

# 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 Project Management Committee meeting
Type of event	Regular meeting
Venue	BOKU, Gregor-Mendel-Straße 33, Vienna
Date	06 April 2017
Organizer	BOKU, Vienna, Austria
Reporting date	07 April 2017
Report author(s)	Milan Gocić

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>	21
<b>Participants (organisations)</b>	All partners
<b>Event description:</b>	
<p>This document reports the first 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 BOKU, on the 6<sup>th</sup> of April 2017. The meeting was chaired by Assist. 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 one 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 13:00, Prof. Giuseppe Aronica, UNIME, presented the ways in developing future master curricula in WB HEIs. Prof. Slaviša Trajković, UNI, collected master curricula from WB countries. Prof. Nebojša Arsić, UPKM, Prof. Sally Priest, MUHEC, Prof. Vesna Stankov-Jovanović, UNI discussed about mandatory and elective courses, equipment, software and literature that will be purchased after finishing of tendering procedures and important inclusion of EU partners and their experience into developing of master curricula in WB countries. Also, the future catalogue of courses which should be a delivery from the activity 1.3 will be helpful in defining courses and curricula.</p> <p>Prof. Giuseppe Aronica, UNIME, presented the terms of teaching staff trainings and study visits in EU partner countries. EU partners suggested that WB partners should send competencies of teachers and their expertise to better prepare trainings and study visits. All EU partners will jointly participate in defining goals and agendas for study visits and trainings. Some of ideas for organizing them are: distance learning, presentations of simulating software, teaching methods, practical demonstrations, presentation of equipment and laboratories. Dr. Elisabeth Weber, BOKU teacher trainer, took participation and talked how to write learning outcomes as a foundation for forming curricula, tips and tricks in teaching training. During the study visit and training in Vienna she will train staff from WB countries and give them some practical examples.</p> <p>Saša Stojanović, UNID, presented WP3.1 and WP3.3 activities oriented to preparing survey report using collected questionnaires and plans for development of trainings for citizens and public sector.</p> <p>Prof. Sally Priest, MUHEC, as a WP5 leader, presented quality control plan with all necessary annexes and explained when they should be filled and sent to her and project coordinator.</p> <p>Prof. Dejan Rančić, UNI, as a WP6 leader, presented dissemination plan and what have been done so far and how to improve dissemination of project results using social networks.</p> <p>The meeting ended at 16:00. 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 project activities.</p>	

## Attachments

<b>Agenda (pdf)</b>	First Project Management Committee Meeting - agenda
<b>Attendance sheet (pdf)</b>	First PMC 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 Project Management Committee meeting report
<b>Presentations (pdf)</b>	01 WP2.1 & WP2.2 - Giuseppe Tito Aronica, Slavisa Trajkovic, Milan Gocic 02 WP2.3 & WP3.2 - Giuseppe Tito Aronica 03 WP3.1 & WP3.3 - Sasa Stojanovic 04 WP5 Quality Control Plan - Sally Priest 05 WP6 Dissemination activities - Dejan Rancic
<b>Other personal remarks</b>	

## Organisation details

<b>Invitation sent to</b>	25 participants
<b>Date of event material release</b>	03 April 2017
<b>Date of participants list's finalisation</b>	06 April 2017
<b>Date of agenda finalisation</b>	30 March 2017
<b>Number of participants (according to the participants list)</b>	21
<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)

<b>Strengths of the event and contributions or activities by participants</b>	<ul style="list-style-type: none"> <li>➤ Good interaction and experience exchange between participants</li> <li>➤ Presentations were very useful</li> <li>➤ The speakers showed the high level of professional competence</li> <li>➤ Strong focus on specific topics oriented to past and further project implementation</li> </ul>
<b>Suggestions for the improvement</b>	<ul style="list-style-type: none"> <li>➤ All EU and WBC partners should be present</li> <li>➤ All partners should send presentations on time in order to prepare the meeting efficiently</li> <li>➤ May have been good to have a side meeting of EU partners for study visits coordination</li> </ul>
<b>Any further comments</b>	<ul style="list-style-type: none"> <li>➤ Good invitation of learning and teaching colleagues for discussion</li> <li>➤ The organisation was at the highest level</li> </ul>

## Evaluation details

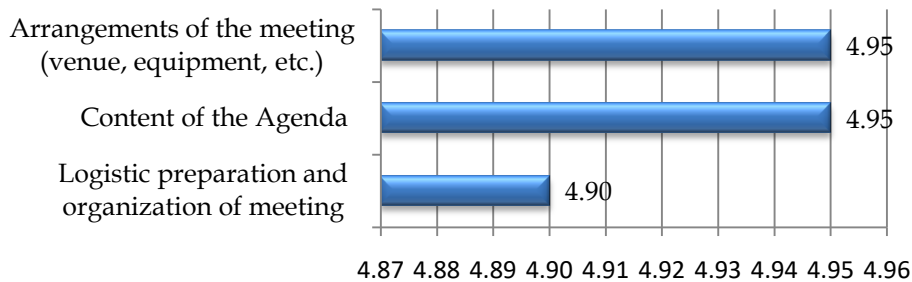
### Results of evaluation of the general organisation of the event

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

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	5.0	0	95.0
Content of the Agenda	0	0	0	5.0	95.0
Arrangements of the meeting (venue, equipment, etc.)	0	0	0	5.0	95.0

### The general organisation of the first Project Management Committee meeting

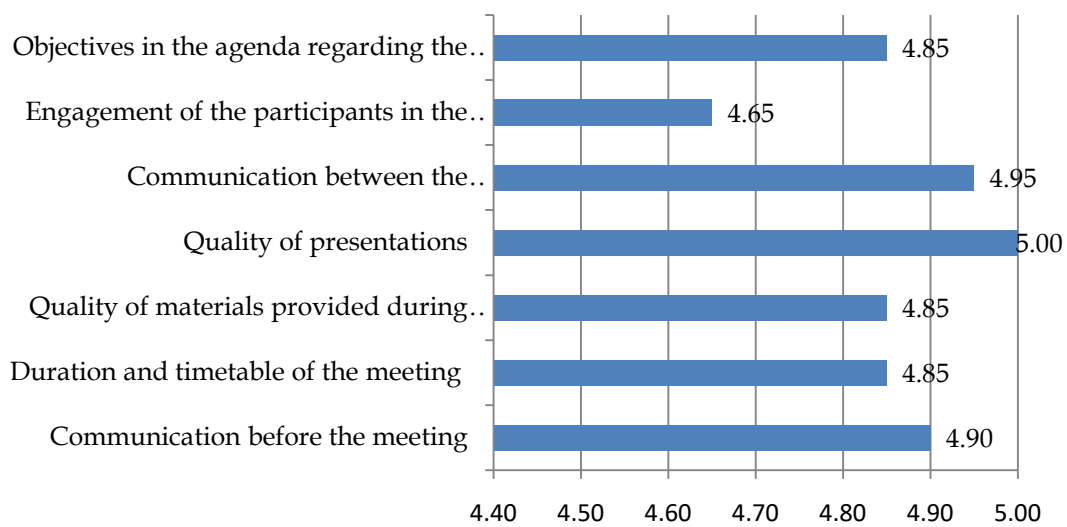


### Results of evaluation of general working communication

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	10.0	90.0
Duration and timetable of the meeting	0	0	0	15.0	85.0

Quality of materials provided during the meeting	0	0	0	15.0	85.0
Quality of presentations	0	0	0	0	100.0
Communication between the coordinator of the project and the other partners	0	0	0	5.0	95.0
Engagement of the participants in the activities and discussions	0	0	0	35.0	65.0
Objectives in the agenda regarding the NatRisk project are reached	0	0	0	15.0	85.0

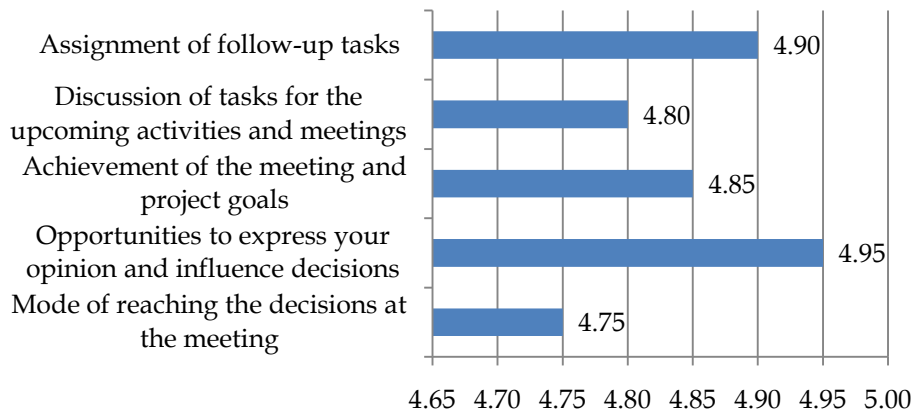
### General working communication



## Results of evaluation of overall success of the event

<b>Description</b>					
The overall success of the meeting was graduated as excellent.					
<b>Table(s)/Figure(s)</b>					
The overall success of the meeting in percentage is presented in the following table:					
<b>Grading</b>	<b>Poor</b>	<b>OK</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>
Mode of reaching the decisions at the meeting	0	0	0	25.0	75.0
Opportunities to express your opinion and influence decisions	0	0	0	5.0	95.0
Achievement of the meeting and project goals	0	0	0	15.0	85.0
Discussion of tasks for the upcoming activities and meetings	0	0	0	20.0	80.0
Assignment of follow-up tasks	0	0	0	10.0	90.0

### Overall success of the meeting



Please indicate your suggestions for further event's improvement:

---

---

---

---

---

Location, date

Vienna, 07 April 2017

Signature

