

EVENT REPORT FORM ¹

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|--------------------------|---|
| 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 |

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|------------------|--|
| Event | Second Steering Committee meeting |
| Type of event | Regular meeting |
| Venue | University of Messina (UNIME), Piazza Pugliatti, 1, Messina, Italy |
| Date | 19 September 2017 |
| Organizer | UNIME, Messina, Italy |
| Reporting date | 21 September 2017 |
| Report author(s) | Milan Gocić |

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

"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

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 | 28 |
| Participants (organisations) | All partners |
| Event description: | |
| <p>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 University of Messina (UNIME), on the 19th of September 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 and to present EACEA recommendations for the future project improvement.</p> <p>Twenty eight representatives from 11 partner institutions were present at the meeting. Representatives from University of Banja Luka - UBL were not present at 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.</p> <p>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.</p> <p>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.</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.</p> | |

Attachments

| | |
|-------------------------------|---|
| Agenda (pdf) | Second Steering Committee Meeting - agenda |
| Attendance sheet (pdf) | Second SC meeting - participation list |
| Photos (jpg) | |
| News form (pdf) | 09 SC, PMC and QAC meetings in Messina - news |
| Deliverable (pdf) | Second Steering Committee meeting report |
| Presentations (pdf) | 01 Overview of the first project year and future tasks - Milan Gocic 02 Financial plan and its realization - Milan Gocic 03 Feedback on Field Monitoring visit carried out first half 2017 - Milan Gocic 04 Adoption of revised plans - Milan Gocic 05 First risk monitoring document - Milan Gocic |
| Other personal remarks | |
| | |

Organisation details

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|--|-------------------|
| Invitation sent to | 35 participants |
| Date of event material release | 08 September 2017 |
| Date of participants list's finalisation | 19 September 2017 |
| Date of agenda finalisation | 08 September 2017 |
| Number of participants (according to the participants list) | 28 |
| Comments | |
| | |

Problems encountered during the event preparation phase

Please add your comments, if any:

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

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|---|---|
| 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 ➤ 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

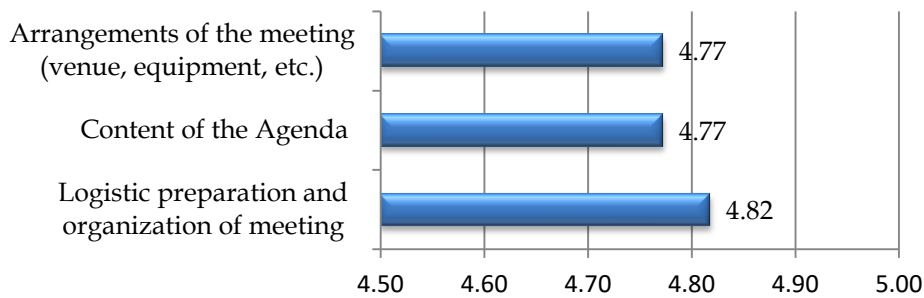
Results of evaluation of the general organisation of the event

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| 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 | 18.2 | 81.8 |
| Content of the Agenda | 0 | 0 | 4.5 | 13.7 | 81.8 |
| Arrangements of the meeting (venue, equipment, etc.) | 0 | 0 | 0 | 22.7 | 77.3 |

The general organisation of the second Steering Committee meeting

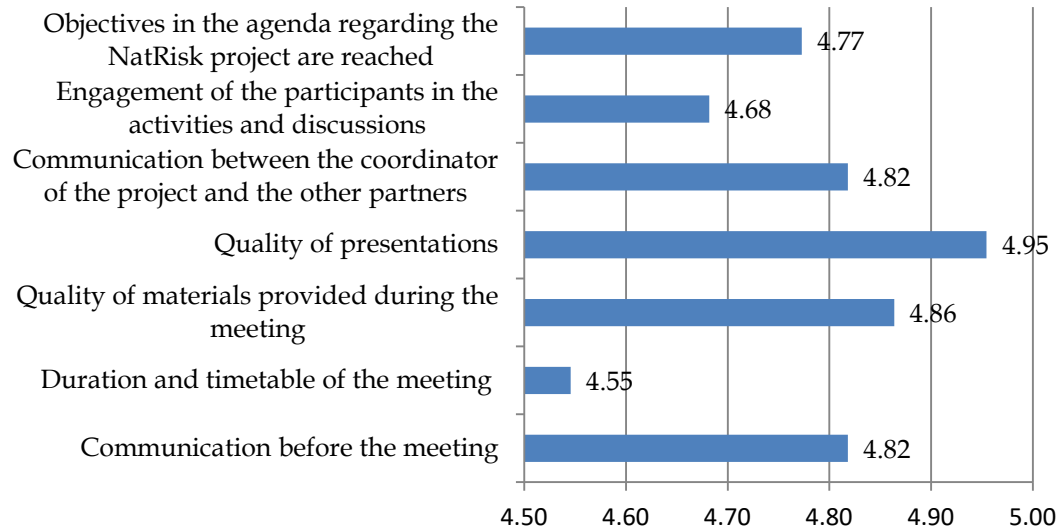


Results of evaluation of general working communication

| 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 | 18.2 | 81.8 |
| Duration and timetable of the | 0 | 0 | 9.1 | 27.3 | 63.6 |

| | | | | | |
|---|---|---|-----|------|------|
| meeting | | | | | |
| Quality of materials provided during the meeting | 0 | 0 | 0 | 13.6 | 86.4 |
| Quality of presentations | 0 | 0 | 0 | 4.5 | 95.5 |
| Communication between the coordinator of the project and the other partners | 0 | 0 | 0 | 18.2 | 81.8 |
| Engagement of the participants in the activities and discussions | 0 | 0 | 0.0 | 31.8 | 68.2 |
| Objectives in the agenda regarding the NatRisk project are reached | 0 | 0 | 4.5 | 13.7 | 81.8 |

General working communication



Results of evaluation of overall success of the event

Description

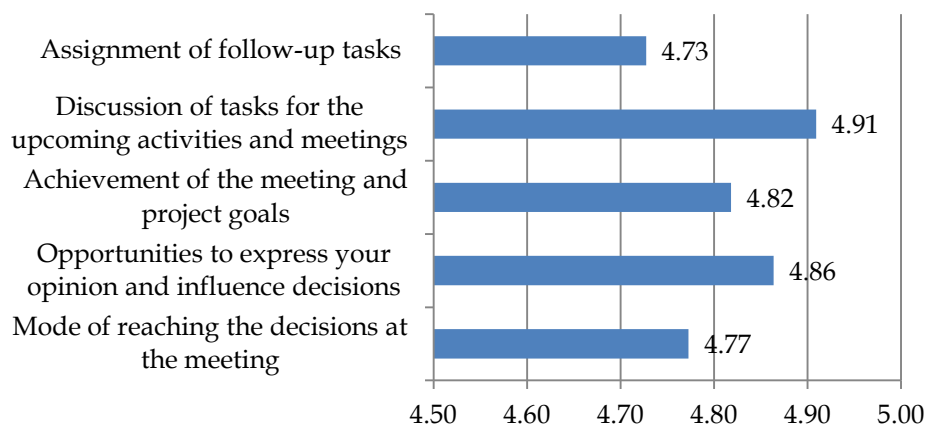
The overall success of the meeting was graduated as excellent.

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 | 22.7 | 77.3 |
| Opportunities to express your opinion and influence decisions | 0 | 0 | 0 | 13.6 | 86.4 |
| Achievement of the meeting and project goals | 0 | 0 | 4.5 | 9.1 | 86.4 |
| Discussion of tasks for the upcoming activities and meetings | 0 | 0 | 0 | 9.1 | 90.9 |
| Assignment of follow-up tasks | 0 | 0 | 0 | 27.3 | 72.7 |

Overall success of the meeting



Please indicate your suggestions for further event's improvement:

Location, date

Signature

Messina, 21 September 2017