QUALITY BOARD

WP5. Quality Assurance and Monitoring

Project Information

Project Acronym:	FOODI
Project full title:	MSc Course in Food Processing and Innovation
Project No:	598987-EPP-1-2018-1-MY-EPPKA2-CBHE-JP
Funding Scheme:	Erasmus+ KA2 Capacity Building in the field of Higher Education
Coordinator:	UTM
Project website	www.foodi-project.eu

Prepared by

Author name	Petros Chondros
Authoring Partner	ReadLab
Position	Researcher
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the FOODI project Management Board

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Executive Summary

The "MSc Course in Food processing and Innovation-FOODI" project puts in place a comprehensive quality assurance framework in order to ensure the impactful and sustainable use of project deliverables. This framework provides control to the project implementation, ensures that the outputs are of a high quality with respect to the nature of the project and that the project complies with relevant program management standards and policies from the European Commission. The aim of this document is to present the members of the project Quality Board and to define the processes and mechanisms for their effective collaboration. The Board is responsible for the continuous monitoring and review of the quality assurance policy as described in the FOODI Quality Assurance Plan.

1 Introduction

The project "MSc Course in Food processing and Innovation-FOODI" is co-funded by the Erasmus+ / Capacity building in higher education programme of the European Union. FOODI aims to create a new MSc programme incorporating innovation management and food processing curricula with a view to turning the local food processing sector into a driver of social and economic growth in Malaysia, Cambodia and Thailand.

This document aims to present the responsibilities, membership, decision-making processes and communication arrangements of the FOODI project Quality Board (QB). It is based upon the Description of the Action[1] and is complementary to the Quality Assurance Plan (project deliverable 5.2).

2 Quality Board Responsibilities

The Quality Board is responsible for administering and maintaining the FOODI Quality Assurance Plan and for implementing the quality processes and quality assurance / quality improvement activities that ensure the efficient, effective and impactful project delivery.

More specifically, the Board will:

- continuously monitor, assess and review the FOODI project processes and deliverables, using the QA standards and tools presented in the project Quality Assurance Plan;
- develop the toolkits for the evaluation of the FOODI MSc Programme (task 4.3);
- review and enhance quality assurance policies / procedures;
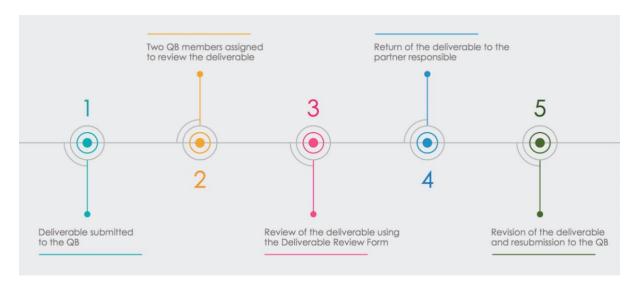- encourage and support the development of a quality culture.

Figure 1 - Steps for FOODI deliverables' QA

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[1] See in particular Section *F. Quality of the Project Design and Implementation* and *WP5 – Quality Assurance and Monitoring.*

The QB will work freely and without interference. The FOODI Project Coordinator and the Management Board will facilitate its co-operation with all partners and ensure its access to all necessary information. The QB will also cooperate with the project external evaluators.

3 Quality Board Membership

The FOODI Quality Board consists of one designated person per partner. QB members and their substitute members have been appointed for their thematic knowledge and/or prior experience in academic or project quality assurance and evaluation.

The FOODI QB members are the following:

	Partner	Acronym	Status	Appointed QB Member
P1	University Technology Malaysia	UTM	Full Member	Dr. Shateesh Baskaran
			Substitute	Dr. Maizatulaidawati Husin
P2	University of Malaya	UM	Full Member	Prof Ramesh T Subramaniam
			Substitute	Assoc.Prof. DrRamesh Kasi
P3	Universiti Technology Mara	UiTM	Full Member	Prof. Madya
			Substitute	Dr. Ling Siew Eng
P4	Universiti Kuala Lumpur	UniKL	Full Member	Abdul Manan Bin Dos Mohamed
			Substitute	Mazidah Binti Abdul Rahman
P5	University of Heng Samrin Thbong khmum	UHST	Full Member	Tara PIN
			Substitute	Lina HEM
P6	University of Battambang	UBB	Full Member	H.E. Mdm Sieng Emtotim
			Substitute	Dr. Sam Rany
P7	Svay Rieng University	SRU	Full Member	Saravuth TUM
			Substitute	Mardy SEREY
P8	Institute of Technology of Cambodia	ITC	Full Member	Mr. Norith Phol
			Substitute	Dr. Po Kimtho
P9	Ministry of Education, Cambodia	MoEYS	Full Member	H.E. MAK Ngoy
			Substitute	Dr. NITH Bunlay
P10	Asian Institute of Technology	AIT	Full Member	Prof. Anil Kumar Anal
			Substitute	Mr. Sushil Koirala
P11	Prince of Songkla University	PSU	Full Member	Professor Dr. Soottawat Benjakul
			Substitute	Asst. Prof. Dr. Chakree Thongraung
P12	University of the Aegean	UAegean	Full Member	Assist. Prof. Ioannis Kinias
P13	University College Dublin	UCD	Full Member	Frank Monahan
			Substitutes	Peter Dunne, Angela Brennan
P14	University of Salerno	UNISA	Full Member	Massimo Poletto
			Substitute	Prof. Donatella Albanese
P15	ReadLab P.C.	ReadLab	Full Member	Petros Chondros
P16	Athens Metropolitan College	AMC	Full Member	Eleni Damianou

Table 1 – FOODI Quality Board members

4   Quality Board Decision-Making

All members have equal status, acknowledging the importance of the expertise and experience that each member brings to the Quality Board. The person appointed by the WP5 leader, ReadLab, shall chair the Board. The chair guides the committee in terms of task (monitoring the QA Plan, focusing on scope and timeframe) and process (how the group works), helps the Board to work collaboratively and ensures a balanced contribution from all Board members. Any disputes that might arise will be addressed openly and honestly and will be dealt with as foreseen in WP Management.

The Quality Board will closely cooperate with the FOODI Project Coordinator, Management Board, WP Leaders and external evaluators.

5   Quality Board Communication

Quality Board members will communicate through the FOODI project shared platform. If at least one of its members requests a meeting, this will be promptly arranged by the Quality Board chair and delivered virtually. All members will be notified of the meeting arrangements and agenda one week in advance.