

# RISK MONITORING 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

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> The Risks monitoring form should be updated after each SC organized. Project Coordinator with WP leaders and QAC plans and implements risk responses. This form has to be filled by Project Coordinator and sent on e-mail address: [natriskuni@gmail.com](mailto:natriskuni@gmail.com) five days after event.

## RISK DESCRIPTION

<b>Risk title</b>	<b>Accreditation of master curricula in WB countries</b>	
<b>Description of risk</b>	<b>Probability</b> medium  <b>Impact</b> high	Master curricula in WB countries should be accredited on time regarding national legislation in WB countries.
<b>Preventive action</b>	WB partner HEIs should prepare and submit necessary documentation on time i.e. till the end of March 2018.	
<b>Corrective action</b>	WB HEIs should prepare accreditation documentation in line with the national legislation to avoid problems	
<b>Decision of SC, QAC and Project Coordinator</b>	To contact WB HEIs coordinators to submit documentation on time.	

<b>Risk title</b>	<b>Unfulfilled condition financial plan for second installment</b>	
<b>Description of risk</b>	<b>Probability</b> high  <b>Impact</b> high	Second payment of 40% of the maximum amount if: <ul style="list-style-type: none"> <li>at least 70% of the previous pre-financing installment is spent</li> <li>the statement of costs incurred and the request for payment is sent to EACEA</li> <li>the progress report on the implementation of the Action (Intermediate report) is sent to EACEA</li> </ul>
<b>Preventive action</b>	Suggest partners to respect the planned deadlines for project activities and to prepare financial documentation on time after finished activities or achieved deliverables.	
<b>Corrective action</b>	Make consultation with the Project Coordinator and legal representatives from own HEI to fulfill the condition for second installment as soon as possible not to cause delaying of project activities.	
<b>Decision of SC, QAC and Project Coordinator</b>	Contact persons of NatRisk partner HEIs who have problems in realization of financial plan must contact the Project Coordinator and try to solve problems. They must also contact HEI legal representatives to improve preparing financial documentation. WB HEIs must realize project activity that is out of foreseen deadline.	

Location, date

Signature

Nis, 02 March 2018

