**CHAI Ethiopia**

**Annual Review Meeting**

**Day 1: 12 March 2014** **Venue: Africa Vacation Club**

| **Time** | **Activity** | **Presenter** | **Facilitator** |
| --- | --- | --- | --- |
| 2PM | Welcome | Dr. Yigeremu | M&E Team |
| 2–2:30PM | Introduction Ice breaker | | |
| 2:30–2:45PM | *Vaccines*  Presentation | Dr. Teklay and team | M&E Team |
| 2:45–3PM | *Lab Services* Presentation | Dr. Bahrie and team |
| 3 -3:10PM | Discussion | |
| 3:15–3:30PM | *Access to Medicine* Presentation | Dr. Habtamu and team |
| 3:30–3:45PM | *Nutrition* Presentation | Ato Frew and team |
| 3:45-3:55PM | Discussion | |
| 3:55-4:15PM | *Tea Break* | | |
| 4:15-4:30PM | *GHF* Presentation | Garrett and team | M&E Team |
| 4:30-4:45PM | *MNH*  Presentation | Dr. Zelalem and team |
| 4:45-4:55PM | Discussion | |
| 4:55 – 5:05PM | Energizer | | |
| 5:05 – 5:20PM | *EHMI* Presentation | David and team | M&E Team |
| 5:20– 5:35PM | *M&E* Presentation | M&E Team |  |
| 5:35 – 5:45PM | Discussion | |  |
| 5:45 – 6PM | Ice breaker Activity 2 | | |

**Day 2: 13 March 2014**

| **Time** | **Activity** | **Presenter** | **Facilitator** |
| --- | --- | --- | --- |
| 9:30AM | Welcome | Dr. Yigeremu |  |
| 9:30 – 9:40AM | Finance | Dereje |  |
| 9:40 – 9:50AM | IT | Biniam |  |
| 9:50 – 10AM | General Services | Asres |  |
| 10 -11AM | Human Resources – Code of Conduct and Respectful Workplace | Judit |  |
| 11 – 11:15AM | *Tea Break* | | |
| 11:15 – 11:30AM | CHAI Update | Dr. Yigeremu/Rahel |  |
| 11:30 -12:30PM | Open Forum Q&A | |  |
| 12:30 -12:35PM | Briefing on retreat program | | Retreat Committee |
| *End of Annual Review Program* | | | |

**Annual Retreat**

**Day 2: 13 March 2014**

| **Time** | **Activity** |
| --- | --- |
| 12:35 – 2PM | Lunch |
| 2PM – 3PM |  |
| 3PM – 4PM | IT |
| 4PM – 6PM |  |
| 6PM – 7PM | Free time |
| 7PM | Dinner |

**Day 3: 14 March 2014**

| **Time** | **Activity** |
| --- | --- |
| 7 - 9AM | Breakfast |
| 9 -10AM |  |
| 10 -11AM |  |
| 11 -12PM | Free time |
| 12 -1:30PM | Lunch |