

WORK PACKAGE 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

Work Package reference number and title	WP5 - Quality Plan
Work Package Lead Partner	Middlesex University Higher Education Corporation
Name of the responsible person	Sally Priest

Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP

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¹ This form concerns quality issues of NatRisk project. WP leaders should complete this form twice a year, in consultation with other active members of the WP team, and submit the report by email to s.priest@mdx.ac.uk and natriskuni@gmail.com by March 30th 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. Activities and achievements

Fill in the outputs/outcomes and indicators as per the Logical Framework Matrix of the WP during the review period. In the column “Achieved to date” describe all activities done in order to achieve the indicated output/outcome. Provide a short comment if necessary.

Outputs/ outcomes - LFM code	Indicator	Achieved to date	Comment
5.1 Kick off meeting	Minutes of QAC meeting	n/a	The first QAC meeting (and therefore minutes) will be held in Nis
5.2 Development of Quality control plan	Quality Control Plan adopted	23.02.17	Delayed due to to late start up meeting.
5.2 Ongoing evaluation - according to the quality plan	Submitted work package assessment reports (Annex Q)	30.03.17	This date was brought forward to allow distribution and summarising prior to the Vienna meeting.

2. Problems encountered

Describe the main problems encountered and recommend a solution if possible

Outputs/ outcomes	Description of problem	Recommendation
5.2 Ongoing evaluation as per the Quality Plan	Late delivery of the WP assessment reports - this may be due to confusion over the dates and reporting requirements	Re-presentation and clarification of requirements and dates at the Vienna meeting/

3. Changes

Present all changes to WP plans including postponing implementation deadlines

Outputs/ outcomes	Change of plan and likely implication for WP activities	Suggested actions	Date of notification to NatRisk coordinator
5.2 Ongoing evaluation as per the Quality	Re-present the dates of reporting - at the moment many of the	Slightly stagger of the dates (e.g. either Annex Q needs to be slightly earlier or	Originally 03.03.17 which changed the most recent dates -

Plan	<p>reporting dates are on the same date, but the summary reporting requires information from the other partners.</p> <p>No real change of plan suggested and no real implications for reporting deadlines.</p>	<p>Annex T slightly later) to enable the key reporting dates to be met. Also mindful of when the QAC meetings are – to enable effective reporting.</p>	<p>but future dates need to be changed and the reporting deadlines changed.</p>

4. Brief summary

Summarize progress of activities against the implementation schedule (up to 100 words)

WP5 is on track with the Quality Plan written, commented on by the committee and then finalised and uploaded to the platform. It will be discussed at the first QAC meeting in Vienna – April 2017.

Summarize progress against specific objective indicators from the logical framework matrix (up to 200 words)

Quality control plan created and adopted by January 2017: The Quality Plan has been developed and adopted, however this was not delivered until 23 February 2017 due to the delayed start up meeting.

Summarize main problems encountered and recommendations (up to 200 words)

Some confusion over dates and potentially over the form/annex completion leading to late delivery of reporting. This should be easily addressed at the next project meeting.

Location, date

Signature

London 20.03.17 _____

