



Development Foundation

MIKOKO DEVELOPMENT FOUNDATION

P.O.Box 65575 | Kisiwani, Ubungo – Dar es salaam , Dar es salaam Tanzania
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2020 ALMANAC

S/N	Date	Event	Place	Goal	Time	Responsibility	Remark
1	1 st Jan 2020	Publish 2019 MDF & Products websites (Mikoko Branding)	mikoko.or.tz	Publish sponsors, projects, products, action plan, and partners for 2020 projects	00:00 hrs	ICT	Done
2	5 th March 2020	Staff, Members & Volunteers Recruitment	MDF office	Collecting actual number of members in the groups	5 Months	Admn	On - Progress
3	10 th March 2020	Executive Committee Meeting	MDF Office	Discuss about the actual operation of MDF according to the governing principles	1 Days	Ex com	Not Done
4	12 th March 2020	MDF – Board Meeting	MDF - Office	Evaluation, review, approval and technical recommendations for MDF quarter one	1 Day	MDF - Board	Done
5	13-15, May 2020	Leaders Induction Workshop	Online Session	Strengthen Leaders in execution of day to day duties	3 Days	Executive Director	On-Progress
6	18 – 21, May 2020	Committee meetings	Online Meetings	Preparations for future implementation with the effective use of organization facilities for partnership	4 Days	Executive Director & HoD's	
7	29 th May 2020	Executive Committee meeting	MDF Office	Evaluation, recommendations and forecasting towards 2020/21 action plan.	1 Day	Ex com	
8	05 th June 2020	MDF Evaluation Meeting	MDF Office	Follow up MDF's development and results from trainings and field assessments towards 2021 Action Plan	1 Day	Ex com	
9	9 th June 2020	Board Meeting	MDF Office	Evaluation, review, approval and technical recommendations for MDF	1 Day	MDF - Board	

				quarter two			
10	27 th July 2020	Executive Committee meeting	MDF Office	Evaluation, recommendations and forecasting towards 2021 action plan.	1 Day	Ex Com	
11	3 rd August 2020	Projects Meetings	MDF Office	Evaluation, recommendations and forecasting towards projects action plans	1 Day	Project Managers	
12	24 th Aug 2020	Committee Meetings	MDF Office	Settle MDF action plan and sub implementation task	4 Days	ED&HoDs	
13	28 th Aug 2020	Executive Committee meeting	MDF Office	Evaluation, recommendations and forecasting towards 2021 strategic plan.	1 Day	Ex Com	
14	2 nd Sept 2020	Committee meetings for International Nature Youth Camp 2020	MDF Office	Preparations for International Nature & Environmental camp 2020	1 Days	Camp Committee	
15	5th Sept 2020	Board Meeting	MDF Office	Evaluation, review, approval and technical recommendations for MDF third quarter	1 Day	MDF - Board	
16	28 th Sept 2020	Committee Meetings	MDF Office	Settle MDF action plan and sub implementation task	4 Days	ED&HoDs	
17	2 nd Oct 2020	Executive Committee meeting	MDF Office	Evaluation, recommendations and forecasting towards 2021 strategic plan.	1 Day	Ex Com	
18	26 th Oct 2020	Committee Meetings	MDF Office	Settle MDF action plan and sub implementation task	4 Days	ED&HoDs	
19	30 th Oct 2020	Executive Committee meeting	MDF Office	Evaluation, recommendations and forecasting towards 2021 strategic plan.	1 Day	Ex Com	
20	23 rd Nov 2020	Committee Meetings	MDF Office	Settle MDF action plan and sub implementation task	4 Days	ED&HoDs	
21	27 th Nov 2020	Executive Committee meeting	MDF Office	Evaluation, recommendations and forecasting towards 2021 strategic plan.	1 Day	Ex Com	
28	14 th Dec 2020	Consultative Committee Meetings	MDF Office	Settle MDF action plan and sub implementation task	4 Days	ED&HoDs	
29	17th Dec 2020	Board Meeting	MDF Office	Evaluation, review, approval and technical recommendations for MDF fourth quarter	1 Day	MDF - Board	
	21st Dec 2020	MDF – General Meeting	University of Dodoma	Review & Approval for MDF year budget and plans	2 Days	AGM	

	31 st Dec 2020	Launch of MDF website for 2020	MDF Office	Publish sponsors, partners for 2021 & AGM reports of 2020	00:00 Hrs	MDF	
	15 May 2021	Publish 2020 General Report book and 2022 action plan draft	MDF Office	Publish sponsors, partners and activities reports with achievements for 2020	1 Days	MDF	
	Finance						