

Minutes of the 3rd meeting of The Project Quality Control Committee (PQCC)

The University of Maribor • Maribor • July 20 - 21, 2012

The meeting was held at the premises of the University of Maribor
A chairperson of the meeting was Assoc. Prof. Radojka Krneta, the president of the Project Quality Control Committee (PQCC).

Present participants:

- Assoc. Prof. Radojka Krneta, University of Kragujevac
- Assoc. Prof. Ruzica Maksimovic, MD, PhD, University of Belgrade, Coordinator of Tempus Project SIGMUS SM 511332-2010
- Mladen Kraljic, B.A. Law, project contact person from University of Maribor
- Kristina Davidovic, Student' Alliance Belgrade, student member of PQCC
- Prof. Vassilis Moustakis, project contact person from Technical University of Crete (present via Skype)
- Marija Sola, University of Belgrade, administrative officer

The sequence of items in the Minutes follows the one in the Agenda:

1. Meeting started by adoption of proposed agenda.
2. The Intermediate report – looking inside the indicators of progress

All meeting participants have agreed that the indicators of progress, specified in The Intermediate report, provide a very good picture of progress of project activities. It is also one of the conclusions done by the EACEA in their evaluation of the SIGMUS project Intermediate report. There are a number of created reports, questionnaires, presentations, overviews, conclusions, minutes, etc., concerning project activities on the project web site. However, it should be taken into account the recommendation of National Tempus Office that “There is also a need to revisit some achieved deliverables, since their quality is the key requirement for the main goals of the project”.

3. Internal evaluation of the project outcomes in the middle of the project lifecycle (based on established Evaluation criteria and mechanisms and Quality metrics procedures)

The new structure of the evaluation table for the 3rd PQCC intermediate quality control report was adopted during the meeting as a combination of the framework document Quality metrics and procedures that have been created earlier by prof. Vassilis Moustakis and the table form created by Mladen Kraljic.

The PQCC have assessed the project outcomes for last six-month period according the Project work plan and from the other side, based on the project results available on the project website and indicator of progress from The intermediate report.

How to fill the evaluation table for last six-month project period was discussed during the meeting. The PQCC members have agreed that its internal evaluation of project results should be based on assessing of efficiency of achievements of project outcomes. Namely, the PQCC members agreed that quantitative approach, as more precise metric of quality, should have been used for the internal evaluation. But, for the following internal evaluation report, it is necessary to consider remarks concerning Quality Control activities that Tempus office representatives pointed out during their monitoring visit held on June 7th, 2012: "During the previous period much attention in the quality control process was dedicated to the efficiency. Being much closer to the end of the project eligibility period, more effort should be directed towards the effectiveness of the project results."

4. Adoption on The 3rd PQCC intermediate quality control report.

Draft of The 3rd PQCC intermediate quality control report was made at the end of 3rd meeting of PQCC. The report consists of the following documents:

- SIGMUS-PQCC-Internal evaluation table-3rd PQCC meeting.doc
- SIGMUS PQCC 3rd Meeting-Minutes

5. Suggestion of possible corrective decision-makings to the Project Management Board (PMB)

As a result of discussions some conclusions of possible corrective decision-makings to the PMB was made.

The following recommendations to project coordinator done by the PQCC:

1. Regarding expert for external assessment of the project results not yet nominated, members of The PQCC concluded that nomination of external expert should be done as soon as possible refer to the procedure as explained in the question n. 21 of the FAQ document.
2. The inclusion of the new student partner institutions SCONUS and SKASSS in the Consortium needs to be formally finalized in accordance with the Tempus rules and the working plan and the budget needs to be adjusted accordingly, as pointed out in the EACEA evaluation of the SIGMUS project Intermediate report and National Tempus Office Evaluation after 2nd monitoring visit.
3. According to the EACEA, the role of the European partner and their contribution to the project activities didn't described clearly in the Intermediate report. From that reasons all activities of the European partner institutions should be more highlighted and underlined trough the different reports at the project web site and also within the final report.
4. The PQCC members concluded that The First PQCC intermediate report on students' feedback evaluation concerning students' monitoring and evaluation of the project results didn't prepared yet. From that reason Kristina Davidovic, student member of PQCC, committed itself to prepare students' evaluation of the project results as soon as possible.

Accordingly, proposed actions (recomendations) done by the PQCC, appropriate action plan should be created by the PBM on the following coordination meeting.

Reported by



Assoc. Prof. Radojka Krneta,
The president of PQCC