Erasmus+

LaWEEEda

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

D6.3 Quality report M24

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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, were 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. The second quality report regarding the progress of the project until M24, meaning until the 14th of October 2018, is delivered within this document D6.2.

As the filled excel file of the quality indicators is very big in frame size, it is not displayed within this report but attached as ANNEX_D6.3a_quality indicators_M24 but discussed (see Quality indicators: status M24). The Gantt-Chart is attached as well as ANNEX_D6.3b_LaWEEEdA - Gantt-Chart – M24 but also visualized and discussed within this report (see Gantt-Chart: status M24). The following Table 1 shows that two 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

The framework of D6.3 is identically with D6.2 and follows all aspects of the quality guideline D6.1 which was agreed upon within the consortium. As documented in the minutes of the project meeting in Vienna in December 2017, the consortium further agreed on crossing out the obligation to provide internal technical implementation reports. This is reasonable as all partners are committed to the project, follow its guidelines and communicate if challenges occur. Consequently, it was decided that this additional monitoring instrument is not needed anymore.

Quality indicators: status M24

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 M24, the tables are not visualized in the following sections. Therefore, the filled excel file ANNEX_D6.3a_quality indicators_M24 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.
As it was agreed on crossing out the internal technical implementation reports (see related minutes of the Project meeting in Hamburg from July 2018), the indicators 1.2, 3.1 and 4.3 are not involved within the evaluation anymore as they were directly linked.

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. Due to the fact that the new training materials are still in the development MSC programmes have not been updated with LaWEEEda courses yet. The upcoming train the trainer courses in Panama City and Rio de Janeiro will be, besides other, focused on finalizing the teaching materials. In addition to that it will be clarified in which new or already established courses in each partner university the

academic and CPD courses are planned to be implemented. After that, local partners will focus on implementing those course accordingly and thereby update related study programmes and/or establish new programmes with LaWEEEda training materials.

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 developed the related materials and will present them during the upcoming meeting in Panama City respectively Rio de Janeiro. Next step will be to slightly update the materials according to the partner's feedback and hand them over to Nicaraguan/Brazilian partners to implement them in their universities UNESP, UFRJ, ULSA and UCAN. Questionnaires still need to be done which will support the evaluation of the materials after each semester given. These will be provided within, but implemented most likely after the project ended.

Social aspects

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 360 followers on Facebook which shows an increase of 30 since the last quality report. Regarding other social media activities on Twitter it has to be mentioned that 15 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. As a matter of fact, the social media appearance of LaWEEEda can be improved and needs support from all project partners to provide content that can be disseminated within all implemented dissemination instruments in regular timeframes. This will be addressed within the upcoming meeting in Panama City

respectively Rio de Janeiro. The other indicators are in line with the project outcomes and the quality guideline.

Gantt-Chart: status M24

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_D6.3b_LaWEEEdA - Gantt-Chart – M24).

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 – M24 - 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. The roadmap has already been developed, so fortunately this task is done much earlier than proposed which is reasonable as it can be followed and if relevant adjusted already within the project duration. WP2 made very good progress since the last quality check-up in M18.

Table 3 – M24 – 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	46%	408	26.06.2018	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	60%	493	19.09.2018	in progress
2.2	Develop roadmaps	UFRJ, all other partners	15.11.2017	699	14.10.2019	100%	699	14.10.2019	completed
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 Panama City respectively Rio de Janeiro in the end of November respectively early December 2018, will be focused on train the trainers of the academic and CP sphere. The teaching materials are almost finalized, just need to be approved by the Nicaragua respectively Brazilian partners. After the next meeting slight updates might be needed but will be established latest until the end of this year 2018. As every partner of the consortium is aware of this schedule there is no reason to remind ULSA as responsible partner to hurry up with their time delay in this WP3. Tasks 3.4 – 3.6 will start after the academic teaching materials are finalized which will be after the first train the trainer workshop in November respectively December 2018.

Table 4 – M24 – 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	24%	199	29.11.2017	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	15%	32	16.12.2017	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	20%	49	01.02.2019	in progress

WP4 related tasks

The detailed definition of CPD educational products was developed and adapted. The materials are almost designed and have already been reviewed by the European partners. In the upcoming project meeting which will take place in Panama City and Rio de Janeiro, the materials will be presented and evaluated with the latin American partners within the first train the trainer session. After that the materials will be updated until the end of December 2018 and handed over to the Latin American partners, to further adjust, if needed. That is why the delay of 4 months according to the CalcDate will most likely be caught up by the end of this year. This is why there is no reason to remind BOKU as responsible partner to hurry up with their time delay in this WP4 as it is already scheduled and recognized by every partner of the LaWEEEda consortium.

Table 5 – M24 – 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	47%	384	02.06.2018	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	100%	138	29.09.2017	completed
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	90%	356	05.05.2018	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

In addition to 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. Major delays occur regarding the implementation of e-leaning and the development of a digital library. As the training materials still need to be finalized in terms of transferred to trainers in Brazil and Nicaragua, it is not reasonable to implement them already. Anyhow, this fact will be mentioned within the next partner meeting by the end of November 2018, even if all partners are well aware of the current situation.

Table 6 – M24 – 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	18%	156	17.10..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	33%	291	01.03.2018	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	100%	426	14.10.2018	**completed**
5.1.4	*Implementation of shared trainings work stations*	UFRJ, all other partners	15.08.2017	426	14.10.2018	90%	383	01.09.2018	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. The coordination of documentation of best practice and lessons learned from trainings development and integration are steadily monitored.

Table 7 – M24 – 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	90%	986	27.06.2019	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 practice and lessons learned from trainings development and integration	TUHH, all WP Leaders	15.04.2017	913	14.10.2019	70%	457	13.04.2019	in progress

WP7 related tasks

The development of a detailed dissemination strategy is completed and approved by all partners of the LaWEEEda consortium. The progress of all tasks are in line with the project proposal.

Table 8 – M24 – 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	71%	780	03.12.2018	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	75%	821	13.01.2019	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	60%	657	02.08.2018	in progress
7.4	IPR management and Exploitation	BOKU, all other partners	15.10.2016	1095	14.10.2019	50%	548	15.04.2018	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 – M24 – 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	60%	657	02.08.2018	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	70%	680	26.12.2018	in progress
8.3	Financial and content controlling	BOKU, WP leaders	15.02.2017	972	14.10.2019	70%	680	26.12.2018	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 three months so far based on the estimations of every task responsible institution. But as described above most delays are based on the not training materials that are not implemented yet. Even if they are almost finished, they need to be further discussed and handed over to the Latin American partner institutions. The upcoming meeting in Panama City respectively Rio de Janeiro by the end of November 2018 will work precisely on this by doing the first train the trainer session.

Table 10 – M24 – 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	14.10.2018		

WP	Task	Responsibility	Start	Duration [days]	End of WP	progress	CalcDone	CalcDate	Status
0	Project Coordination	BOKU	15.10.2016	1095	14.10.2019	59%	647	23.07.2018	in progress

ANNEX

ANNEX_D6.3a_quality indicators_M24

ANNEX_D6.3b_LaWEEEdA - Gantt-Chart – M24