

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 Minutes of meeting	Minutes delivered	20/04/2017	QAC minutes for first QAC on 7th April 2017 at BOKU Vienna.
5.1 Report of the QAC	QAC report delivered to management committee	15/05/2017	First QAC meeting report.
5.2 Development of Quality control plan	Quality Control Plan adopted	21/08/2017	Original QAC plan adopted at the QAC in Vienna and uploaded to portal 09/05/17 Quality Plan further revised in draft (v5) following EACEA evaluation – for adoption at QAC in Messina.
5.2 Ongoing evaluation – according to the quality plan	Submitted work package assessment reports (Annex Q)	30/09/2017	Annex S – deliverable checklist for numerous deliverables completed and uploaded. Annex Q, Annex R, and Annex T submitted by partners and WP leaders according to the evaluation schedule.

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	Delays in receiving partner reports -	Recommend that each partner nominates someone who is responsible for reporting.

Quality Plan	difficulty in preparing for QAC	

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 Plan	<p>Ensure that all partners are aware of the reporting deadlines.</p> <p>No real change of plan suggested and no real implications for reporting deadlines.</p>	Provide extra time for the collation of report prior to QAC meetings.	Send a reminder to NATRISK organiser 1 month prior to meeting.

4. Brief summary

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

Generally WP5 is on track. Moving into the phase of working on the inter-project coaching. External quality evaluation completed in May 2017 and report uploaded to the portal on 15/05/17.

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

Quality control plan revised following the EACEA evaluation – approval to occur at the QAC meeting Sept 2017. Minutes from the meetings were delivered alongside a report to the management committee. Key points identified for consideration at the QAC meeting.

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

Still appears to be some confusion about the reports and when they are due. This results in delays in receiving the reports and the preparation of the plans for the meetings.

Location, date

Signature

_London 30/09/17_____

SJP
