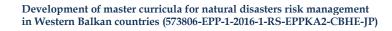




Minutes on the preventive monitoring at the University of Sarajevo

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	







Contents

1. Summary	3
2. List of Attendees	3
3. Agenda - National Erasmus+ Office preventive monitoring visit	4
4. Conclucions	5





1. Summary

This document reports the third preventive monitoring held at the University of Sarajevo on the 15th September 2017. The aim of this meeting was how to improve the future realization of project activities.

2. List of Attendees

The list of attendees is presented below.

No.	Name	Institution acronym
1	Nena Marković	NEO
2	Suad Muhibić	NEO
3	Aleksandra Nikolić	UNSA
4	Emina Hadžić	P6 – UNSA
5	Ammar Šarić	P6 – UNSA
6	Hata Milišić	P6 – UNSA
7	Dženana Bijedić	P6 – UNSA
8	Naida Ademović	P6 – UNSA
9	Mirza Mehaković	UNSA
10	Alina Trkulja	CIS
11	Radoslav Ivaniš	UNIBL





3. Agenda - National Erasmus+ Office preventive monitoring visit

Friday, 15th September 2017					
Faculty of Civil Engineering, University of Sarajevo					
12:15-12:30	0 Participant registration				
1st Session					
12:30-12:45	Opening of the meeting and	Emina Hadžić, UNSA			
	introductory speeches	Suad Muhibić, NEO			
12:45-13:00	Short report of the Project	Emina Hadžić, UNSA			
	Participants (aims of the				
	project)				
13:00-13:10	Presentation of UNSA project	Emina Hadžić, UNSA			
	team				
13:10-13:20	Presentation of UNIBL project	Radoslav Ivaniš, UNIBL			
	team				
13:20-13:30	Presentation of UNSA planned	Emina Hadžić, UNSA			
	and realised activities	Ammar Šarić, UNSA			
13:30-13:40	Presentation of UNIBL planned	Radoslav Ivaniš, UNIBL			
	and realised activities				
13:40-13:55	3:55 Coffeee break				
	2 nd Session				
13:55-14:25	Project documentation	Nena Marković, NEO			
	monitoring	Suad Muhibić, NEO			
14:25-14:55	Finances of the project	Nena Marković, NEO			
		Suad Muhibić, NEO			
14:55-15:25	Questions and answers,	Nena Marković, NEO			
	discussion	Suad Muhibić, NEO			
15:25-15:30	Conclusions and recommendations				

National Erasmus+ Office representatives, Nena Marković and Suad Muhibić, visited the University of Sarajevo for a preventive monitoring visit on September 15, 2017 in order to have a better overview of the NatRisk project realization, its objectives, achieved results and to become better acquainted with the partner institutions involved. Also, the purpose of the visit was to learn about the activities realized so far, as well as to observe if the project has encountered any problems in operational or financial implementation that can be discussed and solved.

Emina Hadžić, from UNSA, and Radoslav Ivaniš, from UNIBL, presented the NatRisk project, its overall and specific objectives as well as recent and some of the next activities. The NEO representatives asked some questions in order to clarify the final results of some activities. Radoslav Ivaniš explained legal problems at his institution at the beginning of the project, and how they solved that.

The NEO representatives suggested what to keep in mind during the tendering procedures and procurement of equipment.

The meeting ended at 15:30.





4. Conclucions

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 activities.

The presentations and material from the meeting will be available at the NatRisk website.

In Sarajevo, 15 September 2017

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

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