**Effectiveness of Common Agricultural Policy Implementation in Slovakia
CAPE**

*Association of Agrarian and Environmental Lawyers*

# Quality Management Plan

# Objectives and aims of the project CAPE

With the purpose to improve the Common Agricultural Policy (hereinafter as "CAP") implementation in Slovakia**, the main aim of the project is to perform the interdisciplinary research in the field of the effectiveness of CAP implementation in Slovakia with the specific objectives to discuss and advise local, regional, national policymakers and decision-makers on different aspects of the CAP implementation, transfer the research results and the expertise to the practice and to disseminate the project outcomes among interested target groups and civil society.**

**Activities of the proposed project will be realized through the following outputs:**
- project website (updated continuously during and after project lifetime);
- six thematically practical manuals related to the CAP published during project lifetime;
- report about the research results published once a year;
- six thematically workshops for stakeholders and interested students, graduates organized during project lifetime;
- three roundtables for policymakers, decision-makers, academics organized during the project lifetime;
- five scientific papers/posters published each year;
- international conference for academics, stakeholders, policymakers and decision-makers organised once per project lifetime;
- participation of researchers in the international conferences in Portugal once per project lifetime;
- study visit of researchers to the Council for Rural Law in France once per project lifetime.

**Outcomes of the proposed project are:**
- reinforced research activities related to the CAP implementation in Slovakia;
- improved proper implementation of the CAP by the stakeholders (farmers, food processors and professional groups) and potential stakeholders (students, graduates);
- improved policy and decision-making processes in the field of agricultural policy at the local, regional, national level;
- increased recognisability and visibility of the association in the international professional environment.

**Impact at the national and/or international level**
- promotion of excellence of research in the field of the CAP;
- understanding of the CAP as a socio-economic and environmental instrument directed to the sustainable food and agriculture in Slovakia and the EU;
- harmonization of policies and actions related to agricultural management in Slovakia and the EU;
- increasing awareness of diverse target groups of the importance of agriculture and its proper governance in the EU.

# Quality Management Strategy

The goals for quality management of the CAPE -project are to ensure, that:
- Project activities (research, events, and deliverables) meet their stated requirements.
- Project management processes are appropriately followed.

Quality management is performed throughout the project with special attention to:
1. **Quality Planning** – primarily during the project planning process.
2. **Quality Assurance** – primarily during the project execution process.
3. **Quality Control** – primarily during the project monitoring and controlling process.

This **Quality Management Plan (hereinafter as "QMP")** serves as a helpful document in assessing, monitoring and evaluating the quality of the project. On the one hand the QMP should serve as a guideline to monitor deadlines and therefore assess the quality of the delivery time of the outputs, on the other hand it should be used as a reference for assessing the quality of the delivered outputs itself. The QMP is primarily targeted at the project coordinator and should support her in ensuring a proper project outcome.

## Quality Control and Monitoring Committee (QMC):

The **Quality Control and Monitoring Committee (hereinafter as "QMC")** is not responsible for the quality of the research, events, and deliverables, but for ensuring and enforcing the process of quality management itself.

Members of QMC:

| Name | Position in QMC | Position in AAEL |
|------|-----------------|------------------|
| Eva Stoklasová | Head of QMC | Member of AAEL<br>Attorney |
| Ina Melišková | Member | Member of AAEL<br>Administrator at SUA |
| Jarmila Lazíková | Member | Member of AAEL<br>Associated professor at SUA |

# Quality Planning

**Quality is the degree to which the project fulfils its requirements**. Quality management planning determines quality policies and procedures relevant to the project for both project activities (research, events and deliverables) and project processes, defines who is responsible for what, and documents compliance.

The QMP identifies these key components:

| Objects of quality review | Quality Measure | Quality Evaluation Methods |
|---|---|---|
| Project Activities | Project Activities Quality Standards | Quality Control Activities |
| Project Processes | Process Quality Standards | Quality Assurance Activities |

Quality of project cycle development can be divided into different dimensions throughout the project (see Figure 1).
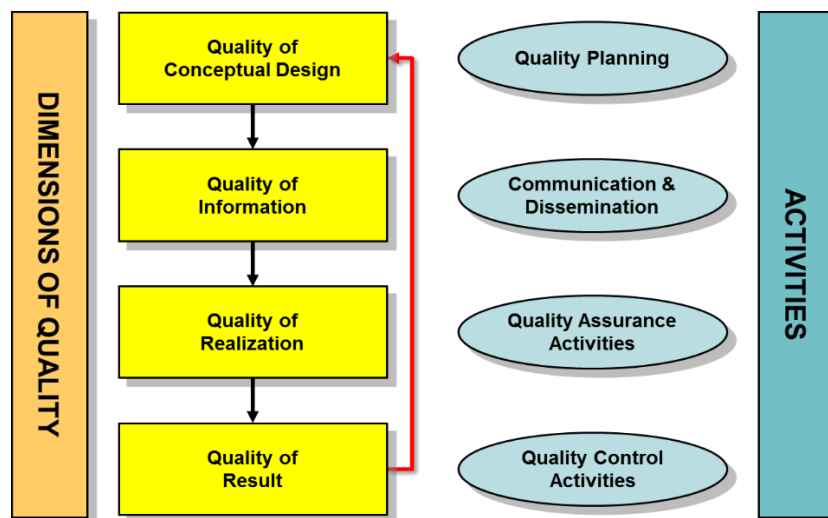


Figure 1: Dimensions of quality

## Quality of Conceptual Design
*Activity: Quality Planning*
By a proper planning of project activities (research, events, and deliverables), a quality outcomes of the project can be expected. All steps of the project activities are planned, constantly monitored and evaluated by the project coordinator in order to maximize to quality of the project.

## Quality of Information
*Activity: Communication & Dissemination*

During the whole project, information quality is an important issue that has to be assured. Communication transparency throughout the whole process has to be ensured by proper documentation and dissemination of information about project activities through e.g. e-mails, and website.

**Quality of Realization**

*Activity: Quality Assurance*

To ensure the quality of all the single steps and processes, focus has to be set on quality assurance activities. It is important to define those by linking every project activity step to an activity that ensures an optimal outcome. Communication between the members of the project, as well as exchanging knowledge is the key.

**Quality of Results**

*Activity: Quality Control*

Every project step has to be defined with a proper output. This output has to be precise and concrete, so that the achievement of the goal and its quality can be defined by the project coordinator.

The main project cycle (project activities and project processes) are shown in Table 1. They include preparation, implementation, quality control, dissemination and project management. The project cycle contains several other project steps with respective project outputs and goals, which are shown in the accompanying documents.

*Table 1: Project cycle*

| No. | Project cycle |
|-----|---------------|
| 1 | Preparation for project implementation |
| 2 | Project implementation - development of project outputs |
| 3 | Quality Control & Monitoring |
| 4 | Dissemination & Exploitation of Project Outputs |
| 5 | Project Management & Coordination |

# Quality Assurance

**The focus of quality assurance is on the processes used in the project**. Quality assurance ensures that project processes are used effectively to implement quality project activities. It involves following and meeting standards, continuously improving project work, and correcting project defects.

The following table (Table 2) identifies as an example:
- The project processes subject to quality assurance.
- The quality standards for that process.
- The quality assurance activity – e.g., quality audit or review - that will be executed to monitor that project processes are properly followed.
- How often or when the quality assurance activity will be performed.

*Table 2: **Examples** for „Quality Assurance Activities"*

| No. | Project Process | Quality Assurance Activity | Frequency / Interval / Deadline | Responsible |
|---|---|---|---|---|
| 1 | Familarization with Grant decision for an Action and Preparation of detail schedule of work | Communication & Peer Review. | 1x / project lifetime | AAEL |
| 2 | Preparation and organisation of kick-off meeting of project management | Communication with project members. | 1x / project lifetime | AAEL |
| 3 | Creation the project website | Peer Review. | continuously | AAEL |
| 4 | Creation the project FB | Peer Review | continuously | AAEL |
| 5 | Organisation of workshops | Communication with project members and participants. | 6x / project lifetime | AAEL |
| 6 | Organisation of Roundtables | Communication with project members and participants. | 3x / project lifetime | AAEL |
| 7 | Organisation of Conference | Communication with project members and participants. | 1x / project lifetime | AAEL |

# Quality Control

**The focus of quality control is on the project activities (research, events, and deliverables)**. Quality control monitors project activities to verify that the project activities reach high quality and are able to meet project aim and specific objectives.

The following table (Table 3) identifies as an example:
- The project activities will be tested for acceptable quality level.
- The quality standards and satisfaction criteria established for the project activities.
- The quality control activities that will be executed to monitor the quality of the project activities.
- How often or when the quality control activity will be performed.
- The responsibility for carrying out and reporting on the quality control activity.

*Table 3: Examples for „Quality Control Activities"*

| No. | Project activity | Quality Control Activity | Frequency / Interval / Deadline | Responsible |
|---|---|---|---|---|
| 1 | Organisation of Kick-Off Meeting | Feedback from participants. | | AAEL |
| 2 | Creation of website | Feedback from users. | continuously during the project lifetime | AAEL |
| 3 | Preparation of 6 manuals – "Common Agricultural Policy in Practice" | Evaluation by external reviews | 6 x / project lifetime | AAEL |
| 4 | Realisation of Workshops | Evaluation sheets for feedback. | 6 x / project lifetime | AAEL |
| 5 | Submission of scientific papers | Evaluation by external reviews. Evaluation by Scientific Board. Evaluation by QMC. | continuously during the project lifetime | AAEL |
| 6 | Realisation of Roundtables | Evaluation sheets for feedback. | 3 x / project lifetime | AAEL |
| 7 | Realisation of Conference | Evaluation sheets for feedback. | 1x project lifetime | AAEL |

# Quality Assessment Tools

To assess and document the quality of the processes and the outputs, several tools are available in the project. These tools are described shortly in this document and should always be considered by the project coordinator.

### 3 Roundtables
After each roundtable, every participant has to fill out a predefined evaluation sheet (see Appendix), documenting the expectations, quality of information, participation and satisfaction of the roundtable participant. The evaluation sheet help to determine the overall satisfaction with the roundtable and potential improvements on the efficiency.

### 6 Workshops
After each workshop, every participant has to fill out a predefined evaluation sheet (see Appendix), documenting the expectations, quality of information, participation and satisfaction of the workshop participant. The evaluation sheet help to determine the overall satisfaction with the workshop and potential improvements on the efficiency.

### International conference
Every participant has to fill out a predefined evaluation sheet (see Appendix), documenting the expectations, quality of information, participation and satisfaction of the conference participant.

### 6 Manuals – "Common Agricultural Policy in Practice"
Each manual will be reviewed by the external reviews and by Scientific Board and QMC.

### Scientific papers
Each scientific paper will be reviewed by the external reviews and by Scientific Board and QMC.

### Research report
Each scientific paper will be reviewed by the Scientific Board and QMC.

### Reports
Every year (in August), report on activities and their progress will be prepared. Additionally the project coordinator has to deliver Quality Management reports, which will be analysed by QMC. These reports help in establishing an efficient work atmosphere and monitor processes and outputs.

## Quality Management "Traffic light" Excel sheets

The *Quality Management* Excel sheets include the overall time plan, as well as the project activities (research, events, and deliverables) and responsibilities (see Figure 2). The quality of the outputs, the cost-effectiveness and their delivery time (on time, pending, and late) should be documented by the project coordinator. When an output is late or the quality is not conform to the stated requirements, the respective cell has to be filled according to the "Traffic light"-system described in the table. Additionally,

measures have to be taken and documented, in order to assure a high quality output as soon as possible. The quality and the particular indicators are defined by the project coordinator. Every three months (beginning at 1.December 2019) the project coordinator has to send the updated table to the QMC as part of the Quality Report.

# APPENDIX

Co-funded by the
Erasmus+ Programme
of the European Union

## Evaluation Sheet

# Effectiveness of Common Agricultural Policy Implementation in Slovakia
# CAPE

**611792-EPP-1-2019-1-SK-EPPJMO-SUPPA**

**Evaluation Sheet will be used for the following project activities: Roundtables, Workshops, International Conference (EVENTS)**

| Name of EVENT | DATE |
|---|---|
|  |  |

**Please cross ☒ one of the evaluation boxes 1-4 by using evaluation scale (1-4):**

**1    Poor**
**2    Average**
**3    Very Good**
**4    Excellent**

**or express your opinion in open questions.**

**A Overall performance**

| 1. Was the information provided by the organisers before the EVENT sufficient? | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| If not, please specify: |  |  |  |  |
| 2. How did the EVENT meet Your expectations? | 1 | 2 | 3 | 4 |
| 3. What did You like most, which idea, topic, discussion, etc.? |  |  |  |  |

| | | | | |
|---|---|---|---|---|
| 4. Which motivation do You take from the EVENT to Your work? | | | | |
| 5. How would You evaluate Your performance during the EVENT? | 1 | 2 | 3 | 4 |
| 6. Which suggestions do You have for the next EVENT? | | | | |

**B EVENT activities (infrastructure, lecturer, content of EVENT)**

| | | | | |
|---|---|---|---|---|
| 1. Facilities of the EVENT room (ICT, space, audio-visual facilities, etc.) | 1 | 2 | 3 | 4 |
| 2. Did the lecturer give clear explanation and examples within the topic? | | | | |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| 3. From the methodological point of view did the lecturer use adequate facilities (projections, powerpoint, illustrations, examples, etc.? | | | | |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| 4. The lecturer reacted on all questions and comments: | | | | |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |
| | 1 | 2 | 3 | 4 |

| | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Please add any comment you find useful related to the content of presentations. | | | | |

**Thank you for your cooperation** ☺