***Key People***

**Key knowledge for Iraqi Women**

**Departure; May, 21. 2017 Return: May 25, 2017**

**INCEPTION WORKSHOP nr 9**

**Erbil, IRAQ**

**May 22-24 -2017 - Workshop Erbil**

***This project is financed by the European Commission - Contracting Authority: European Commission***

***Program: Support to Civil Society Development in Iraq - Reference: EuropeAid/133-097/C/ACT/IQ***

**Grant contract 334-516 "Key people - Key knowledge for Iraqi women" – EuropeAid - DEVCO**

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# Agenda Workshop: PHASE Four: Next Steps

# Day One

# 22 Monday MAY 2017

# PHASE Four: Next Steps

|  |  |  |
| --- | --- | --- |
| **Time** | **Session/place** | **Pertner** |
|  |  |  |
| **09:30 – 12:30**  **08:30 – 13:30** | Check and collect the original documents of phase four:  • Administrative focus about Contracts and other documents (co-financing- etc)  • Didactic plan, register signatures and reports  • Analyses of activity and actions during the phase 4 –  Learning incubator’s management | **All partners**  **Fabien Lambert** |
| **13:30- 14:00** | **Break** | |
| **14:30- 16:30**  **14:30- 19:30** | PHASE 4  Testing of the Incubator  • Focus about Main purpose of the Incubator  • Incubator location and Staff - To imagine Local network of incubator  Incubator's prospective in Erbil  **Learning incubator’s management** | **All Partners**  **Fabien Lambert** |

**Day Two**

**23 Tuesday may 2017**

# PHASE Four: Next Steps

|  |  |  |
| --- | --- | --- |
| **Time** | **Session/place** | **Pertner** |
|  |  |  |
| **09:30 – 12:30**  **09:30 – 12:30** | Check and collect the original documents of phase four:  • Administrative focus about Contracts and other documents (co-financing- etc)  • Didactic plan, register signatures and reports  • Analyses of activity and actions during the phase 4 –  Learning incubator’s management | **All partners**  **Fabien Lambert** |
| **12:30- 14:00** | **Break** | |
| **14:30- 19:30**  **14:30- 19:30** | PHASE 4  Testing of the Incubator  • Focus about Main purpose of the Incubator  • Incubator location and Staff - To imagine Local network of incubator  Incubator's prospective in Erbil  **Learning incubator’s management** | **All Partners**  **Fabien Lambert** |

# Day Three

**24 Wednesday MAY 2017**

# PHASE Four: Next Steps

|  |  |  |
| --- | --- | --- |
| **Time** | **Session** | **Facilitators** |
| **09,30-12:30**  **09:30-12:30** | **Workshop**  Check and collect the original documents of phase four:  • Administrative focus about Contracts and other documents (co-financing- etc)  **Learning incubators management** | **All Partners**  **Fabien Lambert** |
| **13:00-14:30** | **Lunch** |  | |
| **14:30-19:30** | **Learning incubators management** | **Fabien Lambert** | |

**1. Hours of Training:**

**Monday 22 may – h. 09.30-1230 h.1430-19.30**

**Tuesday 23 and Wednesday 24 - h.09.30-1230 & 14.30-19.30**

**2. Training contents:**

**- the incubator's management ;**

**- the entrepreneur's assessment ;**

**- the business plan & its follow up ;**