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Dissemination Plan

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	management in Western Balkan countries	
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List of abbreviations

BOKU EACEA HEI	University of Natural Resources and Life Sciences, Vienna Education, Audiovisual and Culture Executive Agency Higher Education Institution
KPA	Academy of Criminalistics and Police Studies
LFM	Logical Framework Matrix
MUHEC	Middlesex University Higher Education Corporation
NatRisk	Development of master curricula for natural disasters risk management in
	Western Balkan countries
NDRM	Natural Disasters Risk Management
OE	Óbuda University
PMC	Project Management Committee
QAC	Quality Assurance Committee
SC	Steering Committee
TCASU	Technical College of Applied Sciences Urosevac with temporary seat in Leposavic
TUC	Technical University of Crete, Chania, Greece
UNI	University of Nis
UNID	University of Defence in Belgrade
UNIME	University of Messina
UNSA	University of Sarajevo
UPKM	University of Pristina in KosovskaMitrovica
VSUP	Republic of Srpska - Ministry of Interior, Police College, Department for police education
WB	Western Balkan



1. Introduction

Dissemination is one of the core activities of the NatRiskproject to ensure successful realisation of planned activities (student enrolment in new master study programmes and trainees) and for project sustainability. The activities related to dissemination will start from the very beginning of the project, continue during its realization and after its completion as a permanent process which is important to raise the awareness of including new experts to strenght NDRM (Natural Disasters Risk Management) systems in WB (Western Balkan) countries.

This document aims to define strategy for dissemination activities, dissemination tools, target groups to be addressed, overall dissemination calendar with details regarding singular dissemination events well as to propose the list of key results that could be exploited after the end of the project.

Significance of dissemination activities for a project is very well summarized in Erasmus+ projects guidelines:

"Having a strong plan for dissemination and exploitation from the beginning of a project is a key priority and should form an integral part of the CBHE throughout its lifetime. The objective of dissemination and exploitation is to maximise the impact of project results by optimising their value, strengthening their impact, transferring them to different contexts, integrating them in a sustainable way and using them actively in systems and practices at local and international levels."

Erasmus+ Programme Capacity-Building projects in the field of Higher Education (E+CBHE) Guidelines for the Use of the Grant, 2015.

2. Dissemination Strategy

NatRisk project will use various actions in order to ensure high project visibility and maximal impact. Project dissemination will involve institutional, national and international activities. It will be focused on promotion the project and its participants and to raise awareness of the public about the potential benefits of the project results.

One of the first tasks is creating this document at the very beginning of the project with intention to update it regularly throughout the project. Other important activities to be performed at the beginning of the project are also to define project's visual identity (logo) and design and print promotional material (flyers, posters, etc.) that will be distributed during the projects span. Besides, the project website is developed and maintained (regularly updated with new information). Function of the website is to inform all target groups about the project realization and achieved results. Project participants can exchange documents via website. Social networks are utilised to spread the information about the project to the experts in the field (using LinkedIn) and to reach student population (using Facebook and Twitter). The awareness campaign will include advertising on TV, radio and newspapers.

Special attention will be paid to promoting new master curricula in WB HEIs and developing educational trainings for citizens and public sector. The promotions for WB non-partner HEIs



will be organized in order to promote master studies in the field of risk management of natural disasters. Promotions in HEIs will perform teachers and students. All events will be documented and displayed on the project website.

Dissemination of the project outcomes will be carried out also through the postgraduate NatRisk Web students, well educated in risk management of natural disasters.

In the long term perspective of the NatRisk project it is necessary to increase the public and state authorities' awareness for the significance of the management of natural disasters. This goal will be achieved mainly through the distribution of brochures, leaflets and booklets aimed to provide all relevant project information to interested stakeholders, as well as to publish information about NatRisk in mass media.

3. TargetGroups

To achieve the best possible results during the project realization and its dissemination, the target groups which could be affected by project results should be identified. The primary goal of NatRisk project is to educate experts for NDRM in WB partner countries. Thus, the specific objectives are: to identify natural disasters to be managed, to develop and implement the new and modern master curricula for academic and vocational studies in the field of NDRM in accordance with Bologna requirements and national accreditation standards and to develop educational trainings for the public sector and citizens. The scope of the project and the importance of mentioned activities results in a variety of target groups: students of bachelor studies related to NDRM, WB teaching staff, representatives of bodies and agencies for environmental protection and managers and engineers from non-academic and public sectors in WB countires.

At local level, all target groups will be reached by dissemination tools such as delivering promotional materials to students and citizens, the project website, social and digital media. This kind of informing will arise the awareness about the importance of improving knowledge and skills in NDRM. Teaching staff will be in direct contact with the representatives of local public sector in NDRM to analyse their needs for improvement of current system of NDRM, transfer acquired latest knowledge and sign protocols for students' internships. Students will be reached through the call for enrolment at newly developed master curricula.

At institutional level each of the WB partner HEIs will enrich their educational potential by implementation of new master study programmes, improved teaching staff skills through acquiring up-to-date knowledge and adopted new pedagogical methods in teaching and learning, upgraded laboratories with appropriate hardware and software infrastructure for analysis and simulation natural disasters and the new library units.

At national level at WB partner countries, the cooperation will be settled between HEIs and representatives of national bodies and agencies for environmental protection to impact on national efforts for developing the system of national protection by establishing institutional, organizational and personal conditions for the implementation of the protection in the emergency situations.





At European level, WB partner HEIs wil benefit the rich experience of EU HEIs in NDRM forming new master curricula. Students from WB HEIs will be included in realization of mobilities between WB and EU partner HEIs. The teaching staff will be involved into the teaching trainings into EU partner countries through the study visits. The EU teaching staff and students will be also in position to apply their knowledge to the specific cases in WB reagion, enriching in that way their experience. The WB partner countries with such trained staff in line with EU standards and directives in NDRM will contribute to recommendation of European Forum for Disaster Risk Reduction ("create a safer Europe by reducing the impact of natural hazards to reduce vulnerability, and increasing the ability to minimize consequences of disasters").

4. Project Exploitation Afterthe End of the Project

The results of NatRisk project will be master curricula and educational trainings in NDRM accomplished with reports about master curricula in EU partner countries and natural disasters to be managed in WB partner countries and training materials available at the website to general public. Almost all results that will be developed within the project, most of reports, deliverables, promo materials, good practices, etc., will be visible and publicized on the websites of the project and participating HEIs and thus accessible to HEIs staff, researchers and students. In this way, abovementioned target groups will benefit from project results even after the project ends.

The project activities will be designed to ensure that by the end of the project, the participating WB universities will be able to carry out the main achievements of the project independently by themselves. The following project outcomes will be exploited after the project's end:

> at least seven new master programmes in NDRM at the WB partner HEIs that will be developed, accredited and implemented;

three new training programmes in NDRM (one per each WB partner country) with training materials for public sector and citizens developed and conducted;

retrained teaching staff with up-to-date knowledge in NDRM to teach on the new master programmes;

advanced teaching and learning process introduced;

> introduced new laboratory equipment, library units and software necessary for the continuation of the new master programmes.

The formed concept of trainings will be promoted and available on the request of public sector based on signed agreements (at least 5) with bodies and agencies in NDRM.





5. Dissemination Tools

Different documents and promotional materials have been designed and printed for the purpose of dissemination of the NatRisk project. For the communication between consortium members and other parties interested in the project activities, the project's web site and Facebook page are used. For the purpose of project management, partners are using special online platform named Project Management Platform.

5.1 NatRisk Logo

The NatRiskprojectlogo is designed and used in all project documents.



Figure 1: NatRisk logo

5.2NatRiskWebsite

The NatRiskproject website <u>www.natrisk.ni.ac.rs</u> is an important dissemination tool for presentation of project results as well as place where all the information on the project activities and other relevant data are being published. Among the information related to the project description, objectives and outcomes of the project, the website also contains the list of the Consortium Members with their short presentations, as well as Logical Framework Matrix (LFM) and Work plan documents.

Structure of the NatRiskproject website consists of 8 categories:

- 1. HOME
- 2. ABOUT (Description, Objectives, LFM and Workplan, Work packages, Outputs/Outcomes)
- 3. CONSORTIUM (Lead partner, EU members, PC members, Associated partner)
- 4. ACTIVITIES
- 5. NEWS
- 6. EVENTS





7. GALLERY

8. PROJECT MANAGEMENT



WELCOME TO THE OFFICIAL WEB SITE OF ERASMUS+ NatRisk PROJECT

This is the official web site of Erasmus+ Capacity building in Higher Education project, titled:

Development of master curricula for natural disasters risk management in Western Balkan countries (NatRisk)

Contract number 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP.

ABOUT

Work methodology of NatRisk project is elaborated through eight work package types, encompassing in total 34 activities necessary to achieve project aims and objectives. Precise milestones and delivery dates as well as the content of the deliverables are defined in a detailed work plan.

OBJECTIVES

The overall aim of the project Development of macter ourrioula for natural disacters risk management in Western Balkan countries is to educate experts for prevention and management of natural disasters in the region of Western Balkan (WB) according to the national and EU policies. The modernised laboratory with the latest hardware and software equipment for simulations and assessments of natural disasters, where the students will gain practical knowledge that can be immediately applied, and the up-to-date library units will contribute to Innovative new master study programmes.

SU STAINA BILITY

Sustainability of the NatRisk project will be ensured with the following outcomes: 1) seven new master programmes at the WB partner HEIs that will be developed, accredited and

implemented; 2) three new training programmes (one per each WB partner country) with training materials for public sector and citizens developed and conducted; retrained teaching staf with up-to-date knowledge to teach on the new master programmes;

4) advanced teaching and learning process

Introduced; 5) Introduced new laboratory equipment, Ilbrary units and software necessary for the continuation of the new master programmes.



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Figure 2: Screenshot of NatRisk home page





5.3 Project Management Platform

Online platform Project Management Platform (available at <u>http://mngt.natrisk.ni.ac.rs/</u>) is used for effective overall project management, document management and communication between partners. After registration of the partner institutions' members, the platform allows large number of functionalities needed for the project management (documents and files management; creating and tracking project issues; making calendars – scheduling meetings; Email notification of any action). After any change made on the platform, all the partners registered to that activity are informed instantly via their registered E-mails, and allowed to participate in discussions and other actions related to the project activity, like uploading supporting documents.

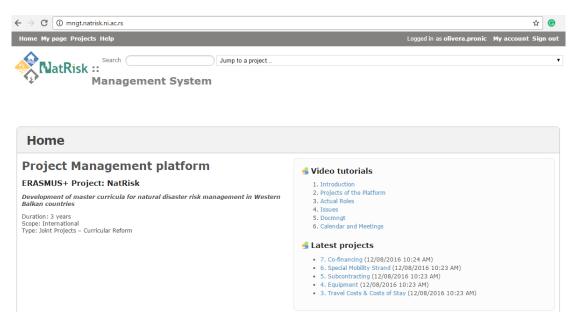


Figure 3: Screenshot of Project Management Platform

5.4 Project Brochure

Project brochure is designed with idea to present briefly main information about NatRisk project to potentially interested parties. Text in the brochure gives short info on the type of the project, partners involved, main and specific objectives as well as the goals.







Management of natural disasters became the greatest global challenge and an indispensable requirement for sustainable development

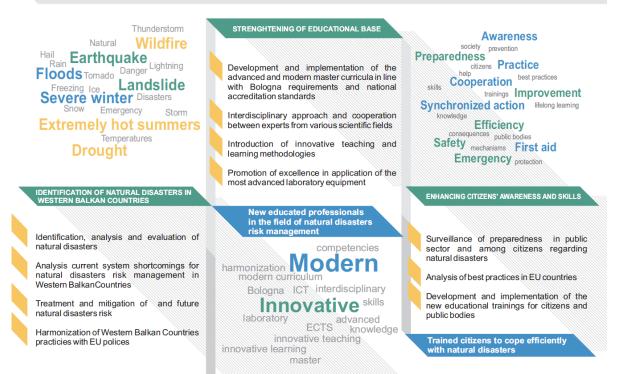


Figure 4: Project brochure (front and back page)





5.5Other PromotionalMaterials

The most important print material for project promotion is the project brochure, designed to briefly present objectives and outcomes of the project. Other print materials (poster, rollup, folder, notebook) are designed for the use during project events (workshops, trainings).



Figure 5: Poster







Figure 6: Folder



7. Notebook





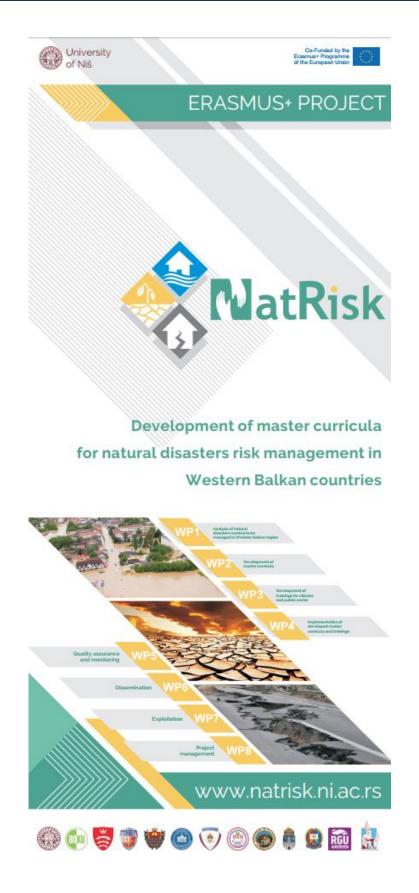


Figure 8: Rollup



6. Calendar of Dissemination Events

Several events will be organized during the NatRisk implementation period with the purpose to disseminate project results. Event calendar will be posted on the project website in order to provide information to partners, students and other website visitors about relevant events in appropriate areas of interest. The organization of events will be undertaken by every Consortium partner, but with coordination with the partner responsible for dissemination activities.

The following Table presents a plan for delivery of major dissemination events (Kick-off meeting, Workshop on master curricula best practices in EU countries, SC meetings, PMC meetings,QAC meeting, Trainings of teaching staff, Study visits, Inter-project coaching). In Table 2, a plan for delivery oftrainings for citizens and representatives from public sector institutions in NDRM is presented. These plans will be updated in accordance with six-monthly action plans agreed at each SC meeting.





Table 1The calendar of major dissemination events

Deadline	Event type	Document type	Responsible partner
15-16 December	Kick-off meeting - Nis	News - Annex W	P1 - UNI
2016		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes - Annex A	
		Event report - Annex F	
		Evaluation lists - Annex E	
		Gallery	
04-08 April 2017	Workshop on master curricula	News - Annex W	P2 - BOKU
-	best practices in EU countries -	Event - Annex X	
	Vienna	Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
04-08 April 2017	First SC meeting- Vienna	News - Annex W	P2 - BOKU
-		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form – Annex K	
		Gallery	





04-08 April 2017	First PMC meeting- Vienna	News - Annex W	P2 - BOKU
_		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
04-08 April 2017	First QAC meeting - Vienna	News - Annex W	P2 - BOKU
-		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
May 2017	Training of teaching staff	News - Annex W	P10 - OE
-		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
May 2017	Study visit	News - Annex W	P10 - OE
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	





		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
June 2017	Training of teaching staff	News - Annex W	P3 – MUHEC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
June 2017	Study visit	News - Annex W	P3 - MUHEC
ſ		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
July 2017	Training of teaching staff	News - Annex W	P13 – TUC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
July 2017	Study visit	News - Annex W	P13 - TUC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	





		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2017	Training of teaching staff	News - Annex W	P9 - UNIME
1		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2017	Study visit	News - Annex W	P9 - UNIME
1	5	Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2017	Second SC meeting- Messina	News - Annex W	P9 - UNIME
_		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form – Annex K	
		Gallery	
September 2017	Second PMC meeting-Messina	News - Annex W	P9 - UNIME





		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2017	Second QAC meeting -	News - Annex W	P9 - UNIME
1	Messina	Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
November 2017	Training of teaching staff	News - Annex W	P2 – BOKU
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
November 2017	Study visit	News - Annex W	P2 – BOKU
	2	Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	





		Evaluation lists - Annex E	
		Gallery	
April 2018	Inter-project coaching -	News - Annex W	P11 - UNID
1	Belgrade	Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
April 2018	Third SC meeting- Belgrade	News - Annex W	P11 - UNID
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form – Annex K	
		Gallery	
April 2018	Third PMC meeting-	News - Annex W	P11 - UNID
_		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
April 2018	Third QAC meeting - Belgrade	e News - Annex W	P11 - UNID





		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
0 1 2010		Gallery	
September 2018	Fourth SC meeting- Chania	News - Annex W	P13 - TUC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form – Annex K	
		Gallery	
September 2018	Fourth PMC meeting- Chania	News - Annex W	P13 - TUC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2018	Fourth QAC meeting - Chania	News - Annex W	P13 - TUC
	\sim 0 1 1	Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	





		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
April 2019	Fifth SC meeting- London	News - Annex W	P3 - MUHEC
1		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form – Annex K	
		Gallery	
April 2019	Fifth PMC meeting- London	News - Annex W	P3 - MUHEC
-		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
April 2019	Fifth QAC meeting- London	News - Annex W	P3 - MUHEC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	





		Evaluation lists - Annex E	
		Gallery	
September 2019	Sixth SC meeting- Sarajevo	News - Annex W	P6 - UNSA
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form – Annex K	
		Gallery	
September 2019	Sixth PMC meeting- Sarajevo	News - Annex W	P6 - UNSA
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2019	Sixth QAC meeting - Sarajevo	News - Annex W	P6 - UNSA
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	





Table 2. Calendar of trainings for citizens and representatives from public sector institutions in NDRM

Deadline	Event type	Document type	WB HEI						
			UNI	UNID	КРА	UPKM	TCASU	UNSA	VSUP
14 May 2018	First training	News - Annex W							
		Event - Annex X							
		Agenda - Annex C							
		List of participants - Annex D							
		Minutes - Annex A							
		Self-evaluation list of trainings for							
		citizens and public sector - Annex G							
		Self-evaluation report of training -							
		Annex H							
		Certificates							
		Gallery							
14 May 2019	Second training	News - Annex W							
		Event - Annex X							
		Agenda - Annex C							
		List of participants - Annex D							
		Minutes - Annex A							
		Self-evaluation list of trainings for							
		citizens and public sector - Annex G							
		Self-evaluation report of training -							
		Annex H							
		Certificates							
		Gallery							