“Workshop Minutes of the meeting”

Key People

Key knowledge for Iraqi Women

IRAQ - Erbil – October10-13 - 2016– Workshop

The workshop was conducted at WEO headquarters

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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 | Project manager MEDITER |
| 7 | Saba H. Ramadan | Ninawa Governorate |
| 8 | Abdulstar Kh.H | Municipality Mosul |

**First Day of the Workshop: 14,30 – 18,00**

The first day started at 14:30 in WEO office- Erbil

Phase 4 incubator)

* Visit Campus Cihan University and meeting with the Administrative Management and Professors of Cihan University
* Visit to the area of Incubator
* Meeting with beneficiaries of learning
* Startup of learning’s activity at WEO headquarters

**DAY 2 h 09,00 – 13,00**

Check and collect the original documents of phase three:

• Administrative focus about Contracts and other documents (co-financing- etc)

• Didactic plan, register signatures and reports

• Analyses of activity and actions during the phase 3 - exchange good praxis in Bruxelles and Palermo. Development and prospective. (Cooperation prospective between Erbil and Europe, Planning visit of European Enterprises and NGOs - Political delegations etc.)

**Day 2 h 15,00 – 18,00**

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 microcredit and incubator’s management

H 18,00 - Meeting with Bashar Kiki Chairman of the Board of Nineveh province and the new Governor

**DAY 3 h 09,00 – 13,00 / 15,00 – 18,00**

Project administrative management, documentation verification, budget analysis and report definition, contracts, receipts and costs of the activities carried out and services implemented

The Incubator Management Training Activity was implemented in all three days of the workshop, in the scheduled didactic hall, with a time parallel to the project management activity *(Specific report in annex*)