

# PARTNER SELF-ASSESSMENT REPORT<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

Partner name	Middlesex University Higher Education Corporation
Acronym	MUHEC
Contact person	Sally Priest

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

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<sup>1</sup> 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](mailto:s.priest@mdx.ac.uk) and [natriskuni@gmail.com](mailto: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
1.2 Identification of natural disasters to be managed in EU countries for NDRM	Contribution to report on English practices - delivered 28.02.17.	
1.3 Report on master curricula best practices in EU partners and catalogue of competencies	Report produced (27/06/17) on Report on master curricula best practices in EU partner countries. Contribution. Contribution to the workshop in Vienna.	
2.3 Teaching staff trained - Training' materials prepared, teachers selected	Materials developed and UK training session held MUHEC 29-30 June 2017. Materials and reports for each produced and uploaded.	
3.2 Study Visit	Materials developed and UK study visit held 28/06/17. Materials and reports for each produced and uploaded.	
5.1 Regular Quality Assurance Committee meetings	Chairing the first Quality Assurance (QAC) Meeting - Vienna 07/04/17. Production of first QAC meeting report and submission to the management committee QAC minutes produced and uploaded.	Continuing
5.2 Development of quality control plan	QC plan drafted and adopted on 09/05/17. Revised QC plan following EACEA evaluation 21/08/2017.	Continuing
6.1 Creation of the dissemination plan for the project	Comments on the draft plan for the project (March 2017)	
7.1 Creation of sustainability plan	Comments on the draft plan for the project (March 2017)	
8.1 Kick-off meeting	Attendance and presentations delivered about MUHEC and also the quality control	

	procedure (15-16.12.16)	
8.2 Regular Steering Committee and Project Management meetings	Presentations delivered at meeting in Nis 14-16/12/16.	Continuing
8.2 Regular Steering Committee and Project Management meetings	Participation in the first Steering Committee (SC) meeting and Project Management (PM) meeting in Vienna from 05-06/04/17. Contribution to above meeting reports. Setting up of the project successfully within the university systems. Project and financial reporting.	Continuing

## 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		

## 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
<b>Received</b>	1.	14,392.75	22/3/17	1st instalment
	2.	15,147.75	Jul 17	2nd instalment
	3.			
	4.			
<b>Spent</b>		Spent from		Comment

		Erasmus+ grant		
	1. Staff Costs	9,140	15/10/16 - 31/7/17	Salary costs of: S. Priest, S. McCarthy C. Viavattene & G. Joyce
	2. Travel Costs	825	15/10/16 - 31/7/17	Kick-Off meeting Nis (Serbia) Dec 2016 - S. McCarthy  Vienna Meeting Apr 17 - S. Priest & S. McCarthy
	3. Costs of Stay	1,440	15/10/16 - 31/7/17	Kick-Off meeting Nis (Serbia) S. McCarthy  Vienna Meeting S. Priest & S. McCarthy
	4. Equipment Costs	-		
	5. Subcontracting Costs	-		
	6. Special Mobility Strand			
	<b>Total</b>	<b>11,405</b>		
<b>Reported</b>		Yes	Partially	No
	Financial excel table on the NatRisk platform filled-in	Yes		
	ITR, Time Sheets and Staff Convention forms completed		Partially - to be confirmed and finalised in Sept 2017	
	Supporting documents provided and uploaded to the NatRisk platform		Partially - to be finalised and uploaded in Sept 2017	

Location, date

\_\_\_\_\_London 30/09/17\_\_\_\_\_

Signature

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