative monitoring are carried out by in collective manner by the management and scientific structure of the project, with the support of specialised external expertise.

Realisation timing: the physical quantitative monitoring activities are carried out at the end of each Work Package foreseen by the project, during Consortium Meetings.

Work Package 1 (Management and coordination of project Consortium and work packages)

Definition and stipulation of agreements between partners for the carrying out of the project work plan (KPI 1) :

Realised Partially Realised Not realised

Remarks:

Realisation of foreseen 7 trans-national meetings (KPI 1 – Deliverables 1-7) :

Kick-off Meeting (Perugia)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
2 nd Meeting (Stuttgart)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
3 rd Meeting (Riga)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
4 th Meeting (Madrid)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
5 th Meeting (Vienna)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
Final Meeting (Brussels)	<input type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised

Remarks:

Project Website (KPI 1 - Deliverables 7) :

Realised Partially Realised Not realised

Remarks:

Work Package 2 (Analysis and preparatory researches on the field of professional figures in nature-based and rural tourism)

Realisation of the "Report on preparatory analysis and researches on the field of professional figures in nature-based and rural tourism in Europe" (KPI 5-Deliverable 8) :

Realised Partially Realised Not realised

Remarks:

Work Package 3 (Definition of an action plan for the ECVET process to be activated in the field of professional figures in nature-based and rural tourism)

Realisation of the "Action plan for the ECVET process to be activated in the field of professional figures in nature-based and rural tourism" (KPI 9 - Deliverable 9) :

Realised Partially Realised Not realised

Remarks:

Work Package 4 (Design of professional figures in nature-based and rural tourism in terms of activities, tasks, knowledge, skills, competences, certification objectives, units of learning outcomes and related ECVET credits)

Definition of the document "Design of European professional figures in nature-based and rural tourism sector" (KPI 13 - Deliverable 10) :

Realised Partially Realised Not realised

Remarks:

Work Package 5 (Definition and signature of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism)

Formalisation of the agreement "Memorandum of Understanding ECVET for the European qualification in the nature-based and rural tourism sector" (KPI 17 - Deliverable 11) :

Realised Partially Realised Not realised

Remarks:

Work Package 6 (Pilot test on the enforcement of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism)

Elaboration of the "Common European Model for Learning Agreements ECVET" (KPI 21 - Deliverable 12) :

Realised Partially Realised Not realised

Remarks:

Elaboration of the "Common European Model for ECVET Credits Awarding" (KPI 21 - Deliverable 13) :

Realised Partially Realised Not realised

Remarks:

Realisation of the "Report on ECVET for European qualification in the sector of nature-based and rural tourism - Final release of the whole ECVET pilot test" (KPI 21 - Deliverable 14) :

Realised Partially Realised Not realised

Remarks:

Work Package 7 (Quality management)

Elaboration of the "Project Quality Operative Plan - Detailed design of the project quality activities" (KPI 25 - Deliverable 15) :

Realised Partially Realised Not realised

Remarks:

Elaboration of the Reports "Quality Report 1, 2, 3, 4, and 5 : Periodical reports on quality plan implementation" (KPI 25 - Deliverables 16, 17, 18, 19, 20) :

Quality Report 1 (WP 2)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
Quality Report 2 (WP 3)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
Quality Report 3 (WP 4)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
Quality Report 4 (WP 5)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
Quality Report 5 (WP 6)	<input type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised

Remarks:

Work Package 8 (Dissemination and exploitation of project results)

Production and dissemination of 5 Information packages on paper (document folder) and USB key, in all project languages and in English, to be diffused to all key actors involved in project activities (KPI 29 - Deliverables 21, 22, 23, 24, 25):

Info-pack 1	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
Info-pack 2	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
Info-pack 3	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
Info-pack 4	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
Info-pack 5	<input type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised

Remarks:

Realisation of "National Info-days and Focus groups", inviting all key actors involved in project activities, and also the media, with at least 50 partaker in each country (KPI 29 - Deliverables 26, 27, 28, 29, 30):

1 st Info-day (Germany)	<input type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input checked="" type="checkbox"/> Not realised
2 nd Info-day (Latvia)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
3 rd Info-day (Spain)	<input type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input checked="" type="checkbox"/> Not realised
4 th Info-day (Austria)	<input checked="" type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised
5 th Info-day (Brussels - Perugia)	<input type="checkbox"/> Realised	<input type="checkbox"/> Partially Realised	<input type="checkbox"/> Not realised

Remarks: the German Infoday and Focus Group was delayed due to evaluation of the German partner concerning the efficacy of the timing related to the project results, instead the Spanish ones is planned when the WP 4 official results will be published; it was also realised an Italian Infoday and Focus Group, in date 5th October 2012.

Elaboration of the compendium "ECVET for professionals in nature-based and rural tourism: How to exploit it ? - Compendium publication for results exploitation" (KPI 29 - Deliverable 31) :

Realised Partially Realised Not realised

Remarks:

Elaboration of the document "Set of Policy Recommendations", table of suggestions for project results transfer to sectoral and territorial decision-makers (KPI 29 - Deliverable 32) :

Realised Partially Realised Not realised

Remarks:

Scheme 2

Financial Quantitative Monitoring

Subjects which carry out the monitoring activities: the financial quantitative monitoring are carried out by the administrative offices of the single partners, under the general management of Aris Formazione e Ricerca Società Cooperativa.

Realisation Timing: the activities of the financial quantitative monitoring are carried out quarterly, for all the project duration.

Regarding the **technical tools** in order to carry out the financial quantitative monitoring, the monitoring will be done through the official reporting tool excel file foreseen by the project and sent to all partners by Aris Formazione e Ricerca Società Cooperativa.

Regarding the **technical procedure** for the financial quantitative monitoring, at the end of each Work Package, the administrative offices of each partner, will use the file excel, inserting the data which concern them, and particularly the expenses sustained and reported, sending the complete file to Aris Formazione e Ricerca Società Cooperativa.

Scheme 3

Technical-scientific Qualitative Monitoring

Subjects which carry out these monitoring activities: members of the management and scientific structure of the project, in individual manner.

Realisation timing: the technical-scientific qualitative monitoring are carried out at the end of each Work Package foreseen by the project.

Work Package 1 (Management and coordination of project Consortium and work packages)

Evaluation on compliance among activities carried out during WP 1 and foreseen methods, techniques, contents:

Compliance Evaluation Managers and Researchers	Absence of compliance (value : - 2)	Scarce compliance (value : - 1)	Sufficient compliance (value : 0)	Good compliance (value : 1)	Excellent compliance (value : 2)	Evaluated Compliance Average
Enrico Libera				x		1
Umberto Lepri				x		1
Matteo Ragnacci				x		1
Pastorelli Luca					x	2
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras					x	2
Angela Giraldo				x		1
Ute Rössle				x		1
Total						1,14

Work Package 2 (Analysis and preparatory researches on the field of professional figures in nature-based and rural tourism)

Evaluation on compliance among activities carried out during WP 2 and foreseen methods, techniques, contents:

Compliance Evaluation Managers and Researchers	Absence of compliance (value : - 2)	Scarce compliance (value : - 1)	Sufficient compliance (value : 0)	Good compliance (value : 1)	Excellent compliance (value : 2)	Evaluated Compliance Average
Enrico Libera					x	2
Umberto Lepri				x		1

Matteo Ragnacci					x	2
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso					x	2
Sara Gutiérrez Castiñeiras					x	2
Angela Giraldo				x		1
Ute Rössle				x		1
Total						1,28

Work Package 3 (Definition of an action plan for the ECVET process to be activated in the field of professional figures in nature-based and rural tourism)

Evaluation on compliance among activities carried out during WP 3 and foreseen methods, techniques, contents:

Compliance Evaluation Managers and Researchers	Absence of compliance (value : - 2)	Scarce compliance (value : - 1)	Sufficient compliance (value : 0)	Good compliance (value : 1)	Excellent compliance (value : 2)	Evaluated Compliance Average
Enrico Libera					x	2
Umberto Lepri				x		1
Matteo Ragnacci					x	2
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo					x	2
Ute Rössle					x	2
Total						1,28

Work Package 4 (Design of professional figures in nature-based and rural tourism in terms of activities, tasks, knowledge, skills, competences, certification objectives, units of learning outcomes and related ECVET credits)

Evaluation on compliance among activities carried out during WP 4 and foreseen methods, techniques, contents:

Compliance Evaluation Managers and Researchers	Absence of compliance (value : - 2)	Scarce compliance (value : - 1)	Sufficient compliance (value : 0)	Good compliance (value : 1)	Excellent compliance (value : 2)	Evaluated Compliance Average
Enrico Libera				x		1
Umberto Lepri				x		1
Matteo Ragnacci				x		1
Pastorelli Luca				x		1
Asnate Ziemele				x		1

Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo				x		1
Ute Rössle				x		1
Total						1

Work Package 5 (Definition and signature of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism)

Evaluation on compliance among activities carried out during WP 5 and foreseen methods, techniques, contents:

Compliance Evaluation	Absence of compliance (value : - 2)	Scarce compliance (value : - 1)	Sufficient compliance (value : 0)	Good compliance (value : 1)	Excellent compliance (value : 2)	Evaluated Compliance Average
Managers and Researchers						
Enrico Libera					x	2
Umberto Lepri					x	2
Matteo Ragnacci					x	2
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo				x		1
Corinna Lettini					x	2
						1,29

Work Package 6 (Pilot test on the enforcement of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism)

Evaluation on compliance among activities carried out during WP 6 and foreseen methods, techniques, contents:

Compliance Evaluation	Absence of compliance (value : - 2)	Scarce compliance (value : - 1)	Sufficient compliance (value : 0)	Good compliance (value : 1)	Excellent compliance (value : 2)	Evaluated Compliance Average
Managers and Researchers						

Total						
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Work Package 7 (Quality management)

Evaluation on compliance among activities carried out during WP 7 and foreseen methods, techniques, contents:

Compliance Evaluation Managers and Researchers	Absence of compliance (value : - 2)	Scarce compliance (value : - 1)	Sufficient compliance (value : 0)	Good compliance (value : 1)	Excellent compliance (value : 2)	Evaluated Compliance Average
Enrico Libera				x		1
Umberto Lepri				x		1
Matteo Ragnacci				x		1
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera					x	2
Severino Garcia González					x	2
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso					x	2
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo				x		1
Ute Rössle				x		1
Total						1,21

Work Package 8 (Dissemination and exploitation of project results)

Evaluation on compliance among activities carried out during WP 8 and foreseen methods, techniques, contents:

Compliance Evaluation Managers and Researchers	Absence of compliance (value : - 2)	Scarce compliance (value : - 1)	Sufficient compliance (value : 0)	Good compliance (value : 1)	Excellent compliance (value : 2)	Evaluated Compliance Average
Enrico Libera				x		1
Umberto Lepri			x			0
Matteo Ragnacci			x			0
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo				x		1
Ute Rössle				x		1
Total						0,85

Scheme 4

Casuistry Qualitative Monitoring

Subjects which carry out the monitoring activities: for all the indicators, the casuistry qualitative monitoring (checking of the satisfaction level for the people involved in the project activities) is carried out by the management and scientific structure of the project, while the beneficiaries are different according to project main phases and related activities, which extending to key actors involved in the formalization of the MoU ECVET in the case of WP 5, to the VET providers and to the professionals, and the public bodies involved in the pilot phase of the WP6, to key actors and final users involved in the information and exploitation of the results in regards to WP 8.

Realisation timing: the casuistry qualitative monitoring activities are carried out at the end of each Work Package foreseen by the project.

Work Package 1 (Management and coordination of project Consortium and work packages)

Satisfaction level of management and scientific staff on activities carried out during WP 1

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Managers and Researchers						
Enrico Libera				x		1
Umberto Lepri				x		1
Matteo Ragnacci					x	2
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo				x		1
Ute Rössle				x		1
Total						1,07

Work Package 2 (Analysis and preparatory researches on the field of professional figures in nature-based and rural tourism)

Satisfaction level of management and scientific staff on activities carried out during WP 2

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Managers and Researchers						
Enrico Libera				x		1
Umberto Lepri				x		1
Matteo Ragnacci				x		1
Pastorelli Luca				x		1
Asnate Ziemele					x	2

Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras					x	2
Angela Giraldo				x		1
Ute Rössle				x		1
Total						1,14

Work Package 3 (Definition of an action plan for the ECVET process to be activated in the field of professional figures in nature-based and rural tourism)

Satisfaction level of management and scientific staff on activities carried out during WP 3

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Managers and Researchers						
Enrico Libera					x	2
Umberto Lepri				x		1
Matteo Ragnacci					x	2
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika					x	2
Kriebisch –Satori Ursula					x	2
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo				x		1
Ute Rössle				x		1
Total						1,28

Work Package 4 (Design of professional figures in nature-based and rural tourism in terms of activities, tasks, knowledge, skills, competences, certification objectives, units of learning outcomes and related ECVET credits)

Satisfaction level of management and scientific staff on activities carried out during WP 4

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Managers and Researchers						
Enrico Libera				x		1
Umberto Lepri				x		1
Matteo Ragnacci				x		1
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1

Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo				x		1
Ute Rössle				x		1
Total						1

Work Package 5 (Definition and signature of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism)

a) Satisfaction level of management/scientific staff on activities carried out during WP 5

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Managers and Researchers						
Enrico Libera					x	2
Umberto Lepri					x	2
Matteo Ragnacci					x	2
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo				x		1
Corinna Lettini					x	2
						1,29

b) Satisfaction level expressed by **key actors** involved in project activities during WP 5

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Key actors (name and surname, represented organisation)						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						

Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Name and surname: _____						
Represented organisation: _____						
Total						

Work Package 6 (Pilot test on the enforcement of the Memorandum of Understanding - MoU ECVET for the professional figures in nature-based and rural tourism)

a) Satisfaction level of management/scientific staff on activities carried out during WP 6

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Managers and Researchers						
Total						

b) Satisfaction level expressed by **VET providers** involved in test activities during WP 6

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
VET providers						
Name and surname:						

Name and surname: _____ Position in the organisation: _____ Represented public authority: _____						
Name and surname: _____ Position in the organisation: _____ Represented public authority: _____						
Name and surname: _____ Position in the organisation: _____ Represented public authority: _____						
Name and surname: _____ Position in the organisation: _____ Represented public authority: _____						
Name and surname: _____ Position in the organisation: _____ Represented public authority: _____						
Name and surname: _____ Position in the organisation: _____ Represented public authority: _____						

Work Package 7 (Quality management)

Satisfaction level of management/scientific staff on activities carried out during WP 7

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Managers and Researchers						
Enrico Libera					x	2
Umberto Lepri				x		1
Matteo Ragnacci					x	2
Pastorelli Luca				x		1
Asnate Ziemele				x		1
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika					x	2
Kriebisch –Satori Ursula					x	2
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras				x		1
Angela Giraldo				x		1
Ute Rössle				x		1

Total						1,28

Work Package 8 (Dissemination and exploitation of project results)

a) Satisfaction level of management/scientific staff on activities carried out during WP 8

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Managers and Researchers						
Enrico Libera				x		1
Umberto Lepri				x		1
Matteo Ragnacci				x		1
Pastorelli Luca				x		1
Asnate Ziemele					x	2
Dace Garsele-Berzina				x		1
Javier Tejera				x		1
Severino Garcia González				x		1
Karin Kronika				x		1
Kriebisch –Satori Ursula				x		1
José María de Juan Alonso				x		1
Sara Gutiérrez Castiñeiras					x	2
Angela Giraldo				x		1
Ute Rössle				x		1
Total						1,14

b) Satisfaction level expressed by **key actors** and **final users** (enterprises, social partners, VET providers, workers and trainees in the sector of nature-based tourism across Europe, regional and national public institutions having competence on tourism and on VET) involved in activities carried out during WP 8

Satisfaction level	Not satisfied (value : - 2)	Not much satisfied (value : - 1)	Enough satisfied (value : 0)	Satisfied (value : 1)	Very much satisfied (value : 2)	Verified satisfaction average
Key actors and final users (name and surname, position and eventual organisation)						
Name and surname: _____						
Position: _____						
Organisation (if applicable) _____						
Name and surname: _____						
Position: _____						
Organisation (if applicable) _____						
Name and surname: _____						
Position: _____						
Organisation (if applicable) _____						

Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						
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Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						

Name and surname: _____ Position: _____ Organisation (if applicable) _____						
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Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Name and surname: _____ Position: _____ Organisation (if applicable) _____						
Total						