

# EVENT REPORT FORM <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

Event	First Special Mobility Strand meeting
Type of event	Regular meeting
Venue	University of Defence (UNID), Neznamog junaka 38, Belgrade, Serbia
Date	08 March 2018
Organizer	UNID, Belgrade, Serbia
Reporting date	09 March 2018
Report author(s)	Milan Gocić

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

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<sup>1</sup> This form has to be filled by event organisers and sent on e-mail address: [natriskuni@gmail.com](mailto:natriskuni@gmail.com) five days after event. The term event relates to the meetings, workshops, exhibitions, conferences, etc....

## EVENT DESCRIPTION

### with special reference to goals and outcomes

<b>Number of participants at the event</b>	41
<b>Participants (organisations)</b>	All partners
<b>Event description:</b>	
<p>This document reports the first Special Mobility Strand meeting of the Erasmus+ Capacity Building in the Field of Higher Education project „Development of master curricula for natural disasters risk management in Western Balkan countries“ (NatRisk), held at the University of Defence (UNID), on the 08<sup>th</sup> of March 2018. The meeting was chaired by Prof. Vesna Stankov Jovanović, UNI. The objective was to introduce to all project partners the most relevant issues of Special Mobility Strand.</p> <p>Forty one representatives from all 12 partner institutions were present at the meeting. After the participants’ registration which started at 09:00, Prof. Vesna Stankov Jovanović, UNI, discussed the key points related to Special Mobility Strand and presented all templates necessary to fulfil before sending to the project coordinator. Dr. Margarita Calderón-Peter, BOKU, using Skype presented how to build a successful International Relations Office (IRO) and International Committee.</p> <p>The meeting ended at 11:00.</p>	

## Attachments

<b>Agenda (pdf)</b>	First Special Mobility Strand meeting - agenda
<b>Attendance sheet (pdf)</b>	First SMS meeting - attendance list
<b>Photos (jpg)</b>	
<b>News form (pdf)</b>	13 Inter-project coaching, SC, PMC and QAC meetings in Belgrade - news
<b>Deliverable (pdf)</b>	First Special Mobility Strand meeting report
<b>Presentations (pdf)</b>	Special Mobility Strand How to build a successful IRO
<b>Other personal remarks</b>	

## Organisation details

<b>Invitation sent to</b>	45 participants
<b>Date of event material release</b>	08 March 2018
<b>Date of participants list's finalisation</b>	08 March 2018
<b>Date of agenda finalisation</b>	13 February 2018
<b>Number of participants (according to the participants list)</b>	41
<b>Comments</b>	

## Problems encountered during the event preparation phase

Please add your comments, if any:

### Strengths and limitations of the event (please include comments received)

<b>Strengths of the event and contributions or activities by participants</b>	<ul style="list-style-type: none"> <li>➤ Good interaction and experience exchange between participants</li> <li>➤ Presentation was very useful</li> <li>➤ Strong focus on specific topics oriented to past and further project implementation</li> </ul>
<b>Suggestions for the improvement</b>	
<b>Any further comments</b>	<ul style="list-style-type: none"> <li>➤ The organisation was at the highest level</li> </ul>

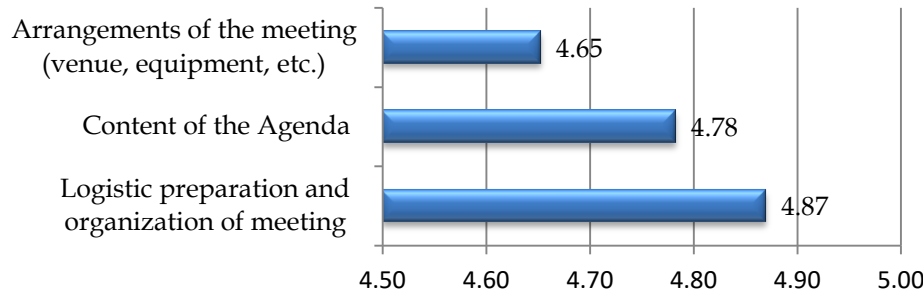
## Evaluation details

### Results of evaluation of the general organisation of the event

Description					
The general opinion is that the meeting was excellent organised.					
Table(s)/Figure(s)					
The general organisation of the QAC meeting in percentage is presented in the following table:					
Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	0	0	0	13.0	87.0
Content of the Agenda	0	4.3	0	8.7	87.0
Arrangements of the meeting (venue, equipment, etc.)	0	4.3	4.3	13.0	78.4

**The general organisation of the first Special Mobility Strand meeting**



Category	Average Score
Arrangements of the meeting (venue, equipment, etc.)	4.65
Content of the Agenda	4.78
Logistic preparation and organization of meeting	4.87

## Results of evaluation of general working communication

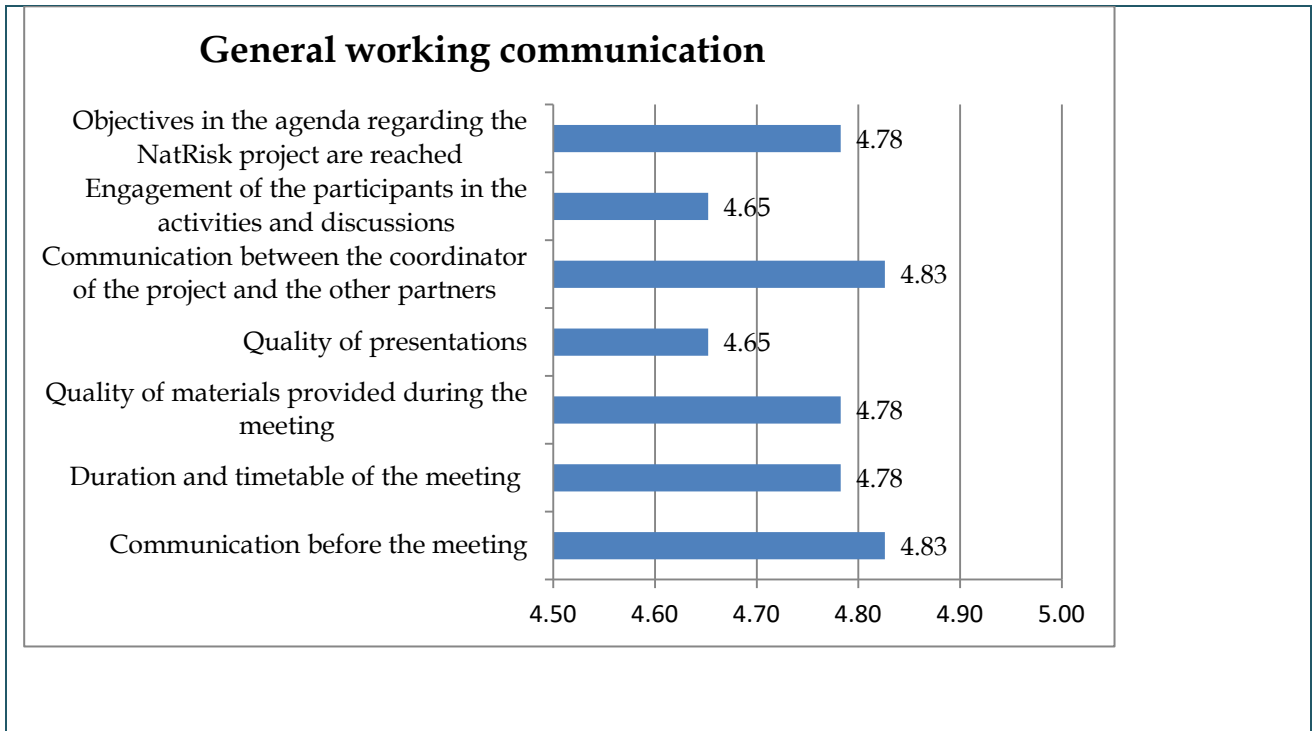
### Description

The quality of presentations and prepared agendas and material were evaluated with high marks.

### Table(s)/Figure(s)

The general working communication in percentage is presented in the following table:

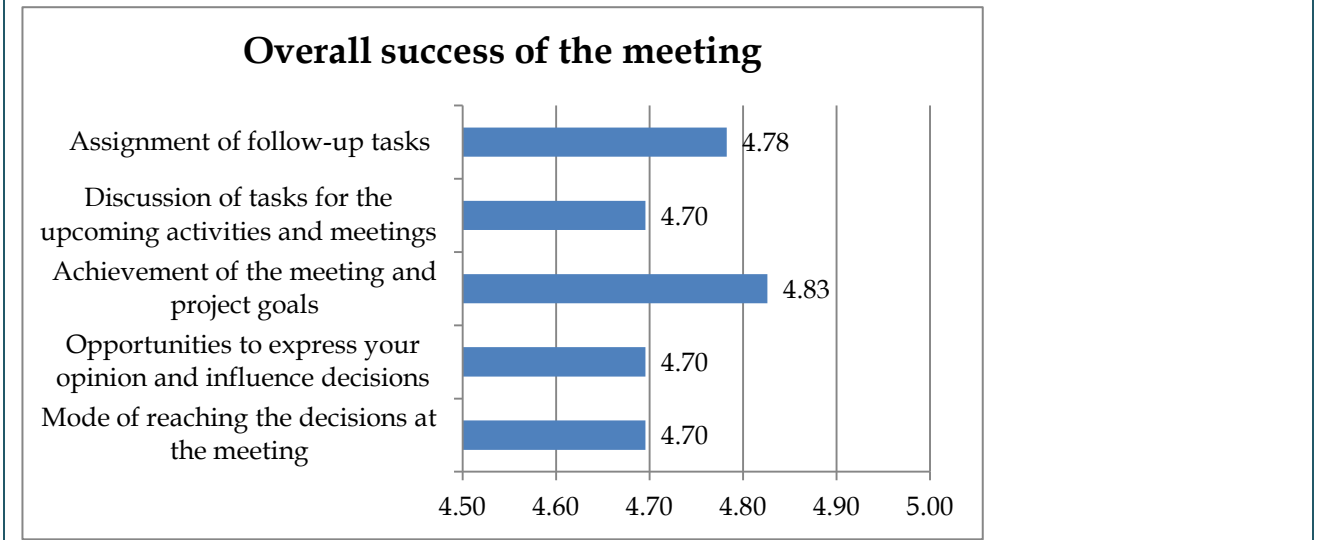
Grading	Poor	OK	Good	Very Good	Excellent
Communication before the meeting	0	0	0	17.4	82.6
Duration and timetable of the meeting	0	0	4.3	13.0	82.7
Quality of materials provided during the meeting	0	0	4.3	13.0	82.7
Quality of presentations	0	0	4.3	26.1	69.6
Communication between the coordinator of the project and the other partners	0	0	8.7	0	91.3
Engagement of the participants in the activities and discussions	0	4.3	4.3	13.0	78.3
Objectives in the agenda regarding the NatRisk project are reached	0	0	8.7	4.3	87.0



### Results of evaluation of overall success of the event

Description					
The overall success of the meeting was graduated as excellent.					
Table(s)/Figure(s)					
The overall success of the meeting in percentage is presented in the following table:					
Grading	Poor	OK	Good	Very Good	Excellent
Mode of reaching the decisions at the meeting	0	0	4.3	21.7	74.0
Opportunities to express your opinion and influence decisions	0	4.3	0	17.4	78.3
Achievement of the meeting and project goals	0	0	4.3	8.7	87.0

Discussion of tasks for the upcoming activities and meetings	0	4.3	4.3	8.7	82.7
Assignment of follow-up tasks	0	0	4.3	13.0	82.7



Please indicate your suggestions for further event's improvement:

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Location, date

Signature

Belgrade, 09 March 2018

  
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