ILRI Addis Family Day |MINUTE No. 3

**April 29, 2014 |10a.m–11:30 a.m.| InfoCentre Breakout room**

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| |  |  | | --- | --- | | **Meeting chaired by** | Azage Tegegne | | **Note taker** | Meron Mulatu |   **Attendees:**  Jean Hansen Tigist Endashaw Berhanu Abebe Tesfaye Kifle Admassu Wondimu Selamawit W/Berhan |
| **Absentees:** Tibebe Gebre Amlak and Mekuria Lemma (with excuse) |

# Agenda

* Nomination of a vice chair
* Feedback on assignments given
* Documentation
* How to communicate and get addresses of ex-staff
* Questions to the main committee members

Nomination of a vice chair

| Action items No. 1 |
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| The group nominatedMeron Mulatu as vice chair to chair meetings in the absence of the chairman**,** Azage Tegegne  Tigist Endashaw to take Meron’s secretarial role when Meron takes the role of a vice chair |

Feedback on assignments given

| Action items No. 2 | Person responsible and progress made from last meeting |
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| **Compiling list of invitees:** | **-** |
| All ex-board members, DG’s of MoA and EIAR/EARO | The Liaison unit is extremely busy with the IFPRI 2020 International Conference that is hosting about 600 people during 13-17 May. Due to this engagement they have not made any progress on the invitee list |
| Current staff (including field staff) and ex-staff including families/family member of deceased ones. | Selamawit W/Berhan reported:  ILCA list is complete (1974 – 1994) roughly 750 people  1999-2014 (is complete)  Gap 1995–1998 (to be completed by next meeting  Long term casual staffs who worked for 10 to 15 years especially in Debre Zeit need to be invited |
| Graduate fellows | Tigist to give final list with contact address by next meeting (…..)  Estimated Ethiopian graduate fellows (500-700) |

| Action items No. 2 | Person responsible and progress made from last meeting |
| --- | --- |
| **Documentation and feedback** | Berhanu, Admassu and Meron to compile videos, photos etc.  by thematic areas…..   * Previous office in town * Construction around (first buildings) * DG’s pictures all the way to Jimmy Smith * Agreement b/n CG (signing ceremony) * Board members * Different stations – (Debre Zeit, Debre Berhan etc.) |
| Compiling photos and videos including social events at Zebu to make one/two CD’s out of it and hand over to all invitees. |
| Action items No. 3 | Person responsible |
| 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 | * Dr. Azage’s request from supervisors had feedbacks from 3 units (KMIS, Engineering and Finance – all posted on WIKI) * Suggestions on pin boards were collected (also posted on wiki) * **Special coffee morning** - scheduled for Tuesday May 6, 10:00 to 11:00 a.m. at the Zebu Club garden :   + Dr. Azage to make introductory remarks   + Ewen to facilitate   + The three units who sent feedback to be awarded certificate of appreciation   + Nominate members who represents the youth * Strongly announce over bingo night and other social events. Thomas/Berhau |

How do we communicate and get address of ex-staff

| Action items No. 4 | Person responsible |
| --- | --- |
| Use media – (TV and radio) and popular newspapers to announce and try to get physical address (P.O. Box, physical address)  Post on boards where staff pub their 3 boards (cafeteria, zebu Auditorium) – and try to get the contact address | Meron and Admassu to check the cost  Selamawit to send the list to all staff to get more information like (e-mail and physical address) |
| Use social media like Facebook and LinkedIn | Tsehay Gashaw from KMIS to organize – with a very good content (content needs to be provided by the taskforce) |
| To be discussed with the main committee (Shirley, Iain, Susan and Peter) | |
| Awarding a few staff for their contribution in livestock to raise the science profile of the event | |

AOB

| Additional ideas |
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| Admassu – to invite company that has done similar events The company needs to come to ILRI to present including a film showing the event as some of the activities need to be outsourced. |
| Once e-mail address is compiled:   * Meron to request staff to contribute pictures, videos * Meron to ask for souvenirs or any materials they had collected over the years so that they could be exhibited in a glass display (pins, cups, key holders, ILCA pen ties etc.) – all need to be labeled so that they could be returned back to owners after the event. * Tesfaye (engineering team) to assemble a glass display (2m by 2meter that connects for displaying the materials ) – synthetic with flexi glass which might also be used after the event. |
| How can we promote ILRI @ 40 connecting it with the train – need to find a person who has connection and further explore how this might work. |
| Temporary barn area (for animals – small ruminants – with drainage- Car parking area by EIAR fence (in front of IFAD) and display different types of feed (ploughs – farm machinery, equipment area |
| Committee to wear different attire – |
| To be discussed with the main committee (Shirley, Iain, Susan and Peter) |
| * Awarding a few staff for their contribution in livestock to raise the science profile of the event * Family of the former DG’s (or nominate a child) to be invited at the event - * Inviting former ILRAD DG |

Next meeting scheduled for May 16, 2014 at 10:00 a.m.