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INCEPTION WORKSHOP

Erbil, IRAQ

Sunday 07.09. 2014 – Tuesday 09.09. 2014

Arrival:

Saturday 14.06. 2014, all participants arrive in Mosul.

1. Meeting Agenda:

Day One

07 Sunday – September 2014

Module One: Definitions, Introduction of Partnership, Participants' Experiences and general project objectives

Time

Session/place

Partner

10:00 – 12:00

Meeting with all partner to:

-Verify the presence of the partner and the availability of collaboration to discuss the new strategy of the

-Temporary location of the project

- Participation of the University of Mosul and last date to submit the study

Mediter

Mosul Chamber of commerce

Gover nator of Ninwa

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12:30 - 13:30

- Lunch & break

13:30-17:00

Â Governor of Ninewa

- Meeting with Dr. Mr. Alnujaifi

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Governator of Ninwa

Mosul Chamber of commerce

Day Two

08 Monday 08 September 2014

Module Two: management, audit, administrative and financial procedures

Time

Session/place

Pertner

09:00 – 10:30

Financial and Administrative activity – Procedures and management.

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Governator of Ninwa

Mosul Chamber of commerce

10:30- 11:00

Coffee Break

11:00- 13:00

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Presentation on Audit procedures and the administrative procedures for the management o

Mediterranean Management and Partners

13:00- 14:30

Lunch

14:30-16:00

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- **Administrative and financial procedures**
- **Visibility requirements and communications**
- **Documentation and reporting**

Mediterranean Management and

Partnership

Day Three

09 Tuesday September 2014

Module Three: Next Steps

Time

Session

Facilitators

9:00-10:30

- **Agreement on a detailed work plan**
- **Administrative and financial procedures**
- **Objectives of any partner**
- **Budget and Activity**

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Governator of Ninwa

Mosul Chamber of commerce

10:30- 11:00

Coffee Break

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11:00 – 13:00

- Agreement on a detailed work plan
- Administrative and financial proceduresÄÄ
- Objectives of any partner
- Budget and Activity

Mediter Management and

Partnership

13:00-14:30

Lunch

14:30-16:00

- Agreement on a detailed work plan
- Administrative and financial procedures
- Objectives of any partner
- Budget and Activity

Mediter Management and

Partnership

Day Four

10 Wednesday 9 September 2014

Time

Session

9

9:00-11:00

12:00-14:00

Meeting with Erbi Chamber of commerce

Italian Embassy in Erbil

2. Departure :

Erbil –Baghdad 10 September 2014

Baghdad- Amman 11 September 2014

Extract from the Description of the Action:

During a 4-day Inception workshop in Mosul, there will be the first **partners' assembly**. Each time a workshop occurs, partners will organize an assembly, as well. The first assembly is meant to define the detailed calendar of the actions; plus, the guidelines for the study (selection

of statistics indicators, both quantitative and qualitative; objectives; available sources), to be conducted in Phase 2, and the selection criteria for the training scheme in Phase 3 (open call and definition of didactical and logistic organisation).

1.2 Management activities

During the launching workshop in Mosul, the partnership officially nominates the Management Team, the Technical-Scientific Committee and one Evaluator. Each partner will name one coordinator, one administration officer and one secretariat officer, plus its representative in the Steering Committee, which comprises one representative from each partner plus a general coordinator of the project.

1.3 Dissemination activities

Moreover, the partnership, during the workshop of project's start in Mosul will design to organize a public Meeting, in order to present the activities (in particular, the training scheme and its open call) and to discuss on the problems that the project intends to address. Ideally, during the public event, partners will get different points of view on: the gender issue in the Ninawa area, the need for gender disaggregated data, the role of Medias and the public expectation, the prospective of Local authorities, the priorities and the strategic resources and competence in the regional context.

An other strategic objective during the workshop will be to define the visibility of project across the website of Mediter and through the appointment of a responsible of communication.