

# 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	Fourth Steering Committee meeting
Type of event	Regular meeting
Venue	Technical University of Crete, School of Production Engineering and Management, Chania, Greece
Date	05 September 2018
Organizer	TUC, Chania, Greece
Reporting date	07 September 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>	28
<b>Participants (organisations)</b>	All partners
<b>Event description:</b>	
<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 the Technical University of Crete (TUC), on the 05<sup>th</sup> of September 2018. 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 eight representatives from all 12 partner institutions were present at the meeting. After the participants’ registration which started at 09:00 and welcomed speech of prof. Georgios Stavroulakis, 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.</p> <p>SC adopted third QAC report and one risk related to accreditation process in Serbia was presented in order to prevent it on time and not to delay realization of project activities.</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

<b>Agenda (pdf)</b>	Fourth Steering Committee Meeting - agenda
<b>Attendance sheet (pdf)</b>	Fourth SC meeting - attendance list
<b>Photos (jpg)</b>	
<b>News form (pdf)</b>	20 SC, PMC and QAC meetings in Chania - news
<b>Deliverable (pdf)</b>	Fourth Steering Committee meeting report
<b>Presentations (pdf)</b>	<p>01 Overview of the achieved results and future tasks - Milan Gocic</p> <p>02 Financial plan and its realization - Milan Gocic, Sasa Nikolic</p> <p>03 Feedback on Progress Report and Field Monitoring visit - Milan Gocic</p> <p>04 Adoption of QAC report - Milan Gocic</p> <p>05 Third risk monitoring document - Milan Gocic</p> <p>06 Impact of NatRisk on KPA - Sasa Mijalkovic</p> <p>07 Impact of NatRisk on UNSA - Emina Hadzic</p> <p>08 Impact of NatRisk on UBL - Radoslav Ivanis</p> <p>09 Impact of NatRisk on TCASU - Jelena Rajovic</p> <p>10 Impact of NatRisk on UNID - Sasa Stojanovic</p>
<b>Other personal remarks</b>	

## Organisation details

<b>Invitation sent to</b>	35 participants
<b>Date of event material release</b>	05 September 2018
<b>Date of participants list's finalisation</b>	05 September 2018
<b>Date of agenda finalisation</b>	05 September 2018
<b>Number of participants (according to the participants list)</b>	28
<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>➤ Presentations were very useful</li> <li>➤ All presented topics were of the great importance for the progress of the project</li> <li>➤ Great overview of the project results</li> </ul>
<b>Suggestions for the improvement</b>	<ul style="list-style-type: none"> <li>➤ All EU and WBC partners should take participation</li> </ul>
<b>Any further comments</b>	<ul style="list-style-type: none"> <li>➤ The organisation was at the highest level</li> </ul>

## Evaluation details

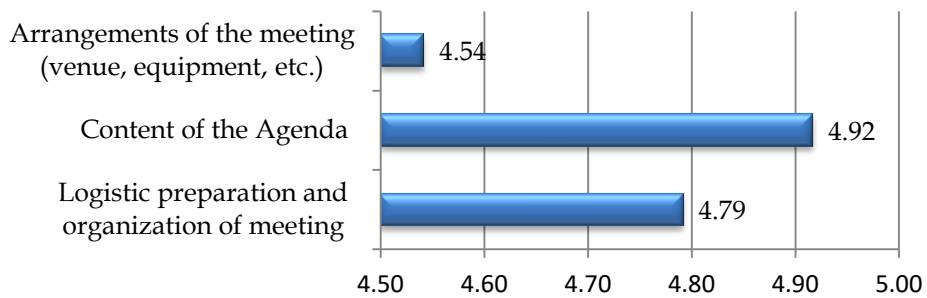
### Results of evaluation of the general organisation of the event

<b>Description</b>
The general opinion is that the meeting was excellent organised.
<b>Table(s)/Figure(s)</b>

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	4.2	12.5	83.3
Content of the Agenda	0	0	0	8.3	91.7
Arrangements of the meeting (venue, equipment, etc.)	0	4.2	8.3	16.7	70.8

### The general organisation of the fourth Steering Committee meeting

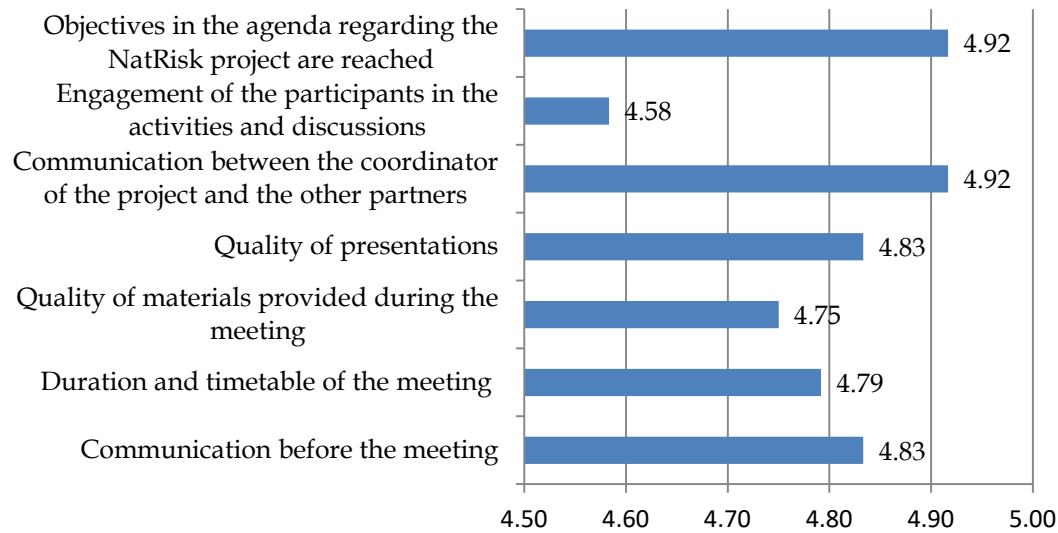


### Results of evaluation of general working communication

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	4.2	8.3	87.5
Duration and timetable of the	0	0	0	20.8	79.2

meeting					
Quality of materials provided during the meeting	0	0	4.2	16.7	79.2
Quality of presentations	0	0	4.2	8.3	87.5
Communication between the coordinator of the project and the other partners	0	0	0	8.3	91.7
Engagement of the participants in the activities and discussions	0	0	8.3	25.0	66.7
Objectives in the agenda regarding the NatRisk project are reached	0	0	0	8.3	91.7

### General working communication



## Results of evaluation of overall success of the event

### Description

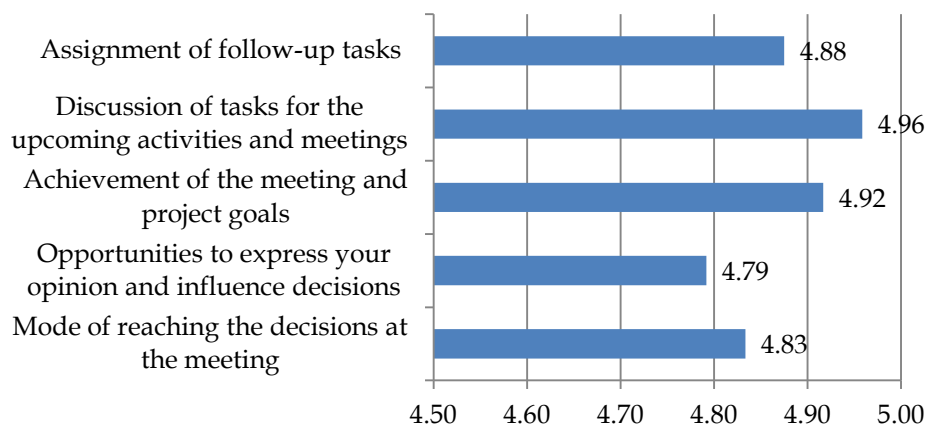
The overall success of the meeting was graduated as excellent.

### 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	16.7	83.3
Opportunities to express your opinion and influence decisions	0	0	0	20.8	79.2
Achievement of the meeting and project goals	0	0	0	8.3	91.7
Discussion of tasks for the upcoming activities and meetings	0	0	0	4.2	95.8
Assignment of follow-up tasks	0	0	0	12.5	87.5

### Overall success of the meeting



Please indicate your suggestions for further event's improvement:

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Location, date

Signature

Chania, 07 September 2018



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