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| --- | --- | --- |
|  | PHASE 2- (learning)  Check and collect the original documents of phase two:   * contracts and list of participants and teachers * Didactic plan, register signatures and reports * payment receipts * analyses of activity and actions during the phase 2 | Mediter Network Aisbl  Governator of Ninwa  University of Mosul  Women Empowerment Organization (WEO)  Municipality of Mosul |

**REPORT**

**WORKSHOP 7 - February 2016**

Participants at the meeting

Victor Matteucci - MEDITER Network Aisbl

Dorina Kulla - MEDITER Network Aisbl

Sondus Alraui - MEDITER Network Aisbl

Suzan Aref - WEO

Saba R. Hasan - Governorate of Ninawa

Sameem Noon - Municipality of Mosl

Aram - MEDITER Network Aisbl

The first day of workshop started at 14:00 at WEO’s offices. The objective of the first day of meeting was to collect the original documentation regarding the training activity conducted during 2015. There were verified and collected the corresponding documents related to this phase such as the contracts of the trainers, lists of participation, timesheets and other relevant documents.

During the second phase of the project were trained 100 beneficiaries on the creation of SME and NGO. The created NGO were legally registered and started their activities. One of the NGO, funded by 5 project beneficiaries is called “Find it” – F.IT and has started to work on social issues concerning the displaced in Erbil. They have been providing to the refugees free language courses, job matching services, consulting etc. <https://www.facebook.com/Find-it-organization-999910916733540/?fref=ts>

The meeting ended at 18:00

**Day Two**

**8 Monday February 2016**

# PHASE Three: Next Steps

|  |  |  |
| --- | --- | --- |
| **Time** | **Session/place** | **Pertner** |
| **10:00 – 13:00** | Meeting with the Italian Consul Dr. Alessandra Di Pippo regarding the Phase 3.  Meeting at the University of Cihan | **Mediter Network Aisbl**  **Mediter Network Aisbl and WEO** |
| **14:00 – 16:30** | PHASE 3  Creation of Microenterprises and NGO –  acquisition documentation registration, identification of legal representatives and members  Testing of the Incubator   * Main purpose of the Incubator * Incubator location and Staff * Budget and incubator Activity | **All partners** |
| **16:30- 18:30** | PHASE 3  Stages in Palermo and in Brussels  Organization, period and Objectives | **All Partners** |
| **19:30- 20:20** | Meeting with Bashar Kiki Chairman of the Board of Nineveh province and the new Governor | **Mediter Network Aisbl**  **Governator of Ninwa** |

The second day at 10:00 the project manager and the administrative staff of MEDITER meet with the Italian Consulate in Erbil Dr. Di Pippo. The objective of this meeting was the visa procedures for the Iraqi partners and Iraqi delegation members. After explaining the project to the new Counsellor and the activities the project manager asked for the documents that should be presented at the consulate for obtaining a visa and the time requested for it. The Italian Consulate offered their full support regarding the project and the visa procedures. The approximate period planned for the events to Palermo- Italy and Brussels- Belgium is the first week of July 2016. These events will serve to exchange good practices with the incubators in these two countries and also to set new collaboration contacts with enterprises.

After the meeting with the Italian Counsellor the working group of the project composed by MEDITER’s team and Mrs. Suzan Aref (WEO) met with the head of the Economic Department of Cihan University. This meeting served to make the last arrangements for the event of the distribution of the certificates to the beneficiaries of the training. The working group checked the spaces for the event, the sound system, the program, the organisation for the catering, etc.

At 14:00 started the second day of workshop among partners. The meeting was attended by:

Victor Matteucci - MEDITER Network Aisbl

Dorina Kulla - MEDITER Network Aisbl

Sondus Alraui - MEDITER Network Aisbl

Suzan Aref - WEO

Saba R. Hasan - Governorate of Ninawa

Sameem Noon - Municipality of Mosl

Aram Abd- MEDITER Network Aisbl (local activity coordinator)

Zeryan Hama -SOC monitoring expert

The objective of the second day workshop was to plan the new phase, especially the creation of the incubator, local office of MEDITER and the organisation of the events in Palermo and Brussels. The objective of the incubator activity is to support the new created NGOs and SME without excluding other existing enterprises in the area. The Incubator will provide with counselling, technical assistance, further training, sett contacts, facilitate the procedures etc. In this regard the partnership first focused on the location of these offices. Everyone agreed that the location of the Incubator to be inside the Chamber of Commerce of Erbil, as a strategic venue and relevant to the services that will be provided to the beneficiaries. Otherwise, as a second alternative the partnership suggested the University of Cihan, also strategic and able to target students that plan for their future to create an enterprise or NGO. In this regard MEDITER along with WEO, which are the partners responsible for this activity scheduled an appointment with the president of the Chamber of Commerce Erbil.

Another topic that was discussed at the workshop was the qualification of the staff that will be working for the upcoming activities. One of the priorities was to prepare the call of interest for the new experts. Everyone agreed that the experts should be highly qualified and with long experience in relevant field.

At 18 : 30 the meeting ended and the team work of MEDITER and Governorate of Ninawa went to meet with the President of the Council Bashar Kiki.

After reassuming the project activities for the third year the project manager mentioned the challenges that the project was facing in this moment of its implementation, such as the location of the incubator. The project manager explained the importance of locating the activity within the Chamber of Commerce of Erbil. The president of the Council of Ninawa confirmed his approval and his help in order to succeed with obtaining the best location for the third phase activities. Also during the meeting the team of MEDITER mentioned the trip to Europe and its organisation. The travel is meant to last one week in total with 2 days event in Brussels and 2 days in Palermo. It is planned that the event in Palermo will be organised with the help and support of the Municipality and the Mayor of Palermo. The group from Iraq will have the opportunity to meet with local enterprises and also to closely see how the incubators work in the area. The event in Brussels will be organised in one of the European Commission conference rooms and there will be invited representatives from other international organisations. The group form Iraq, as well as in Palermo will meet with different incubators, enterprises, NGOs, and exchange experiences.

# Day Three

**9 Tuesday February 2016**

|  |  |  |
| --- | --- | --- |
| **Time** | **Session** | **Facilitators** |
| **11:00-13:30** | Distribution of certificates to the beneficiaries in Chihan University | **All Partners** |
| **13:00-14:30** | **Lunch** |  | |
| **15:00-15:30** | Meeting with new Governor of Ninawa | **Mediter**  **Municipality of Mosul** | |

The third day was dedicated at the event for the distribution of the certificates to the beneficiaries of the trainings. The event took place at the University of Ciha and started at 11:00 am. Besides the beneficiaries at the event participated local authorities and representatives of international organisations. The event as opened by the welcoming word of the project coordinators, the president of Ninawa council and the rector of the University of Cihan. Afterward the beneficiaries received the certificates and participated to the organised catering.

In the afternoon the partnership gathered again to plan the third phase activities. The main topic of the discussion was the organisation of the travels to Europe. The partnership proposed to bring to Europe a delegation composed by 12 persons. Initially the project intended to invite to Europe the direct beneficiaries of the project, those who participated at the training activity. After discussing with the Italian Consulate regarding the visas, was advised not to select the beneficiaries due to emigration risks and for this reason the partnership had to think about the composition of the delegation. Also, the partnership had to agree on the period of the for the organisation of the events considering that there are needed 40 days to obtain a visa and the month of June will not be suitable due to the Ramadan month. For the above mentioned reasons the partnership decided that the composition of the delegation from Iraq to be composed by representatives of the local authorities, professors of the university, chamber of commerce, and the period for the organisation of the events is foreseen to be the first week of July 2016.

In the afternoon was planned a meeting with the new Governor of Ninawa which did not happen because of the very busy agenda of the Governor.

# Day Four

**10 Wednesday February 2016**

# PHASE Three: Next Steps

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| --- | --- | --- |
| **Time** | **Session** | **Facilitators** |
| **9:00-12:30** | PHASE 3  Creation of Microenterprises and NGO –  acquisition documentation registration, identification of legal representatives and members  Testing of the Incubator   * Main purpose of the Incubator * Incubator location and Staff   Budget and incubator Activity | **All Partner** |
| **13:00-14:30** | **Lunch** |  | |
| **14:30-18:00** | PHASE 3  Stages in Palermo and in Bruxelles  Organization, period and Objectives | **All Partner** | |

The fourth day of workshop started with the meeting at the Chamber of Commerce of Erbil in order to formally present the proposition of establishing the activity of Incubator, ethic bank and MEDITER’s office inside the venue of the Chamber of Commerce.

The project’s team composed by Victor Matteucci, Suzan Aref, Sondus Alraui and Dorina Kulla met with Mr. Dara Jalil Khayat president of the Chamber of Commerce, Dr. Anwar Abdullah Advisor and two other members of his staff.

As mentioned above the purpose of the visit was to discuss the establishment of the incubator inside Erbil Chamber of Commerce and to become the first incubator in Iraq hosted by a chamber of commerce and recognized internationally.

The incubator and the “ethic bank” will provide intensive trainings by specialized local and external trainers and support small and medium enterprises in terms of banking information, micro-finance linkages, business plans and loan packages. It will provide necessary assistance to the projects which have affected negatively by external factors and identify the causes leading to bad status of the project. The incubator will be supported by the European Union and linked with other incubator projects from Belgium, Italy and Lebanon.

The incubator will also facilitate visits for traders to European countries to similar experience and get knowledge about the incubator projects in Europe.

The Incubator will help the Erbil Chamber of Commerce to devise business ideas that would be helpful for the current financial situation and help the youths, IDPs and host community to establish their own businesses and get employment opportunities.

As it was clear from the discussions, the incubator project will be a partnership work between WEO, Mediter and Erbil Chamber of Commerce, but supported by EU.

Suzan Aref will be a key focal point of this project and Erbil chamber of Commerce will have their focal point too. The initiative will last for 2 years as an initial step and with possibility of renewal.

All participants at the meeting suggested the preparation an agreement specifying all the terms and conditions including roles and responsibilities.

In the afternoon was organised the last session of workshop in order to reassume all the decision taken, obtained results and new goals. The meeting was attended by:

Victor Matteucci - MEDITER Network Aisbl

Dorina Kulla - MEDITER Network Aisbl

Sondus Alraui - MEDITER Network Aisbl

Suzan Aref - WEO

Saba R. Hasan - Governorate of Ninawa

Sameem Noon - Municipality of Mosl

Aram Abd- MEDITER Network Aisbl (local activity coordinator)

Zeryan Hama -SOC monitoring expert



