

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	First Steering Committee meeting
Type of event	Regular meeting
Venue	BOKU, Peter-Jordan-Straße 82, Vienna
Date	05 April 2017
Organizer	BOKU, Vienna, Austria
Reporting date	07 April 2017
Report author(s)	Milan Gocić

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

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¹This 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	17
Participants (organisations)	All partners
Event description:	
<p>This document reports the first 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 the BOKU, on the 5th of April 2017. 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.</p> <p>Seventeen representatives from 11 partner institutions were present at the meeting. Representatives from Republic of Srpska - Ministry of Interior, Police College, Department for police education - VSUP were not present at the meeting.</p> <p>After the participants' registration which started at 13:00, Dr. Margarita Calderón-Peter, Head of international relations department, BOKU explained the possibilities and importance of Special Mobility Strand. She highlighted steps and procedures in line with EACEA guidelines. Prof. Vesna Stankov Jovanovic, UNI, presented the plan for realization of Special Mobility Strand of the NatRisk project and talked about how to fill inter-institutional agreements.</p> <p>The next part of the meeting was oriented to forming of Project Management Committee (project coordinator + WP Leaders) and replacing one of the beneficiary representatives (KPA) in SC. Prof. Saša Mijalković will be the new member of SC instead of Prof. Dragana Kolarić. All participants agreed with these two suggestions. The decisions will be part of the Amendment to Annex I from the kick-off meeting. Project coordinator presented realised activities during the first six project months and talked about the future project issues in the next six months. Then, he talked about financial plan and relevant supporting documents.</p> <p>SC adopted Guidelines on the project management and reporting, academic and financial sustainability plans, Dissemination plan, Quality Control Plan and Contingency Plan with suggestion that the Annex T from the Quality Plan should be part of Guidelines on the project management and reporting. All plans have been created on time and in accordance with the EACEA guidelines.</p> <p>The meeting ended at 16:00. The meeting was concluded with positive impressions and it was everyone's opinion that it was very beneficial and that detailed and precise instructions were given for the forthcoming activities, as well as that many questions were clarified that had previously appeared in the course of the project implementation so far.</p>	

Attachments

Agenda (pdf)	First Steering Committee Meeting - agenda
Attendance sheet (pdf)	First SC meeting - participation list
Photos (jpg)	
News form (pdf)	03 SC, PMC and QAC meetings in Vienna - news
Deliverable (pdf)	First Steering Committee meeting report
Presentations (pdf)	01 Special Mobility Strand - Margarita Calderón-Peter 02 Plan for realization of SMS - Vesna Stankov Jovanovic 03 Forming of Project Management Committee - Milan Gocic 04 Overview of the first six months and future tasks - Milan Gocic 05 Financial plan and supporting documents - Milan Gocic 06 Adoption of created plans - Milan Gocic
Other personal remarks	

Organisation details

Invitation sent to	20 participants
Date of event material release	03 April 2017
Date of participants list's finalisation	05 April 2017
Date of agenda finalisation	30 March 2017
Number of participants (according to the participants list)	17
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 ➤ Friendly atmosphere coupled with useful discussion ➤ Strong focus on specific topics oriented to further project implementation and realization ➤ Great overview of the project results
Suggestions for the improvement	<ul style="list-style-type: none"> ➤ All EU and WBC partners should be present ➤ 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

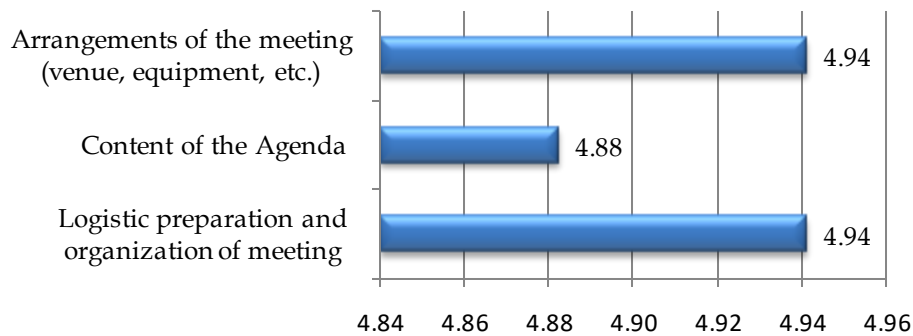
Results of evaluation of the general organisation of the event

Description
<p>The general opinion is that the meeting was excellent organised.</p>
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	5.9	94.1
Content of the Agenda	0	0	5.9	0	94.1
Arrangements of the meeting (venue, equipment, etc.)	0	0	0	5.9	94.1

The general organisation of the first Steering Committee meeting



Results of evaluation of general working communication

Description

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

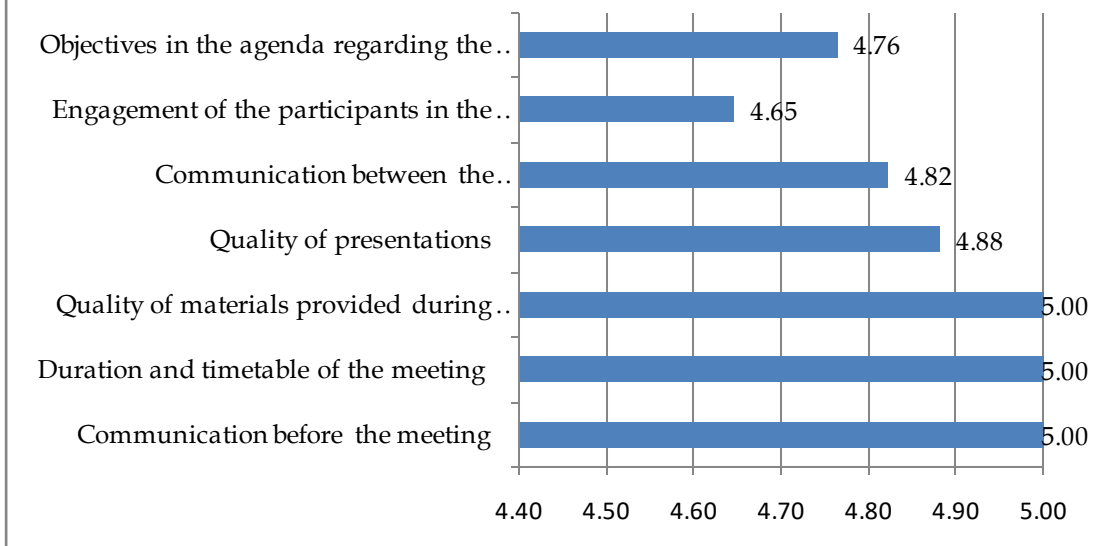
Table(s)/Figure(s)

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	0	100.0
Duration and	0	0	0	0	100.0

timetable of the meeting					
Quality of materials provided during the meeting	0	0	0	0	100.0
Quality of presentations	0	0	0	11.8	88.2
Communication between the coordinator of the project and the other partners	0	0	0	17.6	82.4
Engagement of the participants in the activities and discussions	0	0	17.6	0	82.4
Objectives in the agenda regarding the NatRisk project are reached	0	0	0	23.5	76.5

General working communication



Results of evaluation of overall success of the event

Description

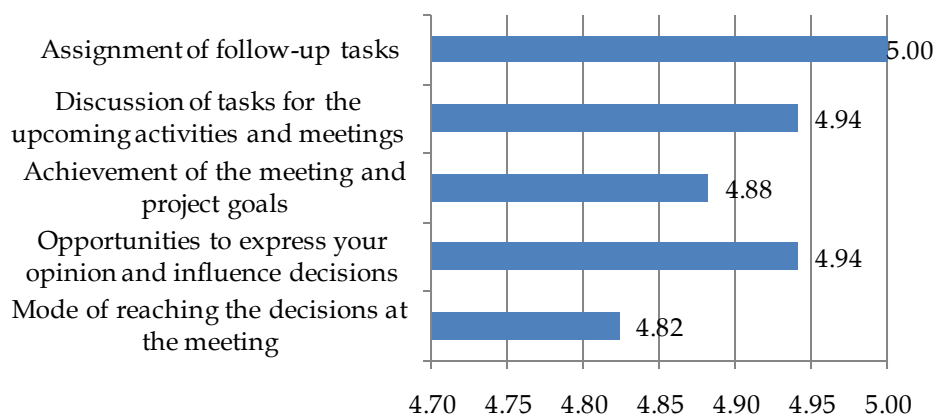
The overall success of the meeting was graduated as excellent.

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	0	17.6	82.4
Opportunities to express your opinion and influence decisions	0	0	0	5.9	94.1
Achievement of the meeting and project goals	0	0	5.9	0	94.1
Discussion of tasks for the upcoming activities and meetings	0	0	0	5.9	94.1
Assignment of follow-up tasks	0	0	0	0	100.0

Overall success of the meeting



Please indicate your suggestions for further event's improvement:

Location, date

Vienna, 07 April 2017

Signature

