Annual Review of QAG

WP 6 Quality Control and Monitoring

30.11.2019

Project Acronym:	*DEMUSIS*
Project full title:	Enhancing the digital competencies and entrepreneurship skills of academic musicians in Serbia for culturally more engaged society
Project No.:	598825-EPP-1-2018-1-RS-EPPKA2-CBHE-JP
Funding Scheme:	Erasmus + KA2- Capacity Building in the field of Higher Education
Coordinator:	University of Arts
Work Package:	WP 6 Quality Control and Monitoring
WP Leader:	Vladimir Blagojević
Dissemination Level:	Public

According to the PQAP and its internal evaluation responsibilities, an Annual Review of the QAG is to be provided, on the basis of QMRs received up to this date.

Project activities which has been realized and which the members of QAG has been evaluated, are:

Title	Work Package and Outcome ref.nr	Description
Current national study programmes analyzed, reviewed and compared with similar EU programmes	1.1	P1, as the only institution introducing new study programme, and the institution with most prominent international orientation, will be reviewed by an independent European-level external evaluation body which has the aim to assist higher music education institutions in their own enhancement of quality and to improve the quality of higher music education across Europe and beyond /MusiQuE, European affiliate of ENQUA/.
		MusiQuE will be responsible to coordinate a quality enhancement review of the new programme set up by P1. This means that a Review Team composed of international specialists will:
		1) review an analytical self-evaluation report about the programmes as well as any material available on the programme
		2) conduct a site-visit of 2,5 days, during which they will meet members of the Management Team, of the Academic, Artistic and Administrative Staff, Students, Representatives of the Profession, etc., and have the opportunity to visit classes and lessons, and attend concerts/recitals
		3) prepare a report with tailor-made recommendations for the further development of the programme (or for elements to be worked on during the project)
		P2 and P3 will conduct internal assessment of study programmes to be modernized. Assessments will come up with concrete recommendations regarding project curricula reform.
Study visits to EU HEIs	1.2	P1-P3 representatives will pay 2-day study visits to P4-P6 to learn more about existing curricula on music entrepreneurship and music-related digital media at EU institutions. Study groups will visit music digital labs and other related facilities. Less formal interaction between participating staff will be encouraged. Hopefully, established contacts will be useful in later activities in forming of dedicated task

			teams. Each visit will result with report, which will serve as the basis for further activities.
Learning outcomes and competences defined	1.3		Based on matched needs and experiences learning outcomes and competences that music graduates, postgraduates, and current employees need will be discussed on meeting with non-academic partners. This will result in long-term agreements between HEIs and companies/stakeholders in the field of media and IT industry.
Current study programmes modernized and adopted	1.4		Best suited methodologies for syllabi development will be used to pave modernized study programmes. P1 will introduce 2, P 2 – 2 and P3 – 4 elective and compulsory courses on music entrepreneurship and music-related digital technologies at undergraduate and graduate level. Reformed study programmes will be adopted by relevant institutional and/or national bodies.
Equipment purchase planned	2.1		Needs in terms of hardware, software, digital infrastructure, music instruments and other equipment will be defined bearing in mind requirements of different project activities (new and modernized programmes, online courses, LoLa performances, LLL courses, etc), upon which a report will be issued.
Hardware equipment purchased	2.2		Suitable equipment necessary for the formation of the digital laboratory for music will be purchased for P1. P1 will purchase one concert piano, necessary for LoLa studio music performances using contemporary digital technologies. Since partners P2 and P3 already have music and media laboratories they will upgrade them with additional equipment.
Software purchased	2.3		Suitable software (Sibelius, Finale, Cubase, etc) necessary for the digital laboratory for music will be purchased for P1. Since partners P2 and P3 already have software relevant for music and media programmes they will upgrade them with additional software products.
Project Quality Action Plan (PQAP)	6.2		Members for the QAG will create and write the PQAP. The quality plan will describe all the quality definitions and standards relevant to the project implementation. The plan will include specific qualitative and quantitative measurements and parameters to be applied to the monitoring process either prior, during or after the project activities. Quality Questionnaires will be defined and agreed between all participants, and report models will be established. If project risks occur, the resolution process will take place. All project partners are aware of the project call regulations and responsibilities

		and all the project risks have been tackled during the project application preparation process. Also, partnership agreements signed by all the project partners will explicitly state their understanding and commitment.
The dissemination and exploitation plan developed	**7.1**	The project dissemination and exploitation plan address both regional and external dissemination channels. It will take into consideration dissemination capacities of the different project partners, that will be fully exploited to ensure the best dissemination results. The project plan will envisage high-impact dissemination actions through efficient and effective communication methods. Direct and indirect communication channels will be used as well as various communication and dissemination tools. The direct communication actions will foresee direct mailing, direct distribution to stakeholders of communication material and direct presentations of the project results to target groups. Indirect methods of communication will attract attention and stimulate the target audience to seek more information on their own initiative, such as a project web portal, audio/video recordings, media articles, etc.
Kick off meeting held and management structure established	**8.1**	All relevant management bodies and schedule of management activities will be verified at the kick-off meeting. Meeting agenda will include: meeting & project objectives, project approach, deliverables, roles and responsibilities, communication plan, risks, timeline as well as other matters important for functioning of the DEMUSIS project. Decision-making rules will be defined and followed through entire project period. Partnership agreement will be signed between the coordinator and all project partners, to cover all financial, legal, conflict resolution, monitoring and implementations aspects related to the project.
Project Management Plan defined	**8.3**	PMB will, at their first meeting define the Project Management Plan (PMP) which will be delivered to all project partner institutions. PMP will be the formal document designed to guide the control and execution of a project. PMP will include the work plan, schedule and milestones, contingency plan, tasks and responsibilities, communication plan and EU guidelines for the use of the grant.

By this date, we did not complete all QMRs; they will arrive in the following days and will be the part of the final version of this Annual Review.

But, at this point it is important to point out several conclusions and comments made by the Members of QAG:

Deliverable **2.1. Equipment purchase planned written** has been completed in due time in a clear and comprehensive way.
– During the application process, project partners from Serbia – P1, P2, P3 – made an analysis of equipment needed for realization of DEMUSIS project and the list of equipment was submitted with the project application;
– The first version of the equipment list needed to be changed and amended:
1) in order to purchase up-to-date and latest equipment: the list needed to be verified due to a time gap between the realization of the project and its submission when older models of the IT and audio-visual equipment were available on the market;
2) in order to rely on the experience of European academic project partners: the list of equipment was amended after the study visits to partners P4, P5 and P6 during the first 4 months of the project; project partner P6 acted as the main adviser for the amendment of the equipment plan recommending many cost-efficient solutions;
3) in order to be cost-effective, but to reach as many students and teachers as possible: the list of equipment was amended after the internal analysis of student survey data and the conclusion that project goals would be met better with having more equipment pieces, that will enable wider range of users, both students and teachers;
– The changes made didn't affect the overall project budget;
– The list of equipment – with a comparative overview of the application and proposed changes – was finalized and send to authorization on 13.05.2019.
– The final version of the list of equipment has been approved and authorized by Education, Audiovisual and Culture Executive Agency desk officer on 20.05.2019.
– The process of preparation of public procurement was initiated:
1) an expert was hired to supervise the procedure;
2) the public procurement board was formed (having members from P1, P2 and P3);
3) a meeting of this board was organized in Belgrade;
4) the members of the board organized the preparation of documentation needed, including extensive technical specifications.

Deliverable **2.2. Hardware purchased** is done to a large degree but not completely because:
1) the preparation of the documentation lasted longer than it was planned due to the complicated national legislation;
2) the overall procedure lasts longer than envisaged because the first public procurement was not completely successful.
– In the first tendering procedure 82% of hardware was purchased (16 of 13 parties for hardware were successfully purchased).
– In the second tendering procedure 14% of hardware will be purchased. This procedure is in progress. There are accepting offers for 2 parties for hardware and no offers for one party for hardware.
– The remaining 4% hardware will be acquired through direct contact with suppliers.
– The further activities to be carried out to achieve the complete implementation of this deliverable are well defined and planed:
1) Realization of the second public procurement procedure: started on 25.10.2019, expected to be finished by February 2020;
2) Request for authorization of direct procurement of the remaining equipment from the desk officer, sent on 25.10.2019, expected to be approved during December 2019;
3) Direct procurement of the remaining hardware, expected to be done by February 2020.
– It is recommendable to modify The Adjusted Work Plan of the Project Management Plan:
1) in order to expected date for completing the deliverable 2.2 matches the realization of the repeated public procurement procedure as well as the realization of the direct procurement of the equipment. It is recommendable to define February 2020 as a new expected date of completing 2.2 in PMP;
2) in order to extend the expected date for completing deliverable 2.5 to 28.02.2019. since the completing of the deliverable 2.2. is s precondition for the successful completion of deliverable 2.5.

Deliverable **2.3. Software purchased** is done to a large degree but not completely because:

1) the preparation of the documentation lasted longer than it was planned due to the complicated national legislation;

2) the overall procedure lasts longer than envisaged because the first public procurement was not completely successful;

3) there is a problem of a specific type of additional tax (not VAT) that is applicable for software purchases through intermediary companies. For this reason, direct purchase from the producer is recommended.

– In the first tendering procedure 1 of 3 parties for software was successfully purchased.

– In the second tendering procedure there is an accepted offer for 1 party for software and no offers for 1 party for software. This procedure is in progress.

– The remaining software will be acquired through direct contact with suppliers.

– The further activities to be carried out to achieve the complete implementation of this deliverable are well defined and planed:

1) Realization of the second public procurement procedure: started on 25.10.2019, expected to be finished by February 2020;

2) Request for authorization of direct procurement of the remaining equipment from the desk officer, sent on 25.10.2019, expected to be approved during December 2019;

3) Direct procurement of the remaining software, expected to be done by February 2020.

– It is recommendable to modify The Adjusted Work Plan of the Project Management Plan:

1) in order to expected date for completing the deliverable 2.2 matches the realization of the repeated public procurement procedure as well as the realization of the direct procurement of the equipment. It is recommendable to define February 2020 as a new expected date of completing 2.2 in PMP;

2) in order to extend the expected date for completing deliverable 2.5 to 28.02.2019. since the completing of the deliverable 2.2. is s precondition for the successful completion of deliverable 2.5.

Deliverable **2.4. The development of adequate digital infrastructure** is almost done to a complete degree – approximately 90% of the deliverable has been completed.

The outputs of the deliverable that are completely finished are:

1) adequate electrical installation;

2) internet installation;

3) the structure needed for local networks.

The outputs of the deliverable that are not yet completely finished are:

1) acoustics solutions at P1: they have been designed, but not yet implemented due to the waiting for supplier to acquire adequate boards for ceiling;

2) the furniture at P1 has been selected but it should be ordered, delivered and assembled.

The further activities to be carried out to achieve the complete implementation of this deliverable are fully defined and planed:

1) Implementation of acoustics solutions at P1 – adequate boards for ceiling need to be acquired and installed: started in November 2019, expected to be completed in December 2019;

2) Acquiring and installation of furniture at P1 – the furniture needs to be ordered, delivered and assembled: started in November 2019, expected to be completed in December 2019;

It is recommendable to modify The Adjusted Work Plan of the Project Management Plan in order to expected date for completing the deliverable 2.4 matches the implementation of acoustics solutions and acquiring and installation of furniture at P1. It is recommendable to define December 31, 2019, as a new expected date of completing 2.4 in PMP.

Deliverable **6. 2. Project Quality Action Plan** has been completed in a clear and comprehensive way, but there was a slight delay according to the PMP.

Deliverable **7.1 The dissemination and exploitation plan developed** has been completed in due time (according to the Delivery Report for the Purpose of the Internal Evaluation the first version of the Plan has been prepared by expected date: 30.06.2019):

– The Dissemination and Exploitation Plan is developed as essential to ensure the sustainability of the Project results.

– It will be updated every 6 months, in line with the progress and closing of exploitable results that are going to be used for dissemination and communication.

– The main target groups for DEMUSIS project and ways to reach them are defined.

– The different dissemination channels are defined (web-site; social network channels; other forms of communications).

– The key messages of the Project are defined.

– The potentially exploitable results of the Project are defined (new and reformed study programs; new and reformed study coursed; guidelines, textbooks and guidelines for new courses; LLL courses; on-line courses; newly established connections between enterprises and universities).

– The visual dissemination outputs are included in the appendix of the Plan.

Since the Dissemination and Exploitation Plan has to be updated every 6 months in accordance with the development of exploitable results of the Project it is recommendable for the WP 7 Chair:

– to define and set precise dates when the next, updated version of the Plan is going to be delivered.

– to define a specific and detailed communication plan with a monthly timetable for the next 2 project years including communication channels that will be used, communication activities that will be done, type of content/information that will be disseminated, specific target groups that will be reached, responsible project partner;

– to define the future responsibilities of every national Project partners in dissemination and exploitation of project exploitable results;

– to give an overview of communication through the already setup channels of communications that are in a full function, for the project past period of 6 months – project web-site and social network channels – what kind of content/type of information is disseminated through them; frequency of communications in the past 6 months; number of visitors and potential reactions to content communicated in the past 6 months.

– to give a summary of other types of communication activities in the past period of 6 months if there are any (meetings and workshops, open info days, round tables);

– to define and add appropriate Annexes to the Dissemination and Exploitation Plan;

– to make Quality Monitoring Report for the Purpose of Internal Evaluation for every updated version of the plan and to send it to the responsible QAG person (Paulina Gut) for internal evaluation of the Plan updated versions.

Deliverable **8.1 Kick-off meeting held and management structure established** has been completed in due time in a clear and comprehensive way:

– All relevant management bodies have been verified.

– Project Management Board has been established.

– Quality Assurance Group has been established.

– WP chairs have been appointed.

– The timetable of management activities has been verified.

– Bilateral meetings with P4, P5, P6 and P9 were held.

Deliverable **8.3. Project management plan defined** has been completed in due time in a clear and comprehensive way.

The Project Management Plan is prepared based on information obtained from:

1) Erasmus+ CBHE Project Proposal;

2) Grant Agreement;

3) Guidelines for the Use of the Grant for Grants Awarded in 2017;

The Plan includes as defined all required elements for the management and implementation of the DEMUSIS project.

It contains the following parts:

1) DEMUSIS Consortium – covering list of partners, organization structure, roles and responsibilities, and decision-making principles;

2) Day to day operations – dealing with tasks, deliverables, work plans, and working procedures;

3) Financial Management – with general provisions, financial reports, exchange rates, types of costs, procedures

and supporting document;
4) Communication plan for internal communication and documentation;
5) Deliverable templates that are found as annexes.
Project Management Plant clearly defines what has to be achieved, what has to be delivered, who will involve, when to deliver, and how to communicate during the Project.
Project Management Plan is constantly updating, depending on the project development and execution.

Based on the documentation provided, DRPIEs and QMRs and also other types of documents (such as questionnaires/surveys, periodical report, meeting minutes report, individual travel report, syllabus, contracts, lists of equipment, proof of purchase, etc.), we can make a conclusion that 2019 was a successful year for DEMUSIS project.

Although certain project activities could have been completed faster and in accordance with the project plan, we believe that most of the planned activities are carried out without major disturbance.

In Kragujevac, 30.11.2019

WP 6 chair

Vladimir Blagojevic