

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 Steering Committee meeting
Type of event	Regular meeting
Venue	Middlesex University, The Burroughs, Hendon, London, NW4 4BT, United Kingdom
Date	20 March 2019
Organizer	MUHEC, London, United Kingdom
Reporting date	21 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 fourth Steering 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 20th 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 and future project activities.</p> <p>Twenty six representatives from all 12 partner institutions were present at the meeting. After the participants’ registration which started at 09:30 and welcomed speech of prof. Celia Bell, Deputy Dean of Faculty of Science & Technology, Milan Gocić presented the overview of the realized activities and achieved results during the project realization and also the future tasks highlighting master curricula and training for civil sector.</p> <p>He also presented financial plan realization. It is told that all partners should spend their budget in line with the realized project activities and provide financial documentation on time. He highlighted the importance of the SMS realization during next few months.</p> <p>Sally Priest, MUHEC presented the fourth QAC report. Then the SC adopted the fourth QAC report.</p> <p>One risk related to the accreditation process in Serbia was presented in order to prevent it on time and not to delay realization of project activities. SC adopted Response to the first external project review and Requesting the project extension.</p> <p>The meeting ended at 13:00. The meeting was concluded with positive impressions and it was everyone's opinion that it was very beneficial.</p>	

Attachments

Agenda (pdf)	Fifth Steering Committee Meeting - agenda
Attendance sheet (pdf)	Fifth SC meeting - attendance list
Photos (jpg)	
News form (pdf)	23 SC, PMC and QAC meetings in London - news
Deliverable (pdf)	Fifth Steering Committee meeting report
Presentations (pdf)	01 Overview of the achieved results and future tasks - Milan Gocic 02 Financial plan and its realization - Milan Gocic 03 Fourth risk monitoring document - Milan Gocic
Other personal remarks	

Organisation details

Invitation sent to	30 participants
Date of event material release	20 March 2019
Date of participants list's finalisation	20 March 2019
Date of agenda finalisation	20 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:

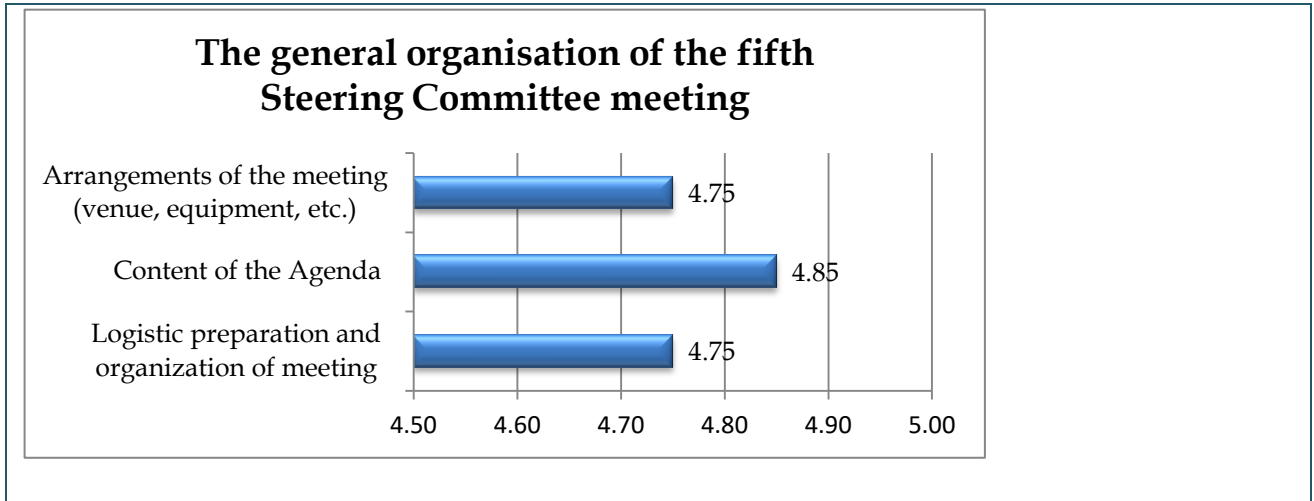
Strengths and limitations of the event (please include comments received)

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 ➤ All presented topics were of the great importance for the progress of the project ➤ Great overview of the project results
Suggestions for the improvement	<ul style="list-style-type: none"> ➤ All EU and WBC partners should take participation
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

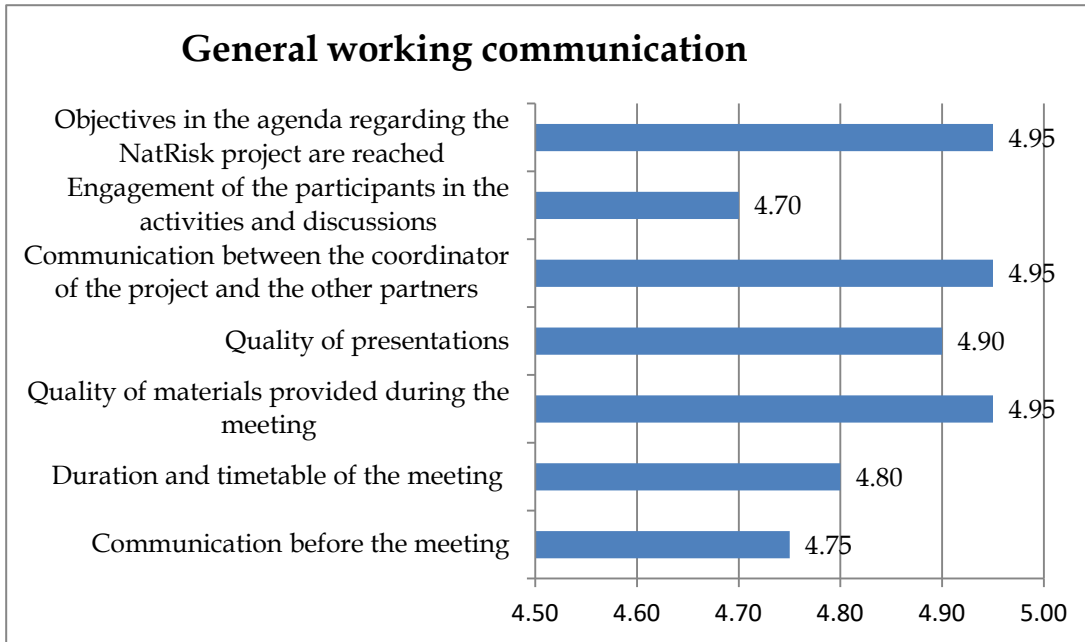
Description					
The general opinion is that the meeting was excellent organised.					
Table(s)/Figure(s)					
The general organisation of the SC meeting in percentage is presented in the following table:					
Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	0	0	0	25.0	75.0
Content of the Agenda	0	0	0	15.0	85.0
Arrangements of the meeting (venue, equipment, etc.)	0	0	5.0	15.0	80.0



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	25.0	75.0
Duration and timetable of the meeting	0	0	5.0	10.0	85.0
Quality of materials provided during the meeting	0	0	0	5.0	95.0
Quality of presentations	0	0	0	10.0	90.0
Communication between the coordinator of the project and the other partners	0	0	0	5.0	95.0
Engagement of the participants in the	0	0	5.0	20.0	75.0

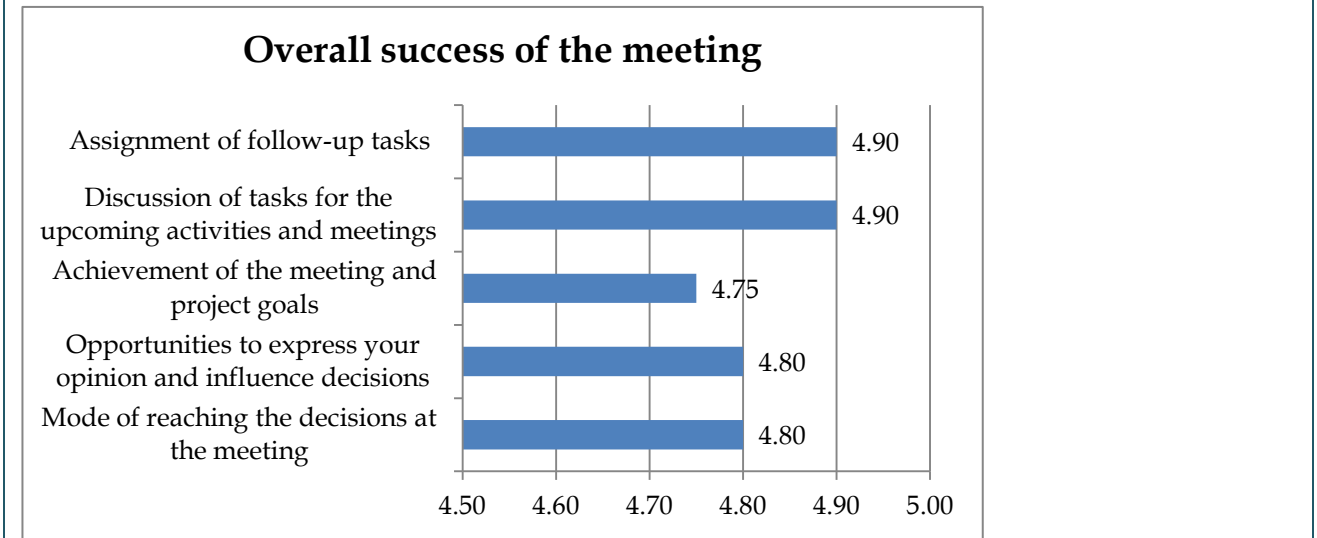
activities and discussions					
Objectives in the agenda regarding the NatRisk project are reached	0	0	0	5.0	95.0



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	0	0	5.0	10.0	85.0

meeting					
Opportunities to express your opinion and influence decisions	0	0	5.0	10.0	85.0
Achievement of the meeting and project goals	0	0	0	25.0	75.0
Discussion of tasks for the upcoming activities and meetings	0	0	0	10.0	90.0
Assignment of follow-up tasks	0	0	0	10.0	90.0



Please indicate your suggestions for further event's improvement:

Location, date

Signature

London, 21 March 2019

