

Communication Section Monthly Report

Month: July/2016

1. *followed environmental day celebration held at EiABC campus on July 5,2016.*
 - *Followed environmental day celebration held at EiABC campus on which EiABC's official and invited guest Dr.Biatric Delpouve, former managing director were part of the occasion*
 - *Gave coverage and developed a short story on the environmental day celebration*
2. *Wrote a story on Addis Ababa University graduation ceremony held at Millennium Hall on July 9/2016*
 - *Gathered Information from EiABC registrar office about 2008/2016 graduates of the Institute*
 - *Wrote a story that shows the current trend and progress of EiABC effort in gradual increase of graduates of the institution.*
3. *Gave emphasis to meeting held by EiABC's top and middle level management on the Annual report provided by all admin sectors of the institution*
 - *Had a story concerning on the overall issues raised during the two days management meeting on annual report which might be released on EiABC's news letter*
4. *Attended entrepreneur skill development training given by GIZ for trainees came from different professions.*
 - *Developed a short summary document about the training which is supported by photos of the trainees*
5. *Gave due attention to the mutual agreement made between AFRES CONFERENCE organizers and EIABC*
 - *Took photos while Afres Conference Organizers and EiABC as the organizing partner of the conference sign an agreement and wrote short summary report concerning the mutual agreement made between the two groups.*

6. *Had short meeting With EIABC AFRES CONFERENCE organizers to share work assignments which IRCO is concerned of*
 - *Handling Visa related issues of AFRES CONFERENCE participant coming from all over the world*
 - *On behalf of IRCO, Searching for hotel related information and give feedback to EiABC's Afres conference organizers*
7. *Followed up a staff get together ceremony which made them to have good time together*
 - *Took photos of the get together ceremony*
 - *Develop a short story on the staff get together for the monthly news letter.*

EiABC IRCO August Month Report

Work Plan & Work Performance

	Activities done on the Communication Section
Achieved Activities	<ol style="list-style-type: none"> 1. Conducted Interview With Managing Director about the 2009 Budget year <ol style="list-style-type: none"> a. Conduct Interview with managing director b. Collected other printed materials regarding the approved budget to in rich the stories c. Developed a Story for the News Letter 2. Interview with Coordinator of Workshop Unit for the Activites Being done. <ol style="list-style-type: none"> a. Made Interview with Besufekad Mekonen b. Had a visit of the Activities Performed by the Workshop Unit. c. Wrote a story on <ul style="list-style-type: none"> • White house Staff Lounge Currently on the way to be finalized.

	<ul style="list-style-type: none"> • PhD Student Lab being finalized and ready for use. <p>3. Meet Deputy Scientific Director, Dr. Efrem to Discuss on the upcoming ESRI Conference.</p> <p style="padding-left: 40px;">a. Covered Esri Conference as an Upcoming Event On the 5th ed. of our newsletter</p> <p>4. Sent the Soft Copies of the Newsletter to the Editorial Committee.</p> <ul style="list-style-type: none"> • After the Feedback Made corrections • Sent it to the Editorial Committee for Approval • Make it Ready for print <p>5. Discussed with ICT Head to Assist us in Printing the 5thed. of our News letter at the Media Center</p> <ul style="list-style-type: none"> • Had Print of the Newsletter • Realed the 5th ed. of our Newsletter which contains eleven stories • Distributed the newsletter to the head of Units <p>6. Participate in Management Meetings of</p> <ul style="list-style-type: none"> • Meeting concerning ICT staff • Meeting on ICT project • Took a munites of the meeting and sent it to Managing Director Office <p>7. Office Movement</p> <p style="padding-left: 40px;">a. Assisted in moving office equipment to our new office so as to re settle back</p>
Period (1 month)	1st of August -30th August 2016

Pending Activities	Releasing monthly newsletter
Problems and Challenges Faced	- lack of getting enough stories for the month
Recommendation to solve the challenges	- Notifying departments to tip stories - personally visiting to get the news
Additional Resources Needed (if any)	

EiABC IRCO September Month Report

Work Plan & Work Performance

	Activities done on the Communication Section
Achieved Activities	<p>8. Covered the 16th African real Estate Society (Afres) Conference</p> <ol style="list-style-type: none"> a. 16th African Real Estate Society Conference <ul style="list-style-type: none"> • Photo Coverage • Video Coverage • Covered a story of Afres Conference for the 6th edition of our newsletter b. Collected other printed materials regarding the approved budget to enrich the stories c. Developed a Story for the News Letter <p>9. The 4th Esri Conference</p> <ol style="list-style-type: none"> a. Photo Coverage

	<p>b. Video Coverage</p> <p>c. Covered a story on Esri conference for the 6th ed of our news letter</p> <p>10. Story Coverage on EiABC's Office Theft</p> <ul style="list-style-type: none"> • Did a short Interview with EiABC Head Security • Wrote a Story on EiABC Office Theft Treat <p>11. Prepared Annual Plan which is Sent to Strategic Planning Office</p> <p>12. Participated on the One Week General Staff Meeting Held in Main Campus</p> <p>13. Signed visa request letter for three individuals</p> <ul style="list-style-type: none"> • Prof. Domenique Fischer Austrian Citizen • Mickael Deprez French Citizen • Andrew Tadross American Citizen <p>14. Lead Monday and Friday munite</p> <ul style="list-style-type: none"> • Prepared Weekly report <p>15. Deputized on Behalf of IRCO Head</p>
Period (1 month)	1st of Sep. - 30th of Sep. 2016
PendingActivities	
Problems & ChallengesFaced	<ul style="list-style-type: none"> - Departments fail to notify when ever news to be covered
Recommendation to solve the challenges	<ul style="list-style-type: none"> - Notifying departments to tip stories - personally visiting to get the news

Additional Resources Needed (if any)	
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EiABC IRCO October Month Report

Work Plan & Work Performance

	Communication activities
Achieved Activities	<p>Covered a story on staff and student Erasmus+ program</p> <ul style="list-style-type: none"> • Finalized the news letter • sent the finalized copy to the editorial committee <p>Facilitation of meeting for GIZ higher delegates</p> <ul style="list-style-type: none"> • contacting Besufekad Mekonin, head resource mobilization to help us in making Generator stand by • Borrowed LCD for GIZ delegates meeting • collecting rollups for the meeting • Participating on the meeting of GIZ higher delegates <p>Covered a story on GIZ higher delegates meeting</p> <p>Contacted publication Center for ICT infrastructure booklet</p> <ul style="list-style-type: none"> • Told us to give one copy to the editorial committee <p>Meet Kelly Leviker for waste management story</p> <ul style="list-style-type: none"> • Have Photos • Made Interview <p>Cover a story for the newsletter</p> <p>Attended Academic Staff Meeting which dealt with criteria for academic staff ranking</p> <ul style="list-style-type: none"> • Took photos Covered a story for the news letter • Get Comment from Hamde for the 6th ed of

	<p>news letter and correction were made and final copy sent to head IRCO</p> <ul style="list-style-type: none"> • Contacted HR for the Nomination letter to the editorial committee
Period (1 month)	From Oct. 1st-
PendingActivities	
Problems &ChallengesFaced	
RecommendationstoSolvetheChallenges	
Additional Resources Needed (ifany)	