

Project acronym:	ECOBIAS
Project full title:	Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs
Project reference No:	609967-EPP-1-2019-1-RS-EPPKA2-CBHE-JP
Grant Agreement No:	2019-1991 / 001-001
Project web address	www.ecobiaserasmus.com
Funding scheme	ERASMUS+
Coordinating institution	University of Novi Sad
Coordinator	Prof. dr Snežana Radulović
Project duration	15/01/2020 -14/01/2023
Work package	WP5 Dissemination
Work Task	WT 5.1 Preparing project dissemination plan
Lead organization of WP6	University of Tuzla
Lead organization of WT 6.2	University of Novi Sad
Version of the document	V.01
Date	14/05/2020
Status	Draft
Responsible partner	UNS
Dissemination level	Regional, International



Versioning and contribution history

Version	Date	Revision Description	Task Leader	Task Team
v.01	14/05/2020	First draft	Dužanka Cvijanović, UNS	Snežana Radulović, UNS; Đurađ Milošević, UNI; Marko Miliša, UNIZG; Floran Leese, UDE; Sandra Tinaj, UDG; Dragan Škobić, SUM; Mirano Jupić, IUT; Jasmina Kamberović, UNTZ; Samir Đug, UNSA; Svjetlana Lolić, UBL; Ljubica Vasiljević, UES

List of abbreviations

QAB	Quality Assurance Board
EMAB	Ecological Monitoring and Aquatic Bioassessment
WP	Work Package
WT	Work Task
WPL	Work Package Leader
TL	Task Leader
EACEA	Education, Audiovisual and Culture Executive Agency
PC	Partner Country
ECOBIAS	The project acronym
LLL	Lifelong Learning

PPT PowerPoint Presentation
HEI Higher Education Institution

List of the ECOBIAS partners:

- P1 UNIVERZITET U NOVOM SADU, Serbia, UNS
- P2 UNIVERZITET U NISU, Serbia, UNI
- P3 SVEUCILISTE U ZAGREBU, Croatia, UNIZG
- P4 UNIVERSITAET DUISBURG-ESSEN, Germany, UDE
- P5 UNIVERZITET DONJA GORICA PODGORICA, Montenegro, UDG
- P6 University of Mostar, Bosnia and Herzegovina, SUM
- P7 Internacionalni univerzitet Travnik u Travniku, Bosnia and Herzegovina, IUT
- P8 JAVNA USTANOVA UNIVERZITET U TUZLI, Bosnia and Herzegovina, UNTZ
- P9 UNIVERZITET U SARAJEVU, Bosnia and Herzegovina, UNSA
- P10 UNIVERZITET U BANJOJ LUCI, Bosnia and Herzegovina, UBL
- P11 UNIVERZITET U ISTOCNOM SARAJEVU, Bosnia and Herzegovina, UES



Contents

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Dissemination plan

The dissemination of all ECOBIAS project related information, activities and their deliverables will be done within the WP5. It will start at the beginning of the project lifetime and it will continue during the project realization and after its completion. Work Package Leader is Doc. dr Jasmina Kamberović, University of Tuzla (P8), Bosnia and Herzegovina.

The main goals of Project ECOBIAS dissemination are:

- Transfer of knowledge to university staff and professionals in EMAB using Open Education Resources
- Popularization of ECOBIAS platform to EMAB professionals and wide public
- To inform students regarding new MSc study programme
- To inform EMAB professionals about the LLL courses
- To promote the project outputs and outcomes at local, national and European level.

General rules

The coordinator and the beneficiaries shall ensure adequate promotion of the project and commit to playing an active role in any actions organised to capitalise on, exploit / disseminate the results of the project.

Any notice or publication by the project, including at a conference or a seminar, must specify that the project is being co-financed by EU funds within the framework of the Erasmus+ Programme, and must comply with the visibility rules laid down in the Grant Agreement and in the Erasmus+ Programme Guide.

According to Article I.15 of the grant agreement, relating to the publicity and use of the relevant logo, the beneficiaries must follow the instructions available on the following website: https://eacea.ec.europa.eu/about-eacea/visual-identity_en

The beneficiaries must inform the public, press and media of the action (internet included), which must, in conformity with Article II.8 mentioned above, visibly indicate " with the support of the ERASMUS+ Programme of the European Union" as well as graphic logos.

Where the action, or part of the action, is a publication, the mention and graphic logos must appear on the cover or the first pages following the editor's mention.



If action includes events for public, signs and posters related to this action must be displayed. This must include the logos previously mentioned.

Furthermore, any communication, publication or output resulting from the project, made by beneficiaries jointly or individually, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), must indicate that the project has received European Union funding. All material produced for project activities, training material, projects websites, special events, posters, leaflets, press releases, CD ROMs, etc. must carry the Erasmus+ logo and mention: "Co-funded by the Erasmus+ Programme of the European Union".

Logo to be used is available at:

https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en

Any publication or video should mention the following sentence: "The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

The project documents templates with the logos will be designed and produced on the subcontracting basis (UNS P1). All the project templates (PPT, Word) will be available at: <https://www.ecobiaserasmus.com/ecobias-templates/>

The ECOBIAS Project logo will be also available in the Word document template.

Dates and location of dissemination events will be available at:

<https://www.ecobiaserasmus.com/news-and-events/>

Due to the pandemic coronavirus situation in the World, all dissemination events will be carefully reconsidered in every management meeting according to the recommendations of the World Health Organization and governments of participating countries.

The coordinator will pay specific attention to the importance of dissemination, exploitation of results of the action and to their visibility at a transnational level. In this respect, the coordinator will:

- Create and maintain (at least during the project lifetime) a website for the action. The website will be kept up-to-date with following content: a description of the project, the contact details of the coordinator, the list of beneficiaries, mention of the European Union's financial support with the relevant logo, and access to all results, as and when they become available.

All the project results and deliverables will be available at:

<https://www.ecobiaserasmus.com/deadlines/>

- Update the project summary in accordance with the Grant agreement Annex IV (list of beneficiaries).
- Provide during the project lifetime the EACEA and/or the Commissions with the information requested in order to promote the Erasmus+ Programme and dissemination the results. This may include answering questionnaires and entering data into database. The coordinator may request these information form beneficiaries.
- Use Erasmus+ Project Result Platform to disseminate project results and deliverables with the instructions provided therein. The approval of the final report will be subject to the upload of the project results/ deliverables on the aforementioned platform by the time of its submission.

Management structure and Tasks within the Dissemination Work Package

5	DISSEMINATION -WPL UNTZ JASMINA KAMBEROVIĆ	TASK LEADER
5.1.	Preparing project dissemination plan	UNS Dušanka Cvijanović
5.2.	Setting and updating of Project site	UNS, UNI Dušanka Cvijanović
5.3.	Design, printing, recording and publishing promo material	UNS Maja Novković
5.4.	Workshops at Partner Country HEI	IUT Zlatko Mecan
5.5.	Round tables with stakeholders	UDG Sandra Tinaj
5.6.	Open day at each Partner Country HEI	UDG Marija Vugdelić
5.7.	Workshop and Summer School in DNA Metabarcoding at University of Tuzla	UNTZ Adisa Ahmić
5.8.	Final Conference on ECOBIAS	UNTZ Vedad Pašić

The dissemination of the ECOBIAS Project will be based on internet communication, organisation of events, social media channels, media publications on targeted TV broadcasters. The Dissemination WP will include: preparing project dissemination plan; setting and updating of Project site; design, printing, recording and publishing promo material; Workshops at Partner Country HEI; Round tables with stakeholders; Open day at each Partner Country HEI; Workshop and Summer School in DNA Metabarcoding at University of Tuzla; and Final Conference on ECOBIAS. The Work Package 3 dedicated to the development of ECOBIAS-NET platform and academic network could be considered as an important part of the project dissemination.

WT 5.2 Setting and updating of Project web site

The most important means of the internet communication (<https://www.ecobiaserasmus.com/>) will be the project web site that will present the project in detail to all interested. Target groups of this Task are: teaching staff, students, administrative staff, technical staff, EMAB professionals and EMAB stakeholders Local community Fishing, Lumber and Water Supply Industry Tourism. The site content will be prepared in English.

Together with the project internet site, the ECOBIAS account will be created using different social network engines. P8 will create, maintain and regularly update Facebook page of the project (<https://www.facebook.com/EcobiasErasmus/>) and Instagram page (<https://www.instagram.com/ecobiaserasmus/>). The main target group of these media channels are students at PC HEIs. BSc and MSc students (two from every PC HEI) will be involved in selection of stories and photos that will be published on the ECOBIAS Facebook and Instagram account. These social networks were chosen since there are the most popular among the student population in the WB region.

Every beneficiary will provide on their official internet sites a short summary of the ECOBIAS project, a list of partners and a link to the ECOBIAS internet page by the end of Jun 2020.

Indicators of successful dissemination: the number of the internet site visits; the number of countries from which the web site was accessed; the number of responds on social network accounts; the number of followers on the social networks. The quality of this deliverable should be evaluated using the form in Annex 9.

WT 5.3 Design, printing, recording and publishing promo material

Promo material (leaflets, flyers) informing about the Project activities and Project outputs will be developed and distributed at the occasion of dissemination activities such as Open days,

Round tables with stakeholders, Workshops, Final conference, the Summer school in DNA Metabarcoding and also on other events where members of the Project team will participate (conferences, seminars, workshops etc.). Promo material will be developed and distributed on subcontracting basis during the project lifespan by P1, P5, P7-9. It will be developed in English, Serbian, Bosnian, Montenegrin or Croatian language. This Task include following target group: teaching staff, students, administrative staff, technical staff, EMAB professionals and EMAB stakeholders, Local community Fishing, Lumber and Water Supply Industry Tourism.

Promo material will include banners, pans, posters, bags, notebooks, designing the project logo and visual identity (word and ppt templates).

During the dissemination events, indoor and outdoor trainings, video material will be recorded by P7 (Internacionalni Univerzitet Travnik u Travniku, Bosnia and Herzegovina). Where applicable, field-based training events will be recorded using drones.

Together with general rules (listed above), any promo material should contain or mention: the name and acronym of the project, a list of partner HEIs, name of all participating countries.

Indicators of successful dissemination: number of distributed promo materials, -the broadcast rating and number of views (for video materials). The quality of this deliverable should be evaluated using the form in Annex 9. All promo materials distributed during the dissemination events will be evaluated together with the event (Annex 2-7).

WT 5.4 Workshops at Partner Country HEI

These events will be dedicated to the transfer of knowledge in EMAB and to popularization of ECOBIAS-NET platform. Another topic of the workshops will be the explanation and popularization of new ECOBIAS MSc study programmes and LLL courses to students and professionals in EMAB. Three workshops will be delivered during the first and the second project year with the scope to present the project aims, objectives and activities. Target groups of these events are: teaching staff, students, administrative staff, EMAB professionals and EMAB stakeholders Local community Fishing, Lumber and Water Supply Industry Tourism. These events will be carried out in English.

The First Workshop is planned for M12 2020 in Zvornik, while the second should be delivered by 15/6/2021, and the third by 15/11/2021. The main objective of the first workshop will be establishment of the ECOBIAS academic network, as a basis for development of the ECOBIAS-NET platform.

Dates, location, Task Team members and detailed objectives of every Workshop event will be (re)defined on management meetings.

Indicators of successful dissemination: number of participants, summary results of participants feedback forms. This deliverable should be evaluated using Attendance List (Annex 1), the Workshop, Conference and Summer School Evaluation Form (Annex 2), the Summary of the Participant Feedback Form for Workshop/ Conference/ Summer School (to be filled by host institution) (Annex 3), and the Event Report (Annex 8).

WT 5.5 Round tables with stakeholders

The aim of round tables is primarily to create proactive strategy with stakeholders in the field of ecological monitoring and bioassessment. During these events the benefits of ECOBIAS-NET platform for stakeholders will be explained, together with the effect of the improvement in knowledge/skills in EMAB. 14 Round tables at PC HEIs will be delivered by the end of project. Target groups of these events are: teaching staff, students, administrative staff, technical staff, EMAB professionals and EMAB stakeholders, Local community Fishing, Lumber and Water Supply Industry Tourism. Date, location, Task Team members and detailed objectives of each event will be (re)defined on management meeting.

These events will be carried out in English and in official language of host country (university) (Serbian, Bosnian, Montenegrin or Croatian).

Indicators of successful dissemination: number of participants, summary results of participants feedback forms. This deliverable should be evaluated using Attendance List (Annex 1), the Participant Feedback Form for Round Table (Annex 4), the Summary of the Participant Feedback Form for Round Table (to be filled by host institution) (Annex 5), and the Event Report (Annex 8).

WT 5.6 Open day at each Partner Country HEI

Open Days will be organized by all PC HEIs to provide an insight into studying at the University, to attract prospective students and to inform wide public about the Project results and about other activities of the institution. Open days will be organised one month before enrolment at universities and a month prior start of implementation of LLL courses for professionals.

A focus of these event will be a demonstration of field equipment and ECOBIAS laboratories to the target groups. Target groups of this events are: teaching staff, students, technical staff, EMAB professionals and EMAB stakeholders, Local community, Fishing, Lumber and Water Supply Industry Tourism. 21 Open days at PC HEIs will be organised by the end of the project. Three events per PCs HEI will be delivered in following periods: I 15.05.-15.06.2021. II 15.09.-15.10.2021. III 15.05.-15.06.2022.

These events will be carried out in English and in official language of host country (university) (Serbian, Bosnian, Montenegrin or Croatian).

Indicators of successful dissemination: number of participants, summary results of participants feedback forms. This deliverable should be evaluated using Attendance List (Annex 1), the Open Day Feedback Form (Annex 6), the Summary of the Participant Feedback Form for Open Day (to be filled by host institution) (Annex 7), and the Event Report (Annex 8).

WT 5.7 Workshop and Summer School in DNA Metabarcoding

Workshop and Summer School in DNA Metabarcoding at University of Tuzla is very important part of Dissemination and Exploitation WP, since the courses related to molecular techniques in ecological monitoring will be developed and implemented only at this university (P7). Due to high expense of equipment, the laboratory for metabarcoding at University of Tuzla will be the only one of this kind delivered by ECOBIAS Project, but the only one in the WB region as well. Target groups of the Workshop and Summer School will be students from other PC HEIs and other universities in the Region, and EMAB professionals. This event will be delivered by M8 2022. 55 students and 22 professionals will participate in Summer School DNA Metabarcoding at University of Tuzla. This event will be carried out in English.

Selection of the student participants for the Summer School in DNA Metabarcoding will be carried out by QAB and organised in the following way:

- MSc and PhD Student in Ecology and Biology from partners HEIs will be informed by institutions internet sites, at least 2 months before the School starts.
- Students interested in the training event will be asked for CVs and motivation letters to the Contact Person at Task Leader HEI (P8).
- QAB board will make a selection according to the student' Grade Points, motivation to attend the course, insuring at least five candidates from every partner institution.

Minority groups (disabled and socio-economically disadvantaged students) will be mandatory selected using so called 'positive discrimination key', regardless their gender, ethnical origin, but solely based on the motivation letter. Apart from the traditional fact that students with disabilities will have opportunity to attend courses which are laboratory-based skills for successful job performances, they will also have the opportunity to do field-based exercise using remote sensing technology, such as drone-based inspection and monitoring of the rivers and lakes. This technology gives the first-hand field experience which the students with disabilities haven't had the opportunity to do so far.

Indicators of successful dissemination: number of participants, summary results of participants feedback forms. This deliverable should be evaluated using Attendance List (Annex 1), the Workshop, Conference and Summer School Evaluation Form (Annex 2), the Summary of the Participant Feedback Form for Workshop/ Conference/ Summer School (to be filled by host institution) (Annex 3), and the Event Report (Annex 8).

WT 5.8 The Final ECOBIAS Conference

This event will be dedicated to the transfer of knowledge in EMAB and to popularization of ECOBIAS-NET platform, explanation and popularization of new ECOBIAS MSc study programme and LLL courses to students and professionals in EMAB.

ECOBIAS Conference will be organised by M11 2022 in Sarajevo (P9). Target groups of this event are teaching staff, students, administrative staff, EMAB professionals and EMAB stakeholders Local community Fishing, Lumber and Water Supply Industry Tourism.

Date, location, Task Team members and detailed objectives of this event will be (re)defined on management meeting. This event will be carried out in English.

Indicators of successful dissemination: number of participants, summary results of participants feedback forms.

Indicators of successful dissemination: number of participants, summary results of participants feedback forms. This deliverable should be evaluated using Attendance List (Annex 1), the Workshop, Conference and Summer School Evaluation Form (Annex 2), the Summary of the Participant Feedback Form for Workshop/ Conference/ Summer School (to be filled by host institution) (Annex 3), and the Event Report (Annex 8).

WP3 ECOBIAS-NET platform

The aim of this WP is to improve professional cooperation through opportunities provided by new ICT technologies (internet, social networking, domain centralized database), create social network for academics and professionals in EMAB in the WB Region.

The ECOBIAS-NET platform will enable users to:

- connect and collaborate
- search professionals in particular field
- create project proposals effectively
- share publications and results
- ask questions, get answers, and solve research problems
- share updates about current projects
- keep up with the latest news and research in EMAB in the WB Region
- inform students about studying opportunities in EMAB in the WB Region, available MSc and PhD thesis topics relevant to stakeholders; project/funding opportunities for MSc and PhD thesis in EMAB.

ECOBIAS-NET platform will be created on subcontracting basis (P1) by M12 2021, and regularly updated by P9. The platform content will be prepared in English.

Indicators of successful dissemination: number of the Platform visits, number of the ECOBIAS-NET members. The quality of this deliverable should be evaluated using the form in Annex 9.



Sustainability Activities of the ECOBIAS Project

To fulfil the ECOBIAS Project sustainability, following activities will be realized:

The ECOBIAS Project Web Page

The ECOBIAS Project web pages (<https://www.ecobiaserasmus.com/>) will remain active at least 5 years after the end of funding. Their updating will be ensured, within the dates as needed. All activities realized during this period (which will be defined further) will be announced there. Open educational resources will be also kept fully operational and available on the site.

Responsibility: University of Niš (P2) and University of Novi Sad (P1).

The ECOBIAS-NET internet platform

The ECOBIAS academic network and internet platform will be continuously updated after the end of project. Resources for hosting, upgrading and updating the platform will be obtained/planned through applications to other project grants (Horizon 2020, Horizon Europe) and/or membership of stakeholders. Open educational resources will be also kept fully operational and available on the platform. This platform was recognised by all partners as important basis for the application within the innovation framework programme Horizon Europe (Pillar II, Cluster 6: Food, Bioeconomy, Natural Resources, Agriculture and Environment).

Responsibility: University of Novi Sad (P1) and University of Sarajevo (P9).

The ECOBIAS MSc and LLL courses

The courses developed during the ECOBIAS Project are one of main deliverables. At least 27 novel ECOBIAS courses and learning materials in total will be developed (26 master courses and 14 LLL courses). Three HEIs will accredit and implement LLL courses, while four will develop, accredit and implement new ECOBIAS MSc curricula. The MSc courses are supposed to continue as a part of newly accredited study programs at these institutions. This mean that resources for staff costs, laboratory consumables and field work will be supported by HEIs resources and by student's registration fees. LLL courses will after the end of Project funding continue to be offered to professional public, but as paid service, i.e. with registration fee. This will be the main source of finances necessary to keep the sustainability activities operational.

Responsibility: All HEIs in PC.

The new laboratories for EMAB

The ECOBIAS project include equipping of 7 new laboratories for ecological monitoring and aquatic bioassessment. The strategy that ensure their sustainability is continuous use of laboratory equipment for educational, scientific and commercial purposes. Resources for: laboratory consumables and calibration kits will be obtained through other EU project grants, commercial services for stakeholders.

Responsibility: All HEIs in PC.

The Summer School in DNA Metabarcoding

The Summer School in DNA Metabarcoding will be organised approximately once a year after the project end. Resource needed for DNA extraction, agarose gels, primers and other laboratory consumables will be obtained through participants registration fees.

Responsibility: University of Tuzla (P8) and University of Sarajevo (P9).



Annex 2. Workshop, Conference and Summer School Evaluation Form

Part 1: Workshop/ Conference/ Summer School Information

Date _____	
Place _____	
Workshop objective _____	
Moderators _____	
Period of workshop assessed YES/NO	
Overall assessment (descriptive please) _____	
Participants name _____	Signature _____

Results to be filled by organisers based on the questionnaire results.

Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

Part 2: Organization and Structure

Organizational feature	3 fully evident	2 mostly evident	1 partially evident	0 no evidence
The objectives of the workshop were clearly defined				



Information related to each item prepared well in advance of the workshop				
The material distributed were helpful and on time				
The presentations meet my expectation				
Participations and interaction were encouraged by moderator				
The workshop objectives were met				
I will be able to apply the workshop topic in my future work				
The workshop content was challenging enough				
The timeframe was adequate				
The facilities were adequate				
Skill practice sessions were included				
How to make it better (please specify)				
				Total:

The information in this section helps us know more about the people we reach with our programs. This section is completely voluntary and anonymous.

What is your gender?

Female

Male



Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs) and Footer (The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Annex 3. Summary of the Participant Feedback Form for Workshop/ Conference/ Summer School (to be filled by host institution)

Part 1: Workshop/ Conference/ Summer School Information

Date _____	
Place _____	
Workshop/Conference objective _____	
Evaluator name _____	Signature _____
Evaluator Affiliation _____	

Part 2: Organization and Structure

Organizational feature	3 fully evident	2 mostly evident	1 partially evident	0 no evidence
The objectives of the workshop were clearly defined				
Information related to each item prepared well in advance of the workshop				
The material distributed were helpful and on time				

The presentations meet my expectation				
Participations and interaction were encouraged by moderator				
The workshop objectives were met				
I will be able to apply the workshop topic in my future work				
The workshop content was challenging enough				
The timeframe was adequate				
The facilities were adequate				
Skill practice sessions were included				
How to make it better (please specify) (please include comments received)				
				Total:

The information in this section helps us know more about the people we reach with our programs. This section is completely voluntary and anonymous.

What is your gender?

Female

Male

Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs) and Footer (The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Annex 4. Participant Feedback Form for Round Table

Part 1: Round Table Information

Date _____	
Place _____	
Workshop objective _____	
Moderators _____	
Period of workshop assessed YES/NO	
Overall assessment (descriptive please) _____	
Participants name _____	Signature _____
Participant Affiliation _____	

Part 2: Organization and Structure

Organizational feature	3 fully evident	2 mostly evident	1 partially evident	0 no evidence
The objectives of the event were clearly defined				
Information related to each item prepared well in advance of the event				
The material distributed were helpful and on time				

The presentations meet my expectation				
Participations and interaction were encouraged by moderator				
The Round Table objectives were met				
The timeframe was adequate				
The facilities were adequate				
Skill practice sessions were included				
How to make it better				
				Total:

Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs) and Footer (The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Annex 5. Summary of the Participant Feedback Form for Round Table (to be filled by host institution)

Part 1: Round Table Information

Date _____	
Place _____	
Workshop objective _____	
Evaluator name _____	Signature _____
Evaluator Affiliation _____	

Results to be filled by organisers based on the questionnaire results.

Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

Part 2: Organization and Structure

Organizational feature	3 fully evident	2 mostly evident	1 partially evident	0 no evidence
The objectives of the event were clearly defined				
Information related to each item prepared well in advance of the event				

The material distributed were helpful and on time				
The presentations meet my expectation				
Participations and interaction were encouraged by moderator				
The Round Table objectives were met				
The timeframe was adequate				
The facilities were adequate				
Skill practice sessions were included				
How to make it better (please include comments received)	<ul style="list-style-type: none"> • xxxxxxxx • xxxxxxxx 			
				Total:

Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs) and Footer (The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Annex 6. Open Day Feedback Form

Thank you for attending the Open Day at the University _____XXXXX_____.
 We would be grateful if you could complete the following feedback form about your visit, to help us enhance the programme for future visits and to provide you with any further information.

Part 1: Open Day Information

Date _____

University _____

The Open Day objective _____

Moderators _____

Period of workshop assessed YES/NO _____

Overall assessment (descriptive please)

Participants name _____ Signature _____

Academic degree _____

Participant Affiliation (if applicable) _____

Part 2: Organization and Structure

Questions	Extremely helpful	Helpful	Not helpful at all
What further information (if any) would you liked to have received before the Open Day?			



Did the Open Day meet your expectation?			
How useful was the information that were sent prior to the day?			
Is there any further information that you would like to receive about the ECOBIAS courses?			
Is there anything else that you think should have been included in the Open Day programme?			

Thank you for taking the time to complete this form. If you would like to discuss any of the above further, please contact us on _____XXXXXXXX_____.

Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs) and Footer (The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Annex 7. Summary of the Participant Feedback Form for Open Day (to be filled by host institution)

Part 1: Open Day Information

Date _____	
Place _____	
Workshop objective _____	
Evaluator name _____	Signature _____
Evaluator Affiliation _____	

Results to be filled by organisers based on the questionnaire results.

Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number = 30; 15 of them were most satisfied and 15 of them satisfied – please include 50% in the column most satisfied and 50% in the column satisfied.)

Part 2: Organization and Structure

Questions	Extremely helpful	Helpful	Not helpful at all
What further information (if any) would you liked to have received before the Open Day?			
Did the Open Day meet your expectation?			
How useful was the information that were sent prior to the day?			



Is there any further information that you would like to receive about the ECOBIAS courses? (Please include comments received)	<ul style="list-style-type: none">• XXXXXX• XXXXXX
Is there anything else that you think should have been included in the Open Day programme? (Please include comments received)	<ul style="list-style-type: none">• XXXXX• XXXXXX

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Annex 8. EVENT REPORT

Title of document	
Work Package	
Last version date	(dd/mm/yy)
Status	X Draft Final
Document version	v.03
File name	Minutes of the Kick-off Meeting v.03.doc
Number of pages	13
Dissemination Level	Internal

VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision Description	Partner Responsible
v.01	12/01/17	First draft	
v.02	18/01/17	Second draft	
v.03	01/02/17	Third draft	

LIST OF ABBREVIATIONS

XXXXXXXXXX

Purpose, objectives and elements of event

XXXXXXXXXXXX

LIST OF PARTICIPANTS

XXXXXXXXXXXX

Date of the 1st day

XXXXXXXXXX

Date of the 2nd day

CONCLUSIONS

XXXXXXX

Development of master curricula in ecological monitoring and aquatic bioassessment for Western Balkans HEIs) and Footer (The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



ANNEX 9. Quality Assurance Check List for Review of Deliverable:

Author(s) responsible for the deliverable:

WP leader:

QA reviewer(s):

Assurance point	Issues to be addressed	Assessment	Comments	Recommendations
1. Compliance with the objective of ECOBIAS	Does the deliverable comply with the overall objectives of the project?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially		
2. Compliance with the specific objectives of the work package	Does the deliverables comply with the WP Objectives as specified in the WP description?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially		
3. Correspondence with the description of work of the relevant activity	Does the deliverable correspond with the activity description as specified in the Application Form?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially		
4. Compliance with the deliverables format	Is the deliverable presented using the Project's deliverable format	<input type="checkbox"/> yes <input type="checkbox"/> no		
5. Adequacy of complementary information	Examples of complementary info: External sources used Bibliography List of contacts Methodology used (i.e. for surveys)	<input type="checkbox"/> yes <input type="checkbox"/> no		
6. Adequacy of written language	Level of written English	<input type="checkbox"/> excellent <input type="checkbox"/> adequate <input type="checkbox"/> poor		
Overall assessment and suggestions for improvement				
Date of Quality Assurance performed by QAT reviewers:				
Deadline for submission of amended version of the deliverables:				

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