

PARTNER SELF-ASSESSMENT REPORT¹

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|--------------------------|---|
| 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 |

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|----------------|---|
| Partner name | University of Natural Resources and Life Sciences, Vienna |
| Acronym | BOKU |
| Contact person | Michael Tritthart |

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

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¹ This report concerns quality issues of NatRisk project. The contact person from each partner institution should complete this form annually, in consultation with the members of the partner institution project team, and submit the report by email to s.priest@mdx.ac.uk and natriskuni@gmail.com by and Sept 30th each year. The reports will be reviewed by the Quality Assurance Committee and a short report will be prepared and submitted to the Project Management Committee.

1. Partner contributions

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team didn't accomplish some task, please give the reasons.

| Activities - LFM code | Achieved to date | Comment |
|---|---|-------------|
| 1.1 Identification of natural disasters to be managed in WB | -) Management of WP1 as WP-Leader -) Report written until 14.03.2017. | - |
| 1.2 Introduction with established practices in EU countries for NDRM | -) Management of WP1 as WP-Leader -) Report written until 14.03.2017. | - |
| 1.3 Workshop on master curricula best practices in EU countries | -) Management of WP1 as WP-Leader -) Workshop was held in Vienna between 05.04.2017 and 07.04.2017 -) Report written until 14.05.2017. | - |
| 3.3 Development of trainings` content corresponding educational materials and selection of teaching staff | -) Selection of teaching staff and study visits for upcoming events in autumn 2017. | In progress |
| 5.1 Regular Quality Assurance Committee meetings | -) Participation in the first Quality Assurance Committee (QAC) meeting, which was held in Vienna on 07.04.2017 -) Contribution to the First QAC meeting report. | In progress |
| 5.2 Development of the quality control plan | -) Contribution to the development of the quality control plan until 14.01.2017. | - |
| 6.1 Creation of the dissemination plan for the project | -) Contribution to the development of the dissemination plan for the project until 14.03.2017. | - |
| 6.2 Development and maintenance of project website and creation of promotional materials and campaigns | -) Translation of the website (Eng to Ger) | - |
| 7.1 Creation of sustainability plan | -) Contribution to the creation of the sustainability plan of the project until 14.03.2017. | - |
| 8.1 Kick-off meeting | -) Creation of presentations -) Participation in the kick-off meeting, held in Nis between 14.12.2016 and 16.12.2016. | - |
| 8.2 Regular Steering Committee and Project Management meetings | -) Participation in the first Steering Committee (SC) meeting and Project Management (PMC) meeting, held in Vienna on 05.04.2017 and 06.04.2017 | In progress |

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|---|--|-------------|
| | -) Contribution to the first SC and PMC meeting reports. | |
| 8.3 Development of guidelines on the project management and reporting | -) Contribution to the development of guidelines on the project management and reporting of the project until 14.03.2017. | - |
| 8.4 Day-to-day coordination of project activities | -) Coordination of project activities including distribution of information about activities between partner institutions. | In progress |

2. Changes

Please indicate any changes in project realisation from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

| Changes to the planned contributions to the project | Likely implication for WP activities and suggested actions | Date of notification to NatRisk coordinator |
|---|--|---|
| No changes. | | |
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3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on NatRisk management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the NatRisk Management Platform.

| | No. of the instalment | Amount | Date | Comment |
|-----------------|-----------------------|---------------------------|--|-----------------|
| Received | 1. 20006786 | 16.188,25 | 20.03.2017 | 1st installment |
| | 2. 20006977 | 17.038,25 | 25.07.2017 | 2nd installment |
| | 3. | | | |
| | 4. | | | |
| Spent | | Spent from Erasmus+ grant | Comment | |
| | 1. Staff Costs | 21.063,26 | Salary of Michael Tritthart (MT) + Kurt Glock (KG) | |
| | 2. Travel Costs | 722,52 | Kick-off Nis (Serbia) (MT + KG) | |
| | 3. Costs of Stay | 213,33 | Kick-off Nis (Serbia) (MT + KG) | |
| | 4. Equipment | - | | |

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|-----------------|--|------------------|--|----|
| | Costs | | | |
| | 5. Subcontracting Costs | - | | |
| | 6. Special Mobility Strand | - | | |
| | Total | 21.999,11 | | |
| Reported | | Yes | Partially | No |
| | Financial excel table on the NatRisk platform filled-in | | Partially (For period 10.2016 - 03.2017) | |
| | ITR, Time Sheets and Staff Convention forms completed | | Partially (For period 10.2016 - 03.2017) | |
| | Supporting documents provided and uploaded to the NatRisk platform | | Partially (For period 10.2016 - 03.2017) | |

Location, date

Signature

Vienna, 1st September 2017

Michael Tütthart