

Minutes on the second Steering Committee meeting

Project title	Development of master curricula for natural disasters risk management in Western Balkan countries
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1. Summary

This document reports the second 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.

2. List of attendees

Twenty eight representatives from 11 partner institutions (University of Nis - UNI, University of Natural Resources and Life Sciences, Vienna - BOKU, Middlesex University Higher Education Corporation - MUHEC, University of Messina - UNIME, Óbuda University - OE, Academy of Criminalistics and Police Studies - KPA, University of Pristina in Kosovska Mitrovica - UPKM, University of Sarajevo - UNSA, Technical College of Applied Sciences Urosevac with temporary seat in Leposavic - TCASU, University of Defence in Belgrade - UNID, Technical University of Crete, Chania - TUC) were present at the meeting. Representatives from the University of Banja Luka - UBL were not present at the meeting. The list of attendees is presented below.

No.	Name	Institution acronym	E-mail
1	Milan Gocić	P1 - UNI	milan.gocic@gaf.ni.ac.rs
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3. Agenda - Second Steering Committee meeting

Tuesday, 19th September 2017		
Rectorate building, Senate room, UNIME		
13:00-13:10	Steering Committee participants registration	
13:10-13:40	Overview of the first project year and future tasks	Milan Gocic, UNI
13:40-14:10	Financial plan and its realization	Milan Gocic, UNI
14:10-14:40	Feedback on Field Monitoring visit carried out first half 2017	Milan Gocic, UNI
14:40-15:10	Adoption of revised versions of Guidelines on the project management and reporting, Academic sustainability plan, Dissemination plan, Quality Control Plan	Milan Gocic, UNI
15:10-15:40	First Risk monitoring document	Milan Gocic, UNI
15:40-16:00	General discussion and closing the meeting	

After the participants' registration which started at 13:00, Milan Gocić presented the overview of the realized activities during the first project year and also the future tasks highlighting master curricula and training development.

He also presented financial plan realization and lessons learned regarding joint declaration, time sheet and ITR creation. It is told that till next April all partners should spend 70% of their budget in line with the realized project activities. Feedback on Field monitoring visit carried out first half 2017 i.e. at the University of Nis and the University of Pristina settled in Kosovska Mitrovica was presented. It is suggested that all partners should improve their engagement in line with the EACEA recommendations. All participants agreed with these suggestions.

SC adopted revised Guidelines on the project management and reporting, Academic Sustainability Plan, Dissemination plan, Quality Control Plan and Contingency Plan. All plans have been revised according to the EACEA recommendations. Two risks were presented in order to prevent them on time and not to delay realization of project activities.

The meeting ended at 16:00.

4. Conclusions

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.

The presentations and material from the meeting will be additionally delivered to all partners and will be available at the project website and platform.

In Messina, 21 September 2017