

EVENT REPORT FORM

Type of event	First Quality Assurance Committee meeting
Venue	University of Natural Resources and Life Sciences, Vienna (BOKU)
Date	10 May 2019
Organizer	University of Natural Resources and Life Sciences, Vienna (BOKU)
Reporting date	13 May 2019
Report author(s)	Milan Gocic, Maria Manuela Portela

EVENT DESCRIPTION

with special reference to goals and outcomes

Number of participants at the event	27
Participants (organisations)	All SWARM partners
Event description:	
<p>The first QAC meeting of the Erasmus+ CBHE project “Strengthening of master curricula in water resources management for the Western Balkans HEIs and stakeholders” (SWARM) was held at the University of Natural Resources and Life Sciences, Vienna (BOKU) on 10th May 2019. The purpose of the meeting was to discuss quality plan and activities of the QAC team in more details. All project partners took part into this meeting.</p>	

University of Nis



Strengthening of master curricula in water resources management
for the Western Balkans HEIs and stakeholders

Attachments

Agenda (pdf)	SWARM – First QAC meeting agenda
Attendance list (pdf)	First QAC meeting – Attendance list
Photos (jpg)	Photos on website and project platform
Presentations (pdf)	Quality Plan – Maria Manuela Portela
Other personal remarks	

Organisation details

Date of event material release	10 May 2019
Date of participants list's finalisation	10 May 2019
Date of agenda finalisation	10 May 2019
Number of participants (according to the attendance list)	27
Comments	

Problems encountered during the event preparation phase

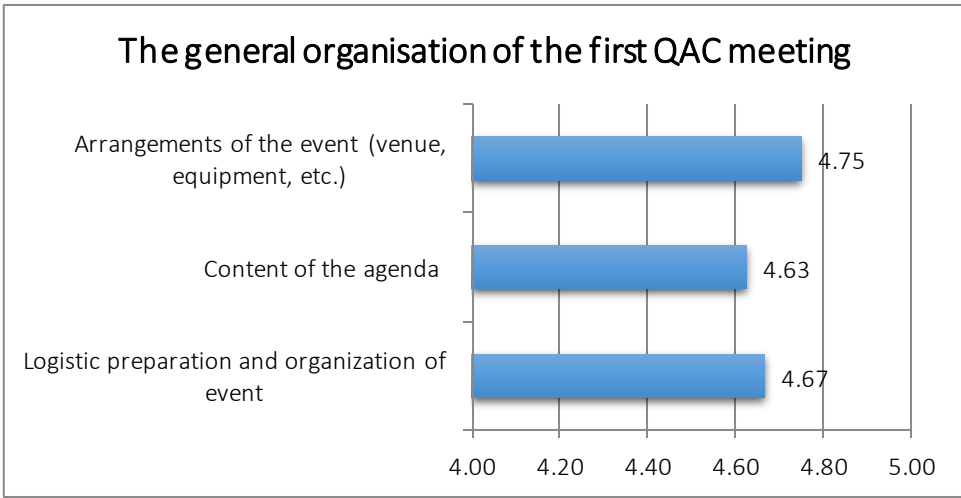
Please add your comments, if any:

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

Strengths of the event and contributions or activities by participants	
Suggestions for the improvement	All partners should attend the meetings.
Any further comments	

Evaluation details

Results of evaluation of the general organisation of the event

Description						
The general organization of the first QAC meeting is evaluated with very high marks.						
Table/Figure						
The general organisation of the first QAC meeting						
	Grading	Very poor	Poor	Good	Very Good	Excellent
Logistic preparation and organization of event		0	0	0	33.3	66.7
Content of the agenda		0	0	0	37.5	62.5
Arrangements of the event (venue, equipment, etc.)		0	0	0	25.0	75.0
						

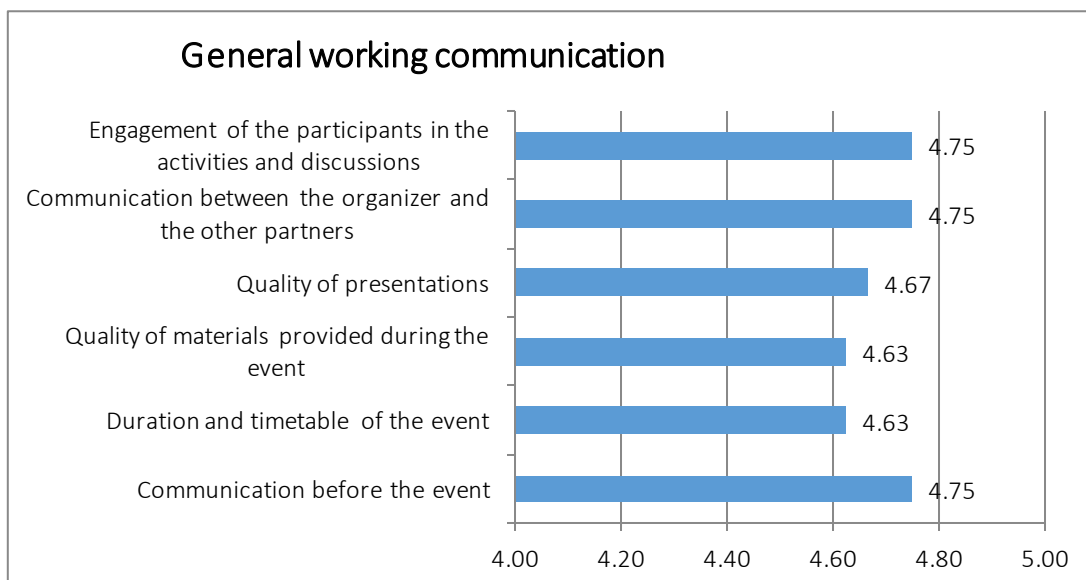
Results of evaluation of general working communication

Description

The general working communication is evaluated with high marks. The event was organized totally in line with the previous defined agenda. More time was spent for discussions.

Table/Figure

General working communication						
Grading	Very poor	Poor	Good	Very Good	Excellent	
Communication before the event	0	0	0	25.0	75.0	
Duration and timetable of the event	0	0	0	37.5	62.5	
Quality of materials provided during the event	0	0	4.2	29.2	66.7	
Quality of presentations	0	0	4.2	25.0	70.8	
Communication between the organizer and the other partners	0	0	0	25.0	75.0	
Engagement of the participants in the activities and discussions	0	0	0	25.0	75.0	



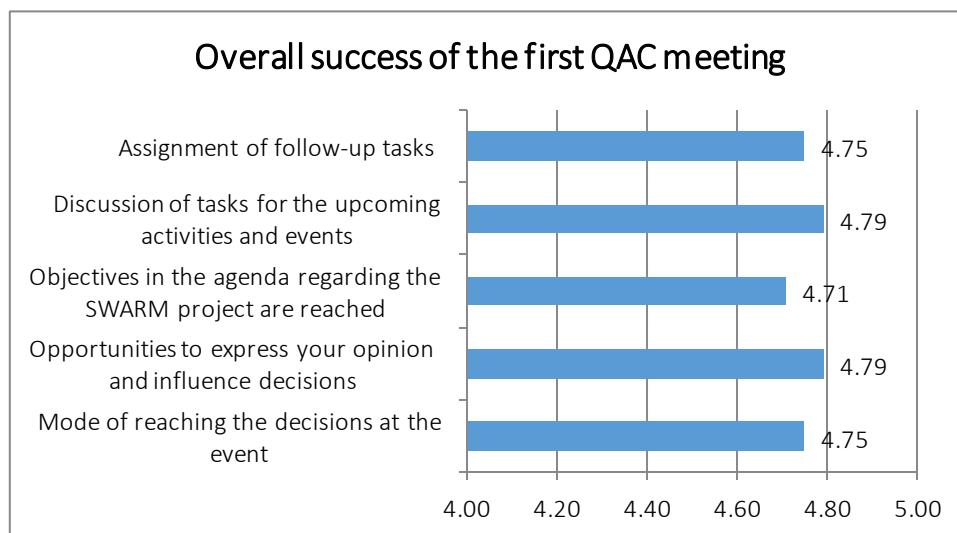
Results of evaluation of overall success of the event

Description

The overall success of the first QAC meeting is evaluated with high marks. There was a discussion of tasks for the upcoming QA activities. All partners had an opportunity to express their opinion and made suggestions for future project implementation.

Table/Figure

Overall success of the event					
Grading	Poor	Very poor	Good	Very Good	Excellent
Mode of reaching the decisions at the event	0	0	0	25.0	75.0
Opportunities to express your opinion and influence decisions	0	0	0	20.8	79.2
Objectives in the agenda regarding the SWARM project are reached	0	0	0	29.2	70.8
Discussion of tasks for the upcoming activities and events	0	0	0	20.8	79.2
Assignment of follow-up tasks	0	0	0	25.0	75.0



Please indicate your suggestions for further event's improvement:

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.