

## **Report from the first meeting**

**Date:** January 26, 2026

**Participants:** Project coordinators from Macedonia, Turkiye and Romania (including Marina Dimoska, Macedonian language teacher) and teachers for coordinator and partner schools

### **Macedonia's Coordination Role**

Macedonia has two coordinators per the application, with Marina Dimoska responsible for implementing activities.

### **Contract Signing Procedure**

- Post-meeting, Annex 3 (contract annex) will be emailed. Each partner school completes it with the coordinator school.
- A Google Drive file will collect partner email addresses for distribution.
- Coordinator school signs the main contract with the National Agency.
- Partner schools then open dedicated bank accounts for fund transfers and share details with the coordinator.
- Contracts between coordinator and partners will detail cooperation, fund transfer methods, and amounts.
- Additional info needed for National Agency signing will be gathered and shared.

### **Payment Schedule**

Payments follow a 40% + 40% + 20% structure:

- First 40%: After coordinator-partner contracts are signed (initial €48,000 distributed per application budgets).
- Second 40%: After first kick-off meeting.
- Final 20%: After project completion and National Agency evaluation.

### **Partner Budgets (per application):**

| <b>Partner School</b>                             | <b>Budget (€)</b> |
|---------------------------------------------------|-------------------|
| Keçiören Bilim Sanat Merkezi                      | 15,122.25         |
| Școala Gimnazială Nr.1 Valcău de Jos              | 13,919.25         |
| SCOALA GIMNAZIALA RASCAETI                        | 13,731.25         |
| OOU KIRIL I METODIJ - STAJKOVCI, GAZI BABA SKOPJE | 15,371.25         |

Funds calculated by activity and school.

### **Budget Adjustment: AI and STEAM Lesson Plans Activity**

Original plan: 12 teachers (4 per partner school) at €660 each, creating a shortfall for 4 teachers.

**Revised:** 3 teachers per school (total 12) to align with budget.

## **Holidays and Breaks**

All partner breaks to be listed in Google Drive. Key Macedonian dates:

- March 20, 2026: Ramadan Bayram
- April 12, 2026: Easter
- June 11–Aug 31, 2026: Summer break (staff work until July 5, return Aug 16)
- March 9, 2027: Ramadan Bayram
- May 2, 2027: Easter
- Dec 31, 2026–Jan 20, 2027: Winter break (staff return Jan 11)
- June 11–Aug 31, 2027: Summer break (staff work until July 5, return Aug 15)

Schools do not operate during breaks.

## **Mobility Periods: Kick-Off Meetings**

- First (Macedonia): June 29–July 2, 2026 (delayed from Feb 2026 due to contract timing).
- Second (Romania, Școala Gimnazială Nr.1 Valcău de Jos): June 2027 (exact dates TBD).

## **Team Formation**

Each participant forms a team of 5–9 people. A Google Drive file will collect all participant details.

## **Ongoing Online Activities**

Implemented per application (shared in WhatsApp group). For each, provide descriptions for Mobility Tool entry to enable final 20% payment.

## **Meeting Frequency and Communication**

- Use TwinSpace for ongoing meetings, per application schedule.

## **Logo and Digital Platforms**

- **Project logo:** Create by deadline Feb 27, 2026.
- **Facebook & Instagram:** Managed by Mihaela (all partners assist).
- **YouTube channel:** Managed by Zorica (all partners assist).
- **Project webpage:** Managed by Mine.

Next steps: Monitor Google Drive for updates and confirm actions.