

Minutes on the sixth Project Management 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 sixth Project Management 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 Sarajevo (UNSA), on the 5th of September 2019. The meeting was chaired by Assoc. Prof. Milan Gocić. The objective was to introduce to all project partners the most relevant issues of project implementation, realised and future activities and plans.

2. List of attendees

Twenty nine representatives from all 12 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, Criminalistics and Police Studies University - KPU, 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, University of Banja Luka - UBL).

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 – Sixth Project Management Committee meeting

Thursday, 5 th September 2019		
Faculty of Civil Engineering, Burence hall, Patriotske lige 30		
Project Management Committee meeting		
13:30-13:40	Project Management Committee participants registration	
13:40-14:20	WP4 Implementation of developed master curricula and trainings	Emina Hadžić, UNSA Milan Gocić, UNI
14:20-15:00	Special Mobility Strand future realization	Slaviša Trajković, UNI Milan Gocić, UNI
15:00-15:30	General discussion and closing the meeting	

After the participants' registration which started at 13:30, Milan Gocić in consultation with Emina Hadžić, WP4 leader, informed participants about further activities related to WP4 (Implementation of developed master curricula and trainings). The following activities should be done:

- Provide link to the launched call for student enrolment;
- Provide call for student enrolment;
- Provide two/three presentations per each subject;
- Provide the list of enrolled students;
- Provide decision of accreditation;

- Provide timetable;
- Organize students' internships: 10 UNI to UNSA, 5 KPU to UBL, 5 UNID to UBL, 5 UPKM to UNI, 2 TCASU to KPU, 5 UNSA to UNI, 5 UBL to KPU = 37 x 12 days (10 working days + 2 for travelling) – 55 EUR per day + travelling;
- Deliver promotional material for students' internships;
- Organize at the same time at the same HEI as a group work (if possible);
- Write event form and post also on HEI's website;
- Report on professional practice in mother language per each student;
- Report on student internship (KPU, UNSA, UBL, UNI);
- Prepare a self-evaluation report Annex J using self-evaluation list (annex I) per each term.

Also, the participants were informed that one master curriculum was modernized at UNI and seven new master curricula have been accredited.

Milan Gocić in consultation with Slaviša Trajković, WP7 leader, presented topic related to the realization of the rest of SMS mobilities, concluding that the rest of SMS mobilities should be organised after student enrolment but as soon as possible in line with the budget table.

The meeting ended at 15:30.

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 project activities.

The presentations and material from the meeting will be additionally delivered to all partners.

In Sarajevo, 07 September 2019

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