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**Social inclusion and common values: the contribution in the field of  
education and training  
EACEA/34/2019**

## D5.1 Quality Plan

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## Executive Summary

The purpose of this document is to provide an overview of the internal management, administrative and quality procedures of the INCLUDEME Project, in order to ensure efficient project execution, as well as high quality project results. It reunites D3.1 Project Handbook and D5.1 Quality Plan. The document will provide partners with a concise reference to the project management structure, tasks, responsibilities, reporting requirements, finance information and quality processes. The deliverable is based on and reusing similar project deliverables for previous projects the team members have been involved in.