ILRI Addis Family Day |MINUTE No. 2

**April 4, 2014 |10a.m–11:15 a.m. | Sof Omar Meeting Room**

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| **Meeting chaired by** | Azage Tegegne |
| **Note taker** | Meron Mulatu |

**Attendees:**Tibebe Gebre AmlakJean HansenTigist EndashawMekuria LemmaBerhanu AbebeTesfaye KifleThomas Getahun |
| **Absentees:** Selamawit Woldeberhan and Admassu Wondimu (with excuse)  |

# Agenda

* Feedback from assignments given
* Brainstorming
* Concerns and possible solutions
* Questions to the main committee members

Feedback on assignments given

| Action items No. 1 | Person responsible and progress made from last meeting |
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| **Compiling list of invitees:**  | **-** |
| All ex-board members, DG’s of MoA ad EIAR/EARO | Tibebe G/Amlak started working on the list. Assignment given to Wubshet. and he is checking with Ministry of Foreign Affairs. Will have the final list by next meeting. (April 22nd.2014) |
| Current staff (including field staff) and ex-staff including families/family member of deceased ones. | No feedback as Selamawit didn’t attend the meeting |
| Graduate fellows | Tigist Endashaw reported he database is constructed doesn’t have addresses (contact details) Few information on addresses Tried to collect the available – Ethiopians not much informationDatabase shows 4000 students (1970’s until 2004) and only…… have e-mail addresses. Gap between 2005 and 2006. 2007-2014 total no. of 566 people- attachments with all the categories. Try to reach one through the other and it needs lots of workIPMS students (Pamela) – 127 – try calling to get their addresses – as the database doesn’t have the contact details |

| Action items No. 2 | Person responsible and progress made from last meeting |
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| **Documentation and feedback** | Berhanu to give in writing the type of videos he has by next meeting. Digital photos also to go into the films |
| Zebu Club social event films compiled in one DVD/flash drive to be handed over to all invitees |
| Get feedback from all staff in Ethiopia on what kind of activities they want to have on the event by e-mail and report back to the task force  | Meron reported that only 3 staff gave feedback. More feedback from staff needed.Use other means to get feedback:* Kindly request supervisors to organize a one hour meeting with their staff and get feedback.. – E-mail to be sent by Azage– this week
* An idea board around different buildings and provide cards – Tesfaye/Meron (this week)
* Organize special coffee morning for ILRI staff only and get feedbacks from different buzz groups one hour before lunch time. Meron with task force– date needs to be fixed
* Strongly announce over bingo night and other social events. Thomas/Berhau
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Brainstorming

| Ideas |
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| Story board like Alemaya University has  |
| Mind mapping with all the actives (time series) in big boards that ILRI/ILCA has gone through – time series- |
| Set of pictures that shows (how the staff have changed) – before and after |
| Livestock products – corner  |
| Journals written  |
| Videos (set up computers) to roll it (or on a big screen) – representing the bigger ILRI (IPMS video, Ghibe, capacity building, ILRI at work) we can be selective (bring all the CD’s and put up some suggestions for selecting)- |
| Competition among children on measuring sheep and goats - |
| Big balloon (ILRI/ILCA/ILRAD @ 40)- |
| Producing a publication of the event (highlighting) (pictures of the event) – like the bird of Ethiopia (for our own consumption and distribute it on CD’s for all. |
| Q&A competition among children about livestock. |
| Set up the photo area where the cow statue is (site for taking picture with staff) with a banner  |
| Testing – (animal products testing) – honey, dairy products etc…. |
| Kindly request staff to contribute interesting pictures they have if possible indicating the date and the event. Also check photos at InfoCentre. Tigist to check the photos of graduate fellows. |
| A person with ideas to get an award (to motivate) – top 3 innovative ideas to be awarded to get more feedback |

| Concerns and possible solutions |
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| How we involve ILRI’s partners including hosted institutes –* Partner (hosted institutes) will be invited (not their families – CGIAR). Highlight their logos (if it is a joint project) and publication
* The task force informally interact with members of hosted institutes
 |
| Careful on moving around- event shouldn’t be like sports day – avoid actives that cause chaos and make a selectionFix time and arrange a guided tour with fixed hours to make it manageable and to avoid staff from being scattered all over the campus |
| Tentative date needs to be decided so that staff and family could attend (a weekend) – tentatively November 8 suggested |

| To be discussed with the main committee (Shirley, Iain, Susan and Peter) |
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| Awarding a few staff for their contribution in livestock to raise the science profile of the event  |
| On the list of invitees: Long term casual staffs who worked for 10 to 15 years especially in Debre Zeit need to be discussed on whether they are going to be invited or not  |

Next meeting scheduled for April 22, 2014 at 10:00 a.m.