



## QUAEM Quality Policy Paper

The aim of the quality policy paper is to achieve a common understanding amongst all project partners with regard to the quality of the deliverables produced, the methods applied to control the quality and the ethical attitudes guiding everybody's involvement.

First and foremost, all partners agree that their involvement in the project is guided by the following core aspects:

1. Effectiveness: each partner will aim to ensure that each deliverable for which he/she carries responsibility will provide the optimal results for the users/recipients.
2. Efficiency: each partner will aim to produce the respective deliverable by making optimum use of the resources available.
3. Punctuality: each partner will work towards producing the respective deliverable according to the timeline and will support other partners doing the same.
4. Partner involvement: each partner, whether work package leader or not, will invest him/herself to the level of time agreed upon in the contract and at the highest possible quality.

Based on these four fundamental criteria and in order to achieve the outcomes promised to the funding agency, the partners in the project will work in accordance with the following principles:


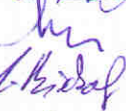

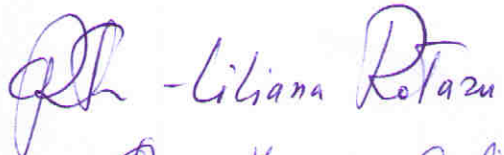









1. Each deliverable shall be produced to the utmost level of quality that is possible to achieve by the respective responsible partner.
2. Every partner provides the utmost support to guarantee that principle 1 will be adhered to.
3. The quality of a deliverable is not restricted to its mere production but also how it contributes to the overall success of the project
4. Each partner is fully committed to the project and the achievement of the deliverables and their quality as defined in principles 1-3.
5. The coordinator is in charge of guaranteeing the achievement of the deliverables both in terms of completion and quality. Each partner accepts any decision of the coordinator necessary to fulfill this deed.
6. The lead partners for each work package are responsible for the completion of the deliverables within their work package. They should discuss and plan activities with the other partners involved and make sure they are timely planned according to the quality work plan and project proposal.

7. The lead partners will for each work package provide the partner responsible for quality assurance with the necessary documents to monitor the indicators of progress.
8. The internal organization of each work package will be established by the participating partners of that work package. Depending on the deliverables within a work package, working groups may be formed for individual deliverables. A Reporting Partner can be nominated by the lead partner to provide necessary documents to monitor the indicators of progress for a specific deliverable.
9. Time tables and workflows are going to be adapted if the quality of the deliverables are in danger in accordance with the project coordinator. Any changes must be communicated in advance to the coordinator and quality assurance partner.
10. Each partner guarantees that each deliverable for which he/she is responsible will be produced latest by the deadline defined in the application with a quality in agreement with principle 1.

This quality policy document represents the philosophical and ethical foundation of the work in the QUAEM project. All documents produced in order to implement either the quality policy or the different work packages have to be in accordance with this core document which will be signed by all fund-receiving project partners.

The quality policy document has been adopted by the Steering Committee during the QUAEM Kick Off meeting (Chisinau, 03-05 December).

**Signatures**

 - Lilian Siefert  
 - Mariana Mocanu  
 - Lukas Biedel, CHE Consult  
 - Liana Rotaru  
 - Larisa Sali  
 - Cuzzone Daniela UdG  
 - Doro Munk, WUS AUSTRIA  
 - Natalia Tarachiu, ESIB  
 - Opolinich  
 - Corina Negara, USB  
 - Jon Cortan  
 - Valentin Amariei  
 - Andrei Chiriac

