



CONTINGENCY PLAN

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

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List of abbreviations

BOKU	University of Natural Resources and Life Sciences, Vienna
EACEA	Education, Audiovisual and Culture Executive Agency
EU	European Union
HEI	Higher Education Institution
KPA	Academy of Criminalistics and Police Studies
LFM	Logical Framework Matrix
MUHEC	Middlesex University Higher Education Corporation
NatRisk	Development of master curricula for natural disasters risk management in Western Balkan countries
NDRM	Natural Disaster Risk Management
OE	Óbuda University
TCASU	Technical College of Applied Sciences Urosevac with temporary seat in Leposavic
TUC	Technical University of Crete, Chania, Greece
UBL	University of Banja Luka
UNI	University of Nis
UNID	University of Defence in Belgrade
UNIME	University of Messina
UNSA	University of Sarajevo
UPKM	University of Pristina in Kosovska Mitrovica
WB	Western Balkan

Introduction

Contingency Plan identifies and assesses possible risks of the NatRisk project that could jeopardize the successful achievement of project objectives and offers controlling mechanism and corrective actions for their mitigation. It is based on risk monitoring which is incorporated in internal quality management. Risk monitoring is constant and complete control of all segments of project realization (deadlines, partner responsibilities, provided project documentation, financial and administrative rules) and prediction of issues that could endanger some of project activities joint with suggestions of possible intervention and solutions.

1. Assumptions and risks

The Logical Framework Matrix (LFM) of the NatRisk project describes assumptions and risks in further detail along specific project objectives, outputs and outcomes and activities. The table below contains assumptions and risks in line with LFM:

Outputs and outcomes	Assumptions and risks
<p>WP1 Analysis of natural disasters to be managed in Western Balkan region</p> <p>1.1 Report on natural disasters in WB</p> <p>1.2 Survey of established practices in EU countries for NDRM</p> <p>1.3 Report on master curricula best practices in EU partners and Catalogue of competencies</p> <p>WP2 Development of master curricula</p> <p>2.1 Defined aims, specific competencies and learning outcomes of master curriculum per HEI in WB; Book of courses</p> <p>2.2 Defined courses content and syllabi</p> <p>2.3 Teaching staff trained</p> <p>2.4 Agreements for internships signed</p> <p>2.5 Laboratories equipped</p> <p>WP3 Development of trainings for citizens and public sector</p> <p>3.1 Survey of citizens' and public sector awareness</p> <p>3.2 Study visit reports</p> <p>3.3 Trainings' materials prepared, teachers selected</p> <p>WP4 Implementation of developed master curricula and trainings</p> <p>4.1 Students enrolled</p> <p>4.2 Master curricula implemented</p> <p>4.3 Students' internships realized</p> <p>4.4 Participants trained</p> <p>4.5 Quality report on master curricula</p> <p>4.6 Quality report on trainings</p>	<ul style="list-style-type: none"> ➤ Efficient and effective consortium management ➤ Inability of making precise financial plans because of differences in Western Balkan partner countries financial laws ➤ Motivation of staff, people and partners to participate ➤ Lack of enthusiasm of possible participants for educational trainings ➤ Delay in the delivery of the equipment

<p>WP5 Quality assurance and monitoring</p> <p>5.1 Minutes of the meetings 5.2 Quality control plan adopted 5.3 Report of the external quality evaluation 5.4 Report of the external auditor 5.5 Report on the inter-project coaching</p> <p>WP6 Dissemination</p> <p>6.1 Dissemination plan created 6.2 Promotion material created 6.3 Student enrolment promoted 6.4 Trainings promoted</p> <p>WP7 Exploitation</p> <p>7.1 Sustainability plan created 7.2 Master curricula accredited 7.3 Student and staff mobilities realized</p> <p>WP8 Project management</p> <p>8.1 Minutes of the meeting 8.2 Minutes of the meetings 8.3 Guidelines on the project management and reporting created 8.4 Project correspondence 8.5 Interim and final reports submitted</p>	
Activities	Assumptions, risks and pre-conditions
<p>1.1 Identification of natural disasters to be managed in WB 1.2 Introduction with established practices in EU countries for NDRM 1.2 Workshop on master curricula best practices in EU countries 2.1 Development of aims, specific competencies and learning outcomes of master curricula in WB HEIs 2.2 Development of courses content and syllabi 2.3 Training of teaching staff for innovative teaching methods 2.4 Providing of students' internships positions 2.5 Harmonization of teaching environment with EU best practices and purchasing of laboratory equipment and literature 3.1 Surveillance of citizens' and public sector awareness regarding natural disasters 3.2 Study visits and analysis of courses best practices in EU countries 3.3 Development of trainings' content corresponding educational materials and selection of teaching staff 4.1 Defining of admission requirements and enrolment of students 4.2 Implementation of master curricula 4.3 Implementation of students' internships</p>	<ul style="list-style-type: none"> ➤ Adequate language skills of WB staff and students to fully participate in transfer of knowledge ➤ Interested and motivated students regarding the risk management of natural disasters ➤ Interest for trainings among public sector ➤ Disfunctionality of bodies responsible for risk management of natural disasters ➤ Recognition of graduate MS students' competences by institutions responsible for risk management of natural disasters

<ul style="list-style-type: none">4.4 Implementation of trainings for citizens and public sector4.5 Self-evaluation of master curricula4.6 Self-evaluation of trainings for citizens and public sector5.1 Regular Quality Assurance Committee meetings5.2 Development of the quality control plan5.3 Conduct external review of the project5.4 External financial control5.5 Inter-project coaching6.1 Creation of the dissemination plan for the project6.2 Development and maintenance of project website and creation of promotional materials and campaigns6.3 Promotional activity for student enrolment6.4 Promotional activity for trainings7.1 Creation of sustainability plan7.2 Accreditation of master curricula7.3 Realization of student and staff mobilities between WB and EU partners8.1 Kick-off meeting8.2 Regular Steering Committee and Project Management meetings8.3 Development of guidelines on the project management and reporting8.4 Day-to-day coordination of project activities8.5 Submission of interim and final reports	
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2. Risk log

The identified risks can be summarized under the following categories:

- external risks related to disfunctionality of responsible bodies,
- risks related to the willingness of key stakeholders of the project,
- risks related to the legal framework or institutional set up in the target country.

The listed categories are summarized in the table below:

Assumption	Potential risk	Mitigation strategy
Responsible bodies will be actively involved and it will not affect in due time implementation of the project	No potential risk which can be anticipated at the moment	No mitigation strategy needed at the moment
Key stakeholders of the project understand the objectives of the project	Key stakeholders may lack required interest	Consultation and targeted support by Project Coordinator and Consortium
Legal framework and institutional set up are conducive to achieve the envisaged project results	Legal framework (e.g. finance/tendering/controlling) or institutional set up (e.g. structure of HEI) may not allow in due time implementation of envisaged project	Communication of the potential risk to Project Management Committee at earliest possible stage; as necessary follow up with Consortium or EACEA to identify adequate responses to the challenge faced

3. Project partners and their responsibilities

This section overviews about the responsibilities of the partners and provides a short overview on different activities and expected outputs. Project partners and their tasks and responsibilities in the NatRisk project are presented in the table below:

No./name	Main tasks
<p>P1 (Project Coordinator) – UNI University of Nis</p>	<ul style="list-style-type: none"> ➤ Leader of WP6 – Dissemination, ➤ Leader of WP7 – Exploitation, ➤ Leader of WP8 – Project management, ➤ manage all activities related to NatRisk operations and deliveries, ➤ development of promotional material, website and platform, ➤ identify of natural disasters needed to be managed in WB countries, ➤ lead task of purchasing equipment, software and library units, ➤ active role in all aspects of developing NatRisk – participate in trainings, developing trainings and training materials for citizens and public sector, ➤ take part in all dissemination, networking and activities related to securing sustainability of project result, ➤ promoting NatRisk, attracting students and companies, informing other stakeholders and developing communication with media, ➤ lead task of exchanging best practice with other Erasmus+ CBHE projects, ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ carry out continuous internal monitoring of workplan realization and prepare reports, ➤ in charge of overall project management (organization of kick off meeting), ➤ fully responsible for financial management of the project, writing progress and final reports, as well as interface with EACEA,

	<ul style="list-style-type: none"> ➤ coordinate development of project management procedures and financial reporting rules), ➤ take part in continuous internal monitoring of workplan realization
<p>P2 - BOKU University of Natural Resources and Life Sciences, Vienna</p>	<ul style="list-style-type: none"> ➤ Leader of WP1 - Analysis of natural disasters to be managed in Western Balkan region, ➤ writing regular reports on workplan realization, ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ activities related to securing sustainability of NatRisk project results, ➤ organise a workshop to represent master curricula best practices in EU countries, ➤ make a detailed comparative analysis, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports), ➤ organise study visits and analyse educational courses best practices in EU
<p>P3 - MUHEC Middlesex University Higher Education Corporation</p>	<ul style="list-style-type: none"> ➤ Leader of WP5 - Quality assurance and monitoring, ➤ writing regular reports on workplan realization, ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ important role in developing quality control mechanisms, ➤ monitoring and quality control of project processes and results, ➤ activities related to securing sustainability of NatRisk project

	<ul style="list-style-type: none"> results, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports), ➤ organise study visits and analyse educational courses best practices in EU
<p>P4 - KPA Academy of Criminalistics and Police Studies</p>	<ul style="list-style-type: none"> ➤ writing regular reports on workplan realization, ➤ active role in trainings, developing trainings and training materials for citizens and public sector, ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ identify of natural disasters needed to be managed in WB countries, ➤ activities related to securing sustainability of NatRisk project results, ➤ active role in development of master curricula, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports)
<p>P5 – UPKM University of Pristina in Kosovska Mitrovica</p>	<ul style="list-style-type: none"> ➤ writing regular reports on workplan realization, ➤ active role in trainings, developing trainings and training materials for citizens and public sector, ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ activities related to securing sustainability of NatRisk project

	<ul style="list-style-type: none"> results, ➤ identify of natural disasters needed to be managed in WB countries, ➤ active role in development of master curricula, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports)
<p>P6 – UNSA University of Sarajevo</p>	<ul style="list-style-type: none"> ➤ Leader of WP4 – Implementation of developed master curricula and trainings, ➤ writing regular reports on workplan realization, ➤ active role in trainings, developing trainings and training materials for citizens and public sector, ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ activities related to securing sustainability of NatRisk project results, ➤ identify of natural disasters needed to be managed in WB countries, ➤ active role in development of master curricula, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports)
<p>P7 – UBL University of Banja Luka</p>	<ul style="list-style-type: none"> ➤ writing regular reports on workplan realization, ➤ active role in trainings, developing trainings and training materials for citizens and public sector, ➤ take part in all activities related to monitoring and quality control of

	<p>project processes and results, and providing internal reviews,</p> <ul style="list-style-type: none"> ➤ activities related to securing sustainability of NatRisk project results, ➤ active role in development of master curricula, ➤ identify of natural disasters needed to be managed in WB countries, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports)
<p>P8 - TCASU Technical College of Applied Sciences Urosevac with temporary seat in Leposavic</p>	<ul style="list-style-type: none"> ➤ writing regular reports on workplan realization, ➤ active role in trainings, developing trainings and training materials for citizens and public sector, ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ activities related to securing sustainability of NatRisk project results, ➤ active role in development of master curricula, ➤ identify of natural disasters needed to be managed in WB countries, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports)
<p>P9 - UNIME University of Messina</p>	<ul style="list-style-type: none"> ➤ Leader of WP2 - Development of master curricula, ➤ responsible for coordination of and reporting about training visits, ➤ writing regular reports on workplan realization,

	<ul style="list-style-type: none"> ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ activities related to securing sustainability of NatRisk project results, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports), ➤ organise study visits and analyse educational courses best practices in EU
<p>P10 - OE Óbuda University</p>	<ul style="list-style-type: none"> ➤ writing regular reports on workplan realization, ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ activities related to securing sustainability of NatRisk project results, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports), ➤ organise study visits and analyse educational courses best practices in EU
<p>P11 - UNID University of Defence in Belgrade</p>	<ul style="list-style-type: none"> ➤ Leader of WP3 - Development of trainings for citizens and public sector, ➤ writing regular reports on workplan realization, ➤ lead role in trainings, developing trainings and training materials for citizens and public sector, ➤ take part in all activities related to monitoring and quality control of

	<p>project processes and results, and providing internal reviews,</p> <ul style="list-style-type: none"> ➤ identify of natural disasters needed to be managed in WB countries, ➤ activities related to securing sustainability of NatRisk project results, ➤ active role in development of master curricula, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports)
<p>P12 - TUC Technical University of Crete, Chania, Greece</p>	<ul style="list-style-type: none"> ➤ writing regular reports on workplan realization, ➤ take part in all activities related to monitoring and quality control of project processes and results, and providing internal reviews, ➤ activities related to securing sustainability of NatRisk project results, ➤ perform day-to-day activities in local team, ➤ perform control on financial transactions received by coordinator, ➤ prepare reports related to their activities (including progress and final reports), ➤ organise study visits and analyse educational courses best practices in EU

4. Project Time Management

The following table contains NatRisk reporting time-plan:

Deadline	Document type	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
14 January 2017	WPR-0117												
14 January 2017	WORK PROGRESS Summary Report (Annex T)												
14 January 2017	Quality control plan												
14 March 2017	Dissemination plan												
14 March 2017	Sustainability plan (Academic and Financial)												
14 March 2017	Guidelines on the project management and reporting												
14 March 2017	Report on natural disasters in WB												
14 March 2017	Survey of established practices in EU countries for NDRM												
30 March 2017	Work package self-assessment report (Annex Q)	W P6	W P7	W P8	WP1	WP5		WP4		WP2		WP3	
14 April 2017	Survey of citizens' and public sector awareness												
14 April 2017	WPR-0417												
14 April 2017	WORK PROGRESS Summary Report (Annex T)												
14 April 2017	1 st Technical Report												
14 April 2017	1 st Financial Report												
14 May 2017	Report on master curricula best practices in EU partners												
14 May 2017	Catalogue of competencies												
14 June 2017	Laboratories equipped												
14 July 2017	WPR-0717												
14 July 2017	WORK PROGRESS Summary Report (Annex T)												
14 August 2017	Defined curriculum												
14 August 2017	Catalogue of courses												
30 September 2017	Internal project quality evaluation form (Annex U)												
30 September 2017	Partner self-assessment report (Annex R)												
30 September 2017	Work package self-assessment report (Annex Q)	W P6	W P7	W P8	WP1	WP5		WP4		WP2		WP3	
10 October 2017	Internal project quality evaluation report												

	(Annex V)													
14 October 2017	WPR-1017													
14 October 2017	WORK PROGRESS Summary Report (Annex T)													
14 October 2017	2 nd Technical Report													
14 October 2017	2 nd Financial Report													
14 December 2017	Defined courses content and syllabi													
14 December 2017	Teaching staff trained - reports													
14 December 2017	Study visits reports													
14 January 2018	WPR-0118													
14 January 2018	WORK PROGRESS Summary Report (Annex T)													
14 February 2018	Trainings' materials prepared													
14 February 2018	Teaching staff selected (Criteria for the selection of teaching staff should be defined)													
14 March 2018	3rd Technical Report													
14 March 2018	3rd Financial Report													
30 March 2018	Work package self-assessment report (Annex Q)	W P6	W P7	W P8	WP1	WP5		WP4			WP2		WP3	
14 April 2018	WPR-0418													
14 April 2018	WORK PROGRESS Summary Report (Annex T)													
14 April 2018	Progress Report													
14 May 2018	Self-evaluation list of trainings for citizens and public sector (Annex G)													
14 May 2018	Self-evaluation report of training (Annex H)													
14 May 2018	Report of the external quality evaluation													
14 May 2018	Report on the inter-project coaching													
14 July 2018	WPR-0718													
14 July 2018	WORK PROGRESS Summary Report form (Annex T)													
30 September 2018	Partner self-assessment report (Annex R)													
30 September 2018	Internal project quality evaluation form (Annex U)													
30 September	Work package self-assessment report	W P6	W P7	W P8	WP1	WP5		WP4			WP2		WP3	

2018	(Annex Q)																					
10 October 2018	Internal project quality evaluation report (Annex V)																					
14 October 2018	WPR-1018																					
14 October 2018	WORK PROGRESS Summary Report (Annex T)																					
14 October 2018	4th Technical Report																					
14 October 2018	4 th Financial Report																					
14 October 2018	Students enrolled																					
14 October 2018	Student enrolment promoted (Report, Gallery)																					
14 October 2018	Master curricula accredited																					
14 January 2019	WPR-0119																					
14 January 2019	WORK PROGRESS Summary Report (Annex T)																					
14 February 2019	Self-evaluation list of master curriculum (Annex I)																					
14 February 2019	Self-evaluation report of master curriculum (Annex J)																					
30 March 2019	Work package self-assessment report (Annex Q)	W P6	W P7	W P8	WP1	WP5					WP4						WP2					WP3
14 April 2019	WPR-0419																					
14 April 2019	WORK PROGRESS Summary Report (Annex T)																					
14 April 2019	5th Technical Report																					
14 April 2019	5th Financial Report																					
14 May 2019	Self-evaluation list of trainings for citizens and public sector (Annex G)																					
14 May 2019	Self-evaluation report of training (Annex H)																					
14 June 2019	Self-evaluation list of master curriculum (Annex I)																					
14 June 2019	Self-evaluation report of master curriculum (Annex J)																					
14 July 2019	Report of the external auditor (External financial control)																					
14 July 2019	Report of the external quality evaluation																					
14 July 2019	WPR-0719																					
14 July 2019	WORK PROGRESS Summary Report (Annex T)																					
14 September 2019	Citizens and public sector trained																					

30 September 2019	Internal project quality evaluation form (Annex U)																					
30 September 2019	Partner self-assessment report (Annex R)																					
30 September 2019	Work package self-assessment report (Annex Q)	W P6	W P7	W P8	WP1	WP5			WP4					WP2							WP3	
10 October 2019	Internal project quality evaluation report (Annex V)																					
14 October 2019	Agreements for internships																					
14 October 2019	Master curricula implemented																					
14 October 2019	Trainings promoted																					
14 October 2019	WPR-1019																					
14 October 2019	WORK PROGRESS Summary Report (Annex T)																					
14 October 2019	6th Technical Report																					
14 October 2019	6th Financial Report																					
14 October 2019	Final Report																					

The following table represents evidence of deliverables submission to the defined deadline:

Deadline	Activity	Document type	Responsible partner
14 January 2017	5.2	Quality control plan	MUHEC
14 March 2017	6.1	Dissemination plan	UNI
14 March 2017	7.1	Sustainability plan (Academic and Financial)	UNI
14 March 2017	1.1	Report on natural disasters in WB	BOKU
14 March 2017	1.2	Survey of established practices in EU countries for NDRM	BOKU
14 March 2017	8.3	Guidelines on the project management and reporting	UNI
14 April 2017	3.1	Survey of citizens' and public sector awareness	UNID
14 May 2017	1.3	Report on master curricula best practices in EU partners	BOKU
14 May 2017	1.3	Catalogue of competencies	BOKU
14 June 2017	2.5	Laboratories equipped	WB HEI
14 August 2017	2.1	Defined curriculum	WB HEI
14 August 2017	2.1	Catalogue of courses	WB HEI
14 December 2017	2.2	Defined courses content and syllabi	WB HEI
14 December 2017	2.3	Teaching staff trained	EU
14 December 2017	3.2	Study visits reports	EU
14 February 2018	3.3	Trainings' materials prepared	WB HEI
14 February 2018	3.3	Teaching staff selected (Criteria for the selection of teaching staff should be defined)	WB HEI
14 May 2018	5.3	Report of the external quality evaluation	UNI

14 May 2018	5.5	Report on the inter-project coaching	UNI
14 October 2018	4.1	Students enrolled	WB HEI
14 October 2018	6.3	Student enrolment promoted	WB HEI
14 October 2018	7.2	Master curricula accredited	WB HEI
14 July 2019	5.4	Report of the external auditor (External financial control)	UNI
14 July 2019	5.3	Report of the external quality evaluation	UNI
14 September 2019	4.4	Citizens and public sector trained	WB HEI
14 September 2019	4.5	Quality report on master curricula - self-evaluation	WB HEI
14 September 2019	4.6	Quality report on trainings for citizens and public sector	WB HEI
14 October 2019	2.4	Agreements for internships	WB HEI
14 October 2019	4.2	Master curricula implemented	WB HEI
14 October 2019	4.3	Students' internship realized	WB HEI
14 October 2019	6.2	Promotion material created	UNI
14 October 2019	6.4	Trainings promoted	WB HEI
14 October 2019	7.3	Students and staff mobilities realized	All

The following table represents evidence of documents submission to the defined deadline:

Deadline	Event type	Document type	Responsible partner
15-16 December 2016	Kick-off meeting - Nis	News - Annex W	P1 - UNI
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes - Annex A	
		Event report - Annex F	
		Evaluation lists - Annex E	
04-08 April 2017	Workshop on master curricula best practices in EU countries - Vienna	News - Annex W	P2 - BOKU
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
04-08 April 2017	First SC meeting - Vienna	News - Annex W	P2 - BOKU
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form - Annex K	
Gallery			
04-08 April 2017	First PMC meeting - Vienna	News - Annex W	P2 - BOKU
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	

		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
04-08 April 2017	First QAC meeting - Vienna	News - Annex W	P2 - BOKU
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
May 2017	Training of teaching staff	News - Annex W	P10 - OE
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
May 2017	Study visit	News - Annex W	P10 - OE
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
June 2017	Training of teaching staff	News - Annex W	P3 - MUHEC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
June 2017	Study visit	News - Annex W	P3 - MUHEC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
July 2017	Training of teaching staff	News - Annex W	P13 - TUC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
July 2017	Study visit	News - Annex W	P13 - TUC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	

		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2017	Training of teaching staff	News - Annex W	P9 - UNIME
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2017	Study visit	News - Annex W	P9 - UNIME
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2017	Second SC meeting - Messina	News - Annex W	P9 - UNIME
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form - Annex K	
		Gallery	
September 2017	Second PMC meeting - Messina	News - Annex W	P9 - UNIME
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2017	Second QAC meeting - Messina	News - Annex W	P9 - UNIME
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
November 2017	Training of teaching staff	News - Annex W	P2 - BOKU
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
November 2017	Study visit	News - Annex W	P2 - BOKU
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	

		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
April 2018	Inter-project coaching - Belgrade	News - Annex W	P11 - UNID
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
April 2018	Third SC meeting - Belgrade	News - Annex W	P11 - UNID
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form - Annex K	
		Gallery	
April 2018	Third PMC meeting -	News - Annex W	P11 - UNID
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
April 2018	Third QAC meeting - Belgrade	News - Annex W	P11 - UNID
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	
September 2018	Fourth SC meeting - Chania	News - Annex W	P13 - TUC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Risk monitoring form - Annex K	
		Gallery	
September 2018	Fourth PMC meeting - Chania	News - Annex W	P13 - TUC
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	

September 2018	Fourth QAC meeting - Chania	Gallery	P13 - TUC
		News - Annex W	
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
April 2019	Fifth SC meeting - London	Gallery	P3 - MUHEC
		News - Annex W	
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
Risk monitoring form - Annex K			
April 2019	Fifth PMC meeting - London	Gallery	P3 - MUHEC
		News - Annex W	
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
April 2019	Fifth QAC meeting - London	Gallery	P3 - MUHEC
		News - Annex W	
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
September 2019	Sixth SC meeting - Sarajevo	Gallery	P6 - UNSA
		News - Annex W	
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
Risk monitoring form - Annex K			
September 2019	Sixth PMC meeting - Sarajevo	Gallery	P6 - UNSA
		News - Annex W	
		Event - Annex X	
		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
September 2019	Sixth QAC meeting - Sarajevo	Gallery	P6 - UNSA
		News - Annex W	
		Event - Annex X	

		Agenda - Annex C	
		List of participants - Annex D	
		Minutes of the meetings - Annex A	
		Event report - Annex F	
		Presentations - Annex B	
		Evaluation lists - Annex E	
		Gallery	

The following table represents documentation needed for tendering procedure:

No	Document title	WB HEI		
		UNI	UPKM/TCASU	UNSA/UBL
1	Decision on the formation of the commission responsible for implementing the tender			
2	Documentation for tender			
3	Call for tender			
4	Decision on awarding the contract			

The following table represents documentation needed for training organization for citizens and public sector:

Deadline	Event type	Document type	WB HEI						
			UNI	UNID	KPA	UPKM	TCASU	UNSA	UBL
14 May 2018	First training	News - Annex W							
		Event - Annex X							
		Agenda - Annex C							
		List of participants - Annex D							
		Minutes - Annex A							
		Self-evaluation list of trainings for citizens and public sector - Annex G							
		Self-evaluation report of training - Annex H							
		Certificates							
		Gallery							
14 May 2019	Second training	News - Annex W							
		Event - Annex X							
		Agenda - Annex C							
		List of participants - Annex D							
		Minutes - Annex A							
		Self-evaluation list of trainings for citizens and public sector - Annex G							
		Self-evaluation report of training - Annex H							
		Certificates							
		Gallery							