

# QUALITY ASSESSMENT PLAN (QAP)

## THE LIST OF ALL PROJECT RESULTS, THEIR PROGRESS STEPS AND QUALITY ASSESSMENT CRITERIA

Reference	Responsible	Title	Type	Status	Start date	Original date of delivery	Rescheduled date of delivery	Actual date of delivery	Reason for rescheduling	Delayed, delivered on time or before the deadline in regard to original/rescheduled date	Quality assessment criteria
<b>VISUAL IDENTITY</b>											
1.1	All partners	Project logo	Logo	completed	M1	M1	M0	05/12/2022		on time	is the logo in line with the project content; visual recognition
1.2	UL	Project website	Website	in progress	M1	M37+5 YEARS		19/04/2024		on time	does it fulfill minimal requirements; is it regularly updated; login area for financial control
1.3	UL	Project social media	Social media	in progress	M1	M37		25/02/2024		on time	visual recognition; is it regularly updated
1.4	UL	Information is published in EPALE	Platform	in progress	M1	M37				on time	visual recognition; is it regularly updated
<b>MANAGEMENT MEETINGS (PMT), MULTIPLIER EVENTS, QUALITY REVIEW</b>											
2.1	UL	Kick-off meeting / Trans. partner meeting 1 / LJUBLJANA	PMT	completed	M1	M1		05-06/12/2022		on time	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.2	Kiel UAS	Trans. partner meeting 2 (M7)	PMT	completed	M7	M7		04-05/05/2023		on time	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.3	Kiel UAS	Trans. partner meeting 3 (M14)	PMT	completed	M14	M14		02/12/2023		on time	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.4	WSG	Trans. partner meeting 4 (M19)	PMT	completed	M19	M19		20/04/2024	PMT meeting	M17	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.5	UGR	Trans. partner meeting 5 (M26)	PMT		M26	M26					ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.6		Trans. partner meeting 6 (M31)	PMT		M31	M31					ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.7		Trans. partner meeting 7 (M36)	PMT		M36	M36					ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.8	UL	Multiplier event 1 (M16) / LJUBLJANA	Event	in progress	M16	M16		19/12/2023		on time	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.9	Kiel UAS	Multiplier event 2 (M17) / KIEL	Event		M17	M17					ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.10	UGR	Multiplier event 3 (M22) / GRANADA	Event		M22	M22					ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.11	WSG	Multiplier event 4 (M29) / TORUN / Bydgoszcz	Event		M29	M29					ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.12	Laurea	Multiplier event 5 (M30) / VANTAA	Event		M30	M30					ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.13	UL	Quality review of SAFE 1 (M6) / Kiel UAS	Meeting	completed	M6	M6		04-05/05/2023	PMT meeting	M7	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.14	UL	Quality review of SAFE 2 (M18)	Meeting	completed	M18	M18		20/04/2024	PMT meeting	M17	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.15	UL	Quality review of SAFE 3 (M24)	Meeting		M24	M24					ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
2.16	UL	Quality review of SAFE 4 (M35)	Meeting		M35	M35					ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
<b>INTENSIVE STUDY PROGRAMME, SCENARIO WORKSHOPS</b>											
3.1	UL	Intensive study programme 1 (M12) / LJUBLJANA	ISP	completed	M12	M12		06-10/11/2023		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
3.2	Kiel UAS	Intensive study programme 2 (M13) / KIEL	ISP	completed	M13	M13		27/11-01/12/2023		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
3.3	UGR	Intensive study programme 3 (M18) / GRANADA	ISP	forthcoming	M18	M18	x	21/10-25/10/2024	weather conditions	M 23	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
3.4	WSG	Intensive study programme 4 (M24) / Bydgoszcz	ISP	completed	M24	M24	x	15/04-19/04/2024	weather conditions	M17	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
3.5	LAUREA	Intensive study programme 5 (M25) / VANTAA	ISP	forthcoming	M25	M25	x	13/05-17/05/2024	weather conditions	M 18	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
3.6	UL	Scenario workshop 1 (M16) / LJUBLJANA	Event	completed	M16	M16		25/01/2024		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
3.7	Kiel UAS	Scenario workshop 2 (M17) / KIEL	Event		M17	M17					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
3.8	UGR	Scenario workshop 3 (M22) / GRANADA	Event		M22	M22					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
3.9	WSG	Scenario workshop 4 (M29) / TORUN	Event		M29	M29					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES

3.10	LAUREA	Scenario workshop 5 (M30) / VANTAA	Event		M30	M30					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
<b>WP 1 PROJECT MANAGEMENT / lead UL / M1 - M36</b>											
WP.1.1	All partners	O1.1 Project Implementation Plan and Actions	Document	in progress	M1	M36		05-06/12/2022		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
WP.1.2	Kiel UAS	O1.2 Communication and Dissemination Actions, Continuity and Sustainability Actions	Document	in progress	M1	M36		25/02/2024		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
WP.1.3	All partners	O1.3 Quality Management Plan and Activities	Document	in progress	M1	M36		20/04/2024		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
WP.1.4	All partners	O1.4 Project reports	Document	in progress	M1	M36		20/04/2024		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
WP.1.5	All partners	O1.5 Documentation of meetings and activities	Document	in progress	M1	M36		20/04/2024		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
<b>WP 2 Toolkit for SAFE Accessibility / lead UL / M3 - M36</b>											
WP.2.1	UL	O2.1 Data of accessible services	Data	completed	M3	M14		06/11/2023		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.2.2	Kiel UAS	O2.2 Results from interviews	Interviews	completed	M3	M14		15/03/2024	uplodaing Zenodo	M16	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.2.3	UL	O2.3 Behavioral mapping tool	Tool	completed	M4	M20		06/11/2023	start 1st ISP	M12	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.2.4	LAUREA	O2.4 Accessibility tool package for businesses	Tool package	in progress	M14	M30					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.2.5	LAUREA	O2.5 Tools for evacuation and accessible travel planning	Tool	in progress	M14	M30			rescedule to start	M18	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.2.6	UL	O2.6 Toolkit published	Toolkit		M30	M36					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
<b>WP 3 Training Material and Online Learning Community / lead LAUREA / M1 - M36</b>											
WP.3.1	LAUREA	O3.1 Joint pedagogical approach	Pedagogy	completed	M1	M6		04-05/05/2023		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.3.2	LAUREA	O3.2 Developed study module	Module	completed	M1	M6		20/01/2024	publishing on web	M14	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.3.3	LAUREA	O3.3 Online Community for Learning and Training	Online	completed	M6	M14		15/03/2024	publishing on web	M16	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.3.4	LAUREA	O3.4 Training materials for life long learning (LLL)	Document	in progress	M10	M20			rescedule to start	M14	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.3.5	UGR	O3.5 Digital tools embedded into Online Community	Tool	in progress	M20	M28			rescedule to start	M16	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.3.6	WSG	O3.6 Ready joint study module for university students	Module		M28	M34					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.3.7	LAUREA	O3.7 Ready Online Community for users	Online		M33	M36					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
<b>WP 4 Future Scenarios &amp; Guidelines / lead Kiel UAS / M1 - M36</b>											
WP.4.1	UL	O4.1 Plans for event and results from mapping	Document	completed	M1	M25		10/10/2023	finish rescedule	M11	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.4.2	UL	O4.2 ISPs organized in each location	Document	in progress	M1	M25		20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.4.3	LAUREA	O4.3 Material for future scenario workshops	Plan	completed	M6	M25		20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.4.4	LAUREA	O4.4 Developed material for scenario work	Document	in progress	M6	M25		20/04/2024	rescedule to start	M12	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.4.5	LAUREA	O4.5 Local scenario workshops for future development	Event	in progress	M6	M30		20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.4.6	LAUREA	O4.6 Local scenario books	Books	in progress	M20	M30		20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.4.7	Kiel UAS	O4.7 Documentation and data from cooperation activities	Document		M20	M30					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.4.8	Kiel UAS	O4.8 Local guidelines for stakeholder groups	Document		M28	M34					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.4.9	Kiel UAS	O4.9 Policy recommendations for regions	Document		M32	M36					ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
<b>WP 5 Handbook and Case Studies / lead UGR / M10 - M35</b>											
WP.5.1	UGR	O5.1 Handbook plan	Plan	completed	M10	M14		30/01/2024		on time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.5.2	UGR	O5.2 Analysis of results from WP2-4	Document	in progress	M10	M30		20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.5.3	UGR	O5.3 Description of transferability potential	Document	in progress	M20	M34		20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.5.4	UGR	O5.4 Publishing the Handbook	Hnadbook	in progress	M14	M35		20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.5.5	Kiel UAS	O5.5 Plan for creating Case Studies	Plan	completed	M10	M30		04/04/2024	finish rescedule	M17	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.5.6	Kiel UAS	O5.6 Data of surveys	Data	in progress	M10	M33		20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL
WP.5.7	Kiel UAS	O5.7 Handbook and Case Studies published	Publicatio	in progress	M10	M36		20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL

## ADMINISTRATION AND FINANCES

<b>A.1</b>		<b>REPORTS from the Kick Off and PMT Meetings</b>									ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.1	UL	Report from the Kick-off meeting / Trans. partner meeting 1 / LJUBLJANA	Report	completed	M1	5 days after		05-06/12/2022		in time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.2	Kiel UAS	Report from the Trans. partner meeting 2 (M7)	Report	completed	M7			04-05/05/2023		in time	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.3	Kiel UAS	Report from the Trans. partner meeting 3 (M14)	Report	completed	M14			02/12/2023		M13	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.4	WSG	Report from the Trans. partner meeting 4 (M19)	Report	completed	M19			20/04/2024		M17	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.5		Report from the Trans. partner meeting 5 (M26)	Report								ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.6		Report from the Trans. partner meeting 5 (M31)	Report								ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.7		Report from the Trans. partner meeting 5 (M36)	Report								ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.8		Report from the Multiplier event 1 (M16) / LJUBLJANA	Report	in progress	M 16				reschedule	M18	ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.9		Report from the Multiplier event 2 (M17) / KIEL	Report	in progress	M17				reschedule		ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.10		Report from the Multiplier event 3 (M22) / GRANADA	Report								ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.11		Report from the Multiplier event 4 (M29) / TORUN	Report								ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.1.12		Report from the Multiplier event 5 (M30) / VANTAA	Report								ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
<b>A.2</b>		<b>QUALITY CONTROL AND MONITORING MANUAL</b>									
A.2.1	UL	Manual	Manual	completed	M1			10/10/2023	added templates		ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.2.2	UL	Templates for reporting documents	Template	completed	M1			10/10/2023	added templates		ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
A.2.3	UL	Action assesment plan	Document	in progress	M1			20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
<b>A.3</b>		<b>GUIDELINES</b>	Guidelines								
A.3.1	UL	Guidelines for the financial record	Guidelines	in progress	M1			20/04/2024			ACCORDING TO SUBMITTED SAFE PROJECT PROPOSAL; QUALITY MANUAL AND ITS ANNEXES
<b>A.4</b>		<b>ACTIVITIES / MEETINGS / REPORTS - in progress</b>									
A.4.1	UL	1st Partner report / Kick-off-meeting	Report	completed	M1			10/12/2022		M1	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.2	UL	2nd Meeting / zoom	Report	completed	M2			12/01/2023		M2	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.3	UL	3rd Meeting / zoom	Report	completed	M3			09/02/2023		M3	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.4	UL	4th Meeting / zoom	Report	completed	M4			09/03/2023		M4	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.5	UL	5th Meeting / zoom	Report	completed	M5			23/03/2023		M4	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.6	UL	6th Meeting / zoom	Report	completed	M6			13/04/2023		M5	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.7	Kiel UAS	7th PMT meeting	Report	completed	M7			04-05/05/2023		M6	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.8	UL	8th Meeting / zoom	Report	completed	M8			01/06/2023		M7	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.9	UL	9th Meeting / zoom	Report	completed	M9			14/07/2023		M8	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.10	UL	10th Meeting / zoom	Report	completed	M10			01/09/2023		M10	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.11	UL	11th Meeting / zoom	Report	completed	M11			05/10/2023		M11	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.12	UL	12th Meeting / zoom	Report	completed	M12			19/10/2023		M11	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.13	Kiel UAS	13th PMT meeting	Report	completed	M13			02/12/2023		M13	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.14	UL	14th Meeting / zoom	Report	completed	M14			06/02/2024		M15	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.15	UL	15th Meeting / zoom	Report	completed	M15			21/03/2024		M16	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.16	UL	16th Meeting / zoom	Report	completed	M16			04/04/2024		M17	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.17	WSG	17th PMT meeting	Report	completed	M17			20/04/2024		M17	ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.18	UL	18th Meeting / zoom	Report		M18						ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES
A.4.19	UL	19th Meeting / zoom	Report		M19						ACCORDING TO THE QUALITY MANUAL AND ITS ANNEXES

A.5		<b>PROJECT INTERMEDIATE REPORT TO NA</b>									
<b>A.5.1</b>	All partners	Report on implementation of the project	Report	in progress	M11			20/04/2024	reschedule	M17	ACCORDING TO GA, PA AND ERASMUS+ GUIDELINES; CMEPIUS PRESENTATION
A.5.4	UL	Request for payment	Report	in progress	M11			20/04/2024	reschedule	M17	ACCORDING TO GA, PA AND ERASMUS+ GUIDELINES; CMEPIUS PRESENTATION
5.2.10.4.		<b>PROJECT FINAL REPORT TO NA</b>	Report								
<b>5.2.11.</b>	All partners	Final report on implementation of the project	Report		M36	M37					ACCORDING TO GA, PA AND ERASMUS+ GUIDELINES; CMEPIUS PRESENTATION