

# EVENT REPORT FORM <sup>1</sup>

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	First Quality Assurance Committee meeting
Type of event	Regular meeting
Venue	BOKU, Gregor-Mendel-Straße 33, Vienna
Date	07 April 2017
Organizer	BOKU, Vienna, Austria
Reporting date	07 April 2017
Report author(s)	Sally Priest

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"*

<sup>1</sup> This form has to be filled by event organisers and sent on e-mail address: [natriskuni@gmail.com](mailto: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

<b>Number of participants at the event</b>	14
<b>Participants (organisations)</b>	All partners
<b>Event description:</b>	
<p>This document reports the first Quality Assurance 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 BOKU, on the 7<sup>th</sup> of April 2017. The meeting was chaired by Assoc. Prof. Sally Priestl. The objective was to introduce to all project partners the most relevant issues of project quality.</p> <p>Fourteen representatives from 11 partner institutions were present at the meeting. Representatives from Republic of Srpska - Ministry of Interior, Police College, Department for police education - VSUP were not present at the meeting.</p> <p>After the participants' registration which started at 11:40, Assoc. Prof. Sally Priest, MUHEC, WP5 Leader, discussed the Quality Control Plan and suggested some modification (Annex T should be a part of the Guidelines on the project management and reporting. She highlighted that reporting should be on time.</p> <p>The meeting ended at 13:00. 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 quality assessment of project activities.</p>	

## Attachments

<b>Agenda (pdf)</b>	First Quality Assurance Committee Meeting - agenda
<b>Attendance sheet (pdf)</b>	First QAC meeting - participation list
<b>Photos (jpg)</b>	
<b>News form (pdf)</b>	03 SC, PMC and QAC meetings in Vienna - news
<b>Deliverable (pdf)</b>	First Quality Assurance Committee meeting report
<b>Presentations (pdf)</b>	
<b>Other personal remarks</b>	

## Organisation details

<b>Invitation sent to</b>	15 participants
<b>Date of event material release</b>	04 April 2017
<b>Date of participants list's finalisation</b>	07 April 2017
<b>Date of agenda finalisation</b>	30 March 2017
<b>Number of participants (according to the participants list)</b>	14
<b>Comments</b>	

### Problems encountered during the event preparation phase

Please add your comments, if any:

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

<p><b>Strengths of the event and contributions or activities by participants</b></p>	<ul style="list-style-type: none"> <li>➤ Good interaction and experience exchange between participants</li> <li>➤ Presentation was very useful</li> <li>➤ Strong focus on specific topics oriented to past and further project implementation</li> </ul>
<p><b>Suggestions for the improvement</b></p>	<ul style="list-style-type: none"> <li>➤ All partners should send presentations on time in order to prepare the meeting efficiently</li> <li>➤ Needs to be scheduled earlier in the project meeting agenda</li> </ul>
<p><b>Any further comments</b></p>	<ul style="list-style-type: none"> <li>➤ The organisation was at the highest level</li> </ul>

**Evaluation details**

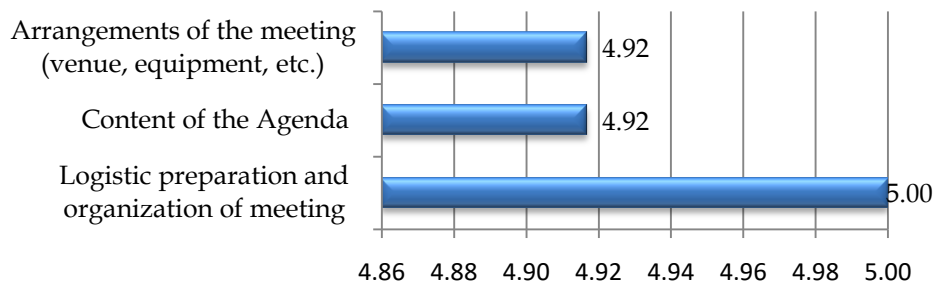
**Results of evaluation of the general organisation of the event**

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

The general organisation of the QAC 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	0	100.0
Content of the Agenda	0	0	0	8.3	91.7
Arrangements of the meeting (venue, equipment, etc.)	0	0	0	8.3	91.7

### The general organisation of the first Quality Assurance Committee meeting

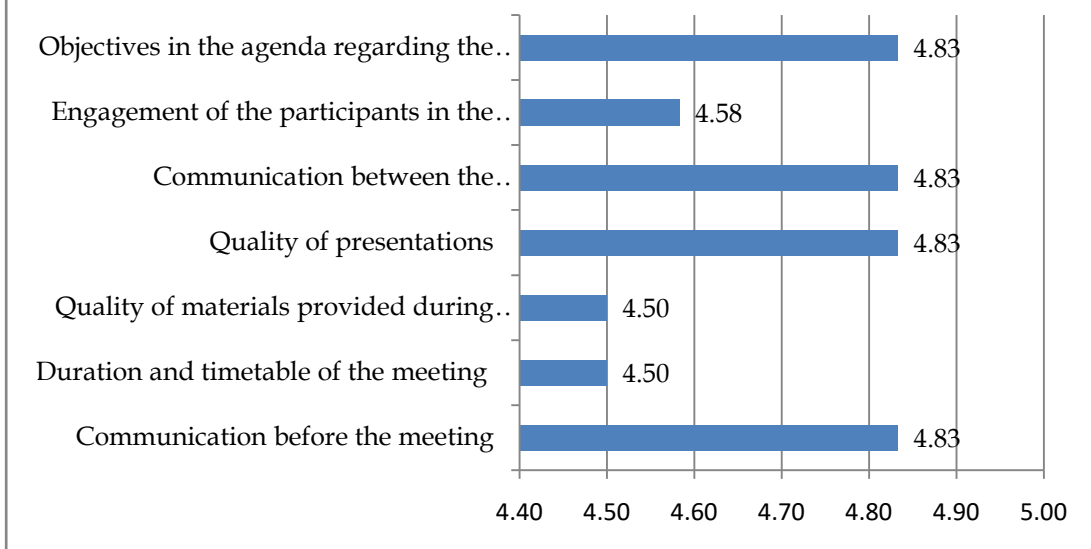


### Results of evaluation of general working communication

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	16.7	83.3
Duration and timetable of the meeting	0	8.3	0	25.0	66.7

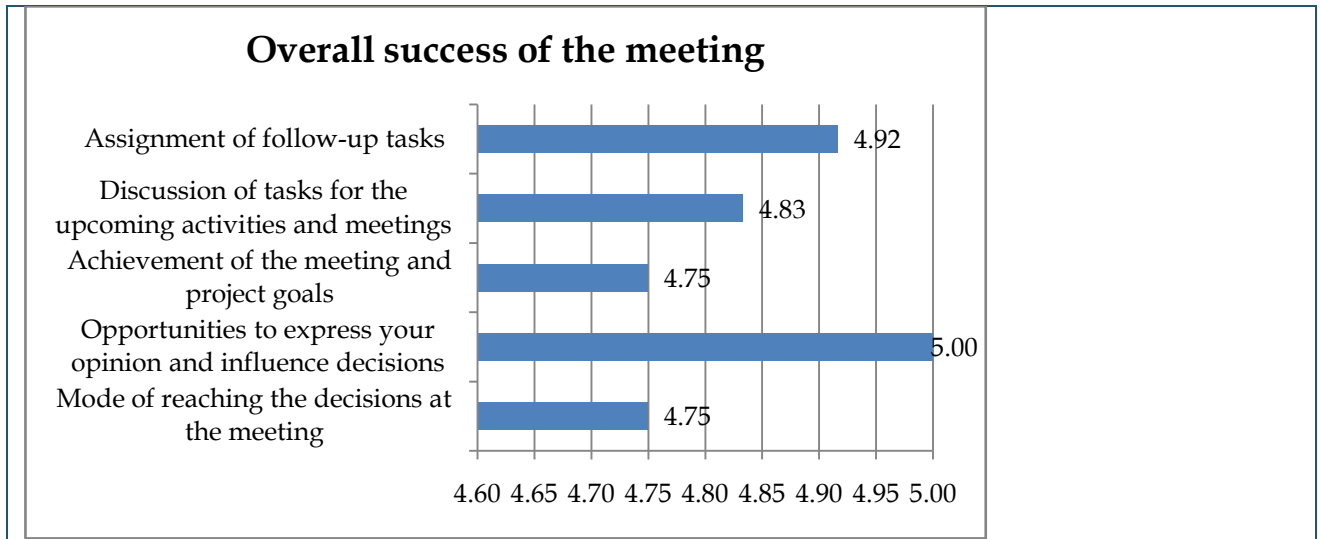
Quality of materials provided during the meeting	0	0	8.3	33.3	58.4
Quality of presentations	0	0	0	16.7	83.3
Communication between the coordinator of the project and the other partners	0	0	0	16.7	83.3
Engagement of the participants in the activities and discussions	0	0	8.3	25.0	66.7
Objectives in the agenda regarding the NatRisk project are reached	0	0	0	16.7	83.3

### 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	8.3	8.3	83.4
Opportunities to express your opinion and influence decisions	0	0	0	0	100.0
Achievement of the meeting and project goals	0	0	0	25.0	75.0
Discussion of tasks for the upcoming activities and meetings	0	0	0	16.7	83.3
Assignment of follow-up tasks	0	0	0	8.3	91.7



Please indicate your suggestions for further event's improvement:

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Location, date

Vienna, 07 April 2017

Signature

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