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**Project monitoring system: Methodology**

The methodology has been developed within the framework of the Project “Development of Public Accreditation of Agricultural Programs in Russia” (PACAgro, Project number 543902-TEMPUS-1-2013-1-SK-TEMPUS-SMGR) implemented under the European Union international program TEMPUS. The methodology will be used to ensure successful implementation of the Project within the established deadlines.

Project monitoring will be carried out by:

1. Project Coordinator – Slovak University of Agriculture in Nitra,
2. Russian National Project Coordinator – Russian State Agrarian University - Moscow Timiryazev Agricultural Academy;
3. Organization being a partner of the Project Consortium responsible for the implementation of the Work package 8: Monitoring of the Project results (Package type: Quality plan) – Catalan University Quality Assurance Agency (AQU Catalunya, Spain).

The members of the Project Quality Group elected at the first kick-off meeting are also involved in the Project monitoring.

The Project provides for the following types of monitoring:

**Ongoing monitoring** – implemented in the course of the Project.

**Final monitoring –** carried out at the final stage of the Project for integrated evaluation of the Project implementation as a whole.

***1. Carrying out ongoing monitoring***

Directions of the ongoing monitoring:

- compliance with the deadlines for implementation of the Project Work Packages in accordance with the initial Work Plan and its updated version: deadlines are monitored by the Coordinator, National Coordinator, Project managers in each of the Consortium members;

- execution of the Project budget as a whole and by each Project participant: is carried out on the basis of the Project application, individual partnership agreements between the Coordinator and Consortium member. The Project Coordinator and Project managers in each of the Consortium member are responsible for the execution of the budget;

- compliance of the document content and events to the application requirements: the content monitoring is carried out by the members of the Project Quality Group and representatives of AQU Catalunia. Content evaluation is implemented for all documents developed within the Project (standards and accreditation procedure, questionnaires, etc.). In addition, external experts representing higher education institutions, Ministry of Education and Science of the Russian Federation may be involved in the evaluation procedure. Monitoring of the Project content implementation is necessary to obtain expert evaluation of the documents, procedures and approaches developed within the Project, and according to its results the elaborated documents are reviewed.

The ongoing monitoring also includes Project interim monitoring carried out by the Education, Audiovisual and Culture Executive Agency.

The results of the Project monitoring are discussed at coordination meetings appointed by the Project Coordinator. All Consortium members participate in coordination meetings so that to take and accomplish decisions regulating the progress of the Project implementation. The results of the Project ongoing monitoring are presented at the coordination meetings in the form of reports. The results of the discussions and decisions taken are formalized in the form of minutes of the coordination meeting and are published on the Project website (<http://pacagro.uniag.sk/>).

***2. Carrying out final monitoring***

The final monitoring of the Project is carried out upon completion of the Project and includes:

- preparation of the final report in the prescribed form (Final Report on implementation of the Project (FR), Summary report for publication and Financial Statement);

- preparation of the Financial Statement in in the prescribed form (Financial Statement);

- Project monitoring carried out by the Education, Audiovisual and Culture Executive Agency;

- financial audit of the Project, carried out in accordance with the requirements of the Education, Audiovisual and Culture Executive Agency.

The final monitoring of the Project is implemented by the Coordinator, National Coordinator, Project managers in each of the Consortium member.