QUALITY ASSURANCE PLAN (QAP)

Monitoring, Quality Assurance & Risk Management

2025-2027

Draft V3 –17th February 2026

Final Draft V4- 14 March 2026

1. INTRODUCTION

The Quality Assurance and Risk Management Plan, hereafter referred to as the Quality Assurance Plan (QAP), establishes the primary quality framework and adopts a risk-based approach. It defines procedures for internal monitoring, quality management, and quality requirements for *the YouthGreen 5.0 – Fair Transition with Green Skills and Circular Economy Project* deliverables, to be adhered to by project partners. The QAP plays a pivotal role in the Project Management Plan (PMP), as it is instrumental in ensuring the effectiveness and the quality of project management in accordance with the Project Grant Agreement.

Furthermore, QAP incorporates an internal reviewing procedure based on peer review of deliverables. This ensures that the project's documented results submitted to the European Commission (EC) portal meet the highest quality standards.

The Quality Assurance and Risk Management Committee (QARMC) was established as an internal working group, led by FETICO, for the effective implementation of the Plan. The QARMC is committed to a close working collaboration with the leaders of each work package. QARMC will be responsible for developing the methodology, tools, criteria, and quality indicators to measure and monitor the quality of deliverables, processes, and outcomes. They will also conduct regular risk assessments to adjust the project's implementation as required.

Quality assurance takes a participatory approach, seeking the active involvement of all partners. A continuous quality assurance process is essential to the project's success. Therefore, the QAP is scheduled for adoption in Month 4 and will be concluded by the project's end date in Month 24. Quality issues will be discussed during project meetings as appropriate, or via other agreed communication channels as required.

This Quality Assurance Plan serves as a living document and will be updated if necessary to reflect significant changes in project implementation or risk environment.

1.1 PROJECT DESCRIPTION

Programme	ERASMUS+ PROGRAMME
Project Title	YouthGreen 5.0 – Fair Transition with Green Skills and Circular Economy
Project Number	2025-1-TR01-KA220-YOU-000352941
Action Type	KA220-YOU - Cooperation partnerships in youth
Call	Call 2025 Round 1 KA2
Agency	Turkish National Agency
Project Coordinator	National Education Foundation (MEV)
Duration	24 months from 01.10.2025 to 30.09.2027
Website	www.youthgreen5.org

Consortium: **MEV** -National Education Foundation, Milli Eğitim Vakfı (Türkiye, Coordinator)
AYBU- Ankara Yıldırım Beyazıt University (Türkiye)
PRO-EK-Proactive Education, Science and Culture International NGO (Türkiye)
Think Up Digital (North Macedonia)
FETICO-Confederation of Independent Trade Unions (Spain)
NGO Pro Consensio (Estonia)

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2. QUALITY ASSURANCE PLAN

2.1. Objective of the Quality Assurance Plan

The objective of the Quality Plan (QAP) is to ensure that all activities, outputs, and internal processes of YouthGreen 5.0 are implemented with the highest level of quality, transparency, and efficiency. The QAP establishes the standards, procedures, and monitoring mechanisms necessary to guarantee that the project:

- Achieves its expected results in line with the approved Erasmus+ KA220-YOU proposal.
- Respects deadlines, deliverables, and administrative obligations.
- Ensure consistent collaboration, communication, and coordination across all partners.
- Maintains scientific, technical, pedagogical, and methodological rigor in all outputs.
- Applies a youth-centered, inclusive, and impact-oriented approach throughout implementation.
- Supports continuous improvement through systematic monitoring and corrective action.

This Quality Plan also provides a shared framework for:

- **Internal quality control**, led by the Quality Assurance and Risk Management Committee (QARMC).
- **Peer-review of deliverables**, ensuring accuracy, relevance, accessibility, and usability.
- **Risk monitoring**, including identification, mitigation, and follow-up of potential obstacles.

- **Administrative and financial accuracy**, ensuring compliance with Erasmus+ rules.
- **Transparent communication** among partners and external stakeholders.

The plan is binding for all consortium members and ensures coherence, accountability, and excellence in the implementation of YouthGreen 5.0.

2.2. Principles

The Quality Assurance Plan is grounded in a set of principles that guide all monitoring and evaluation processes:

- **Leadership and shared responsibility**

The Project Coordinator (MEV) oversees the project, while the QARMC—led by FETICO—monitors quality standards, risk mitigation, and compliance. All partners share responsibility for ensuring quality in their tasks.

- **Transparency and accountability**

Roles, deadlines, and procedures are clearly defined and communicated. All partners commit to providing timely reports, evidence of work performed, and documentation requested by the coordinator.

- **Process coherence**

All work packages follow unified methodologies, templates, and workflows to ensure consistency in data collection, reporting, and documentation.

- **Evidence-based monitoring**

Progress and quality are assessed using both quantitative and qualitative indicators, including participation metrics, learning outcomes, stakeholder satisfaction, and platform engagement.

- **Inclusiveness and accessibility**

All outputs must be accessible to youth with fewer opportunities and aligned with Erasmus+ inclusion principles. Materials must consider language, digital accessibility, and socio-economic diversity.

- **Continuous improvement (PDCA cycle)**

The Plan follows the **Plan – Do – Check – Act** cycle, ensuring that feedback, lessons learned, and evaluation findings continuously inform project implementation.

2.3. Quality Indicators

Quality indicators ensure that implementation is efficient; results are relevant, and the project reaches its intended impact.

A. Management & Coordination Indicators

- Timely submission of deliverables by partners.
- Attendance and active participation in monthly online meetings and TPMs.
- Compliance with reporting deadlines (quarterly progress reports, financial reports).
- Effectiveness of internal communication channels.

B. Activity Implementation Indicators

- Activities executed according to the work plan and timeline.
- Number and profile of beneficiaries engaged in training, Bootcamp, Summit, and Policy Camp.
- Alignment of training materials with EU green skills frameworks.
- Accessibility of tools (simulator, database) across countries.

C. Output Quality Indicators

(peer-review based)

- Relevance and coherence of content.
- Technical accuracy (for digital tools).
- Usability, clarity, and accessibility.
- Contribution to youth employability and green skills development.
- Alignment with inclusion and diversity criteria.
- Pre/post test results of the training initiatives (increase ratio +20% or above)
- Participant/end user feedback (ranging from 70% to 95%)

Deliverable Acceptance Criteria (applies to all outputs):
A deliverable is considered acceptable when it meets the following minimum criteria:

- Fits the agreed template and includes EU visibility requirements (logos, acknowledgement, disclaimer).
- Clear structure, correct language, and consistent terminology.
- Evidence-based content and alignment with project objectives and Erasmus+ priorities.
- Accessibility considerations (plain language, inclusive examples, digital accessibility where relevant).
- Internal peer review completed and documented.
- Stored in the shared repository with version control and date.

D. Dissemination Indicators

- Number of stakeholders reached (youth, policymakers, employers).
- Engagement statistics from online campaigns and social media.
- Reach and visibility of EU-added-value initiatives (Green Youth Summit, Green Awareness Campaign).
- Project website metrics

E. Impact Indicators

- Increase in knowledge, skills, and motivation of youth participants.
- Number of Job or internship placements facilitated by the Green Career Database.
- Youth-led initiatives resulting from the Bootcamp or Policy Camp.
- Policy recommendations adopted or considered by municipalities.

2.4. Methodological Approach

Quality assurance is applied through a structured, cyclical methodology that ensures consistency, reliability, and accountability.

1. Monitoring Structure

The QARMC—led by FETICO and composed of MEV, PRO-EK, and AYBU—monitors all quality procedures, evaluates progress, identifies deviations, and proposes corrective actions.

2. Monitoring Tools

1. **Quarterly Progress Reports** from each partner. (Annex 3)
2. **Project Meeting Evaluation Questionnaire** (Annex.3)
   - **Monthly coordination meetings** chaired by MEV. In monthly online progress meetings, all partners are invited to give and receive updates on the status of work packages, and to identify synergies and assess where assistance is needed.
   - **Two-day transnational project meetings** are held every five to six months. These meetings are thematically structured around key upcoming project activities due in the following months. This approach ensures that partners focus their efforts on the work packages that require the most attention and assistance at each stage of the project.
   - **Partners meetings**: Partners also meet in smaller teams for work packages. Work package leaders can organize monthly or fortnightly WP meetings to monitor progress.
3. **Risk Register**, updated quarterly. (Annex 4)
4. **Traffic-light dashboards (RAG: Red–Amber–Green)** to monitor delays and risks. (Annex 5)
5. **Peer-review quality questionnaire templates** for deliverables. (Annex 6)

- The deliverable lead partner submits a draft to the shared repository at least **10 working days** before the internal deadline.
- QARMC assigns **two reviewers** (one content expert, one quality/compliance reviewer).
- Reviewers complete the Peer Review Quality Questionnaire and provide consolidated feedback within **5 working days**.
- The deliverable lead updates the deliverable and resubmits a final version within **5 working days**.
- QARMC confirms approval (or requests final minor edits) before submission to the EC portal.

6. **Annual internal audits** and potential external audit if needed.

3. Evaluation Phases

- **Baseline (M4–M5)**: Initial assessment of partner capacity, confirmation of target group needs, validation of work package planning, and initial risk mapping.
- **Mid-term review (M13)**: assessment of progress, adjustments to methodologies, and refinement of digital outputs.
- **Final review (M22–M24)**: evaluation of impact, sustainability, and transferability.

4. Corrective Actions

Triggered when:

- Delays exceed 10% of the planned timeline.
- Deliverables fail to meet quality standards.
- Engagement of youth or stakeholders falls below expected thresholds.

Possible measures:

- Task reallocation
- Additional training or mentoring between partners
- Timeline adjustment
- Technical revision of outputs

2.5 Overview of the Quality Assurance

This plan ensures the project is continuously monitored, adjusted when necessary, and aligned with Erasmus+ quality expectations.

OVERVIEW OF QUALITY ASSURANCE WORK PLAN					
What? Activity or Action	**Aspects of the Quality Assurance**	**Tools**	**Evidence**	**When?**	**Responsible**
1. Establish QARMC, validation of QA tools	Compliance with the aims set in the project proposal for the project quality assurance.	**QAP**	QAP Distributing the QAP plan and tools among partners for discussion and agreement.	M4-M5	FETICO +MEV
2. Baseline assessment, risk register creation	initial benchmarking of partner capacity, target group needs, and expected outcomes.	**Risk Register tool**	Partners approved the QAP, and WP leaders were involved in the QARMC.	M4-M5	QARMC
3. QARMC Meetings	Monitoring project progress and risk registration based on the results of online questionnaires and risk reviews.	**Online Quarterly Progress Monitoring Questionnaire** **Peer Review Quality Questionnaire** **Online Project Meeting Questionnaire**	Consolidated Report QA Dashboard Report Updated Risk Register	M4-M5 M8 M11 M14 M17 M20 M23	QARMC

OVERVIEW OF QUALITY ASSURANCE WORK PLAN					
What? **Activity or Action**	**Aspects of the Quality Assurance**	**Tools**	**Evidence**	**When?**	**Responsible**
4. Quality of the kick-off and other project meetings	Achievements Efficiency Structure and content Clarity about roles and tasks Practical arrangements Overall satisfaction	**Online Project Meeting Questionnaire**	Meeting reports, Attendance sheets, Photos	Kick-off and TPM1 After TPM2 After TPM3 After TPM4 After TPM5 Monthly coordination meetings	MEV, all partners MEV, all partners
5. Quarterly Project Progress Monitoring	Progress on activities, deliverables, and dissemination actions; Achievements and challenges; Risk monitoring and mitigation strategies Risk Register Update Dashboard Reviews	**Online Quarterly Progress Monitoring Questionnaire**	Consolidated Report A short presentation based on the results of the questionnaires will be given at the TPMs.	M5 M8 M11 M14 M17 M20 M23	All partners, led by QARMC
6. Deliverable per review	Cooperation in the consortium; Project coordination; Learning process; Sustainability issues; Risk Register Update Dashboard Reviews	**Online Peer Review Quality Questionnaire**	Consolidated Report	M5 M8 M11 M14 M17 M20 M23	QARMC + relevant WP leaders

OVERVIEW OF QUALITY ASSURANCE WORK PLAN					
What? **Activity or Action**	**Aspects of the Quality Assurance**	**Tools**	**Evidence**	**When?**	**Responsible**
7. Internal Audits	Continuous review of progress & partners' feedback. Twice during implementation (M11 and M19), focusing on evidence review, documentation quality, compliance with Erasmus+ requirements, and risk control mechanisms.	Review the results and the structured discussion facilitated by the internal evaluator.	Evaluation Report	M11 and M19	QARMC
8. Mid-Term Review	Mid-term Evaluation Workshop: Share the results of the progress evaluation at the workshop and explore ways to improve the IOs.	**Progress Evaluation, Testing results of the outputs,** **Training and Events Evaluation Questionnaires**	Mid-Term Evaluation Report	M13	QARMC
9. Final Review	Final Impact Evaluation: lessons learned, side effects, impact measurement, with a special focus on sustainability aspects and transferability.	**QAP Quality Indicators** **Quantitative Project Indicators**	Final Impact Evaluation Report	M22-24	QARMC (If possible, an external evaluator can be engaged.)

3. Annexes

Annex 1- Structure of the Project Work Packages

Work package 1: Project Management & Coordination	**Lead: MEV** **Co-lead: FETICO (QARM)** **Co-Lead: AYBU (Meetings+progress evaluation)** **Co-Lead: PRO-EK -Sustainability** **Co-Lead: NGO-Proconsensio (Sustainability)**	
Objectives	**Main Activities**	**Deliverables**
Ensures efficient coordination and communication among partners. Guarantee compliance with Erasmus+ administrative, financial, and contractual obligations. Monitor risks and ensure proper documentation of all activities. Plan for long-term sustainability beyond the funding period	Preparation of Project Management Plan (PMP) Preparation of Quality Assurance Plan Project kick-off and establishment of communication channels. Monthly online coordination meetings. Transnational Project Meeting (TPMs). Financial management, reporting, and budget monitoring. Coordination of progress reports and final report. Maintenance of the Risk Register (quarterly updates). Internal quality and administrative checks.	**D1.1** Project Management Plan (PMP) **D1.2** Quality Assurance Plan (QAP) **D1.3** Kick-off and TPM1 meeting report **D1.4** Monthly meeting minutes **D1.5** Risk Register (quarterly updates) **D1.6** Quarterly Progress Reports **D1.7** Final Project Report **D1.8.** Project Sustainability Plan
Work Package 2 – Green Skills & Circular Economy Training	**Lead: AYBU** Co-leads: MEV, THINK-UP DIGITAL, PRO-EK, FETICO	
Objective	**Main Activities**	**Deliverables**
Develop a comprehensive Green Skills Training Module aligned with EU sustainability frameworks. Provide structured career guidance for sustainability professions Design the AI-powered Green Transition Simulator. Build the EU-wide database connecting youth with green job opportunities Ensure accessibility for disadvantaged youth.	1. Development, testing, and implementation of the Green Skills Training Module. 2. Job Transition & Green Jobs Guide 3. Design and Testing of the AI-Powered Green Transition Simulator (beta version); Creating a portal platform that hosts the interactive training module, the guide, and the database on the necessary technical infrastructure, ensuring that all IOs are operational and accessible. 4. Creation and maintenance of the Green Career Database.	**D2.1** Development of the Green Skills Training Module **D2.2** Job Transition & Green Jobs Guide **D2.3.** AI-powered Green Transition Simulator (beta version) and Technical Infrastructure, a Portal Platform Connected to Training, Guide, and Database. **D2.4** Green Career Database (final version) **D2.5** Testing of the Green Skills Training Module and Evaluation Report **D2.6** Final Training Module & Digital Toolkit

Work Package 3: Youth Engagement, Outreach & Sustainable City Policies	Lead: PRO-EK Co-leads: AYBU, MEV, THINK-UP DIGITAL, FETICO, NGO-PROCONSENSIO	
Objectives	**Main Activities**	**Deliverables**
1. Encourage youth-led green entrepreneurship 2. Promote youth participation in sustainability and local policymaking 3. Raise awareness about green careers and climate action across Europe through campaigns and events. 4. Create an international platform for knowledge exchange.	1. Green Entrepreneurship Bootcamp. 2. Sustainable City Policy Camp. 3. Meetings with municipalities and policymakers. 4. Green Awareness Campaign (online + offline). 5. International Green Youth Summit. 6. Collection of policy recommendations and youth-led initiatives.	**D3. 1** Green Entrepreneurship Bootcamp Toolkit **D3.2** Sustainable City Policy Camp Report **D3.3** Green Awareness Campaign Package **D3.4** International Green Youth Summit Report **D3.5** Policy Recommendations & Youth Action Guidelines

Annex 2- Project Meeting Evaluation Questionnaire (Links to Google form)

https://forms.gle/ZNDVU7FFM3Y8EeaB6

Annex 3- Quarterly Progress Monitoring Tool

Quarterly Progress Monitoring Questionnaire Template

Section 1- General Information

Partner	
Reporting Period (e.g., M4-M6)	
Work Packages involved	

Section 2- Progress on Activities

Activity	Status **(Completed/In Progress/Delayed)**	Evidence	Deviations from Initial Planning and Reasons Related	Comments

Section 3- Deliverables

Deliverable	Deadline	Status	Notes/Justifications

Section 4- Risks and Mitigation

Identified Risk	Impact	Likelihood **(High-Medium-Low)**	Mitigation Applied	Notes

Section 5- Dissemination Actions

No of Social media posts and links	Description of events attended/organized	Stakeholders reached	Comments

Section 6- Issues & Support Needed

Challenges encountered:

Requested support from coordinator/QARMC:

Annex 4- Risk Register Template

The project applies a structured risk management approach based on a continuously updated Risk Register maintained by the QARMC and coordinated by FETICO.

Risks are identified at the Work Packages and cross-project level and are categorised as follows:

- Project Management Risks
- Schedule and Delivery Risks
- Technical and Digital Development Risks
- Quality and Compliance Risks
- Stakeholder Engagement Risks
- Dissemination and Impact Risks
- Inclusion and Accessibility Risks
- Budget and Financial Risks
- Legal and GDPR Risks
- External and Force Majeure Risks

Each identified risk is assessed according to:

- Probability (High / Medium / Low)
- Impact (High / Medium / Low)
- Overall Risk Level (based on probability–impact combination)

For each risk, the following elements are defined:

- Clear description of the risk
- Early warning indicators
- Preventive mitigation measures
- Corrective or contingency actions
- Assigned risk owner
- Review date and monitoring status

The Risk Register is reviewed quarterly and prior to each Transnational Project Meeting. High-risk items trigger immediate discussion within the QARMC and corrective measures are implemented accordingly. The detailed Risk Register is maintained as an internal working document and shared among partners through the project repository.

Annex 5- Traffic-light dashboards (RAG: Red–Amber–Green) Links to Google Drive

RAG Dashboard Use:
The RAG (Red–Amber–Green) dashboard provides a visual overview of progress at activity and deliverable level.

- **Green:** On track (no issues expected)
- **Amber:** Minor deviation or risk identified; mitigation actions required
- **Red:** Major deviation; immediate corrective actions and escalation required

RAG status will be updated **quarterly** based on partner progress monitoring and reviewed by QARMC at each TPM.

https://docs.google.com/spreadsheets/d/1kiz9xwadaNxiaYOB4Nbq9Ndg0yG6uFi5/edit?usp=drive_link&ouid=114561895065888836003&rtpof=true&sd=true

Annex 6- Peer Review Quality Questionnaire

Quality Checklist- Partner Evaluation Survey

1. Coordination& Communication (Rate 1-5)

Rate	Poor 1	OK 2	Good 3	Very Good 4	Excellent 5
Clarity of instructions					
Timeliness of information					
Responsiveness of the coordinator					
Usefulness of the Internal communication tools					

2. Implementation of Activities (Rate 1-5)

Rate	Poor 1	OK 2	Good 3	Very Good 4	Excellent 5
Alignment with workplan					
Quality of deliverables produced					
Participation of target groups					
Adherence to Erasmus+ principles					

3. Collaboration & Engagement (Rate 1-5)

Rate	Poor 1	OK 2	Good 3	Very Good 4	Excellent 5
Partner commitment					
Peer support across the consortium					
Inclusiveness and transparency in decisions					

4. Impact & Sustainability (Rate 1-5)

Rate	Poor 1	OK 2	Good 3	Very Good 4	Excellent 5
Relevance of outputs					
Potential long-term usability					
Engagement of stakeholders					
Added value at the EU level					

5. Open Comments

Suggestions for improvement

Identified strengths

Lessons learned