

# 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	University of Banja Luka
Acronym	UBL
Contact person	Darko Paspalj

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 and natriskuni@gmail.com by and September 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
2.5 Harmonization of teaching environment with EU best practices and purchasing of laboratory equipment and literature	September 2017 to July 2018	<p>The new list of specification for equipment, software and literature was made.</p> <p>Rector signed agreement for joint public procurement with UNSA.</p> <p>Participating (with UNSA) in the process of purchasing equipment: tender documentation, bids, decisions etc.</p> <p>Sasa Vavan participated meeting in Sarajevo related to the monitoring of the Bids on public procurement. All Bids were technically and legally regular.</p> <p>The Seller delivered laboratory equipment. The Commission for the reception of fixed assets verified equipment delivered and made written record on equipment quality and its accordance with specification and official offer of the Seller. All shipped equipment is in accordance with specification and official offer of the Seller. The equipment is installed.</p> <p>Books are delivered too. The Commission for the reception of assets verified books delivered and made written record.</p>
2.3 Training of teaching staff for innovative teaching methods	November 2017	<p>Attending (Predrag Ceranic, Radoslav Ivanis, Milica Sikimic, Slavica Maksimovic) training of teaching staff for innovative teaching methods that took place at the University of Natural Resources and Life Sciences, Vienna (BOKU), from 14 th to 16 th November 2017.</p>
3.2 Study visits and analysis of courses best	November 2017	<p>Attending (Predrag Ceranic, Radoslav Ivanis, Milica Sikimic, Slavica Maksimovic) Study visits and analysis of courses best practices in EU countries that took place at the University of Natural Resources and Life</p>

practices in EU countries		Sciences, Vienna (BOKU), from 14 th to 16 th November 2017
3.3 Development of trainings' content corresponding educational materials and selection of teaching staff	May 2017	Development of trainings' content corresponding educational materials and selection of teaching staff. Training activity for raising public awareness on natural disasters is settled on 11th May 2018. The program, teacher and lectures are selected and defined
4.6 Self-evaluation of trainings for citizens and public sector.	May 2017	Self-evaluation of trainings for citizens and public sector (that took place on 11th May 2018) was made and delivered to coordinator.
6.2 Development and maintenance of project website and creation of promotional materials and campaigns.	February 2017	Handbook for civil sector training about natural disaster was created. The content is translated into English. Leaflet for civil sector training about natural disaster was created. Training activity is disseminated at internet and Facebook page of Faculty of Security Science.
6.3 Promotional activity for student enrolment	May 2017	Training activity for raising public awareness on natural disasters took place on 11th May 2018. The program and lecture goals were successfully accomplished.
7.2 Accreditation of master curricula	December 2017	The Elaborate for master study program funding was sent to Ministry of Education of the Republic of Srpska on further procedure for study program licencing. The Ministry of education of the Republic of Srpska formed Commission for accreditation of master curricula. The commissions task is to make a Report on all conditions fulfilled for master program licencing.
8.2 Regular Steering Committee	February 2018	Attending (Darko Paspalj, Milica Sikimic) SMS meeting, Project management related meeting and Quality Assurance Committee



and Project Management meetings		meeting that took place at the University of Defence, Belgrade, 6th -9thth February 2018.
8.4 Day-to-day coordination of project activities	September 2017 to August 2018	Day-to-day communication and consultations with NatRisk project coordinator and other partners in the project, rector of UBL. Project documentation managing on staff cost, travel cost and coo financing cost was scanned and emailed, then copied, signed, stamped and sent by post too coordinator. Verification on change of legal representative legal status from acting rector to appointed rector. Materials (pictures, self-evaluation, brochures, presentations) on training activity for raising public awareness on natural disasters took place on 11th May are delivered to coordinator. Documentation on joint public procurement was delivered to coordinator (Relevant decisions, Tendering procedure materials, Bids, Agreements, Records on verification of assets delivered, Invoices etc).
8.5 Submission of interim and final reports	September 2017 to August 2018	Three WPRs (UBL-WPR-0118, UBL-WPR-0418, UBL-WPR-0718) and one Self Assesment report (October 2017) have been sent to coordinator.

## 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

### 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.

Received	No. of the instalment	Amount	Date	Comment
	1.	4,678.50		
	2.	7,006.00		
	3.			
	4.			
Spent		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	3512.00		
	2. Travel Costs	1715.00		
	3. Costs of Stay	4680.00		
	4. Equipment Costs			
	5. Subcontracting Costs	492.28		
	6. Special Mobility Strand			
<b>Total</b>	<b>10399.28</b>			
Reported		Yes	Partially	No
	Financial excel table on the NatRisk platform filled-in	✓		
	ITR, Time Sheets and Staff Convention forms completed	✓		



	Supporting documents provided and uploaded to the NatRisk platform	✓		
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Location, date

Banja Luka August 2018.

Signature  
