**25th Conference 11th May 2023**

The twenty-fifth meeting was held at Agrupamento de Escolas Professor Paula Nogueira in Olhão, Portugal during the C5 Mobility at 10:00 Hrs GMT on the above date.

During this meeting all leading coordinators from all 5 countries were present. The main content was to discuss information and tasks required for the finalising of the project as a whole and start preparing for the final reports.

1. The meeting started with the coordinator from Czech Republic briefly explaining to everyone the information required regarding to the mobility tool that are outstanding.
   1. Due to a change of date for C1 all of the information from each of the countries will have to be re-entered. This mainly refers to the numbers of people travelling as well as distances.
   2. All information with regard to C5 entered on to the mobility tool as quickly as possible.
   3. All expenses to be entered into the relevant fields of the mobility tool and check budgets to ensure that all entries tally to the correct total as laid out in the application form.
   4. There have been problems with countries gaining access to the mobility tool, this was remedied by the Spanish coordinator during the meeting and everyone has a working link to the mobility tool now.
2. The coordinator from the Czech Republic also spoke about others tasks relevant to the project and a few minor administration points relating to the project so far.
   1. The Czech National Agency (NA) has confirmed due the problems existing with the eTwinning platform that all materials can be uploaded to the Google Drive of the project. That will be satisfactory as evidence.
   2. More photographs are required of all countries “Erasmus Corners” as some have not uploaded or updated.
   3. The Newsletter from Denmark requires to be uploaded as well as the final Newsletter from Portugal on completion of the mobility
   4. There are also a few presentations and videos required from C2 and C4 still to be uploaded.
   5. Any links for the dissemination of any information from all countries with regard to the project should also be uploaded to the project’s Google Drive.
   6. A link is required for the use of the Padlet platform which was used at the very start of the project. This has been actioned.
   7. The final point was in relation to the attendance certificates from C1 and C4. The certificates from C1 have now been distributed to all partners. The C4 certificates will be scanned and sent to all countries due to unforeseen circumstances. Everyone should have C1, C2, C3 and C5 certificates. If anyone is missing any of them, ask for a scanned copy prior to the next meeting.
   8. All partners were finally asked to check for any information that needs to be uploaded including all photographs from all mobilities before the next meeting.
3. The next meeting is scheduled to take place on 1st June 2023 at 16:00 Hrs CET.