

# EVENT REPORT FORM <sup>1</sup>

Project title	Development of master curricula for natural disasters risk management in Western Balkan countries
Project acronym	NatRisk
Project reference number	573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP
Coordinator	University of Nis
Project start date	October 15, 2016
Project duration	36 months

Event	Fourth Quality Assurance Committee meeting
Type of event	Regular meeting
Venue	Technical University of Crete, School of Production Engineering and Management, Chania, Greece
Date	05 September 2018
Organizer	TUC, Chania, Greece
Reporting date	07 September 2018
Report author(s)	Milan Gocić

Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP

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<sup>1</sup> This form has to be filled by event organisers and sent on e-mail address: [natriskuni@gmail.com](mailto:natriskuni@gmail.com) five days after event. The term event relates to the meetings, workshops, exhibitions, conferences, etc....

## EVENT DESCRIPTION

### with special reference to goals and outcomes

<b>Number of participants at the event</b>	28
<b>Participants (organisations)</b>	All partners
<b>Event description:</b>	
<p>This document reports the third Quality Assurance Committee meeting of the Erasmus+ Capacity Building in the Field of Higher Education project „Development of master curricula for natural disasters risk management in Western Balkan countries“ (NatRisk), held at the Technical University of Crete (TUC), on the 05<sup>th</sup> of September 2018. The meeting was chaired by Sally Priest, MUHEC. The objective was to introduce to all project partners the most relevant issues of project quality.</p> <p>Twenty eight representatives from all 12 partner institutions were present at the meeting. After the participants’ registration which started at 14:00, Sally Priest, MUHEC, discussed the key points for QAC report such as work package self-assessment reports, progress on deliverable reporting and the first external project evaluation report. Kurt Glock, BOKU, presented self-evaluation reports of trainings for citizens and public sector and highlighted that were excellent organization of trainings with participation of 200 participants in the field of Natural Disasters Risk Management (NDRM).</p> <p>The meeting ended at 16:30.</p>	

## Attachments

<b>Agenda (pdf)</b>	Fourth Quality Assurance Committee Meeting - agenda
<b>Attendance sheet (pdf)</b>	Fourth QAC meeting – attendance list
<b>Photos (jpg)</b>	
<b>News form (pdf)</b>	20 SC, PMC and QAC meetings in Chania - news
<b>Deliverable (pdf)</b>	Fourth Quality Assurance Committee meeting report
<b>Presentations (pdf)</b>	Quality Assurance – Sally Priest WP 4.6 Self-evaluation reports of trainings for citizens and public sector – Kurt Glock
<b>Other personal remarks</b>	

## Organisation details

<b>Invitation sent to</b>	35 participants
<b>Date of event material release</b>	05 September 2018
<b>Date of participants list's finalisation</b>	05 September 2018
<b>Date of agenda finalisation</b>	05 September 2018
<b>Number of participants (according to the participants list)</b>	28
<b>Comments</b>	

### Problems encountered during the event preparation phase

Please add your comments, if any:

## Strengths and limitations of the event (please include comments received)

<b>Strengths of the event and contributions or activities by participants</b>	<ul style="list-style-type: none"> <li>➤ Good interaction and experience exchange between participants</li> <li>➤ Presentation was very useful</li> <li>➤ Strong focus on specific topics oriented to past and further project implementation</li> </ul>
<b>Suggestions for the improvement</b>	
<b>Any further comments</b>	<ul style="list-style-type: none"> <li>➤ The organisation was at the highest level</li> </ul>

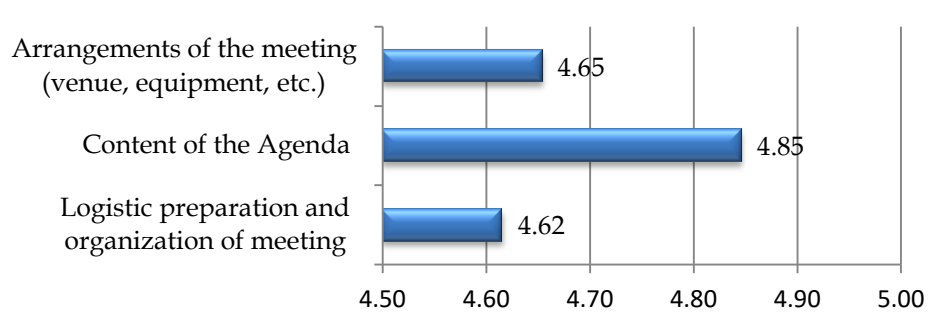
## Evaluation details

### Results of evaluation of the general organisation of the event

Description					
The general opinion is that the meeting was excellent organised.					
Table(s)/Figure(s)					
The general organisation of the QAC meeting in percentage is presented in the following table:					
Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	0	7.7	0	15.4	76.9
Content of the Agenda	0	3.8	0	3.8	92.4
Arrangements of the meeting (venue, equipment, etc.)	0	0	11.5	11.5	76.9

**The general organisation of the fourth Quality Assurance Committee meeting**



Category	Average Score
Arrangements of the meeting (venue, equipment, etc.)	4.65
Content of the Agenda	4.85
Logistic preparation and organization of meeting	4.62

## Results of evaluation of general working communication

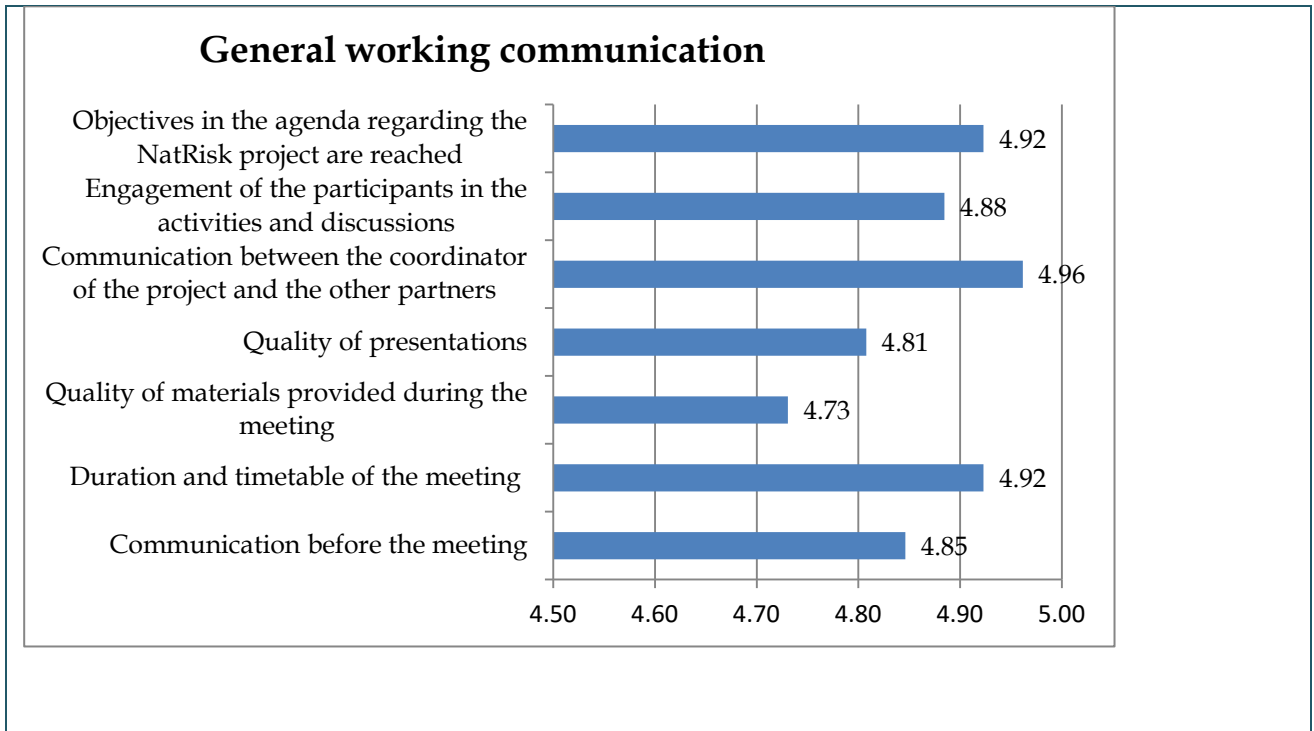
### Description

The quality of presentations and prepared agendas and material were evaluated with high marks.

### Table(s)/Figure(s)

The general working communication in percentage is presented in the following table:

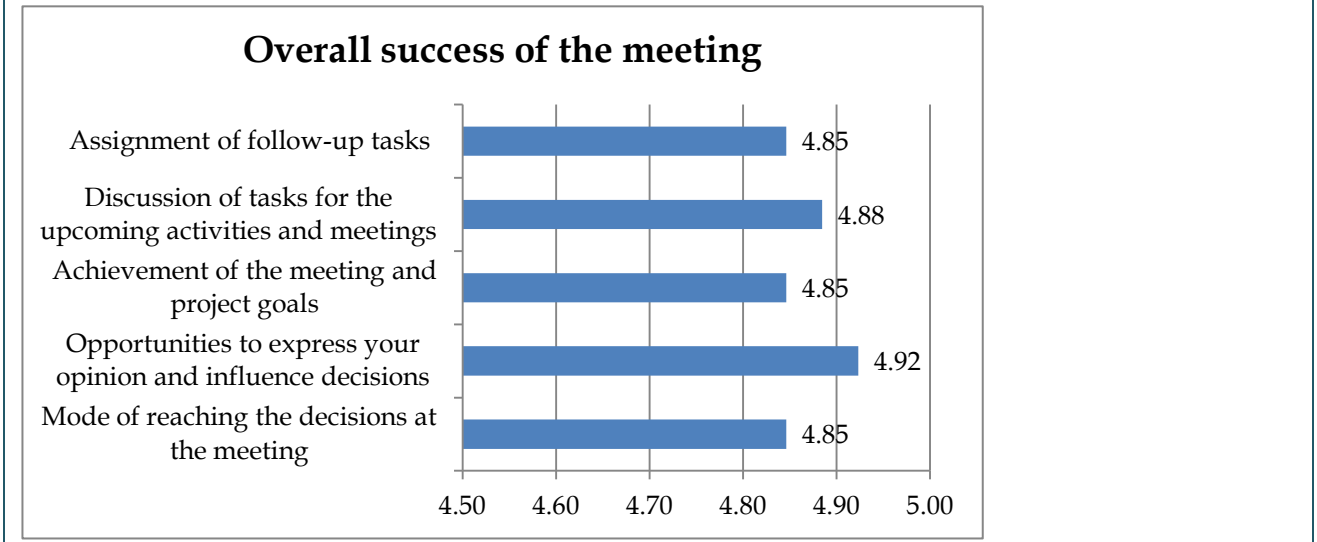
Grading	Poor	OK	Good	Very Good	Excellent
Communication before the meeting	0	0	0	15.4	84.6
Duration and timetable of the meeting	0	0	0	7.7	92.3
Quality of materials provided during the meeting	0	0	3.8	19.2	76.9
Quality of presentations	0	0	0	19.2	80.8
Communication between the coordinator of the project and the other partners	0	0	0	3.8	96.2
Engagement of the participants in the activities and discussions	0	0	0	11.5	88.5
Objectives in the agenda regarding the NatRisk project are reached	0	0	0	7.7	92.3



### Results of evaluation of overall success of the event

Description					
The overall success of the meeting was graduated as excellent.					
Table(s)/Figure(s)					
The overall success of the meeting in percentage is presented in the following table:					
Grading	Poor	OK	Good	Very Good	Excellent
Mode of reaching the decisions at the meeting	0	0	0	15.4	84.6
Opportunities to express your opinion and influence decisions	0	0	0	7.7	92.3
Achievement of the meeting and project	0	0	0	15.4	84.6

goals					
Discussion of tasks for the upcoming activities and meetings	0	0	0	11.5	88.5
Assignment of follow-up tasks	0	0	0	15.4	84.6



Please indicate your suggestions for further event's improvement:

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Location, date

Chania, 07 September 2018

Signature

