**ANNEX 1: Technical report**

Structure of the Report:

**A1-1** STATISTICS AND INDICATORS

**A1-2** TABLE OF ACHIEVED / PLANNED RESULTS

**A1-1** STATISTICS AND INDICATORS

**STATISTICS AND INDICATORS**

**This section aims to gather statistical data and indicators of performance for the period covered by this "Progress report on implementation of the action"**

|  |
| --- |
| ***Main targets*** |
| Please indicate whether your project has links, targets or objectives related to | ***YES*** |
| **Teacher training**  |  |
| **Vocational Education and Training** |  |
|  |
| **Bachelor level** |  |
| **Master level** |  |
| **Doctorate level** |  |

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| ***Training and mobilities*****(please note that this section DOES NOT INCLUDE data on students/staff mobilities covered by the Special Mobility Strand component)** |
| *Enter the code of the partner country concerned* *in the first lines and figures in the second and third:* |
| **Training of partner country staff and students** |  |  |  |  |  |  |
|  | *(Country of origin)*  |
| **Number of academic staff from the partner country’s Higher Education Institutions trained/retrained**  |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number of teaching staff (professors, assistants with teaching tasks, etc.) trained and/or retrained to the date of the report submission | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Number of non-academic staff from the partner country’s Higher Education Institutions trained/retrained**  |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number University administrative staff (librarians, staff from the International Office, IT specialists, etc.) trained to the date of report submission | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Number of staff from the partner country’s non Higher Education Institutions trained/retrained** |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number of staff of non HEI (enterprises, NGOs, Chambers of Commerce, Government, local administration, etc.) trained to the date of report submission: | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Number of students from the partner countries who have attended programmes/courses developed in the framework of the project**  |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number of students from the partner countries that have been trained and/or retrained in the programmes/courses developed by the project to the date of report submission: | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Academic/administrative Staff mobility** |  |  |  |  |  |  |
|  | *(Country of origin)* |
| **Number of partner country – programme country mobility flows of more than 2 weeks** |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number of partner country staff mobility flows from the partner country to the programme country to the date of report submission:  | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | *(Host country)* |
| **Number of programme country - partner country mobility flows of more than 2 weeks** |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number of programme country staff mobility flows from the programme country to the partner country to the date of report submission: | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | *(Country of origin)* |
| **Number of partner country – partner country mobility flows of more than 2 weeks** |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number of staff mobility flows within the same partner country to the date of report submission: | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |

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| And between two different partner countries: | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Student mobility**  |  |  |  |  |  |  |
|  | *(Country of origin)* |
| **Number of partner country – programme country mobility flows of more than 2 weeks** |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number of partner country student mobility flows from the partner country to the programme country to the date of report submission: | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | *(Host country)* |
| **Number of programme country - partner country mobility flows of more than 2 weeks** |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number of programme country student mobility flows from the programme country to the partner country to the date of report submission: | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | *(Country of origin)* |
| **Number of partner country – partner country mobility flows of more than two weeks** |  | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* | *Country**Code:* |
| Please indicate the number of student mobility flows within the same partner country to the date of report submission: | *Number Male* |  |  |  |  |  |
| *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |
|  |  |  |  |  |  |  |
| And between two different partner countries: | *Number**Male* |  |  |  |  |  |
|  | *Number**Female* |  |  |  |  |  |
| and the percentage this represents as compared to your objectives at the end of the project | *% compared to objectives* |  |  |  |  |  |

***Links to European Higher Education policies***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Please indicate whether the project contributes to the introduction (/promotion) of one or more of the following elements in the Partner Country university(/ies). Please include a brief comment for each of the ticked items.

|  |  |  |
| --- | --- | --- |
|  | **YES** |  |
| Diploma supplement |  |  |
| Adoption of a system based on three main cycles, undergraduate (Bachelor), postgraduate (Master) and Doctorate |  |  |
| Introduction of double/multiple or joint degrees |  |  |
| Establishment of an ECTS system |  |  |
| Promotion of quality assurance procedures at institutional or national level |  |  |
| Qualification frameworks |  |  |
| Lifelong learning policies and approaches |  |  |
| Modular curriculum structure |  |  |
| New teaching and learning methods |  |  |
| E-Learning |  |
| University/Enterprise cooperation |  |
| Links between the labour market and degree programmes |  |
| Links with other EU education programmes |  |

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Equipment:

TYPE OF EQUIPMENT ACQUIRED

list (multiple choice)
a) books and pedagogic material
b) audio-visual equipment
c) Computers and software
d) lab material
e) others

CONSORTIUM MEETINGS

Estimated dates of consortium meetings until the end of the projects

1) dd/mm/yyyy Location

2) dd/mm/yyyy Location

3) dd/mm/yyyy Location

**A1-2** TABLE OF ACHIEVED / PLANNED RESULTS

**Table of achieved / planned results**

|  |  |
| --- | --- |
| **Title and reference number of the work package (WP)** | **WP 1. Define directions for development of Master programmes (MPs)** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** |  |

**Activities carried out to date to achieve this result:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 1.1 | Analyse DRM&FSE MPs in EU and WBC |  |  |  |  |  |
| 1.2 | Analyse WBC needs for DRM&FSE MPs and learning outcomes |  |  |  |  |  |
| 1.3 | Develop new DRM&FSE MPs Curricula aligned with EU trends |  |  |  |  |  |
| 1.4 | Procure, install and activate the equipment  |  |  |  |  |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 1.1 | Analyse DRM&FSE MPs in EU and WBC |  |  |  |  |  |
| 1.2 | Analyse WBC needs for DRM&FSE MPs and learning outcomes |  |  |  |  |  |
| 1.3 | Develop new DRM&FSE MPs Curricula aligned with EU trends |  |  |  |  |  |
| 1.4 | Procure, install and activate the equipment  |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

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*Please add as many tables as necessary.*

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| **Title and reference number of the work package (WP)** | **WP 2. Define directions for development of PhD programme** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** |  |

**Activities carried out to date to achieve this result:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 2.1 | Assess WB needs and EU trends in DRM&FSE PhD |  |  |  |  |  |
| 2.2 | Analyse WB teaching staff resources for MPs and PhD |  |  |  |  |  |
| 2.3 | Compare PhD models and curricula in EU |  |  |  |  |  |
| 2.4 | Develop PhD Curriculum |  |  |  |  |  |
| 2.5 | Compile a list of research PhD themes, according to disaster trends in WB |  |  |  |  |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 2.1 | Assess WB needs and EU trends in DRM&FSE PhD |  |  |  |  |  |
| 2.2 | Analyse WB teaching staff resources for MPs and PhD |  |  |  |  |  |
| 2.3 | Compare PhD models and curricula in EU |  |  |  |  |  |
| 2.4 | Develop PhD Curriculum |  |  |  |  |  |
| 2.5 | Compile a list of research PhD themes, according to disaster trends in WB |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

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*Please add as many tables as necessary.*

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| **Title and reference number of the work package (WP)** | **WP 3. Improve teaching methodologies and embed the ICT in learning material** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** |  |

**Activities carried out to date to achieve this result:**

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| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 3.1 | Study visits to PR HEIs |  |  |  |  |  |
| 3.2 | Analyse and agree on the modalities of using ICT for b-learning |  |  |  |  |  |
| 3.3 | Train the WBC teaching staff on both DRM&FSE topics and b-learning methodologies |  |  |  |  |  |
| 3.4 | Develop b-learning materials for MPs and PhD |  |  |  |  |  |
| 3.5 | Pilot the new MPs and PhD learning material, evaluation and fine tuning |  |  |  |  |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 3.1 | Study visits to PR HEIs |  |  |  |  |  |
| 3.2 | Analyse and agree on the modalities of using ICT for b-learning |  |  |  |  |  |
| 3.3 | Train the WBC teaching staff on both DRM&FSE topics and b-learning methodologies |  |  |  |  |  |
| 3.4 | Develop b-learning materials for MPs and PhD |  |  |  |  |  |
| 3.5 | Pilot the new MPs and PhD learning material, evaluation and fine tuning |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

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*Please add as many tables as necessary.*

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| **Title and reference number of the work package (WP)** | **WP 4. Implementation of Master Programmes** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** |  |

**Activities carried out to date to achieve this result:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 4.1 | Accredit Master programmes |  |  |  |  |  |
| 4.2 | Enrol the Master students |  |  |  |  |  |
| 4.3 | Activate the flexible ICT learning platform |  |  |  |  |  |
| 4.4 | Selected MP lectures held by K-FORCE guest lecturers |  |  |  |  |  |
| 4.5 | Evaluate the 1st cohorts’ progress and satisfaction of students and staff |  |  |  |  |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 4.1 | Accredit Master programmes |  |  |  |  |  |
| 4.2 | Enrol the Master students |  |  |  |  |  |
| 4.3 | Activate the flexible ICT learning platform |  |  |  |  |  |
| 4.4 | Selected MP lectures held by K-FORCE guest lecturers |  |  |  |  |  |
| 4.5 | Evaluate the 1st cohorts’ progress and satisfaction of students and staff |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

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*Please add as many tables as necessary.*

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| **Title and reference number of the work package (WP)** | **WP 5. Implementation of PhD Programme** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** |  |

**Activities carried out to date to achieve this result:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 5.1 | Accredit the new PhD programme |  |  |  |  |  |
| 5.2 | Enrol the PhD students |  |  |  |  |  |
| 5.3 | Selected PhD lectures held by K-FORCE guest lecturers |  |  |  |  |  |
| 5.4 | Evaluate the 1st cohorts’ progress and satisfaction of students and staff |  |  |  |  |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

|  |  |  |  |  |  |  |
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| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 5.1 | Accredit the new PhD programme |  |  |  |  |  |
| 5.2 | Enrol the PhD students |  |  |  |  |  |
| 5.3 | Selected PhD lectures held by K-FORCE guest lecturers |  |  |  |  |  |
| 5.4 | Evaluate the 1st cohorts’ progress and satisfaction of students and staff |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

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*Please add as many tables as necessary.*

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| **Title and reference number of the work package (WP)** | **WP 6. Implementation of LLL courses** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** |  |

**Activities carried out to date to achieve this result:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 6.1 | Analyse the WBC needs for LLL courses |  |  |  |  |  |
| 6.2 | Define LLL outcomes according to EQF/NQFs |  |  |  |  |  |
| 6.3 | Create K-FORCE Glossary |  |  |  |  |  |
| 6.4 | Adapt selected learning material for LLL courses |  |  |  |  |  |
| 6.5 | Deliver LLL courses in blended way to professionals |  |  |  |  |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

|  |  |  |  |  |  |  |
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| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 6.1 | Analyse the WBC needs for LLL courses |  |  |  |  |  |
| 6.2 | Define LLL outcomes according to EQF/NQFs |  |  |  |  |  |
| 6.3 | Create K-FORCE Glossary |  |  |  |  |  |
| 6.4 | Adapt selected learning material for LLL courses |  |  |  |  |  |
| 6.5 | Deliver LLL courses in blended way to professionals |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

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*Please add as many tables as necessary.*

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| **Title and reference number of the work package (WP)** | **WP 7. Quality Assurance and Monitoring** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** |  |

**Activities carried out to date to achieve this result:**

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| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 7.1 | Develop Quality Assurance mechanisms and procedures |  |  |  |  |  |
| 7.2 | Create polls for different types of activities |  |  |  |  |  |
| 7.3 | Learning material peer review |  |  |  |  |  |
| 7.4 | External review of the Glossary |  |  |  |  |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 7.1 | Develop Quality Assurance mechanisms and procedures |  |  |  |  |  |
| 7.2 | Create polls for different types of activities |  |  |  |  |  |
| 7.3 | Learning material peer review |  |  |  |  |  |
| 7.4 | External review of the Glossary |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

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*Please add as many tables as necessary.*

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| **Title and reference number of the work package (WP)** | **WP 8. Dissemination and Exploitation** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** |  |

**Activities carried out to date to achieve this result:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 8.1 | Create dissemination plan |  |  |  |  |  |
| 8.2 | Develop, maintain and promote K-FORCE Website |  |  |  |  |  |
| 8.3 | Open/maintain e-library public access area |  |  |  |  |  |
| 8.4 | Perform media, enrolment and LLL promo campaigns |  |  |  |  |  |
| 8.5 | Organise 3 K-FORCE Symposia |  |  |  |  |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

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| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 8.1 | Create dissemination plan |  |  |  |  |  |
| 8.2 | Develop, maintain and promote K-FORCE Website |  |  |  |  |  |
| 8.3 | Open/maintain e-library public access area |  |  |  |  |  |
| 8.4 | Perform media, enrolment and LLL promo campaigns |  |  |  |  |  |
| 8.5 | Organise 3 K-FORCE Symposia |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

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|  |

*Please add as many tables as necessary.*

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| --- | --- |
| **Title and reference number of the work package (WP)** | **WP 9. Project Management** |
|  |  |
| **Indicators of achievement and or/performance as indicated in the project proposal** |  |

**Activities carried out to date to achieve this result:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
| 9.1 | Organize K-FORCE bodies meetings |  |  |  |  |  |
| 9.2 | Prepare and adopt the Project management plan, procedures and the Risk Plan  |  |  |  |  |  |
| 9.3 | Inter project coaching |  |  |  |  |  |
| 9.4 | Manage all project activities and monitor their execution regarding timescale and |  |  |  |  |  |

**Activities to be carried out to achieve this outcome (before the end of the project)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity N°** | **Activity** **Title** | **Start date** | **End date** | **Place** | **Description of the activity to be carried out** | **Specific and measurable indicators of progress** |
| 9.1 | Organize K-FORCE bodies meetings |  |  |  |  |  |
| 9.2 | Prepare and adopt the Project management plan, procedures and the Risk Plan  |  |  |  |  |  |
| 9.3 | Inter project coaching |  |  |  |  |  |
| 9.4 | Manage all project activities and monitor their execution regarding timescale and |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

|  |
| --- |
|  |

*Please add as many tables as necessary.*