



PRO.Women

12-15/6/2017

ATHENS, GREECE

MEETING REPORT

5TH TRANSNATIONAL PARTNERS MEETING 12-15/6/2017 ATHENS, GREECE

MINUTES MEETING

List of participants in the 5TH Transnational partners' meeting of Pro. Women in Greece.

| ORGANIZATION | PARTICIPANT |
|-------------------------------|------------------------|
| CIVIS PLUS | Ioanna Tsetika |
| CIVIS PLUS | Dimitrios Antoniadis |
| ECQ | Milena Goneva |
| ECQ | Vanya Novakova |
| Giovani per l'Europa | Domenico Mazzitello |
| Giovani per l'Europa | Francesca Perfidio |
| Giovani per l'Europa | Ferdinando Commerci |
| Giovani per l'Europa | Domenico Corigliano |
| Giovani per l'Europa | Antonio Corigliano |
| Giovani per l'Europa | Maddalena di Lascio |
| Social Innovation Fund | Violeta Kolpakova |
| Social Innovation Fund | Deimantė Unikaitė |
| MAD for Europe | Katia Maccarone |
| MAD for Europe | Gregorio García-Solans |
| MAD for Europe | Lucia Moreno Guerrero |
| LINGUA | MAJA Milevska-Kulevska |
| LINGUA | ANDRIANA Moskovska |
| EurosUCCESS Consulting | Christina Yiannapi |
| INFORMO | Maja Manzin |

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- Description of project impact in each partner country.

Presentations and description of the learners who thanks to the project decided to open a home-based business.

- Group discussion on: Critical issues encountered during the management of the project Dissemination Enhancement of the project How to improve the project?

- Final project video.

The video of the project will be prepared by the Cypriot partners and it will have duration up to 3 minutes. It will be an advertisement kind of video. All partners should send pictures and short videos for the video to the Cypriot partners.

- Proof of expense necessary for the conclusion of the project.

The following documents should be sent to the leader partner in a single zip file via e-mail till end of July.

- ✓ Management and Implementation Documentation
- ✓ Description of the activities and the objectives - all the justifications for the expense Eligible costs for this item are as follows: - Costs of planning, administration, coordination and communication between partners - Costs of learning materials and tools / teaching /Small scale training - Costs related to virtual cooperation and local project activities (workshops, organization and tutoring of related learning / training activities), - Costs related to the promotion and dissemination of results (brochures, leaflets, web information).
- ✓ Transnational Project Meetings: - A copy of Certificates of Participation - Boarding pass - Receipts of all eligible expenses
- ✓ Intellectual outputs: - Time Sheet (Proof of the work time of the personnel invested in the production of intellectual realization: In the form of a timesheet per person identifying the name of the person, the category of staff, the dates and total number of days of work of the person, for the production of intellectual realization) - Job contracts or documentation attesting staff membership to the Beneficiary, even in voluntary form (e.g. book members).

The leader partner reserves the right to contact the partners if they need further documents.

- Deadlines
- 14 July: Deadline of national versions/translations of Guidelines (IO2)
- 30 June: Deadline to send the presentations of partners meetings to leader partner
- 30 June: Deadline to send to Spanish partner (Katia) and leader partner (Francesca) a pdf file with the project activities and impact (women that created businesses) as implemented in each country.

- mid July: Deadline for the production of the project's video produced by the Cypriot partners.
- end of July: Deadline to send the financial documents to the leader partner.

- ✓ Important Notes - The videos of the interviews with successful businesswomen in Lithuania and Macedonia are not yet uploaded in the website and the YouTube channel. The partners should upload them in the project's website and the ProWomen Youtube channel asap. The Spanish partners should upload the videos of the interviews with successful businesswomen in the ProWomen YouTube channel.

- ✓ Multiplier event in Italy:

The partners could voluntarily attend the meeting.

The leader partner will inform the partners about the dates of the multiplier event in Italy.

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- ✓ Discussion focused on an example of female entrepreneurship: Interview with a businesswoman
- ✓ Final Evaluation of the meeting in Greece
- ✓ Certificate Ceremony