



## WP4

# Quality Plan and Monitoring

Lead Organisations of WP4: **University Mediterranea of Reggio Calabria (UNIRC)**

**Participating Organisation:** UNIRC (Italy); UB (Serbia); UNSCM (FYR of North Macedonia); FRI-BAS (Bulgaria)

### Deliverable 4.2

**Title: Quality control according to the adopted plan and measures for improving**

**Summary Report on Work Package self-assessment (ANNEX R of the Quality Plan and Monitoring)**

**Participating Organisations:** UB (P1); UNS (P2); UNI (P3); UBL (P4); UNSA (P5); INSZASUM (P6); BOKU (P7); UNSCM (P8); UNIRC (P9); FRI-BAS (P10)



## PROJECT INFO

Project title	Soil Erosion and Torrential Flood Prevention: Curriculum Development at the Universities of Western Balkan Countries
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP(2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

## DOCUMENT CONTROLSHEET

Ref. No and Title of Activity	<b>4.2. Quality control according to the adopted plan and measures for improving</b>
Title of Deliverable:	Summary Report on Institution self-assessment (ANNEX R of the Quality Plan and Monitoring)
Institutions:	
Author/s of the deliverable	UNIRC – Prof. Paolo Porto
Status of the document:	draft

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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## 1. Introduction

To ensure the quality of the SETOF project, internal work quality standards and procedures are established by the Quality Assurance Committee (QAC) which is in charge to monitor project performance. The QAC consists of four members, nominated during the kick-off meeting held in Belgrade in December 2018, as follows:

1	UNIRC-Italy	Paolo Porto
2	UB-Serbia	Miodrag Zlatić
3	UNSCM–FYR of North Macedonia	Ivan Minčev
4	FRI-BAS-Bulgaria	Ivan Marinov

The lead Partner for the Quality Plan and Monitoring Work Package (WP4) is the University Mediterranea of Reggio Calabria (UNIRC).

The QAC organizes qualitative reviews to be conducted once a year by each WP Leader and by each Partner institution. In general, each work package will be expected to have realized a minimum of 40% of planned outcomes for the year at the end of project year 1 (14 November 2019), 80% of planned outcomes for years 1 and 2 by the end of project year 2 (14 November 2020) and to meet all planned outcomes by the end of the project (14 November 2021). Appropriate spending is to be achieved within the above parameters. Exceptions are considered for the WPs that have planned their activities only during the second and/or the third year of the project.

WP and Partner reports use critical self-assessment forms (Annex Q and Annex R) and are evaluated in conjunction with the LOGICAL FRAMEWORK MATRIX – LFM, available at the link <https://www.setof.org/about-project/lfm-workplan/>.

**In this summary report, the overall results of the self-assessment form ANNEX-R that concerns the Institution self-evaluaton for each Institution Leader are reported and analyzed.**



## 2. Self-assessment for each Institution

### **PARTNER P1 - University of Belgrade (UB), Serbia (Responsible person: Prof. Nada Dragović)**

#### ANNEX R

#### PARTNER SELF-ASSESSMENT REPORT

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Partner	University of Belgrade, Republic of Serbia
Name of the responsible person	Prof. Dr Nada Dragovic

### 1. Partner contributions

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team did not accomplish some task, please give the reasons.

Activities – LFM code	Achieved to date	Comment
1.1	Participation in the development of deliverable 1.1. - Analysis state of soil degradation/soil erosion in WBC	Participation in Report of Analysis state of soil degradation/soil erosion in Serbia

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1.2	Participation in the development of deliverable 1.1. - Analysis of Analysis of torrential floods in WBC	Participation in the preparation of the Report of Analysis of torrential floods in Serbia
1.3	n/a	
1.4	n/a	
1.5	Participation of Pi representatives on workshop on bachelor and master curricula best practices in EU(University Mediterranea of Reggio Calabria)	
2.1	Participation in the development of deliverable 2.1 Defined study requirements with Bologna standards	Participation in the preparation of the Report on compliance requirements with Bologna standards (Serbia)
2.2	Participation in the development of deliverable 2.2. Defined goals, competencies and learning outcomes of bachelor and master curricula	Participation in the preparation of the Report on defined goals, competence and learning outcomes (Serbia)
2.3	In progress	Preparation of the presentation of existing subject syllabuses in the field of soil erosion and torrential flood prevention; Proposal for new and improved subjects on existing bachelor and master programmes at the Faculty of Forestry UB
2.4	In progress	
2.5	Participation of Pi representatives in study visits for teaching staff at EU universities (BOKU Vienna)	
2.6	not started yet	
2.7	not started yet	
3.1	not started yet	
3.2	not started yet	
3.3	not started yet	
3.4	not started yet	
4.1	Participation in the development of QAP- evaluation of the first draft (QAC meeting)	

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4.2	not started yet	
4.3	not started yet	
4.4	Participation in the First meeting of the Quality assurance committee	
5.1	Participation in the development of Project website	
5.2	Participation in the development of Dissemination plan	
5.3	Development of visual identity and drafting promotional material	
5.4	not started yet	
5.5	not started yet	
5.6	not started yet	
6.1	not started yet	
6.2	not started yet	
6.3	not started yet	
7.1	Organization of Kick-off meeting and 1 <sup>st</sup> Project management unit meeting	
7.2	Organization of 1st Steering committee meeting	
7.3	Development of the Guidelines on the reporting and correspondence	Guidelines on the reporting and correspondence was adopted in May 2019
7.4	Day-to-day correspondence of the project activities	
7.5	not started yet	

## 2. Changes

Please indicate any changes in project realization from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to SETOF coordinator

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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### 3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the SETOF Management Platform.

<b>Received</b>	No. of the instalment	Amount	Date	Comment
	1.	23.647,00	June 2019	
	2.			
	3.			
	4.			
<b>Spent</b>		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	7.621,00		
	2. Travel Costs	4.475,00		
	3. Costs of Stay	8.880,00		
	4. Equipment Costs	-		
	5. Subcontracting Costs	-		
	<b>Total</b>	20.976,00		
<b>Reported</b>		Yes	Partially	No
	Financial excel table on the SETOF platform filled-in	✓		
	ITR, Time Sheets and Staff Convention forms completed	✓		
	Supporting documents provided and uploaded to the SETOF platform	✓		

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Location, date

Belgrade 8/11/2019

**PARTNER P2 - University of Novi Sad (UNS), Serbia (Responsible person: Prof. Atila Bezdán)**

**ANNEX R**

**PARTNER SELF-ASSESSMENT REPORT**

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Partner	University of Novi Sad (UNS)
Name of the responsible person	Prof. Atila Bezdán

**1. Partner contributions**

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team did not accomplish some task, please give the reasons.

Activities – LFM code	Achieved to date	Comment
1.1	Finished, contributed with the report	
1.2	Finished, contributed with the report	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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1.3	n/a	
1.4	n/a	
1.5		
2.1	Finished, compiled the report	
2.2	started	
2.3	not started yet	
2.4	not started yet	
2.5	started	
2.6	not started yet	
2.7	not started yet	
3.1	not started yet	
3.2	not started yet	
3.3	not started yet	
3.4	not started yet	
4.1	started, involved in meetings	
4.2	not started yet	
4.3	not started yet	
4.4	started, involved in meetings	
5.1	started, provide materials	
5.2	started, involved in meetings	
5.3	started, provide materials	
5.4	not started yet	
5.5	not started yet	
5.6	not started yet	
6.1	not started yet	
6.2	not started yet	
6.3	not started yet	



7.1	started, involved in meetings	
7.2	started, involved in meetings	
7.3	started, involved in meetings	
7.4	started, active coordination and communication with lead partner	
7.5	not started yet	

## 2. Changes

Please indicate any changes in project realization from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to SETOF coordinator
Activities within the WP2 are little bit behind the schedule	Adjustments of the schedule of the activities within the WP2, approved by lead partner	May 2019

## 3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the SETOF Management Platform.

Received	No. of the instalment	Amount	Date	Comment
	1.	18.095,00	2019 July 8	
	2.			
	3.			
	4.			
Spent		Spent from Erasmus+ grant	Comment	
	1.Staff Costs	-	Delayed by University of Novi Sad	Expected to be resolved soon

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	2.Travel Costs	1540		
	3.Costs of Stay	4320		
	4. Equipment Costs	-		
	5. Subcontracting Costs	-		
	<b>Total</b>	5860		
<b>Reported</b>		Yes	Partially	No
	Financial excel table on the SETOF platform filled-in			X
	ITR, Time Sheets and Staff Convention forms completed		X	
	Supporting documents provided and uploaded to the SETOF platform			X

Location, date

Novi Sad 13/11/2019

**PARTNER P3 - University of Niš (UNI), Serbia (Responsible person: Prof. Slobodan Milutinović)**

## ANNEX R

### PARTNER SELF-ASSESSMENT REPORT

Project title	Soil Erosion and Torrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Partner	University of Nis, Republic of Serbia
Name of the responsible person	Prof. Dr. Slobodan Milutinovic

## 1. Partner contributions

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team did not accomplish some task, please give the reasons.

Activities – LFM code	Achieved to date	Comment
1.1	Participation in the development of deliverable 1.1. - Analysis state of soil degradation/soil erosion in WBC	Development of the analysis: "Potential effects of climate change on soil degradation in Serbia"
1.2	Participation in the development of deliverable 1.1. - Analysis of torrential floods in WBC	
1.3.	n/a	
1.4.	n/a	
1.5.	Not started yet	
2.1.	Participation of P3 representatives in the analysis of conditions for the improvement of the curricula in compliance with the Bologna Process and the existing laws on higher education, statutes and other legal acts.	
2.2.	Not started yet	
2.3.	Not started yet	
2.4.	Not started yet	

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2.5.	Participation of P3 representatives in study visits for teaching staff at EU universities (BOKU Vienna and Mediterranean University of Reggio Calabria)	
2.6.	Not started yet	
2.7.	Not started yet	
3.1	Not started yet	
3.2.	Not started yet	
3.3.	Not started yet	
3.4.	Not started yet	
4.1.	Participation in the development of QAP – evaluation of the first draft (QAC meeting)	
4.2.	Participation in first quality control procedure	
4.3	n/a	
4.4.	(ongoing) Participation on the First meeting of the Quality assurance committee	
5.1.	Participation in the development of Project website	
5.2.	Development and drafting Dissemination plan	
5.3.	Development of visual identity and drafting promotional material (project leaflet, poster, etc).	
5.4.	Not started yet	
5.5.	Not started yet	
5.6.	Not started yet	
6.1.	Not started yet	
6.2.	Not started yet	
6.3.	Not started yet	



7.1.	Participation and contribution at all Project management meetings up to date. Day-to-day coordination of project activities.	
7.2.	Participation and contribution at all and Steering committee meetings up to date.	
7.3.	n/a	
7.4.	Coordination of project activities on daily basis.	
7.5.	Not started yet	

## 2. Changes

Please indicate any changes in project realization from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to SETOF coordinator

## 3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the SETOF Management Platform.

Received	No. of the instalment	Amount	Date	Comment
	1. installment	21,663.75	June 2019	
	2.			
	3.			
	4.			
Spent		Spent from Erasmus+ grant*	Comment	
	1. Staff Costs	5,855.00		

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	2.Travel Costs	1,915.00		
	3.Costs of Stay	3,360.00		
	4. Equipment Costs	-		
	5. Subcontracting Costs	-		
	<b>Total</b>	<b>11,130.00</b>		
<b>Reported</b>		Yes	Partially	No
	Financial excel table on the SETOF platform filled-in	✓		
	ITR, Time Sheets and Staff Convention forms completed	✓		
	Supporting documents provided and uploaded to the SETOF platform	✓		

\*Ending with 10.10.2019.

Location, date

Nis, 06.11.2019.

**PARTNER P4 - University of Banja Luka (UBL), B&H (Responsible person: Prof. Marijana Kapovic Solomun)**

## ANNEX R

### PARTNER SELF-ASSESSMENT REPORT

Project title	Soil Erosion and TOrrontial Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Partner	P4 University of Banja Luka (UBL)
Name of the responsible person	Prof. dr Marijana Kapovic Solomun

## 1. Partner contributions

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team did not accomplish some task, please give the reasons.

Activities – LFM code	Achieved to date	Comment
1.1 Analysis state of soil degradation/soil erosion	Participation in development of deliverable 1.1. – Analysis state of soil degradation/soil erosion in WBC	<i>“Report on analysis of Soil Erosion/Land Degradation in the Republic of Srpska”</i> has been created and submitted to coordinator and WP leader.  March 15, 2019
1.2 Analysis of torrential floods	Participation in development of deliverable 1.1 Analysis of torrential floods in WBC	<i>“Report on analysis state of torrential floods in the Republic of Srpska”</i> has been created and submitted to coordinator and WP leader.  April 16, 2019
1.3 Report of prevention measures for soil and torrent control in EU countries	n/a	
1.4 Analysis and elaboration of bachelor and master curricula in field of soil and torrent control in EU countries	n/a	

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1.5. Workshop on bachelor and master curricula in EU	Not started yet	
2.1 Defined study requirements with Bologna standards	Participation in the analysis of conditions for the improvement of the curricula in compliance with the Bologna Process and the existing laws on higher education, statutes and other legal acts.	<i>"Report on study requirements with Bologna standards for the Republic of Srpska"</i> has been created and submitted to project coordinator and WP leader.
2.2 Defined goals, competences and learning outcomes of bachelor and new master curricula	Participation in define goals, competencies and learning outcomes of existing bachelor and master curricula	<i>"Report on goals, competences and learning outcomes of bachelor and master curricula in the study programs and subject at Faculty of Forestry UBL"</i> has been created and submitted to project coordinator and WP leader.  November 30, 2019
2.3 Established new and improved existing subjects of bachelor programme	Not started yet	
2.4. Established new master programme	Not started yet	
2.5. Study visits EU university and analysis best practices	Not started yet	
2.6. Harmonization of the proposed changes	Not started yet	
2.7. Introduce and training teaching staff	Not started yet	
3.1. New bachelor subjects implemented	Not started yet	



3.2. New master programme implemented	Not started yet	
3.3. Evaluation of syllabi	Not started yet	
3.4. Report of master and bachelor curricula quality	Not started yet	
4.1. Quality plan established	n/a	
4.2. Quality control according to the adopted plan	n/a	
4.3. External financial control	n/a	
4.4. Quality assurance Committee meetings	n/a	
5.1. Project website created and maintenance	Participation/contribution in the development of Project website	
5.2. Establish dissemination plan	Contribution in development and drafting Dissemination plan	
5.3. Promotion material created	Contribution in development of visual identity and drafting promotional material (project leaflet, poster, etc).	
5.4. Trainings plan defined and adopted	Not started yet	
5.5. Promotion trainings with engineers in enterprises	Not started yet	
5.6. Trainings in local communities	Not started yet	

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6.1. Sustainability plan created	Not started yet	
6.2. Accreditation of master curricula	Not started yet	
6.3. Promotion for students enrolment	Not started yet	
7.1. Project management meetings	Participation and contribution at all Project management meetings up to date. Day-to-day coordination of project activities.	
7.2. Steering committee meetings	Participation and contribution at all and Steering committee meetings up to date.	
7.3. Guidelines on the reporting and correspondence	n/a	
7.4. Day-to-day coordination of project activities	Coordination of project activities on daily basis.	
7.5. Interim and finale report	Not started yet	

## 2. Changes

Please indicate any changes in project realization from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to SETOF coordinator

## 3. Financial matters

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the SETOF Management Platform.

<b>Received</b>	No. of the instalment	Amount	Date	Comment
	1. Instalment No.1 (Request number 01/19)	18.483,75 EUR	June, 05, 2019	
	2.			
	3.			
	4.			
<b>Spent</b>		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	0,00		
	2. Travel Costs	2275,00 EUR		
	3. Costs of Stay	3240,00 EUR		
	4. Equipment Costs	0,00		
	5. Subcontracting Costs	0,00		
	<b>Total</b>	5515,00 EUR		
<b>Reported</b>		Yes	Partially	No
	Financial excel table on the SETOF platform filled-in	✓		
	ITR, Time Sheets and Staff Convention forms completed	✓		
	Supporting documents provided and uploaded to the SETOF platform	✓		

Banja Luka, 08.11.2019

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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**PARTNER P5 - University of Sarajevo (UNSA), B&H (Responsible person: Prof. Muhamed Bajrić)**

**ANNEX R**

**PARTNER SELF-ASSESSMENT REPORT**

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Partner	P5 (UNSA –B&H)
Name of the responsible person	Muhamed Bajrić

**1. Partner contributions**

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team did not accomplish some task, please give the reasons

Activities – LFM code	Achieved to date	Comment
1.1 Analysis state of soil degradation/soil erosion in WBC	15.03.2019	staff participated in the creation and presentation of the report at the joint meeting
1.2 Analysis of torrential floods in WBC	15.04.2019	staff participated in the creation and presentation of the report at the joint meeting

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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1.3 Report of prevention measures for soil and torrent control in EU countries	15.05.2019	staff participated to report presentation in Innsbruck
1.5 Workshop on bachelor and master curricula best practices in EU	30.10.2019	staff participated to report presentation in Reggio Calabria
2.1 Defined study requirements with Bologna standards	20.09.2019	staff participated in the creation and presentation of the report at the joint meeting
2.2 Defined goals, competences and learning outcomes of bachelor and master curricula	14.11.2019	staff participated in the creation and presentation of the report at the joint meeting

## 2. Changes

Please indicate any changes in project realization from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to SETOF coordinator
Nothing to report		

## 3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the SETOF Management Platform.

	No. of the instalment	Amount	Date	Comment
<b>Received</b>	1. first instalment of the prefinancing	18243,25	15/7/2019	Nothing to comment
	2.			

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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	3.			
	4.			
<b>Spent</b>		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	2677,7	13.11.2019	These are employee's daily subsistence allowance for traveling not fees for activity accomplishment  Calculated costs match the actual spent money from first instalment
	2. Travel Costs	1953,6	13.11.2019	Calculated costs match the actual spent money from first instalment
	3. Costs of Stay	1744,9	13.11.2019	Calculated costs match the actual spent money from first instalment
	4. Equipment Costs			
	5. Subcontracting Costs			
	<b>Total</b>	<b>6386.2</b>		
<b>Reported</b>		Yes	Partially	No
	Financial excel table on the SETOF platform filled-in	YES	10.09.2019	
	ITR, Time Sheets and Staff Convention forms completed	YES	10.09.2019	



	Supporting documents provided and uploaded to the SETOF platform	YES	10.09.2019	
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Location, date

Sarajevo, 13. 11. 2019

**PARTNER P6 - Institute of Forestry (INSZASUM), Serbia (Responsible person: Dr. Tomislav Stefanović)**

**ANNEX R**

**PARTNER SELF-ASSESSMENT REPORT**

Project title	Soil Erosion and Torrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Partner	Institute of Forestry, Belgrade, Republic of Serbia
Name of the responsible person	Dr. Tomislav Stefanović

**1. Partner contributions**

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team did not accomplish some task, please give the reasons.

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Activities – LFM code	Achieved to date	Comment
1.1	Participation in the development of deliverable 1.1. - Analysis state of soil degradation/soil erosion in WBC	Participation in the preparation of the Report of Analysis state of soil degradation/soil erosion in Serbia
1.2	Participation in the development of deliverable 1.2. - Analysis of torrential floods in WBC	Participation in the preparation of the Report of Analysis of torrential floods in Serbia
1.3.	n/a	
1.4.	n/a	
1.5.	Not started yet	
2.1.	Participation in the development of deliverable 2.1 Defined study requirements with Bologna standards	Participation in the analysis of Bologna standards in Serbia for the Report on compliance requirements with Bologna standards
2.2.	n/a	
2.3.	n/a	
2.4.	n/a	
2.5.	Participation of P6 representatives in study visits to EU universities	(BOKU Vienna and Mediterranean University of Reggio Calabria)
2.6.	n/a	
2.7.	n/a	
3.1	n/a	
3.2.	n/a	
3.3.	n/a	
3.4.	n/a	
4.1.	n/a	
4.2.	n/a	
4.3	n/a	
4.4.	n/a	
5.1.	n/a	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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5.2.	n/a	
5.3.	n/a	
5.4.	Not started yet	
5.5.	Not started yet	
5.6.	Not started yet	
6.1.	n/a	
6.2.	n/a	
6.3.	Not started yet	
7.1.	Participation and contribution at all Project management meetings up to date.	
7.2.	Participation and contribution at all Steering committee meetings up to date.	
7.3.	n/a	
7.4.	n/a	
7.5.	Not started yet	

## 2. Changes

Please indicate any changes in project realization from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to SETOF coordinator

## 3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the SETOF Management Platform.

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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<b>Received</b>	No. of the instalment	Amount	Date	Comment
	1. installment	8440.00	June 2019	
	2.			
	3.			
	4.			
<b>Spent</b>		Spent from Erasmus+ grant*	Comment	
	1. Staff Costs	5,252.00		
	2. Travel Costs	550.00		
	3. Costs of Stay	960.00		
	4. Equipment Costs	-		
	5. Subcontracting Costs	-		
	<b>Total</b>	<b>6,762.00</b>		
<b>Reported</b>		Yes	Partially	No
	Financial excel table on the SETOF platform filled-in		✓	
	ITR, Time Sheets and Staff Convention forms completed		✓	
	Supporting documents provided and uploaded to the SETOF platform		✓	

\*Ending with 10.10.2019

Location, date

Belgrade, 13.11.2019

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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**PARTNER P7 - University of Natural Resources and Life Sciences (BOKU), Austria (Responsible person: Prof. Johannes Hübl)**

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**ANNEX R**  
**PARTNER SELF-ASSESSMENT REPORT**

**At the moment, no ANNEX R was provided by Partner P7. As a result, no evaluation has been made by the QAC for this institution**

**PARTNER P8 - Ss. Cyril and Methodius University in Skopje (UNSCM), Republic of North Macedonia (Responsible person: Prof. Ivan Minčev)**

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**ANNEX R**  
**PARTNER SELF-ASSESSMENT REPORT**

Project title	Soil Erosion and Torrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Partner	Ss. Cyril and Methodius University in Skopje (UNSCM)
Name of the responsible person	Ivan Minčev

**1. Partner contributions**

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team did not accomplish some task, please give the reasons.

Activities – LFM code	Achieved to date	Comment
1.1	Participation in the development of deliverable 1.1. - Analysis state of soil degradation/soil erosion in WBC	
1.2	Participation in the development of deliverable 1.1. - Analysis of torrential floods in WBC	
1.3.	Not started yet	
1.4.	Not started yet	
1.5.	Not started yet	
2.1.	Participation of P8 representatives in the analysis of conditions for the improvement of the curricula in compliance with the Bologna Process and the existing laws on higher education, statutes and other legal acts.	
2.2.	Not started yet	
2.3.	Not started yet	
2.4.	Not started yet	
2.5.	Participation of P8 representatives in study visits for teaching staff at EU universities (BOKU Vienna)  Organizing study visit on UNSCM in Skopje (curriculum presentation and field visit)	
2.6.	Not started yet	
2.7.	Not started yet	
3.1	Not started yet	
3.2.	Not started yet	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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3.3.	Not started yet	
3.4.	Not started yet	
4.1.	Participation in the development of QAP – evaluation of the first draft (QAC meeting)	
4.2.	Participation in first quality control procedure	
4.3	n/a	
4.4.	(ongoing) Participation on the First meeting of the Quality assurance committee	
5.1.	Participation in the development of Project website	
5.2.	Development and drafting Dissemination plan	
5.3.	Development of visual identity and drafting promotional material (project leaflet, poster, etc).	
5.4.	Not started yet	
5.5.	Not started yet	
5.6.	Not started yet	
6.1.	Not started yet	
6.2.	Not started yet	
6.3.	Not started yet	
7.1.	Participation and contribution at all Project management meetings up to date. Day-to-day coordination of project activities.	
7.2.	Participation and contribution at all and Steering committee meetings up to date.	
7.3.	n/a	



7.4.	Coordination of project activities on daily basis.	
7.5.	Not started yet	

## 2. Changes

Please indicate any changes in project realization from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to SETOF coordinator

## 3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the SETOF Management Platform.

Received	No. of the instalment	Amount	Date	Comment
	1. Procedure in progress			
	2.			
	3.			
	4.			
Spent		Spent from Erasmus+ grant*	Comment	
	1. Staff Costs			
	2. Travel Costs			
	3. Costs of Stay			
	4. Equipment Costs		-	
	5. Subcontracting Costs		-	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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	Total	11,130.00		
		Yes	Partially	No
<b>Reported</b>	Financial excel table on the SETOF platform filled-in			✓
	ITR, Time Sheets and Staff Convention forms completed			✓
	Supporting documents provided and uploaded to the SETOF platform			✓

\*Ending with 10.10.2019.

Location, date

Skopje, 14.11.2019

**PARTNER P9 - University Mediterranea of Reggio Calabria (UNIRC)  
(Responsible person: Prof. Paolo Porto)**

**ANNEX R**

**PARTNER SELF-ASSESSMENT REPORT**

Project title	Soil Erosion and TOrrontial Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Partner	P9 University Mediterranea of Reggio Calabria (UNIRC)
Name of the responsible person	Prof. Dr. Paolo Porto

## 1. Partner contributions

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team did not accomplish some task, please give the reasons.

Activities – LFM code	Achieved to date	Comment
1.3 Report of prevention measures for soil and torrent control in EU countries	Participation in development of deliverable 1.3.	Report on Prevention measures for soil and torrent control in EU, Italy has been created and submitted to coordinator and WP Leader. Date of submission 15/05/2019
1.4 Analysis and elaboration of bachelor and master curricula in field of soil and torrent control in EU countries	Participation in development of deliverable 1.4.	Report on Analysis and elaboration of bachelor and master curricula in field of soil and torrent control in EU, Italy has been created and submitted to coordinator and WP Leader. Date of submission 15/05/2019
1.5. Workshop on bachelor and master curricula in EU	Organization of the Workshop on bachelor and master curricula in EU, Italy	The meeting was held at the University Mediterranea of Reggio Calabria, Italy from September 30 <sup>th</sup> to Oct 2 <sup>nd</sup>
2.1 Defined study requirements with Bologna standards	Participation in the analysis of conditions for the improvement of the curricula in compliance with the Bologna Process and the existing laws on higher education, statutes and other legal acts.	Participation at the meeting held at the University Mediterranea of Reggio Calabria, Italy on September 30 <sup>th</sup>
2.5. Study visits EU universities and	Participation and/or organization of study visits for	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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analysis of best practices	teaching staff at EU universities (BOKU Vienna and University Mediterranea of Reggio Calabria)	
2.7. Introduce and training teaching staff	Not started yet	
3.3. Evaluation of syllabi	Not started yet	
4.1. Quality plan established	Preparation of the Quality Control Plan	A first draft of the Quality Control Plan has been created and submitted to the coordinator. Date of submission September 2019.
4.2. Quality control according to the adopted plan	In progress	
4.4. Quality assurance Committee meetings	Organization of the 1 <sup>st</sup> QAC meeting held at the University Mediterranea of Reggio Calabria, Italy on October 2 <sup>nd</sup>	Presentation and discussion of the first draft of the Quality Control Plan.
7.1. Project management meetings	Participation and contribution at the 1 <sup>st</sup> Project management meeting held in Innsbruck on May 2019.	
7.2. Steering committee meetings	Participation and contribution at the 1 <sup>st</sup> Steering committee meeting held in Innsbruck on May 2019.	
7.5. Interim and finale report	Not started yet	

## 2. Changes

Please indicate any changes in project realization from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to SETOF coordinator

### 3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the SETOF Management Platform.

Received	No. of the instalment	Amount	Date	Comment
	2.	8.857,25	June, 30, 2019	
	2.			
	3.			
	4.			
Spent		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	3.326,00		
	2. Travel Costs	275,00		
	3. Costs of Stay	360,00		
	4. Equipment Costs	N/A		
	5. Subcontracting Costs	N/A		
	<b>Total</b>	3.961,00		
Reported		Yes	Partially	No
	Financial excel table on the SETOF platform filled-in	✓		
	ITR, Time Sheets and Staff Convention forms completed	✓		

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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	Supporting documents provided and uploaded to the SETOF platform	✓		
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Reggio Calabria, 15.11.2019

**PARTNER P10 - Forest Research Institute at the Bulgarian Academy of Sciences (FRI-BAS) (Responsible person: Prof. Ivan Ts. Marinov)**

**ANNEX R**

**PARTNER SELF-ASSESSMENT REPORT**

Project title	Soil Erosion and TOrrential Flood Prevention: <i>Curriculum Development at the Universities of Western Balkan Countries</i>
Project acronym	SETOF
Project reference number	598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2579/001-001)
Coordinator	University of Belgrade
Project start date	November 15, 2018
Project duration	36 months

Partner	Forest Research Institute – Bulgarian Academy of Sciences
Name of the responsible person	Prof. DSc Ivan Ts. Marinov

**1. Partner contributions**

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team did not accomplish some task, please give the reasons.

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Activities – LFM code	Achieved to date	Comment
1.1	Analyses of the measures and works undertaken for prevention of torrent control in Bulgaria and literature analysis of state of soil erosion in Bulgaria. Output: Report on state of soil degradation in Bulgaria.	
1.2	Literature analysis of state of floods control and prevention measures in Bulgaria. Preparation report -Analysis of soil degradation/soil erosion state and torrential floods in Bulgaria Output: Presentation "Analysis of soil degradation/soil erosion state and torrential floods in Bulgaria", presented in the 1st Project Management Unit Meeting.	
1.3		
1.4	Analyses on bachelor and master curricula in the field of soil erosion and torrent control in Bulgaria. Output: Report and Presentation on "Bachelor and master curricula in the field of soil and torrent control in Bulgaria", presented in the 1st Project Management Unit Meeting and Report on the bachelor and master curricula in Bulgaria.	
1.5	Participation in Workshops on bachelor and master curricula in Reggio Calabria, September 30 – October 1, 2019	
2.1	Don't participate	
2.2	Don't participate	
2.3	Don't participate	
2.4	Don't participate	
2.5	Don't participate	
2.6	Don't participate	



2.7	Not started yet	
3.1	Don't participate	
3.2	Don't participate	
3.3	Don't participate	
3.4	Don't participate	
4.1	Participation in the development of QAP	
4.2	Participation in first quality control procedure	
4.3		
4.4	Participation on the First meeting of the Quality assurance committee	
5.1	Don't participate	
5.2	Don't participate	
5.3	Don't participate	
5.4	Don't participate	
5.5	Don't participate	
6.1	Don't participate	
6.2	Don't participate	
6.3	Don't participate	
7.1	Participation and contribution at all Project management meetings up to date.	
7.2	Participation and contribution at all and Steering committee meetings up to date.	
7.3	Don't participate	
7.4	Day-to-day correspondence	
7.5	Not started yet	

## 2. Changes

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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Please indicate any changes in project realization from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to SETOF coordinator

### 3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on SETOF management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the SETOF Management Platform.

Received	No. of the instalment	Amount	Date	Comment
	1.	7,595.22	10.07.2019	
	2.			
	3.			
	4.			
Spent		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	4,461.01		
	2. Travel Costs	1,865.41		
	3. Costs of Stay	1,173.58		
	4. Equipment Costs			
	5. Subcontracting Costs			
	<b>Total</b>	7,500.00		
Reported		Yes	Partially	No
	Financial excel table on the SETOF platform filled-in		v	

Project number: 598403-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018 – 2579 / 001 – 001)

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	ITR, Time Sheets and Staff Convention forms completed	v		
	Supporting documents provided and uploaded to the SETOF platform	v		

Location, date

18.11.2019 Sofia

### 3. Considerations and Recommendations

#### Considerations and recommendations on Partner contributions

Based on the the single reports listed in details in the ANNEX-R, all the Partners provided their contribution for the activities related to the first year of the Project. Clearly, considering the specific duties of each Institution and the different time of window in which these activities are planned in the Project schedule, the percentage of participation and the impact of each single partner is different. This is better documented by the synthetic financial statement discussed in the next paragraph. However, the QAC outlines the need to cover the problem related to BOKU (P7) for which no information is available. As matter of fact, the QAC is aware of part of the activities carried out by P7 because the colleagues of BOKU organized successfully the combined meeting that took place in Innsbruck (Austria) on 15-17 May, 2019 in which their contribution can be deduced. However, no participants from BOKU are registered in the combined meeting held in Reggio Calabria on 30 September-2 October, 2019 and only two students from BOKU attended the combined meeting held in Banja Luka on 18-19 November, 2019. For the above reasons and because of the absence of further information, the QAC can only ask the Project co-ordinator to take the necessary actions.

#### Considerations and recommendations on Changes made by the Partners

As reported in the single R-ANNEXs, no major changes have been made in the schedule. The only exceptions relate to the activities carried out by P2 -

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University of Novi Sad (UNS), within the WP2 that are a little bit behind the schedule. However, the necessary adjustments of the schedule related to these activities have already been approved by the lead partner and accepted by the Project co-ordinator.

*Considerations and recommendations on Financial Matters*

The following table synthesizes the funds received from each Institution (related to the first Instalment) and the percentage of the money spent at the date of November 15, 2019.

<b>PARTNER</b>	<b>Amount received</b>	<b>Amount spent</b>	<b>% spent</b>
UB (P1)	23,647.00	20,976.00	88.7
UNS (P2)	18,095.00	5,860.00	32.4
UNI (P3)	21,663.75	11,130.00	51.4
UBL (P4)	18,483.75	5,515.00	29.8
UNSA (P5)	18,243.25	6,386.2	35.0
INSZASUM (P6)	8,440.00	6,762.00	80.1
BOKU (P7)	N/A	N/A	N/A
UNSCM (P8)	NOT RECEIVED YET	11,130.00	N/A
UNIRC (P9)	8,857.25	3,961.00	44.7
FRI-BAS (P10)	7,595.22	7,500.00	98.7



Based on the above results, most of the Institutions were able to spend at least 40% of the first tranche of the funds that were provided by the Coordinator with the First Instalment (25% of the total amount assigned to each Partner). The exceptions, outlined in red in the table, are UNS (P2), UBL (P4), and UNSA (P5) with ca. 32, 30, and 35%, respectively. However, this result was not unexpected because, as it is documented in details by the single reports listed in the ANNEX-R, the main activities of these three Institutions will be concentrated in the second and the third year of the project. As a consequence, most of the money spent relates to their participation on workpackages and activities for which they are not directed responsible. A specific exception relates to UNSCM (P8), outlined in blue in the table, that anticipated the sum of 11,130 Euro even if they did not receive the first instalment. Based on a formal discussion with the responsible person of P8, this inconsistency was mainly due to internal bureaucratic reasons that will be resolved as soon as possible. Unfortunately, no information was made available by BOKU (P7) about their financial matters and the QAC is not able to evaluate them. In this respect, the QAC finds useful to inform the Project Co-ordinator to consider the right actions to be made in order to cover this gap.