



Quality Assessment Briefing Sheet: What to Consider

In this briefing sheet, detail is given on the **key aspects** that need to be considered when **assessing a final report** for an Erasmus+ Cooperation Partnership (KA220). This briefing sheet takes into account guidance and information provided in the beneficiary agreement as well as in the Handbooks on the Lump Sum Funding Model for Key Action 2.

WP1 Project Management

As per the agreement signed with the beneficiary, project management activities should be assessed on the basis of the following sub-criteria:

- **PARTNER ENGAGEMENT**
adequacy and sufficiency of partner engagement in overall project management
- **COOPERATION AND COMMUNICATION**
adequacy and sufficiency of internal cooperation and communication activities;
- **RISK MANAGEMENT AND CONFLICT RESOLUTION**
adequacy and sufficiency of risk management and conflict resolution measures (as needed);
- **USE OF ERASMUS+ ONLINE PLATFORMS**
adequacy and sufficiency of engagement with *Erasmus+ online platforms*, relevant to the field of application, including compulsory use of Erasmus+ Project Results Platform.
- **IMPLEMENTATION AND HORIZONTAL COMMITMENTS**
extent to which project implementation was consistent with original commitments towards accessibility and inclusion, use of digital tools and methods, incorporating green practices and promoting active participation in democratic life, common values and civic engagement.

WP2 Onwards

As per the agreement signed with the beneficiary, remaining work packages should be assessed according to how they address the following sub-criteria (it is accepted that not all of the listed sub-criteria will be relevant to all work packages, or that sub-criteria might be addressed by more than a single work package or activity, which should be clearly reflected in your comments):

- **IMPLEMENTATION**
extent to which the implementation of activities, and delivery of the targeted outputs, is consistent with the approved grant application (for example, confirming that the range and type of activities undertaken is consistent with original planning and taking into account any agreed amendments and any rationale for change provided at the final report stage);
- **QUALITY OF ACTIVITIES**
quality of activities undertaken (for example: continued relevance to project objectives; alignment with existing systems and practices; nature and extent of engagement of key users and beneficiaries; effectiveness of activities);

- **QUALITY OF PRODUCTS AND RESULTS**
quality of products and results produced (for example: alignment with original commitment; adequacy to meet needs of users and beneficiaries; consistency with quality standards and approaches in the field of implementation);
- **LEARNING OUTCOMES AND IMPACT ON PARTICIPANTS**
learning outcomes and impact on participants (for example: nature and extent of engagement among users and beneficiaries; efforts to record and report on progression, achievement and learning outcomes);
- **INNOVATION AND COMPLEMENTARITY TO OTHER INITIATIVES**
extent to which the project demonstrates innovation/complementarity to other initiatives (for example: complementarity to existing systems, products, projects and practices; advancing the state-of-play in one or countries or institutions; delivery of the targeted innovations);
- **ADDED-VALUE AT EU LEVEL**
extent to which project activities/outputs/outcomes demonstrate added-value at EU level (for example: confirming the value of transnational collaboration in task/output/outcome delivery; highlighting potential for wider European take-up and use of the end project results);
- **QUALITY ASSURANCE AND EVALUATION MEASURES**
the extent to which quality assurance and evaluation measures were effectively implemented (for example: engaging key stakeholders and beneficiaries in testing, review and evaluation activities; embedding feedback loops, peer review and continuous improvement cycles; efforts to measure outcomes and impact);
- **DISSEMINATION ACTIVITIES**
quality and scope of dissemination activities undertaken (for example: nature and extent of promotion and awareness-raising activities; level and type of key stakeholder engagement; wider outreach efforts);
- **IMPACT ON PARTICIPATING ORGANISATIONS**
extent of impact on participating organisations (for example: detailing changes in policies, models or practices in one or more of the participating organisations);
- **WIDER IMPACT POTENTIAL**
potential for wider impact beyond the participating individuals and organisations (for example: detailing how the activities and outputs delivered by the project might help to deliver change and improvement in existing policies, models and/or practices elsewhere).