

GRUNDTVIG Learning Partnerships

"Mentor Migrant Women for Professional and Educational Insertion"

Minutes of the Final Project Meeting

01st – 03d June 2015

[Location: Larissa, EL]

Participants	<i>María Teresa Saez Barrao</i>	<i>Estella-Lizarra's Town Hall</i>
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	<i>Marta Curulli</i>	<i>Eurokom Association</i>
	<i>Maria Zappia</i>	<i>Eurokom Association</i>
	<i>Areti Chatzi</i>	<i>Responsible Citizens</i>
	<i>Eirini Roupa</i>	<i>Responsible Citizens</i>
	<i>Stergios Zarkanelas</i>	<i>Responsible Citizens</i>
	<i>Ilias Bampatzelios</i>	<i>Responsible Citizens</i>

Minute Taker **Stergios Zarkanelas**

Issues discussed

- A. Work done up to June 2015
- B. Changes\\Corrections to be done on site
- C. Improvement of Mentoring Tool
- D. Dissemination Activities
- E. Final Report

1. Site\\ Mentoring Tool

- * Completion of all translations in partners' language.
- * Updating the information after the final meeting regarding News & Events, Activities and Dissemination submenus.
- * Integrating all the information about the Project (including logos, e-leaflets, meetings, dissemination activities, mentoring tool) in partners' web sites.
- * Finalizing the Mentoring Tool.
- * Polish partners suggestion: Adding new links about ICT courses, self- improvement lessons giving the opportunity to beneficiaries to choose freely.
- * One more document needs to be sent from Spanish partners to be integrated in Mentoring Documents submenu on Mentoring tool site (<http://ictcourses.weebly.com/>).
- * All menu and submenu tabs in Mentoring Tool are completed and finalized (ICT courses, job & training opportunities, counseling tips, documentation).

2. Dissemination Activities

- * Maltese partners will create one final e-leaflet in order to promote and disseminate the outcomes of the project.
- * The outcomes of the project will be integrated in web sites of each partner (including logo, e- leaflets (2), e-mail account of the project -mentor-migrant-women@googlegroups.com-, [Facebook account](#), photos, [YouTube video](#)).
- * One more YouTube video will be sent from Spanish partners. The video should include the project logo and the LLP logo.
- * The two (2) videos will be integrated in WO-MENT Project site, in Dissemination tab menu.
- * All partners will disseminate the results of the Project via e-mails according to the database list of each partner sending the outcomes to all appropriate addressees.

3. Final Report

- * Since the deadlines for each country are different, 15th of July has been set up as a deadline for all partners to complete the Final report (E. Part A)
- * Each partners will complete two (2) points of E. Part A:
 - Greece → E1\\E2
 - Italy → E3\\E4
 - Poland → E5\\E6
 - Malta → E7\\E8\\E9
 - Spain → E10

Ps. In the meantime the partners will communicate either via email either via Skype meetings.