

# WORK PACKAGE 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

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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<sup>1</sup> 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](mailto:s.priest@mdx.ac.uk) and [natriskuni@gmail.com](mailto: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 Minutes of meeting	Minutes delivered	10/10/2017	QAC minutes QAC held on 19 September 2017 in Messina
5.2 Ongoing evaluation - according to the quality plan	Submitted work package assessment reports (Annex Q)	October 2017 - reporting undertaken in line with Quality plan	Collation of Annex Q, Annex R and Annex T submitted by partners in Sept 2017
5.2 Ongoing evaluation - according to the quality plan	Preparation of QAC report	October 2017 - reporting undertaken in line with Quality plan	Delivered to the management group on 22/10/17
5.5 Inter-project coaching	Begin discussion and preparations for the intercoaching activities	February 2018 Plans ongoing to deliver inter-project coaching at Belgrade meeting	Discussion of strategy at QAC meeting in Messina - actions to be delivered.

## 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	Still late delivery of some reporting by partners - makes discussion of issues at QAC meeting difficult	Continue to provide early requests of reporting to allow delivery in time for the meetings. Request was made early February 2018.

## 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

#### 4. Brief summary

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

WP5 remains on track, with the minutes and reporting delivered. Await comments from the management committee on the submitted QAC report.

Need to ensure that Annex S are delivered on time as each written deliverable is provided.

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

Progress is on track to deliver the quality elements on time. Edits and comments have been incorporated where appropriate.

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

Ensuring that WP leaders are reviewing each deliverable.

Location, date

\_London 03.02.18\_\_\_\_\_

Signature

