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RISK MANAGEMENT PLAN, QUALITY ASSURANCE PLAN AND GUIDELINES FOR USING THE GRANT OF THE **MaStER_G** ERASMUS MUNDUS DESIGN MEASURES PROJECT





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PROJECT DESCRIPTION

Abstract

The Master Study in Environmental Resilience and Geohazards (MaStER_G) project proposes a pioneering international master's program focused on environmental geotechnics and geohazard management bringing together institutions from Croatia, Serbia, North Macedonia, Iran and Brazil. Addressing key Erasmus+ priorities of environmental resilience, regional collaboration and educational inclusion, the program responds to increasing challenges posed by climate change and geohazards across the Western Balkans and beyond. Based on comprehensive needs analysis, the project will develop an integrated curriculum leveraging multidisciplinary expertise and real-world field experiences. Through its innovative "learning by sharing experience" methodology, students will study at actual geohazard sites while engaging in cross-border knowledge exchange through an interconnected network of six international laboratories. The program combines traditional engineering education with advanced digital tools and AI-supported learning, emphasizing critical thinking and practical problem-solving skills. Market analysis confirms strong employment prospects with the civil engineering sector facing workforce aging challenges. Through strategic partnerships between Higher Education Institutions and industry stakeholders, MaStER_G aims to develop professionals capable of addressing complex geological and environmental challenges while fostering long-term regional resilience to geohazards.

Keywords

– geotechnics, geosciences, geoengineering, geophysics, geology, seismology, earthquakes, landslides, rainfalls, offshore geotechnics, sustainability, resilience

Consortium

- Faculty of Geotechnical Engineering, University of Zagreb, hereinafter FGE - UNIZG, Hallerova aleja 7, 42000 Varazdin, Croatia, Coordinating University
- Institute of Earthquake Engineering and Engineering Seismology, Ss. Cyril and Methodius University of Skopje, hereinafter IZIIS - UKIM, Todor Aleksandrov 165, 1000 Skopje, North Macedonia
- Faculty of Civil Engineering, Ss. Cyril and Methodius University of Skopje, hereinafter FCE - UKIM, blvd. Partizanski odredi No.24, Skopje, North Macedonia
- Faculty of Mining and Geology, University of Belgrade, hereinafter FMG - UNIBG, Djudina 7, 11000 Belgrade, Serbia
- Iran University of Science & Technology, hereinafter IUST, University St., Hengam St., Resalat Square, Tehran, Iran
- Federal University of Bahia, hereinafter UFBA, Salvador, Brazil, Reitor Miguel Calmon Ave., Vale do Canela, postal code: 40110-903.



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META DATA

Project number: **101239560**

EMDM project name: **Master Study of Environmental Resilience to Geohazards**

Project acronym: **MaStER_G**

Call: **ERASMUS-EDU-2025-EMJM-DESIGN**

Topic: **ERASMUS-EDU-2025-EMJM-DESIGN**

Type of action: **ERASMUS Lump Sum Grants**

Granting authority: **European Education and Culture Executive Agency**

Grant managed through EU Funding & Tenders Portal: **Yes (eGrants)**

Project starting date: **1st October 2025**

Project end date: **31st December 2026**

Project duration: **15 months**

Website: [**https://masterg.gfv.hr/**](https://masterg.gfv.hr/)

E-Mail: [**masterg@gfv.unizg.hr**](mailto:masterg@gfv.unizg.hr)



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DELIVERABLE DESCRIPTION

Number: **D1.7a, D1.7b, D1.7c**

Title: Risk Management Plan, Quality Assurance Plan and Guidelines for using the Grant

Work package: **WP1**

Dissemination level: **Sensitive (SEN)**

Type: **Report (R)**

Due date: 31.12.2026.

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EXECUTIVE SUMMARY

This document describes the Risk Management Plan, Quality Assurance Plan and Guidelines for using the Grant of the MaStER_G project.

The Risk Management plan lists possible difficulties that might arise in the course of the project and provides a protocol for adequate solutions.

The Quality Assurance Plan describes how to assist and monitor project progress and how to ensure the release of high-quality output.

The financial guidelines outline how a project consortium should manage and utilize grant funds to ensure transparency, accountability, and compliance with the funding body's requirements.



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INTRODUCTION

Projects are rarely immune to difficulties or change, and the MaStER_G project is no exception. To mitigate anticipated risks and maintain high quality output, we have established three management protocols to be adopted by the project consortium: (1) the *Risk Management Plan*, (2) the *Quality Assurance Plan*, and (3) *Financial Guidelines*.

The Risk Management plan lists a number of potential risks and respective mitigation strategies.

The Quality Assurance Plan describes procedures for the ongoing project progress and maintenance of quality. In short, progress is safeguarded via regular, focused meetings and short communication lines between partners. The quality of deliverables is maintained via an agreed deliverable review process. Reviewers are employees of consortium partners who have not been already involved in the drafting or production of deliverables as authors or contributors, nor denoted as project team of staff and experts as described in the project proposal.

Financial Guidelines defines consortium responsibilities for using allocated budget according to the approved work plan, maintaining accurate records, and reporting regularly. The document defines eligible and ineligible costs, establishes rules for financial management, reporting, communication, and decision-making, and emphasizes ethical conduct, audit readiness, and cooperation among partners.



RISK MANAGEMENT PLAN

While several risks might arise in a project, many of them can be anticipated and effectively mitigated. Table 1 lists potential risks in the MaStER_G project and how the consortium anticipates mitigating these. Any activity that involves offline contact will potentially need to be moved online, and as detailed below, we are well-prepared for this scenario.

Table 1: List of risks and proposed risk mitigation measures

Risk No.	Description of risk	WP	Proposed Risk Mitigation Measures
1	A partner leaves the Consortium before the end of the project	WP1	All partners are closely involved in the conception and development of the MaStER_G project. Each partner expressed their motivation and devotion to the success of the project. However, unforeseen circumstances may lead to a partner leaving the consortium. Should this be the case, the Consortium (as defined in the Partnership Agreement) will discuss their options to take over the tasks or involve new partners.
2	A partner is unable to produce work on time	WP1	Each consortium partner has experience in delivering work on time. Partners have been consulted in setting out the timeline for the MaStER_G project. However, should it become clear that timely contribution is at stake, early mitigation is essential. Options are: have another representative from the partner organization take over the work or assist in completing the work. In extreme cases, it may be necessary to remove work from the partner organization.
3	A partner is unable to effectively work together with other partners or stakeholders	WP1	Should there be an issue in cooperation between partners, the Consortium will find the underlying issue. The project management team will work together with WP leaders to mediate with partners.
4	A partner is unable to produce work of sufficient high quality to standards of consortium partners or the European Commission.	WP1	The risk for this task is likely to be low as most partners have experience in working on this type of project. However, a revision cycle is included in the project quality assurance plan in order to ensure high quality documents.
5	Deliverables are late or milestones are missed.	WP1	Timely delivery is essential, and all consortium partners are dedicated to the timeline. Consortium members are consulted and informed of the project timeline. Should the risk occur of a deadline to be



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			missed, earlier mentioned strategies may apply. However, the management structure will help mitigate the risk of falling behind schedule.
6	Budget is exceeded.	WP1	To prevent the MaStER_G project from going over the allocated budgets, a budget plan was established before the start of the project. Additionally, the risk is low since this is single beneficiary grant and that the costs per position are defined and limited. If needed, the Consortium Coordinator (as defined in the Partnership Agreement) can respond accordingly and implement measures to restore the budget plan.
7	Diverging paths in development process are taken by consortium members.	WP1	Projects with international teams run the risk of diverging in their development paths. This risk is mitigated by holding regular meetings and scheduled consortium conference calls, and ad hoc contact via email or other methods.
8	Data leak	WP1	In current times, data leaks, whether they are due to deliberate attacks or human errors, are increasingly likely. However, this risk can be mitigated by working with responsible and expert organizations.
9	Round-off tables and conferences cannot be held face-to-face.	WP1	Some dissemination activities (i.e. round-off tables or conferences) were planned to be attended live/offline.



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QUALITY ASSURANCE

Meetings

The main foundation of quality assurance in the MaStER_G project are regular online monthly meetings followed by the drafting of minutes detailing action points. Consortium partners regularly meet via online conference tools. In monthly MaStER_G progress meetings, all Consortium partners are invited to give and receive updates on the status of work packages. These meetings, led by the Coordinator, are an opportunity to discuss the overall project progress, find synergies, and assess where assistance is needed.

Multy-day consortium meetings are held every 5-6 months. When possible, these occur face to face. These meetings are thematically structured around upcoming key efforts in the MaStER_G project that are due in the following months. In this way, partners' efforts are effectively directed towards deliverables and milestones that need the most attention and assistance in the respective stages of the MaStER_G.

Apart from meetings involving the entire Consortium, partners may also regularly meet in smaller teams to monitor progress made on WP tasks and deliverables.

Deliverable Review Process

The deliverable review process is an important measure to enhance and maintain high quality work that adheres to European Commission's criteria. Partners agreed to follow the quality assurance process detailed here. Employees of Consortium Coordinator, who are not directly involved in the drafting or production of a deliverable, are selected to act as a reviewer depending on their expertise. Reviewers are individuals who are not already involved as primary authors or significant contributors to deliverables. A list of reviewers assigned to deliverables is in Table 2.



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Table 2: List of reviewers assigned to deliverables

<i>D#</i>	<i>Deliverable Name</i>	<i>Lead Partner</i>	<i>Contributors</i>	<i>Reviewing Partner</i>	<i>Reviewer Name</i>	<i>Due Date</i>
<i>D1.1</i>	Joint programme and integrated teaching / training activities; Joint student admission requirements and application, selection, monitoring, examination / performance, evaluation rules / procedures	GFV	<i>IZIIS, FCE, FMG, IUST, UFBA</i>	FGE	<i>Prof. Sanja Kovač</i>	<i>1st March 2026</i>
<i>D1.2</i>	A plan for common services offered to students (language courses, visa support)	GFV	<i>IZIIS, FCE, FMG, IUST, UFBA</i>	FGE	<i>Prof. Sanja Kovač</i>	<i>1st March 2026</i>
<i>D1.3</i>	Joint promotion and awareness-raising strategy; Joint administrative and financial management strategy	GFV	<i>IZIIS, FCE, FMG, IUST, UFBA</i>	FGE	<i>Prof. Sanja Kovač</i>	<i>1st March 2026</i>
<i>D1.4</i>	Joint degree policy; Joint partnership agreement (draft); Joint student agreement (draft)	GFV	<i>IZIIS, FCE, FMG, IUST, UFBA</i>	GFV	<i>Prof. Sanja Kovač</i>	<i>1st March 2026</i>



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<i>D1.5</i>	Accreditation of the study program	<i>GFV</i>	<i>IZIIS, FCE, FMG, IUST, UFBA</i>	/	/	<i>31st December 2026</i>
<i>D1.6</i>	Dissemination activity T1.4a - developed MaStER_G project webpage and dissemination activities T1.4b-T1.4e	<i>GFV</i>	<i>IZIIS, FCE, FMG, IUST, UFBA</i>	<i>FGE</i>	<i>Nikola Hrnčić, PhD</i>	<i>31st December 2026</i>
<i>D1.7</i>	Risk Management Plan; Quality Management Plan; Financial Guidelines	<i>GFV</i>	<i>IZIIS, FCE, FMG, IUST, UFBA</i>	<i>FGE</i>	<i>Nikola Hrnčić, PhD</i>	<i>31st December 2026</i>
<i>D1.8</i>	Submitted EMJM project proposal	<i>GFV</i>	<i>IZIIS, FCE, FMG, IUST, UFBA</i>	<i>FGE</i>	<i>Nikola Hrnčić, PhD</i>	<i>1st February 2026</i>



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GUIDELINES FOR USING THE GRANT

Purpose of the Grant

The grant is intended to support MaStER_G project. Funding must be used responsibly, transparently, and exclusively for approved activities as outlined in the grant agreement or proposal.

Eligible Expenses

Grant funds may be used for:

- Project implementation costs: materials, equipment, or software directly tied to project goals.
- Operational support: administrative expenses directly connected to project delivery, e.g. accreditation process.
- Travel and logistics: transportation, accommodation, and per-diem for project-related activities.
- Communication and dissemination activities: printing, digital promotion, or event organization for sharing project outcomes.

Note: All expenses must be clearly documented and directly related to the approved objectives.

Ineligible Expenses

Funds cannot be used for:

- Personal expenses or unrelated activities.
- Purchase of real estate or vehicles.
- Political or religious activities.
- Alcohol, entertainment, or luxury items.
- Loans, gifts, or cash awards to third parties unless explicitly approved.

Financial Management

- Maintain a separate record or account for all grant-related transactions.
- Keep receipts, invoices, and payment proofs for every expenditure.



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- Submit financial reports as required by the grant terms.

Acknowledgment

All publications, events, or materials produced using the grant should acknowledge the grant provider's support using the following statement and logo:

“The MaStER_G project (101239560) is co-funded by the European Union through the European Executive Agency for Education and Culture (EACEA) and the Erasmus Mundus + funding programme.”



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Compliance and Ethics

Recipients are expected to:

- Follow all applicable laws and regulations.
- Operate with integrity, transparency, and inclusiveness.
- Notify the grant provider immediately if project scope, project partners, or key personnel change.

Consequences of Non-Compliance

Failure to adhere to these guidelines may result in:

- Requirement to repay funds.
- Exclusion from further project activities, termination of funding, and replacement with another partner institution.

Support and Communication

For clarifications or approvals related to expenses, reporting, or project modifications, contact the Consortium Coordinator at **masterg@gfv.unizg.hr**



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CONCLUSION

The Risk Management Plan and Quality Assurance Plan defines structures created to guide risk mitigation and maintenance of high-quality work in the MaStER_G project. Even the most carefully designed protocols will only be useful if they also work in practice. For the time being, Consortium partners have agreed to the protocols above, and where applicable, the protocols are already being successfully implemented. In dialogue with the Consortium partners, the management team will regularly evaluate which aspects of the Risk Management Plan, Quality Assurance Plan, and Financial Guidelines, and which aspects need adjustment.

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