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ICT4EDU:
Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries

ERASMUS+ PROGRAMME
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Author(s)	**Prof. Michele Biasutti, Dr. Frate Sara**		
Organisation name(s)	**University of Padova UNIPD**		
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Executive summary

The following document contains the quality and monitoring for the Erasmus+ project **Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries** co-founded by the European Union.

The monitoring and quality plan is an important output of the WP6 where the quality control and monitoring of the project's progress is reported to providing high quality training, materials and deliverables as well as properly equipping of teachers, students and Higher Education (HE) staffs.

The document is divided into 10 sections:

- The first and second section develops the description of the project and all information about the project itself.
- The third section regards the quality management strategy with the description and explanation of the quality criteria, description of Work packages and their quality, quality control mechanisms, progress indicators, and quality committee.
- The fourth section regards the monitoring plan and the monitoring mechanisms.
- The firth section regards review process.
- The sixth sections the risks of the project and their managements.
- The seventh section describes the hiring of the external expert.
- The eight section regards the financial assessment.
- The nineth and last section consist of the assessment of dissemination and the sustainability respectively of all parts of the project.

The quality and monitoring plan has the aim to monitor, improve and adapt all the activities, tasks and deliverables based on the project and its progresses.

The quality and monitoring plan is flexible and adaptable to the needs of the project. It will be reviewed regularly and updated as necessary to ensure that project activities are carried out to a high standard and that progress is tracked effectively.

1. Introduction

In ICT4EDU project, the WP6 is committed to quality control and monitoring of the project's progress to providing high quality training, materials and deliverables as well as properly equipping of university students and Higher Education Institutions' (HEI) staffs. The task activities, standards, indicators and measurements are constantly monitored and will be improved and adapted based on the course of the project and its progress. Quality control and monitoring will be carried out by a Quality Evaluation Committee (QEC), which is composed of exactly by one effective member and one substitute member for each university.

QCMP(Quality Control Monitoring Plan) is an essential part of WP6, and one of the deliverables of the project which can guarantee the project quality and assess the work which has been done and its progresses.

2. The Project

In line with today's digital era, teachers need to integrate ICT into their daily teaching and integrate the traditional methods with modern tools and facilities. The proposal (ICT4EDU) aims to ensure that newly graduated student teachers are able to teach using ICT and to improve the digital literacy of university instructors and their students, as ICT plays a key role in facilitating the students' educational process. The cross-national implementation of the (ICT4EDU) project is essential for defining practices and influencing policies and curricula in schools of education and the integrating ICT teacher training to meet the needs of digitally literate youth and children. The main objective of the (ICT4EDU) project is to improve the quality of ICT competencies of early childhood teacher's educators in the (9) higher education institutions in Jordan, Palestine and Egypt in line with the advanced EU practices and thereby increase the quality of education in preschools and elementary schools in Jordan, Palestine and Egypt.

Project Target Groups

1. University staff at the school of education/department of early childhood education and IT in (9) partner universities.
2. University students at the (9) partner universities at the department of early childhood education or elementary education departments.
3. Technical, Administrators and support staff at the new established ICT lab, regional training workshops will be organized to transfer the knowledge on how to provide guidance and technical training for university students to use ICT tools and digital methods.
4. Parents, Researchers, Educational policy experts and advisers in ICT.

The following partners were involved in the project:

P1 -UJ University of Jordan

P2-INU Irbid National University

P3-MU Mutah University

P4 -AZHU Al-Azhar University

P5-SCU Suez Canal University

P6 –HU Heliopolis University

P7 -PTUK Palestine Technical University - Kadoorie

P8 -PTC Palestine Technical College –Deir Elbalah

P9-PASS Al-Istiqlal University

P10 -UB University of Bucharest

P11-IPP Polytechnic Institute of Porto

P12-UniPd University of Padova

2.1 The aims

The primary purpose of this projects is to enhance the quality of competencies of early childhood student teachers in the higher education institutions in Jordan, Palestine and Egypt in line with advance EU practices, thereby enhancing the quality of the education in pre-schools and elementary schools in Jordan, Palestine and Egypt.

- To Identify the student teachers' levels of digital competence when entering teacher education and compare across institutions.
- To develop new teaching and learning methodologies and ICT support tools in classrooms, including e-learning Educational Resources, to be able to use technology, in designing, producing and using ICT-based instructional materials.
- To identify, test and mainstream best practices and innovative methods of participation particularly in context of ECE digital competences.
- To enhance professional competences and skills of university teaching staff through train of trainers' workshops in contemporary pedagogical approaches, methodologies and educational technologies; learn from the experiences of colleagues from other countries in Europe.
- To improve the integration and interaction of the different components of the system (children, educators, researchers, families, community)

- To deliver new/updated ICT-based courses in early Childhood, psychology, pedagogy, methodology of teaching, and technology enhanced learning at the PC HEIs in line with the modern European strategies; as well as implementing the curricula through accreditation and enrolment of university students.
- To ensure access to the latest developments in ICT to provide physical infrastructure and technical support that will make ICT accessible and useful to university students, university academic staff, administrators and support staff (Establishing 9 ICT labs at the school of educational sciences in partners universities).
- Dissemination of the results obtained among Jordanian, Palestinian and Egyptian HIEs and stakeholders (connected to Deliverable: Dissemination report and exchange of good practices
- Share materials and teaching activities for prospective teachers through online toolkit, workshops, seminars and conferences

2.2 Expected results

Table 1 Expected results of the project and how to achieve them.

No.	Project Result	How?
1	Teachers and students will be better equipped and more confident to use innovative ICT methods in their every day teaching context.	•Establishing(9) ICT labs in partner countries. •Training workshops in EU. •In house training workshops. •Updated curricula with integration of ICT in the courses.
2	University staff and students will have increased their knowledge, understanding and skills	• Selected videos and tutorials will be uploaded to the web platform, student and teachers can easily access

	in using ICT including multimedia applications, the use of video, virtual learning environments	and select the desired topic of videos.
3	About (36) university Teaching staff and (18) technicians and (18-36) students of ICT4EDU will be trained on innovative digital methods and ICT based interactive and e-learning technologies in program countries to have increased understanding of digital teaching methodologies	• The Project places a strong emphasis on capacity building of a wide cohort of teaching staff by utilizing a multiplier effect via "train the trainer" initiative. The trained trainers will adapt and deliver newly developed courses to over university teaching staff in their respective HEIs
4	(9) technology-enhanced (Inhouse) teacher training (TOT)/institution, will be conducted at each partner institution, in total about (720) staff will be trained.	• Development of Current study plan and courses and injection of ICT tools within the updated curricula
5	(4-5) ICT-based courses at each partner institution will be updated and restructured. (40 in total) according to Bologna process (in total 40 courses for undergraduate level will be updated, accredited and adapted into the study plan, which	• Development of Current study plan and courses and injection of ICT tools within the updated curricula.

	equals to 200 ECTS).	
6	Design (3) mutual (ICT competences) e-courses.	• Offering the e-courses on the free e-learning platform.
7	Design of (1) mutual obligatory course deals with ICT for, children with learning difficulties and disabilities.	• This course will be accredited within the core courses at the faculty of education.
8	As a result of the Project implementation, e-learning platform will be elaborated, with new digital resources supporting courses development.	• Suitable e-learning platform will be Lunched to offer open educational resources for staff and students. Open access website in the development phase.
9	Website, The website aims to disseminate information on the project; its partners and activities will be designed and operated to be made accessible by the public including disabled person	• Lunching open access website on Month 2

3. Quality Assurance Strategy

The goals presented for this project for quality strategy are to assure:

- The monitoring of the implementation of the Quality and Monitoring Plan and make action to alarm or give improvements for the achievements of the projects objectives.

- Assist in the designing of the tools that will be delivered to the partner HEIs and stakeholders especially after each major activity or event to assess the impact of the project.
- Monitor and evaluate the quality of the deliverables according to the indicators specified.
- Provide guidelines and suggestions for the improvement of the quality of the deliverables.
- The development of a risk management plan, which outlines the strategies that will be used to mitigate risks associated with project activities.
- Plan and apply, if necessary, the remedial actions for correct deviation on project outcomes

3.1 Quality criteria

The establishment of quality criteria for project activities and deliverables help all the partners to create the effective and useful deliverables.

For this project the criteria are the following:

1) to define and communicate the aims of each deliverable document or report, that should be associated with the project aims.
2) to follow a consistent and appropriate template and structure for each document or report.
3) The contents and language of each document or report are correct, comprehensive, consistent, and relevant.
4) Management meetings for the discussions and evaluation of the deliverable.
5) Approval of all the partners involved in the project.

3.2 The description of the WPs

Management

- **WP1:** Project Coordination

  To ensure accurate and effective management on a daily basis, a project management team, responsible for financial, operations and day-to-day management and keeping track records of all project activities.

Preparation

- **WP2:** Preparation Development

  This work package aims at scoping the current situation of ICT utilization in ECE in the beneficiary partners including the extent of how the digital resources is represented in the study programmes.

Identifying the real competences that have to be provided to teachers and students.

Verify the facilities of partners to develop the existing resources.

- **WP3:** Curricula Development.
  The updated curricula will be based on the findings of WP2 to develop innovative and flexible techniques that respond to the target group educational needs, challenges and required ICT skills and competences identifiedinWP2 .
  WP3 aims at preparing detailed educational material on the basis of the surveys carried out, aligned with bologna standards for HEIs.

- **WP4:** Capacity Building and Training Workshops (University teaching staff/Technician Staff and Students).
  This WP intends for developing PC HEIs' Teaching staff innovative and technology-enhanced ICT skills and Developing Early Childhood Curricula (Design of learning and Teaching Materials).
  Back from TOT courses the trained trainers will adjust TOTs to the local needs and organize in-house teacher training(TT)courses

- **WP5:** Development of the ICT Lab to Support the New Curriculum.
  As School of EC .Education must give more attention to the interplay between the science of teaching-pedagogy and the art of teaching. The teachers must be anchored in pedagogy and blend imagination, creativity, and inspiration into the teaching learning process to ignite a passion for learning in students.
  ICT laboratories devoted to development and implementation of courses prepared during project realization will be established a teach partner university.

Quality Plan

- **WP6:** Quality Control and Monitoring (QC and M).
  Quality control and monitoring of the project implementation will oversee all the tasks necessary to ensure that the project is running within the scope, on time, and expected quality. Internal as well as external quality mechanisms will function

Dissemination & Exploitation

- **WP7:** Dissemination and Exploitation.
  The project will use different ways to disseminate and publicize project activities and results to different target groups and stakeholders, especially to target group of early education experts and policymakers.

3.3 Quality of the WPs

Table 2 the evaluation of the quality of project workpackages

Project workpackage	Quality Assurance Standard/ Activity/ tool	Frequency of monitoring	Leader
WP1: Project Coordination			
WP2: Preparation. **Development**			
WP3: Curricula Development			
WP4: Capacity Building and Training Workshops (Teacher/Technician Staff and Students).			
WP5: Development of the ICT Lab to Support the New Curriculum			
WP6: Quality Control and Monitoring (QC and M).			

WP7: Dissemination and Exploitation			

3.4 Quality of the deliverables

The deliverables of ICT4EDU will be categorized into deliverables such as reports, publications, methodology, plans, promotional material, media articles and in deliverables in the form of organized events (trainings, study visits, coordination meetings, monitoring visits, conferences etc.), project web site, social media, etc.

All deliverables had to respect a common quality and the relevance to achieve all the objectives in an efficient and effective manner. The time schedule of the achievements of all deliverables are planned and that should be respected.

A consistent and common format as a standard for all documents should be followed by all partners using templates provided within this Plan creating an uniform type of documents words, presentations, reports and so on.

The standard, tool and activity to evaluate the project deliverables are reported in the following table and also the timetable. In addition, the leaders of the deliverables are also reported.

Table 3 The evaluation of project deliverables

Project Deliverables	Quality Assurance Standards/Activity/ tool	Frequency of monitoring	Date of delivery/ expected date	Leaders

3.5 Quality Control Mechanism

Quality is the degree to which the project accomplishes requirements. Quality control mechanism determines quality policies and procedures relevant to the project for both project deliverables and project processes, defines who is responsible for what, and documents compliance.

Starting from the identification of the needs and our proposal project, the best implementation solutions for each working package were defined and the activities answered to the aim and goals outlined. For each type of activities, we find or implement a tool to analyse the results during and after the implementation process of each activity. During the implementation of the activities, actions to verify (quality control activities) the process and execution of action were evaluated by external evaluators.

All parts of the workflow process and every task to project outcomes were connected and the achieving of working packages and the activities defined are evaluated consistently with the schedule of all project.

So, for all activities and main tasks we need use some tools to evaluate the results.

For the Quality Plan for this project the partners need to respect the following key progress indicators.

3.6 Progress indicators

Progress indicators are important to evaluate and assess the project quality, and to show the status of project implementation. The design of progress indicators should be comprehensive, practical, and easy to be checked.

In general, the methodology focuses on the objectives, outcomes, achievements, effectiveness of the approach and used tools, resource usage, control procedures, partner's roles and responsibilities, etc. Detailed quantitative and qualitative indicators are established:

1. Indicators of the accomplishment, based on the actual realization of deliverables reached vs. expected for the different activities. These indicators are measured

through the monitoring activities in correspondence with project achievements and delivery dates. Success corresponds to the delivery of all the expected outcomes.

2. Indicators of outcomes, that will be mainly based on a qualitative assessment of project as evaluated internally and by external experts. The indicators concern the quality, relevance, effectiveness, and efficiency of the outcomes. Success corresponds to positive feedbacks .
3. Indicators of internal and external impact, the capacity of the project to make any external positive change towards the main project goal. The indicators concern mainly the impact and feasibility of project results. Success corresponds to reaching the expected results and number of persons, either internally or externally, as defined in the dissemination and exploitation plan. Moreover for the dissemination activities like conferences and meetings an evaluation form should be distributed to evaluate the events.

Moreover, the following instruments were used to assess the progress and quality of the project:

- Partners will circulate minutes and progress reports following each meeting, seminar or courses. The QC administrates to all partners after each meeting a survey to assess the success and utility of the meeting in relation to the defined agenda and targets.
- Different surveys will be administrated to target university teaching staff, university students, retrained professors and university administration, after training and workshops to check the quality and to assess the efficiency. In the Annex there are the links to the evaluation surveys.
- Project deliverables will be reviewed firstly internally by related partners. QC will define the review plan to guarantee the quality of the project. Secondly one external quality expert will also be hired to evaluate the results, by providing individual assessment report. The implementation of the project and the quality of its deliverables will be maximized.
- The responsible of the WP could provide Annual reports on results of project activity will be thoroughly analyzed.

- The purchasing of the equipment will be monitored by the QC to make sure that the distributed budget has been spent in the most efficient way.
  From the project website suggestions and requests will be taken into account in order to evaluate the interest of audience in the education process.

3.7 Quality committee

A QC has the responsibility to control, monitor and measure the quality of the project. which is composed of exactly one representative and one substitute from each partner. This committee is managed by UNIPD and is elected during the

project Kick-off meeting. The QC will have regular meeting every 3 or 4 months to discuss if the project respects the quality plan.

The project coordinator will also have a main role in the QC to guarantee the quality of the developed outcomes within the project.

4. Monitoring Plan

The key activities should be monitored to outline the project quality in terms of the progress indicators. The monitoring process undertake the following actions:

- The establishment of reporting requirements for project partners.
- The development of monitoring checklists and templates.
- The conduct of regular monitoring activities, such as progress reports and site visits.
- The provision of training to project partners on monitoring processes.

To evaluate the effectiveness of the monitoring plan some actions are developed and suggested such as:

- Prepare some evaluation tools and methods, such as surveys during the coordination meetings.
- Regular project reviews to assess the effectiveness of the monitoring plan made during the regular meeting of the QC.
- The use of feedback from project partners and stakeholders to improve the monitoring plan
- Analyzing the suggestions and improvements reported in the annual reports of WP6 on the quality and monitoring plan

Overall, the quality and monitoring plan should be flexible and adaptable to the needs of the project. It should be reviewed regularly and updated as necessary to ensure that project activities are carried out to a high standard and that progress is tracked effectively.

5. Review process

To ensure the quality of project outcomes, review process is quite essential. The two main parts in review process are internal evaluation and external evaluation. In review process, the activities and deliverables of the whole project will be checked and monitored. The first step in an internal evaluation where the partner or a group of partners, involved in the WP, controls and checks that the Documents follow the quality criteria. The second step comes especially during the management meetings where the quality and deliverables progresses were

checked by all the partners that provide their suggestions and comments related to their expertise fields. These steps are cyclical and were continually applied.

6. Risk management

During the development of the project some risks that may occur can be managed. To assure the objectives of the project, is essential to identify and detect the significant project risks. The risk management consists of the early detection of errors or negative events during monitoring and the fast reaction to these events.

In the following section some risk and way to manage that are presented:

- The expected level of quality in the training and courses materials are not achieved. The expertise of European and also Mena Countries partners can provide extensive experience in developing high-quality materials and courses. More the use of reports and analysis of these documents could help to find the gaps and make some adjustments.
- Financial shortage. Partners cooperation for facilitating procedures and supporting the program.
- Delay of the partners in fulfilling the task deliverables or control task. Regular and early reminder and coordination on the partners will be given.

7. External experts

The external experts will evaluate the overall project starting from the achievements of objectives, the quality of the deliverables, the purchasing of the equipment and the impact on society. The external independent expert will be recruited by the leader of WP6 and the QC with the task to produce a report on the effects of the project with regards to its goals. The expert should be independent to the projects and possibly extern from the partners' institution. The competences like expertise, skills and tasks were decided by all partners in the QC and finally, the chosen expert will be hired by the project coordinator.

8. Financial for purchasing equipment.

The financial plan was firmed with the Project agreement, the QC will review the financial reports where the following assessment criteria were specified:

- Conformity of the payments with the budget of the project.
- Eligibility of the payments.
- Correctness and completeness of all supporting documents and certified copies of invoices.

- Correctness of the calculations and applied exchange rates.
- Modifications of the budget categories are eligible and justified.
- Financial reports must be signed in original by the appointed contact person of partner institution.

9. .Dissemination

All the activity and details for the dissemination will be described in the context of WP7 “Dissemination and Exploitation”.

All promotional items will display the visual identity of the project and rules of the Erasmus+.

The project coordinator and the leader of WP7 are responsible for design and distribution of all promotional items. The draft version will be sent to all partners for comments and suggestions, before printing, publishing and distribution. The items will be disseminated by the complete partnership at events which are relevant to reach the project’s target group.

The ICT4EDU website is built by the coordinator and all partners had to keep all project documents and deliverables on it.

Moreover, Facebook page will be created, in order to ensure project’s visibility in the social media world. All tools will be continuously updated by the partners and are intended to effectively communicate activities and the results of the project.

Moreover, the partnership is required to promote ICT4EDU project on their websites and other social media tools (such as: Facebook, Instagram and LinkedIn profiles/groups, newsletters, and other media etc.) by providing short description of the project, logo, project events and link to the website.

The dissemination activities will be discussed with all the group members and any partners will report any activities. A form used to track the Dissemination actions will be provided reporting the following indicators:

Table 4 The track list of dissemination activities

Title of the event	Type (paper, conference	Partner	Data\issue	Country	Target group	Contacts made	Impact

	website etc.)						

10. Sustainability of the project

In the quality improvement efforts, Sustainability is a crucial consideration that should be evaluate from the beginning of the project until the project's final stages. Balancing foresight and strategy, all the activity will be planned for sustainability.

The activities will reflect the ESD principles to assure a sustainable development of the project. The thematic undertaken by the project will be aligned with UNESCO to achieve the Sustainable Development Goals (SDG) by 2030 in the education field especially with the SDG4-Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

Some action could be taken:

- Toolkits, materials and output must be designed in an easy way to be interpreted by the different university teaching staff and university students
- A simplified version of the main results of the process of development of ICT4EDU will be provided to enhance the curiosity
- Online accessibility to the tools will be provided through the website

Annex

Annex 1 : The evaluation form of the project meeting

ICT4EDU
Meeting evaluation questionnaire

ICT4EDU
Thank you for your participation on this meeting. You are kindly requested to take part on this meeting survey. Your feedback is valuable for the improvement of the project.

1. Data of the meeting

Example: 16 January 2023

* Indicates required question

2. Organization
*

Mark only one oval.

- UJ
- INU
- MU
- AZHU
- SCU
- HUSD
- PTUK
- PTC
- PASS
- UTU
- UNIPD
- PPORTO
- UB

3. Pre-meeting arrangements

Before the meeting, did you receive:
*

Mark only one oval per row.

Yes No Not applicable

1. Information for travel arrangement
2. Information about project activities and sessions

4. The work sessions

a. Please, read the statements below and report your level of agreement with each of them:
*

Mark only one oval per row.

1. Strongly disagree 2.Disagree 3.Neutral 4.Agree 5.Strongly agree

1. The work sessions respected the schedule time
2. The work sessions were organized coherently
3. The work sessions reflected the project aims and objectives
4. The work sessions helped to develop and discuss ideas
5. The work sessions allowed all participants to express their opinions

b. Please, read the statements below and report your level of agreement with each of them:
*

1. Strongly disagree 2.Disagree 3.Neutral 4.Agree 5.Strongly agree

1. The meeting was well planned and organized
2. The agenda was balanced, focusing on all key aspects of the project
3. The participants received all information about the meeting on time
4. The presentation of partner were clear and understandable
5. Partners were able to interact with the other project partners
6. The time table was respected
7. The communication between the partners was effective and clear
8. The meeting helped with the development of trust and positive attitudes among the partners

5. After the meeting

a. Please, read the statements below and report your level of agreement with each of them: *

1. Strongly disagree 2.Disagree 3.Neutral 4.Agree 5.Strongly agree

1	You feel informed about the project administrative issues
2	You feel informed about the project tasks and activities needed for the next meeting
3	You feel informed about the tasks and activities required from your Institution before the next meeting

b. Other additional comments

c. Do you have any suggestions for the future coordination meetings?

Annex 2 The evaluation form of Online Management meetings

ICT4EDU
Coordination meeting evaluation questionnaire 15 May 2023

ICT4EDU
Thank you for your participation on this meeting. You are kindly requested to take part on this meeting survey. Your feedback is valuable for the improvement of the project.
1.

Data of the meeting
Example: 7 January 2019
* Indicates required question

2. Organization
*
Mark only one oval.

- UJ
- INU
- MU
- AZHU
- SCU
- HUSD
- PTUK
- PTC
- PASS
- UTU
- UNIPD
- PPORTO
- UB

1. The work sessions

a. Please, read the statements below and report your level of agreement with each of them:
*
Mark only one oval per row.

1.Strongly disagree 2.Disagree 3.Neutral 4.Agree 5.Stronglyagree

1 The participants received all information about the meeting on time
2 The meeting was well planned and organized
3 The agenda was balanced, focusing on all key aspects of the project

The timetable was respected

b. Please, read the statements below and report your level of agreement with each of them:
*

Mark only one oval per row.

1.Strongly disagree 2. Disagree 3. Neutral 4.Agree5.Stronglyagree

1 The presentation of partner were clear and understandable
2 Partners were able to interact with the other project's partners
3 The communication between the partners was effective and clear
4 The meeting helped with the development of trust and positive attitudes among the partners

2. After the meeting

a. Please, read the statements below and report your level of agreement with each of them:
*

Mark only one oval per row.

1. Strongly disagree 2.Disagree3.Neutral 4.Agree 5.Strongly agree

4 You feel informed about the project administrative issues
5 You feel informed about the project tasks and activities needed for the next meeting
6 You feel informed about the tasks and activities required from your Institution before the next meeting

b. Other additional comments

c. Do you have any suggestions for the future online management meetings?
*