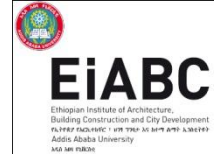


# EiABC IRCO July Month Report

## Work Plan & Work Performance



	<b>Legalities and Permit Activities</b>
<b>AchievedActivities</b>	<ol style="list-style-type: none"><li>1. AFRES Conference Assistance<ol style="list-style-type: none"><li>a. Attended meeting with AFRES Comitee and set expactations and agreed on activities expected of the office interms of delegate servicing</li><li>b. Online registration form was prepared and delegates have started registering for thier visa to be processed</li><li>c. Contacted Hotels near the venue of the conference and collected rates</li></ol></li><li>2. AFIMEGQ Student registration<ol style="list-style-type: none"><li>a. Submitted photos of students and made appointment to discuss next steps with the responsibel person</li></ol></li><li>3. Resident ID Processing for EiABC Expat Staff<ol style="list-style-type: none"><li>a. Resident ID renewed for Mark Shunemann</li><li>b. Collected denied Resident ID</li></ol></li></ol>

	<p>for Mr Carsten and awaiting for extra documents to process ID again</p> <ol style="list-style-type: none"> <li>4. Flight Purchase Processing for EiABC Staff <ol style="list-style-type: none"> <li>a. New Flight Pruchase request letters have been processed for a Lecturer, Dagim Asfaw</li> <li>b. Flight Purchase Order has Been changed for Mr Anagaw and Mr Shimeles</li> </ol> </li> <li>5. DAAD Sholarship Studenrs Assitance <ol style="list-style-type: none"> <li>a. Support letters were prepared for 2 students under the DAAD Schlarship program who needed assistance in processign of Admission letters</li> </ol> </li> <li>6. Passport renewal Letters prepared for 3 EiABC Staff</li> <li>7. Contected ICT and requested for the website access from our office to be fixed, inorder to be able to edit the website</li> </ol>
<b>Period (1 month)</b>	From July 1st to July 31st
<b>PendingActivities</b>	<ol style="list-style-type: none"> <li>1. Followup with ICT to fix website Issue</li> <li>2. Followup with AAU for AFIMEGQ Admission</li> </ol>

<b>Problems &amp; Challenges Faced</b>	<ul style="list-style-type: none"> <li>- Delayed responses from AAU because “this is not the period of admission of new students“</li> <li>- Management is not happy with the website update issue, but I can't do anything if ICT doesn't fix the access to the website</li> </ul>
<b>Recommendations to Solve the Challenges</b>	
<b>Additional Resources Needed (if any)</b>	-

Note: There are several activities that were finalized beginning of this month that were not included in this report. This report only included activities that took place in the July month

Approved by:

Date

August 8th, 2016

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## EiABC IRCO August Month Report

### Work Plan & Work Performance

	<b>Legalities and Permit Activities</b>
<b>AchievedActivities</b>	<ul style="list-style-type: none"><li>8. AFRES Conference Preparation<ul style="list-style-type: none"><li>a. Deliver Invitation Letters to organizations in Ethiopia in-person and via Email too attend the Conference</li><li>b. Apply at the immigration and send to the respective embassies an official invitation letter for guests</li><li>c. Apply for and send approved Visa upon arrival for selected guests</li></ul></li><li>9. Collect New equipment for Office<ul style="list-style-type: none"><li>a. Collected new Canon 5D photo Camera from store</li><li>b. Collected new Sony Video Camera with Camera Stand from store</li></ul></li><li>10. Assisted in Newsletter preparation<ul style="list-style-type: none"><li>a. Drafted a welcome message from Scientific Director</li><li>b. Followed up with publications office on the design and printing of</li></ul></li></ul>

	<p>Newsletter</p> <p>11. Office Movement</p> <ul style="list-style-type: none"> <li>a. Assited with the change of office, through collaboration with the Facility Mgt Office</li> <li>b. Requested for new Office door lock change</li> </ul> <p>12. Web content updates</p> <ul style="list-style-type: none"> <li>a. Updated website information on the the Architecture and Urban Planing Page as per their request</li> </ul> <p>13. Assisted in the preparation of an Annual Plan for the Office</p> <p>14. AFIMEGQ</p> <ul style="list-style-type: none"> <li>a. Prepared Invoice from staff mobility program to the AFIMEGQ Coordinators</li> <li>b. Followed up with student admission for incomming exchange students</li> </ul>
<b>Period (1 month)</b>	From August 1st to August30th
<b>PendingActivities</b>	
<b>Problems &amp;ChallengesFaced</b>	- Transportation
<b>RecommendationstoSolvetheChallenges</b>	<ul style="list-style-type: none"> <li>- Office Car rental</li> <li>-</li> </ul>
<b>Additional Resources Needed (ifany)</b>	

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Note: There are several activities that were finalized beginning of this month that were not included in this report. This report only included activities that took place in the July month

Approved by:

Date

September 30th, 2016

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## **EiABC IRCO September Month Report**

### **Work Plan & Work Performance**

	<b>Legalities and Permit Activities</b>
<b>Achieved Activities</b>	<p>15. AFRES Conference Assistance</p> <ul style="list-style-type: none"><li>a. Deliver Invitation Letters to organizations in Ethiopia in-person and via Email too attend the Conference</li><li>b. Finalized Visa invitation letters for guests arriving from abroad. (List of Guests is Attached)</li><li>c. Assisted in the organization of the conference through by Facilitating the requisition of security badges for entrance to the participants</li><li>d. Captured and Documented</li></ul>

event proceedings in Video and Pictures

- e. Released all photos of proceeding to the attendants on an online photosharing website

16. ESRI Conference Assistance

- a. Assisten in the organization of the conference through by Facilitating the requisition of security badges for entrance to the particiants  
Captured and Documented event proceedings

17. AFIMEGQ Student registration

- a. Acquired Admission letter from the department of Enviromental Studies
- b. Prepared Invoice to AFIMEGQ Coordinators for upcomming exchange students

18. Immigration processing for EiABC

Expat Staff and guests

- a. Applied for new invitation letter for Prof. Dominique Fischer
- b. Applied for new invitation letter for new staff from the USA, Andrew Tadross
- c. Application proces started fr 3

researchers from Austria;  
Katerina Schonher, Mark  
Orther, Valerie Berger

19. Travel Plans Processing for EiABC  
Staff

- a. New Flight Pruchase request letters have been processed for flight to Tanzania; For Zewdalem Ejigu, Dr. Ketema Abebe and Ataklti Abrha
- b. New Flight Purchase request letters for Lectureres travelling to the USA; Seid Megersa, Fekreselassie and Taeka Haileleul
- c. Assited in Visa and flight processing for Dr. Abebaw to Namibia and Senegal

20. Office Maintainance

- a. Official request for Notice board to be moved submitted to Resource Mobilisation Office
- b. Requested and finalized for ICT to fix New Staff's Computer
- c. Prepared Staff attendance sheet for staff to sign-in

21. Web content updates

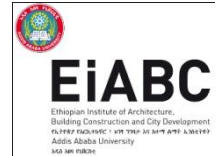
- a. 3 Articles were updated on the EiABC Website; ESRI,



	<p>AFRES and</p> <p>22. Attended 5 day General staff meeting at main Addis Ababa university Campus</p> <p>a. Caputred followup meeting of EiABC Staff</p>
<b>Period (1 month)</b>	From September 1st to September 30th
<b>PendingActivities</b>	<p>3. Followup with AAU Admission office for AFIMEGQ Students</p> <p>4. Follow up on Notice board movement</p> <p>5. Followup on immigration process of new guests</p>
<b>Problems &amp;ChallengesFaced</b>	<ul style="list-style-type: none"> <li>- Transportation</li> <li>- Low Audio Quliaty of Video recordings</li> <li>- Security Issues in transportation of Equipment out of Campus</li> </ul>
<b>RecommendationstoSolvetheChallenges</b>	<ul style="list-style-type: none"> <li>- Microphone for Video Camera</li> <li>-</li> </ul>
<b>Additional Resources Needed (ifany)</b>	Rental Car

# EiABC IRCO October Month Report

## Work Plan & Work Performance



	<b>Legalities and Permit Activities</b>
<b>Achieved Activities</b>	<ol style="list-style-type: none"><li>1. AFIMEGQ Student registration<ol style="list-style-type: none"><li>a. Requested for exemption of Tuition and registration office for AFIMEGQ Participants</li><li>b. Flight booking for all participant requested</li><li>c. Visa processed for Participants</li></ol></li><li>2. Immigration processing for EiABC Expat Staff and guests<ol style="list-style-type: none"><li>a. Application for residence permit for 1 new staff, Andrew Tadross</li><li>b. Application for Residence Permit Renewal, Leslie Gotter</li></ol></li><li>3. Travel Plans Processing for EiABC Staff<ol style="list-style-type: none"><li>a. New Flight Purchase request letters have been processed for flight to Ghana</li></ol></li><li>4. Office Maintenance<ol style="list-style-type: none"><li>a. Notice board installed in Sydney's office</li></ol></li></ol>

	<p>5. Web content updates</p> <p>a. 1 Articles were updated on the EiABC Website</p>
<b>Period (1 month)</b>	From October 1st to October30th
<b>PendingActivities</b>	<p>6. Followup with AAU Admission office for AFIMEGQ Students</p> <p>7. Followup on immigration process of new guests</p>
<b>Problems &amp;ChallengesFaced</b>	<ul style="list-style-type: none"> <li>- Transportation</li> <li>- Low Audio Quliaty of Video recordings</li> <li>- Security Issues in transportation of Equipment out of Campus</li> </ul>
<b>RecommendationstoSolvetheChallenges</b>	<ul style="list-style-type: none"> <li>- Microphone for Video Camera</li> <li>-</li> </ul>
<b>Additional Resources Needed (ifany)</b>	Rental Car

## **EiABC IRCO November Month Report**

### **Work Plan & Work Performance**

	<b>Legalities and Permit Activities</b>
<b>Achieved Activities</b>	<ul style="list-style-type: none"> <li>6. AFIMEGQ Student Registration <ul style="list-style-type: none"> <li>a. Residence permit processed and finalized for two of the students (Mr. Daniel and Mr Henry)</li> <li>b. All three students moved to the Addis Ababa University Dormitories</li> <li>c. Registration Completed and collected their student IDs from Registrar</li> </ul> </li> <li>7. AFIMEGQ Students assistance <ul style="list-style-type: none"> <li>a. Followed up their payment of their first month stipend</li> <li>b. Work with AAU student service to get permission for the AFIMEGQ students to stay in the international students' dormitory.</li> <li>c. Prepared transportation for them to move to their new accommodation in the university</li> </ul> </li> <li>8. Immigration processing for EiABC Expat Staff and guests <ul style="list-style-type: none"> <li>a. Application for Residence Permit Renewal for researcher from Dr Kumelachew' s Office, Jasmine Gabel</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>b. Visa extension for two researchers by the request of the Scientific Director, Ms Katharina and Mr Mark</li></ul> <p>9. Travel Plans Processing for EiABC Staff</p> <ul style="list-style-type: none"><li>a. Visa support letter from Eiabc Staff travelling to Belgium and Portugal, Dr Abebaw, Dr Ketema and Mr Pitiyas</li><li>b. Visa Support and Appointment Assistance for Erasmus+ staff mobility participants traveling to Germany</li><li>c. Prepared Flight purchase order for Dr Hayal</li></ul> <p>10. IAU Registration</p> <ul style="list-style-type: none"><li>a. Submitted Application for the IAU</li><li>b. Prepared and got approved the confirmation letter from head of institution</li></ul> <p>11. Edited MOU with Ukraine and sent to concerned body for signature</p> <p>12. Visa processed for 15 students' excursion from Bauhaus Weimar in Germany</p> <p>13. Assist in the media coverage of events and other programs in EiABC</p>
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	<ul style="list-style-type: none"> <li>a. Assisted the coverage of the celebration of the ‘nationals, nationalities and Peoples day’ in EiABC</li> <li>b. Assisted in the coverage of the MOU signing of the SD office with difference organizations</li> <li>c. Assisted in the coverage of the Entrepreneurship week events</li> </ul> <p>14. IFLA Conference Assistance</p> <ul style="list-style-type: none"> <li>a. Finalized visa requests for 4 guests arriving.</li> <li>b. Prepared flight ticket purchase order</li> </ul>
<b>Period (1 month)</b>	From November 1st to November 30th
<b>PendingActivities</b>	8. Finalize Residence permit for 1 AFIMEGQ Student, Mr Njaku
<b>Problems &amp;ChallengesFaced</b>	<ul style="list-style-type: none"> <li>- Transportation</li> <li>-</li> </ul>
<b>RecommendationstoSolvetheChallenges</b>	-
<b>Additional Resources Needed (ifany)</b>	Rental Car

# EiABC IRCO December Month Report

## Work Plan & Work Performance

	<b>Legalities and Permit Activities</b>
<b>Achieved Activities</b>	<p>15. AFIMEGQ Student Registration</p> <ul style="list-style-type: none"><li>a. Residence permit processed and finalized for one of the students (Mr. Mohammedi Njaku)</li></ul> <p>16. IAU Registration</p> <ul style="list-style-type: none"><li>a. Followed up on registration process</li></ul> <p>17. Immigration processing for EiABC Expat Staff and guests</p> <ul style="list-style-type: none"><li>a. Visa processing for 4 guests of the IFLA Conference.<ul style="list-style-type: none"><li>i. Adejumo Tunji (Nigeria)</li><li>ii. Katryn Moore (Ireland)</li><li>iii. Andreja Tutundzic (Seribia)</li><li>iv. Graham Young (Canada)</li></ul></li></ul> <p>18. Travel Plans Processing for EiABC Staff</p> <ul style="list-style-type: none"><li>a. Visa support letter from Eiabc Staff travelling to South-Africa on AFIMEGQ Project, MR Tesfaye Hailu</li></ul>

	<ul style="list-style-type: none"> <li>b. Flight arrangement for MD's business trip to Cisco HQ</li> </ul> <p>19. Assist in the media coverage of events and other programs in EiABC</p> <ul style="list-style-type: none"> <li>a. Assisted the coverage of the IFLA Conference in EiABC for the entire two days</li> <li>b. Assisted in the coverage of the MOU signing of the SD office with difference organizations</li> </ul> <p>20. Website Content Development</p> <ul style="list-style-type: none"> <li>a. Prepares photos of staff and of slider for upload on website</li> <li>b. Prepared information about the IRCO office for the website</li> </ul> <p>21. Contacted 4 new universities to establish partnerships</p> <p>22. Assisted Erasmus + scholarship holders in visa appointment booking and other administrative activities for admission</p> <p>23. Prepared plans from summer school program</p>
<b>Period (1 month)</b>	From December 1st to December 31st
<b>Pending Activities</b>	9. Proposal for Summer School



<b>Problems &amp; Challenges Faced</b>	<ul style="list-style-type: none"><li>- Transportation</li><li>-</li></ul>
<b>Recommendations to Solve the Challenges</b>	<ul style="list-style-type: none"><li>-</li></ul>
<b>Additional Resources Needed (if any)</b>	