

Proposals and Strategies for Women Entrepreneurs



4th Partners Meeting

Nicosia - Cyprus

Meeting minutes

08/03/2017

Place of the project meeting:

Royiatiko Hotel

27 Apollonos Street, 1010 Nicosia – Cyprus


<i>Task description</i>	<i>Responsible project partner</i>																		
Wednesday, 08/03/2017 – 10:30																			
<p>1) <i>Official start of the meeting, meeting schedule</i></p> <p><i>The following participants were present during the meeting in Nicosia on the 8th March 2017. In total 11 participants.</i></p> <table border="1" data-bbox="280 1037 1161 1693"> <thead> <tr> <th><u>Organization</u></th> <th><u>Names of Participants</u></th> </tr> </thead> <tbody> <tr> <td><i>Social Innovation Fund</i></td> <td><i>Violeta Kolpakova Audrone Kisieliene</i></td> </tr> <tr> <td><i>Dooel Lingva 2006</i></td> <td><i>Maja Milevska-Kulevska Andrijana Moskovska</i></td> </tr> <tr> <td><i>ECQ</i></td> <td><i>Milena Goneva Vanya Novakova</i></td> </tr> <tr> <td><i>INFORMO</i></td> <td><i>Dino Babić</i></td> </tr> <tr> <td><i>NGO CIVIS PLUS</i></td> <td><i>Ioanna Tsetika Evangelia Delavekoura</i></td> </tr> <tr> <td><i>Eurosucces Consulting</i></td> <td><i>Giorgos Giorgakis Christina Yiannapi</i></td> </tr> <tr> <td><i>Mad for Europe</i></td> <td><i>ABSENT</i></td> </tr> <tr> <td><i>Giovani per l'Europa</i></td> <td><i>Present through Skype</i> <i>Francesca Perfidio Ferdinando Comerci</i></td> </tr> </tbody> </table>	<u>Organization</u>	<u>Names of Participants</u>	<i>Social Innovation Fund</i>	<i>Violeta Kolpakova Audrone Kisieliene</i>	<i>Dooel Lingva 2006</i>	<i>Maja Milevska-Kulevska Andrijana Moskovska</i>	<i>ECQ</i>	<i>Milena Goneva Vanya Novakova</i>	<i>INFORMO</i>	<i>Dino Babić</i>	<i>NGO CIVIS PLUS</i>	<i>Ioanna Tsetika Evangelia Delavekoura</i>	<i>Eurosucces Consulting</i>	<i>Giorgos Giorgakis Christina Yiannapi</i>	<i>Mad for Europe</i>	<i>ABSENT</i>	<i>Giovani per l'Europa</i>	<i>Present through Skype</i> <i>Francesca Perfidio Ferdinando Comerci</i>	Eurosucces Consulting
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<p>2) <i>Analysis on project development since the last meeting in Madrid, until today</i></p> <ul style="list-style-type: none"> - <i>Giovani per l'Europa (coordinator) presented what was done after the meeting in Madrid through Skype</i> - <i>A description of the Guidelines, for the Chapters that each of the partner has to develop, was given by the coordinators; the various chapters have to include what was done throughout the project and to give to the reader an idea of what the project was about, what it was developed throughout the project and what kind of activities were organized for the purposed of the project (for more information regarding the Chapters development</i> 	All partners																		

see section below)


- Each partner will prepare 1 page about history and traditions related to women (in general) + the description of the organization and send it to the Civis Plus NGO

CHAPTERS to be included in the Guidelines of the Project :

- Develop a chapter (5 pages maximum length) – the responsible partner - Civis Plus will send the relevant guidelines
- Everybody will send their chapters to the coordinator and Civis Plus (**Deadline: 20 April**)
- By the **end of April** Civis Plus will combine all chapters within one document and distribute it among the partners by the 5th of May. All partners will have to translate the document, into their national languages, till the **end of May**
- The Chapters need to include: 1. A brief presentation of each partner's country.
2. A description of the activities carried out in the different phases of the project (e.g. in classroom training)
3. A brief description of how the participants experienced the project and their involvement
4. A brief summary about the interviews taken from the women entrepreneurs (e.g. who they are, what kind of home-based business they have developed etc.)



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**EACH PARTNER WILL PREPARE A
CHAPTER (APPROXIMATELY A TOTAL OF 5 PAGES) THAT
WILL TALK ABOUT:**

1)THEIR COUNTRY

2) DESCRIBING THE ACTIVITIES CARRIED OUT IN THE DIFFERENT PHASES OF THE PROJECT

**3) THE EXPERIENCE LIVED BY THE PARTICIPANTS (EACH PARTICIPANT WILL BE INTERVIEWED ABOUT HOW THEY LIVED THE PROJECT EXPERIENCE).
WE WILL ASK THE PARTICIPANTS:
HOW DID YOU LIVE THE PROJECT EXPERIENCE? (JUST FEW SENTENCES)**

4)A BRIEF SUMMARY ABOUT THE INTERVIEWS REALIZED TO THE WOMEN ENTREPRENEURS

THE GREEK PARTNER , IN ADDITION, WILL DEAL WITH THE CONCLUSION OF THE GUIDELINES (DESCRIBING ALL THE RESULTS ACHIEVED THANKS TO THE PROJECT)

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GUIDELINES



At the beginning of in January, the partnership has started the new task, the drafting of guidelines.

The guidelines (intellectual output number 2) describe the entire design process, from preparation to the dissemination, it will go far beyond the project sharing, managing to support the promotion of entrepreneurship, to be used in the long term, beyond the term of the project.

- **In the various chapters, in detail, will be described the various activities carried out in the different phases of the project, the experience lived by the participants, each participant will be interviewed and they will tell how they lived the experience of the project.**

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- *The need of sharing of the partners contact details was expressed by all participants since new people entered the project. Therefore, all partners are requested to fill in the following table and send it to the coordinator, who will undertake to develop the unified list and share it with everyone.*


ORGANIZATION	CONTACT PERSONS	EMAILS	SKYPE ID

3) *A brief presentation in ppt with pictures (or recording pieces) of the course in the classroom and with the results obtained at the end of the classroom training. Maximum 5 minutes per presentation*

- All of the partners presented the classroom training through PPTs and the PPTs were given to Eurosuccess Consulting to be shared with everyone


All partners

<p>4) <i>Administration and financial issues</i></p> <ul style="list-style-type: none"> - <i>The needed documentation (part of the financial report) has to be sent to the coordinator end of August</i> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="217 443 459 501">  <p>Co-funded by the Erasmus+ Programme of the European Union</p> </div> <div data-bbox="1114 427 1209 539">  </div> </div> <h2 style="text-align: center;">Administration and financial issues</h2> <ul style="list-style-type: none"> • 1. Financial accounting and its documentary evidences • All the expenses arose and accounted during the project implementation must be supported by evidence according to the type of the expense. All the evidences must be kept for 5 years after the completion of the project and the acceptance of the final report. • Only the expenses exclusively necessary for the implementation of the project, planned in the proposal and granted by the budget of the Grant Agreement can be accounted. The invoices submitted or any other accounting documents have to be in correspondence with the project and this correspondence has to be supported by the other documents enclosed to the invoices. • The expenses have to be identifiable, justifiable and verifiable in the accounting register of the granted institution. <p style="font-size: small; text-align: center;"><i>This project has been funded with support from the European Commission under the Erasmus+ Programme. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. - 2015-1-IT02-KA204-014787</i></p>	<p>Project Coordinator</p>
<p>5) <i>Dissemination and promotion</i></p> <p><i>The need for more intense dissemination activities was expressed by the coordinator</i></p> <ul style="list-style-type: none"> - <i>Each partner should develop an article and post it to their national means (3rd article)</i> 	<p>Project Coordinator</p>

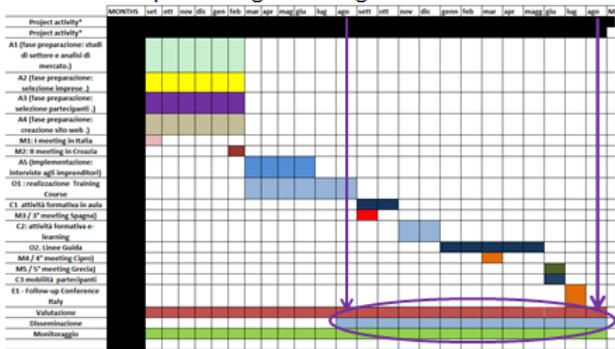


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DISSEMINATION



- The dissemination phase began in August 2016.



- Do not forget, to update constantly the [facebook](#) page with photos, articles etc and at the same time the blog, to publish an article in a newspaper regarding the development of the project and the good results achieved.

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6) Discussion and suggestions on the common project video

- MadforEurope will need to send to Eurosuccess Consulting their videos to be included in the video
- Eurosuccess will create a Youtube Channel for the project **(end of March)**
- Eurosuccess will give access to all partners to the Youtube Channel to upload all of their videos
- A short description of the video has to be included at the beginning of each video (e.g. women's names, who they are, what kind of home business they have) with the project logo being included as well for dissemination purposes.
- Eurosuccess will receive all the relevant materials for the video (e.g. photos, interviews with women entrepreneur) and the suggestions on how to develop the video till **(10th of April)**
- Two different videos will be produced by Eurosuccess: 1. A brief video with all the information related to the project (approximately 2-3 minutes) + 2. another video with every interview from the women entrepreneurs from each country
- Photos from the final certification + event of the project will be included in the video as well

Eurosuccess & all partners

7) Meeting in Greece, dates and what the learners will do

12-16 June (MOBILITY TRAINING) (till 3 pm arrival on the 12th – 3pm departure on the 16th)



- **BLENDED MOBILITY OF ADULT LEARNERS (BEGINNING OF JULY 2017)**
- **Another added value is given by the presence of the participants during the meeting in Greece (4 Learners per organization), realizing, so, a combined mobility; it will last 5 days excluding travel days , It will give the opportunity to the learners to participate in round tables, in the English language, they will exchange opinions, experiences, coming into contact with transnational experience; This will help broaden their business horizons and encourage women to start a business that adopts the most advanced operational approaches.**
- **During that mobility, learners with our help, could develop a bussiness plan.**

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12-13 June (Partner's Meeting)

- *Civis Plus will develop and send the proposed agenda for the C Activity, which will take place in Athens, in June, **till the end of April***

Project
Coordinator
and all
partners