



SWAP

Sustainable solid WASTE management and Policies

MILESTONE ACHIEVEMENT REPORT

WP5

Project Acronym	SWAP
Work Package	WP5
WP Leader	POLIBA (P3)
Date	17/11/2023
Place	Bari, Italy





WP objective:

The objective of WP5 is to take care of the aspects relating to the quality of the project through a synergistic action conducted together with the project coordinator (WP7, management). For this purpose, the project partners defined common rules regarding quality assessment, which rules were then applied throughout the project.

In addition to the internal evaluation of the quality of the project outputs, WP5 had the objective of an external evaluation. The external evaluation, conducted by a professional external to the SWAP consortium members, is aimed at highlighting further aspects not considered by the project partners as well as verifying the quality of the results obtained following the application of the internal quality control procedures.

Planned completion date:

Actual completion date*: 14/01/2024 (end of the project)

*If different from the planned date, please provide short reasons explanation

Short description of the activities, which had led to the achievement of the milestone:

The activities conducted in WP5 included two levels of action which we will label (i) internal evaluation and (ii) external evaluation of the quality of the project.

With reference to the internal evaluation, following the approval of the Partnership agreement between the SWAP partners, the Quality Control Plan was defined. This plan proved to be an indispensable tool for evaluating the quality of the outputs produced during the project (goal of D5.1). Together with the QCP, activities were conducted in order to identify the procedures to be adopted to manage the risks of accidental events that could emerge during the execution of the project (goal of D5.2). Furthermore, given that the quality assessment process is cyclical and tends towards continuous improvement, 5 Quality Assurance Committee meetings have been set at a pre-established frequency (goal of D5.3). The meetings were held regularly.

With reference to the external evaluation (goal of D5.4), following a request from WP5, the project coordinator took steps to hire, through an open and transparent procedure, the professional responsible for carrying out the external quality assessment. The feedback received, following the midterm evaluation, was then implemented for the purposes of continuous improvement of the internal quality process of the project outputs.



List of deliverables/outputs/outcomes produced (according to the Logical Framework Matrix):

D5.1: Definition, sharing and implementation of the quality plan

D5.2: Risk management and mitigation

D5.3: Quality Assurance Committee Meetings

D5.4: External evaluator report

Impact on the project progress:

The milestone of WP5 is reached at the end of the project on 14/01/2024. Consequently, the same does not impact the tasks of the other WPs.

Suggested adjustments, e.g. changes introduced (if applicable):

During the course of the project, changes had to be made to the Quality Control Plan (QCP) initially approved by the project partners. The changes, which occurred in June 2023 (M30), concerned:

1. The procedure for evaluating project milestones, with particular reference to the form to be adopted by each WP leader;
2. Updating the members of the Quality Assurance Committee due to changes in the staffing levels of SWAP partners.

With reference to the first change, the resulting form was found to be more readily comprehensible.

The changes to the QCP were approved by the project management board on 06/2023 (in Chiang Mai, Thailand).

Deviations in the achieved results in comparison to the initial plan (if applicable):

No significant deviation of the obtained results from those expected at the beginning of the project is to be reported.

Unexpected obstacles and threats (if applicable):



The only unforeseen obstacle turned out to be the SARS COVID-19 pandemic event, which mainly affected the mobility of the participants. In fact, through the help of computer tools normally provided to each member of the consortium, the activities planned in the project were not slowed down at all. In particular, the activities of the WP5 have not been negatively impacted by this global threat, thanks to the possibility of carrying out most of them online.

Additional comments:

Nothing to report