D8.1. Monitoring grid

WP8 – QUALITY ASSURANCE

IE -ULIS

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Contact Information
Coordinating Institution: University of Education Freiburg
Coordinator: Prof. Dr. Katja Maaß
Project Manager: Esra Mandaci
Authors: Anita Juškevičienė, Albertas Lakštauskas, Stanislav Sabaliauskas, Lina Vinikienė
Lead partner for this report/WP: Vilnius University, Lithuania
Website: www.icse.eu/3c4life

• University of Education Freiburg, Germany
• Vilnius University, Lithuania
• Utrecht University, The Netherlands
• University of Lisbon, Portugal
• University of Jaen, Spain
• Hacettepe University, Turkey
• Zentrum für Schulqualität und Lehrerbildung, a Landesoberbehörde of the Ministry of Culture, Youth and Sports, Germany

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Contents

1. Introduction

The WP8 'Quality assurance' is mainly composed of cross-cutting activities linked to all the WPs. It entails a set of actions designed to ensure a high quality of the project activities and monitor all project activities and provide constructive feedback for optimisation. The objectives of WP8 were set to allow partners to monitor the implementation of the project, verifying to what extent is being implemented following the timeline and initial plan; collect feedback from partners and other stakeholders related to the evaluation of the project's activities; and assure the quality of the management, activities and other results of the project, at the internal level (internal quality cycle) and external level (external quality cycle).

WP8 integrates a range of transversal activities linked to all the WPs, essential to support the coordination and management of the activities foreseen, and to guide the consortium in the design of resources aligned with target groups expectations and needs.

An important milestone in WP8 is the monitoring grid. The monitoring grid is a strategic document of the 3C4life project, which will be continuously updated during the project's lifetime. It aims to:

- guide the activities within WP8 (to be carried out at national and European levels);
- describe in detail the focus of the evaluation considering different dimensions (management, activities, and other results of the project).
- establish key performance indicators and defining the tools, timeframe for their use and responsible/involved organizations.
- provide a set of templates to support the activities foreseen in WP8.

The monitoring grid is structured sin the following sections: (1) introduction, (2) methodology to be used in WP8, (3) monitoring, internal evaluation, and quality control; (4) external evaluation and quality control. Finally, the document will have attached a set of annexes (evaluation of meetings, internal quality assessment questionnaire; events' evaluation forms; forms for the evaluation of the quality of the deliverables, among other that may be considered relevant).

2. Methodology to be used in WP8.

A set of instruments and tools will be drafted by IE-ULIS as leader of the WP8, jointly with the leaders of the other WPs and with strong support from all partners.

The methodology behind the strategy to be drafted by the consortium will be organized in cycle processes called Plan-Do-Check-Act (PDCA) Approach (Figure 1). This methodology will require the commitment and involvement of all partners in all phases of collecting, compiling, analysing, and extracting conclusions related to the monitoring and quality control of the project.

- Identify the key aspects to evaluate
- Define the indicators (quantitative or/and qualitative) & how and when they will be measure

PLAN

DO

- Realise our plans and perform the activities
- Involve the consortium in the production of the outputs (e.g., pedagogical and scientific materials, evaluation instrument)

ACT

- Begin the quality management process again (the cycle will be repeated until the expected quality is achieved)

CHECK

- Evaluate the quality of our performance and whether we achieved our aims
- Feedback (partners, target groups & strategic leader board)
- Pilot all instruments
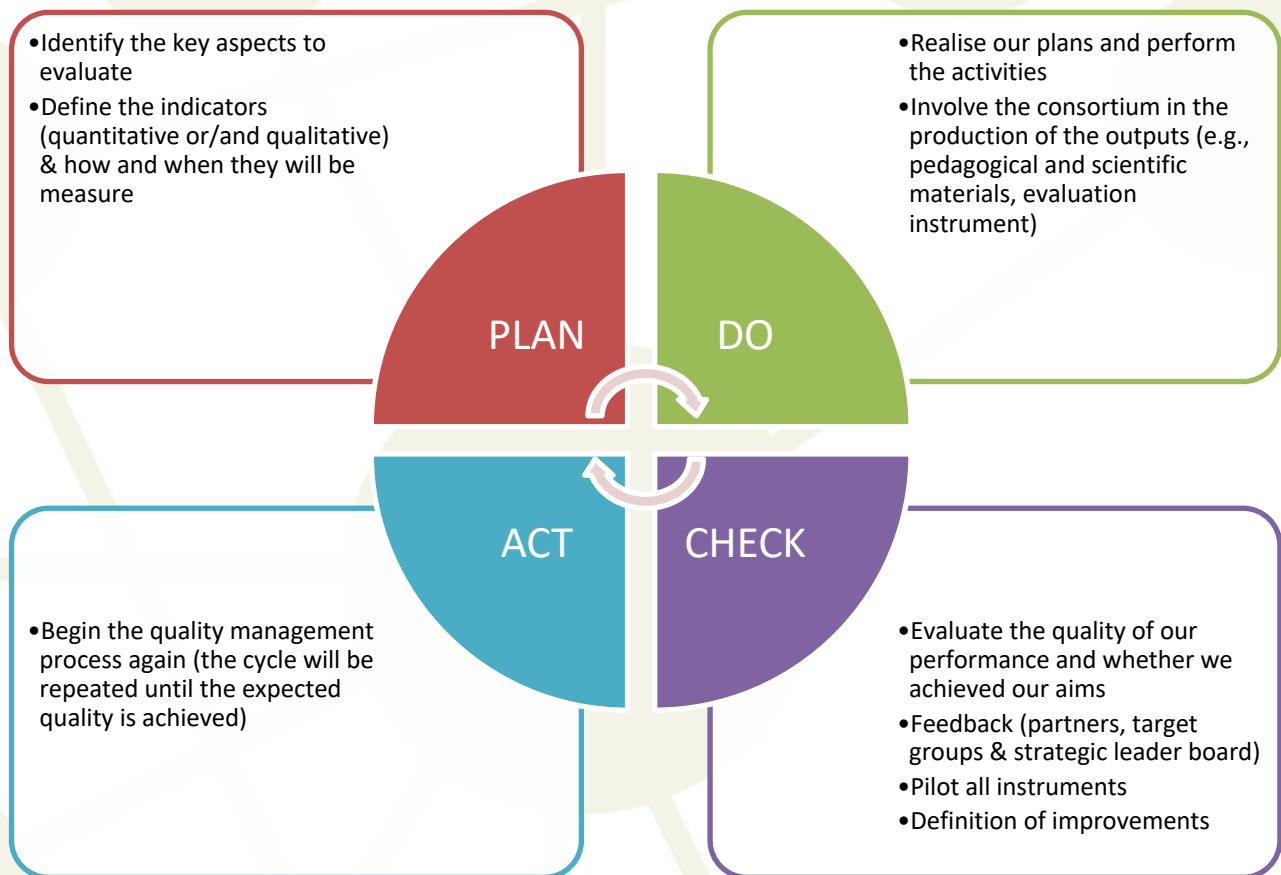- Definition of improvements

Figure 1: P-D-C-A methodology.

3. Quality control

The quality control was defined at in internal and external level, through a range of activities to ensure the quality of the project's results.
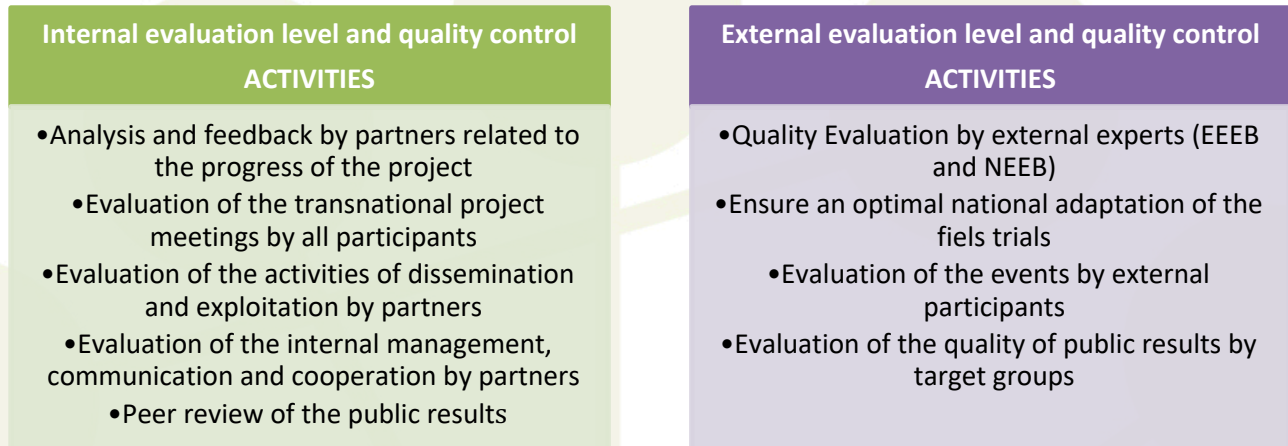
Internal evaluation level and quality control ACTIVITIES	External evaluation level and quality control ACTIVITIES
• Analysis and feedback by partners related to the progress of the project • Evaluation of the transnational project meetings by all participants • Evaluation of the activities of dissemination and exploitation by partners • Evaluation of the internal management, communication and cooperation by partners • Peer review of the public results	• Quality Evaluation by external experts (EEEB and NEEB) • Ensure an optimal national adaptation of the fiels trials • Evaluation of the events by external participants • Evaluation of the quality of public results by target groups

Figure 2: Internal and external activities to evaluate and ensure quality control.

3.1. Internal quality control

To make sure that quality assurance is implement we the necessary thoroughness, we defined the key aspects for evaluation and the indicators (quality and/or quantity) in collaboration with the work package leaders.

WP1 (Management)

This work package is responsible for the project management. The main objectives are to provide efficient and effective administration and project management to enable the project's goal to be met; to facilitate involvement of all partners and foster open, active dialogue among all partners and panels, supporting the development of effective meetings and to maintain the link to the European Commission. Important milestones in WP1 are the first Consortium meeting (month 3) and the development of the Consortium agreement (month 3).

Key aspects	Quality indicators
Efficient and effective administration and project management to meet project's goal Involvement of all partners, active dialogue among all partners and panels	– Development of a Consortium Agreement that clearly outlines duties and responsibilities, securing widest impact through open access foreground and open research data facilitation – Efficient meeting planning (also in cooperation with partners when meetings hosted by partners) – Strategic scheduling of the meetings (communicating with partners, keeping in mind upcoming tasks and different lines of actions, establishing collaborations between WPs) – Efficient communication and coordination with European Commission / Executive Agency, handling of all contractual matters / legal issues – Preparing technical reports based on reports by partners, giving feedback from perspective of contractual obligations and taking corrective actions if needed – Financial reporting and related payment of instalments according to schedule – Implementation of Strategic Leader Board and Governance Board – Facilitation of fluid communication among partners – Efficient communication between management and partners, providing information, templates etc.

WP2 (Policy measure)

This work package plans and prepares all details for measure's set-up (platform) and the implementation of field trials. This includes the development of materials for the platform and the setting up of the platform. After the platform, will be optimised based on the evaluation to maximise systemic impact. Important deliverables and milestones are the development of the detailed concept of the platform concept (deliverable, month 3), the finalisation of the platform for the trials (milestone, month 12) and the post-trials optimisation of the platform for scaling up (deliverable, month 33).

Key aspects	Quality indicators
Development of the platform concept	- Platform developed considering the investigation in the field - The structure and functionalities of the platform according project's objectives - Coverage of all sections (Career, Cooperation and Competence) by the materials - Incorporation of the field trials suggestions for improvement highlighted - Performance and adaptability to different devices - Ease of use and of finding available information and content
Engagement of partners	- Incorporation of partners Ideas and suggestions - Opportunity from partners to participate in the development of the materials - Partners commitment to improve platform and materials quality - Partners commitment to provide materials - Partners commitment to provide constructive feedback and ways to improve the platform and materials - Engagement of partners in the dissemination of the platform and materials
Adaptation to national contexts	- Availability of materials from each partner - Translation of the platform and common materials in all partner languages Availability of specific spaces for reflection, discussion and sharing of ideas and resources in partners own language

WP3 (Experimentation methodology & protocol)

The main objectives of this work package are to develop a data collection concept and ensure that all partners are committed to it; to develop the data collection instruments and to distribute a detailed experimentation protocol and guidelines on how to implement it. Important deliverables are data collection instruments for the pre-post quantitative study (month 12) and data collection instruments for the case studies (month 12), including interview schedule, and short questionnaires for the case studies.

Key aspects	Quality indicators
Questionnaire development Development of case study instruments Guidelines on how to implement protocol	- Smart aims (specific, measurable, achievable, relevant, time-based) of the PD/material/evaluation/project - Instruments, guidelines are accepted by the partners. - Partners are informed about the status of evaluation in a policy experimentation project.

WP4 (Field trials)

WP4 carries out the field trials in each country. This includes implementing the policy measure, data collection, and reporting on implementation. The important deliverable of this WP is an advertising text for the policy measure that includes an explanation about the experimentation. This text serves as a template for the official announcement in all countries (month 9). The important milestone is beginning the timeframe for fiels trial and data collection start (month 13).

Key aspects	Indicators
Standardized announcement of the on-line platform Field trials	**Quality indicators** - The announcement template is appropriate for the needs of the project and has the required criteria identified by partners. - The required number of participants has been reached. - Field trials are carried out according to the experimental protocol agreed by partners. - Data collection is carried out within the agreed timeframe. - Data collected is of high quality i.e. collected in a consistent, reliable and valid way. - Workshop on field trials supports exchange, discussion and reflection. **Quantity indicadors** - Each country run 2 on-line workshops on the field trials - At least 600 pre- and in-service teachers answered to questionnaires related to pre-post quantitative study (at least n=120 teachers in each country) - At least 30 pre- and in-service teachers answered to interviews and short questionnaires to the case studies - Three reports related with field trials

WP5 (Evaluation)

This work package is responsible for the evaluation of the collected data and the development of relevant conclusions. Important milestones in WP5 are the beginning of data evaluation (month 13) and a validation workshop with all consortium members in month 33. Here, we validate the evaluation results and conclusions drawn from them. An important deliverable is the final evaluation report on the effects of the measure, including its potential impact and implications regarding scaling-up (month 36).

Key aspects	Quality Indicators
Data evaluation	**Indicators** - Numbers are reached by the partners - Results/Data are discussed with the partner - Final report

WP6 (Dissemination and communication)

This work package organises dissemination and communication activities to make the platform widely known in partner countries and beyond maximised impact of the tested measure.
An important milestone in WP6 is the first version of a European dissemination plan (month 6), which will guide our dissemination and communication activities and lead to best possible impact. Setting up the first version of the project website (month 6) is WP6's second milestone, while its third key milestone is project's policy seminar to ensure wide-reaching dissemination and policy measure scale-up (month 30). The most important deliverable will be a midterm dissemination report (month 20) which will guide the communication and dissemination activities till the end of the project and beyond to guarantee maximum impact.

Key aspects	Indicators
Partners' engagement in dissemination activities	**Quality indicators** - Partners set up national dissemination plans - Partners proactively carry out dissemination and scaling-up activities - Evaluation of activities using the dissemination form - Participation in dissemination and communication workshops - Partners set up national websites - Active participation in the policy seminar

	Quantity indicators
	- One dissemination plan - One website in each country - Two dissemination workshops - One Policy seminar for dissemination and exploitation - One midterm dissemination report

WP7 (Exploitation and Scaling-up)

In this work package we will develop exploitation and scaling-up plans form the very beginning and monitor all activities constantly throughout the project with a series of workshops to ensure that all countries prioritize on the core idea of a policy experimentation, the scaling-up and mainstreaming. An important milestone is the development of a first version of national scaling-up strategy (month 12). Once the field are running and first results are available, we will set up a European strategy for scaling-up to reach out to countries beyond partnership (month 21, milestone). The important deliverable of this WP is the European scaling-up and mainstreaming report based on country reports (deliverable, month 36).

Key aspects	Indicators
- Exploitation and scaling-up within the partnership and beyond -Sustainability	**Quality indicators** - Partners set up national exploitation and scaling-up plans - Workshops to ensure policy measure scale-up are carried out - European strategy for scaling-up is provided - Development of an efficient exploitation and sustainability strategy plan to guide activities and give recommendations on scaling up beyond project end **Quantity indicators** -Four scaling up workshops - One questionnaire for exploitation strategy - One National scaling up strategy - One European strategy - One exploitation report on reports of the educational authorities

WP8 (Quality assurance)

This work package is responsible for the quality control of the management and activities conducted within the project. An important milestone in WP8 is the draft of a monitoring grid (month 3). Another important milestone will be the first feedback report to Consortium on monitoring project activities and suggested optimization strategies (month 15).

Key aspects	Quality indicators
Monitoring Grid to evaluate the quality of the project management, activities, and products. Partners' engagement in quality assurance Communication among partners	- The monitoring grid is based on the quality criteria provided by key stakeholders. - Partners show a high commitment to quality issues - Partners identify strengthens in the project processes and products - Partners identify weaknesses in the project processes and products - Partners provide constructive feedback - Partners suggest ways to improve - There is a fluid and efficient communication among partners

3.2. External quality control

An external evaluation has the clear advantage, that the control of project management, operation and results is not influenced by personal motifs (or, at least, the risk that evaluation bases on personal motifs is significantly reduced). This increases the neutrality of the assessment. Project partner might have inhibitions to speak freely or negatively evaluate the quality of their project partners' results. In addition, viewing from an outside point of view, and involving experts from various fields of STEM education, diversifies the aspects brought in against which the defined indicators are assessed (e.g. if an expert has insight in particular policy processes our partner has not or operates in an education system in another country). The external cycle applies the same procedure as internal quality assurance: Plan-Do-Check-Act.

To receive this valuable feedback, we will/have set up two different types of boards at very low costs:
- The European external evaluation board (EEEB) to supervise the overall project work.
- National external evaluation boards (NEEB) in each country to supervise the national implementation.

At each stage of the project, the board will be informed in a meeting on the current stage of the art of the project work (in relation to the policy measure, the experimentation methodology and protocol, the field trials, analysis of findings as well as dissemination and exploitation measures). They are then asked for general feedback as well as they are given specific questions to deal with (where the

consortium or national tandems seek for advice). The board will then retire for deliberation and afterwards give concise and critical feedback. The consortium afterwards will discuss and strategically plan how to optimize the proceeding/product to react to the feedback and then carry out the plan. During the next meeting, the optimised versions are presented to the board and then the cycle restarts. It has proven efficiency to meet with the boards regularly. Therefore, the EEEB will attend each project meeting for 1-2 days (not the whole time). This allows the members to get a feeling for the project and see how the cooperation works. More importantly, because it gives them a prominent room to voice their expertise, they feel valued as experts, much more than if you only ask them anonymously in a written form for their feedback. The EEEB consists of high-profile representatives from countries outside the Consortium and of European networks which have the expertise to rigorously evaluate our work in the policy experimentation against rigorous indicators and benchmarks and thereby contribute to its quality, dissemination and scaling-up. We deliberately involved representatives from policy, practice, and research networks to gain a multi-perspective feedback.

In the same vein, the NEEBs will meet regularly with the national tandems. They will meet minimum three times during the project lifetime and whenever deemed necessary (as meetings in this local setting can be arranged relatively spontaneously). This ensures an optimal national adaption of the field trials. The NEEB in each country includes at least four (in most cases more) people. Members are chosen strategically to guarantee a rigorous external evaluation of the national project work against solid indicators to ensure large impact, exploitation, and project scale-up (e.g. professional development course leaders, subordinated school authorities, teacher educators, career counsellors, depending on the national context).

4. Monitoring tools and other instruments

Evaluation consists of getting feedback from direct target groups and partners staff members, related to the quality, adequacy and relevance of the activities implemented and products developed by the consortium. For that, it is important the development of different monitoring tools and other instruments, such as:

- Questionnaire to evaluate management and activities of the project by WP leaders and/or all members (Annex 1 – Progress evaluation questionnaire and Annex 2 – Field Trials);
- Questionnaire to evaluate project meetings by WP leaders and/or all participants (Annex 3 – Meetings' Evaluation Questionnaire);
- Framework for monitoring of communication, dissemination, and exploitation (cooperation with WP6 and WP7) (Annex4 –Progress Evaluation of communication and dissemination; Annex5 – Progress Evaluation of exploitation).

Concerning the partnership meetings, the related criteria, target, and tools are as follows:

Target	80% of positive responses (Likert-scale with 5 levels)		
Tools/When	Meetings' evaluation Survey (Meeting + 1 week)		
Contributors	Partners External participants		
Preparation	**Development**	**Conclusion**	
-Logistics -Materials	-Coordination -Participation -Content discussed -Logistics	-Agreed decisions/ deadlines -Minutes -Information available	

Figure 3: Partnerships meetings-related criteria target, and tools

Info to retain:

How will the meetings be evaluated?	•Through a survey **(Annex 2)** that will be applied to the participants at the end of each meeting.
Who will handle the data collected through the questionnaires?	•The IE-ULIS will prepare short reports, whose conclusions will be incorporated by the IE-ULIS team in the annual reports.

5. Final remarks

The development of a comprehensive evaluation instrument for the continuous monitoring of the 3C4Life project has entailed a complex process were different experts and key stakeholders have taken part in four subsequent phases: 1) identification of key aspects for evaluation and quality indicators; 2) revision of the products of the first phase by experts and development of an initial instrument; 3) piloting of the first version by key stakeholders and 4) revision of the initial instrument based on the feedback received after the piloting process.

Therefore, the definitions of quality indicators and the structure and the scale used to evaluate the project have significantly evolved to ensure a common interpretation and understanding of criteria and the validation of a comprehensive evaluation instrument for quality assurance.

The information gathered through the previously mentioned comprehensive instrument will be triangulated with data offered by four other complementary instruments intended at monitoring the quality of other key project activities: meetings, experimentations protocols, field trials, dissemination, and exploitation actions. Those latter instruments have been proposed in collaboration with leaders of the WP responsible for those actions.

The collection of instruments developed as a monitoring grid offers interesting tools for the continuous evaluation of the project. This evaluation will allow the identification of strong and weak points, will provide the basis for constructive feedback and as a result will guide improvement and enhance the quality of the activities conducted within the project.

Annex 1 - Progress evaluation questionnaire

The progress evaluation questionnaire – questionnaire 1 - will be distributed to all the members through online format and aims to collect partners' perceptions and expectations about the management and activities of 3C4Life project.

Questionnaire 1

1. Focusing on the quality of the project management, please choose the option that better reflects your views:

	Totally disagree	Disagree	Neither agree nor disagree	Agree	Totally agree
A clear distribution of responsibilities exists at WP and task level	☐	☐	☐	☐	☐
Communication between the project coordinator and partners is effective	☐	☐	☐	☐	☐
Coordination mechanisms are set in place and ensure quality	☐	☐	☐	☐	☐
A conflict resolution mechanism exists	☐	☐	☐	☐	☐

2. Please choose the option that better reflects your views about financial and administrative issues:

	Totally disagree	Disagree	Neither agree nor disagree	Agree	Totally agree
A clear definition of financial and administrative issues exists	☐	☐	☐	☐	☐
There are guiding tools that partners can use to clarify doubts about financial and administrative issues	☐	☐	☐	☐	☐
The project coordinator supports partners and clarifies doubts about financial and administrative issues	☐	☐	☐	☐	☐

3. Regarding the meetings, please indicate the option that better reflects your views:

	Totally disagree	Disagree	Neither agree nor disagree	Agree	Totally agree
Meeting preparation is good (logistics, agenda and materials provided)	☐	☐	☐	☐	☐
Meeting development is good (coordination, partners participation, content discussed)	☐	☐	☐	☐	☐

	Totally disagree	Disagree	Neither agree nor disagree	Agree	Totally agree
Meeting conclusion is good (deadlines and decisions, minutes and information available)	☐	☐	☐	☐	☐

4. Concerning the scheduled-related aspects, please indicate the option that better reflects your views:

	Totally disagree	Disagree	Neither agree nor disagree	Agree	Totally agree
The project calendar is clear and well defined	☐	☐	☐	☐	☐
The project calendar is accomplishable	☐	☐	☐	☐	☐
The deadlines are achievable	☐	☐	☐	☐	☐
Meetings take place as planned	☐	☐	☐	☐	☐

5. Regarding partners' commitment, please choose the option that better reflects your views:

	Totally disagree	Disagree	Neither agree nor disagree	Agree	Totally agree
Partners show a high level of engagement	☐	☐	☐	☐	☐
Partners promptly respond to questions and/or requests	☐	☐	☐	☐	☐
All partners are involved in the project´s activities	☐	☐	☐	☐	☐

6. Focusing on the collaboration between partners, please indicate the option that better reflects your views:

	Totally disagree	Disagree	Neither agree nor disagree	Agree	Totally agree
Partners contribution to common tasks and needs is adjusted	☐	☐	☐	☐	☐
Partners support each other	☐	☐	☐	☐	☐
Partners are problem solvers and innovators, debating options for project improvement	☐	☐	☐	☐	☐

7. Concerning the effectiveness of the communication between partners, please choose the option that better reflects your views:

	Totally disagree	Disagree	Neither agree nor disagree	Agree	Totally agree
Communication between partners is effective	☐	☐	☐	☐	☐

Tools used for communicating are accessible	☐	☐	☐	☐	☐
The content communicated is clear and friendly	☐	☐	☐	☐	☐

8. Do you foresee any barriers in the project implementation and if so, which are they?

9. Please provide comments and suggestions to improve the abovementioned aspects.

Questionnaire 2

The second questionnaire complements the progress evaluation and it is an internal input collection tool to be filled in by the WP leaders.

WP leader: _____

Monitoring of the progress indicators

WP1 (Management)

Quality indicator	To what extent has this quality indicator been met? 1= bad 2= poor 3= good 4= excellent	Others Not applicable A= I cannot evaluate that B= not applicable at this stage
1. Development of a Consortium Agreement that clearly outlines duties and responsibilities, securing widest impact through open access foreground and open research data facilitation		
2. Efficient meeting planning (also in cooperation with partners when meetings hosted by partners)		
3. Strategic scheduling of the meetings (communicating with partners, keeping in mind upcoming tasks and different lines of actions, establishing collaborations between WPs)		
4. Efficient communication and coordination with European Commission / Executive Agency, handling of all contractual matters / legal issues		
5. Preparing technical reports based on reports by partners, giving feedback from perspective of contractual obligations and taking corrective actions if needed		
6. Financial reporting and related payment of instalments according to schedule		
7. Implementation of Strategic Leader Board and Governance Board		
8. Facilitation of fluid communication among partners		
9. Efficient communication between management and partners, providing information, templates etc.		

How can we better meet the quality indicators in the future?

Explain and justify your ideias (please refer to the indicators by their number)

There will be a monitoring grid for each WP. Do you have any suggestion about the monitoring grid presented above?

WP2 (Policy measure)

Quality indicator	To what extent has this quality indicator been met? 1= bad 2= poor 3= good 4= excellent	Others Not applicable A= I cannot evaluate that B= not applicable at this stage
Development of the platform concept		
1. Integration of innovative concepts (state of the art)		
2. Structure and functionalities of the platform according project objectives		
3. The materials available cover all sections (Career, Cooperation and Competence)		
4. Platform and materials integrate the suggestions for improvement highlighted by the field trials.		
5. Platform performance on different devices (computer, tablet, smartphone)		
6. Platform adaptation to different devices (computer, tablet, smartphone)		
7. User interface (user-friendly, attractive design)		
8. Ease of use		
9. Ease of finding information and materials on the platform		
Engagement of partners		
1. Ideas and suggestions from each partner became part of the platform		
2. Partners had the opportunity to participate in the development of the materials		
3. Partners show a high commitment to platform and materials quality		
4. The provision of materials has a high commitment among partners		
5. Partners provide constructive feedback		
6. Partners suggest ways to improve platform and materials		
7. National partners are involved in the dissemination of the platform and materials		
Adaptation to national contexts		

1. Materials from each partner are available on the platform.		
2. Translation of platform is provided into all partners' languages		
3. Translation of common materials are provided into all partners' languages		
4. National partners are involved in the dissemination of the platform and materials		
5. Platform provides a space for teachers to reflect and discuss in their own language		
6. Platform provides a space for teachers to share their materials in their own language		

How can we better meet the quality indicators in the future?

Explain and justify your ideias (please refer to the indicators by their number)

There will be a monitoring grid for each WP. Do you have any suggestion about the monitoring grid presented above?

WP3 (Experimentation methodology & protocol)

Quality indicator	To what extent has this quality indicator been met? 1= bad 2= poor 3= good 4= excellent	Others Not applicable A= I cannot evaluate that B= not applicable at this stage
1. Smart aims (specific, measurable, achievable, relevant, time-based) of the PD/material/evaluation/project		
2. Instruments, guidelines are accepted by the partners.		
3. Partners are informed about the status of evaluation in a policy experimentation project.		

How can we better meet the quality indicators in the future?

Explain and justify your ideias (please refer to the indicators by their number)

There will be a monitoring grid for each WP. Do you have any suggestion about the monitoring grid presented above?

WP4 (Field trials)

Quality indicator	To what extent has this quality indicator been met? 1= bad 2= poor 3= good 4= excellent	Others Not applicable A= I cannot evaluate that B= not applicable at this stage
1. The announcement template is appropriate for the needs of the project and has the required criteria identified by partners.		
2. The required number of participants has been reached.		
3. Field trials are carried out according to the experimental protocol agreed by partners.		
4. Data collection is carried out within the agreed timeframe.		
5. Data collected is of high quality i.e. collected in a consistent, reliable and valid way.		
6. Workshop on field trials supports exchange, discussion and reflection.		

How can we better meet the quality indicators in the future?
Explain and justify your ideias (please refer to the indicators by their number)

There will be a monitoring grid for each WP. Do you have any suggestion about the monitoring grid presented above?

WP5 (Evaluation)

Quality indicator	To what extent has this quality indicator been met? 1= bad 2= poor 3= good 4= excelent	Others Not applicable A= I cannot evaluate that B= not applicable at this stage
1. Numbers are reached by the partners		
2. Results/Data are discussed with the partner		
3. Final report		

How can we better meet the quality indicators in the future?
Explain and justify your ideias (please refer to the indicators by their number)

There will be a monitoring grid for each WP. Do you have any suggestion about the monitoring grid presented above?

WP6 (Dissemination and communication)

Quality indicator	To what extent has this quality indicator been met? 1= bad 2= poor 3= good 4= excelent	Others Not applicable A= I cannot evaluate that B= not applicable at this stage
1. Partners set up national dissemination plans		
2. Partners proactively carry out dissemination and scaling-up activities		
3. Evaluation of activities using the dissemination form		
4. Participation in dissemination and communication workshops		
5. Partners set up national websites		
6. Active participation in the policy seminar		

How can we better meet the quality indicators in the future?

Explain and justify your ideias (please refer to the indicators by their number)

There will be a monitoring grid for each WP. Do you have any suggestion about the monitoring grid presented above?

WP7 (Exploitation and Scaling-up)

Quality indicator	To what extent has this quality indicator been met? 1= bad 2= poor 3= good 4= excelent	Others Not applicable A= I cannot evaluate that B= not applicable at this stage
1. Partners set up national exploitation and scaling-up plans		
2. Workshops to ensure policy measure scale-up are carried out		
3. European strategy for scaling-up is provided		

	To what extent has this quality indicator been met? 1= bad 2= poor 3= good 4= excelent	Others Not applicable A= I cannot evaluate that B= not applicable at this stage
4. Development of an efficient exploitation and sustainability strategy plan to guide activities and give recommendations on scaling up beyond project end		

How can we better meet the quality indicators in the future?

Explain and justify your ideias (please refer to the indicators by their number)

There will be a monitoring grid for each WP. Do you have any suggestion about the monitoring grid presented above?

WP8 (Quality assurance)

Quality indicator	To what extent has this quality indicator been met? 1= bad 2= poor 3= good 4= excelent	Others Not applicable A= I cannot evaluate that B= not applicable at this stage
1. The monitoring grid is based on the quality criteria provided by key stakeholders.		
2. Partners show a high commitment to quality issues		
3. Partners identify strengthens in the project processes and products		
4. Partners identify weaknesses in the project processes and products		
5. Partners provide constructive feedback		
6. Partners suggest ways to improve		
7. There is a fluid and efficient communication among partners		

How can we better meet the quality indicators in the future?

Explain and justify your ideias (please refer to the indicators by their number)

There will be a monitoring grid for each WP. Do you have any suggestion about the monitoring grid presented above?

Annex 2 – National field trials

Questionnaire 3

Partner Country: _____

Field trials

Part 1

Reporting on the collection of quantitative data	Responses	If not applicable, please tick the box
Timing of the national field trial. Take as references: • Start: day/month/year (distribution of pre-questionnaires) • End: day/month/year (distribution of post-questionnaires)		☐
Date of distribution and collection of pre-questionnaires		☐
Number of pre-questionnaires collected		☐
Date on which the teachers participating in the study started to use the platform? It should be AFTER filling out the pre-questionnaires.		☐
Date of distribution and collection of the intermediate questionnaires		☐
Number of intermediate questionnaires collected		
Date of distribution and collection of the post questionnaires		
Number of post-questionnaires collected		☐
Number of pre- and in-service teachers that answered interviews		☐
Number of pre- and in-service teachers that answered short questionnaires to the case studies		☐

1. Comment on what challenges were encountered.

_____
_____
_____
_____

2. Are there any concerns that are important to highlight?

_____
_____
_____
_____

3. Comment on the achievement:

_____
_____
_____

Part 2 – Case studies

Reporting on the use of the teach4life platform in your country as part of the case studies	Your answer	If not applicable, please tick the box
When and how was the teach4life platform promoted in your country and how successful was this from your point of view?		☐
What kind of adaptations have you made to the 3C4Life platform for its use in your national context? Why?		☐
Have you added new/different materials/examples? If your answer is yes, which ones and in which way are they different from the international version? Describe them.		☐
Have you offered the 3C4Life platform in the context of an official teacher professional development course? If your response is yes, explain the characteristics of the course (number of maximum participants, number of hours, existence or not of specific support and following up by teacher educators, etc…).		☐
How have you encouraged and monitored the use of the platform by participants?		☐
Indicate key dates when you performed actions to promote the use of the platform (social media posts, platform workshops, strategic meetings…)		☐
Have you suggested particular paths when exploring and using the 3C4Life platform? If your response is yes, explain which ones and why.		☐
What measures were taken to initiate collaboration in the forum? How successful were they and why?		☐
How have you ensured the number of evaluation questionnaires before using the platform, 3 months after, and 6 months after starting to use the 3C4Life platform?		☐
How have you selected participants for the 3C4Life case studies?		☐

Meeting preparation

BRIEFING: WP leaders/ session leaders

[NAME OF THE SESSION]

Please complete the structure given below. Try to be as brief and concrete as possible, one page maximum. Send it back to Esra esra.mandaci@ph-freiburg.de.

1. What have we done and status quo?

[please complete]

2. What will we do at the meeting?

[please complete]

3. What is the focus of our session regarding the WP / what do we want to get or want to know from the participants?

[please complete]

4. Are there any materials/texts participants need to study for that session in advance?

[please describe the task – and, depending on feasibility, include the material/text here or attach it to the email]

5. How will we proceed after the meeting?

 [please complete]

6. 2-3 Questions to the European external evaluation board (EEEB)

[please complete]

Meeting Development

1. The meeting coordinator facilitated the communication between the partners.

| ☐ Strongly disagree | ☐ Disagree | ☐ Agree | ☐ Strongly agree |

2. Partner's opinions were listened during the decision-making process, work planning and deadline setting.

| ☐ Strongly disagree | ☐ Disagree | ☐ Agree | ☐ Strongly agree |

3. The infrastructure provided was satisfactory (room arrangement, internet connection, etc.)

| ☐ Strongly disagree | ☐ Disagree | ☐ Agree | ☐ Strongly agree |

4. The methods used (e.g. presentations, group work, etc.) at the meeting were adjusted.

| ☐ Strongly disagree | ☐ Disagree | ☐ Agree | ☐ Strongly agree |

5. Please provide comments and suggestions to improve the abovementioned aspects, by commenting on issues where your level of satisfaction was lower.

_____
_____
_____

6. Please assess the different meeting sessions

		Poor	Fair	Good	Very good	Excellent
6.1.	Session 1	☐	☐	☐	☐	☐
6.2.	Session 2	☐	☐	☐	☐	☐
6.3.	Session 3	☐	☐	☐	☐	☐
6.4.	Session 4	☐	☐	☐	☐	☐
6.5.	…	☐	☐	☐	☐	☐

7. Please provide comments and suggestions to improve the meeting sessions.

_____
_____
_____

8. What is, so far, your impression of the work plan for the project implementation?

_____
_____
_____

Meeting Conclusion

9. The agreed deadlines are feasible.

☐ Strongly disagree	☐ Disagree	☐ Agree	☐ Strongly agree

10. The next steps and responsibilities are clear.

☐ Strongly disagree	☐ Disagree	☐ Agree	☐ Strongly agree

Other Comments

11. Please add any additional comments here. If you are comfortable with it, please provide your name.

_____
_____
_____

Annex 4 – Progress evaluation of dissemination

WP leader: _____

WP6 – Dissemination and communication

Please specify the number of Dissemination and Communication activities linked to the project for each of the following categories.

- *List only activities directly linked to the project, and the type of audience reached.*
- *See your National Dissemination and Communication Plan*

Part 1 – Progress indicators

WP6 progress indicators		Numer of activities	People reached
Official Launch/Launch Event	*Press release*		
	Web resources release (Web pages, The Platform etc.)		
	Communication Campaign (e.g., Radio, TV)		
Meetings/Workshops	*Organisation of a Conference*		
	Participation to a Conference		
	Organisation of a Workshop/Seminar/Meeting/Webinar		
	Participation of a Workshop/Seminar/Meeting/Webinar		
	Organising a Meet-Chat with Professionals		
	Participation of a Career Fair/STEM Career Days/Meet-Chat with Professionals		
	Participation in activities organised jointly with other EU project(s)		
	Participation to an Event other than a Conference or a Workshop (e.g., Brokerage Event, Pitch Event, Trade Fair, Science Festival, Exhibition etc.)		
	Personal communication, e-mails and phones		
Publications	*Journal Article*		
	Non-scientific and non-peer-reviewed publication (popular magazine, newspaper, e-newsletter)		
	Project branding and visual materials (flyers, leaflets, brochures, rollup,)		
	Video on Careers		
Marketing	*Mass media campaign*		

	Social media marketing		
	E-mail distribution		
	Endorsement from related organisations		
Other (please specify below)	*Newsletters*		
	Social Partners websites		
	Specific training courses		
	Reports		
	Personal interviews, discussions		

Additional comments

_____

_____

Part 2
Dissemination Form

Person responsible for reporting the dissemination form:

Name and surname: _____

Email: _____

Partner country: _____

Date: _____

Abstract & Summary of the Dissemination Action

(50 words/5 sentences approx.)

Type:

Scope:

[ ] Local

[ ] National

[ ] International

Annex 5 – Progress evaluation of exploitation

WP leader: _____

WP7 – Exploitation XXXXXXXXXXXXX

Please specify the number of Exploitation activities linked to the project for each of the following categories.

- *List only activities directly linked to the project, and the type of audience reached.*
- *See your National Exploitation Plan*

Part 1 – Progress indicators

WP7 progress indicators		**Numer of activities**	**People reached**
Meetings/Workshops	*Organisation of a Conference for a wider audience (society in general and stakeholders)*		
	Participation of a Conference for a wider audience (society in general and stakeholders)		
	Organisation of a Workshop/Seminar/Meeting/Webinar for stakeholders (school principals, teachers educators, teacher centers, people responsible for setting educational guidelines and priorities, etc.)		
	Participation of a Workshop/Seminar/Meeting/Webinar for stakeholders (school principals, teachers educators, teacher centers, people responsible for setting educational guidelines and priorities, etc.)		
	Personal communication, e-mails and phones with stakeholders		
Publications	*Scientific Articles*		
	Newspaper and magazines for a wider audience (society in general and stakeholders)		
	Flyers, posters and leaflets for a wider audience (society in general and stakeholders)		
Marketing	*Social media campaign to present results*		
	E-mail distribution to present results		
	Press release to share with journalists results		
Other (please specify below)	*Newsletters for a wider audience (society in general and stakeholders)*		
	Social Partners websites to present results		
	Videos with teachers who have participated in the project		

	Partnership with other projects		

Additional comments

_____

_____

Part 2
Exploitation Form

Person responsible for reporting the exploitation form:

Name and surname: _____

Email: _____

Partner country: _____

Date: _____

Abstract & Summary of the Exploitation Action

(50 words/5 sentences approx.)

Type:

Scope:

[ ] Local

[ ] National

[ ] International