



CULTURE INFORMATION AND PASTORALIST DEVELOPMENT

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MANAGEMENT TEAM MEETING HELD ON WEDNESDAY 8/12/2021

MEMBERS PRESENT

1. Gufu Guyo - Chairman
2. Gufu Duba – Mondeco Representative

IN – ATTENDANCE

1. Abduba Halake – Obbitu children home supervisor
2. Abdi Okotu – OVC field officer

AGENDA

1. Time management
2. Supervision and commitment to your duties
3. maintenance activities
4. birth certificates
5. tender for food supply 2022
6. Planning for meetings Staff meeting and OVC management committee

INTRODUCTION

The chairman Mr Gufu Guyo made welcome remarks and announced to members that Obbitu village certificate has reached our office after three years of struggle to get it .He said Obbitu is now legally operating and this shows good gesture and co-operation from the government through children officer Moyale Mr Ndirangu.

He challenged each one of us to reflect on our weaknesses which made us not to do our work as expected and why those weaknesses came up. He said there were some missing gutters and plastic tanks lid. We relaxed and never knew that those lids were missing until we were reminded. The lids were later found. He said we the management team relaxed a lot and did not supervise our juniors.

MIN.1/12/2021:TIME MANAGEMENT

Mr Gufu Guyo explained that time is a very important resource in our project and that we have to manage it well. He said that as management we should notify each other when absent from our place of work Obbitu village. He urged everyone to be supportive to each other as a team and also share information and problems they encounter during discharge of their duties. The chairman asked members to share issues during sad and happy moments. The chairman Mr Gufu told members that all project failures falls on CIPAD and not Mondeco and this means that especially him and Mr Abdub should pull up their socks to do better

MIN.2/12/2021: SUPERVISION AND COMMITMENT TO WORK

The chairman lamented that supervision of staffs and activities was poor. The communication between management team is also not encouraging. He went on to explain that unless we have mutual trust and commitment our performance will be dismal. We are not we coordinated in discharging our daily routine activities. Abdi plans his home visits but does not inform, Aduba also is too silent. It looks like we are disorganized. As we usher in New Year we should do our work in an organized and coordinated manner so that we work like a team. Trust has to be earned and it will improve our working as a team. Trust is seen, when there is trust we talk and share information. When we don't talk to each other at times it means we don't trust each other. The greater part of our work is based on mutual trust. Mr Gufu asked any member of the team who is not comfortable among us to come out clearly so that issues are sorted out. He requested the team to cooperate and be happy together and share problems and say it out when they have an issue with the management team

MIN.3/12/2021:SUPERVISION OF ACTIVITIES

The chairman Mr Gufu Guyo revisited supervision of staff. He reported that performance was all times low especially on the maintenance work. Example was the missing lids of water tanks noted by Dr. pino before we realized. After a lengthy discussion the team agreed that CIPAD supervise workers and take action for any misconduct. Mondeco representative also supervise where delegated and report his observation of misconduct to CIPAD for action. The chairman said for the purpose of our project all Obbitu management team including mondeco representative will supervise the workers to achieve the set objectives and complete the activities and the quality of work to be acceptable.

Members shared views and suggested that any worker who fails in his responsibility should not be entertained. He/she should be given verbal warning followed by written warning and later dismissed from his job.

The team also agreed that any management team who will be away from Obbitu compound at any one time should inform the rest his where about to avoid gaps in administrative services.

Job description for Mr Abdub Halake was revisited. He is the village supervisor and in charge of children welfare, counselling and supervisor junior supervise them on daily basis. He will report children needs, and maintenance activities in children houses and report to management team.

The team also discussed and agreed that since there are no cows to be looked after, the day's watchman should report to office every morning to be assigned duties. They also agreed the day watchman should inspect and take action on presence of bats, bedbugs, repair of fence, chasing away of baboons, plastic tanks, maintenance of compound, planting of trees and guest house. Members agreed to give day watchmen enough assignment for routine activities.

MIN.4/12/2021: BIRTH CERTIFICATES

The chairman explained that the special treatment we were given in provision of birth certificates by registrar of persons at Moyale for orphans is no longer available. Members agreed to use normal procedures to fill the application forms for 4 children Kule Adan, Tume Jarso, boni and Baati. Members agreed to visit their relatives and fill the forms using particulars of their relatives. Mr Daku was assigned for relatives of Tume , Baati and Boni. Mr Abduba Halake was to make a follow up on Kuke Adan in Wayegoda while Abdi will visit to Golole for Sadia, Diba and Abdi. They will collect the national ID to process the application for birth certificate.

MIN.5/12/2021:TENDER FOR FOOD SUPPLY FOR 2022

Members shared views on expiry of food supply tender by 31/12/2021. The members agreed that tenders for supply of food stuff for the year 2022 will be discussed when the budget will be approved and forwarded.

MIN.6/12/2021: PLANING FOR MEETINGS

Staff meeting was planned for Thursday 9/12/21

OVC management meeting scheduled for Sunday 19/12/2021

Minute recorded by Abdub Halake Sign -----abduba----- Date -----4/01/22-----

Confirmed by _____Gufu Guyo_____ Sign -----gufu----- Date ___07/01/2022___

