

# IncoNet EECA

## **TASK 6.1 - Quality of the activities** **What has been achieved so far and** **the next steps**

*Désirée Pecarz (ZSI)*

GA Vienna, 12 – 13 February 2009

## Task 6.1: Objectives and partners

**To ensure the quality of the overall project implementation process**

>> envisages the exploitation of a two-fold internal evaluation procedure:

- 1. deliverables' review process using in-house or external expertise, and***
- 2. a mid-term SWOT analysis of the project implementation using a questionnaire and telephone interviews.***

**Duration**

January 2008 – December 2011

**Partners**

**ZSI, DLR, ICBSS**

**Deliverable 6.1**

Report on results of the mid term SWOT analysis of the project implementation (February 2010 – Month 26)

# 1. Review process of deliverables

**Period:**

01/2008

–

12/2008

**Partners:**

ZSI

DLR

ICBSS

- Development and adoption of **QUALITY ASSURANCE PLAN** with roles and responsibilities of all the partners involved in the production of deliverables, and methodology to be followed

Complemented by a series of operative annexes with all necessary templates:

- Annex A – List of Deliverables
  - Annex B – Template for report-based Deliverables (editing standards)
  - Annex C – Check List for Deliverables to undergo peer review process (quality parameters)
  - Annex D - Peer Review Report template.
- **Reviewing of the deliverables** according to the Annex A and the QAP
  - Provision on a demand base of additional **evaluation forms** appropriate for the appraisal of project events

## 2. Mid-term SWOT analysis

**Period:**

01/2008  
–  
12/2008

**Partners:**

ZSI  
DLR  
ICBSS

- Development of a **Questionnaire** with set of indicators for the monitoring of project (DLR, ICBSS, and other MB partners)
- Questionnaire submitted to all project partners at the end of 2008 in order to obtain useful feedback for the further discussion and elaboration at next project meeting in Vienna
  - > on-line survey platform was provided

# 1. Review process of deliverables

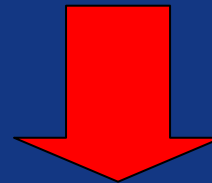
### Period:

01/2008  
–  
12/2008

### Partners:

ZSI  
DLR  
ICBSS

- Short delay (1 month due to approval at MB level) was registered in the drafting of the **QUALITY ASSURANCE PLAN**. This did not affect the regular organisation of peer review process.
- Further deviations followed due to delays in the preparation of deliverables and more efforts sometimes necessary for reviewing and improving the documents.



- Approval of QAP in May 2008 in agreement with ICBSS
- Bonn MB Meeting added one more month time to the stated deadlines
- Further actions now needed: new revision of the Del. list, prompt information to ZSI and other peer reviewers of any delays, document quality to be increased at source.

### 2. Mid-term SWOT analysis

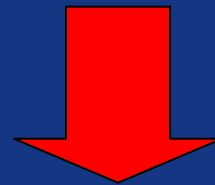
**Period:**

01/2008

–

12/2008

- No significant deviation were noticed



**Partners:**

ZSI

DLR

ICBSS

- No need for any remedial actions.
  - > just a hint... since more partners could have participated in the survey for the evaluation of the SWOT of the project, more awareness of such a instrument is to be created

# 1. Review process of deliverables

**Period:**

01/2009

–

12/2009

**Partners:**

ZSI

DLR

ICBSS

- **Review of the deliverables on a regular base** and according to the Annex A and the QAP
- **Catch up** with deliverables not ready yet or still under reviewing

> No official Deliverable is due as for this project activity, nevertheless the deviations registered in the production and reviewing of documents need to be taken in serious consideration as suitable to affect the final project implementation.

## 2. Mid-term SWOT analysis

**Period:**

01/2009

–

12/2009

**Partners:**

ZSI

DLR

ICBSS

- Preliminary analysis of first questionnaires provided by partners in January 2009 and presentation of results at GA in Vienna (*done*)
- Periodical submission of questionnaire on a 6-month basis for further analysis at the following project (MB, GA) meetings
  - > The questionnaire will be always available as on-line version and will be improved in order to better reflect the different project phases
- End of 2009: organisation of phone interviews to complement the SWOT analysis of INCONET EECA.
  - > A respective report will be presented at Mid-term Review meeting and finalized by February 2010.

Thank you for the kind attention!

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