



# **CIPAD**

CULTURE INFORMATION PASTORALIST DEVELOPMENT

Email: [cipadhome@yahoo.co.uk](mailto:cipadhome@yahoo.co.uk)

P.O BOX 302 – 60700

MOYALE

## **MINUTE OF OBBITU STAFF MEETING HELD ON 15<sup>th</sup> MARCH 2013**

### **MEMBERS PRESENT:**

Mr. Abdub Halake - Acting Chairman

Mr. Gufu Duba –Mondeco Rep

Mr. Abdi Okotu - HBC

Mr. Ibrahim Ali - watchman

Mr. Borte Oba - watchman

Mr. Abdi Duba-watchman

Mrs. Hadija Chachole-Daycare

Mrs. Malicha Boru- House helper

Mrs. Indo Dida -House mother

Mrs. Arabo Godana – House mother

Mrs. Fatuma Hussein- House helper

### **ABSENT WITH APOLOGY:**

Mr. Gufu Guyo –CIPAD chairman

Mr. Boru Diba- watchman

Mr.Racha Duba - watchman

### **Agenda**

1. Updating of staff
2. Staff Discipline
3. Permission of Staff
4. Certificate of good conduct

### **Preliminaries**

The meeting commenced at around 3pm with a word of prayer from Mr. Ibrahim. The acting chairman Mr. Abduba Halake welcomed all the staffs and briefed them on the absence of Mr. Chairman who went on seminar. The chairman Mr. Abdub read through the previous minute.

### **Min 1/2013. Matters arising from the previous minute**

After the acting chairman read through the minute Mr. Gufu Duba asked whether children are now getting porridge, the chairman said No because they don't eat lunch. Mr. Gufu further asked on the performance of children like for example Abdirahman. Mr. Chairman answered the drop in the performance is mainly as a result of children repeating or even transferring from other schools.

Mrs. Malicha suggested children have not received new cloths as they have grown up from the older ones. Mr. Ibrahim suggested materials to be bought and sewed depending on the size of the children

On the salary increment Mr. Ibrahim suggested that the management to consider us in other project relevant to Sololo project i.e. Green house. The management has responded to the staff's demand for salary increment that they did not have adequate budget due to economic crises in Italy.

On the gumboots for watchmen Mr. Gufu Duba told them that they will receive it as from 22<sup>nd</sup> this month.

Mr Abdi suggested what he raised in the previous meeting about HBC e.g. admission of Qabale to Obbitu village, malnutrition cases and clothes for needy children. He thanked the management for the action.

During school days the lunch to be prepared at one place but the ratio to be increased on Friday as the children comes back from school during lunch hour. Mrs. Arabo emphasis on the consideration of staff especially house mothers when they are sick. It's important to have someone to assist when there is problem e.g. sickness. The chairman answered by saying each house has a mother and house helper, if mother is sick house helper will take on duty.

### **Min 2/2013. Certificate of good conduct**

The certificate of good conduct for staff is ready and back apart from that of Indo, Fatuma and Borte which is still pending. The staff will get original and copy remains in the office file.

### **Min 3/2013. Staff discipline**

The acting chairman said that in the environment of work there are people from all walks of life, nobody here has applied for his or her job. Therefore there must be respect for the office. Although money comes from donor you are all employees of CIPAD, in our briefing from the day we reported here, we said the head is GUFU GUYO. Everyone here should respect each other and do their work accordingly. On the same the chairman raised the problem raised when Malicha refused to take advice from the

chairman Mr. Gufu Guyo who is the head of the project, he also told Malicha to apologise to the office for what happened. Other staff should respect each other and the office. After long time of discussion Malicha refuse to apologise to the office, Mr. Chairman said there is no issue of family in Obbitu we work as one people, there is no issue of relative after you enter the gate of Obbitu.

**Min 4/2013 permission of staff**

The staff should go out limitedly not all the time. We should work six days a week from morning to evening. Mr. Chairman advised the staff to fill free and address their problem to the office without fear.

**A.O.B**

Mr. Ibrahim suggested that the children's house is so hot due to small windows. It is so hot that children were disturbed especially at night, Therefore the issue of ventilation should be addressed. Mr. Chairman said these is very important but by changing the design of windows we should consult other stake holders like Dr. Pino and Children officers' .Secondly the side wood of top beds are so loose that it always fall down and it also lead to children falling down from top beds.

Being no more issues to be discussed the meeting was adjourned at 4.40pm with aword of prayer.

Minute compiled by: \_\_\_\_\_

Sing: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Sing: \_\_\_\_\_ Date: \_\_\_\_\_