

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	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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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
2.5. Harmonization of teaching environment with EU best practices and purchasing of laboratory equipment and literature	September 2017 to July 2018	The new list of specification for equipment, software and literature was made. Rector signed agreement for joint public procurement with UNSA. Participating (with UNSA) in the process of purchasing equipment: tender documentation, bids, decisions etc. Sasa Vavan 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. Books are delivered too. The Commission for the reception of assets verified books delivered and made written record.
2.3 Training of teaching staff for innovative teaching methods	November 2017	Attending training (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 14th to 16th November 2017.
3.1 Surveillance of citizens' and public sector awareness regarding natural disasters	April 2017	Fulfilled 300 questionnaires for survey of citizens, and public sector awareness
3.2 Study visits and analysis of	November 2017	Attending training (Predrag Ceranic,

courses best practices in EU countries		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 Sciences, Vienna (BOKU), from 14th to 16th November 2017.
3.3 Development of trainings' content corresponding educational materials and selection of teaching staff	May 2017	Development of training's content corresponding educational materials and selection of teaching staff. Training activity for raising public awareness on natural disasters is settled on 11 th May 2018. The program, teacher and lectures are selected and defined.
4.4. Implementation of trainings for citizens and public sector	2018-2019	Training materials for the public sector prepared and trainings organised
4.6 Self-evaluation of trainings for citizens and public sector	2018-2019	Self-evaluation of trainings for citizens and public sector was made and delivered to coordinator
6.2 Development and maintenance of project website and creation of promotional materials and campaigns	2016-2018	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	2018-2019	Promotion done
6.4. Promotional activity for trainings	2018-2019	Promotional activity for raising public awareness on natural disasters took place on 11 th 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 commission's task is to make a Report on all conditions fulfilled for master program licencing.
7.3 Realization of student and staff mobilities between WB and EU partners	2017-2018	Institutional agreements signed
8.2 Regular Steering Committee and Project Management meetings	February 2018	Attending (Darko Paspalj, Milica Sikimic) SMS meeting, Project management related meeting and Quality Assurance Committee meeting that took place at the University of Defence, Belgrade, 6 th -9 th February 2018
8.4 Day-to-day coordination of project activities	2016-	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 co-financing cost was scanned and emailed, then copied, signed, stamped and sent by post to 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 11 th May 2018 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-	Six WPRs (UBL-WPR-0118, UBL-WPR-0418, UBL-WPR-0718, UBL-WPR-0119, UBL-WPR-0419, UBL-WPR-0719) and two PSAR 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
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.

Received	No. of the instalment	Amount	Date	Comment
	1.	4,678.50	11 October 2017	1st instalment
	2.	7,006.00	14 February 2018	2nd instalment
	3.	28,443.74	08 October 2018	Equipment
	4.	8,096.00	18 July 2019	3rd instalment
Spent		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	13,626.00		
	2. Travel Costs	3,810.00		
	3. Costs of Stay	9,180.00		
	4. Equipment Costs	28,444.45		
	5. Subcontracting Costs	676.43		
	6. Special Mobility Strand	6,120.00		
	Total	61,856.88		
Reported		Yes	Partially	No
	Financial excel table on the NatRisk platform filled-in	X		
	ITR, Time Sheets and Staff	X		

	Convention forms completed			
	Supporting documents provided and uploaded to the NatRisk platform	X		

Location, date

Banja Luka, 26 August 2019

Signature

____Darko Paspalj_____