

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	Sixth Project Management Committee meeting
Type of event	Regular meeting
Venue	University of Sarajevo, Sarajevo, Bosnia and Herzegovina
Date	05 September 2019
Organizer	UNSA, Sarajevo, Bosnia and Herzegovina
Reporting date	07 September 2019
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	29
Participants (organisations)	All partners
Event description:	
<p>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.</p> <p>Twenty nine representatives from all 12 partner institutions were present at the meeting.</p> <p>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:</p> <ul style="list-style-type: none"> ➤ 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. <p>Also, the participants were informed that one master curriculum was modernized at UNI and seven new master curricula have been accredited.</p> <p>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.</p> <p>The meeting ended at 15:30.</p>	

Attachments

Agenda (pdf)	Sixth Project Management Committee Meeting – agenda
Attendance sheet (pdf)	Sixth PMC meeting – attendance list
Photos (jpg)	
News form (pdf)	33 SC, PMC and QAC meetings in Sarajevo - news
Deliverable (pdf)	Sixth Project Management Committee meeting report
Presentations (pdf)	01 WP4 – Emina Hadzic, Milan Gocic 02 SMS – Slavisa Trajkovic, Milan Gocic
Other personal remarks	

Organisation details

Invitation sent to	35 participants
Date of event material release	05 September 2019
Date of participants list's finalisation	05 September 2019
Date of agenda finalisation	05 September 2019
Number of participants (according to the participants list)	29
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 ➤ The speakers showed the high level of professional competence
Suggestions for the improvement	
Any further comments	<ul style="list-style-type: none"> ➤ The organisation was at the highest level

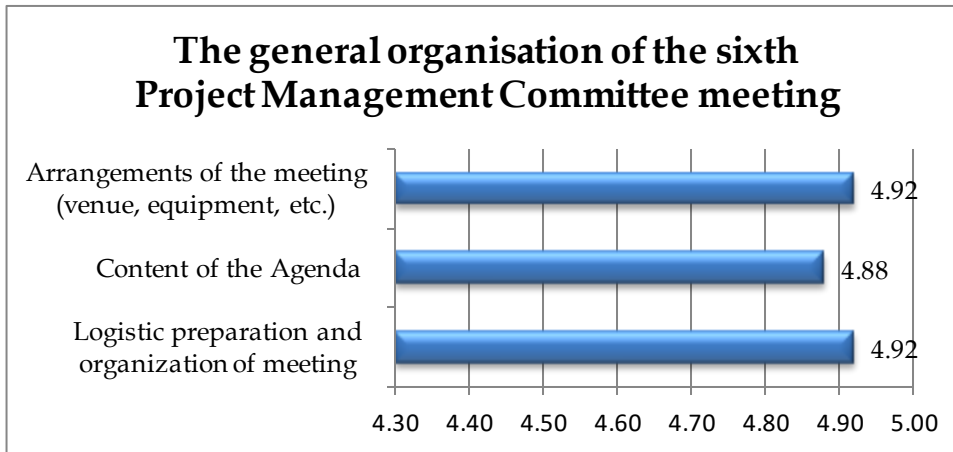
Evaluation details

Results of evaluation of the general organisation of the event

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

The general organisation of the PMC 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	8.0	92.0
Content of the Agenda	0	0	0	12.0	88.0
Arrangements of the meeting (venue, equipment, etc.)	0	0	0	8.0	92.0

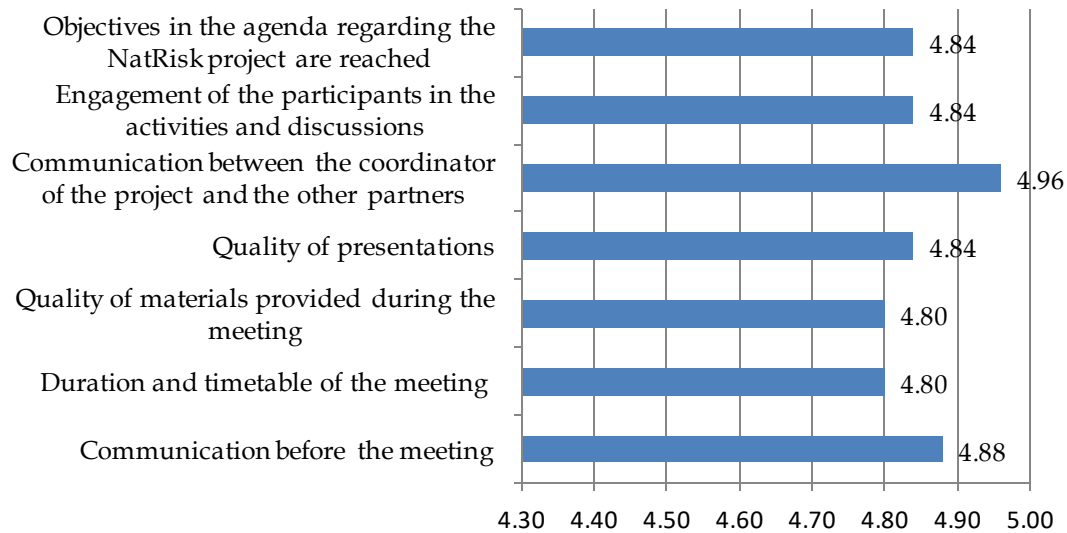


Results of evaluation of general working communication

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	12.0	88.0
Duration and timetable of the	0	0	0	20.0	80.0

meeting					
Quality of materials provided during the meeting	0	0	0	20.0	80.0
Quality of presentations	0	0	0	16.0	84.0
Communication between the coordinator of the project and the other partners	0	0	0	4.0	96.0
Engagement of the participants in the activities and discussions	0	0	0	16.0	84.0
Objectives in the agenda regarding the NatRisk project are reached	0	0	0	16.0	84.0

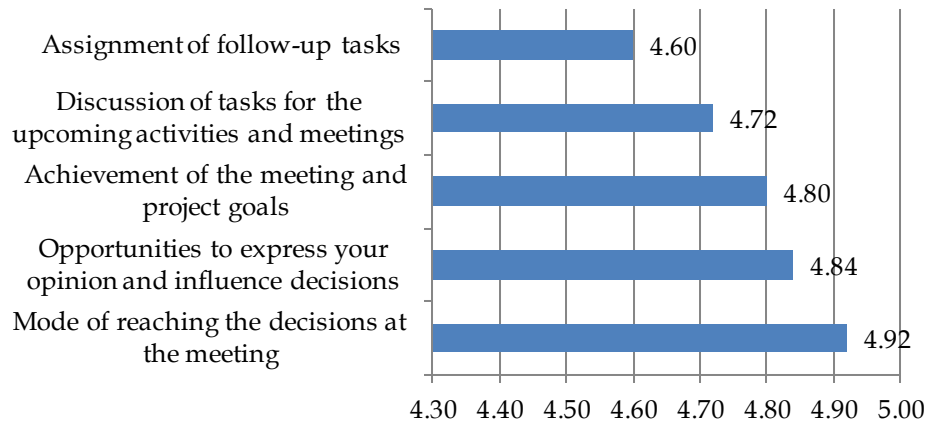
General working communication



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	8.0	92.0
Opportunities to express your opinion and influence decisions	0	0	0	16.0	84.0
Achievement of the meeting and project goals	0	0	0	20.0	80.0
Discussion of tasks for the upcoming activities and meetings	0	0	0	8.0	92.0
Assignment of follow-up tasks	0	0	0	20.0	80.0

Overall success of the meeting



Please indicate your suggestions for further event's improvement:

Location, date

Signature

Sarajevo, 07 September 2019