**Project Steering Committee (SC) meeting report**

**Place: Akaki, Cyprus (physical presence)**

**Date: 8 of November 2023, 10.45 – 12.45, 9 of November 2023, 11.25 – 11.55**

**Participants:**

Dorina Nemțanu - Romania

Daniela Crizantema Nane – Romania

Josip Bestek – Croatia

Vasiliki Papaioannou – Greece

Josephine Pavlou – Cyprus

*We all agree to these statements:*

1. Selection of students and teachers in the project implementation teams – 30 November 2023 (**responsible** – the project coordinator from each school)
2. Organising the virtual competition for voting the project LOGO (created by students) – 20 December 2023 (**responsible** – Daniela Nane, Romania)
3. Realisation the plan for dissemination – Dec. 2023 (**responsible** – Josephine Pavlou, Cyprus)
4. Designing the digital web platform of the project – January 2024 (**responsible** – Josip Bestek, Croatia)
5. Designing the page of the project on eTwinning platform - January 2024 (**responsible** – Vasiliki Papaioannou, Greece)
6. Applying the initial questionnaire for students and teachers regarding using the digital tools in learning and teaching process by using the SELFIE, a tool to support learning in the digital age - <https://education.ec.europa.eu/selfie>, November – December 2023 (**responsible** – the project coordinator from each school)
7. **Croatia** – **Short-term exchange for group of students** – teaching and learning activities in *arts and technologies* – ***It was established between 22-26 April, 2024*.**
8. **Financial aspects**:

* after every three months, the financial report on the expenses made from the project budget (on work packages), signed by the school director, will be made;
* the evidence will be kept by each partner in the project file, in the original: certificates of participation, Europass mobility certificates, boarding pass, hotel accommodation invoices, other invoices proving the payments made from the budget allocated to each work package, in compliance with the provisions of the financial legislation of each country;
* only eligible expenses must be made from the project budget, which are directly connected with the activities described in the project;
* the members of the management teams can receive salaries from the budget of the Project management work package, based on time sheets for each person, in compliance with the financial legislation of each country.

**Responsibles** – the SC and FC of the project

1. Each partner starts uploading documents on project google drive after finishing each activity.

***Evidence*** – *Europasses* (scanned), *certificates of participation* (scanned), photos, *report* of the Joint Teacher Training Event, *list of presence* with elements for visual identity of the project and a provision for consent to the processing of personal data for participants at the event, the *links of the article in the media about the project activities*, the *link of the school project websites and the school FB* where the information about the project activities is posted, etc..

**Responsible** – the project coordinator from each school

1. **Elements for visual identity –** All materials that we produce respect the visual identity of the project.

**Responsible** – the project coordinator from each school

**Written by Daniela Crizantema Nane**