

WORK PROGRESS Summary Report form¹

Work progress information

Date	03 March 2017
Author(s)	Milan Gocic
Lead institution of WP5	MUHEC
Work packages	WP1, WP2, WP5, WP6, WP8
Period included	15 October 2016 – 14 January 2017
Description of the work done	
<p>The following activities in connection with the project <i>Development of master curricula for natural disasters risk management in Western Balkan countries</i> were carried out by NatRisk partners between 15 October 2016 and 14 January 2017:</p> <ul style="list-style-type: none"> - project visual identity was created, - promotional material was created and published, - project website and platform were designed, - kick-off meeting was prepared and organised by the University of Nis (15-16 December 2016), - all partners participated in preparing of kick-off meeting and presented their institutions and main tasks in NatRisk project, - project management bodies formed, - WP Leaders presented main tasks, - contact persons for individual work packages were appointed, - all partners started preparing necessary reports in line with guidelines for WP1, - day-to-day communication and consultations in line with procedures, tasks and documents related to project realisation - administrative and technical preparations for equipment procurement, <p>From an administrative perspective:</p> <ul style="list-style-type: none"> - the Grant Agreement was signed in November 2016, - the Partnership Agreement was created and sent to partners, - the request for withdrawal of the Robert Gordon University was sent to EACEA on 26th December 2016. 	

¹This form concerns quality issues of NatRisk project. It needs to be filled by WP5 leader, every 3 months after receiving Work Progress Report from all NatRisk partners, and then sent on e-mail address: natriskuni@gmail.com. The report will be reviewed by the Quality Assurance Committee and a short report will be prepared and submitted to the Project Management Committee.

Please indicate your suggestions for project work improvement:

Location, date

Nis, 03 March 2017

Signature



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