



AFRICAN INSTITUTE FOR CAPACITY DEVELOPMENT

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AICAD ALMANAC FOR FINANCIAL YEAR: 2014/2015

DATE	DAY	ACTIVITY	RESPONSIBLE
JULY 2014			
1 July	Tuesday	Coordinating System of Rice Intensification activities in Kenya, Tanzania & Uganda	R&D
1 July	Tuesday	Review of proposed T&E activities and Budgets for the quarter	T&E
2 July	Wednesday	Performance appraisal Evaluation For KCO staff starts	KCO
7 July	Monday	Jinja Agriculture show- Starts	UCO
7 July	Monday	Sabasaba Day	Tanzania
13 July	Sunday	Jinja Agricultural Show– Ends	UCO
14 July	Monday	Proposal writing skills development course, young researchers, by AICAD Hqs (for Kenya, Tanzania & Uganda)	R&D
14 July	Monday	Performance Appraisal Evaluation AICAD Staff – starts	A&F
15 July	Tuesday	Programme activities for 1 st Quarter submission to HQs	TCO
21 July	Monday	Selection of Participants (Enterprise Development-ICT6)-starts	UCO
21 July	Monday	Preparations for Nanenane Farmers Show starts	TCO
21 July	Monday	Editorial Board Newsletter	IN&D
21 July	Monday	Binding of the Library Newspapers	IN&D
23 July	Wednesday	Development of joint research proposals	R&D
23 July	Wednesday	Supervision of graduate students- starts	R&D
25 July	Friday	Selection of Participants (Enterprise Development-ICT6)-ends	UCO

AUGUST 2014

1 Aug.	Friday	Nanenane exhibitions - starts	TCO
4 Aug	Monday	Implementation of Enterprise Development-starts	UCO
8 Aug.	Friday	End of Nanenane exhibitions	TCO
8 Aug.	Friday	Farmers Day	Tanzania
11 Aug.	Monday	Publishing skills development course, young researchers, at AICAD HQs (for Kenya, Tanzania & Uganda)	R&D
11 Aug.	Monday	ICT7 Value addition training starts	KCO
12 Aug.	Tuesday	Nanenane evaluation meeting	TCO
14 Aug.	Thursday	Preparation of Nanenane report starts	TCO

DATE	DAY	ACTIVITY	RESPONSIBLE
14 Aug	Thursday	Implementation of Enterprise Development-ends	UCO
18 Aug	Monday	Print newsletter issue 38	IN&D
22 Aug.	Friday	Performance Appraisal Evaluation AICAD Staff –ends	A&F
22 Aug.	Friday	ICT7 Value addition training ends	KCO
25 Aug.	Monday	ICT7 compilation of Technical reports begins	KCO
25 Aug.	Monday	Finalize Annual report 2012/2013	IN&D
29 Aug.	Friday	Submission of Nanenane report to HQ	TCO

SEPTEMBER 2014

1 Sept	Monday	Submission to the HQ the budget for the CEP on improvement of vegetables and fruits shelf life at Mawenzi market	TCO
8 Sept.	Monday	Intellectual Property Rights course, at AICAD Hqs. (for Kenya, Tanzania & Uganda researchers)	R&D
8 Sept	Monday	Reconnaissance survey for CEP on improving vegetables and fruits shelf life at Mawenzi Market in Morogoro starts	TCO
9 Sept	Tuesday	Reconnaissance survey ends	TCO
9 Sept	Tuesday	Review of proposal on Grass root training - Technology transfer on alternative energy sources	KCO
10 Sept	Wednesday	Baseline survey preparations for CEP starts	TCO
11 Sept	Thursday	Baseline Survey for CEP on improving vegetables and fruits shelf life at Mawenzi Market ends	TCO
15 Sept	Monday	Data analysis and Preparations of baseline survey report starts.	TCO
15Sept.	Monday	Connect AICAD to fiber optic with KENET	IN&D
16 Sept.	Tuesday	Follow up on ICT3 Rural Women Training begins	KCO
22 Sept.	Monday	Compilation of ICT3 Rural Women Training follow UP Report	KCO
22 Sept.	Monday	Monitoring & Evaluation of SRI in Kenya- Sharing results	R&D
22 Sept.	Monday	TV interview Bukedde on AICAD activities	UCO
22 Sept.	Monday	TV interview NTV on AICAD activities	UCO
22 Sept	Monday	Baseline survey (CEP) report completion.	TCO
26 Sept	Friday	CEP Stakeholders' meeting to take place	TCO
29 Sept	Monday	TV interview UBS on AICAD activities	UCO

OCTOBER 2014

1 Oct.	Wednesday	Documentary AICAD success stories - starts	UCO
1 Oct.	Wednesday	Identification of vegetables/Fruits sellers and formation of groups starts.	TCO
6 Oct.	Monday	Evaluation of proposals on grass root training course on Irrigation and water resource management Mlandizi, Kilangala and Ruvu; submitted by Ex-trainees ICT7 – IWRM starts.	TCO
6 Oct.	Monday	Monitoring & Evaluation of SRI in Tanzania- Sharing results	R&D

DATE	DAY	ACTIVITY	RESPONSIBLE
6 Oct.	Monday	Review of proposed T&E activities and Budgets for the quarter	T&E
7 Oct.	Tuesday	KDTP Teso Planning/Sensitization Workshop Starts	KCO
9 Oct.	Thursday	Independence Day	Uganda
13 Oct.	Monday	M&E of SRI activities in Uganda- Sharing results	R&D
13 Oct.	Monday	Review of proposals on various Grass-root trainings	KCO
13 Oct.	Monday	Selection of Ex-trainees (GRT2 -IWRM Resource persons) starts.	TCO
13 Oct	Monday	Editorial board Annual Report 2012/2013	IN&D
14 Oct.	Tuesday	Nyerere Day	Tanzania
17 Oct.	Friday	Selection of GRT2 - IWRM Resource persons ends	TCO
20 Oct.	Monday	Mashujaa Day	Kenya
22 Oct.	Wednesday	Material preparation (selection of useful and appropriate topics to be taught in GRT2 -IWRM) starts.	TCO
27 Oct.	Monday	Beginning of implementation of training course on Sustainable Land-Water Management: Towards a Climate-Smart Agriculture	T&E
28 Oct.	Tuesday	Material preparation (selection of useful and appropriate topics to be taught in GRT2 - IWRM) ends.	TCO
29 Oct.	Wednesday	Identification of vegetables/Fruits sellers and Formation of groups ends.	TCO
31 Oct	Friday	Documentary AICAD success stories-ends	UCO
NOVEMBER 2014			
3 Nov.	Monday	Submission to the HQ the budget for Grass root-training on Irrigation and water resource management	TCO
3 Nov.	Monday	Baseline survey for ICT4 Rural Women training starts	KCO
4 Nov	Tuesday	Develop joint research proposals with various institutions	R&D
10 Nov.	Monday	CEP (Kakindu) -starts	UCO
10 Nov	Monday	Purchase of TFT monitors for Lab 2	IN&D
11 Nov.	Tuesday	Resource persons workshop for GRT2 - IWRM	TCO
14 Nov.	Friday	CEP (Kakindu) -Ends	UCO
17 Nov.	Monday	Grass root training in IWRM in Mlandizi start	TCO
18 Nov.	Tuesday	KTDP Rongo Field visit starts	KCO
21 Nov.	Friday	Grass root training in IWRM in Mlandizi ends	TCO
21 Nov.	Friday	15 th Management Committee Meeting	A&F
24 Nov.	Monday	Print Annual report 2012/2013	IN&D
25 Nov.	Tuesday	2 nd Technical Committee Meeting	EDO
25 Nov.	Tuesday	Submission of the budget to HQ on the CEP	TCO
26 Nov.	Wednesday	2 nd Finance, Planning & Admin. Comm. Meeting	EDO
26 Nov.	Wednesday	Report preparation for GRT2 - IWRM starts	TCO
27 Nov.	Thursday	15 th GB Meeting	EDO
28 Nov.	Friday	1 st Annual General Meeting	EDO
28 Nov.	Friday	Stakeholders meeting on the implementation of CEP (improving vegetables and fruits shelf life at Mawenzi Market)	TCO

DATE	DAY	ACTIVITY	RESPONSIBLE
DECEMBER 2014			
2 Dec.	Tuesday	Sensitization on fish nutrition/harvesting in Kariandusi starts	KCO
3 Dec.	Wednesday	Selection of Resource persons for CEP (improving - vegetables and fruits shelf life at Mawenzi Market	TCO
5 Dec.	Friday	Review of proposed T&E activities and Budgets for the quarter	T&E
8 Dec.	Monday	Resource persons workshop	TCO
8 Dec	Monday	CEP (Butayunja) -starts	UCO
9 Dec.	Tuesday	Independence Day	Tanzania
11 Dec	Thursday	Contract signing between AICAD, Municipal Authority and representative of vegetable and fruit sellers from Mawenzi market for project implementation.	TCO
11 Dec	Thursday		TCO
12 Dec.	Friday	Staff General Meeting	AICAD HQs
12 Dec.	Friday	CEP (Butayunja) -Ends	UCO
12 Dec.	Friday	Jamhuri Day	Kenya
15 Dec.	Monday	Training to vegetables and fruits sellers/Vendors - at Mawenzi Market	TCO
16 Dec.	Tuesday	Support acquisition, distribution and installation of water harvesting facilities in Kariandusi starts	KCO
19 Dec.	Friday	16 th Management Committee Meeting	A&F
22 Dec.	Monday	AICAD offices close for Christmas	All
25 Dec.	Thursday	Christmas Day	All
26 Dec.	Friday	Boxing Day	All

JANUARY 2015

1 Jan.	Thursday	New Year's Day	All
5 Jan.	Monday	AICAD offices open	All
6 Jan.	Tuesday	Preparations for Construction of Local cold room (Charcoal Fridge) starts.	TCO
12 Jan.	Monday	TV interview UBS on AICAD activities	UCO
12 Jan	Monday	Documentation of Project success stories begins	KCO
14 Jan.	Wednesday	Construction of Local cold room (Charcoal Fridge) at Mawenzi Market starts	TCO
19 Jan.	Monday	TV interview WBS on AICAD activities	UCO
19 Jan.	Monday	Initiate preparations for Africa Training Course on Local and Regional Development Planning and Management (ATC)	T&E
19 Jan	Monday	Printing of KCO Project T shirts begins	KCO
21 Jan.	Wednesday	TV interview NBS on AICAD activities	UCO
26 Jan	Monday	NRM Anniversary Day	Uganda
26 Jan.	Monday	Send call for newsletter issue 39	IN&D
26 Jan.	Monday	Selection of participants KTDP Cassava, Teso/ Identification of bulking plots	KCO

DATE	DAY	ACTIVITY	RESPONSIBLE
30 Jan.	Friday	Construction of local cold room (Charcoal Fridge) at Mawenzi Market ends.	TCO
FEBRUARY 2015			
2 Feb.	Monday	Review University proposals for possibility of Support under the UOA program	T&E
2 Feb.	Monday	Selection of Participants (IWRM-ICT8)-starts	UCO
2 Feb.	Monday	Start of grass root training on Technology transfer on alternative energy sources	KCO/GIZ
3 Feb.	Tuesday	Report preparation and follow up on the implementation of the CEP starts.	TCO
6 Feb.	Friday	Official Inauguration of Charcoal cold room at Mawenzi Market	TCO
6 Feb.	Friday	Selection of Participants (IWRM-ICT8)-ends	UCO
9 Feb.	Monday	Staff meeting for preparation of rural women training in Kilosa	TCO
9 Feb.	Monday	Migrate remaining staff computers windows 7/8	IN&D
10 Feb.	Tuesday	Budget preparation for rural women training starts training in Kilosa starts.	TCO TCO
12 Feb.	Thursday	Zanzibar Revolution Day	Tanzania
13 Feb.	Friday	17 th Management Committee Meeting	A&F
13 Feb.	Friday	Submission of budget for rural women training to HQ	TCO
16 Feb.	Monday	Development of general information (GI) for In-Country Training Course - Rural Women Development starts.	TCO
16 Feb.	Monday	Operationalize PAIKS system	IN&D
16 Feb.	Monday	KTDP Teso-Acquisition, distribution and Planting of cassava cuttings for bulking starts	KCO
19 Feb.	Thursday	Reconnaissance survey for Rural women development	TCO
20 Feb.	Friday	End of reconnaissance survey for Rural Women Development training in Kilosa	TCO
23 Feb.	Monday	Questionnaire development for baseline survey for Rural women development training in Kilosa starts.	TCO
MARCH 2015			
2 March	Monday	Resource persons selection for Rural women development training in Kilosa.	TCO
2 March	Monday	Questionnaire development for baseline survey for Rural women development training in Kilosa ends	TCO
2 March	Monday	Monitoring ICT 6 VA/ED- Starts	UCO
2 March	Monday	Training on Rural Socio-economic development Starts in Narok	KCO
8 March	Sunday	Women's Day	Uganda
9 March	Monday	Publishing skills development course, young researchers, at AICAD Hqs (for Kenya, Tanzania & Uganda)	R&D
9 March	Monday	Baseline survey for Rural women development training in Kilosa starts	TCO

DATE	DAY	ACTIVITY	RESPONSIBLE
9 March	Monday	Editorial Board Newsletter issue 39	IN&D
11 March	Wednesday	Baseline survey ends	TCO
13 March	Friday	Monitoring ICT 6 VA/ED- Ends	UCO
13 March	Friday	Data analysis and Baseline survey report preparation-starts.	TCO
16 March	Monday	Plant SRI trials: JKUAT & MIAD, Kenya (Long rains)	R&D
16 March	Monday	Plant SRI trials: Busitema Univ., Uganda (Long rains)	R&D
16 March	Monday	Plant SRI trials: Sokoine Univ. Agric., Tanz. (Long rains)	R&D
16 March	Monday	Purchase new anti-Virus for the Institute	IN&D
16 March	Monday	ICT7 value addition follow up starts/Farmers exchange visit to Kitui County, Makueni County	KCO
20 March	Friday	Material development for Rural women development training in Kilosa	TCO
23 March	Monday	Data analysis and baseline survey report preparation ends.	TCO
23 March	Monday	Grassroot Training on Rural Socio-economic Development starts in Narok and Rongai	KCO
25 March	Wednesday	Selection of participants for the Rural women development training in Kilosa.	TCO
25 March	Wednesday	3 rd Technical Committee meeting	EDO
26 March	Thursday	3 rd Finance, Planning & Admin. Committee Meeting	EDO
27 March	Friday	16 th GB Meeting	EDO
27 March	Friday	Resource persons' workshop for Rural women development training	TCO

APRIL 2015

1 April	Wednesday	Training for Rural women development in Kilosa starts	TCO
3 April	Friday	Good Friday	All
5 April	Sunday	Easter	All
6 April	Monday	Easter Monday	All
7 April	Tuesday	Review of proposed T&E activities and Budgets for the quarter	T&E
7 April	Tuesday	ICT4 Rural Women Training Starts	KCO
13 April	Monday	Implementation of (IWRM-ICT8)-starts	UCO
15 April	Wednesday	Proposal writing with various organizations	R&D
15 April	Wednesday	End of training for rural women development in Kilosa	TCO
21 April	Tuesday	Report writing for rural women development training starts.	TCO
21 April	Tuesday	Develop new modules PAIKS	IN&D
24 April	Friday	Implementation of (IWRM-ICT8)-ends	UCO
26 April	Sunday	Union Day	Tanzania

DATE	DAY	ACTIVITY	RESPONSIBLE
MAY 2015			
1 May	Friday	Labour Day	All
4 May	Monday	Selection of Participants (Rural Women ICT 4)-starts	UCO
4 May	Monday	Proposal evaluation on grass root training – Export Trade of Commercial Hand-craft submitted- by ICT1-ET ex-trainees from Dar es Salaam	TCO
4 May	Monday	CEP Narok South Reconnaissance survey begins	KCO
8 May	Friday	Submission of budget to the HQs for grass root training on Export Trade of commercial hand-craft products.	TCO
8 May	Friday	Selection of Participants ((Rural Women ICT 4)-ends	UCO
11 May	Monday	Monitoring & Evaluation of SRI in Kenya- Sharing results	R&D
11 May	Monday	Publication of KCO Newsletter and Brochures starts	KCO
13 May	Wednesday	Training on water resource management starts	KCO
15 May	Friday	18 th Management Committee Meeting	A&F
18 May	Monday	Monitoring & Evaluation of SRI in Tanzania	R&D
20 May	Wednesday	Report submission to the HQ on Rural women development training	TCO
22 May	Friday	Resource persons' workshop - Grass root Training (Export trade of commercial hand craft products.	
25 May	Monday	Grass-root training on Export trade of commercial hand-craft products starts.	TCO
25 May	Monday	Intellectual Property Rights course, at AICAD Hqs. (For Kenya, Tanzania & Uganda researchers)	R&D
29 May	Friday	End of grass-root training on Export trade of commercial hand-craft products	TCO
JUNE 2015			
1 June	Monday	Madaraka Day	Kenya
1 June	Monday	Report preparation on the implementation of grass root training on Export trade of commercial product starts -	TCO
2 June	Tuesday	Annual report writing and activity planning for 2015 to 2016 starts.	TCO
2 June	Tuesday	Baseline survey/Selection ICT8 Value addition starts	KCO
3 June	Wednesday	Matyrs' Day	Uganda
8 June	Monday	M&E of SRI activities in Uganda	R&D
9 June	Tuesday	Heroes' Day	Uganda
10 June	Wednesday	Implementation of (Rural Women ICT 4)-starts	UCO
15 June	Monday	Begin implementation of training course on Africa Training Course on Local and Regional Development Planning and Management (ATC)	T&E
15 June	Monday	ICT8 Training implementation starts	KCO
19 June	Friday	Implementation of (Rural Women ICT 4)-ends	UCO
22 June	Monday	Supervise graduate students	R&D
25 June	Thursday	Report preparation on the implementation of grass root training on Export trade of commercial product ends	TCO
29 June	Monday	Annual report writing and activity planning for 2015 to 2016 ends and submitted to HQ.	TCO

IMPORTANT MEETING DATES (JULY 2014 – DEC. 2015)

27 Oct. 2015	Tuesday	4 th Technical Committee Meeting	EDO
28 Oct. 2015	Wednesday	4 th Finance, Planning & Admin. Committee meeting	EDO
29 Oct. 2015	Thursday	17 th GB meeting	EDO
30 Oct. 2015	Friday	2 nd Annual General Meeting	EDO