



FEWL

ENHANCING RESEARCH
ON THE INTEGRATION OF
FORMAL EDUCATIONAL PROGRAMMES
AND WORKPLACE LEARNING

D1.1 QUALITY GUIDELINES



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1 Executive summary

The Quality guidelines aim to assist all FEWL project partners in accessing relevant information and establishing instructions and regulations for ensuring the best quality, workflow and time management for the effective implementation of project activities and goals.

The quality guidelines outline, define and summarise the procedures for efficient and correct communication, activity implementation, risk management, financial supervision, budget monitoring and reporting. The guidelines will support all partners and individuals working for the FEWL project by setting the roles, responsibilities, procedures and providing instructions and templates. Quality Guidelines are complementary to the Grant Agreement and Consortium Agreement.

2 Project management

2.1 Project members:

TALLINN UNIVERSITY (TLU) is the coordinating organisation, the partners are UNIVERSITY OF JYVÄSKYLÄ (JYU) and PADERBORN UNIVERSITY (UPB).

2.2 Project manager

The project manager is Inge Timoštšuk from TLU.

The Project manager is responsible for:

- overseeing research activities, ethics, data management, gender equality principles and project results
- monitoring the risk management, overall time frame
- resolving disputes
- chairing the Steering Committee meetings

2.3 Team leaders

Tallinn University team leader and project manager is Inge Timoštšuk, University of Jyväskylä team leader is Päivi Tynjälä, Paderborn University team leader is Christian Harteis.

Team leaders are responsible for:

- motivating their team members
- sharing all necessary project information within their team
- delegating responsibilities according to the set tasks
- monitoring the progress of tasks set out in work packages
- taking part in the Steering Committee meetings and decision making

2.4 Project technical coordinator

The project technical coordinator is Merle Pajus from TLU.

The project technical coordinator is responsible for:

- communication between REA Project Officer and the consortium
- the overall technical management
- managing the project documentation in the shared Google Drive document
- uploading deliverables and reports to the Funding & Tenders Portal
- assisting the consortium in financial, administrative and legal matters
- managing the contact list and email list

2.5 Work package leaders

Each work package (WP) has a leader chosen by the organisation who is the lead beneficiary of the work package according to the grant agreement and designated by the team leaders of the organisation.

WP leaders are responsible for:

- overseeing and directing the work carried out within the work packages
- providing updates on the progress of the work
- ensuring that information is effectively communicated to the other work packages
- supervising task completion
- ensuring the overall success of the work packages including managing deliverables and milestones related to the WP

2.6 Steering Committee

The Steering Committee (SC) is the decision-making body of the consortium and is responsible for overseeing the project's planning, implementation, evaluation and dissemination. The members of the SC are team leaders and designated Work Package leaders. Any member may appoint a substitute to attend and vote at any meeting.

TLU shall convene ordinary meetings of the Steering Committee at least **once every six months** and extraordinary meetings at any time upon written request of any project member.

TLU shall give written notice of a meeting to each member as soon as possible and no later than 14 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting.

TLU shall prepare and send each Member an agenda no later than **7 calendar days** preceding the meeting, or 3 calendar days before an extraordinary meeting.

Meetings shall be via Zoom or in person if they can be held during another project event already taking place.

The project technical coordinator will take minutes. The minutes will be uploaded to the Google Drive folder "Meetings".

3 Project communication

3.1 Means of communication

In terms of communication between project partners, e-mail is the primary contact method. The FEWL mailing list has been established to facilitate different types of communication-related project activities and interpersonal exchanges. The project team will use Google Drive for document sharing and Zoom for online meetings.

3.2 Mailing list

All partners have designated representatives for the internal mailing list to ensure effective communication within the consortium. Establishing the list ensures that all relevant individuals receive project-related information and no one is left out. Project members can request changes to the lists as needed, and the project technical coordinator will make updates accordingly.

3.3 Document management

To facilitate document management and ensure consistency in presentation and formatting, templates provided by the coordinator should be used for reports, deliverables, minutes, etc.

Additionally, a specific nomenclature should be followed for documents, including the acronym FEWL, the title or exact name of the document with the task number in front, document version, date (ddmmyyy), organisation, and author.

3.4 Google Drive

To store and manage project-related documentation, the consortium utilises Google Drive. The content structure is flexible and can be adapted as needed.

It currently includes folders for:

- Agreements
- Deliverables
- Description of the Action
- Meetings
- WP1 Project Management
- WP2 Strengthening research management and administrative capacity
- WP3 Supporting Early-Stage Researchers
- WP4 Increasing Research Capacity and Public Impact
- WP5 Communication, Dissemination, Exploitation

and tables:

- Table of WPs, deliverables, milestones, timeline
- Targets, activities and budget

Within the folders, there are subfolders for specific documents.

Access to the folder has been given to the core team members of each consortium member. Partners can request changes to the people who have access as needed, and the project technical coordinator will grant access accordingly.

3.5 Meeting minutes

Written records of every SC and consortium meeting are made, including agenda, important discussion points, decisions, responsible individuals, and list of participants. The minutes and any supplementary materials are emailed to the consortium and uploaded in the FEWL Google Drive folder "Meetings".

Minutes of meetings between team members within the partner organisation and between Work Package working groups are recorded on needs bases.

3.6 Communication managers

The communication manager of the project is the Leader of WP5 „Communication, Dissemination, Exploitation“. The communication manager will create and follow the „Plan for the Exploitation and

Dissemination of Results“ (PEDR). PEDR will be ready in June 2023, and the updated PEDR will be ready in February 2025.

In addition to the communication manager, every partner has appointed local communication manager(s) responsible for local communication.

Local communication managers will:

- work closely with the WP5 leader to plan and implement the project’s external communication locally
- provide valuable insights and feedback while implementing targeted communication activities in their respective areas
- ensure that the communication strategy is being followed at the local level
- translate global communication into the appropriate language and tone for the local audience
- report on local communication activities

A table for keeping track of all dissemination and communication activities and materials is created and stored in the project Google Drive folder under WP5 Communication, Dissemination, Exploitation / Record keeping of communication and dissemination activities.

3.7 Project website

TLU manages the project's public website, which can be accessed at <https://www.tlu.ee/en/hti/research/enhancing-research-integration-formal-educational-programmes-and-workplace-learning>.

The website will be regularly updated with news, publications, events, and other relevant information related to the project.

3.8 Use of logo and acknowledgement

To ensure easy recognition, raise awareness and visibility and promote the project, the consortium members will use the project acronym and logo. Every communication activity related to the project shall refer to the funding agency EC as follows:

This project has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement N°101079237.

The European Commission logo and acknowledgement; and the project logo can be downloaded from the Google Drive folder under WP5 Communication, Dissemination, Exploitation / Logo_FEWL and EU.

4 Activities

Each consortium member is responsible for implementing the activities on their premises and/or under the WP where they are the WP leader. WP leaders oversee the implementation of the tasks under the WP they are leading.

The dates of activities for the first half of the first project year were decided during the kick-off meeting. The Steering Committee decides dates of the main activities.

The timeline of all SC meetings, training activities, conferences, staff exchange, deliverables, milestones, reports and main communication activities with exact dates are in a table in the Google Drive folder Excel file “Table of WPs, deliverables, milestones, timeline”.

5 Reporting and deliverables

5.1 Internal monitoring

To ensure that all deliverables and milestones and EC reporting requirements are fulfilled, TLU will ask the partners for progress reports covering technical and financial aspects. These reports aim to track the progress of work packages, including deliverables and milestones, as well as the expenses incurred during the period, ensuring that they align with the project's objectives. The internal reports support the official reporting process, and their purpose is to identify any errors or misunderstandings early on, ensuring a clear financial and technical overview of the project at all times. The results will be analysed and used for the EC reports.

Information on the budget and main activities will be collected from every partner **every 6 months** by the project technical coordinator, who will provide a template. The report will cover the person-month effort and progress description.

5.2 Reports to the European Commission

Deliverable D1.4 Progress report is due in May 2024.

There will be 1 reporting period and 2 reviews:

- 1 interim (technical) review meeting (June 2024)
- 1 final review meeting (February 2026) – followed by final payment

Continuous reporting to EC covers the progress on milestones, deliverables, achievements, communication and dissemination activities, and risk response.

The financial statements must detail each budget category's eligible costs and contributions.

5.3 Eligible costs

Administration, networking, coordination, training, management, travel and services costs are acceptable. No equipment or subcontracting costs are eligible under the FEWL project.

Each consortium member should follow the general accounting rules of their organisation.

According to Twinning rules, research components cannot exceed 30% of the total grant, and 70% has to go to the coordinating institutions. Therefore, WP 6 “Research on the integration of formal education and WPL” budget was separately agreed during the Grant Preparation.

5.4 Deliverables

The list and due dates of the deliverables are in the Google Drive folder under „Deliverables“. Every deliverable has a designated person who is responsible for the completion of the deliverable. The SC designates the persons.

The tasks of the person responsible for the deliverable are:

- creating the deliverable document
- ensuring the quality of the content
- ensuring the quality of the format
- ensuring the deliverable is ready in due time to receive feedback from the other FEWL members
- ensuring the deliverable is ready in due time for submission

Final version of the deliverable shall be approved by the Steering Committee.

Deliverables are continuously reported and uploaded into the Funding & Tenders Portal Continuous Reporting tool by the project technical coordinator in accordance with the timing and conditions agreed with the granting authority.

6 Data management and ethics

Issues related to data management will be defined in Deliverable D1.3 “Data management plan” (due June 2023) to specify how the collecting and processing of data during the project will be and how the project’s data will be made findable, accessible, interoperable, reusable.

If needed, the project members may turn to the Ethics Committee of Tallinn University, the University of Jyväskylä or the Paderborn University Ethics Committee on ethics matters.

7 Risk assessment and conflict management

Critical risks and risk management strategy were presented at the proposal stage and can be found in the Description of the Action (DoA).

Team leaders and WP Leaders will continuously monitor and assess potential risks in their team and within their work package. Conflicts will generally be resolved in discussion at team or WP level. If an agreement is not reached within the organisation, the Steering Committee will meet to discuss and find a solution for the dispute.