

# 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.	
2.3 Training of teaching staff for innovative teaching methods	Text provided to the innovative teaching report - delivered Jan 2018.	
2. 5 Harmonization of teaching environment with EU best practices and purchasing of laboratory equipment and literature	Reviewed report on Harmonization of teaching environment - August 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), Belgrade (March 18), Chania (Sept 18) and London (March 19)	Continuing

	Production of six QAC meeting reports and submission to the management committee; QAC minutes produced and uploaded. Produced and coordinated the production of deliverables checklist (Annex S) Annex T reports delivered and analysed and the production of Annex V - internal quality review report. External quality report reviewed and a response drafted. Measures taken to respond to comments	
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. QC plan adopted	
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. Comments on Report on realized dissemination activities	
6.3 Promotional activity for student enrolment	Produced presentation for the London meeting about encouraging enrolment of students (March 2019) Comments on report entitled How to improve quality of promotions of trainings and student enrolment (March 2019)	
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)	
7.3 Student and staff mobilities realised	Successfully hosted 6 visiting staff from UNI - Feb and March 2018.	
7.3 Student and staff mobilities realised	Sent 1 staff member to UNSA 17 to 21 Dec 2018	

7.3 Student and staff mobilities realised	Successfully hosted 3 visiting staff from UNID - 11 - 15 Feb 2019	
7.3 Student and staff mobilities realised	Successfully hosted 2 visiting staff from KPU - 13 to 22 March 2019	
7.3 Student and staff mobilities realised	Sent 2 staff to UNI April 2019	
7.3 Student and staff mobilities realised	Sent 1 staff member to UNSA 13 to 17 May 2019	
7.3 Student and staff mobilities realised	Sent 2 staff to UKPM 20-24 May 2019	
7.3 Student and staff mobilities realised	Successfully hosted 2 visiting students from UNI - 03 May to 05 July 2019	
7.3 Student and staff mobilities realised	Successfully hosted 1 staff from UNI - 20 May to 24 May 2019	
7.3 Preparation and signing of institutional agreements by MUHEC.	Institutional agreements signed by MUHEC with UNI, UNID UPKM, KPA and UNSA	
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, Belgrade 7-8 Mar 2018, Chania 5-6 Sept 2018 and London 20-21 March 2019	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, Belgrade 7-8 Mar 2018. and London 20-21 March 2019 Contribution to above meeting reports. Setting up of the project successfully within the university systems. Project and financial reporting.	Continuing
8.2 Regular Steering Committee and Project Management meetings	Successfully hosted meeting in London 20 to 21 March 2019	

8.4 Project correspondence	Financial reporting in April 2017, Jul 17, Sept 17, Mar 18, Sept 18, Feb 19 & Jul 19	Continuing
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## 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	March 17	1st instalment
	2.	15,147.75	July 17	2nd instalment
	3.	11,816.20	June 18	3rd instalment
	4.			
<b>Spent</b>		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	28,403	15/10/16 - 14/7/19	Salary costs of: S. Priest, S. McCarthy C. Viavattene & G. Joyce
	2. Travel Costs	3,555	Nis 14-16 Dec 2016;	<b>Kick-Off meeting Nis (Serbia)</b> - S. McCarthy

			Vienna 5-7 Apr 2017	<b>Vienna Meeting</b> - S. Priest & S. McCarthy
			Messina 19-20 Sept 2017	<b>Messina Meeting</b> - S. Priest, S. McCarthy & G. Joyce
			Belgrade 7-8 Mar 2018.	<b>Belgrade Meeting</b> - S. McCarthy, M. Dawney & A. Wright
			Chania 5-6 Sept 2018	<b>Chania Meeting</b> - S. Priest, S. McCarthy & N. Rachel-Naseem
	3.Costs of Stay	5, 640	Nis 14-16 Dec 2016;  Vienna 5-7 Apr 2017  Messina 19-20 Sept 2017  Belgrade 7-8 Mar 2018  Chania 5-6 Sept 2018	<b>Kick-Off meeting Nis (Serbia)</b> - S. McCarthy <b>Vienna Meeting</b> - S. Priest & S. McCarthy <b>Messina Meeting</b> - S. Priest, S. McCarthy & G. Joyce <b>Belgrade Meeting</b> - S. McCarthy, M. Dawney & A. Wright <b>Chania Meeting</b> - S. Priest, S. McCarthy & N. Rachel-Naseem
4. Equipment Costs	-			
5. Subcontracting Costs	-			
6. Special Mobility Strand	5864.26		17-21 Dec 2018  8-12 April 2018	L. Cumiskey to UNSA  H. Jones to UNI

			13-17 May 2019	C. Viavattene to UNSA
			20-24 May 2019	S. McCarthy to UKPM
			20-24 May 2019	J. Watt to UKPM
	<b>Total</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	Yes		
	Supporting documents provided and uploaded to the NatRisk platform	Yes		

Location, date

Signature

London 28.08.19

