

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	Technical University of Crete, Chania, Crete, Greece
Acronym	TUC
Contact person	Georgios E. Stavroulakis

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 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
1.1 Identification of natural disasters to be managed in WB	- Participation in WP1 - Reports written until 30.04.2017	
1.2 Introduction with established practices in EU countries for NDRM	- Participation in WP1 - Reports written until 30.04.2017	
1.3 Workshop on master curricula best practices in EU countries	- Participation in workshop in Vienna between 5.4.2017 and 7.4.2017 - Reports written until 30.04.2017	
2.3 Training of teaching staff for innovative teaching methods	- Preparation of training of teaching staff in Chania between 10.7.2017 and 11.7.2017 - Reports written and material prepared until 31.07.2017 - Material developed until 31.10.2017	
3.2 Study visits and analysis of courses best practices in EU countries	- Preparation of study visit in Chania in 12.7.2017 - Reports written and material prepared until 31.07.2017 - Material prepared until 31.10.2017	
3.3 Development of trainings' content corresponding educational materials and selection of teaching staff	- Development of trainings' content corresponding educational materials and selection of teaching staff - Content prepared until 28.02.2018 - Content prepared until 31.03.2018 - Material created until 28.02.2018 - Material created until	

	<p>31.03.2018</p> <ul style="list-style-type: none"> - Post-processing of trainings' and educational content and material - Material delivered until 31.07.2018 	
4.6 Self-evaluation of trainings for citizens and public sector	<ul style="list-style-type: none"> - Participation in WP4 - Evaluation of trainings for citizens and public sector - Actions for evaluation taken until 30.06.2018 	
5.1 Regular Quality Assurance Committee meetings	<ul style="list-style-type: none"> - Participation in meetings and preparation of material - Reports written and material prepared until 30.09.2017 - Material prepared until 31.03.2018 - Coordination of activities of Regular Quality Assurance Committee meetings - Actions for coordination taken until 31.05.2018 	In progress
5.2 Development of the quality control plan	<ul style="list-style-type: none"> - Participation in the creation of quality control plan - Material prepared until 30.04.2017 	
6.1 Creation of the dissemination plan for the project	<ul style="list-style-type: none"> - Participation in the creation of dissemination plan - Updated material prepared until 30.09.2017 	
6.2 Development and maintenance of project website and creation of promotional materials and campaigns	<ul style="list-style-type: none"> - Development of promotional material for the study visit in Crete - Material prepared until 30.09.2017 - Actions for coordination taken until 31.03.2018 - Coordination for the development and maintenance of project website and creation of promotional materials and campaigns - Actions for coordination taken until 30.04.2018 	In progress
7.1 Creation of sustainability plan	<ul style="list-style-type: none"> - Participation in the creation of sustainability plan 	

	- Updated material prepared until 30.09.2017	
8.1 Kick-off meeting	- Preparation of material - Reports written and updated material prepared until 30.09.2017	
8.2 Regular Steering Committee and Project Management meetings	- Preparation of material for the Regular Steering Committee and Project Management meetings - Material prepared until 31.10.2017 - Preparation of reports for the Regular Steering Committee and Project Management meetings - Reports written until 31.03.2018 - Coordination of Regular Steering Committee and Project Management meetings - Actions for coordination taken until 31.05.2018	In progress
8.3 Development of guidelines on the project management and reporting	- Contribution in the development of guidelines on project management - Material prepared until 30.09.2017	
8.4 Day-to-day coordination of project activities	- Coordination of future activities - Reports prepared until 31.10.2017 - Actions for coordination taken until 31.10.2017 - Coordination for projects' daily activities - Actions for coordination taken until 30.04.2018 - Actions for coordination taken until 30.06.2018 - Actions for coordination taken until 31.07.2018	In progress
8.5 Submission of interim and final reports	- Preparation of interim and final reports - Reports prepared until 31.07.2018	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 further 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.	9,056.80	20 March 2017	1st instalment
	2.	11,206.50	22 September 2017	2nd instalment
	3.	8,105.20	23 July 2018	3rd instalment
	4.			
	5.			
Spent		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	17,977.00		
	2. Travel Costs	2,730.00		
	3. Costs of Stay	4,440.00		
	4. Equipment Costs			
	5. Subcontracting Costs			
	6. Special Mobility Strand			
Total		25,147.00		
Reported		Yes	Partially	No

	Financial excel table on the NatRisk platform filled-in	X		
	ITR, Time Sheets and Staff Convention forms completed	X		
	Supporting documents provided and uploaded to the NatRisk platform	X		

Location, date

Chania, 27 August 2019

Signature

Georgios Stavroulakis