

Event	First Quality Assurance Committee meeting
Venue	BOKU Vienna
Date	Friday 7th April 2017
Organizer	MUHEC

No.	Attending Name	Person acronym	Institution acronym
1	Sally Priest	SP	MUHEC
2	Vesna Lopičić	VL	UNI
3	Āgota Drégelyi-Kiss	ADK	OE
4	Kurt Glock	KG	BOKU
5	Milan Gocić	MG	UNI
6	Simon McCarthy	SM	MUHEC
	In addition, there were other participants in attendance at the meeting, but who were not a formal part of the Quality Control Committee, but whom were freto contribute.		

Items	Minutes	Action
1	SP introduced and led the meeting. SM took the minutes.	
2	SP asked the committee if the Quality Control Plan as presented earlier in the workshop was accepted by the Committee. This included reports Q: Work Package Self-Assessment report, R: partner Self-Assessment Report, S: Deliverable Review, T: Work Package Summary Report, U: Internal Project Quality Evaluation Form and External Review process. The Committee accepted.	
2	SP proposed the removal from the Quality Control Plan of Annex T: Work Package Summary Report and V: Internal Project Quality Evaluation Form as it was felt by MUHEC they replicated the reports created by the Project Management Committee for WP 8. VL proposed that from past project experience it was useful to keep the reporting between WP streams separate and so the Annexes' should remain. The proposal to remove the Annexes' was considered and rejected.	
3	SP proposed that the schedule deadlines for reporting should be revisited to allow MUHEC time to review and deliver their reports upon which they are based. The proposal was accepted and SP to provide new deadline dates when appropriate and amend the Quality Control Plan reports / reviews.	SP
4	SP reported that so far Work Package reports had been received from	

	<p>partners but in some cases the reports were written with regard to partner activities rather than work package activities.</p> <p>SP would email WP leaders of those reports requiring refocusing on the Work Package activities and then add these to the draft QAC report to be circulated to members of the QAC for acceptance.</p>	SP
5	<p>SP reminded the committee that some Deliverables already completed required Deliverable Reviews retrospectively including minutes.</p> <p>MG representing the Management Committee proposed that key deliverables already completed require reports but not minutes.</p> <p>The proposal was accepted and SP would compile a list of Deliverable Reviews required and remind the WP leaders</p>	SP
5	<p>SP reported that she had discussed and agreed with MG moving the Quality Control Plan reports / reviews from WP8.3 on the project platform to WP5.</p> <p>SP to inform MG the new location of the reports</p>	SP
6	<p>SP proposed that future Quality Assurance Committee meetings should be scheduled earlier in the Project Workshop agenda so that future changes could be agreed before announcement to the project members.</p> <p>This was agreed and should be considered for the next Quality Assurance Committee meetings.</p>	SP/MG
7	<p>In any other business VL requested all WP leaders deliver their Quality Control Plan reports on time and asked SP to send reminders in good time. SP apologised for moving this meeting in the workshop agenda but rescheduling earlier in future workshops would address this.</p>	
8	<p>SM to provide minutes of the meeting.</p>	SM