

EVENT REPORT 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

Event	Fifth Project Management Committee meeting
Type of event	Regular meeting
Venue	Middlesex University, The Burroughs, Hendon, London, NW4 4BT, United Kingdom
Date	21 March 2019
Organizer	MUHEC, London, United Kingdom
Reporting date	22 March 2019
Report author(s)	Milan Gocić

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

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¹ This form has to be filled by event organisers and sent on e-mail address: 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

Number of participants at the event	26
Participants (organisations)	All partners
Event description:	
<p>This document reports the fifth Project Management Committee 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 Middlesex University (MUHEC), on the 21st of March 2019. The meeting was chaired by Assist. Prof. Milan Gocić. The objective was to introduce to all project partners the most relevant issues of project implementation, realised and future activities and plans.</p> <p>Twenty six representatives from all 12 partner institutions were present at the meeting.</p> <p>After the participants’ registration which started at 09:30, Milan Gocić in consultation with Emina Hadžić, WP4 leader, informed participants about further activities related to WP4 (Implementation of developed master curricula and trainings). The following activities should be done:</p> <ul style="list-style-type: none"> ➤ Provide link to the launched call for student enrolment; ➤ Provide call for student enrolment; ➤ Provide two/three presentations per each subject; ➤ Provide the list of enrolled students; ➤ Provide decision of accreditation; ➤ Provide timetable; ➤ Organize students' internships: 10 UNI to UNSA, 5 KPU to UBL, 5 UNID to UBL, 5 UPKM to UNI, 2 TCASU to KPU, 5 UNSA to UNI, 5 UBL to KPU = 37 x 12 days (10 + 2 for travelling) – 55 EUR per day + travelling; ➤ Deliver promotional material for students’ internships; ➤ Organize at the same time at the same HEI as a group work (if possible); ➤ Write event form and post also on HEI’s website; ➤ Report on professional practice in mother language per each student; ➤ Report on student internship (KPU, UNSA, UBL, UNI); ➤ Deliver promotional material for trainings; ➤ Write event form (English and mother tongue) and post also on HEI’s website; ➤ Organize one training multadays per each WB HEI (30 persons); ➤ Prepare a self-evaluation report Annex J using self-evaluation list (annex I) per each term; ➤ Prepare a self-evaluation report Annex H using self-evaluation list (annex G) per each training. <p>The participants were informed about WP6.3 Promotional activity for student enrolment and WP6.4 Promotional activity for trainings. The following activities</p>	

should be done:

- Each WB HEI should print leaflet for promotion master curricula (5000x) and brochure (20 pages, 500x) in line with the planned budget (UNID, KPU, UBL);
- Organize info days or meetings with future students in secondary schools and promote master curricula using media (printed, on-line, TV or radio);
- Organize round-tables or meetings with relevant stakeholders (red cross, fire brigades, police, emergency agencies, representatives of municipalities);
- Write report using event form related to training and master curricula promotion.

Also, the participants were informed that one master curriculum was modernized at UNI, two master curricula were accredited in Bosnia and Herzegovina and one specialized study program was accredited at TCASU. The other WB HEIs expect accreditation during next few months.

The meeting ended at 13:00.

Attachments

Agenda (pdf)	Fifth Project Management Committee Meeting - agenda
Attendance sheet (pdf)	Fifth PMC meeting - attendance list
Photos (jpg)	
News form (pdf)	23 SC, PMC and QAC meetings in London - news
Deliverable (pdf)	Fifth Project Management Committee meeting report
Presentations (pdf)	01 WP4 - Emina Hadzic, Milan Gocic 02 WP6.3 Promotional activity for student enrolment & WP6.4 Promotional activity for trainings - Milan Gocic 03 WP7.2 Accreditation of master curricula - Milan Gocic
Other personal remarks	

Organisation details

Invitation sent to	30 participants
Date of event material release	21 March 2019
Date of participants list's finalisation	21 March 2019
Date of agenda finalisation	21 March 2019
Number of participants (according to the participants list)	26
Comments	

Problems encountered during the event preparation phase

Please add your comments, if any:

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

Strengths of the event and contributions or activities by participants	<ul style="list-style-type: none"> ➤ Good interaction and experience exchange between participants ➤ Presentations were very useful ➤ The speakers showed the high level of professional competence
Suggestions for the improvement	<ul style="list-style-type: none"> ➤ All partners should send presentations on time in order to prepare the meeting efficiently
Any further comments	<ul style="list-style-type: none"> ➤ The organisation was at the highest level

Evaluation details

Results of evaluation of the general organisation of the event

Description

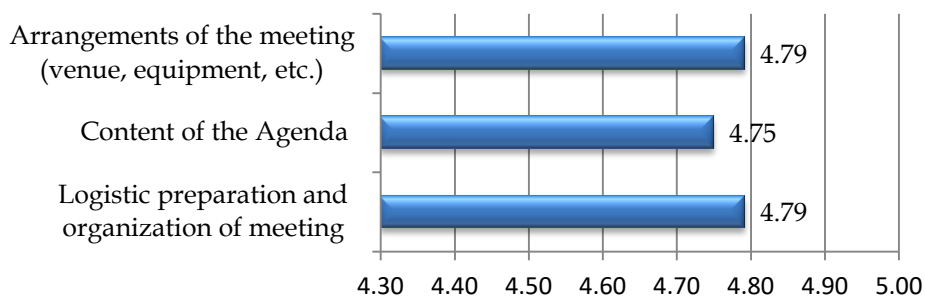
The general opinion is that the meeting was excellent organised.

Table(s)/Figure(s)

The general organisation of the PMC meeting in percentage is presented in the following table:

Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	0	4.2	0	8.3	87.5
Content of the Agenda	0	0	0	25.0	75.0
Arrangements of the meeting (venue, equipment, etc.)	0	0	8.3	4.2	87.5

The general organisation of the fifth Project Management Committee meeting



Results of evaluation of general working communication

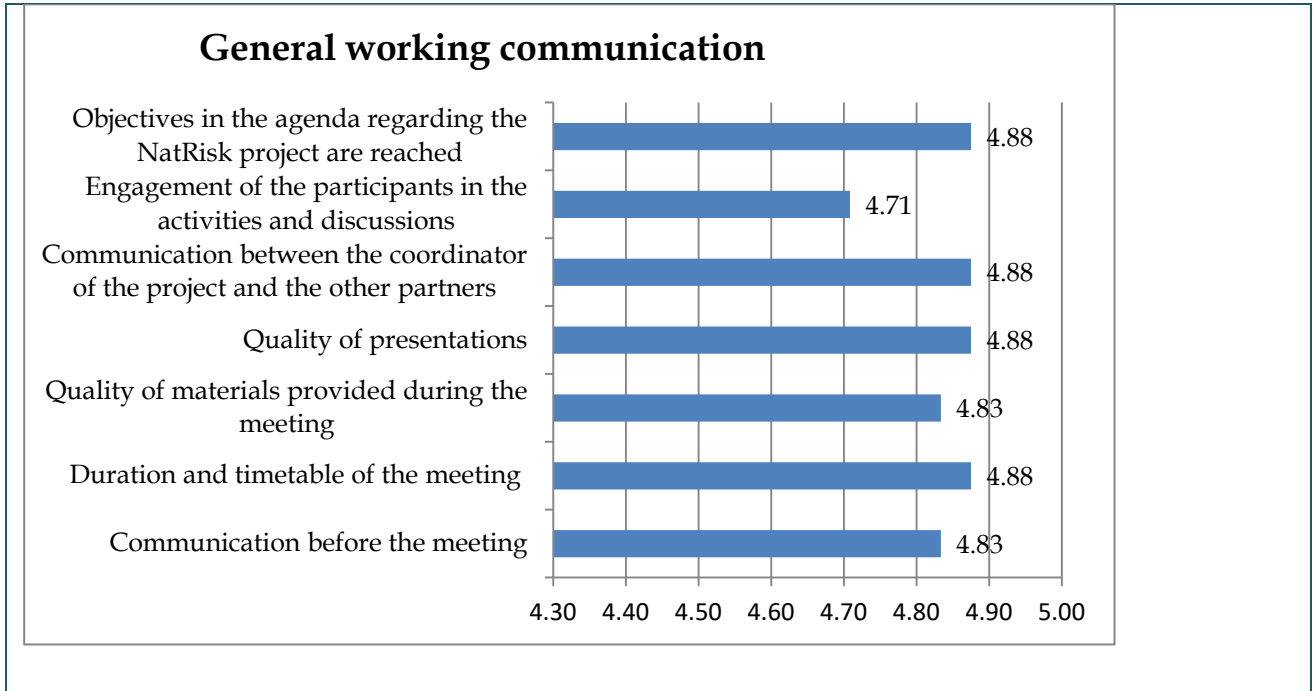
Description

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:

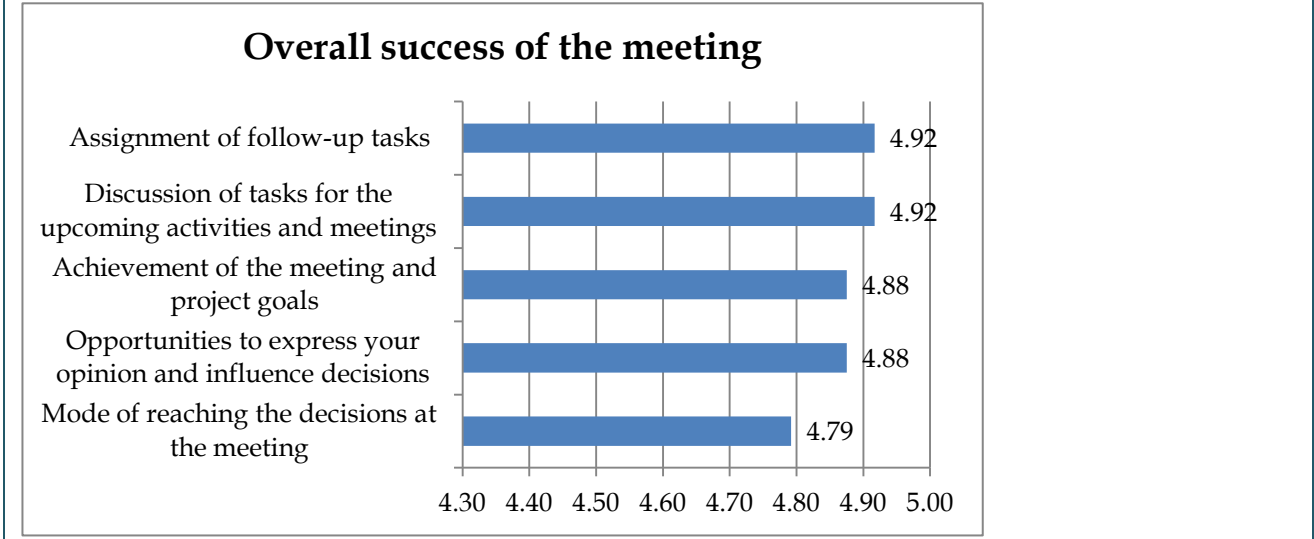
Grading	Poor	OK	Good	Very Good	Excellent
Communication before the meeting	0	0	0	16.7	83.3
Duration and timetable of the meeting	0	0	0	12.5	87.5
Quality of materials provided during the meeting	0	0	0	16.7	83.3
Quality of presentations	0	0	0	12.5	87.5
Communication between the coordinator of the project and the other partners	0	0	0	12.5	87.5
Engagement of the participants in the activities and discussions	0	0	4.2	20.8	75.0
Objectives in the agenda regarding the NatRisk project are reached	0	0	0	12.5	87.5



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	4.2	12.5	83.3
Opportunities to express your opinion and influence decisions	0	0	4.2	4.2	91.6
Achievement of the meeting and project goals	0	0	0	12.5	87.5
Discussion of tasks for the upcoming	0	0	0	8.3	91.7

activities and meetings					
Assignment of follow-up tasks	0	0	0	8.3	91.7



Please indicate your suggestions for further event's improvement:

Location, date

London, 22 March 2019

Signature

