

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	WP8 Project management
Work Package Lead Partner	UNI
Name of the responsible person	Milan Gocic

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
8.1 Kick-off meeting	Minutes of the meeting	16 December 2016	There were 40 participants. Each of NatRisk partners prepared presentation. Project Management Bodies were established and WP Leaders presented WPs. Minutes of the meeting and report created.
8.2 Regular Steering Committee and Project Management meetings	Minutes of the meetings		The first SC and PMC meetings held in Vienna on 5th April 2017. Minutes of the meetings and reports created.
8.3 Development of guidelines on the project management and reporting	Guidelines on the project management and reporting created	14 March 2017	Guidelines on the project management and reporting and Contingency Plan created and adopted at SC meeting. Guidelines updated according to EACEA suggestions.
8.4 Day-to-day coordination of project activities	Project correspondence		Daily correspondence is achieved within the consortium by e-mails, Skype and NatRisk platform and with EACEA.
8.5 Submission of interim and final reports			

2. Problems encountered

Describe the main problems encountered and recommend a solution if possible

Outputs/ outcomes	Description of problem	Recommendation
8.4 Day-to-day coordination of project activities	Better communication should be achieved in order to discuss all problems.	Organization of joint meeting by Skype.

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
No changes.			

4. Brief summary

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

Each of the planned activities in the LFM was done on time: minutes of the meetings, guidelines on the project management and reporting and signing of partnership agreements. Partner HEIs have been informed about financial and administrative changes on time.

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

The project management requires preparing procedures for reporting and making decisions. Therefore, guidelines on the project management and reporting and contingency plan were created. Presentation considering financial reporting and necessary supporting documents has been prepared and shared with project partners. Information obtained from EACEA was forwarded to NatRisk partners immediately. Partnership agreement and amendment to partnership agreement were signed on time and sent to EACEA.

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

Location, date

Signature

Nis, 06 September 2017


