

## EVENT REPORT FORM

|                  |  |
|------------------|--|
| Type of event    | First Steering Committee meeting                                 |
| Venue            | University of Natural Resources and Life Sciences, Vienna (BOKU) |
| Date             | 08 May 2019  |
| Organizer        | University of Natural Resources and Life Sciences, Vienna (BOKU) |
| Reporting date   | 13 May 2019  |
| Report author(s) | Milan Gocic  |

### EVENT DESCRIPTION

with special reference to goals and outcomes

|  |                    |
|--|--------------------|
| Number of participants at the event  | 27                 |
| Participants (organisations)   | All SWARM partners |
| <b>Event description:</b>  |                    |
| <p>The first SC 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 08th May 2019. The purpose of the meeting was to discuss future project activities and financial reporting 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

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## Attachments

|                        |   |
|------------------------|---|
| Agenda (pdf)           | SWARM – First SC meeting agenda   |
| Attendance list (pdf)  | First SC meeting – Attendance list  |
| Photos (jpg)           | Photos on website and project platform  |
| Presentations (pdf)    | 01 Overview of the first six project months - Milan Gocic<br>02 Financial plan and supporting documents - Milan Gocic |
| Other personal remarks |   |
| <br><br><br><br>       |   |

## Organisation details

|   |             |
|---|-------------|
| Date of event material release                            | 08 May 2019 |
| Date of participants list's finalisation                  | 08 May 2019 |
| Date of agenda finalisation                               | 08 May 2019 |
| Number of participants (according to the attendance list) | 27          |
| Comments  |             |
| <br><br><br><br><br><br><br><br><br><br>                  |             |

### Problems encountered during the event preparation phase

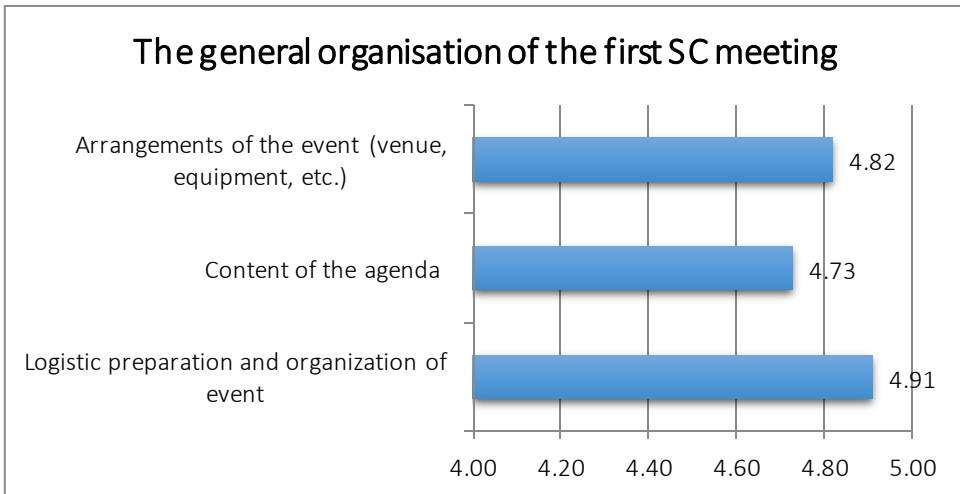
Please add your comments, if any:

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 SC meeting is evaluated with very high marks. In general, all partners should suggest the topics for future events. |                |           |      |      |           |           |
| Table/Figure  |                |           |      |      |           |           |
| <b>The general organisation of the kick-off meeting</b>   |                |           |      |      |           |           |
|   | <b>Grading</b> | Very poor | Poor | Good | Very Good | Excellent |
| Logistic preparation and organization of event  | 0              | 0         | 4.5  | 0    | 95.5      |           |
| Content of the agenda   | 0              | 0         | 4.5  | 18.2 | 77.3      |           |
| Arrangements of the event (venue, equipment, etc.)  | 0              | 0         | 4.5  | 9.1  | 86.4      |           |
|   |                |           |      |      |           |           |

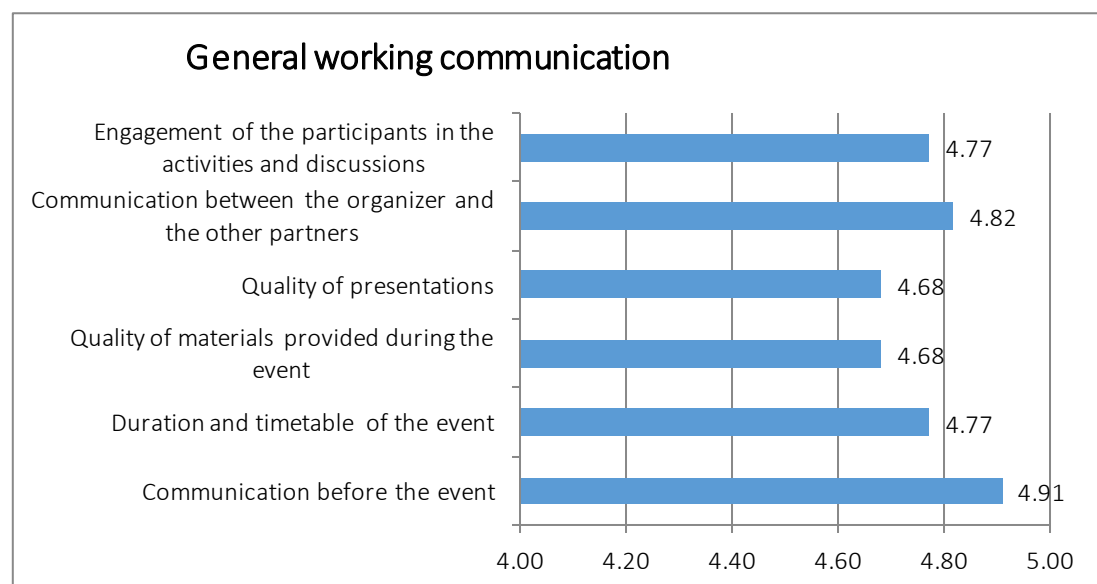
### Results of evaluation of general working communication

**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    | 4.5  | 0         | 95.5      |  |
| Duration and timetable of the event                              | 0         | 0    | 4.5  | 13.6      | 81.9      |  |
| Quality of materials provided during the event                   | 0         | 0    | 9.1  | 13.6      | 77.3      |  |
| Quality of presentations   | 0         | 0    | 9.1  | 13.6      | 77.3      |  |
| Communication between the organizer and the other partners       | 0         | 0    | 4.5  | 9.1       | 86.4      |  |
| Engagement of the participants in the activities and discussions | 0         | 0    | 4.5  | 13.6      | 81.9      |  |

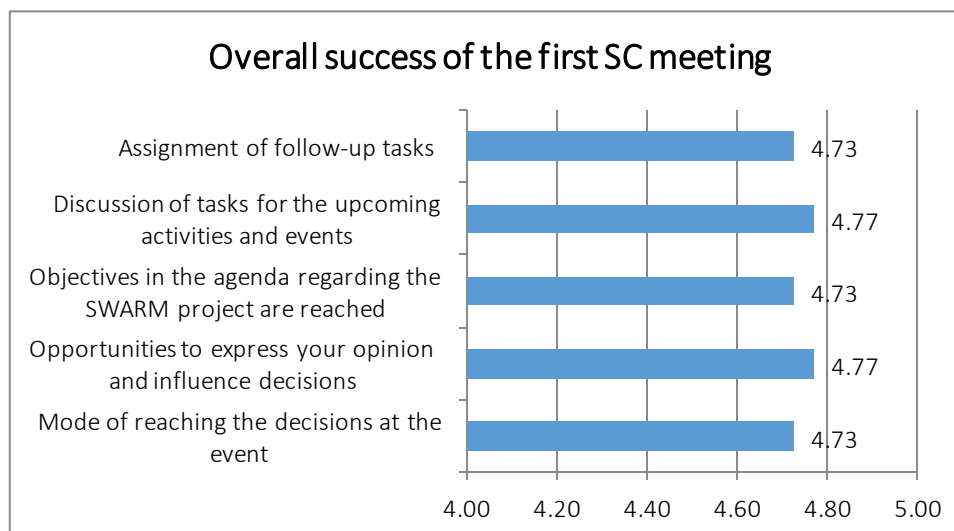


**Results of evaluation of overall success of the event**
**Description**

The overall success of the first SC meeting is evaluated with high marks. There was a discussion of financial reporting. 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         | 4.5  | 18.2      | 77.3      |
| Opportunities to express your opinion and influence decisions    | 0    | 0         | 4.5  | 13.6      | 81.9      |
| Objectives in the agenda regarding the SWARM project are reached | 0    | 0         | 9.1  | 9.1       | 81.8      |
| Discussion of tasks for the upcoming activities and events       | 0    | 0         | 9.1  | 4.5       | 86.4      |
| Assignment of follow-up tasks                                    | 0    | 0         | 9.1  | 9.1       | 81.8      |

**Overall success of the first SC meeting**


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Please indicate your suggestions for further event's improvement:

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