“Workshop Minutes of the meeting”

Key People

Key knowledge for Iraqi Women

IRAQ - Erbil 22-26 May 2017– Workshop 3 Erbil

The workshop was conducted at WEO office for three days

**The workshop participants on 22-26th of May, 2017**

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|  | **Names** | **Position** |
| 1 | Suzan Aref | WEO Director |
| 2 | Dorina Kulla | MEDITER |
| 3 | Aneta Matti | MEDITER |
| 4 | Marwa N.Mohyadin | WEO Coordinator |
| 5 | Victor Matteucci | Mediter President |
| 6 | Fabien Lambert | Senior Project manager - Mediter |
| 7 | Saba H. Ramadan | Ninawa Governorate |
| 8 | Abdulstar Kh.H | Municipality Mosul |

**First Day of the Workshop:**

The first day started at 14:30 in WEO office- Erbil ***(22 may 2017)***

Dr. Victor Matteucci president of MEDITER welcomed the participants to the 9 and final workshop of Key People Project

Dr. Matteucci started to give a brief description regarding the project, which started at the beginning of 2014 with the first workshop was organized in Mosul on 3rd of May, 2014. A project very complicated in relation of Invasion of Mosul by DAESH and the consequent transfer to Erbil of Activity’s Project. From the second workshop to the nine workshop, the activities were organized and managed in Erbil.

Matteucci introduced Mr. Fabien Lambert, which is the Manager that has worked on the training and that, is responsible for completing the training with the implementation of module 4 provide during workshop No. 9.

Fabien Lambert introduced briefly to the partners the goal of the 4° module of training and its methodology.

After the communication to the project partners, Mr. Lambert started his training activity in the classroom

Matteucci introduced Susan Aref, president of Women Empowerment Organization (WEO).

Then Mrs. Suzan Aref, Executive Director of WEO (Woman Empowerment Organization) described briefly the organization of Incubator and the activities managed in in the last part of the project.

After describing the organised activities so far, he explained the responsibilities of each partner according to the project.

After generally describing the last phase of the project, Matteucci shared with the partners the discussion topics of the second day.

The first day of workshop ended at 16:30

**Second Day 23th of May 2017 Participants**

The second day of the workshop between partners stared at 9:00 am.

Each of the participants commented and shared their opinions on the results of the project. Most of them agreed on the areas of development suggested by the project and suggested others based on their experience on the field and on the data at their working environments.

The partners share the conclusions that the project's objectives have been achieved in spite of the war-related difficulties, the occupation of Mosul, the need to restructure and move the project to Erbil.

About one hundred women were formed, created 10 NGOs and Small Businesses, some of which are active.

The incubator has been activated to support women interested in developing initiatives and projects through the creation of new NGOs and micro-businesses.

A team of experts has been formed to manage the incubation phases of micro-enterprises and NGO in Erbil

A program of activities was launched to create a microcredit mechanism for future entrepreneurs.

In the Afternoon, Dorina Kulla, Administrator of Mediter and the project will handle this phase of controlling the procedures with the project partners

The second day of the workshop ended at 16:30

**Third Day participants on 24th of May, 2017**

The meeting started at 09:00

The central objective of Workshop 9, the final workshop of the project, is devoted to sharing administrative documents, verifying the procedures implemented, financial control, partner co-financing verification, audit reports, and documentation.

Therefore, in this third day of workshop, Dorina Kulla, Administrator of Mediter and the project will handle will continue to control the procedures with the project partners

The Third day of the workshop ended at 17:00