Development of master curricula for natural disasters risk management in Western Balkan countries (573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP)

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Dissemination Plan

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
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Institution	University of Nis
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List of abbreviations

BOKU	University of Natural Resources and Life Sciences, Vienna
EACEA	Education, Audiovisual and Culture Executive Agency
EU	European Union
HEI	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
WP	Workpackage

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1. Introduction

1.1 Purpose

This document was developed as part of the NatRisk project – Development of master curricula for natural disasters risk management in Western Balkan countries co-funded by the Erasmus+ Programme of the European Union under grant agreement no. 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP. This document is the Dissemination Plan of the project, which forms Deliverable 6.1 belonging to Work Package 6 (WP6) – Dissemination.

The main purpose of the Dissemination Plan is to provide guidelines the project's partners throughout Work Package 6:

➢ to help partners better understand WP6 goals and their individual responsibilities,
➢ to give consortium members a clear idea of how to communicate the project's goals, progress and results through the most appropriate tool to selected audience targets, in a timely manner,
➢ to help partners better understand the importance of their coordination and timely dissemination.

1.2 Dissemination

Dissemination is a planned process for spreading project results and contributing to national and EU policies and systems related to the project domain. It occurs as and when the project results become available. During the process of the dissemination planning, own ideas to achieve dissemination goals should be developed. Type and intensity of dissemination activities should be tailored in line with specific project objectives. It should determine strategy for dissemination activities, dissemination tools, target groups to be addressed, overall dissemination calendar with details regarding singular dissemination events. This should cover why, what, how, when, to whom and where disseminating results will take place, both during and after the funding period.

Good dissemination plan brings benefit by raising the profile of the organisation and developing new partnerships for the future. Sharing the results to public in general increases awareness of opportunities offered by the Erasmus+ Programme and encourage wider participation.

Significance of dissemination activities for a project is 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.

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1.3 Communication in the project context

The primary goal of NatRisk project is to educate experts for NDRM in WB partner countries.

The specific objectives of NatRisk 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 project expects to achieve these objectives through the implementation of eight interconnected WPs. WP6 (Dissemination) runs in parallel with the other WPs over the project lifetime, and focuses on defining a comprehensive and consistent project dissemination strategy, which will ensure maximum project visibility its results during and beyond the lifetime of the project.

Dissemination is one of the core activities of the NatRisk project to ensure successful realisation of planned activities 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 strength NDRM (Natural Disasters Risk Management) systems in WB (Western Balkan) countries.

Project visibility will be achieved by:

➢ utilizing as varied tools as possible (including, but not limited to: website, social networks, dissemination material, organisation of student and staff mobilities, collaboration with other projects funded under Erasmus+ CBHE Programme through the inter-project coaching),
➢ accurately strategizing the use of each tool to target a specific audience segment, in order to maximize the tool's potential,
➢ creating a distinctive visual, graphic identity which partners will use to ensure a consistent image of the project across its dissemination material, thus allowing the wider public to better recognize and understand the project.

Dissemination of results is an integral part of the NatRisk project throughout its lifetime: from the initial idea, during the project and even after European funding has ended. Therefore, the dissemination activities at different stages of the project cycle are:

- **before the project starts**
➢ drafting the dissemination plan,
➢ definition of the expected impact and deliverables,
➢ consideration of how and to whom dissemination outcomes will be disseminated,
- **during the project**
➢ contacting relevant media e.g. at local or regional level,
➢ conducting regular activities such as training, study visits, mobilities,
➢ assessing the impact on target groups,
➢ involving other stakeholders in view of transferring results to end users/new areas/policies,

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- **at final report stage**
- ➢ uploading the final project results and an update of the project description on the Erasmus+ Project Results Platform,
- **after the project**
- ➢ continuing further dissemination,
- ➢ developing ideas for future cooperation;
- ➢ evaluating achievements and impact,
- ➢ contacting relevant media,
- ➢ contacting policy-makers if relevant,
- ➢ cooperate with the European Commission by providing useful inputs to its dissemination and exploitation efforts.

1.4 Requirements in terms of dissemination

Dissemination is one of the award criteria on which the application will be assessed. A detailed and comprehensive plan, describing targets, tools and outcomes will be requested and further assessed. Although generally one partner will take the responsibility for dissemination and exploitation coordination for the whole project, the responsibility for implementation should be shared among all partners. Each partner will be involved in these activities according to the needs and roles in the project. That is stated in Partnership Agreements.

Reporting on the activities carried out to share the results inside and outside participating organisations will be requested at final stage.

1.5 Visibility of the European Union and of the Erasmus+ Programme

Beneficiaries shall always use the European emblem (the 'EU flag') and the name of the European Union spelled out in full in all communication and promotional material. The preferred option to communicate about EU funding through the Erasmus+ Programme is to write 'Co-funded by the Erasmus+ Programme of the European Union' next to the EU emblem:

The following disclaimer shall be added to the inner pages of the publications and studies written by external independent bodies with support from the European Commission:

"*The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.*"

In addition to the Dissemination Plan, partners should also consider the relevant European Commission documents (http://eacea.ec.europa.eu/about/eacea_logos_en.php), including:

- ➢ Guidelines for beneficiaries and other third parties,
- ➢ Guidelines on studies and publications co-financed by the European Commission.

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2. Dissemination strategy

2.1 Overview

The dissemination strategy defines clear guidelines for the dissemination activities including all operational elements of dissemination. Project results will be disseminated to the relevant target groups with appropriate content and on time. The content, timing and frequency of the various dissemination activities are defined in this disseminationplan.

Dissemination strategy of the NatRisk project consists of five core components (Figure 1):

➢ **objectives of dissemination**: identify the project dissemination objectives,
➢ **target groups**: identify crucial target groups and bodies that are interested in the project,
➢ **key messages**: identify core project messages for specific target groups,
➢ **dissemination methods**: identify dissemination methods, tools and channels,
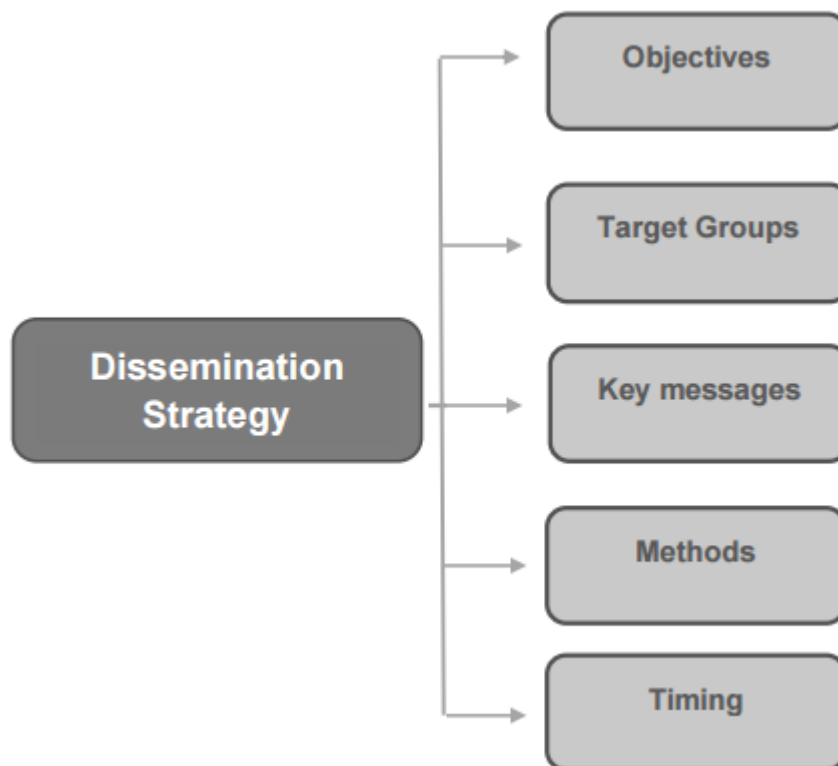➢ **dissemination time plan**: identify a plan of dissemination activities.

Figure 1. Dissemination strategy

The 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

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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). 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 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.

2.2 Dissemination objectives

The main aim of the dissemination strategy is a dissemination and exploitation of knowledge among the project partners and knowledge transfer to the interested stakeholders in NDRM. The dissemination objectives of NatRisk projects are to:

- ➤ identify target groups at different territorial levels: national, regional, EU,
- ➤ identify the communication needs of the target groups,
- ➤ establish core messages of the project, to be disseminated to the target groups,
- ➤ identify dissemination methods and tools,
- ➤ disseminate the results, solutions and knowledge collected within a project to the general audience,
- ➤ define timing of dissemination activities,
- ➤ define partners' responsibilities in dissemination activities.

While defining the purpose of the dissemination, the first step is to decide on the audience, message, method and timing of the dissemination. The main purpose of NatRisk dissemination activities is to achieve involvement of all relevant stakeholders and to provide updated information of project results. The dissemination activities will be therefore focused on:

- ➤ **Raising awareness** by informing general audience about the project work.
- ➤ **Dissemination of understanding** by educating the target audience about the project work. The dissemination will be focused on target audience, which can directly benefit from the project work.

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2.3 Target groups

To achieve the best possible results during the project realization and its dissemination, the target groups that will be affected by project results should be identified. 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 countries.

Dissemination activity related to new master curriculum and special mobility strand will involve students and teaching staff. Promotion of new master curricula will be done using promotional leaflets for master curricula, student guide for master curricula and spreading information by website and social networks. Promotions will be organized for WB non-partner HEIs 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.

Survey and reports related to identifying natural disasters to be managed and educational materials and trainings will be oriented to representatives of bodies and agencies for environmental protection as well as managers and engineers from non-academic and public sectors in WB countries. Leaflets for training promotion in WB countries will be used to promote educational trainings for the public sector and citizens.

Special requirements are foreseen for mobility part of project intending to communicate the learning outcomes reached by participants and such activities. Using questionnaires of self-assessment mechanisms (student and staff evaluation forms) will help to record knowledge, increased skills and experience gained by participants.

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 raise 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. Through the inter-project coaching will be disseminated the NatRisk key messages.

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At European level, WB partner HEIs will 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 region, 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").

2.4 Key messages

Once the purpose and audience of the dissemination are clear, the key messages can be defined. The principle guidelines of key messages are to:

- **be clear, simple and easy to understand**. The language should be appropriate for the target audience, and non-technical language will be used where possible;
- **tailored to the target groups**. It is of paramount importance to carefully consider what they should know about the project. It is possible to send the same message to different audiences, but the relevance of the message to the target group should be revised each time;
- **information should be correct and realistic**.

The key messages are:

- Management of natural disasters became the greatest global challenge and an indispensable requirement for sustainable development,
- New educated professionals in the field of natural disasters risk management,
- Trained citizens to cope efficiently with natural disasters.

The following key words will be used in dissemination materials:

- Identification of natural disasters in Western Balkan countries: hail, rain, earthquake, freezing, landslide, severe winter, ice, extremely hot summers, drought, storm, wildfire, thunderstorm,
- Strengthening of educational base: modern curriculum, harmonization, competencies, Bologna, interdisciplinary, innovative, master, innovative learning,
- Enhancing citizens' awareness and skills: preparedness, practice, cooperation, improvement, synchronized action, efficiently, first aid, safety, emergency, lifelong learning, trainings, skills.

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.

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2.5 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, Facebook page and LinkedIn are used. For the purpose of project management, partners are using special online platform named Project Management Platform.

2.5.1 NatRisk logo

There were few proposals of NatRisk project logo:

The NatRisk project logo is designed and used in all project documents:

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2.5.2 NatRisk website

The NatRisk project website (www.natrisk.ni.ac.rs) 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.

Development of the website and the continuously updated information will be ensured by University of Nis (UNI).

Structure of the NatRisk project 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

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Figure 2. Screenshot of NatRisk home page

2.5.3 Social network profile

Social networking is the major tool that students today utilize to communicate with each other and to be informed on current issues. For this reason, social media will be utilized to access and engage future targeted students into NatRisk activities.

The project is active on Facebook and LinkedIn. These social networks have different aims, tools and targets, so it is worth highlighting how partners should use them.

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Facebook is the most widely utilized social network in the world. Through the NatRisk Facebook page, information, events, pictures and links can be shared, and the public can react by "liking" the page, giving "likes" to single elements and writing directly to the Project account.

The typical user is a young adult, who wants to keep in touch with friends and relatives. Therefore, a conversational, informal communication style is to be preferred.
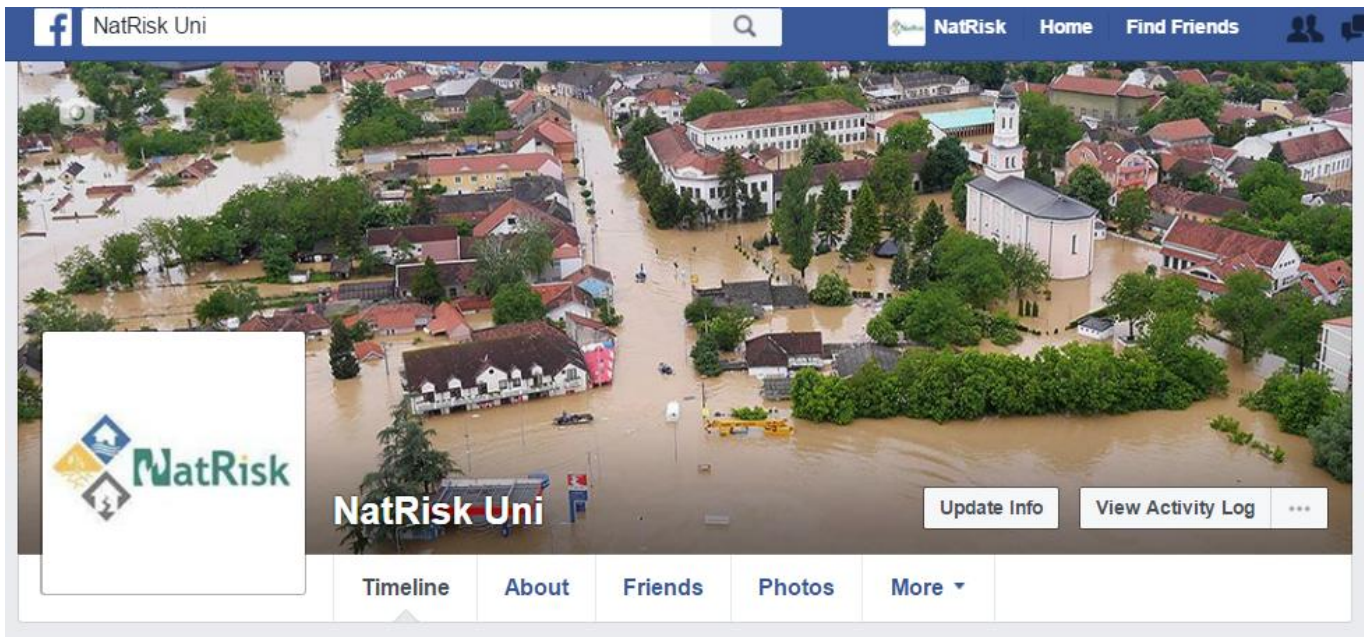
Figure 3. NatRisk Facebook page
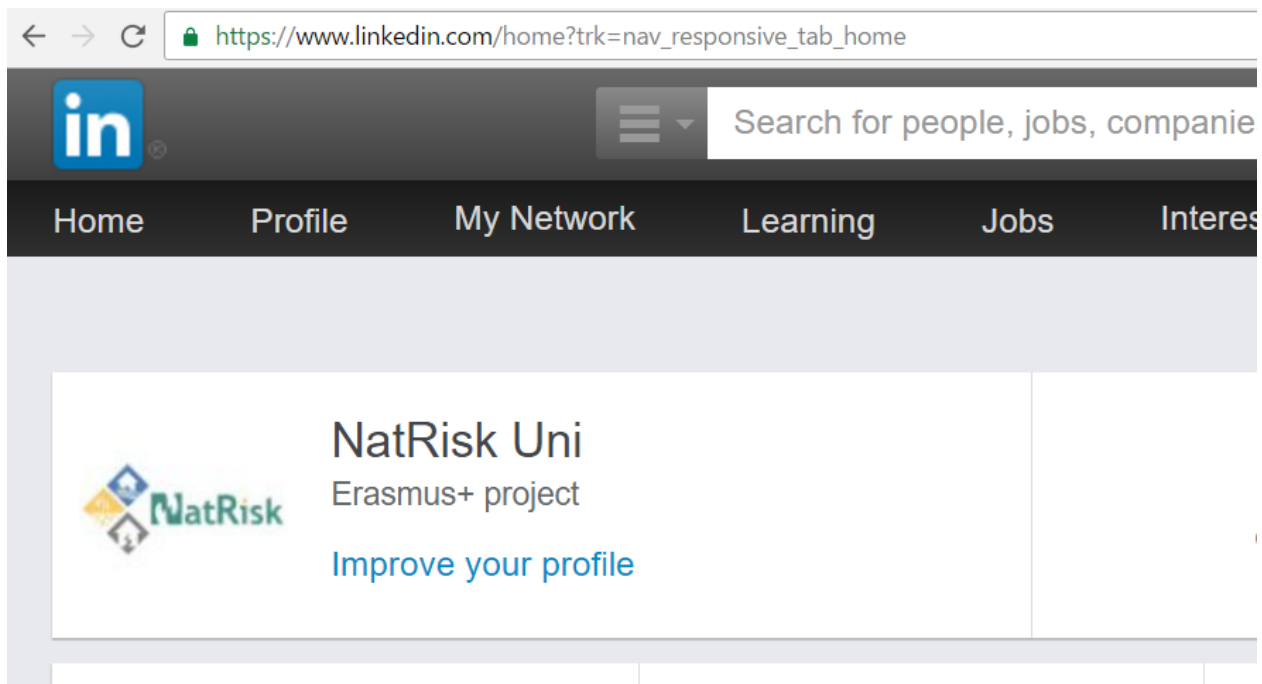
Figure 4. NatRisk LinkedIn group

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LinkedIn is the social network for professionals who want to search for job positions and network with similar minded professionals.

The target group here is predominantly older and well-educated. A more formal, business style of communication is therefore to be preferred.

In the NatRisk project group, it is possible to share contents, links, pictures, to create connections and engage in discussions.

2.5.4 Project Management Platform

Online platform Project Management Platform (available at http://mngt.natrisk.ni.ac.rs/) 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;
➢ E-mail 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.
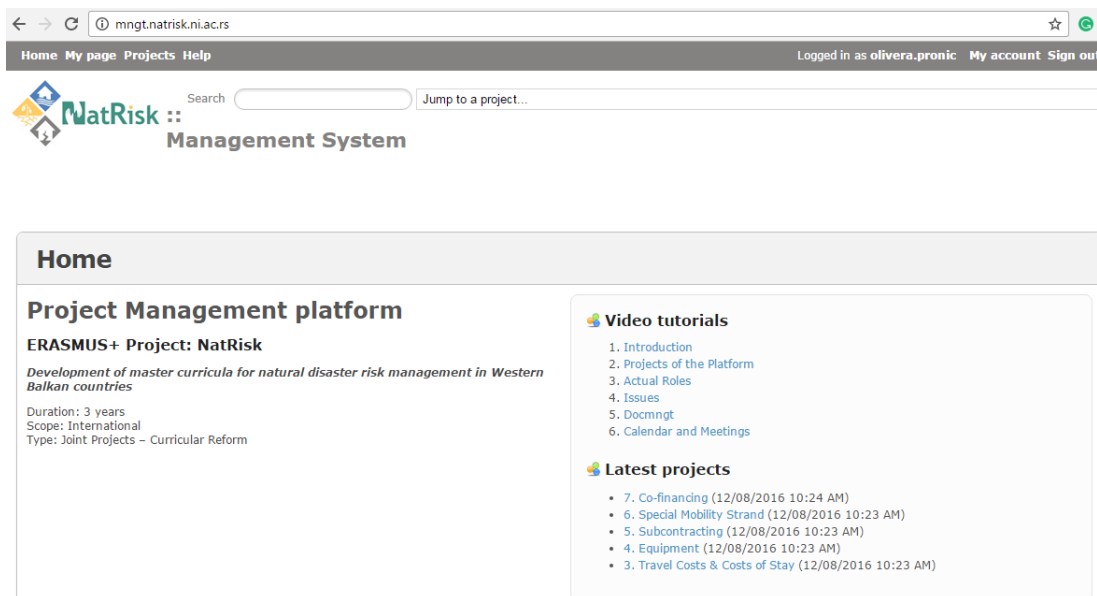
Figure 5. Screenshot of Project Management Platform

2.5.5 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.

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Wider Objectives

Education of experts for prevention and management of natural disasters in the region of Western Balkan (WB) according to the national and EU policies.

Specific Objectives

Development and implementation of methodology for identification of natural disasters to be managed in WB region and all aspects of prevention and consequences in order to define specific competencies of professionals in accordance with the EU best practices.

Development and implementation of the new advanced master curricula in Natural Disasters Risk Management (NDRM) in line with the Bologna requirements and national accreditation standards, acknowledging the latest multi- and cross-disciplinary findings, transferring and implementing knowledge/experience from EU partner HEIs.

Development and conduction of trainings for the public sector and citizens in WB partner countries to raise awareness regarding prevention, for adequate response in case of various natural disasters, enabling in that way mitigation of the natural disasters' consequences in all their aspects.

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

Consortium

University of Niš, Serbia
Academy of Criminalistics and Police Studies in Belgrade, Serbia
University of Defence in Belgrade, Serbia
University of Pristina in Kosovska Mitrovica, Kosovo*
Technical College of Applied Sciences Urosevac with temporary seat in Leposavic, Kosovo*
University of Sarajevo, Bosnia and Herzegovina
Republic of Srpska - Ministry of Interior, Police College, Department for police education, Bosnia and Herzegovina
University of Natural Resources and Life Sciences, Austria
Middlesex University, United Kingdom
Robert Gordon University, United Kingdom
Óbuda University, Hungary
Technical University of Crete, Greece
University of Messina, Italy

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University of Niš

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ERASMUS+ PROJECT

NatRisk

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

www.natrisk.ni.ac.rs

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

Thunderstorm · Natural · Wildfire · Hail · Earthquake · Lightning · Rain · Danger · Tornado · Floods · Landslide · Freezing · Severe winter · Disasters · Ice · Snow · Emergency · Storm · Extremely hot summers · Temperatures · Drought

IDENTIFICATION OF NATURAL DISASTERS IN WESTERN BALKAN COUNTRIES

Identification, analysis and evaluation of natural disasters

Analysis current system shortcomings for natural disasters risk management in Western Balkan Countries

Treatment and mitigation of and future natural disasters risk

Harmonization of Western Balkan Countries practicies with EU polices

STRENGHTENING OF EDUCATIONAL BASE

Development and implementation of the advanced and modern master curricula in line with Bologna requirements and national accreditation standards

Interdisciplinary approach and cooperation between experts from various scientific fields

Introduction of innovative teaching and learning methodologies

Promotion of excellence in application of the most advanced laboratory equipment

New educated professionals in the field of natural disasters risk management

harmonization · competencies · Modern curriculum · Bologna · ICT · interdisciplinary · Innovative · skills · laboratory · ECTS · advanced · knowledge · innovative teaching · innovative learning · Master

Awareness · society · prevention · Preparedness · Practice · citizens · help · best practices · Cooperation · skills · trainings · Improvement · Synchronized action · knowledge · lifelong learning · Efficiency · consequences · public bodies · Safety · mechanisms · First aid · Emergency · protection

ENHANCING CITIZENS' AWARENESS AND SKILLS

Surveillance of preparedness in public sector and among citizens regarding natural disasters

Analysis of best practices in EU countries

Development and implementation of the new educational trainings for citizens and public bodies

Trained citizens to cope efficiently with natural disasters

Figure 6. Project brochure (front and back page)

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2.5.6 Other promotional materials

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 7. Poster

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Figure 8. Folder
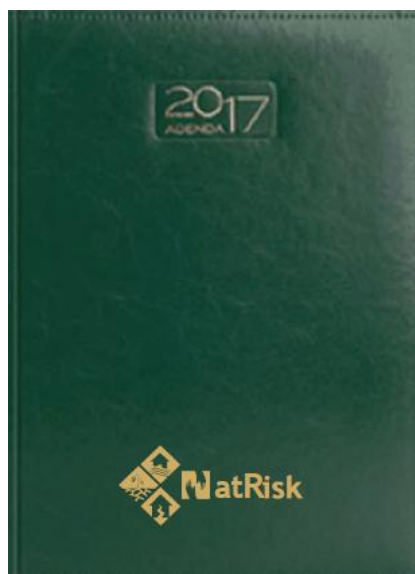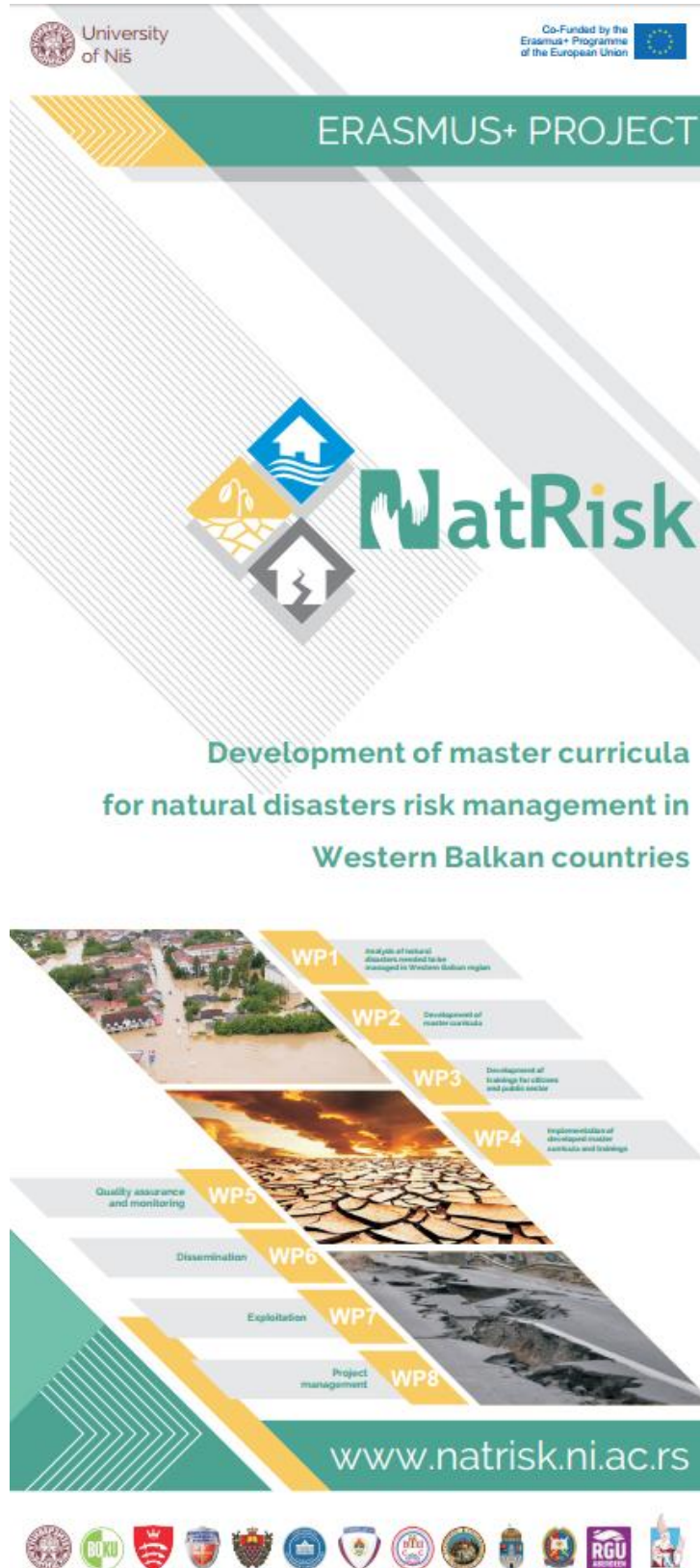
Figure 9. Notebook with project logo

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Figure 10. Rollup

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Figure 11. Project bag with NatRisk logo

Figure 12. NatRisk ID card

Figure 13. Pencil

2.5.7 Erasmus+ Project Results Platform

The Erasmus+ Project Results Platform (http://ec.europa.eu/programmes/erasmus-plus/projects/eplus-project-details-page/?nodeRef=workspace://SpacesStore/c3a0d5cf-9f44-40b1-8731-23c187fc13ee) will enable to achieve wider visibility of project results. The platform also makes available products/deliverables/intellectual outputs which are the result of the projects funded.

The NatRisk project summary will consist of the following elements:

- ➢ context/background of the project,
- ➢ objectives of the project,
- ➢ number and profile of participants,
- ➢ description of activities; methodology to be used in carrying out the project,
- ➢ a short description of the results and impact envisaged; the potential longer-term benefits.

Figure 14. Erasmus+ Project Results Platform

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2.5.8 Organisational websites

The organisational websites will be used to disseminate results.
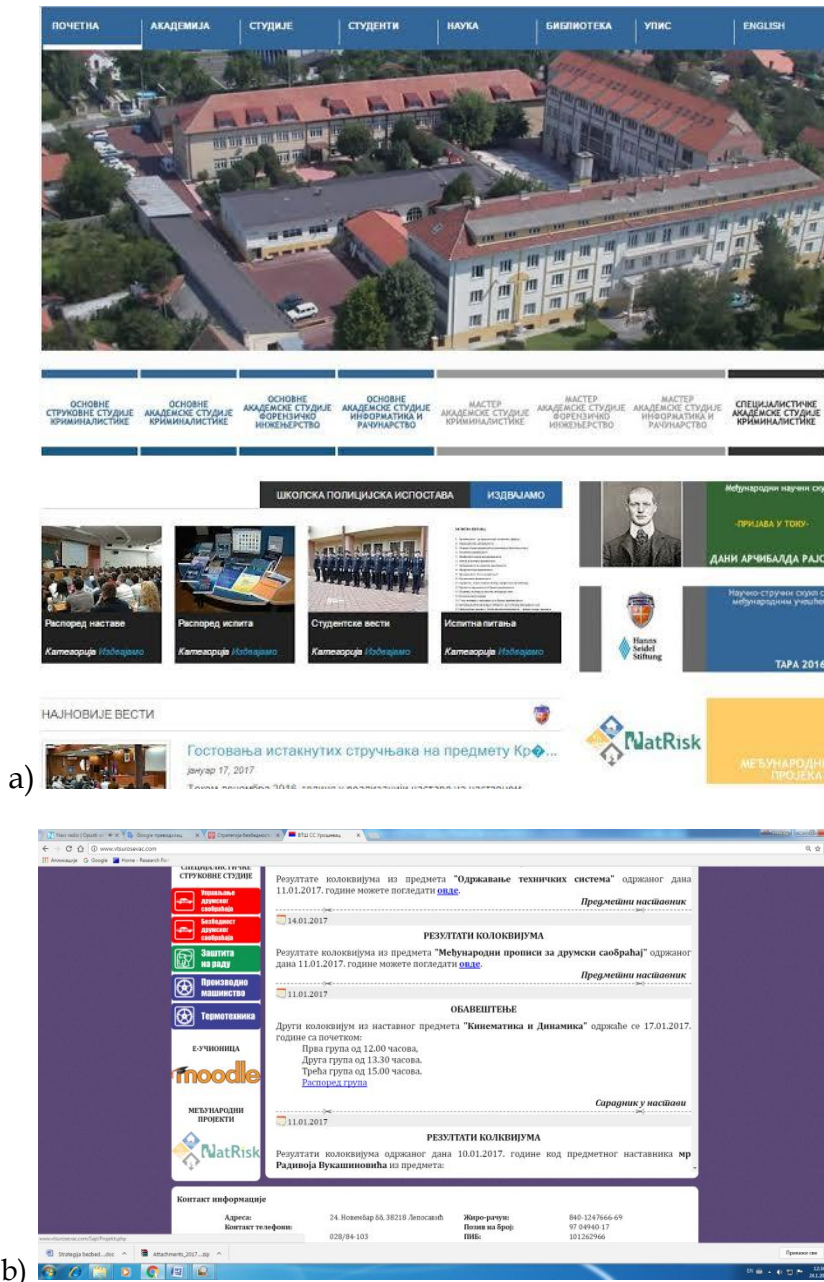
Figure 15. a) KPA website, b) TCASU website

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2.5.9 Targeted written material

Targeted written material such as reports, articles in specialised press, newsletters, press releases, leaflets or brochures will be used to disseminate results.

Figure 16. Project promotion articles in specialised press

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3. 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.

Table 1 shows the timeline of the key moments of communication with the target groups.

Table 1. Timeline of communication activities

Deliverable	Due date
Website created and launched	December 2016
Social media accounts launched	December 2016
Project management platform developed	December 2016
Promotion material (project brochure, notebook with project logo, etc.) created	December 2016
Minutes of the kick-off meeting uploaded on project website	December 2016
Quality control plan uploaded on project website	January 2017
Report on natural disasters in WB uploaded on project website	March 2017
Survey of established practices in EU countries for NDRM uploaded on project website	March 2017
Sustainability plan uploaded on project website	March 2017
Guidelines on the project management and reporting uploaded on project website	March 2017
Survey of citizens' and public sector awareness uploaded on project website	April 2017
Report on master curricula best practices in EU partners and Catalogue of competencies uploaded on project website	May 2017
Promotion of equipped laboratories – news posted and gallery uploaded on project website	July 2017
Catalogue of courses uploaded on project website	August 2017
Courses content and syllabi uploaded on project website	December 2017
Training of WB teaching staff for innovative teaching methods – news posted and gallery uploaded on project website	December 2017
Study visit reports uploaded on project website	December 2017
Trainings' materials uploaded on project website	February 2018
Report on the inter-project coaching upload on project website	May 2018
Report of the external quality evaluation upload on project website	May 2018
Promotion of accredited master curricula in WB countries by project website, social networks and direct contact with future students	October 2018
Promotion of student enrolment by social networks, project website and direct contact with future students	October 2018
Report of the external auditor upload on project website	July 2019

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Promotion of trainings for citizens and public sector by social networks and project website	September 2019
Quality report on master curricula based on self-evaluation reports uploaded on project website	September 2019
Quality report on trainings based on self-evaluation reports uploaded on project website	September 2019
Promotion of students' internships by social networks and project website	October 2019
Promotion of students' and staff mobilities by social networks and project website	October 2019
Gallery and reports on realized students' and staff mobilities uploaded on project website and project platform	October 2019
Gallery and reports on realized trainings for citizens and public sector uploaded on project website and project platform	October 2019
Minutes of the Regular Quality Assurance Committee meetings uploaded on project website	October 2019
Minutes of the Regular Steering Committee and Project Management meetings uploaded on project website	October 2019
Website updating	October 2019
Social media accounts update	October 2019

Performing previously planned dissemination activities consists always of three main steps:

➢ Organization of the activity and preparation of all relevant staff (e.g. printing flyers, preparing presentations, etc.);
➢ Performing the event (e.g. giving the presentation, chairing the event, sending news, etc.);
➢ Gathering all relevant pieces of information, data and feedback to report the activity.

The responsible partner shall undertake the aforementioned steps and keep Project Coordinator informed on the progress of the performed activities. Partners responsible for performing dissemination activities will report them after they are finished to the Project Coordinator. The activities will be reported in a specific template (presented in the Guidelines on the project management and reporting and Quality Control Plan) in order to be described in a similar way and take into consideration all relevant aspects. In all the cases, activity material used shall be attached – e.g. agenda, presentation, news, etc.

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4. Distribution of tasks and responsibilities

Table 2 shows the distribution of tasks among consortium members regarding WP6 activities.

Table 2. Distribution of tasks

Task	Description of task	Partner in charge
Creation of the dissemination plan for the project	Dissemination plan will be created at the beginning of the project and will include the following key elements: purpose, audience, message, methods and timing. It will identify and organise the activities to be performed in order to promote the exploitation of the project's results and the widest dissemination of knowledge of the project. It will be planned in consultation with the project partners and approved by the Steering Committee.	Led by UNI, contributions from all partners
Development and maintenance of project website and creation of promotional materials and campaigns	The project website will be created and regularly maintained and updated. Contents will be updated throughout the project's life cycle with information about events, outcomes and overall progress. The website will also serve as a platform for internal communication between partners. Profiles of the project on various social networks will be created and regularly updated. The promotional materials such as posters, brochures, pencils, calendars and bags will be printed and distributed to WB and EU partners. It will also serve for raising awareness of HEI staff, students, citizens and stakeholders on relevance of reduction of natural disasters risk.	Led by UNI, contributions from all partners
Promotional activity for student enrolment	The promotions will be performed in the WB HEIs (covering consortium partners and the other related HEIs). The promotional materials will be delivered to inform future students about newly developed master curricula.	Led by UNI, contributions from WB partners
Promotional activity for trainings	The promotions will be performed in the public sector by HEIs staff. The promotional materials will be delivered to all interested parties.	Led by UNI, contributions from WB partners

Partner responsibilities in dissemination activities were defined and updated at the project's kick-off meeting. During the project implementation, new tasks will be allocated to partners and the table will be updated.

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Table 3. Partners responsibilities in dissemination activities

Dissemination tool	Description of dissemination tool	Responsible partner	Participating partners
Dissemination plan	Definition of content, timing and frequency, distribution channels and responsible partners for each dissemination activity.	UNI	All partners
Brochure	Project brochures contain all basic information about project and project partners for dissemination and promotion of project at different project and other events.	UNI	All partners
Official website	Official website of the project, with incorporated content management and updated project information and deliverables.	UNI	All partners
Logo	Graphic brand word mark prepared for visual recognisability and presentation.	UNI	All partners
Workshop	Workshop organized on topic of NDRM.	BOKU	All partners
Study visits and trainings	Study visits and trainings can help teachers to reach new methodologies.	EU partners	WB partners

5. Monitoring and evaluation

The project has an overall evaluation strategy to ensure the project quality, therefore the monitoring for dissemination is vital, since the impact of those activities contributes to the successful implementation of the project.

It is important that this evaluation is carried out on a continuous basis, to ensure:

➢ an effective impact assessment and update or redefinition of dissemination activities,
➢ the quality of the dissemination carried out.

The following monitoring and evaluation tools will be set up:

➢ **Statistics on the usage, reach and engagement of the website and the social networks**: UNI will be in charge of analyzing trends, statistics, and the impact of each activity performed on the website and on social networks. This will allow partners to better understand the most appropriate timing, communication style and target audience of each message.

➢ **Monitoring of workshop, study visits and other relevant events**: Communication and dissemination activities within this framework will be carefully evaluated ex ante, in fieri and ex post, in order to maximize the visibility of the project. Examples of impact monitoring in this framework are: photos taken from events, registration sheets and presentations.

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➤ **Facts and figures related to the website of project organisers**: Project partners will disseminate project results by their own websites.

5.1 Evaluation criteria: impact measurement indicators

Impact is one tool used to ensure that the project objectives are being accomplished through a selection of tailored activities. In order to measure the impact and thus conduct the most accurate assessment of the dissemination activities, both quantitative and qualitative indicators should be considered for this activity/action.

Quantitative indicators:

➤ One workshop will be organised in Vienna, where we expect 30 participants,
➤ Five study visits will be organized, where 90 WB teaching staff will participate,
➤ Five trainings for 90 WB teaching staff for innovative teaching methods will be organized,
➤ Fourteen trainings for public sector and citizens will be organized in WB countries, where we expect 420 participants,
➤ At least 2100 questionnaires will be collected and processed,
➤ At least 420 participants will be trained and brought certificates,
➤ At least five agreements for students' internship positions will be signed,
➤ At least 37 students' interships in WB partner HEIs will be realized,
➤ At least 162 student and staff mobilities will be realized in Special Mobility Strand,
➤ At least 37 student and staff mobilities will be realized between WB and EU partners.

Qualitative indicators are perhaps slightly more difficult to define than quantitative indicators, but nevertheless equally or more important. A qualitative indicator is an untailored phenomenon as it is people's judgments and perceptions on a given subject, compared to quantitative that are mainly reflected in numbers and statistics.

Qualitative indicators can be:

➤ individual feedback by all partners,
➤ feedback by enrolled students,
➤ to give a general feeling of responses,
➤ to offer specific ideas about what has been successful, how to do things differently next time or new ideas for future projects.

Qualitative indicators can be obtained through the implementation of the following tools:

➤ evaluation lists distributed to participants at a workshop, meetings and other events,
➤ activities conducted within WP5 regarding quality assurance,
➤ self-evaluation forms for students and staff mobilities,
➤ self-evaluation forms for master curricula.

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5.2 Monitoring procedures: reporting and feedback

To facilitate an accurate monitoring and assessment of the dissemination activities, and to understand the impact of the actions carried out, it is necessary for all partners to register the activities that they implement, therefore:

➢ all partners should prepare their dissemination activities accordingly to the this plan,
➢ all partners should report all dissemination activities, at least every six months, as part of the project's overall reports,
➢ all partners should save evidence of the activities conducted.

By performing regular monitoring of the activities it is possible to assess if the dissemination plan is being carried out properly and on time. It will also be possible to see which activities had the biggest impact on the stakeholders (both in quantitative and qualitative terms) and to improve communication actions if necessary.

After each reporting period, each partner will also be requested an update list of communication activities.

The monitoring is a continuing process that will assess the overall WP6 activities/results, but also evaluate each individual activity and its impact on the project as a whole. It is most likely that the Dissemination Plan will be updated according to the results of such evaluations.

Based on the half yearly reporting documents received from the partners, UNI will provide recommendations for the future dissemination activities and actions.

To facilitate the process of collecting information on dissemination activities, a common Dropbox folder has been created, which contains all most relevant documents to be shared among partners.

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ANNEX W – News form

NEWS FORM [1]

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

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

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NEWS DESCRIPTION

Date	
Author	
Institution	
News title	
News description:	

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Attachment

Photos (jpg)	Title(s)
Other personal remarks	

Location, date

_____

Signature

_____

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ANNEX X – Event form

EVENT FORM [2]

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
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EVENT DESCRIPTION

Date	
Author	
Institution	
Event title	

Event description:

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Attachment

Photos (jpg)	Title(s)
Other personal remarks	

Location, date

_____

Signature

_____