

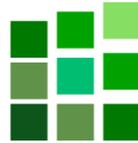
SWAP

Sustainable solid WASTE management and Policies

QUALITY ASSURANCE COMMITTEE MEETING REPORT

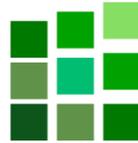
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ABSTRACT

SWAP project consortium is deeply committed on assuring high quality results and in order to achieve these high standards, the project consortium defined the roles and responsibilities of each partner and the processes to be followed.

A Quality Control Plan (QCP) has been created, characterised by realistic objectives to be achieved through the whole project life cycle as herein reported: to provide all stakeholders with guidance for the actions required by each of them; to exhibit the execution of the project quality plan in accordance with contractual requirements and; to decide which internal members should review the deliverables to ensure quality. The QCP is applicable to all project products and milestones, strict adherence to which is mandatory for all participants involved.

In order to continuously monitor the quality of the project, which is accomplished by evaluating the quality of its outputs, the project has scheduled *Quality Assurance Committee meetings* at set frequency. Overall, the project timeline stipulated a minimum of 5 meetings over the 3 years of the project.

The following report summarizes the highlights of the above meetings, the contents of which are shown through the attached presentations given by the WP5 leader during such Quality Assurance Committee meetings.

KEYWORDS

Continuous quality improvement; Performance evaluation; Quality management

DISCLAIMER

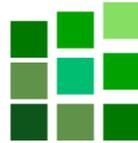
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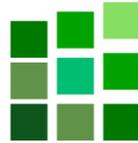


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1 PURPOSE OF THE QUALITY ASSURANCE COMMITTEE MEETINGS

As established at the project proposal submission stage by the SWAP partners, the ultimate goal of D5.3 is to establish a series of formal events among the quality managers of each partner so as to define the basis for "quality" control of the project and to plan future actions to be taken.

The meetings focused on the most important aspects of quality control and included on the agenda reports on previous monitoring quality actions, the identification of the level of conformity of the project with the established organisational process, the identification of problems based on the analysis of the results of the project benchmark indicators, the risk identification based on assessment of project progress and problem areas, the identification of corrective actions, the programming of future actions, the planning for the next meeting as well as the discussion of the state of the budget.

The events were organized with a fixed frequency according to the project schedule.

2 INITIAL TIMELINE FOR D.5.3 ACTIVITIES

Table 1 summarizes the meetings scheduled at the project proposal submission stage by SWAP partners.

Table 1. Initial meetings as per the schedule defined at the beginning of the project (WP5 activities).

N.	Date	Month
1	15/03/2021	M3
2	15/08/2021	M8
3	15/04/2022	M16
4	15/11/2022	M23
5	15/05/2023	M29

The total number of meetings was set at 5.

3 ACTUAL TIMELINE FOR D.5.3 ACTIVITIES

In the course of the project's evolution, events occurred that required deviations from the dates originally set. Table 2 therefore shows the actual dates during which the meetings took place.



Table 2. Meetings effectively held during the course of the project (WP5 activities).

N.	Date	Month
1	18/03/2021	M3
2	10/09/2021	M9
3	12/05/2022	M17
4	26/07/2022	M19
5	22/09/2022	M21
6	20/06/2023	M30

As it is possible to see from Table 2, the total number of meetings was set at 6.

Table 3 compares the scheduled and actual dates.

Table 3. Time comparison between the planned meetings and those that actually took place.

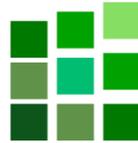
Number of Quality Assurance Committee meeting	Expected month	Effective month	Deviation (in term of months)	Note
1	M3	M3	-	-
2	M8	M9	1 month postponed	Event held live/hybrid in Bari at P3 (Italy), during the first annual meeting of the project.
3	M16	M17	1 month postponed	-
4	M23	M19 – M21	2 months in advance	M21: Event held live in Phnom Penh (Cambodia).
5	M29	M30	1 month postponed	Event held live in Chiang Mai (Thailand).

As can be seen from Table 3, the meetings that actually took place respected the initial timetable. At most, monthly deviations in the 1–2-month range were observed. These deviations are due to the emergence of new organizational needs and above all the need to make the Quality Assurance Committee meetings coincide with the periods on mission at the host institutions.

The **contents of the individual meetings** are shown in the presentations attached to this document (see Attachments I-VI).



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ANNEXES