

# 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 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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<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
1.1 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.	-
2.3 Training of teaching staff for innovative teaching methods	-) Organisation of teaching staff training in Vienna (15.-16.11.2017). -) Contribution to reports.	-
3.2 Study visits and analysis for courses best practices in EU countries	-) Organisation of study visit in Vienna (17.11.2017). -) Contribution to reports.	-
3.3 Development of trainings` content corresponding educational materials and selection of teaching staff	-) Selection of teaching staff and study visits for events in Vienna (15.-17.11.2017). -) Review of training material.	-
4.6 Self-evaluation of trainings for citizens and public sector	-) Preparation of presentation about evaluation. -) Report on self-evaluation of trainings.	
5.1 Regular Quality Assurance Committee meetings	-) Participation at the 1., 2., 3., 4. and 5. Quality Assurance Committee (QAC) meeting, which were held in Vienna (07.04.2017), Messina (21.09.2017), Belgrade (08.03.2018), Chania (05.09.2018) and London (20.03.2019) -) Contribution to the 1., 2., 3., 4. and 5. 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.	-
5.3 Conduct internal and external peer reviews of the project	-) Data collection for internal and external peer reviews.	-
6.1 Creation of the dissemination plan for the	-) Contribution to the development of the dissemination plan for the project until	-

project	14.03.2017.	
6.2 Development and maintenance of project website and creation of promotional materials and campaigns	<ul style="list-style-type: none"> <li>-) Translation of the website (Eng to Ger)</li> <li>-) Dissemination of information in official print magazine of BOKU university.</li> <li>-) Contribution to the NatRisk Newsletters.</li> <li>-) Preparation of BOKU Newsletter about SMS.</li> <li>-) Preparation of material for the project promotion.</li> </ul>	-
7.1 Creation of sustainability plan	-) Contribution to the creation of the sustainability plan of the project until 14.03.2017.	-
7.2 Accreditation of master curricula	-) Contribution to preparing the accreditation of master curricula.	-
7.3 Realization of student and staff mobilities between WB and EU partners	-) Organisation of student mobilities in the framework of the SMS.	
8.1 Kick-off meeting	<ul style="list-style-type: none"> <li>-) Creation of presentations</li> <li>-) Participation in the kick-off meeting, held in Nis between 14.12.2016 and 16.12.2016.</li> </ul>	-
8.2 Regular Steering Committee and Project Management meetings	<ul style="list-style-type: none"> <li>-) Participation at the 1., 2., 3., 4. Steering Committee (SC) meeting and Project Management (PMC) meeting, held in Vienna (05.-06.04.2017), Messina (19.-20.09.2017), Belgrade (07.03.2018), Chania (05.-06.09.2018) and London (20.-21.03.2019)</li> <li>-) Contribution to the 1., 2., 3., 4. and 5. SC and PMC meeting reports.</li> </ul>	In progress
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
8.5 Submission of interim and final reports	<ul style="list-style-type: none"> <li>-) Contribution to development and preparation of interim report.</li> <li>-) Review of the EACEA response.</li> <li>-) Creation of financial documentation and BOKU part of the final report.</li> </ul>	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.		

## 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. 20006786	16.188,25	20.03.2017	1st installment
	2. 20006977	17.038,25	25.07.2017	2nd installment
	3. 20007676	13.290,60	30.07.2018	3rd installment
	4. 20008067	6.645,30	26.11.2018	4th installment
<b>Spent</b>		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	44.774,64	Salary of Michael Tritthart (MT) + Kurt Glock (KG)	
	2. Travel Costs	3.001,45	Nis (Serbia) (MT+KG) Messina (Italy) (MT+KG) Belgrade (Serbia) (MT+KG+AH) Chania (Greece) (MT+KG) London (United Kingdom) (MT+KG)	
	3. Costs of Stay	2.728,89	Nis (Serbia) (MT+KG) Messina (Italy) (MT+KG) Belgrade (Serbia) (MT+KG+AH) Chania (Greece) (MT+KG) London (United Kingdom) (MT+KG)	
	4. Equipment	-		

	Costs			
	5. Subcontracting Costs	-		
	6. Special Mobility Strand	9.765,00	-) Nis (Serbia) Sabine Baumgartner -) Nis (Serbia) Marcel Liedermann -) Nis (Serbia) Michael Tritthart -) Sarajevo (Bosnia and Herzegovina) Roland Kaitna -) Sarajevo (Bosnia and Herzegovina) Peter Flödl -) Sarajevo (Bosnia and Herzegovina) Markus Eder -) Sarajevo (Bosnia and Herzegovina) Christian Scheidl	
	<b>Total</b>	<b>60.269,98</b>		
<b>Reported</b>		Yes	Partially	No
	Financial excel table on the NatRisk platform filled-in		Partially (For period 10.2016 - 04.2019)	
	ITR, Time Sheets and Staff Convention forms completed		Partially (For period 10.2016 - 04.2019)	
	Supporting documents provided and uploaded to the NatRisk platform		Partially (For period 10.2016 - 04.2019)	

Location, date

Vienne, 12.08.2019

Signature

Michael Tritthart