

EVENT REPORT FORM ¹

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	Third Quality Assurance Committee meeting
Type of event	Regular meeting
Venue	University of Defence (UNID), Neznamog junaka 38, Belgrade, Serbia
Date	08 March 2018
Organizer	UNID, Belgrade, Serbia
Reporting date	09 March 2018
Report author(s)	Milan Gocić

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

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

¹ This form has to be filled by event organisers and sent on e-mail address: 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

Number of participants at the event	34
Participants (organisations)	All partners
Event description:	
<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 University of Defence (UNID), on the 08th of March 2018. The meeting was chaired by Simon McCarthy, MUHEC. The objective was to introduce to all project partners the most relevant issues of project quality.</p> <p>Thirty four representatives from all 12 partner institutions were present at the meeting. After the participants’ registration which started at 11:20, Simon McCarthy, MUHEC, discussed the key points for QAC report such as work package self-assessment reports and progress on deliverable reporting. It is stated that all made deliverables were reviewed.</p> <p>The meeting ended at 12:45.</p>	

Attachments

Agenda (pdf)	Third Quality Assurance Committee Meeting - agenda
Attendance sheet (pdf)	Third QAC meeting – attendance list
Photos (jpg)	
News form (pdf)	13 Inter-project coaching, SC, PMC and QAC meetings in Belgrade - news
Deliverable (pdf)	Third Quality Assurance Committee meeting report
Presentations (pdf)	Quality Assurance
Other personal remarks	

Organisation details

Invitation sent to	45 participants
Date of event material release	08 March 2018
Date of participants list's finalisation	08 March 2018
Date of agenda finalisation	13 February 2018
Number of participants (according to the participants list)	34
Comments	

Problems encountered during the event preparation phase

Please add your comments, if any:

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

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

Evaluation details

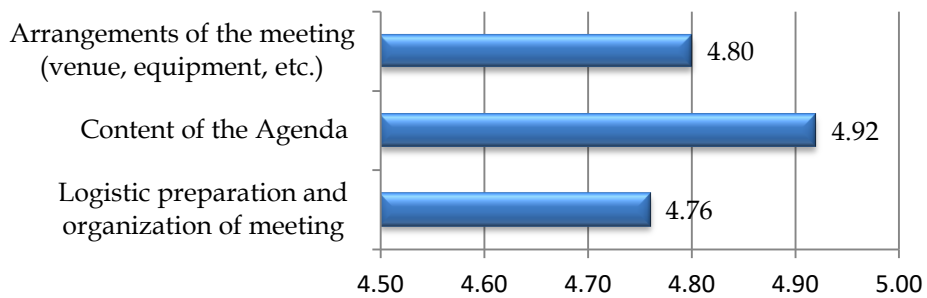
Results of evaluation of the general organisation of the event

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	0	0	24.0	76.0
Content of the Agenda	0	0	0	8.0	92.0
Arrangements of the meeting (venue, equipment, etc.)	0	0	0	20.0	80.0

The general organisation of the third Quality Assurance Committee meeting

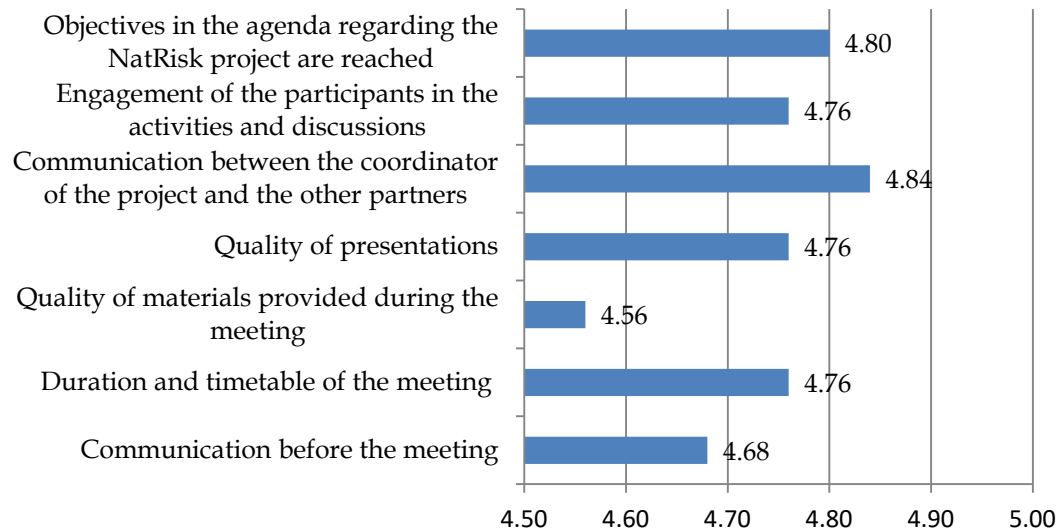


Results of evaluation of general working communication

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	32.0	68.0
Duration and timetable of the	0	0	0	24.0	76.0

meeting					
Quality of materials provided during the meeting	0	0	0	44.0	56.0
Quality of presentations	0	0	0	24.0	76.0
Communication between the coordinator of the project and the other partners	0	0	0	16.0	84.0
Engagement of the participants in the activities and discussions	0	0	0	24.0	76.0
Objectives in the agenda regarding the NatRisk project are reached	0	0	0	20.0	80.0

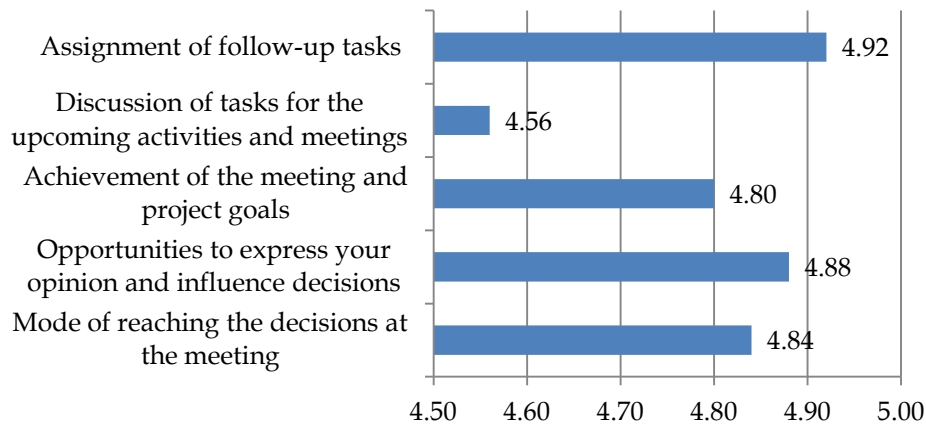
General working communication



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	16.0	84.0
Opportunities to express your opinion and influence decisions	0	0	4.0	4.0	92.0
Achievement of the meeting and project goals	0	0	4.0	12.0	84.0
Discussion of tasks for the upcoming activities and meetings	0	0	0	44.0	56.0
Assignment of follow-up tasks	0	0	0	8.0	92.0

Overall success of the meeting



Please indicate your suggestions for further event's improvement:

Location, date

Belgrade, 09 March 2018

Signature

