



Minutes Steering Group meeting CL4L

2023, March 9 / 14.00 - 15.15 / Online by Zoom

Participants:

P0 REA College Pluryn:	Birgit Grimbergen
P1 All about quality consultancy:	Guus van Beek
P3 Doc Servizi:	Roberta Bargiggia
P5 BIC Ljubljana:	Tanja Gregorec, Tanja Kek & Boštjan Ozimek
P6 TMK:	Elen Raudsepp
P7 Croan	Nathan Van Groenigen (minutes)

1. Finance and administration

- To justify the days worked in the project all participants in the project need show that they are employed by the project partner. Therefore, Birgit needs to have contacts/pay slips of every participant. For those who have not send them in, please send in or bring them with you to Verona. Birgit is now making an overview, based on the working days per partner, per work package. After that timesheets will be made for every participant to fill in the dates worked for the project and to sign. On the timesheets Birgit fills in the names of the participants, the work that has been done, per Work package and number of hours that can be claimed for each task. From now on, for each homework assignment, Birgit will in advance inform the participants how many they can work on this.



2. Dissemination

- We ask every project partner to use their network to promote CL4L. Let the world know about our project activities and project results! It is important for the funder to show what was done to disseminate the project and the project results. All those actions need to be register. Birgit sends a registration form and an example for this. involved.
- Project website almost on air.
- After Verona we will make a digital form/flyer (in high resolution). Each partner can choose whether they print it.
- There will be an Electronic Newsletter every six months.

3. The kick-off meeting was very highly rated in the evaluation. For the online meetings we strive for more interaction and creative working methods. It is very valuable if everyone fills in the evaluation forms. Please send the evaluations to Birgit (not to Guus).

4. The onsite meeting in Verona is mainly intended for teachers and trainers. Managers deal with policy and implementation. The target group of teachers and trainers propagate the new creative and innovative way of teaching life skills. The focus is on the assessments of life skills. Which of the life skills match your personality.

5. When emailing Guus, please use his business email address: quality@xs4all.nl