DIGITAL STEPS FOR THE SOCIETAL AND POLITICAL INTEGRATION OF MOBILE EU YOUTH

Quality Assurance Plan

Project Number: 101090099

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Quality Assurance Plan

Project ID: 101090099

Project title: Digital steps for the societal and political integration of mobile EU Youth

Grant Agreement number: 101090099

Editing: The partnership of the ERASMUS+ ADAPT Project

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The Project ''Digital steps for the societal and political integration of mobile EU Youth''

The **''Digital steps for the societal and political integration of mobile EU Youth''** project was submitted for funding under the action European Youth Together, Erasmus+ Programme.

Key Action	ERASMUS-LS
Main objective of the project	Exchange of Good Practices
Project Title: **Acronym**:	Digital steps for the societal and political integration of mobile EU Youth ADAPT
Start date:	**End date**:
Total duration: 24 months	
Coordinator	CAPITAL YOUTH ASSOCIATION – CYA – EV - Liechtenstein
Partner Organisation 1	BIEDRIBA EUROPEAN CENTER FOR RESEARCH AND REGIONAL DEVELOPMENT – ECRRED - Latvia
Partner Organisation 2	ASOCIATIA ASEL RO - Romania
Partner Organisation 3	EVROPAIKO KENTRO KOINONIKON EPISTIMON POLITISMOU KAI ATHLITISMOU – EQUALINE - Greece
Partner Organisation 4	uDevelop e.V. - Germany
Project Identification Number	101090099

Priority	
Most relevant topics addressed	

The right to free movement of EU citizens represents a unique experiment in the contemporary history of global migration systems. Those who take advantage of the free movement rights are not considered migrants, but mobile citizens and have a set of near-equivalent rights to those of native residents in each EU country. The strong rights framework enjoyed, implies that the process of settling in is easier for those holding EU citizenship than for third country nationals. But the reality is frequently different. The right to free movement of EU citizens represents a unique experiment in the contemporary history of global migration systems. To date, however, the integration of mobile EU youth as a specific target group has not been widely discussed. However, their successful inclusion is largely determined by questions of whether they have access and motive to participate in local life, and whether they are aware of their rights and obligations. In the era of globalization and the rapid development of technology, the best way to achieve societal and political integration of mobile EU youth is through the development of digital skills as they compose a virtual online environment that fully meets the requirements of today, especially among young people. The integration is a matter of the local communities and societies and there is a need to ensure the availability of the public and digital services for all residents and the cohesiveness of the increasingly diverse communities. ADAPT aims to strengthen the integration of mobile EU youth and their families into the political and social life of the host countries and enhance their active participation in democratic processes, mainly of the under-represented groups (women & young people), through the development of digital skills in 5 European countries (Liechtenstein, Latvia, Romania, Greece, Germany).

The ADAPT project will enable the development of a more effective understanding of cultural, national, economic, social, religious and other reasons that put restrictions on the active involvement of mobile EU citizens in the social and political life of the host countries, will promote the participation of underrepresented groups of young people in civil society by engaging vulnerable/socio-economic disadvantaged youth, and thus will lead to the involvement of mobile EU youth in democratic life and their engagement with decision makers through digital skills development. This project design respects the fundamental principles of the Erasmus+ Programme Guide for the period 2021-2027, since it aims to the creation of a new, innovative open network that will help young people from across Europe to develop their ideas and face this challenge that can be clearly related to digital skills development. In compliance with the Programme Guide, the project contributes to and promotes the EU Youth

Goals as well as the EU Youth Strategy 2019-2027 which constitute important thematic priorities for the whole action. The EU Youth Strategy is the framework for EU youth policy cooperation for 2019-2027, based on the Council Resolution of 26 November 2018. The ADAPT project respects that EU youth cooperation shall make the most of youth policy's potential, thus it fosters youth participation in democratic life, supports social and civic engagement and aims to ensure that all young people have the necessary resources to take part in society. Furthermore, the EU Youth Strategy focuses on three core areas of action, around the three words: Engage, Connect, Empower, while working on joined-up implementation across sectors. During a 2017-2018 dialogue process which involved young people from all over Europe, 11 European Youth Goals were developed. These goals identify cross-sectoral areas that affect young people's lives and point out challenges. In the frame of the EU Youth Strategy and following the EU Youth Goals #3 & #4 set, ('Inclusive Societies' & 'Information and Constructive Dialogue'), the goal of this project is to outline the various social and political challenges faced by EU youth living and working abroad, to highlight the integration policies that apply to them and to suggest ways in which the European Commission and EU Member States can support them, fact that considers this project a speculative first look at the issues involved.

Project Objectives

The Objectives which will realize this overall aim are:

1. Develop structured cooperation between different youth organizations.
2. Involve youth organizations in initiatives to encourage youth to participate in the democratic processes and generally in society.
3. Debate on their connection to the EU, its values and democratic foundations.
4. Promote participation of under-represented groups of youth in civil society.
5. To support personal and social development of youth, to promote their active participation in all spheres of social life, to increase the quality of youth work.
6. To increase public awareness and support for volunteering, to improve the fundamental rights and conditions of the volunteers, to develop the capacity of voluntary organizations and promote volunteering.

Expected Results

The expected results of the ADAPT project are:

- A management plan describing phases, procedures, workload and outputs produced by the Coordinator with the contribution of the partners.

- Event reports will follow each transnational project meeting. These reports will trace the development history of the project and will contain copies of all presentations made and minutes.

- Quality assurance strategy with referral to potential risks will be produced by the Coordinator.

- Internal evaluation exercises will be conducted by the Coordinator as part of the quality assurance process. These surveys comprise of questionnaires to be filled out by all participants of transnational meetings in each participating country. The purpose of these evaluation exercises will be to ensure that the project development actions are coherent with the needs and preferences of the target groups. A summary of the findings from each of the internal evaluation exercises will be produced by the Coordinator.

- A dissemination plan drafted at the beginning of the project by CYA and key measurable indicators will be set out for the various actions proposed. The valorisation plan proposed will set clear and measurable dissemination objectives, identify the most appropriate dissemination tools for each of the project target groups, compile a database of contacts for circulation of publications and a database of media contacts to attract media coverage.

- An integrated branding concept for the project developed and agreed at the beginning of the project and will be applied consistently to all deliverables throughout the project life-cycle to build an aesthetic and visual identity for the project.

- A series of newsletters produced with input from all partners and distributed to keep stakeholders up to date with the development of the project.

- An exploitation plan will be drafted by the Coordinator to take advantage of all emerging exploitation opportunities; build a framework for lobbying; and devise a series of actions for influencing policy.

- A website that presents the project, the aims and objectives, the funding body and consortium partners developed.

Participants of the Project

The primary initial target groups addressed by the ADAPT project are young people aged 15–29, particularly those with fewer opportunities and youth workers. The project specifically focuses on individuals facing social, economic, or educational obstacles, as well as those residing in remote or rural areas.

These groups are central to the project's goal of enhancing resilience, participation and crisis-preparedness in the context of climate change and related environmental challenges .

Purpose of the Quality Assurance Plan

As an integral part of the management of the Project "**Digital steps for the societal and political integration of mobile EU Youth – ADAPT"**, the **Quality Assurance Plan** is adopted to provide the ground for successful, timely and quality implementation of project activities. It forms a common standard to be applied and followed throughout the entire project life. For that purpose, it defines the set of procedures to be followed in order to secure that:

→ The Grant Agreement requirements and conditions have been fully applied and followed by all four project partners,

→ The rules of the Erasmus+ Programme and of the National Law of the partners are taken into account in operational, administrative and financial management,

→ All rights and obligations defined in the Partnership Agreements are fulfilled,

→ All project activities are realized in accordance with the plan outlined in the Project Application.

Quality Expectations for the Project

The main goal of the "**Digital steps for the societal and political integration of mobile EU Youth – ADAPT" project** to strengthen the integration of mobile EU youth and their families into the political and social life of the host countries and enhance their active participation in democratic processes, mainly of the under-represented groups (women & young people), through the development of digital skills in 5 European countries (Liechtenstein, Latvia, Romania, Greece, Germany), through:

→ Creating an attractive, innovative, interactive, training inventory of good practices and tools that will benefit many adult educators across Europe,

→ Cultivating among trainers (through non-formal learning) the concept of incorporating smart tools and methodologies,

→ Making participants in transnational seminars aware of their qualities and potential as European citizens,

→ Strengthening the project's Partner Organizations by expanding their network of collaborations.

For efficient achievement of planned goals, the project has defined a detailed plan of implementation and project management. This plan is presented in the Application form and is one of the main tools to monitor and evaluate the project activities' progress:

→ Project Management and Implementation
→ Dissemination Activities
→ Training activities
→ Transnational Project Meeting

All activities must be completed as planned and implemented before the deadline provided in this plan. However, considering any obstacles, some delays might occur which are expected. Moreover, there is a flexibility from the NA regarding the implementation timeline, taking into account that all activities foreseen in the Application Form will be eventually implemented.

The deliverables of the project can be categorized as **Reports and Documents, Dissemination Activities** and **Services** (trainings). All **Reports and Documents** produced within the project are expected to satisfy the following quality criteria:

→ To respond qualitatively to objectives set in the Application Form,
→ To be delivered within the time frame set in the timetable,
→ To be approved by the partnership,
→ To satisfy the visual identity requirements, i.e. to be presented in corresponding templates by using dissemination rules.

Dissemination Activities that include the project web site, printed material, press releases etc will be created and produced. The highest importance here is that the project is well presented to social media and to the selected target groups and audience.

Services (trainings) should be adequately developed and designed to respond to the target end-users in accordance with the application form. They need to follow clearly defined methodology, address the foreseen target groups, and meet verifiable indicators within the planned time frame.

Quality of Project Management

The Project Management structure was planned during the preparation of the project proposal. The structure is composed in such a manner to ensure efficient and quality project implementation. Management is structured at three levels:

→ Project Manager of the Project, responsible for the achievement of the project objectives (representative of the Coordinator),

→ Partner Project Manager, responsible for the implementation of the activities and management of the project at local level (representative of each Partner),

→ Financial Manager of the Project, responsible for the proper financial implementation of the project according to Erasmus+ rules and national laws.

The project management structures are expected to be well-organized, professionally coordinated and fully committed to the efficient realization of assigned activities, financial management and reporting.

Project Reporting

The National Agency (Liechtenstein) will request for the following reporting scheme:

1. 1st Progress Report by M12.
2. Final Report by M24.

The partnership is requested to provide the following information:

→ Work performed during the reporting period of reference and main results achieved,
→ Status of each activity, details on the work carried out by each partner,
→ Activities planned for the following reporting period,
→ Status of ongoing deliverables,
→ Progress towards milestones planned for the following reporting period,
→ Progress on the impact of the project,
→ Critical assessment of the technical progress: deviations from the original plan and causes,
→ Dissemination activities implementation and results,
→ Training activities implementation and results.

Each Partner is requested to provide to the Coordinator the following information in order to be incorporated to the Interim and Final Report:

→ Efforts of the personnel (staff and managers), who have worked for each activity and output with respective costs,
→ Short notes on the activities carried out for each activity and output,
→ List of the other costs (travel, consumables, equipment etc. activity and output) and subcontracting,
→ Financial documentation.

Final Report is due in two months after the end of the project. The above required information should be provided by each partner, for the period between the Progress Reports and the Final Report.

Internal Project Progress Monitoring

The progress of each activity will be assessed by the Coordinator taking into account technical, economic and organization aspects. In particular, at least the following criteria will be considered:

→ Delivery date of due Deliverables,

→ Achievement of the foreseen Milestones,

→ Due interactions with other activities,

→ Keeping of the time planning of the single Tasks,

→ Identification of risks, proposal of countermeasures and contingency management,

→ Overall efforts dedicated by each partner,

→ Progress of costs against the forecasted for the WP in the whole project,

→ Organizational criteria,

→ Nr. of Transnational Meetings in the period,

→ Nr. Of Training activities in the period,

→ Nr. Of e - meetings in the period,

→ Participants in the meetings

→ Availability of the minutes,

→ Dissemination activities and material,

→ Progress of costs against the forecasted for the activities in the whole project.

Timetable of Reporting

Timing	Activity
1 month prior to the deadline	Coordinator asks partners for their input
Deadline	Coordinator gathers input by project Partners
15 days after deadline	Draft report and feedback from project partners
1 month after deadline	Coordinator submits Reports

Deliverables

To ensure smooth and timely delivery of deliverables as well as homogeneous presentation, a set of guidelines for the preparation of deliverables is presented here.

The **Deliverables Types** are:

1. Reports,
2. Educational material,
3. Dissemination material,
4. Minutes,
5. Videos and photos,
6. Services (training),
7. Social Media campaign,
8. Website.

Document management offers a set of document templates to be used for project reporting and monitoring, such as working meetings proceedings and registration forms, personnel timesheet; check lists for financial reporting, organization of public events, etc. All documents and reports produced within the project are expected to satisfy the visual identity requirements, i.e. to be presented in corresponding templates and follow dissemination rules of the Erasmus+ programme.

Furthermore, a **Deliverable Template** is available and its use is mandatory for all project partners and all reports of the project. Also, a **Meeting Minutes Template** is available for use by all partners. **Meeting Minutes Template** should include a list of participants for every day of the meeting with the signatures of all those present at the meeting. The list of participants and the signatures are the responsibility of the organiser of the meeting.

Timetable of Deliverables Submission

Time	Activity
4 weeks before delivery date	Submission of draft to Coordinator for checking
3 weeks before delivery date	Amendment of draft and submission for 2nd checking
2 weeks before delivery date	Final revision and submission to Coordinator

Project Amendments

The project should correspond as much as it is possible to the Application Form. However, the planned project activities are based on assumptions made at the time of the application submission and conditions may be change during the time. During implementation, sometimes it is allowed to make some project changes in order to adapt to real situation that the Project Partners have to deal with. Those changes can be:

→ Changes, which **DO NOT** have a relevant impact on the main results, outputs and objectives of the project; they require a detailed written request to the National Agency justifying the changes, and the NA may approve it or not (they require more or less 15-20 days for approval by the NA and could be required many times in a year);

→ Substantial changes, which **HAVE** a relevant impact on the main results, outputs and objectives of the project; they require a detailed written request to NA justifying the changes as well, but the approval/not approval by the NA is needed (they require around 30 days for approval).

Specific obligations about project changes are established in the Grant Agreement and shall be respected as well.

For the submission of any project change, the Coordinator, after having collected the requirements of changes by each Project Partner, will make a written request to the NA.

Allowed changes concern budget changes (between budget lines, activities changes, and sometimes they can be interrelated, for instance a change in activities/work plan can imply budget changes). These kinds of changes **DO NOT** have a relevant impact on the main results, outputs and objectives of the project as laid down in the Application Form. Any request for these changes has to be well justified.

In very exceptional cases, the following substantial changes can be possible:

→ Changes in the partnership composition,

→ Budget shift from one partner to another/others

→ Budget reallocation between budget lines exceeding 20% of the project budget,

→ Extension of the project duration.

In all these cases the Coordinator shall submit an official request to the NA giving a detailed justification. In case of approval, an amendment to the Grant Agreement and (where relevant) to the Partnership Agreement will be made.

Procedure for Non-Conformance and Corrective Actions

Any partner can identify the need for corrective actions and report it to the Coordinator and any issue is to be discussed among them, either in a face – to – face meeting (if one is scheduled in near future) or via email, e – meeting, etc. A proposal for corrective action can be suggested by any partner, discussed and approved by the NA, if it is necessary and then put in action.

The **Procedure** is as follows:

→ Identification of problem, obstacle, difficulty, crisis, setback, etc,
→ Identification of its causes and ,
→ Identification of corrective action,
→ Investigation that corrective action is effective and applicable,
→ Implementation of corrective action and ensuring that is successful.

Meeting Agenda

Logo
Erasmus+ 101090099
Title of Meeting
Place, Date

AGENDA

Date	
Time	**Agenda Item - Session**
hh:mm – hh:mm	
hh:mm – hh:mm	
hh:mm – hh:mm	
hh:mm – hh:mm	
hh:mm – hh:mm	
hh:mm – hh:mm	
hh:mm – hh:mm	
hh:mm – hh:mm	
hh:mm – hh:mm	

*The above table should be added for extra days

Logos

Erasmus+ 101090099
Title of Meeting
Place, Date

MEETING MINUTES

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Background
Context
Project Objectives
Objectives of the Meeting
 Agenda
 Participants
 Day 1
 Day n
 Next step
Evaluation sheet
Photos

ADAPT

Participants List

101090099

Title of the Meeting					Place, Date
No	NAME – SURNAME	ORGANISATION	POSITION	TELEPHONE	EMAIL	SIGNATURE
1						

Digital steps for the societal and political integration of mobile EU Youth - ADAPT

Project ID: 101090099

Presentation Title

Place, Date

Presenter – Partner Organisation

101090099

Digital steps for the societal and political integration of mobile EU Youth - ADAPT

101090099

Title of Event

Place, Date

EVALUATION FORM

PERSONAL DATA

NAME:	COUNTRY:
ORGANIZATION:	DATE:

A´EVALUATION OF EVENT

1. **Please evaluate the below sentences by rating with the 1 – 10 scale (where 1 = poor and 10 = excellent).**

   GRADE   **The 2 day event in general**

   1. Was of sufficient time

   2. Was up to my expectations

   3. Provided sufficient content / presentations

   4. Provided the information I expected

2. **Please evaluate the below sentences by rating with the 1 – 10 scale (where 1 = poor and 10 = excellent).**

| GRADE | Was I content with the event's |

	1. General organization
	2. Collaboration with lead partner staff
	3. Organizational support before / during / after the event
	4. Agenda

B΄ EVALUATION OF THE WHOLE ORGANIZATION

3. **Please evaluate the below sentences by rating with the 1 – 10 scale (where 1 = poor and 10 = excellent).**

| GRADE | Provide a grade for each category |

	1. Accommodation
	2. Food arrangements
	3. Cultural diversion

C΄ STAFF EVALUATION

4. **Please evaluate the below sentences concerning the staff by rating with the 1 – 10 scale (where 1 = poor and 10 = excellent).**

MODERATOR'S NAME	1.Knowledge of the subject	2.Ability to transfer that knowledge	3.Preparation of each session	4.Organizational support	5.Maintaining a good atmosphere	6.Have good relations with the participants	7.Use of suitable monitoring materials	8.Total Evaluation

	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE

5. Please write any comments or suggestions concerning the event

……

………

………

………

Digital steps for the societal and political integration of mobile EU Youth - ADAPT

Project ID: 101090099

Title of Training

Place, Date

EVALUATION FORM

PERSONAL DATA

NAME:	COUNTRY:
ORGANIZATION:	DATE:

A´EVALUATION OF MOBILITY

1. **Please evaluate the below sentences by rating with the 1 – 10 scale (where 1 = poor and 10 = excellent).**

   GRADE   **The Training Course in general**

	1. Was of sufficient time
	2. Was up to my expectations
	3. Provided sufficient content / presentations
	4. Provided the information I expected

2. **Please evaluate the below sentences by rating with the 1 – 10scale (where 1 = poor and 10 = excellent).**

| **GRADE** | **Was I content with the Training Course's** |

	1.General organization
	2. Collaboration with Host Organisation staff
	3. Organizational support before / during / after the Mobility
	4. Training Course Programme

B´EVALUATION OF THE WHOLE ORGANIZATION

3. **Please evaluate the below sentences by rating with the 1 – 10scale (where 1 = poor and 10 = excellent).**

| **GRADE** | **Provide a grade for each category** |

	1. Accommodation
	2. Food arrangements
	3. Cultural diversion – Free time activities

C´ STAFF EVALUATION

4. **Please evaluate the below sentences concerning the staff by rating with the 1 – 10 scale(where 1 = poor and 10 = excellent).**

MODERATOR'S NAME	1.Knowledge of the subject	2.Ability to transfer that knowledge	3.Preparation of each session	4.Organizational support	5.Maintaining a good atmosphere	6.Have good relations with the participants	7.Use of suitable monitoring materials	8.Total Evaluation
	GRADE	**GRADE**	**GRADE**	**GRADE**	**GRADE**	**GRADE**	**GRADE**	**GRADE**

5. **What did you like mostly of this experience**

....
....
....
....

6. **What did not you like of this experience? Have you had the chance to share your feeling with someone from the Hosting Organisation?**

....
....
....
....

7. **Please write any comments or suggestions concerning the Training Course**

....
....
....

Digital steps for the societal and political integration of mobile EU Youth - ADAPT

Project ID: 101090099

Internal Communication Evaluation Form

Month X

PERSONAL DATA

NAME:	COUNTRY:
ORGANIZATION:	DATE:

A' CONNECTION TO THE PROJECT

1. Please indicate whether you agree or disagree with the following statements.

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
I understand the Project's objectives and aims					
I understand how my participation contributes to the achievement of the Project's objectives					
I am an important part of the Project					
I am committed to the Project's aims and objectives					

2. Please rate how familiar you are with the Project's Activities

	Very Familiar	Familiar	Somewhat familiar	Aware one exists	Didn't know one exist
Dissemination Activities					
Website					
Training Activities					
Transnational Project Meetings					

B' COMMUNICATION

3. Please rate how important the following media are to you for communicating and sharing information between Project Partners.

	Very Important	Important	Neutral	Not Important	Never use
Transnational Meetings					
Email					
Telephone					
Newsletter					
Website					
Printed material					
E – Meetings					

4. How often do you use the following to communicate with Project Partners?

	Daily	Weekly	Monthly	Rarely	Never
Transnational Meetings					
Email					
Telephone					
Formal Correspondence					
Website					
Printed material					
E – Meetings					

5. How satisfied you are with the response rate of Project Partners to your communication?

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Strongly Unsatisfied
Coordinator					
Partner 1					
Partner 2					
Partner 3					
Partner 4					

6. How satisfied you are with the guidance you receive from the Coordinator?

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Strongly Unsatisfied
Coordinator					

7. How satisfied you are with the guidance you receive from the National Agency?

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Strongly Unsatisfied
National Agency					

8. Have you encounter any problems regarding internal communication between Project Partners? If YES, please describe

....
....
....
....

9. Do you have any suggestions regarding internal communication between Project Partners?

....
....
....
....

C' DELIVERABLES

10. How satisfied are you with the collaboration between Project Partners for the preparation and delivery of project results?

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Strongly Unsatisfied
Result No 1					
Result No n					

11. How satisfied are you with the quality of project results?

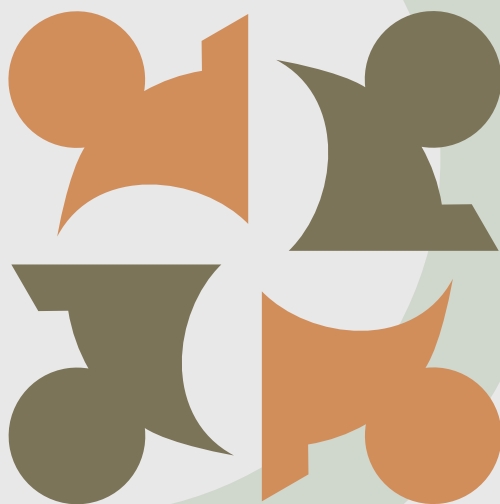|	Very Satisfied	Satisfied	Neutral	Unsatisfied	Strongly Unsatisfied
Results No 1					
Results No …					

12. Do you have any suggestions regarding methodology of project deliverables' preparation and delivery?

....
....
....
....

ADAPT

DIGITAL STEPS FOR THE SOCIETAL AND POLITICAL INTEGRATION OF MOBILE EU YOUTH

QUALITY ASSURANCE PLAN

Project Number: 101090099

www.adapt-youth.eu

Capital Youth Association

European Center for Research and Regional Development

A.S.E.L. ROMANIA

EQUALINE

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