

aN Eu Curriculum  
for chef gasTro-engineering  
in primAry food caRe



## D.8.1.4 Quality Management Report – Interim Report

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## 1 ABSTRACT

This report summarizes the activities and results carried out for Quality Assurance between M1 and M14 within Task 8.1. (Project Quality Assurance). In accordance with the Quality Plan (D8.1.1), it describes in detail which deliverables have been developed within Task 8.1 and which activities have been performed to assure high quality of the project results in the past year. At first, the report outlines the various roles and responsibilities of the different partners and boards of the NECTAR project regarding Quality Assurance. Then, a short overview on WP8 related deliverables developed by WIAB is provided. Subsequently, the main activities within internal and external Quality Assurance are outlined as well as the main results. Finally, in the conclusion all activities are summarized and reflected in terms of what has been working well and what possibly could be improved for the remaining two years of the project.

## 2 KEYWORDS

Quality Assurance; Quality Monitoring; Quality Control; Internal Peer-Review; Advisory Board; External Reviewer; ECVET, EQF, EQAVET; ESCO

## 3 REVIEWERS

REVIEWER NAME	EXTERNAL REVIEWER	ORGANIZATION	DATE OF APPROVAL
John Farrell	No	RSCN	20/12/2021

## 4 VERSION HISTORY AND AUTHORS

Version	Name / Organization	Status*	Date	Provided Content/Comment/ Summary of Changes
1	Seema Akbar, WIAB	A	10.12.2021	Develop a first Draft Version of the Interim Report
1	Heidemarie Müller-Riedlhuber, WIAB	IF	17.12.2021	Review the first Draft Version by adding comments
2	Seema Akbar, WIAB	A	20.12.2021	Adapting Version 1 according to comment by IF and developing a second Version
2	John Farrell, RSCN	IF	20.12.2021	Internal Peer Review
3	Seema Akbar, WIAB	A	21.12.2021	Adaptations and development of the final version of this report

\*Status indicates if:

- A - Author (including author of revised deliverable)
- C - Contributor
- IF – Internal Feedback (within the partner organization)

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## 6 LIST OF ABBREVIATIONS

AB	Advisory Board
CGE	Chef Gastro Engineering
D	Deliverable
ECVET	European Credit System for Vocational Education and Training
EMP	Evaluation and Monitoring Plan
EQAVET	European Quality Assurance in Vocational Education and Training
EQF	European Qualification Framework
ESCO	European Skills/ Competences, Qualifications and Occupations
EU	European Union
ER	External Reviewer
GA	General Assembly
IR	Internal Peer Reviewer
KPI	Key Performance Indicators
LM	Labour Market
NECTAR	aN Eu Curriculum for chef gasTro-engineering in primAry food caRe
OP	Occupational Profile
QA	Quality Assurance
QM	Quality Management
QP	Quality Plan
QR	Quality Register
QCP	Quality Control Plan
QEIP	Quality Expectations and Indicators Plan
PC	Project Coordinator
PDCA	Plan-Do-Control-Act
SC	Steering Committee
T	Task
VET	Vocational Education and Training
WP	Work Package

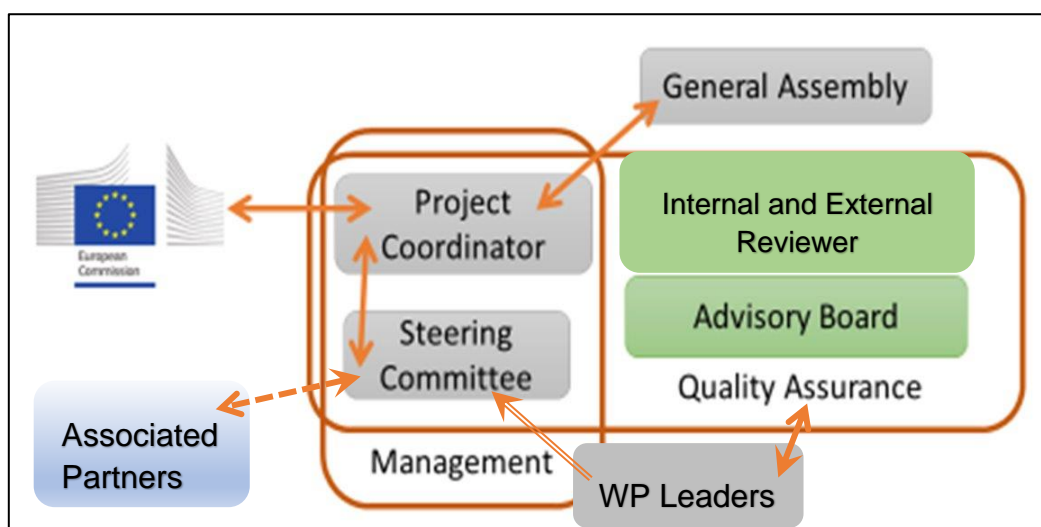
## 7 INTRODUCTION

The Quality Plan (D8.1.1) developed in M8, outlines the internal and external quality assurance processes, instruments and methods applied to ensure an effective project implementation and high quality of project results. T.8.1 is under responsibility of WIAB in close collaboration with the Project Management (WP1) as well as the whole NECTAR Consortium. WIAB is responsible for ensuring the implementation of the Quality Plan. Following the planned procedures for Quality Assurance, this first year summary report summarizes and reflects on the activities performed as well as on the results within Quality Assurance (T.8.1) between M1 and M14.

First the roles and responsibilities within Quality Assurance as well as an overview of the project structure are described shortly. Chapter 9 outlines the activities carried out by WP8-leader WIAB within T8.1 regarding the development of different tools and guides for Quality Assurance implementation. Then, the activities and results within Quality Assurance performed by the whole NECTAR consortium as well as external reviewers are described. In the conclusion, the activities and results will be summarized and assessed in terms of their success as well as possible improvements to plan the next steps within Quality Assurance for the upcoming years and to ensure high quality of future project outcomes. All tools, templates and reports developed between M1-M14 can also be found in the Annex.

## 8 QUALITY ASSURANCE – ROLES AND RESPONSIBILITIES

The quality of the NECTAR project is assured by a close collaboration and exchange between the leader of WP1 (Management), WP6 (Evaluation) and WP8 (Quality Assurance) as well as with the ongoing support by the whole NECTAR consortium. The following figure illustrates the project management structure and the role of Quality Assurance as one of the main elements:



**Figure 1: NECTAR Boards and Panels.**

Quality Assurance includes several actors and boards, namely the project coordinator, the Steering Committee, internal and external reviewers, and the Advisory Board. Furthermore, it contains a close collaboration and intense participation by the WP-Leaders. In the following section, the roles, and

responsibilities of each of these actors in regard to the overall Quality Assurance Management will be briefly explained.

The **Project Coordinator** (PC), led by ODISEE, must guarantee that the project is carried out according to the settled time schedule and the project objectives are efficiently achieved. The PC above all

- Is the single point of contact of the Agency for all communications on the project;
- Coordinates the work of the consortium in line with the workplan;
- Monitors that the action is implemented in accordance with the EU grant agreement.

The PC is also responsible for Risk Management issues, project progress monitoring and assuring a high quality of the project internal communication. In regard to quality assurance, ODISEE offers guidance, supports communication of the different actors involved and constantly promotes and underlines the importance of Quality Assurance for the project.

A second important management board is the **Steering Committee** composed by one member of each Work Package Leader who have been nominated in the beginning of the project. The Project Coordinator together with the 6 members of the Steering Committee are responsible for the project management of NECTAR. The SC initiates and supervises all activities through constant communication within the partnership and guarantees a high level of scientific, operative, and professional coordination among partners. In the case of professional disagreements, the SC is responsible to resolve the problem. The SC is also included in the decision-making of issues related to Quality Assurance e.g., by offering advice, finding solutions and taking decisions on how to cope with delays of deliverables and project outcomes. Between M1 and M14, the Steering Committee held 5 Online-Meetings in total.

The **General Assembly** (GA), composed by one member of each project partner, provides input on strategic and organisational issues, defines the project standards and agrees on formally and explicitly stated project policies. The GA is responsible for e.g.:

- Reviewing project progress and control the activities
- Resolving any professional, administrative or contractual issues
- Being the “overall quality manager” of the project by monitoring its successful development

Decision making follows the project management structure of SC, PC and GA. In addition, decision making considers that WP Leaders are expected to inform the PC of any significant unforeseen event (e.g., delay in the completion of deliverables) that may concern the WP. PC supported by the SC decides on the proper actions. The final approval of major interventions is in charge to the GA.

Several **Associated Partners** (AP) are involved in the project from the very beginning. They contribute to the project in different ways, either by contributing to scientific publications, pilot organisation or support in formal recognition. Associated Partners are – according to their expertise – also addressed for providing feedback on specific core deliverables of the project, if needed.

Core deliverables of the project are:

- The CGE Occupational Profile (OP)
- The CGE EU Curriculum
- The localized Curricula
- The Teaching Toolkit and Open Content
- The Pilots (EQF 5: Belgium, Campania; EQF 4: Portugal, Austria, Liguria)

Within the last year of the project, the Associated Partners gave feedback on the CGE Occupational Profile and the CGE EU Curriculum.

**Work Package Leaders** are responsible for quality planning, control, and assurance of their Work Packages (WP). They assure that all WP actions and deliverables are meeting adopted quality criteria and success indicators and are in full compliance with the project's time schedule and financial resources. WP Leaders will be responsible for collecting feedback from Internal and External Reviewers (see below).

**Internal Peer Reviewers** and External Reviewers play a crucial role to assure the quality of the project deliverables and outputs. Internal Peer Reviewers consist of all full partners of the NECTAR project and provide feedback on all project deliverables except EU reporting and are responsible for the overall quality assurance of the reviewed deliverable.

The **External Reviewer** (ER) is part of the Quality Assurance Strategy. On one hand, he accompanies the project and reviews the processes and project progress, on the other hand the External Reviewer will review core deliverables of the project. The External Reviewer has professional expertise in the field of healthcare and Primary Food Care as well as the necessary scientific experience to review documents produced in the NECTAR project.

The **Advisory Board** (AB) is composed by four external experts from piloting countries and one expert from potential roll-out country (NL), who participate in the Quality Assurance of core project deliverables and will provide feedback on

- The CGE Occupational Profile (OP)
- The CGE EU Curriculum
- The NECTAR Guidelines for teachers for curriculum implementation
- The delivery of the Pilots (EQF 5: Belgium, Campania; EQF 4: Portugal, Austria, Liguria)

To ensure that all relevant quality aspects of the listed core deliverables are evaluated by competent experts, the Advisory Board members cover a broad scope of expertise, ranging from gastro engineering know-how to VET knowledge, health and nutrition expertise to labour market, economy and sector knowledge. Most of the members are also familiar with European standards such as ECVET, EQF, EQAVET and ESCO.

WIAB as leader of **Quality Assurance (WP8)** is responsible of planning, controlling and monitoring all processes and mechanisms related to assure high quality of all project outcomes. In this regard, WIAB collaborates closely with UALG, leader of the **Evaluation (WP6)** as well as ODISEE, leader of the **Project Management (WP1)**. Evaluation aims to assure the validation of the core VET related deliverables: the CGE EU Curriculum, the localized curricula, the materials, and tools supporting trainers in the implementation of the curricula and the pilots. Other core deliverables of the project such as the Occupational Profile will be monitored and evaluated by the External Reviewer and the Advisory Board. WP1 is responsible of the overall internal project assurance by monitoring and assessing the internal collaboration of the project consortium e.g., regarding communication, management and meeting evaluation, as well as planning and monitoring the risk management of the NECTAR project.



## 9 TASK 8.1 PROJECT QUALITY ASSURANCE

Within Task 8.1 “Quality Assurance”, WIAB is responsible to plan, coordinate, control and monitor the quality assurance of the overall project results, which is mainly based on internal quality assurance within the NECTAR consortium provided by internal reviewers and external quality assurance provided by independent external reviewers. The tools applied to assure the quality of the overall project are above all the:

- Quality Plan
- Quality Register (including QCP and QEIP)
- Concept for Collecting and Reporting the Advisory Board Feedback

The main results of the activities in T8.1. so far will be explained in detail in the following section.

### 9.1 Overview of activities in T8.1

#### 9.1.1 Quality Plan (D8.1.1)

The Quality Plan (QP) was developed by WIAB in the beginning of the project and the final version has been delivered by M7. It describes the internal and external quality assurance processes, instruments and methods applied to ensure that the project implementation is effective, and the foreseen results are achieved in the appropriate quality. In this regard, the responsibilities, methods, and quality criteria for both internal and external quality assessment are defined in detail. The QP provides the basis for the continuous improvement of the project and its deliverables (D). It represents the agreed reference document for quality assurance within the NECTAR project.

At first the QP provides a short description and overview of the background, structure and responsibilities of the NECTAR project and which role quality assurance of WP8 has within it. Then the quality assurance approach is presented, which is based on the PDCA cycle and in line with the EQAVET cycle. All Quality Management tools, responsibilities and time schedules are described in detail. Furthermore, the Quality Plan includes different tools for VET Quality Assurance based on EQAVET, which actions will be mainly undertaken in Task 8.2. Besides the EQAVET quality cycle, it describes tools like the building blocks, EQAVET indicators and indicative descriptors and offers a plan on how to integrate these quality management tools within the NECTAR project. The results of these EQAVET related VET Quality Management activities will be reported in the VET Quality Management Interim Report (D8.2) in M18. The Quality Plan was presented online to all NECTAR partners within the second Consortium Meeting in M6.

#### 9.1.2 Quality Register (D8.1.2)

The main tool for implementing the Quality Management approach is the Quality Register (QR). It contains the Quality Control Plan (QCP) and the Quality Expectations and Indicators Plan (QEIP). The first version of the Quality Register was delivered by M8, the final version will be delivered at M36 including the documentation of all quality management activities and results.

The **Quality Control Plan** (see Annex 2.1) provides an overview of the monitoring responsibilities of project partners and external experts and the foreseen time schedules for the review and ensures that all core deliverables will be quality assured. It was developed by WIAB in the first months of the project and agreed on with all NECTAR partners. The QCP is the main tool for planning and



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monitoring the internal and external reviews of deliverables in all Work Packages. Figure 2 shows an excerpt of the QCP:

NECTAR - Quality Control Plan		WIAB										
Work Package	Deliverable	Quality Method	Coordinating Partner	Contributing Partners	Peer-reviewer	Start of the Review Process	Link of the document for reviewer	Date of Review	Result	Date of Approval	Link of the final version	Due Date
<i>Explanations:</i> Includes all deliverables of the different tasks listed in the NECTAR-Proposal.					<i>Please fill in the name of your organisation or expert who is responsible for the review.</i>	<i>Within this date, the reviewer should receive the document by the Coordinating Partner (author of the document).</i>	<i>Please provide here the link of the written document, when it's ready for the reviewer.</i>	<i>Should be filled in by the reviewer, when finishing the review. The review should be done within 1 week. (day, month, year)</i>	<i>Here, the reviewer should fill in the result of the review, e.g. "Document needs to be adapted/ revised" or "Report meets all Quality Criteria".</i>	<i>Please state here when the written document is finalized after revision/ adaptation of the feedback and the Quality Control Check List is signed by the Reviewer. In terms of the external review, state here when it has been approved by the external expert. (day, month, year)</i>	<i>Please provide here the Link of the final version of the document.</i>	<i>Of the deliverables to be submitted the Project Coordinator (ODISEE).</i>
WP1: Management (ODISEE)	1.3.1a Risk Management Plan	Internal Peer-Review	ODISEE		ALL PARTNERS	M2 = 10. January 2021 (actually December)		11.01.2021	Some risks needed to be adapted and some sentences explained/rewritten. Now, all main risks are included.	-----	<a href="https://hubkaho.sharepoint.com/w/.../sites/NECTAR/Gedeelde%20documenten/General/Workpackages/WP1%20Management/T1.3%20Risk%20Management%20and%20Conflict%20Resolution/D1.3.%20Risk%20Management%20Plan_FINAL.docx?d=74292510924861d34ee7918bcb99c4c99a1&amp;csf1&amp;web=1&amp;e=yuh3y">https://hubkaho.sharepoint.com/w/.../sites/NECTAR/Gedeelde%20documenten/General/Workpackages/WP1%20Management/T1.3%20Risk%20Management%20and%20Conflict%20Resolution/D1.3.%20Risk%20Management%20Plan_FINAL.docx?d=74292510924861d34ee7918bcb99c4c99a1&amp;csf1&amp;web=1&amp;e=yuh3y</a>	M2 = 29. January 2021 (actually December)
	1.3.2 Progress Conflict and Risk Report	Internal Peer-Review	ODISEE		UALG	M18 = 15. April 2022						M18 = 30. April 2022
	1.3.3 Final Conflict and Risk Report	Internal Peer-Review	ODISEE		UALG	M36 = 17. Oktober 2023						M36 = 31. Oktober 2023
WP2: Definition of Chef Gastro Engineering Occupational Profile (ODISEE)	2.1.1a Report on cooks' skills needs in the PFC and pre-existing training initiatives and curricula (first version)	Internal Peer-Review	MUG	RC, RL, UALG, WIAB, STYCC, RSCN	ITSBACT	M3 = 22. February 2021 (actually January)	(Report send to ITSBACT on 22nd of February via mail by MUG)	02.03.2021	I have found your job very well done I just added a couple of comments in red color.	05.03.2021	----	(8. March 2021)
	2.1.1b Report on cooks' skills needs in the PFC and pre-existing training initiatives and curricula	External Review (by Stakeholders/ Advisory	MUG	RC, RL, UALG, WIAB, STYCC, RSCN	External Reviewer	M4 = 8. March 2021 (actually ...)	(Report send to external reviewers on 5th of March via mail by MUG)	23.03.2021	See document "External Review_D2.1.1" within the folder "Feedback by External Reviewer"	23.03.2021	<a href="https://hubkaho.sharepoint.com/w/.../sites/NECTAR/Gedeelde%20documenten/General/Workpackages/WP2%20Definition%20of%20FC%20Occupational%20">https://hubkaho.sharepoint.com/w/.../sites/NECTAR/Gedeelde%20documenten/General/Workpackages/WP2%20Definition%20of%20FC%20Occupational%20</a>	M4 = 31. March 2021 => the earlier the better

Figure 2: Excerpt of the Quality Control Plan

In the QCP all Work Packages and connected deliverables are listed, as well as the partners responsible for deliverables and the due date according to the NECTAR Proposal. WIAB distributed in total about 54 deliverables to all NECTAR full partners, so that each partner is responsible to review 1-3 deliverables within the project time span. In addition, the external reviews of main deliverables, provided by the Advisory Board and the External Reviewer, have been planned and documented within the QCP as well. The partners are responsible to fill in the date and result of the review as well as the date of approval and a link to the final version of the deliverable. Therefore, the QCP is a living document, which is constantly evolving by each completed review. It provides an instant overview of the current and upcoming actions and deliverables and provides therefore guidance for the next steps for the whole NECTAR Consortium.

The **Quality Expectations and Indicators Plan** has been developed by WIAB in close cooperation with the Work Package Leaders in the beginning of the project. This tool is mainly used to ensure, that the predefined quality criteria described as "short-term results" in the NECTAR proposal, will be achieved. WIAB listed all core deliverables and related short-term results within one document and extracted quality expectations and indicators as well as defined more concrete Key Performance Indicators (KPI), which need to be monitored. These quality criteria have been discussed with the Work Package Leaders several times e.g., regarding their realistic assessment and feasibility of reaching these goals. As a result, the QEIP defines jointly agreed quality expectations, one or more generally formulated quality indicator(s) and concrete Key Performance Indicators for core results of the project. Additionally, it contains all information on who is responsible to monitor these quality criteria and by when this must be completed, in order to submit a deliverable in time and of high quality. The QEIP also offers a baseline for the Project Management (WP1), as the Project Coordinator is responsible of explaining and monitoring the achievement of the predefined short-term results to the EU Commission. Figure 3 illustrates an excerpt of the QEIP:



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Deliverable	Description of Deliverable	OUTPUT (short-term result)	Quality expectations (common understanding of quality requirements applied)	Quality indicators (must have criteria)	KPI (Key Performance Indicators, measurable)	Methods to evaluate the achievement of quality indicators	By when	Reviewer	Quality indicator achieved (yes/no)	Date of Approval (dd/mm/yyyy)	Comments and explanations (Please explain here, if an indicator has not been reached and refer to necessary improvement)
2.2 EU Chef Gastro Engineer Occupational Profile (DISE)	The Occupational Profile for CGE will be developed by identifying and describing key activities, defined as an integrated group of professional competences, which are in their entirety necessary to perform a task relevant to the job profile. They will cover all the activities for the performance of the profession, regardless of its application context. Then contextual elements which could affect the definition of the OP will be identified.	1 digital document (EU Occupational Profile for CGE)	Compliant with EU standards and instruments such as ESCO, ECVEF, EQF, the EU Skills Panorama	OP is taking into account EQF descriptors and is compliant with ECVEF	OP covers EQF descriptors and EQF levels; ECVEF principles are used to define a proper glossary and to provide the proper framework to the OP	External Review (External Reviewer)	M7 (May 2021)	Herman	yes	29/06/2021	Majrolein: In the proposal, it was stated that we need to analyse the EU database. After performing this analysis, it became evident that no occupations in the database could be found that are related to cook or chef. This is also explained in the Chapter EU Skills Panorama in D2.2. OP CGE. HERMAN: 1. Unverifiable in the report if ECVEF principles are used. Clear indication however EQF was studied and taken as a baseline of the OP
7 (May 2021)				OP is formally in line with ESCO occupational profiles	OP covers key activities for the performance of the profession (regardless of its application context); Differentiates mandatory skills from other skills	External Review (External Reviewer)	M7 (May 2021)	Herman	yes	29/06/2021	HERMAN: 2. Well documented
				OP is based on the analysis of current ESCO occupational profiles) and other existing profiles for cooks	At least 2 ESCO occupational profiles and 1 other profile for cooks have been analyzed	External Review (External Reviewer)	M7 (May 2021)	Herman	yes	29/06/2021	HERMAN: 3. Well documented
				OP is based on information included in EU Skills Panorama	OP takes an analysis of the EU Skill Panorama into account, containing informations on cooks and chefs	External Review (External Reviewer)	M7 (May 2021)	Herman	yes	29/06/2021	HERMAN: 4. Well documented
			Meets the needs/requirements of the target-groups	Positive feedback from the main target groups such as VET-Providers (education) experts in health; Decision Makers at local, regional and national level; Service-Providers and umbrella organizations	Min 15 stakeholders consulted during preparatory analysis	Personal consultation/interview of stakeholders in the context of D2.2	M7 (May 2021)	WIAB	yes	29/06/2021	Majrolein: We've consulted the following external stakeholders: 5 chefs (3 Belgium, 2 Austria) and 3 dieticians, 1 Head of Education Belgium (head of training Belgium, 1 practice lecturer Belgium, 1 President of the National (Italian) Register of Dieticians). VET Providers of the consortium were also consulted: SOMA (2), UAlig (3), MP (2), ITS-BACT (1) and MUG (1). 5 members of the AB were also reached, just before ED. In general, the quality of the OP is good.

Figure 3: Excerpt of the Quality Expectations and Indicators Plan (QEIP)

The Quality Register will be explained to the NECTAR Consortium several times during the project lifetime e.g., within the second and third Consortium Meetings, to make sure all partners are aware of the existence and importance of these tools as well as how to use them and fill in the right information.

A “Step-by-step Guide for using the Quality Register” has been developed (see Annex 3) and provided on the SharePoint Microsoft Teams, to best support the partners in using this tool correctly.

### 9.1.3 Concept of Advisory Board Feedback (D8.1.3)

The Concept of Advisory Board Feedback has been developed by WIAB and delivered in M9. It describes in detail the role of and the collaboration with the Advisory Board (AB) within the Quality Assurance process of the NECTAR project. It gives insight in the nomination of Advisory Board members, in the envisaged communication channels and in the methods and procedures applied for collecting and reporting feedback from the Advisory Board to contribute to continuous quality improvement. To this end, WIAB has asked all NECTAR partners for proposing external experts, who have e.g., expertise in the field of nutrition, healthcare, EU-standards such as EQAVET, ESCO or EQF, VET training and labour market. As a result, the AB is composed of four external experts from piloting countries (AT, IT, BE) and one external expert from a potential roll-out country (NL) who have been nominated by project partners.

More detailed information can be found in the report “Concept for Collecting and Reporting Advisory Board Feedback” (D8.1.3) as well as in the chapter 9.3 “External Quality Assurance” below.

## 9.2 Internal Quality Assurance

As stated above, the internal quality assurance is mainly performed by partners of the NECTAR consortium and targets the review of most of the deliverables (e.g., except EU reporting). The quality of a deliverable is assured by several quality assurance steps and based on the principle of the PDCA cycle: It is first controlled internally by colleagues of the partner organisation responsible for

a deliverable. After this “4-eyes-principle” quality control, the deliverable is sent to the assigned peer-reviewer. The internal peer-reviewer controls the quality of the deliverable, using several Quality Assurance Tools offered by WIAB and predefined criteria and indicators. Besides the Quality Register described above, the main Quality Assurance Tools (see Annex 4) for performing the internal peer-review and to assure high quality and transparency for documents are:

- The table “Reviewers”, where all internal and external reviewers are listed, and the date of approval is documented. (see Annex 4.1)
- The table “Version history and authors”, in which all contributors to the developed deliverable are listed. (see Annex 4.2)
- The table “Quality Control Checklist”, which contains a list of several formal and general content-related quality criteria, which need to be monitored by the internal peer-reviewer. (see Annex 4.3)

All these tools have been developed by WIAB and integrated in the template for deliverable documents provided by WP7 and are therefore inherent in all deliverables of NECTAR. As described above, all internal peer-review actions are monitored and documented in the Quality Control Plan.

Between M1 and M14 in sum 13 deliverables have been internally peer-reviewed by different partners. WIAB supported the peer-review process by writing monthly mails to inform all relevant partners about the upcoming peer-reviews, explaining who is responsible for which deliverable and the scheduled time. WIAB also sent out several reminder mails to make sure deliverables will be submitted in time and it will be checked that all necessary quality assurance actions and tools have been fulfilled. Besides the group mails, WIAB also supported several partners individually to complete the review and to communicate with each other e.g., by providing contact information and so on. The following table shows, if the deliverables met the predefined deadlines as indicated by the due dates within the Quality Control Plan:

<b>Date of delivery of deliverable:</b>	<b>Number of deliverables between M1-M14 (total 13)</b>
In time	4
1-3 week late	1
1 month late	2
2 months late	3
3 months late	1
over 3 months late	2

**Table 1: Time and number of Deliverables between M1-M14.**

Most of the deliverables were submitted in time or maximum one month after the due date. In most of the delayed cases, the responsible of a deliverable or the assigned internal peer-reviewer asked WIAB and the PC for more time to complete a report/review. Most of the delays were caused due to the COVID-19 situation or because of sick leaves. WIAB together with the PC ensured, that a delay didn't affect following deliverables, especially milestones. In the case of the 2 deliverables, which have been over 3 months late, the PC and the SC were informed and activities to address problems were successfully implemented. Therefore, the listed delayed deliverables in table 1 didn't have an impact on the overall project development. Besides the internal peer-reviews, the quality and

validation of core deliverables have also been checked externally, which will be described in the following section. More details on the results of the internal peer-reviews can be found in the Quality Control Plan (see Annex 2.1).

After one year, there have been a change of the PC and the new PC naturally needed some time to get into the project. During this time, WIAB and the Steering Committee provided their support and addressed difficulties collectively. Due of this close collaboration as well as the attentiveness of the Steering Committee to address possible struggles and to inform the PC beforehand, the impact of the change of PC on the project development has been limited. WIAB also encouraged the PC to gather internal feedback by the whole NECTAR consortium about their satisfaction of the overall project development. In this regard, WIAB provided a template for the PC to develop a short questionnaire. Furthermore, the PC developed an Alliance Agreement, which all full partners of the NECTAR project should agree on and which should therefore improve the cooperation of the consortium.

### 9.3 External Quality Assurance

The external reviews within Quality Assurance are being performed by experts external of the NECTAR project consortium. On one hand, the external reviews are performed by the External Reviewer Herman Vandevijvere, who is currently a researcher and lector at the Karel de Grote Highschool and has expertise in the field of nutrition, healthcare and Primary Food Care as well as on EU standards relevant for VET context. On the other hand, external quality assurance is carried out by the Advisory Board (AB), which is composed by 5 members from different EU countries: Consuelo Borgarelli (IT), Martijn van Gemst (NL), Karin Hackensöllner-Ali (AT), Karin Schindler (AT) and Lobke Van den Wijngaert (BE). The AB members cover a broad range of experts e.g., from VET, economy, labour market services, recognition or accreditation institutions, gastronomy, health, and nutrition. This broad range of expertise offers the possibility to assess project results under different aspects and the opportunity to ask specific questions, if needed. The External Reviewer and the AB therefore support the validation of core deliverables of the project. Core deliverables are defined as the main outcomes of the project, such as the CGE Occupational Profile, the CGE EU Curriculum, the NECTAR Guidelines for teachers for curriculum implementation or the delivery of the Pilots. These core deliverables will be publicly accessible on the NECTAR Website.

Besides the external quality assurance processes, main project results will also be externally reviewed within evaluation activities in WP6, in which the results of WP3 such as the CGE EU Curriculum (T.6.2), the overall teachers' tools and guides in WP4 (T.6.3) and the implementation of the Pilots in WP5 (T6.4 and T6.5) will be evaluated. Within the evaluation, several external experts and stakeholders will be asked for feedback, such as teachers, students, VET providers and labour market representatives. More details on the activities planned within evaluation can be found in the Evaluation and Monitoring Plan (D6.1).

The multi-sided external quality assurance and evaluation approach of the project ensures a high quality of the main project outcomes and contributes to the relevance, scaling-up and exploitation of the aims of the project.

The external reviews performed within Quality Assurance during M1-M14 are explained in detail in the following sections.



### 9.3.1 Feedback on D2.1.1

At M5 the External Reviewer (Herman Vandevijvere) reviewed the “Report on cooks’ skills needs in the PFC and pre-existing training initiatives and curricula” (D2.1.1) provided by MUG and commented it. The External Reviewer only adapted a few comments with explanations and propositions on how to approve the report e.g., in regard of comprehensiveness or methodology. MUG as responsible of the deliverable adapted the report accordingly. The comments as well as the implementation of the proposed adaptations have been documented in one table, available on the SharePoint of the project “Microsoft Teams”. WIAB supported the communication process of this review.

As this report was a preliminary activity to provide input to the CGE Occupational Profile, for which a review by the Advisory Board members was foreseen, there was no additional external feedback needed by the AB members.

### 9.3.2 Feedback on D2.2

At M8, the first milestone of the project, the “EU Chef Gastro Engineer Occupational Profile” (D2.2) provided by ODISEE was reviewed by the External Reviewer as well as by all AB members. For this deliverable there were several quality criteria and related KPIs listed within the QEIP for which different stakeholders were assigned to monitor and check, if these KPIs have been achieved. First, the KPI “Min. 15 stakeholders consulted during preparatory analysis” was monitored by gathering feedback from several external stakeholders such as chefs, dieticians, and VET providers. The feedback was collected by personal consultations and interviews carried out by the responsible of this deliverable, ODISEE, in collaboration with WIAB. Additionally, feedback was gathered by VET providers of the NECTAR consortium, mainly by the Piloting Partners. The feedback from external chefs was conducted by a short questionnaire and has been documented in a short summary on Microsoft Teams. In total, the feedback by 26 stakeholders was gathered, therefore the KPI was achieved, and the feedback was documented within the QEIP (see Annex 2.2).

Furthermore, 4 different KPIs regarding the compliance of the CGE OP to EU standards were monitored by the External Reviewer. In this regard, WIAB developed a document with specific questions for the External Reviewer (see Annex 5.1.1) asking to check, if these KPIs have been met. As review result, the External Reviewer agreed that all 4 KPIs have been reached and his feedback and explanations have been documented within the QEIP as well.

Finally, WIAB developed a review template (see Annex 5.1.2) for collecting feedback on the CGE OP by the External Reviewer and the AB members. ODISEE as responsible of the deliverable was also asked, if any additional input on the CGE OP is needed by the external reviewers. WIAB coordinated the communication and collection of the feedback and summarized the gathered feedback by the AB in a short report (see Annex 6.1) in order to send all review results to ODISEE. Overall, the feedback on the OP was very positive and only small adaptations were suggested. ODISEE integrated the received feedback for developing a final version of the CGE EU OP.

### 9.3.3 Feedback on D3.1.1

In the beginning of M13, Herman Vandevijvere reviewed the first version of the “Chef Gastro Engineering EU Curriculum” (D3.1.1) developed by Si4Life in close collaboration with the Piloting Partners of the project. Again, WIAB developed a template for the feedback collection (see Annex 5.2) by asking several questions such as on the compliance to EU standards for Curricula, about the relevance of the CGE skills on the labour market as well as on the flexibility and adaptability to

transfer the Curriculum to different EU countries. The feedback by the External Reviewer was very positive and no adaptations were needed by the responsible of the deliverable (Si4Life).

In addition, WIAB developed a separate review template for the collection of feedback from the AB members (see Annex 5.2). Since the CGE EU Curriculum was over 100 pages long, WIAB decided to simplify the review and to reduce the amount of time and work for each AB member by splitting up the review of each Unit of Learning Outcome (UoL). As a result, each AB member was asked to review 1-2 UoLs. Despite this reduction of the amount of work, this time only 3 out of 5 AB members filled out the review template. One AB member didn't conduct the external review, because he was already asked for feedback by Si4Life during the development of the CGE EU Curriculum and didn't have any further proposition for adaptations. Another member couldn't perform the review because of time constraints. The result of the gathered feedback by the other 3 AB members can be found in the report of the AB feedback on the CGE EU Curriculum (see Annex 6.2) created by WIAB. WIAB sent the results of the review to the responsible of the deliverables (Si4Life), who has adapted the Curriculum accordingly.

## 10 CONCLUSION

In the first year of the NECTAR project (M1-M14), 13 deliverables have been developed and two milestones have been achieved. Within quality assurance, three deliverables regarding the planning and implementation of tools for Quality Assurance have been provided by WIAB, notably the Quality Plan (D8.1), the Concept for collecting and reporting of Advisory Board Feedback (D8.1.3) and the Quality Register (D8.1.2). All in all, the quality activities undertaken in the last year have been working well and in accordance with the Quality Plan.

All 13 internal peer-reviews of deliverables have been conducted properly and in line with the foreseen procedure. WIAB informed the partners premature about upcoming activities and responsibilities, supported the communication between the partners and sent out mails as reminders, in case of a delay. Furthermore, WIAB collaborated closely and successfully with the PC and the partners responsible for evaluation in WP6 (UALG). Due of this successful support strategy and a transparent communication, most of the deliverables were submitted in time and delayed deliverables were known by the PC and the SC. All in all, the delays that occurred didn't have impact on the overall project development.

WIAB together with the PC and NECTAR partners were able to recruit one suitable External Reviewer and the planned number of 5 AB members with a broad range of expertise. For the external quality assurance of the two core deliverables described above, WIAB prepared review templates, which were filled out accordingly. In the first round of external feedback on the CGE OP, WIAB received feedback by all 5 AB members and the External Reviewer in time. In the second round of external feedback on the CGE EU Curriculum, WIAB received feedback by the External Reviewer, but only by 3 out of 5 AB members. As already described above this resulted out of time constraints and on the involvement of one AB member in a previous review procedure foreseen by the responsible of the deliverable. To address this inconsistency for future review processes, WIAB will inform the AB members one month before the time frame for feedback and will ask for their availability as well as extent the given time span for feedback to at least 2 weeks. Furthermore, WIAB has stressed the importance that WIAB should be the sole point of contact for the AB members in the last Consortium Meeting to limit the confusion on the side of the AB members. With these two measures, the risk of delays or absence of external feedback will be minimized.



After one year, the PC of the whole NECTAR project changed, where WIAB provided constant support and worked together closely with the Steering Committee to reduce the impact on the overall project development. Furthermore, WIAB encouraged the PC to improve the communication between the NECTAR partners as well as between the PC and the partners e.g., by providing regular updates on the project activities. WIAB also provided a template for the PC to develop a questionnaire to gather internal Feedback by the NECTAR consortium e.g., regarding their satisfaction level of the overall project development.

As already described above, the activities planned to assure VET quality based on EQAVET in Task 8.2 are described within the Quality Plan and the midterm results will be elaborated in the VET Quality Management Report at M18. All Quality Assurance activities and the compliance with EQAVET indicators as well as the monitoring of the predefined short-term results in the NECTAR proposal has been thought together and collaborated on closely with the leaders of Evaluation in WP6. Furthermore, the internal project quality assurance and monitoring is carried out by the Project Management in WP1, which includes an evaluation of the project management and overall activities regarding structure and management of the project or communication and collaboration among partners. In this regard, the PC has conducted a survey in M14 asking the whole NECTAR consortium for feedback with a short questionnaire. To this date, no results have been available yet.

## 10.1 Outlook

In the upcoming year, several tasks and activities need to be planned and undertaken within Quality Assurance. WIAB will develop the VET Quality Management Interim Report (D8.2a) by M18, in which the results of VET quality assurance based on EQAVET principles, indicators and descriptors will be summarized. Beforehand, WIAB will also set up a short workshop with the project partners to explain the EQAVET-principles and their role within the NECTAR project to the consortium. WIAB will also provide constant support and coordination of the internal and external quality assurance processes in the upcoming years. All these activities and results of the reviews will be documented in the final version of the Quality Register (D8.12b), the Final Quality Management Report (D8.1.4b) and the Final VET Quality Management Report (D8.2b) at M36. Furthermore, WIAB will promote monitoring plans for the predefined long-term results of the proposal with the PC. Additionally, WIAB will also bring forward the promotion of the CGE Occupational Profile within ESCO.





## ANNEX 1 – QUALITY CONTROL CHECK LIST (for Internal Reviewer)

Quality Control Check	
<b>Generic Minimum Quality Standards</b>	
Document Summary provided (with adequate synopsis of contents)	Yes
Compliant with NECTAR format standards (including all relevant Logos and EU-disclaimer)	Yes
Language, grammar and spelling acceptable	Yes
Objectives of the application form covered	Yes
Work deliverable relates to adequately covered	Yes
Quality of text is acceptable (organisation and structure, diagrams, readability)	Yes
Comprehensiveness is acceptable (no missing sections, missing references, unexplained arguments)	Yes
Usability is acceptable (deliverable provides clear information in a form that is useful to the reader)	Yes
<b>Deliverable specific quality criteria</b>	
Deliverable meets the 'acceptance Criteria' set out in the Quality Register:	Yes
<b>Checklist completed and deliverable approved by</b>	
Name: John Farrell	Date: 20 December 2021

## ANNEX 2 – QUALITY REGISTER

### A2.1 Quality Control Plan (QCP)

Link to Excel File on Microsoft Teams:

[https://hubkaho.sharepoint.com/:x:/r/sites/NECTAR/Gedeelde%20documenten/General/Quality%20Register/NECTAR\\_WP8\\_QR\\_Quality%20Control%20Plan.xlsx?d=wb7a4876e46ea4461a1c905e7b2e34933&csf=1&web=1&e=y2TRdH](https://hubkaho.sharepoint.com/:x:/r/sites/NECTAR/Gedeelde%20documenten/General/Quality%20Register/NECTAR_WP8_QR_Quality%20Control%20Plan.xlsx?d=wb7a4876e46ea4461a1c905e7b2e34933&csf=1&web=1&e=y2TRdH)

### A2.2 Quality Expectations and Indicators Plan (QEIP)

Link to Excel File on Microsoft Teams:

[https://hubkaho.sharepoint.com/:x:/r/sites/NECTAR/Gedeelde%20documenten/General/Quality%20Register/NECTAR\\_WP8\\_QR\\_Quality%20Expectation%20and%20Indicators%20Plan.xlsx?d=w27c084fe2f944bd8be48dec949215aa&csf=1&web=1&e=ZdqTUy](https://hubkaho.sharepoint.com/:x:/r/sites/NECTAR/Gedeelde%20documenten/General/Quality%20Register/NECTAR_WP8_QR_Quality%20Expectation%20and%20Indicators%20Plan.xlsx?d=w27c084fe2f944bd8be48dec949215aa&csf=1&web=1&e=ZdqTUy)

## ANNEX 3 – Step-by-Step-Guide for using the Quality Register

### Quality Assurance (WP8): Step-by-Step Guide for using the Quality Register (Internal Peer-Review-Process)

#### (A) Procedure 4-eyes-principle:

- 1) Person A of the NECTAR-Partner organization X develops a first version of the document (=author)
- 2) Another member (person B) of the organization X reviews the document, proposes changes, etc. (= 4-eyes-principle)
- 3) Person A adapts the document according to propositions of his/her colleague (person B)
- 4) Both, person A and B, fill in their names and summarize their contributions to the **document** in the table “**Version History and Authors**”, which is included in the beginning of the template provided by SI4LIFE (“Template for Deliverables”) on Microsoft Teams.

#### Graphic 1: Version and History of Authors

Version	Name / Organization	Status*	Date	Provided Content/Comment/Summary of Changes
1	Seema Akbar, Heidemarie Müller-Riedlhuber, WIAB	A, C	25/11/2020	Develop Draft Version 1
1	Petra Ziegler, WIAB	IF	30/11/2020	Give general Feedback
2	Seema Akbar, WIAB	A	06/12/2020	Revise the report and develop Draft Version 2
2	Marjolein Winters, Odisee	IF	16/12/2020	Internal Peer-Review of Draft Version 2

\*Status indicates if:

- A - Author (including author of revised deliverable)
- C - Contributor
- IF – Internal Feedback (within the partner organization)

#### (B) Procedure internal review:

- 5) This process should be completed until the date of the “Start of the Review Process” as stated within the **Quality Control Plan (QCP)**, which can be found on Microsoft Teams: General/Quality Register/ NECTAR\_WP8\_Quality Register\_QCP. Within the Quality Control Plan, one reviewer (= NECTAR-Partner Organization) is assigned for each deliverable. The partner responsible for the deliverable (organization X) needs to inform the partner responsible for the review (organization Y) via mail until the date stated in the Quality Control Plan in column G. They therefore provide the link to this document within column H (see red circle, graphic 2).

Graphic 2: Quality Control Plan (a)

Work Package	Deliverable	Quality Method	Coordinating Partner	Contributing Partners	Peer-reviewer	Start of the Review Process	Link of the document for reviewer	Date of Review	Result	Date of Approval
<p>Columns in this color should be filled in by the Reviewer</p> <p>Columns in this color should be filled in by the WP-Leader/Responsible of the Deliverable</p>										
Explanations:	Includes all deliverables of the different tasks listed in the NECTAR-Proposal.				Please fill in the name of your organisation or expert who is responsible for the review.	Within this date, the reviewer should receive the document by the Coordinating Partner (author of the document).	Please provide here the link of the written document, when it's ready for the reviewer.	Should be filled in by the reviewer, when finishing the review. The review should be done within 1 week. (day,month,year)	Here, the reviewer should fill in the result of the review, e.g. "Document needs to be adapted/ revised" or "Report meets all Quality Criteria".	Please state here when the written document is finalized after revision/ adaptation of the feedback and the Quality Control Check List is signed by the Reviewer. In terms of the external review, state here when it has been approved by the external expert. (day,month,year)
WP1: Management (ODISEE)	1.3.1a Risk Management Plan	Internal Peer-Review	ODISEE		ALL PARTNERS	M2 = 10. January 2021 (actually December)		1.01.2021	Some risks needed to be adapted and some sentences explained/rewritten. Now, all main risks are included.	---
	1.3.2 Progress Conflict and Risk Report	Internal Peer-Review	ODISEE		UALG	M18 = 15. April 2022				
	1.3.3 Final Conflict and Risk Report	Internal Peer-Review	ODISEE		UALG	M36 = 17. Oktober 2023				

The Quality Control Plan must always indicate the link to the latest version of the document and give insight to the review status.

6) Now, the reviewer has one week to review the document. The reviewer provides feedback using comments and the “track function”. He/she also needs to check, if all quality criteria, listed within the **Quality Control Checklist** (see red circle, graphic 3) are being met. These might also include quality indicators defined within the Quality Expectations and Indicators Plan (QEIP) (see point 7).

The Quality Control Checklist is also provided in the Annex within the “template for deliverables” provided by SI4LIFE. When the review is finished and all quality criteria have been met, the reviewer fills in an “x” (see red circle, graphic 3), as well as his/her name and the date of approval in the Quality Control Checklist (see green circle, graphic 3). If there are no quality expectations defined for the D within the QEIP, please indicate here “-“ (see yellow circle, graphic 3).

Graphic 3: Quality Control Checklist

Quality Control Check	
Generic Minimum Quality Standards	
Document Summary provided (with adequate synopsis of contents)	xx
Compliant with NECTAR format standards (including all relevant Logos and EU-disclaimer)	xx
Language, grammar and spelling acceptable	xx
Objectives of the application form covered	xx
Work deliverable relates to adequately covered	xx
Quality of text is acceptable (organisation and structure, diagrams, readability)	xx
Comprehensiveness is acceptable (no missing sections, missing references, unexplained arguments)	xx
Usability is acceptable (deliverable provides clear information in a form that is useful to the reader)	xx
Deliverable specific quality criteria	
Deliverable meets the 'acceptance Criteria' set out in the Quality Register:	xx
<b>Checklist completed and deliverable approved by</b> Name: _____ Date: _____	

7) In addition, the reviewer needs to check, if the quality expectations and acceptance criteria defined within the **Quality Expectations and Indicators Plan (QEIP)**, have been met. In this plan there are quality criteria and Key Performances Indicators (KPI) defined for several core deliverables. The reviewer needs therefore to check, if for his/her deliverable KPIs are defined and if he/she is assigned to assess them. This is indicated within the column “Reviewers” (see red circle, graphic 4). The QEIP can be found on Microsoft Teams, folder General/Quality Register/NECTAR\_WP8\_Quality Register\_QEIP. If all acceptance criteria are fulfilled it needs to be indicated (“yes”) within Column J

“Quality Indicator achieved”. If the KPIs have not been met, the reviewer needs to comment, why and how this can be improved within the column for comments.

Graphic 4: Quality Expectations and Indicators Plan

Deliverable (WP-Leader)	Description of Deliverable	OUTPUT (short-term result)	Quality expectations (common understanding of quality requirements applied)	Quality indicators (must have criteria)	KPI (Key Performance Indicators, measurable)	Methods to evaluate the achievement of quality indicators	By when	Reviewer	Quality indicator achieved
D3.1 Design of the CGE EU Curriculum (Si4Life)	Learning-outcome based Curriculum for Chef Gastro Engineering (CGE) which could play a reference role at EU level for VET targeting this qualification.	<b>1 digital document</b> (Reference EU Curriculum for CGE)	<b>Compliant with EU standards and instruments such as ESCO, EQF and ECVET</b>	Curriculum takes into account ESCO and EQF descriptors: Knowledge, Skills, Autonomy/Responsibility	Curriculum refers to Knowledge, Skills and Autonomy/Responsibility.	Internal Peer-Review of D3.1.2 (final version of CGE EU Curriculum)	M35 (September 2023)	Marco Polo	
M12 (October 2021)/ M35 (September 2023)				Curriculum takes into account ECVET requirements: Learning Outcome orientation and ECVET points	<b>Curriculum includes Learning Outcomes (covering job specific skills, key competences for lifelong learning, soft skills), units of learning outcomes and supports ECVET points</b>	Internal Peer-Review of D3.1.2 (final version of CGE EU Curriculum)	M35 (September 2023)	Marco Polo	
			Is flexible, adaptable and transferrable to different EU countries	<b>Positive evaluation from VET designers about flexibility and adaptability to different EU countries</b>		Evaluation (T6.2)			
				<b>Positive feedbacks from the main target groups</b>	<b>Min 50 chefs consulted on the Curriculum in at least 3 EU countries</b>	Evaluation (T6.2)			

8) When the reviewer has finished the review, he/she writes the date of the review in the **Quality Control Plan** and describes in short, the result of the review (see red circle, graphic 5). The document can then be uploaded within the folder “Feedback by Internal Reviewer” on Microsoft Teams (folder Quality Register) and a mail referring to this document should be sent to the responsible of the deliverable (organization X) for adaptations and finalizing the document. Then the document is sent back again to the reviewer (organization Y), if needed. If now all adaptations are in line with the quality criteria, the reviewer fills in the “Date of Approval” and the responsible for a deliverable (organization X) provides the link to the final version within Column L (see green circle, graphic 5).

Graphic 5: Quality Control Plan (b)

E	F	G	H	I	J	K	L	M
Columns in this color should be filled in by the Reviewer								
Columns in this color should be filled in by the WP-Leader/Responsible of the Deliverable								
Contributing Partners	Peer-reviewer	Start of the Review Process	Link of the document for reviewer	Date of Review	Result	Date of Approval	Link of the final version	Due Date
	Please fill in the name of your organisation or expert who is responsible for the review.	Within this date, the reviewer should receive the document by the Coordinating Partner (author of the document).	Please provide here the link of the written document, when it's ready for the reviewer.	Should be filled in by the reviewer, when finishing the review. <b>The review should be done within 1 week.</b> (day.month.year)	Here, the reviewer should fill in the result of the review, e.g. "Document needs to be adapted/ revised" or "Report meets all Quality Criteria".	Please state here when the written document is finalized after revision/ adaptation of the feedback and the Quality Control Check List is signed by the Reviewer. In terms of the external review, state here when it has been approved by the external expert. (day.month.year)	Please provide here the Link of the final version of the document.	Of the deliverable to be submitted to the Project Coordinator (ODISEE).
	ALL PARTNERS	M2 = 10. January 2021 (actually December)		11.01.2021	Some risks needed to be adapted and some sentences explained/rewritten. Now, all main risks are included.		<a href="https://hubkaho.sharepoint.com/_w:/r/sites/NECTAR/Gedeelde%20documenten/General/Workpackages/WP1%20Management/T1_3%20Risk%20Management%20and%20Conflict%20Resolution/D1_3.1%20Risk%20Management%20Plan_FINAL.docx?d=w261d94c8d1d34ee7918bceb99c7c49a1&amp;csf=1&amp;web=1&amp;e=yuha3y">https://hubkaho.sharepoint.com/_w:/r/sites/NECTAR/Gedeelde%20documenten/General/Workpackages/WP1%20Management/T1_3%20Risk%20Management%20and%20Conflict%20Resolution/D1_3.1%20Risk%20Management%20Plan_FINAL.docx?d=w261d94c8d1d34ee7918bceb99c7c49a1&amp;csf=1&amp;web=1&amp;e=yuha3y</a>	(29. January 2021)
	UALG	M18 = 15. April 2022						M18 = 30. April 2022
	UALG	M36 = 17. Oktober 2023						M36 = 31. Oktober 2023



Finally, the reviewer needs to fill in the same date of approval, as well as his/her name and organization within the table “**Reviewers**”, which is also provided by SI4LIFE in the beginning of the “template for deliverables”:

**Graphic 6: Reviewers**

REVIEWER NAME	EXTERNAL REVIEWER	ORGANIZATION	DATE OF APPROVAL
Reviewer 1	Yes/No	xxxxx	DD/MM/YYYY
Reviewer 2	Yes/No	yyyyyy	DD/MM/YYYY

## ANNEX 4 – QUALITY CONTROL TOOLS

### A4.1 Table “Reviewers”

REVIEWER NAME	EXTERNAL REVIEWER	ORGANIZATION	DATE OF APPROVAL
Reviewer 1	Yes/No	xxxxxx	DD/MM/YYYY
Reviewer 2	Yes/No	yyyyyy	DD/MM/YYYY

### A4.2 Table “Version History and Authors”

Version	Name / Organization	Status*	Date	Provided Content/Comment/ Summary of Changes

## A4.3 Table “Quality Control Checklist”

Quality Control Check	
Generic Minimum Quality Standards	
Document Summary provided (with adequate synopsis of contents)	
Compliant with NECTAR format standards (including all relevant Logos and EU-disclaimer)	
Language, grammar and spelling acceptable	
Objectives of the application form covered	
Work deliverable relates to adequately covered	
Quality of text is acceptable (organisation and structure, diagrams, readability)	
Comprehensiveness is acceptable (no missing sections, missing references, unexplained arguments)	
Usability is acceptable (deliverable provides clear information in a form that is useful to the reader)	
Deliverable specific quality criteria	
Deliverable meets the 'acceptance Criteria' set out in the Quality Register:	
<b>Checklist completed and deliverable approved by</b>	
Name:	Date:

## ANNEX 5 – REVIEW TEMPLATES FOR EXTERNAL FEEDBACK

### A5.1 Templates for External Feedback on CGE Occupational Profile (D2.2)

#### A5.1.1 Specific Questions to ER

##### Meta information

- Deliverable reviewed: NECTAR Deliverable 2.2
- Name of Reviewer: Herman Vandevijvere
- Date of Review: June 28, 2021

##### Short Summary of the Review Results

We have reviewed the NECTAR deliverable 2.2 on June 28, 2021.

Focus of this review was the general intelligibility and set up of the document as well as the intelligibility and presentation of the findings.

The methodology is comprehensive with a detailed presentation of the procedures that were followed to arrive at a consistent, detailed and comprehensive conclusion.



The presentation of the findings is such that the train of thought is well construed and easily understandable. The short explanation of key terms used enhances intelligibility and adds significance to the deliverable.

In the results the first paragraph describes the skills of the CGE whereas the bullet points address the goals that are set for the CGE. 9.1 *The Proposal* might therefore benefit from a better distinction between them.

The *Additional Information* section in 9.4 and the following section *Best Practices* help to understand the mammoth task of the Nectar project as well as the urgency for such an undertaking. It is very well presented in a clear and meticulous way.

The *Definition* segment is transparent and coherent. It shows a clear and well thought through presentation of the findings.

The *Summary of Key Activities* is a valuable addition to the document because it gives a better understanding of the activities by adding the core competences as well as a link to everyday practice.

### Specific Questions for the Reviewer of the Deliverable

#### Have these criteria been met?

Quality indicators (must have criteria)	KPI (Key Performance Indicators, measurable)
1. OP is taking into account EQF descriptors and is compliant with ECVET	<b>1. OP covers EQF descriptors and EQF levels; ECVET principles are used to define a proper glossary and to provide the proper framework to the OP</b>
2. OP is formally in line with ESCO occupational profiles	2. OP covers key activities for the performance of the profession (regardless of its application context); Differentiates mandatory skills from other skills
<b>3. OP is based on the analysis of current ESCO occupational profile(s) and other existing profiles for cooks</b>	3. At least 2 ESCO occupational profiles and 1 other profile for cooks have been analyzed
<b>4. OP is based on information included in EU Skills Panorama</b>	4. OP takes an analysis of the EU Skill Panorama into account, containing information on cooks and chefs
1. Unverifiable in the report if ECVET principles are used. Clear indication however EQF was studied and taken as a baseline of the OP	
2. Well documented	
3. Well documented	
4. Well documented	



### A5.1.2 Template for External Review on CGE OP by ER and AB

#### Meta information

Deliverable reviewed:

Reference to the reviewed document:

Name of Reviewer:

Date of Review:

#### Short Summary of the Review Results (3-5 sentences)

#### Specific Questions

In your opinion, is the representation of the OP ...

	YES	NO
Well-structured	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	<input type="checkbox"/>	<input type="checkbox"/>
Easy to understand	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “No” for one or more characteristics, please, let us know why:

**Do the key activities and defined core skills comply with the Occupational Profile of a Chef Gastro Engineer?**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Don't know	<input type="checkbox"/>

If you answered “No”, please, let us know why:





**Are there any important skills and competences that do not fit or are missing?**

- Yes
- No
- Don't know

If you answered “Yes”, please, let us know which skills you would delete respectively add:

## **A5.2 Templates for External Feedback on CGE EU Curriculum (D3.1.1)**

### **(A) Template for External Reviewer**

#### **Meta information**

Deliverable reviewed:

Reference to the reviewed document:

Name of Reviewer:

Date of Review:

#### **Short Summary of the Review Results (3-5 sentences)**

#### **Specific Questions**

**1) In your opinion, are the Learning Outcomes described within the CGE Curriculum ...**

- |                     | YES                      | NO                       |
|---------------------|--------------------------|--------------------------|
| well-structured?    | <input type="checkbox"/> | <input type="checkbox"/> |
| comprehensive?      | <input type="checkbox"/> | <input type="checkbox"/> |
| easy to understand? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered “No” for one or more characteristics, please, let us know why:

**2) Does the CGE EU Curriculum comply to the CGE EU Occupational Profile (OP) or are there any Learning Outcomes that do not fit or are missing?**

- Yes, Curriculum corresponds adequately to the OP
- No, adaptations are needed
- Don't know

If you answered "No", please, let us know which Learning Outcome(s) you would delete respectively add or adapt:

**3) Is the NECTAR Curriculum in line with ECVET standards in terms of...**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| following a Learning Outcome Approach?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| structuring Learning Outcome Units?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| supporting the recognition and validation of Learning Outcomes? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "No" for one or more characteristics, please, let us know why:

**4) Is the NECTAR Curriculum in line with the EQF standards in terms of...**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| covering knowledge, skills, and responsibility/autonomy?  | <input type="checkbox"/> | <input type="checkbox"/> |
| targeting a concrete EQF level?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| differentiating mandatory and optional Learning Outcomes? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "No" for one or more characteristics, please, let us know why:

**5) Do you think that the described knowledges, skills and (personal/transversal) competences are relevant for chefs and cooks in the field of health and care?**

- Yes
- No
- Don't know



If you answered “No”, please, let us know why:

**6) Does the outlined Curriculum form a good basis for developing the pilot trainings in WP4?**

Yes

No

Don't know

If you answered “No”, please, let us know why:

**7) Is the Curriculum designed flexible enough to support the adaptation and transfer to other EU countries?**

Yes

No

Don't know

If you answered “No”, please, let us know why:

**(B) Template for Advisory Board Feedback (Example)**

**Meta information**

Deliverable reviewed:

Reference to the reviewed document:

Name of Reviewer: Consuelo Borgarelli

Date of Review:

**Review Guidance:**

To simplify the review of the CGE EU Curriculum and to reduce the amount of time and work for each Advisory Board member, we propose to split up the review of each Unit of Learning Outcome (UoL) by distributing 1-2 UoLs to each member. Therefore, we kindly ask you to read the first 18 pages including “10.1 Main characteristics” (ending on p.18) and in your case the following: **UoL3 (p.45-55)** and **UoL5 (p.73-78)** as well as the associated **Assessment Methods on p.117+p.119**. If you have any comments or suggestions for improvement, please indicate these under question 5 in this document. If you have any comments regarding other specific UoLs or LOs, please indicate these under question 6. Thank you!

**Short Summary of the Review Results (3-5 sentences):****Specific Questions****1) In your opinion, are the Learning Outcomes described within the CGE Curriculum...**

	YES	NO
well-structured?	<input type="checkbox"/>	<input type="checkbox"/>
comprehensive?	<input type="checkbox"/>	<input type="checkbox"/>
easy to understand?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “No” for one or more characteristics, please, let us know why:

**2) Is the NECTAR Curriculum in line with ECVET<sup>1</sup> standards in terms of...**

	YES	NO
following a Learning Outcome Approach?	<input type="checkbox"/>	<input type="checkbox"/>
structuring Learning Outcome Units?	<input type="checkbox"/>	<input type="checkbox"/>
supporting the recognition and validation of Learning Outcomes?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “No” for one or more characteristics, please, let us know why:

**3) Is the NECTAR Curriculum in line with the EQF standards in terms of...**

	YES	NO
covering knowledge, skills, and aspects of responsibility/autonomy?	<input type="checkbox"/>	<input type="checkbox"/>
targeting a concrete EQF level?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “No” for one or more characteristics, please, let us know why:

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<sup>1</sup> Explanation: ECVET points will be added at a later point of the project.

**4) Do you think that the described knowledges, skills and personal/transversal competences provide a good basis for the development of specialized labour market-oriented training offers for chefs in the field of health and care in your country of expertise?**

- Yes
- No
- Don't know

If you answered "No", please, let us know why:

**5) Please indicate in these tables, if you have any comments or suggestions for improvement for the Unit of Learning Outcomes, following the questions below:**

Unit of Learning Outcome 3: Create recipes for a general population and for people with specific needs, complying with recommendations of health professionals (p.45-55 of the CGE EU Curriculum)				
Learning Outcomes (LO)	Do you approve the defined LOs and linked knowledges, skills and personal/transversal competences? (yes/no/don't know)	Do you think the indicated EQF-Level is adequate? (yes/no/don't know)	Are the indicated suggested Assessment Methods (see p.117) suitable for this LO? (yes/no/don't know)	Comments If you answered one of these questions with "no", please elaborate here why and/or propose possible improvements.
LO3-A-1				
LO3-A-2				
LO3-B-1				
LO3-B-2				
LO3-B-3				
LO3-D-1				
LO3-D-2				
LO3-D-3				

Unit of Learning Outcome 5: Ensure quality of food and follow safety regulations (p.73-78 of the CGE EU Curriculum)				
Learning Outcomes (LO)	Do you approve the defined LOs and linked knowledges, skills and personal/transversal competences? (yes/no/don't know)	Do you think the indicated EQF-Level is adequate? (yes/no/don't know)	Are the indicated suggested Assessment Methods (see p.119) suitable for this LO? (yes/no/don't know)	Comments If you answered one of these questions with "no", please elaborate here why and/or propose possible improvements.
LO5-A-B-1				
LO5-A-B-2				
LO5-A-B-3				
LO5-A-B-4				
LO5-C-1				

6) Do you have any further comments regarding other parts of the EU CGE Curriculum?

**THANK YOU FOR YOUR VALUABLE FEEDBACK!**

## ANNEX 6 – Reports of Advisory Board Feedback

### A6.1 Report on AB Feedback on CGE OP (D2.2)

#### Meta information

Reviewed document: EU Chef Gastro Engineering Occupational Profile (D.2.2)

Responsible of the D.: Odisee

Name of Reviewers: Borgarelli, Consuelo; Schindler, Karin; Hackensöllner-Ali, Karin; Van den Wijngaert, Lobke; van Gemst, Martijn.

Review Period: 7<sup>th</sup> of June 2021-17<sup>th</sup> of June 2021

## Review Results

*Consuelo Borgarelli:* The figure of Chef Gastro-Engineering is very useful in the health sector. It is important that there is a single reference figure for the whole of Europe. The collaboration between the Chef Gastro-Engineering and health professionals is essential.

*Lobke Van den Wijngaert:* Overall, the profile is exactly what I was expecting from the occupational profile. The only note I would like to add is not to forget and highly take into account the invisible line between the primary and secondary food care levels that is so easily crossed. Each professional profile is responsible in there, his, her field of work. These as equal professions not in a submissive role of each other. On that note, I recommend letting us take this into account in the descriptions and generalize the secondary food care professionals. To not focus on one professional profile (as often happens with dietitians, for example) when it comes to working together. But again, I'm satisfied with this profile. We have come a long way to sculpt it to what the work field urgently needs. With the upcoming alarming increase of the aging population but also to provide a better quality of life, prevention, and produce local, sustainable fair meal solutions for those who need it, is this "new" profession a huge step in the right direction.

*Karin Schindler:* The proposed profile is urgently needed and will facilitate quality improvement in the respective settings. It seems important to address sustainability aspects in the curriculum.

*Karin Hackensöllner-Ali:* "Chef Gastro-Engineering (CGE) primarily produces tasty, healthy and safe meals that are appropriate for the end-users in a particular context."

Job Title: Gastro-Engineering sounds to me like as if we are talking about a specialism of Chef, it does not tell me, that the main responsibility lies in making tasty food for the elderly who often have special dietary needs.

Definition: again, I have the same concern, it is a chef that produces food – all food has to be tasty, healthy and safe to eat or would you like the opposite when you go out for a meal? To provide, to serve special dietary needs is missing from the definition that dietary needs should be in conjunction with tasty and healthy food.

EQR/NQR: you mention, you would like to suggest level 5. Please note, that in Austria, we have a rather appropriate qualification on level 6: WIFI Diplom-Küchenmeister/in (since end of 2020).

*Martijn van Gemst:* The profile for Chef Gastro-engineering is well written. Many details have been taken and discussed. The disadvantage is the level difference within Europe to get a clear profile in education levels and responsibility. The emphasis on being a healthcare chief pur sang is important. The dieticians will have to be partly eliminated because the purpose and usefulness of a meal must be chosen per person specifically to suit the client, practitioner and doctor. And no longer as 1 diet for 1 target group. The emphasis on personal work should have a higher emphasis, I think. That fits better with the future.

## Summary of the answers to the specific questions:

All 5 AB members found the CGE OP well-structured, comprehensive and easy to understand. Only *Martijn van Gemst* would find the Occupational Profile easier to read with a clear and short summary, especially for lay people. In addition, all AB members were the opinion, that the key activities and defined core skills, written in the deliverable, comply with the Occupational Profile of a Chef Gastro Engineer and that there are no important skills or competences missing.

*Lobke Van den Wijngaert* stresses, that the focus of one profession on a secondary level in order of collaboration is recommended to be generalized. Also, she mentions that the way of describing should not be a rehashed copy of existent profiles because then we would be jeopardizing the relations with these profiles and put at risk the rolling out of this de CGE profile, but it should also not be a subordinate role with respect to the profession. She believes, like that it will attract potential students and chefs, because they are able to see it as an upgrade.

Some AB members added additional comments. *Karin Schindler* points out, that sustainability aspects need to be considered a bit more in depth, because this will become a hot topic in the near future. *Martijn van Gemst* is the opinion, that the emphasis on personal work should have a higher emphasis, because that fits better with the future.

*Karin Hackensöllner-Ali* suggests a different order of the (very well thought out) key activities and added therefore the following table:

Key Activity	New suggested order
1. Manage suppliers and buy in sustainable food ingredients	3
2. Screen, assess and monitor on client-level	1
3. Create recipes for a general population and for people with specific needs, complying with recommendations of health professionals	2
4. Manage the kitchen and coordinate personnel	4
5. Ensure quality of food and follow safety regulations	5
6. Use and adapt cooking techniques to the specific care setting and client	6
7. Communicate, interact and collaborate with clients and interprofessional team	7

She also further explains the reasons for this proposed adaptation: first, the chef needs to look at the clients/requirements, than create the recipes, than order what is needed, manage kitchen + staff, ensure quality, use appropriate techniques and communicate, check and evaluate the product.

### Summary of the AB Feedback:

All AB Members are content with the CGE Occupational Profile. They see the use and importance of introducing this new profession and find the listed skills, competences and key activities well selected and defined. Some members noted a few minor propositions regarding:

- the proper differentiation of primary and secondary food care;
- to make sure that the profession is on a same level as other health and nutrition related professions;
- to address more sustainability aspects in the curriculum
- that personal and patient-centred work should have a higher emphasis;
- that the order of the key activities of the OP could be refined;
- that CGE serve special dietary needs is missing within the definition.

In regard of this feedback, Odisee, as responsible of this deliverable, adapted some minor changes within the key activities e.g., changing “dieticians” to “healthcare professionals”. Odisee did not change the order of the entire sequence of the key activities, as one AB member suggested, because the consortium partners already agreed on this sequence. Sustainability was regarded as sufficiently covered in the OP by the WP Leader. It might be considered by the WP Leader to implement an additional reference to the more individualized design of dietary food within the CGE OP.

Regarding the definition, the connection of the CGE OP to the healthcare context is not clear enough to two AB members. One is emphasizing that the definition does not cover, that a CGE cooks/provides food for special dietary needs and also proposes to rename the profession, another member misses the emphasis, that a CGE is a healthcare chief/chef. This input should be discussed within the whole partnership.



## A6.2 Report on AB Feedback on CGE EU Curriculum (D3.1.1)

### Meta information

Reviewed document: Chef Gastro Engineering European Curriculum – first release (D3.1.1)

Responsible of the D.: Si4Life

Name of Reviewers: Borgarelli, Consuelo; Hackensöllner-Ali, Karin; Van den Wijngaert, Lobke.<sup>2</sup>

Review Period: 25<sup>th</sup> of October 2021-15<sup>th</sup> of November 2021

### Review Results

*Karin Hackensöllner-Ali:* “EQF level 5 seems only applicable when the skill is “Supervising others”, but you should also consider a comprehensive range of cognitive and practical skills required to develop creative solutions to abstract problems. The thought of innovation and creating new combinations of ingredients is generally missing and that would be more level 5. If you like to achieve level 5 than that should be reflected in the LOs. There is far too little innovation and improvements, reflection and continuous strive to do better. I was searching the document for the word improvement, and it is only used in connection with other people (suppliers, service staff) but not in connection with the actual task of preparing a meal.”

*Lobke Van den Wijngaert:* “This project came about thanks to a practical workshop in Rome in 2019. In this workshop we clearly showed what a CGE does in practice. I have the privilege of calling myself a CGE since 2018. So, I have used my expertise, experience like as a CGE and also represent my colleagues CGE in the review. Unfortunately, there are still too many comments to give a positive review. I miss the importance of taste as driver in primary food care. I miss the historic accent and the history of taste and the importance of taste and food through history in the West. I miss the innovative spirit, the drive for perfection, and the patient centered view. There is too much accent on sustainability and waste control instead of the quality of life given by the taste and other aspects of food. I also miss all the innovations of gastrology who are not incorporated in the curriculum.”

### Summary of the answers to the specific questions:

All 3 AB members, who provided written feedback, found the CGE EU Curriculum well-structured, comprehensive and easy to understand. In terms of ECVET standards, these AB members agreed, that the Curriculum follows a Learning Outcome Approach, with well structured Learning Outcome Units as well as supporting elements for the recognition and validation of Learning Outcomes. In addition, the 3 AB members found the Curriculum is in line with EQF standards as it covers knowledge, skills and aspects of responsibility/autonomy as well as it targets a concrete EQF level for each Learning Outcome.

2 of the AB members were the opinion, that the described knowledges, skills and personal/transversal competences provide a good basis for the development of specialized labour market-oriented training offers for chefs in the field of health and care in the country of their expertise. Only *Lobke Van den Wijngaert* didn't agree and pointed out, that she as a CGE herself and doesn't feel her knowledges, skills and personal/transversal competences adequately represented in this setup. She missed too many insights that are in the current training package of a CGE. Also, she stressed that several issues, which have been raised by the founding group are not incorporated.

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<sup>2</sup> Due to time constraints 2 out of 5 AB members didn't give feedback on the CGE EU Curriculum. Therefore, we only received feedback by 3 AB members in total.

As a second step, the AB members were asked to give feedback on specific Units of Learning Outcomes and if (1) they approve the defined Learning Outcomes and linked knowledge, skills and personal/transversal competences; (2) the indicated EQF-Level is adequate and if (3) the suggested Assessment Methods are suitable for each of the Learning Outcomes. Additionally, there was provided the option to comment on specific Learning Outcomes. The received feedback on the different Units of Learning Outcomes was different in terms of the given approval as well as the amount of feedback to each LO. *Consuelo Borgarelli* approved all aspects of the two Units of LOs she was asked to review and added no comments. *Karin Hackensöllner-Ali* mostly commented her reviewed Unit of Learning Outcome regarding the indicated EQF-level and gave feedback for adapting and matching the required EQF-level more adequately. *Lobke Van den Wijngaert* didn't agree to most aspects of the Learning Outcomes she was asked to review and gave very detailed comments on how to improve each Learning Outcomes in terms of the content as well as the related indicated EQF-Level.

### Summary of the AB Feedback:

In terms of the format and structure as well as in meeting several ECVET- and EQF-standards, the AB members are content with the CGE EU Curriculum. In regard to the content of the different Learning Outcomes we received various feedback by each AB member. The main propositions noted were:

- that the aspect of innovation and improvement is missing in the current version of Curriculum,
- adaptations of the indicated EQF-level of each Learning Outcome and
- detailed content-related recommendations by one of the AB members

In regard to this feedback, it is recommended to adapt the Curriculum in a way that innovation and improvement as well as EQF-level-specific aspects are taken into account. With respect to the very detailed content-related recommendations received by Lobke Van den Wijngaert it is recommended that Si4Life, as responsible of this deliverable, checks the feedback in detail and to evaluate which of the proposals are reasonable and feasible regarding

- overall content-related considerations of the Curriculum
- the basic requirements determined by the CGE Occupational Profile (D2.2)
- the given time constraints
- the fact that this version of the CGE EU Curriculum is a first version that will be tested during the Pilot implementation in five EU regions in the upcoming year and that there will be a second and last version of the CGE EU Curriculum at the end of the NECTAR project.