Erasmus+

LaWEEEda

Latin American-European network on waste electrical and electronic equipment research, development and analyses

D6.2 Quality report M18

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Introduction

The quality guideline (see D6.1) was approved by all partners within the project meeting in Vienna in December 2017 (see related minutes). The included list of quality indicators and the Gantt-Chart, provided by TUHH and filled by all responsible partners of the LaWEEEda consortium, are therefore compiled and evaluated by TUHH in the first quality report D6.2 to display the progress of the project until M18 and to identify possible time delays and gaps within the project work.

As the filled excel file of the quality indicators is very big in framesize, it is not displayed within this report but attached as ANNEX_D6.2a_quality indicators_M18 but discussed (see Quality indicators: status M18). The Gantt-Chart is attached as well as ANNEX_D6.2b_LaWEEEdA - Gantt-Chart - M18 but also visualized and discussed within this report (see Gantt-Chart: status M18). The following Table 1 shows that four more quality reports will follow in a period of six months until the end of the project in M36.

Table 1 - due dates of the quality reports

Deliverable	Due date
D6.2	M18
D6.3	M24
D6.4	M30
D6.5	M36

Quality indicators: status M18

As described in the LaWEEEda quality guideline (see D6.1) the implemented 36 quality indicators are separated in five categories. The categories are

- Project management and related processes,
- Collaborations between universities and industry,
- Content of the developed trainings,
- Social aspects and
- Dissemination and outreach.

The allocated partner organizations have filled in their impression related to their quality indicator to indicate the current state of the related content. As the table sizes of the answered indicators regarding their status in M18, the tables are not visualized in the following sections. Therefore, the filled excel file ANNEX_D6.2a_quality indicators_M18 is attached to this document.
Due to the indicators, each responsible organization shall be reminded to its tasks and milestones. As all partner organizations filled in their allocated indicators, the function as a reminder has been accomplished.

Project management and related processes

All quality indicators within the category project management and related processes are in line with the project outcomes and quality guideline.

Collaborations between universities and industry

All partner institutions of the LaWEEEda consortium have documented their new collaborations. Some of the indicators in this category cannot be answered with “yes” at this stage as the planning of the LaWEEEda centres at UFRJ and ULSA are not finalized yet. Due to the fact that the new training materials are still in the development MSC programmes could not have been updated with LaWEEEda courses either. That means, that all quality indicators within the category collaborations between universities and industry are in line with the project outcomes and quality guideline.

Content of the developed trainings

The Selection of trainings to be developed was based on a sound needs analysis and agreed by all partners which is documented in the minutes of the meeting in Vienna in December 2017. Responsible institutions to develop the related materials are allocated as well. Next step will be to develop the materials and implement them in the partner universities UNESP, UFRJ, ULSA and UCAN. This means, that all quality indicators within the category content of developed trainings are in line with the project outcomes and quality guideline.

Social aspects

Since questions about the team spirit have been added to the internal technical implementation reports after the meeting in Vienna in December 2017, all quality indicators within the category social aspects are in line with the project outcomes and quality guideline.

Dissemination and outreach

Joint presentations have already been done in the name of LaWEEEda, written publications have not been submitted. As LaWEEEda aims at spreading their synergies and combined knowledge to increase the number of new collaborations, it is recommended to do joint publications as well in the near future. So far LaWEEEda has 330 followers on Facebook with steady increase. Regarding other social media activities on Twitter it has to be mentioned that nine people follow @laweeeda until now. As Twitter has been chosen from the consortium of LaWEEEda to be used as dissemination tool, it should be focused on reaching more people at this platform. The other indicators are in line with the project outcomes and the quality guideline.

Gantt-Chart: status M18

The Gantt-Chart is useful tool to keep the overview about project activities. The basic structure of the Gantt-Chart used in LaWEEEda is already shown in the quality guideline of the project (see D6.1). In the following sections the progress of each task activity is shown in percentages estimated by each task leader. The complete excel file is attached in the annex (see ANNEX_D6.2b_LaWEEEdA - Gantt-Chart - M18).

WP1 related tasks

All tasks in WP1 are completed according to TUHH and ULSA as task responsible institutions. That means that the information basis is created.

Table 2 - M18 - Gantt Chart of LaWEEEda - WP1

Latin American-European network on waste electrical and electronic equipment research, development and analyses" (LaWEEEda)									
WP	Task	Responsibility	Start	Duration [days]	End of WP	progress	CalcDone	CalcDate	Status
1	Creating the information basis	TUHH	15.10.2016	212	14.05.2017	100%	212	14.05.2017	completed
1.1	Compilation of a holistic inventory of existing teaching/training capacities and related gaps and needs	TUHH, all partners	15.10.2016	151	14.03.2017	100%	151	14.03.2017	completed
1.2	Compilation of established University-Enterprises collaboration approaches and best practice examples (at the participating organization and in the area of e-waste management)	TUHH, partners	15.10.2016	151	14.03.2017	100%	151	14.03.2017	completed
1.3	Preparatory activities regarding specific national and regional, social, gender and ethical aspects respecting national and regional specialities	ULSA, all partners from partner countries	15.10.2016	151	14.03.2017	100%	151	14.03.2017	completed
1.4	Selection of modules, courses and educational products for academic education and CPD	TUHH, all partners	15.02.2017	89	14.05.2017	100%	89	14.05.2017	completed
1.5	Organisation of preparatory workshops	ULSA	15.12.2016	151	14.05.2017	100%	151	14.05.2017	completed

WP2 related tasks

The tasks within WP2 started in May 2017 and will be finished with the end of the project in October respectively in August 2019. According to the UFRJ all tasks are in progress and considering the CalcDate of the current task progress no major delay has to be mentioned. Only the planning and the development of the LaWEEEda university enterprise business and trainings centres and Network is worth a reminder as this task is four months behind the time. Regarding the development of the business plan it has to be considered that the consortium decided to start with the task earlies than the proposed date in the proposal.

Table 3 - M18 – Gantt-Chart of LaWEEEda - WP2

Latin American-European network on waste electrical and electronic equipment research, development and analyses" (LaWEEEda)									
WP	**Task**	**Responsibility**	**Start**	**Duration [days]**	**End of WP**	**progress**	**CalcDone**	**CalcDate**	**Status**
2	University-Enterprise Collaboration and Trainings centre	UFRJ	15.05.2017	883	14.10.2019	16%	143	04.10.2017	in progress
2.1	Planning and development of the LaWEEEda University-Enterprise Business and Trainings centres and Network	UFRJ, all other partners	15.05.2017	822	14.08.2019	25%	206	06.12.2017	in progress
2.2	Develop roadmaps	UFRJ, all other partners	15.11.2017	699	14.10.2019	15%	105	27.02.2018	in progress
2.3	Implementation of a web platform to support the centre	BOKU, UFRJ	15.11.2017	638	14.08.2019	10%	64	17.01.2018	in progress
2.4	Business plan development	UFRJ, all other partners	15.04.2018	487	14.08.2019	15%	73	26.06.2018	in progress

WP3 related tasks

The detailed definition of academic educational products to be adapted and developed is completed so that the materials can be developed and adapted. As the upcoming project meeting which will take place in Hamburg in early July, will be focused on developing the teaching materials regarding academic and CPD courses, most tasks of WP3 cannot be finalized until then. This is why there is no reason to remind ULSA as responsible partner to hurry up with their time delay in this WP3 as it is already scheduled and recognized by every partner of the LaWEEEda consortium. Tasks 3.4 – 3.6 will start after the academic teaching materials are developed.

Table 4 - M18 – Gantt-Chart of LaWEEEda - WP3

Latin American-European network on waste electrical and electronic equipment research, development and analyses" (LaWEEEda)									
WP	**Task**	**Responsibility**	**Start**	**Duration [days]**	**End of WP**	**progress**	**CalcDone**	**CalcDate**	**Status**
3	Academic Education	ULSA	15.05.2017	822	14.08.2019	19%	158	19.10.2017	in progress
3.1	Detailed definition of academic educational products to be adapted and developed	BOKU, all academic partners, input from non-academic partners	15.05.2017	153	14.10.2017	100%	153	14.10.2017	completed
3.2	Adaptation of educational products for Academic Education	ULSA, all academic partners, input from non-academic partners	15.11.2017	212	14.06.2018	5%	11	25.11.2017	in progress
3.3	Development of NEW higher education products	ULSA, all academic partners, input from non-academic partners	15.11.2017	212	14.06.2018	10%	21	05.12.2017	in progress
3.4	Train-the-teacher on new and adapted higher education products	ULSA, all academic partners	15.06.2018	426	14.08.2019	0%	0	14.06.2018	in progress
3.5	Piloting and improvement of the developed academic products	ULSA, all academic partners	15.08.2018	365	14.08.2019	0%	0	14.08.2018	in progress
3.6	Preparation of approval of new and adapted educational products into existing curricula	ULSA, all academic partners	15.12.2018	243	14.08.2019	0%	0	14.12.2018	in progress

WP4 related tasks

The detailed definition of CPD educational products to be adapted and developed is almost completed so that after small justifications the materials can be developed and adapted. As the upcoming project meeting which will take place in Hamburg in early July, will be focused on developing the teaching materials regarding academic and CPD courses, most tasks of WP4 cannot be finalized until then. This is why there is no reason to remind BOKU as responsible partner to hurry up with their time delay in this WP3 as it is already scheduled and recognized by every partner of the LaWEEEda consortium. Tasks 4.4 – 4.6 will start after the CPD teaching materials are developed.

Table 5 - M18 – Gantt-Chart of LaWEEEda - WP4

Latin American-European network on waste electrical and electronic equipment research, development and analyses" (LaWEEEda)									
WP	**Task**	**Responsibility**	**Start**	**Duration [days]**	**End of WP**	**progress**	**CalcDone**	**CalcDate**	**Status**
4	Continuing professional development (CPD)	BOKU	15.05.2017	822	14.08.2019	32%	260	29.01.2018	in progress
4.1	Detailed definition of CPD educational products to be adapted and developed	BOKU, all other partners	15.05.2017	153	14.10.2017	90%	138	29.09.2017	in progress
4.2	Adaptation of existing educational products for CPD	BOKU, all other partners	15.05.2017	396	14.06.2018	90%	356	05.05.2018	in progress
4.3	Development of NEW CPD educational products	BOKU, all other partners	15.05.2017	396	14.06.2018	10%	40	23.06.2017	in progress
4.4	Train-the-trainer on new and adapted CPD educational products	BOKU, all other partners	15.06.2018	426	14.08.2019	0%	0	14.06.2018	in progress
4.5	Piloting and improvement of the developed CPD products	BOKU, all other partners	15.08.2018	365	14.08.2019	0%	0	14.08.2018	in progress
4.6	Certification of new and adapted educational CPD products	UFRJ, all other partners	15.12.2018	243	14.08.2019	0%	0	14.12.2018	in progress

WP5 related tasks

Together with the development of training materials related teaching tools and techniques have to be developed. The basis regarding the methods has already been set but have to be implemented while developing the related materials. This will be the main focus of the following project meeting in early July in Hamburg, which is why currently delays occurred within this WP5 which has to be mentioned. As it was already discussed in former online partner meetings, every project partner is conscious about this circumstances so that no further "warning" is necessary.

Table 6 - M18 – Gantt-Chart of LaWEEEda - WP5

Latin American-European network on waste electrical and electronic equipment research, development and analyses" (LaWEEEda)									
WP	**Task**	**Responsibility**	**Start**	**Duration [days]**	**End of WP**	**progress**	**CalcDone**	**CalcDate**	**Status**
5	Teaching tools and techniques	TUON	15.05.2017	883	14.10.2019	13%	112	03.09.2017	in progress
5.1	Selection, development and adaptation of state of the art of modern teaching tools and methods	TUON, all University partners	15.05.2017	883	14.10.2019	18%	159	20.10.2017	in progress
5.1.1	*Implementation of e-learning*	TUON, all other partners	15.05.2017	335	14.04.2018	20%	67	20.07.2017	in progress
5.1.2	*Development of a "Digital library"*	TUON	15.05.2017	883	14.10.2019	25%	221	21.12.2017	in progress
5.1.3	*Trainings related to entrepreneurial skills*	BOKU, all other partners	15.08.2017	426	14.10.2018	25%	107	29.11.2017	in progress
5.1.4	*Implementation of shared trainings work stations*	UFRJ, all other partners	15.08.2017	426	14.10.2018	20%	85	07.11.2017	in progress
5.2	Piloting and improvement of new tools	TUON, all partners	15.11.2018	120	14.03.2019	10%	12	26.11.2018	in progress
5.3	Prepare Integration of new tools into the University structures as well as at Companies site and in the collaboration centre	UNESP, all other Partners from Brazil and Nicaragua	15.11.2017	577	14.06.2019	10%	58	11.01.2018	in progress

WP6 related tasks

The quality guideline as D6.1 has been submitted and the implementation of the continuous quality monitoring took officially place during the meeting in Vienna in December 2017. Following steps will be to coordinate and document best practises and lessons learned from trainings development and integration through the rest of the project lifetime. As already shown in Table 1 regular quality reports will be part of that as well.

Table 7 - M18 – Gantt-Chart of LaWEEEda - WP6

Latin American-European network on waste electrical and electronic equipment research, development and analyses" (LaWEEEda)									
WP	**Task**	**Responsibility**	**Start**	**Duration [days]**	**End of WP**	**progress**	**CalcDone**	**CalcDate**	**Status**
6	Project Monitoring and Quality Assurance	TUHH	15.10.2016	1095	14.10.2019	83%	913	15.04.2019	in progress
6.1	Development of a Quality Plan/Guidelines and exchange of best practise	TUHH, all partners	15.10.2016	182	14.04.2017	100%	182	14.04.2017	completed
6.2	Implementation of continuous Quality monitoring	TUHH, all WP Leaders with support of WP contributors	15.01.2017	1003	14.10.2019	100%	1003	14.10.2019	completed
6.3	Coordination of documentation of best practise and lessons learned from trainings development and integration	TUHH, all WP Leaders	15.04.2017	913	14.10.2019	50%	457	15.07.2018	in progress

WP7 related tasks

The development of a detailed dissemination strategy is completed and approved by all partners of the LaWEEEda consortium. The development of website and further dissemination material is half way through in thereby in line the with the project proposal. As task 7.3 with UNESP and task 7.4 with BOKU as responsible partner's institutions have major delays by fulfilling the related tasks, TUHH will question the circumstances behind that. As both tasks will be finalized at the end of the project in October 2019, a simple explanation can be expected.

Table 8 - M18 – Gantt-Chart of LaWEEEda - WP7

Latin American-European network on waste electrical and electronic equipment research, development and analyses" (LaWEEEda)									
WP	**Task**	**Responsibility**	**Start**	**Duration [days]**	**End of WP**	**progress**	**CalcDone**	**CalcDate**	**Status**
7	Project Dissemination and Exploitation	UNESP	15.10.2016	1095	14.10.2019	49%	534	01.04.2018	in progress
7.1	Development of a detailed Dissemination strategy	UNESP, all other partners	15.10.2016	92	14.01.2017	100%	92	14.01.2017	completed
7.2	Development of website and dissemination material	UNESP, all partners	15.10.2016	1095	14.10.2019	50%	548	15.04.2018	in progress
7.3	Ongoing engagement of all stakeholder groups and support of consortium partners	UNESP, all other partners	15.10.2016	1095	14.10.2019	25%	274	15.07.2017	in progress
7.4	IPR management and Exploitation	BOKU, all other partners	15.10.2016	1095	14.10.2019	20%	219	21.05.2017	in progress

WP8 related tasks

All tasks in WP8 are in line with the project outcomes according to BOKU as task responsible institution. This is why no major risks have to be expected in the near future regarding further project processes.

Table 9 - M18 – Gantt-Chart of LaWEEEda - WP8

Latin American-European network on waste electrical and electronic equipment research, development and analyses" (LaWEEEda)									
WP	**Task**	**Responsibility**	**Start**	**Duration [days]**	**End of WP**	**progress**	**CalcDone**	**CalcDate**	**Status**
8	Project Management	BOKU	15.10.2016	1095	14.10.2019	45%	493	19.02.2018	in progress
8.1	Management of the Project start	BOKU, all other partners and associated partners for the Kick-Off meeting	15.10.2016	92	14.01.2017	100%	92	14.01.2017	completed
8.2	Ongoing Project Coordination	BOKU, all other partners and associated partners for the interim Consortium meeting	15.02.2017	972	14.10.2019	40%	389	10.03.2018	in progress
8.3	Financial and content controlling	BOKU, WP leaders	15.02.2017	972	14.10.2019	40%	389	10.03.2018	in progress
8.4	Management of the Project close down	BOKU, all other partners and associated partners for the final Consortium meeting	15.08.2019	61	14.10.2019	0%	0	14.08.2019	in progress

Conclusion

By considering the overall progress of all WPs of the LaWEEEda project it can be stated that the project is in line with the project proposal, on a very good way to end up successful and reach its planned outcomes. Respecting the CalcDate the project has an overall time delay of two months so far based on the estimations of every task responsible institution. But as described above most delays are based on the missing training materials, which will be the main focus for the upcoming meeting in Hamburg in early July 2018. The delay will most likely be compensated by then.

Table 10 - M18 – Gantt-Chart of LaWEEEda - total progress

Latin American-European network on waste electrical and electronic equipment research, development and analyses" (LaWEEEda)

Project Coordination:	BOKU	Version:	1.0
Project start	15.10.2016	Status:	mid range
Today	14.04.2018		

WP	Task	Responsibility	Start	Duration [days]	End of WP	progress	CalcDone	CalcDate	Status
0	Projekt Coordination	BOKU	15.10.2016	1095	14.10.2019	45%	488	14.02.2018	in progress

ANNEX

ANNEX_D6.2a_quality indicators_M18

ANNEX_D6.2b_LaWEEEdA - Gantt-Chart - M18