

PARTNER SELF-ASSESSMENT REPORT¹

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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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
1.2 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.	
2.3 Training of teaching staff for innovative teaching methods	Text provided to the innovative teaching report - delivered Jan 2018.	
3.2 Study Visit	Materials developed and UK study visit held 28/06/17. Materials and reports for each produced and uploaded.	
3.2 Report on study visits and analysis of courses best practices in EU countries	Text provided to the innovative teaching report - delivered Jan 2018.	
5.1 Regular Quality Assurance Committee meetings	Chairing the Quality Assurance (QAC) Meeting - Vienna 07/04/17, Messina (Sept 17) and Belgrade (March 18). Production of two QAC meeting reports and submission to the management committee; QAC minutes produced and uploaded. Annex T report delivered.	Continuing
5.2 Development of quality control plan	QC plan drafted and adopted	Continuing

	on 09/05/17. Revised QC plan following EACEA evaluation 21/08/2017.	
5.5 Report on the inter-project coaching	Inter-coaching activities and presentations delivered at the Belgrade meeting - March 2018. Report delivered - May 2018	
6.1 Creation of the dissemination plan for the project	Comments on the draft plan for the project (March 2017)	
6.2 Promotional leaflets - mid-term results	Comments on the promotional leaflets - February 2018.	
6.4 Promotional leaflets for public sector organisations	Comments on the promotional leaflets - January 2018.	
7.1 Creation of sustainability plan	Comments on the draft plan for the project (March 2017)	
7.2 Hosting SMS visiting staff from NIS	Successfully hosted 6 visiting staff from UNI - Feb and March 2018.	
7.2 Preparation and signing of institutional agreements by MUHEC.	Institutional agreements signed by MUHEC with UNI, UNID UPKM, KPA and UNSA	Continuing
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 Dec 2016; Vienna 5-7 Apr 17, Messina 19-20 Sept 2017 and Belgrade 7-8 Mar 2018.	Continuing
8.2 Regular Steering Committee and Project Management meetings	Participation in the Steering Committee (SC) meeting and Project Management (PM) meeting in Vienna from 05-06/04/17; Vienna 5-7 Apr 17, Messina 19-20 Sept 2017 and Belgrade 7-8 Mar 2018. 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
Received	1.	14,392.75	March 17	1st instalment
	2.	15,147.75	July 17	2nd instalment
	3.	11,816.20	June 18	3 rd instalment
	4.			
Spent		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	17,205	15/10/16 - 14/7/18	Salary costs of: S. Priest, S. McCarthy C. Viavattene & G. Joyce
	2. Travel Costs	2,475	Nis 14-16 Dec 2016; Vienna 5-7 Apr 2017 Messina 19-20 Sept 2017	Kick-Off meeting Nis (Serbia) - S. McCarthy Vienna Meeting - S. Priest & S. McCarthy Messina Meeting - S. Priest, S. McCarthy & G. Joyce

			Belgrade 7-8 Mar 2018.	Belgrade Meeting – S. McCarthy, M. Dawney & A. Wright
	3.Costs of Stay	4,200	Nis 14-16 Dec 2016; Vienna 5-7 Apr 2017 Messina 19-20 Sept 2017 Belgrade 7-8 Mar 2018.	Kick-Off meeting Nis (Serbia) - S. McCarthy Vienna Meeting - S. Priest & S. McCarthy Messina Meeting - S. Priest, S. McCarthy & G. Joyce Belgrade Meeting – S. McCarthy, M. Dawney & A. Wright
	4. Equipment Costs	-		
	5. Subcontracting Costs	-		
	6. Special Mobility Strand			
	Total	23,880		
	Reported		Yes	Partially
Financial excel table on the NatRisk platform filled-in		Yes		
ITR, Time Sheets and Staff Convention forms completed			Partially – submitted all documentation to 30/3/18	
Supporting documents provided and uploaded to the NatRisk platform			Partially – submitted all documentation to 30/3/18	

Location, date

Signature

_____ London 30/07/18 _____

_____ SJP Post _____