Project title: “STEAME for Saving Life: Guidelines for developing and implementing Disaster Risk Reduction Education in Elementary School Curriculum”
Project Acronym: STEAME-DRREC
Reference number: 2023-2-CY01-KA210-SCH-000169945
Implementation period: 31 August 2024 – 30 August 2026

PM2 - 1st Physical Meeting
Kozani, Greece
20 September 2024

Host: Directorate of Primary Education of Kozani (DPEK)
Address: Prefectorial Administration Kozani, Dimokratias 27, Kozani 501 31, Greece

Emergency contact numbers: Eleni Papadopoulou
Olga Markogiannaki

AGENDA

Friday, 20 September 2024		
Time (EEST)	**Action**	**Presenter – Comments**
Arrivals 09:30 – 10:00	**Meeting starts – Coffee** **Partners participating** P0. Cyprus Mathematical Society (CYMS), CY P1. Competence Center for a Sustainable and Resilient Built Environment Using Smart Technologies S.A. (SURE), GR P2. Cyprus Pedagogical Institute (CPI), CY P3. Directorate of Primary Education of Kozani (DPEK), GR	
10:00 – 10:15	**Welcoming**	Project coordinator Host of the meeting
10:15 – 10:45	**Plan PA1: Project Management (O6)** O6/A1: Coordination of project meetings, minutes of meetings - Management procedures - Project's google drive - Spreadsheet for expenses	P0. CYMS (September 2024-August 2026)
10:45 – 11:15	**Plan PA2: Quality Assurance and Project Evaluation** D3. Contingency Plan and Quality Assurance Evaluation report (D3 draft provided by Kypriaki Mathimatiki Etaireia (CYMS), CY)	P3. DPEK and P0. CYMS (September 2024-August 2026)

11:15 – 11:30	**<u>Plan PA3: Dissemination of Project Results (O5)</u>** D2. Dissemination Plan and Implementation of Results D4. Exploitation Plan	P0. CYMS (September 2024-August 2026)
11:30 – 11:45	Coffee Break	
11:45 – 13:30	**<u>Plan PA4: STEAME-DRREC Guidelines for teachers and students' activities for Disaster Risk Reduction Education in Elementary School Curriculum (O1-O2-O4)</u>** **PA4-A1: STEAME-DRREC Guidelines for teachers (O1)** D1. Digital Reference Collection of activities and material developed the last decade - PA4-A1(O1/A1): Analysis of European and Global characteristics in terms of activities and curricula of Elementary Schools relevant to DRR education. (September-February 2024) - PA4-A2(O1/A2): Methodological Guidelines for incorporating STEAME-DRREC activities in curriculum-content instruction. (October 2024-June 2025) **PA4-A2: STEAME-DRREC activities for Elementary School students (O2-O4)** - PA4-A1(O2/A1): Development of STEAME-DRREC activities for Elementary School students (Grades 1st-6th) (November 2024-August 2025) - PA4-A2(O4/A1): Pilot testing, compilation and finalize STEAME-DRREC Guidelines and activities (April 2025-July 2026)	P1. SURE (September 2024-July 2026)

13:30 – 15:30	Lunch Break	
15:30 – 16:00	**<u>Plan PA5: Training Course for STEAME Disaster Risk Reduction Education (O3)</u>** - PA5-A1: Development of the course PA5-A1(O3/A1): Design modules for teachers' training (November 2024-February 2025) - PA5-A2: Training teachers PA5-A2(O3/A1): Implementation of the teachers' training course (March 2025-May 2026) *** TA1-GR – March 2025**	P2. CPI and P3. DPEK (November 2024-May 2026)
16:00 – 16:15	**PA6: Blueprint Policy Recommendations for National and European Educational Authorities**	P3. DPEK and P2. CPI (May-August 2026)
16:15 – 16:30	**Indicators/Impact – QA leader in charge**	P3. DPEK and P0. CYMS (September 2024-August 2026)
16:30 – 16:45	Coffee Break	
16:45 – 18:00	**<u>Tasks and future planning</u>** - Management and Reporting - Quality assurance statement - Contingency plan - Finalize	P0. CYMS

	- Indicators and monitoring - Partners logos - Contracts of the people working on the project - Project's google drive - Website set up - Facebook set up - Dissemination actions by all partners - Newsletter 1 development - Press release in EN and GR (SURE) **Future meetings** - 2nd Online meeting – February 2025 - 3rd Online meeting – April 2025	
	To do List – September 2024	
21:00	**Joined Dinner** (Άμπακος ή Resto Bar)	

Project's Google Drive