

# **IAF Africa Conference – Ethiopia “Facilitation in a Changing Africa”**

**Conference Report**

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# 1 Conference Overview

Ethiopia has hosted the 10th Annual IAF Conference for the first time. This conference had the theme of "Facilitation in a Changing Africa" and was prepared in collaboration with African Leadership Excellence Academy (AFLEX) and powered by ACE Investment and Impact Advisors. This conference hosted a total of 47 participants, composed of eight countries: Uganda, Tanzania, Kenya, Jamaica, South Africa, Nigeria, India, and Ethiopia. Of the 47 participants (composed of 22 men and 25 women), 22 were IAF Members while 25 were non-IAF Members.

The program consisted of 4 days, from 23rd of October to 26th of October, and had various activities and sessions within. Highlights of the conference include:

- The opening speech on the first day of the conference (24th October, 2023), delivered by Dr. Mehret Debebe, Chief of Academy at AFLEX, on the significance of facilitation in training leaders.
- The session led by Dr. Negusu Aklilu, Founder of Destiny Ethiopia (24th October, 2023), on Scenario Facilitation and his Facilitation experience in Ethiopia.
- The session on Pan-Africanism held on the 25th of October led by Dr. Yonas Ashine.

*Figure 1: Oct 25/2023 - Promoting the Power of Facilitation with Clients*



IAF Africa Conference 2023 “Facilitation in a Changing Africa”  
Conference Report

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Figure 2: Oct 26 - Group Photo



Figure 3: Oct 24/2023 - Evening Dinner



Figure 4: Oct 25/2023 - Morning Opening Session



## 2 Partners and Organizers

The IAF 2023 was envisioned and implemented through a strategic and successful partnership amongst three key partners. This partnership was centered around the following objectives:

- To bring together facilitators from Africa and beyond to explore the evolving role of facilitation in addressing the challenges and opportunities in a changing Africa.
- To share best practices, insights, and experiences among facilitators to enhance their skills and knowledge.
- To address emerging trends in facilitation, considering the impact of technology, governance, and social dynamics in Africa.
- To foster networking, collaboration, & partnership building among facilitators for future projects and initiatives.
- To collaborate with AFLEX developing skills of facilitators in Africa through research, training and forums.

The respective partners played critical roles in the planning and implementation of the conference leading and supporting in key activities, highlighted below:



**IAF Global and IAF Ethiopia Chapter:** The International Association of Facilitators is a worldwide community of facilitators promoting excellence in the use of professional group process facilitation to create engagement and impact. Listed below were the key roles

of IAF Africa:

- Led the overall organization, management, and coordination of the Regional Conference 2023, including program development, proposal selection, evaluation and scheduling, and communication with delegates and other stakeholders.
- Promoted the conference through various channels to attract participants from Africa and other regions specifically through Official IAF website, Twitter and LinkedIn.
- Shared relevant resources, materials, and best practices with AFLEX and ACE Advisors to enhance the conference experience.



**AFLEX: the African Leadership Excellence Academy (AFLEX):** is an institution that strives to become the premier gathering place for leaders, and thinkers from all over Africa who are ready to impact the values of society and culture. AFLEX aims to be the center of excellence for dialogue and ideation.

- Collaborated in development of conference program, ensuring alignment with AFLEX's mission and objectives.
- Provided expertise & resources on leadership and excellence in Africa to enhance the conference content.
- Provided subject matter expertise in facilitation by identifying and inviting workshop facilitators and keynote speakers with relevant experience and knowledge.
- Provided the necessary venue, facilities, and support services required for the successful execution of the Regional Conference 2023.
- Assisted in marketing and promoting the conference to their network and target audience, utilizing their communication channels and platforms.
- Provided necessary administrative support and assistance during the conference, including onsite logistics, technical requirements, and participant management.



**ACE Investment and Impact Advisors:** ACE Advisors is a women-owned and led independent advisory firm with a primary focus on promoting innovation for better development outcomes and social change. ACE is committed to living its values focused on equity, professionalism, and empowerment of voices within and related to the partners and community it aims to serve.

- Collaborated with AFLEX & IAF Africa to coordinate the logistics and administrative aspects of the conference.
- Coordinated and oversaw participants registration and support in information provision and communication with stakeholders including visa facilitation, etc.
- Led the coordination and support during the conference ensuring a smooth and successful implementation.



### 3 IAF Pre-Conference Preparations

To ensure a successful implementation of the conference, teams were created with various IAF members playing different roles. The team met on a weekly basis for updates, progress tracking and decision-making. The following core teams were setup and agreed upon with various tasks and deliverables:

- **Core Team:** This team also referred to as the leadership committee was setup and registered with the global offices and profiled on the IAF social media. These members were:
  - o Tilahun Tesfaye, Chair
  - o Hohete Arefeaine, Co-Chair
  - o Nasreen M. Adem, Treasurer
  - o Betel Dessalegn, Conference Coordinator
- **Program Team:** was the team responsible for preparing the agenda of the conference, scheduling sessions and other meetings, as well as accepting, evaluating, and approving proposals submitted for conference sessions. It was composed of John Cornwell, Tilahun Tesfaye and Sophie Kange, with contributions from Bruck Fikru, Shalaka Gundi, Hiwot Alemayehu, Caleb Odhiambo, and Irene Maweu.
- **Finance Team:** is a team responsible for handling and planning the budgeting and finances for the conference. It was composed of Sophie Kange, Shalaka Gundi, Nasreen M. Adem (ACE Advisors) and Betel Dessalegn (ACE Advisors). It was communicated that ACE Advisors would play the role of Treasurer and be responsible for managing the Financials.
- **Logistics Team:** was the team responsible for organizing the logistics of the conference (such as venue, accommodation, and transportation). It was composed of Betel Dessalegn (ACE Advisors), Nasreen M. Adem (ACE Advisors), and Hiwot Alemayehu (AFLEX).
- **Marketing and Communications Team:** was the team responsible for communicating with attendees and potential attendees for the conference, as well as other stakeholders. It was composed of Tilahun Tesfaye, Fasil Bogale, Hohete Arefeaine, Abdurahman Adebayo, and Shalaka Gundi (Robert Ninyesiga was added at a later point).

#### IAF Africa 2023 Conference



#### IAF Africa Conference | 23 - 26 October 2023

The conference will take place at the Africa Leadership Excellence Academy in Addis Ababa, Ethiopia!

[Click here](#) to get your ticket now and to submit your proposal if you are considering to run a workshop at the conference.

#### Overview

Facilitation in Africa is as broad and diverse as the continent itself. Made up of 54 countries, with as many as 2,000 different spoken languages and at least as many

Meet this amazing group of people who are leading the IAF Africa Conference team. We would like to thank them for their big efforts in making this amazing conference possible!



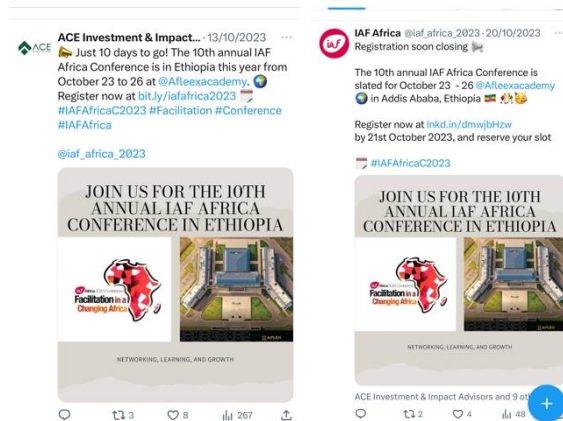
#### IAF Africa Leadership Team for 2023-24:

- Sophie Kange - Regional Director
- Sharda Naidoo - Global Treasurer
- John Cornwell - Membership & Chapters Development
- Emmanuel Michael - Professional Development
- Ahmed El-Shafey & Rania Abuelhassan - North Africa Reps
- Elizabeth Ajala & Souleymane Gamene - West Africa Reps

# IAF Africa Conference 2023 “Facilitation in a Changing Africa” Conference Report

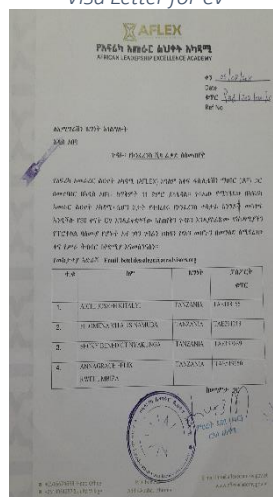
The team undertook the following activities in preparation of the conference during a period starting from April 26, 2023, to the event date.

- Conference planning team meetings were held weekly, typically lasting an hour to an hour and a half. Additional meetings outside of the weekly meetings were held depending on the need. An average of 25 meetings were conducted during the planning phase.
- Operational support in terms of providing information on the event, FAQs on various issues, visa processing (visa letter and invitation letter) was conducted by the Logistics and Communications Team.
- Announcements and engagements were conducted through IAF and ACE Advisors social media accounts on the event and awareness created. The Program Team oversaw the development of the content, and the design was done by Rena Bilgin, IAF Social Media & Communications Support.
- The organizing team (ACE Advisors) had presented the team with a budget summary of expected costs for approval and budget allocation. This budget was presented and discussed with the IAF African Regional Director (Sophie Kangae) and IAF (Shalaka Gundi) on September 05, 2023.
- The registration and proposal submission processes were supported by an event planning online system. Committee members Shalaka Gundi and Betel Dessalegn were responsible for coordinating the use of **Eventleaf**, the chosen event planning online platform.



Visa Letter for CV

Invitation Letter for IAF Africa



- AFLEX has generously sponsored conference attendees with both accommodation and meals for five days.
- The Proposal Team sent out an email and announcements for proposal requests for Facilitation Sessions was sent alongside the invitation emails. To this end a significant amount of proposals received and 7 Concurrent Facilitation Session topics were accepted.



## 4 IAF Conference Proceedings

### 4.1 October 23<sup>rd</sup>

- During the day, participants arrived at the venue (AFLEX), and proceeded to check into their hotel rooms and rest. A brief, 30-minute welcoming session was opened by Hiwot Alemayehu (Vice Chief of Academy of AFLEX) and Tilahun Tesfaye (IAF Ethiopia Member), as well as a Logistics announcement by Betel Dessaiegn (Conference Coordinator – ACE Advisors), and greetings by Annagrace Rwihumbiza (IAF Member).
- Sophie Kange (Regional Director of IAF Africa) opened a talk about our journeys as facilitators and John Cornwell delivered important announcement on the overall conference and expected proceedings.
- The rest of the night was composed of dinner and networking, accompanied by traditional dancing and singing.

Figure 5: Oct 22/2023 - Afternoon Arrivals



Figure 6: Oct 22/2023 - Afternoon Arrivals



Figure 7: Oct 23/2023 - Afternoon Arrivals



Figure 8: Oct 23/2023 - Afternoon Arrivals



Figure 9: Oct 23/2023 - Evening Dinner



## 4.2 October 24<sup>th</sup>

- The day started with an optional work out session with a professional trainer and communal breakfast was served. The opening session (8:30 - 10:30) consisted of speeches and remarks from leadership of AFLEX and IAF Africa. Below a highlight of each:

### **Welcome and opening speech by Dr. Mehret Debebe (Chief of Academy of AFLEX)**

Key points:

- o Highlights of the deep history of AFLEX, when and how it was established and what it aims to achieve in the training of leaders.
- o The important role facilitation plays in training leaders.
- o Although the use of advanced technology for facilitation is increasing, it cannot replace human touch.
- o How experience is a major skill that one can gain from facilitation.
- o The importance of facilitation in creating a supportive environment where participants can share their ideas, opinions and experience to find solutions to the challenges.

### **Opening remarks by Tilahun Tesfaye (IAF Ethiopia Member)**

Key points:

- o The importance of raising the strength of the IAF chapter in Ethiopia with minimum cost and various collaborations.

### **Some words from Hiwot Alemayehu (Vice Chief of Academy of AFLEX) on the Curriculum Development project of AFLEX.**

Key points:

- o The importance and reasoning of the curriculum AFLEX plans to develop.
- o The importance of the expertise that the IAF and facilitators as a whole can contribute to the curriculum development process.
- o A short description on what was needed from the facilitators in the room that wanted to participate on the curriculum development discussion planned for the next day (Two participants from each country were needed).

### **A look back at our facilitation journeys and stories by Sophie Kange (IAF Africa Regional Director)**

Key points:

- Three questions were raised by Sophie:
  - What has been the most exciting experience?
  - What has been the most challenging experience?
  - What is the biggest learning from facilitation?
- After participants thought through and answered these questions, Sophie requested for them to capture these answers with a single picture.
  - A brief logistics announcement by Betel Dessalegn, ACE Advisors
  - A brief description of the concurrent sessions to be held that day by Susan Njambi Odongo and Hardy Alexander

To close the opening session, participants took part in an ice breaker exercise. Two participants were made to face each other, one person making any moves they wanted, while the second person (the "mirror") was supposed to copy the first person's moves exactly.



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Figure 10: Oct 24/2023 – Speech, Tilahun Tesfaye



Figure 11: Oct 24/2023 – Speech, Dr. Mehret Debebe



Figure 12: Oct 24/2023 – Speech, Hiwot Alemayehu



Figure 13: Oct 24/2023 - Facilitation Journeys



Figure 14: Oct 24/2023 - Facilitation Journeys



- The first set of concurrent sessions were held from 11:00 to 13:00.

- **Session 1.1: Proverbs as Facilitation Tools for Social Change**  
Facilitator: Susan Njambi Odongo

The session titled **Proverbs as Facilitation Tools for Social Change** focused on the use of proverbs in the process of facilitation. The session was led by Susan Njambi Odongo and consisted of 14 participants in total (including Susan).

**Key points:**

- By dividing into groups of five, participants were urged to discuss a single proverb and its meaning, how it relates to the facilitation process and where they could use it in real life.
- The use of African proverbs to identify and dignify culture, to push for progress in one's thinking process, to explain complex issues with a simple statement, and to motivate others into action.
- All proverbs can be applied in real life situations, such as collaborative work, resource utilization and diversified community activities.

Figure 15: Oct 24/2023 - Proverbs as Facilitation Tools



Figure 16: Oct 24/2023 - Proverbs as Facilitation Tools





- **Session 1.2: Leading in a Constantly Changing World**  
Facilitator: Hardy Alexander

The session titled **Leading in a Constantly Changing World** focused on re-inventing methods of facilitation, to enable conversation and explore the changing dynamics of Africa. The session was led by Hardy Alexander and consisted of 27 participants in total (including Hardy).

**Key points:**

- This session aimed to have the learning outcomes of identifying opportunities to contribute to facilitation, and bettering the ability to use different facilitative techniques while leading change.
- WOW (Ways Of Working)
- After discussion, it was agreed that the following four sectors affecting African development were discussed: unemployment, voice of all, conflict, and leadership.
- Questions that need to be asked for individual action planning include:
  - o Which challenge of opportunities you wish to address?
  - o Which of the solution you will apply?
  - o How will you go about it?
  - o What will be your measure of success?

*Figure 17: Oct 24/2023 – Leading in a Constantly Changing World*



*Figure 18: Oct 24/2023 – Leading in a Constantly Changing World*





- A plenary session was held, led by Negusu Aklilu, Founder of Destiny Ethiopia, on Scenario Facilitation and his facilitation experience in Ethiopia.

Figure 19: Oct 24/2023 - Scenario Facilitation



### Key Points:

- The facilitation experience of Negusu Aklilu, in which he gathered 50 leaders into one room to discuss the future state of Ethiopia using Scenario Facilitation, resulted in 4 final scenarios: Broken Chair, Hegemony, Divided House, and Dawn.
- A discussion on what we can do as Ethiopians for the current turbulence of Ethiopia.
- The power of people with differences coming together and talking with discipline, assisted by facilitation methods.
- Based on these 4 Scenarios, participants were divided into 6 groups to discuss three "Café Conversation" questions:
  - What signs do I see today of each of these four scenarios already happening in Ethiopia/Africa? What feelings and questions do these signs raise for me?
  - What scenario are my own current actual actions most contributing to bringing forward in Ethiopia/Africa?
  - What could we do differently to contribute more to bringing forward the Dawn Scenarios?
  - To keep in mind and ruminate over the harvest from this session.

Figure 20: Oct 24/2023 - The Four Scenarios



- A session exploring further examples of Facilitation Practice in Ethiopia was facilitated by Tilahun Tesfaye with various examples being shared by different participants. 16:00 - 17:00

*Figure 21: Oct 24/2023 - Facilitation in Ethiopia*



### Key Points:

- Reflections on the last time the participants facilitated.
  - The importance of focusing on learnings instead of the topics covered in a particular session/day of facilitation.
  - The importance of believing in people and giving them opportunities while helping them along the way by encouraging and coaching.
  - The importance of giving respect for people to create a safe environment.
  - The importance of a facilitator studying the cultures of its participants.
  - A video by the International Institute for Facilitation and Change (IIFAC) on what facilitators do was played.
  - Facilitators have 3 major roles: Architect, Pilot, and Guide.
- 
- Following short reflections on the previous concurrent sessions as well as announcements, dinner was served.

### 4.3 October 25<sup>th</sup>

- Opening session consisted of reflections from the previous day and a brief on logistics and Thursday's arrangements. The second set of concurrent sessions were held from 9:00 - 11:00.

*Figure 22: Oct 25/2023 - Reflections on the Previous Day*



- **Session 2.1: Tools for Working with Communities towards Change**  
Facilitator: Sharda Naidoo

The session titled **Tools for Working with Communities towards Change** focused on the importance of community work and the use of facilitation in it. The session was led by Sharda Naidoo and consisted of 13 participants in total (including Sharda).

*Figure 23: Oct 25/2023 - Tools For Working With Communities*



*Figure 24: Oct 25/2023 - Tools...*



#### Key Points:

- Participants introduced themselves and shared their experiences in community work and areas of the development sector they are working on.
- The leading questions asked were:
  - o Why has community work become important?
  - o How can we participate in community work?
- The importance of community participation and the issues it addresses.
- The importance of facilitators engaging in community activities and making contributions.
- How community work is part of facilitation.
- How we should think beyond the numerical measurements of growth, like the GDP.

- **Session 2.2: SITE! Simple, Impactful, Thought-Provoking and Engaging**  
Facilitator: Gillian Chambers

The session titled **SITE! Simple, Impactful, Thought-Provoking and Engaging** focused on the use of Liberating Structures in facilitation. The session was led by Gillian Chambers and consisted of 23 participants in total (including Gillian).

**Key Points:**

- The objectives of this session were:
  - To have fun and explore new and easy facilitation methods that needs little or no equipment.
  - As a facilitator, to reflect how and when one can apply these methods.
  - To be exposed to Liberating Structures and expand one's tool set.
- The liberating structures are simple and essential but can achieve powerful and profound results.
- The six liberating structure methods used in this session were: Impromptu Networking, 4 Quadrants, 1,2,4, All, Mental Models/Images, Troika Consulting, and Improv (Improvisation).
- Psychology and counseling must be taken into consideration during facilitation.
- Design and preparation is absolutely critical to successful facilitation.
- Drawing can demonstrate the deep processes of our minds.

*Figure 25: Oct 25/2023 - SITE!*



*Figure 26: Oct 25/2023 - SITE!*



- The third set of concurrent sessions were held from 11:30 - 13:30.



- **Session 3.1: Communicating with Children affected by Emergencies**  
Facilitator: Achieng Kokonya

The session titled **Communicating with Children Affected by Emergencies** focused on the use of facilitation in emergency preparedness. The session was led by Achieng Kokonya, and consisted of 11 participants in total (including Achieng).

Figure 27: Oct 25/2023 - Communicating with Children...



Figure 28: Oct 25/2023 - ...Affected by Emergencies



#### Key Points:

- Some challenges currently faced by various countries include civil war/political upheaval, natural disasters, lack of basic needs, and harmful traditional practices.
- The first activity of the session was to choose one's country, identify one's village, draw what is found in that village, and point out which one is the safest and which one is not.
- This activity led to various points being raised such as:
  - o The concept of safe and unsafe places are more subjective.
  - o The design of a village should include the desire of children.
  - o Nature can be made both a blessing and a curse.
- The second activity of this session was to make a group of 5, give each person a new identity, and discuss emergency preparedness.
- This activity led to various points being raised such as:
  - o Using technological devices to oversee the upcoming disaster can minimize disasters.
  - o We must identify our safe place.
  - o Emergency preparedness should be embedded in our culture.
  - o Education is necessary on how to survive if/when disaster strikes. Adding a "Disaster Management" course in college might increase its accessibility.
  - o Open discussions with children should be created.
- There are five major steps for emergency preparedness:
  1. Be aware - know the risk of natural disaster in your area.
  2. Ensure sufficient basic needs supplies are prepared for 72 hours.
  3. Have an emergency kit available, with items such as - flashlight, battery, important documents, and a comfort item.
  4. Be prepared to stay or go - identify a safe place or establish plans for sheltering in place or evacuating.
  5. Communicate - Memorize/ Write down important phone numbers, ensure your children have In Case of Emergency (ICE) cards and preparedness plan with family.



- **Session 3.2: Reverse Brainstorming**  
Facilitator: Fasil Bogale

The session titled **Reverse Brainstorming** focused on the use of reverse brainstorming as a facilitation tool/method. The session was led by Fasil Bogale and consisted of 12 participants in total (including Fasil).

*Figure 29: Oct 25/2023 - Reverse Brainstorming*



**Key Points:**

- The session had four main priorities.
- The first priority was the importance of sequence in brainstorming.
  - o The first step for reversing brainstorming was to identify the problem.
  - o The second step was to reverse the problem.
  - o The third step was to collect ideas to make the problem worth.
  - o The fourth step was to reverse the ideas.
  - o The fifth step was to identify the best solutions.
- The second priority was the importance of workplace moral.
- The third priority was addressing pollution problems.
- The fourth priority was the learnings gotten from the above priorities.
  - o It is easy for people to think of the bad rather than the good.
  - o Thinking about the solutions by beginning from the reverse of the topic and by starting from bad ideas is interesting and important to gain the right solution.
  - o Brainstorming gives us a new perspective.

*Figure 30: Oct 25/2023 - Reverse Brainstorming*



- **Session 3.3: Promoting the Power of Facilitation with Clients**  
Facilitator: Aichi Kitalyi & Annagrace Rwehumbiza

The session titled **Promoting the Power of Facilitation with Clients** focused on the importance of promoting facilitation within one's clients. The session was led by Aichi Kitalyi & Annagrace Rwehumbiza, and consisted of 16 participants in total (including Aichi and Annagrace).

**Key Points:**

- The session started with a challenge statement: Leaders in African institutions are thoroughly acquainted with the power of facilitation in transformation and leading change.
- Participants voted on this statement, whether they agreed, disagreed, or were neutral about it. Each group then presented the reasons behind their vote.
- African leaders are mostly authoritarian, follow a top-down approach, are not consultative in their leadership, and are not focused on creating impacts.
- Facilitation is not common as a method.
- Leading question: What are the barriers that are stopping African leaders from exercising facilitation?
- Participants formed a group of three and tried to answer the question. Each group tried to devise three barriers and action points to solve each of the identified barriers.
- Barriers identified by participants: familiarity with other approaches, sticking to the status-quo, fixed mindset, fear of change, fear of losing power, poverty/scarcity mindset, lack of awareness (about facilitation), pride, etc.
- Action points: Raising awareness and promoting facilitation at all levels and situations, empowering human resource capital, working on the education system, coaching and training the leaders, creating content on facilitation, etc.

Figure 31: Oct 25/2023 - Barriers and Action Points



Figure 32: Oct 25/2023: Promoting the Power of Facilitation with Clients



- A special session was held, facilitated by Hiwot Alemayehu and the AFLEX team, on the **Curriculum Development** activities planned by AFLEX.
- Those of whom did not attend the curriculum development session attended an optional **Team-Building** session facilitated by Tilahun Tesfaye and Shalaka Gundi.
- A short plenary session on **Learning About IAF**, with quiz questions, prizes and discussions was held, facilitated by Sophie Kange.
- **Chapter Meetings** were held as breakout meetings in which the IAF chapters present at the conference (Ethiopia, Kenya, Uganda, Tanzania, other members from India, S. Africa, etc.) discussed points such as:
  - What ideas do you have to develop a stronger chapter?
  - How can you make use of IAF programs?
  - What support might you need and from who?

Figure 33: Oct 25/2023 - Chapter Meeting Discussion Points



- A closing plenary session was held which included
  - Feedback from Chapters facilitated by John Cornwell
  - The Future of IAF Conferences in Africa facilitated by Tilahun Tesfaye
  - Evaluation of the Conference facilitated by Sophie and Annagrace
  - A certificate awarding ceremony.
  - Key outcome: It was agreed that the 2024 Conference will be held in Uganda.

Figure 34: Oct 25/2023 - Certificate Awarding Ceremony





- A special plenary session was held, facilitated by Hiwot Alemayehu and Dr. Yonas Ashine, on the current and future state of Pan-Africanism.

*Figure 35: Oct 25/2023 - Pan-Africanism Session*



*Figure 36: Oct 25/2023 - Pan-Africanism Session*



#### 4.4 October 26th

- Last day at the AFLEX consisted of attendees signing out and doing group activities. A visit was made to various organizations and sites including Entoto Park, Unity Park and Ethiopian Airlines.

## 5 Unique Highlights and Key Learnings

### 5.1 Unique Highlights

- The conference was delivered in collaboration with the African Leadership Excellence Academy (AFLEX), and further collaborations were planned between IAF and AFLEX.
- The conference was powered by ACE Investment and Impact Advisors, in the overall coordinating of the conference.
- The opening speech on the first day of the conference (24th October, 2023), delivered by Dr. Mehret Debebe, Chief of Academy at AFLEX, on the significance of facilitation in training leaders
- The session held by Dr. Negusu Aklilu, Founder of Destiny Ethiopia, on Scenario Planning and Destiny Ethiopia's Facilitation experience in Ethiopia.
- The session on Pan-Africanism held on the 25<sup>th</sup> of October led by Dr. Yonas Ashine.

### 5.2 Key Learnings

#### Conference Planning:

- Conference Hosting commitments were made by IAF country members that were present at the last event and without consultation of other members and consideration of capability and resources (finance and human resources).
- The conference was prepared for by organizing weekly online meetings, but the initial preparation had a delayed start, and caused the team to rush on key decisions and forgo certain conference inclusions.
- The inclusion of the IAF Africa Regional Director - Sophie Kange, the Director of Conferences and Global Events - Shalaka Gundi, and Membership & Chapters Development - John Cornwell, greatly helped bring in the expertise and experience needed to successfully plan the conference.
- Collaborating with AFLEX and ACE Advisors has truly highlighted the importance of partnerships and sponsorships for a cost-effective and successful conference.

#### Conference Preparation:

- The part of the conference preparation relating to "on the ground" logistics was addressed to the section of the conference organization team located in Ethiopia (ACE Advisors). This highlighted the need of having members of the planning committee that can effectively navigate the country hosting the conference.

#### Communication:

- The team sent out email invitations, as well as emails which included details about the conference venue, program schedule, and other pertinent information, in order to keep potential participants informed and up-to-date. Manually sending out all the invitations and details resulted in an inefficient process that took a lot of time and involved repetitive work.
- While the marketing team of the conference planners created engaging social media posts about the upcoming event, the frequency of posts was not as high in the initial planning stages. As a result, there was a missed opportunity to make more people aware of the conference earlier on through regular promotional updates.



### **Operation During the Conference**

- The ACE Volunteer Team, consisting of Bereket, Betelhem, Meskerem, and Mahlet, significantly contributed to the successful operation of the conference. As volunteers, they handled important responsibilities such as registering attendees, distributing welcome packages, taking notes and photographs during sessions. Additionally, the team assisted with printing materials required for the sessions, addressing participant questions, and tackling various minor tasks with a positive can-do spirit. Their efforts were instrumental in ensuring the conference ran smoothly through competently managing key logistics and providing support where needed.

### **Recommendations:**

- Commitment to hosting any conference should have a set minimum requirement such as a country with Chapter established and active, members unanimous vote etc.
- Conference preparation should start at least 12 months before the start date of the conference.
- The whole chapter must be notified and discussed with before committing to a conference or other chapter events.

## 6 Conference Finance Summary

After discussions with the team, it was agreed on the management of the finances and the following actions taken accordingly:

- ACE Advisors to receive all payments of attendees that are being paid in local currency and to provide all necessary receipts.
- IAF Global to receive all payments of attendees that are being paid in in USD and internationally.
- ACE Advisors to make payments for all expenses required for the conference in Ethiopia as much as it has funds in the local currency.
- A total of 750 USD was deposited by IAF Global to IAF Conference Co-chair (Hohete A.), exchanged with a rate of ETB 55.42 and USD 30 deducted for transactions, amounting to a total of **ETB 67,616.91**. This amount was then transferred to Ato Fasil Bogale for further action.

To this end the following summary highlights the received registration fees and expenses made for the IAF.

Item Line	Total Amount in ETB
- Conference Revenue	30,820.38
- Tax (VAT + Profit   20%)	5,561.07
- Conference Expense paid by ACE Advisors	19,174
Balance to IAF	6,085

### - Conference Revenue – Registration Fee


Conference Income	Deposited Amount	Tax (VAT – 15% + Profit Fee – 5%)	Total (ETB)	Balance
Registration Fees (Deposited into ACE Advisors Account)	30,820.38	5,561.07	25,259.31	

- Conference Expense


No.	Conference Expense Item Lines	Paid By	Total (ETB)	Total (USD)
	Item		Actuals	Actuals
	Marketing Materials			
1	X-Banner (2)	ACE Advisors	11,500	206.02
2	Badge (60)	ACE Advisors	2,400	43.00
	Transport			
3	Accumulated Transport Cab Fare		5,274	94.64
3.1	Hotel to AFLEX for Aichi Kitalyi (October 24, 2023)	ACE Advisors	855	15.32
3.2	Office to AFLEX for banner vendor (October 10, 2023)	Hohete Arefeaine	197	3.53
3.3	Hotel to/from Airport for Achieng Kokonya (October 26, 2023)	Hohete Arefeaine	350	6.27
3.4	Airport to Hotel for Aichi Kitalyi (October 23, 2023)	Hohete Arefeaine	192	3.44
3.5	Hotel to Airport for Hardy Alexander (October 27, 2023)	Hohete Arefeaine	234	4.19
3.6	Airport Parking Fee	Hohete Arefeaine	20	0.36
4	Transportation Bus (3 days)	Fasil Bogale	30,000	537.45
	Other expenses			
5	Lunch Expense (Hohete, Hiwot, ... (October 27, 2023)	Hohete Arefeaine	2,426	43.46
6	Airport Parking Ticket & Driver Tip (October 26, 2023)	ACE Advisors	1,000	17.91
7	Total		49,174	882.38

## 7 Annex

### 7.1 Annex: Agenda




# Conference Programme




**Monday**  
October 23

Times	Activity
All Day	Participants arrive during the course of the day
17:00 - 18:00	Opening Meeting and Networking
18:00 - 18:30	Presentation and Discussion - Pan-Africanism in a Changing World By AFLEX Senior Advisor & Researcher
19:00 -	Dinner




**Wednesday**  
October 25

Times	Activity
6:00 - 7:00	Workout with a professional trainer (optional)
7:30 - 8:30	Breakfast
8:30 - 9:00	Opening Session
9:00 - 11:00	Facilitated Concurrent Sessions 2 A. Tools for Working with Communities towards Change B. SIFT! Simple, Impactful, Thought-Provoking and Engaging!
11:00 - 11:30	Break and Networking
11:30 - 13:30	Facilitated Concurrent Sessions 3 A. Communicating With Children Affected by Emergencies B. Reverse Brainstorming C. Promoting the Power of Facilitation among Clients
13:30 - 16:00	Lunch & Cultural Entertainment @ Kurku Traditional Restaurant
15:00 - 17:00	IAF Chapter Meetings
17:00 - 18:00	Closing Session and Evaluation
18:00 -	Closing Dinner and Social Time




**Tuesday**  
October 24


Times	Activity
6:00 - 7:00	Workout with a professional trainer (optional)
7:30 - 8:30	Breakfast
8:30 - 10:30	Welcome and Opening Our Facilitation Journeys Programme Overview
10:30 - 11:00	Break and Networking
11:00 - 13:00	Facilitated Concurrent Sessions 1 A. Proverbs as Facilitation Tools for Social Change B. Leading in a Constantly Changing World - Reinventing Mindsets
13:00 - 14:00	Lunch
14:00 - 17:00 (incl. break)	Facilitation in Action - Learning from Projects in Ethiopia that use Facilitation
18:00 - 20:00	Evening Dinner & Social / Cultural Learning




**Thursday**  
October 26

Times	Activity
7:30 - 8:30	Breakfast
After Breakfast	Departure of Participants
Visit to Unity Park and other parts of Addis Ababa (optional)	





powered by



Sessions and Facilitators:

Name	Title of Session	Country	E-Mail	Tel / Whatsapp
Gillian Chambers	<i>SITE!</i> Simple, Impactful, Thought-Provoking and Engaging!	Jamaica	<a href="mailto:jamalysha@gmail.com">jamalysha@gmail.com</a>	+1 876 866 5792
Achieng Kokonya	Communicating With Children Affected by Emergencies	Kenya	<a href="mailto:akokonya@gmail.com">akokonya@gmail.com</a>	+254 722 933 371
Susan Njambi Odongo	Proverbs as Facilitation Tools for Social Change	Kenya	<a href="mailto:snjambi@lusoma.org">snjambi@lusoma.org</a>	+254 720 761 266
Hardy Alexander	Leading in a Constantly Changing World - Reinventing Mindsets	India	<a href="mailto:halexander@triuneglobal.com">halexander@triuneglobal.com</a>	+91 993 088 1863
Annagrace Rwehumbiza		Tanzania	anneflo23@gmail.com	+255 685 615 315
Aichi Kitanyi	Promoting the Power of Facilitation among Clients	Tanzania	ajkitanyi@gmail.com	+255 784 542 616
Fasil Damte	Reverse Brainstorming	Ethiopia	fasildamtebogale@gmail.com	+251 92 910 4119
Sharda Naidoo	Tools for Working with Communities towards Change	South Africa	sharda@iafrica.com	+27 82 886 8695



## 7.2 Annex: List of Attendees

No	Name	Country	Institution	IAF Member
1	Abel Aniley	Ethiopia	Development Expertise Center	No
2	Abenet Legesse Bekele	Ethiopia	Youth Coaching Ministry in Ethiopia	No
3	Abrham Endalew Tsegaye	Ethiopia	AFLEX	No
4	Achieng Kokonya	Kenya	Personal Business	Yes
5	Aichi Kitalyi	Tanzania	FACT Consulting Ltd.	Yes
6	Aiyda Feki	Ethiopia	AFRO BET TRAVEL	Yes
7	Annagrace Rwehumbiza	Tanzania	HER DIGNITY	Yes
8	Assefa Beyene	Ethiopia	Ethiopian Civil Service University	No
9	Bereket Legese	Ethiopia	ACE Advisors	No
10	Betel Dessalegn	Ethiopia	ACE Advisors	No
11	Betelhem Takele	Ethiopia	ACE Advisors	No
12	Eshetie Abebe(Dr)	Ethiopia	AFLEX	No
13	Fasil Bogale	Ethiopia	Save The Children	Yes
14	Filomena Namuba	Tanzania	Personal Business	Yes
15	Gashaw Haile	Ethiopia	Ethiopian Airlines Group	No
16	Geremew Tarkegne Tsegaye	Ethiopia	CDT-Africa	No
17	Gillian Chambers	Jamaica	Jamalysha Training Co Ltd	Yes
18	Hardy Alexander	India	TRIUNE GLOBAL	Yes
19	Hiwot Alemayehu	Ethiopia	AFLEX	Yes
20	Hohete Arefeaine	Ethiopia	African Fintech Network	Yes
21	Jennifer Madueke	Nigeria		Yes
22	Joan Akakikunda	Uganda	Women & Girlchild Development Association	Yes
23	John Cornwell	Kenya	Freelance Facilitator	Yes
24	Judith Bakwangira	Uganda	COGE	Yes

IAF Africa Conference 2023 “Facilitation in a Changing Africa”  
Conference Report

25	Kenenissa Dabi	Ethiopia	Addis Ababa University	No
26	Mahlet AKlilu	Ethiopia	ACE Advisors	No
27	Matiwos Daniel	Ethiopia	AFLEX	No
28	Meskerem Kebede	Ethiopia	ACE Advisors	No
29	Mitiku Hailu	Ethiopia	AFLEX	No
30	Monica Atim	Uganda	Women And Girl Child Development Association	Yes
31	Moses Okudu	Uganda	Business Development Center, Uganda	Yes
32	Nasreen M Adem	Ethiopia	ACE Advisors	Yes
33	Samson Kebede	Ethiopia	O-YES Global Foundation	No
34	Samuel A. Bakutana	Uganda	Inspired Leaders International	No
35	Secky Nyakunga	Tanzania	SELF EMPLOYED	Yes
36	Senetibeb Zerihune	Ethiopia	Great Commission Ministry Ethiopia	No
37	Sharda Naidoo	South Africa	Sharda Naidoo Development Economist	Yes
38	Shewangezaw Lulie Workineh	Ethiopia	Alta Counselling	No
39	Shewaye Shumye	Ethiopia	Personal business	No
40	Solomon Abebe Woldemariam	Ethiopia	Hasset Psychotherapy and Training Center	No
41	Susan Njambi Odongo	Kenya	Lusoma Advisory Services	Yes
42	Sophie Kange	Uganda		Yes
43	Shalaka Gundi	India		Yes
44	Tilahun Tesfaye	Ethiopia	Kab Consulting	Yes
45	Wabi Ebisa	Ethiopia	Ethiopian Airlines Group	No
46	Wondwossen Teshome Mekuria	Ethiopia	Alta Research, Training & Counseling plc	No
47	Yalew Mulu	Ethiopia	Ethiopian Civil Service Commission	No

7.3 Annex: Marketing Materials

FIGURE 38: NOTEBOOK COVER

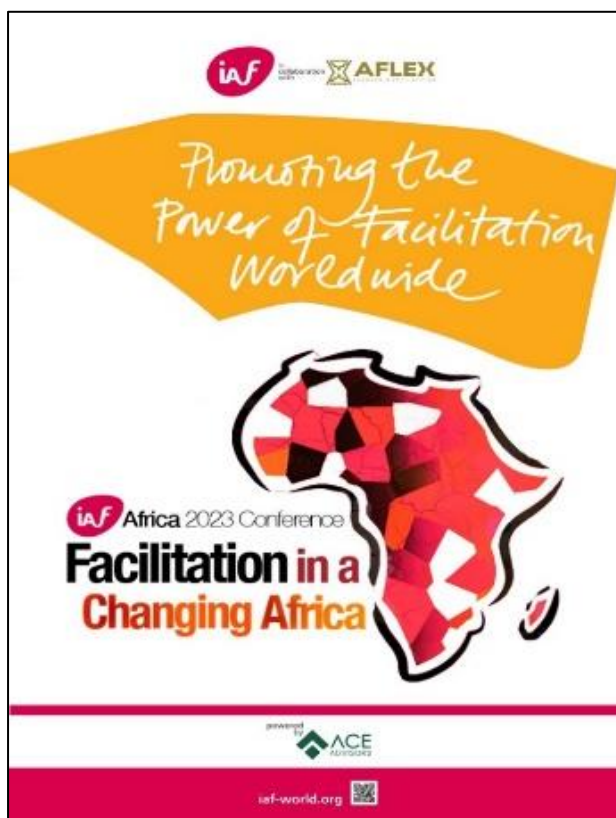


FIGURE 39: CONFERENCE AGENDA

**1 Monday October 23**

Time	Activity
08:00 - 09:00	Participants arriving, registration and networking
09:00 - 10:00	Registration and check-in
10:00 - 11:00	Facilitation in a Changing Africa: Keynote by IAF Africa 2023 Conference & Researcher
11:00 - 12:00	Break

**2 Tuesday October 24**

Time	Activity
08:00 - 09:00	Participants arriving, registration and check-in
09:00 - 10:00	Breakfast
10:00 - 11:00	Workshop and Open-ends: Facilitation in a Changing Africa
11:00 - 12:00	Programme Director
12:00 - 13:00	Break and Networking
13:00 - 14:00	Facilitation in a Changing Africa: Keynote by IAF Africa 2023 Conference & Researcher
14:00 - 15:00	Break
15:00 - 16:00	Workshop and Open-ends: Facilitation in a Changing Africa
16:00 - 17:00	Programme Director
17:00 - 18:00	Break and Networking
18:00 - 19:00	Facilitation in a Changing Africa: Keynote by IAF Africa 2023 Conference & Researcher
19:00 - 20:00	Break
20:00 - 21:00	Workshop and Open-ends: Facilitation in a Changing Africa
21:00 - 22:00	Programme Director
22:00 - 23:00	Break and Networking

**3 Wednesday October 25**

Time	Activity
08:00 - 09:00	Participants arriving, registration and check-in
09:00 - 10:00	Breakfast
10:00 - 11:00	Workshop and Open-ends: Facilitation in a Changing Africa
11:00 - 12:00	Programme Director
12:00 - 13:00	Break and Networking
13:00 - 14:00	Facilitation in a Changing Africa: Keynote by IAF Africa 2023 Conference & Researcher
14:00 - 15:00	Break
15:00 - 16:00	Workshop and Open-ends: Facilitation in a Changing Africa
16:00 - 17:00	Programme Director
17:00 - 18:00	Break and Networking
18:00 - 19:00	Facilitation in a Changing Africa: Keynote by IAF Africa 2023 Conference & Researcher
19:00 - 20:00	Break
20:00 - 21:00	Workshop and Open-ends: Facilitation in a Changing Africa
21:00 - 22:00	Programme Director
22:00 - 23:00	Break and Networking

**4 Thursday October 26**

Time	Activity
08:00 - 09:00	Breakfast
09:00 - 10:00	Departure of Participants

FIGURE 40: NOTEBOOK COVER, BACK COVER AND PAGES



FIGURE 41: X-BANNER 1



FIGURE 42: X-BANNER 2

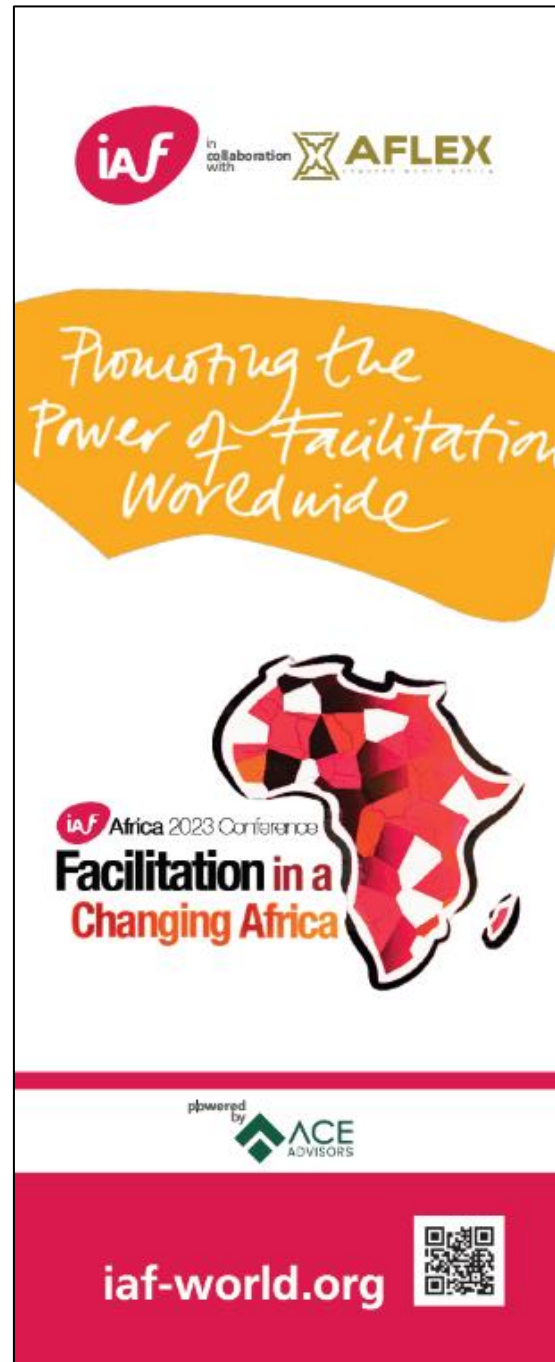


FIGURE 43: PEN



FIGURE 44: CONFERENCE LOGO



FIGURE 45: BACKDROP





## 7.4 Annex: Finance Documentation

Figure 45: Cab Fare, Hotel to AFLEX - Aichi Kitalyi

**-854.25** (ETB)

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Transaction Time:	2023/10/24 09:26:55
Transaction Type:	Transfer Money
Transaction To:	Mesfin
Transaction Number:	AJO02UTWRU

Figure 47: Lunch at AFLEX



Figure 46: Cab Fare, Airport to/from Hotel - Aichi Kitalyi and Achieng Kokonya

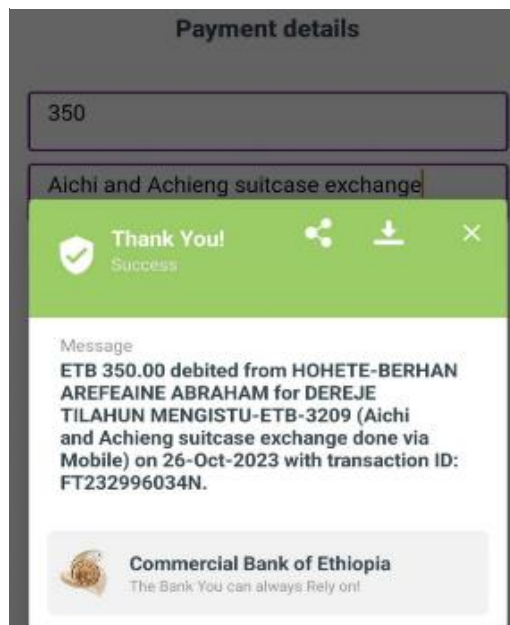


Figure 48: Cab Fare, Airport to Hotel - Aichi Kitalyi, AFLEX to Office - Measuring with Vendor - Hohete Arefeaine

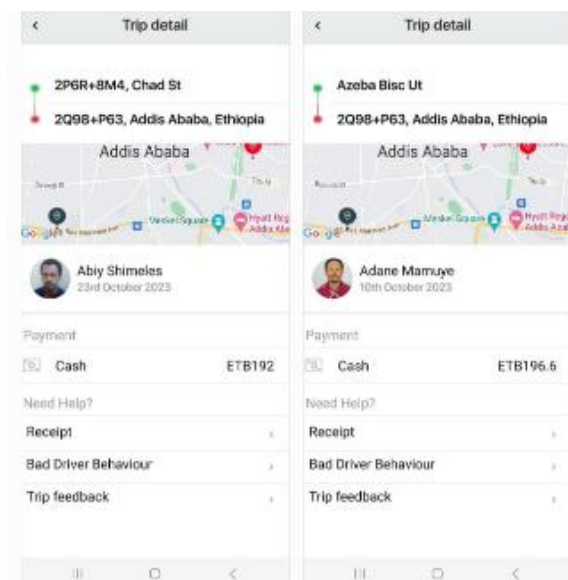


Figure 49: Cab Fare, Hotel to Airport - Hardy Alexander

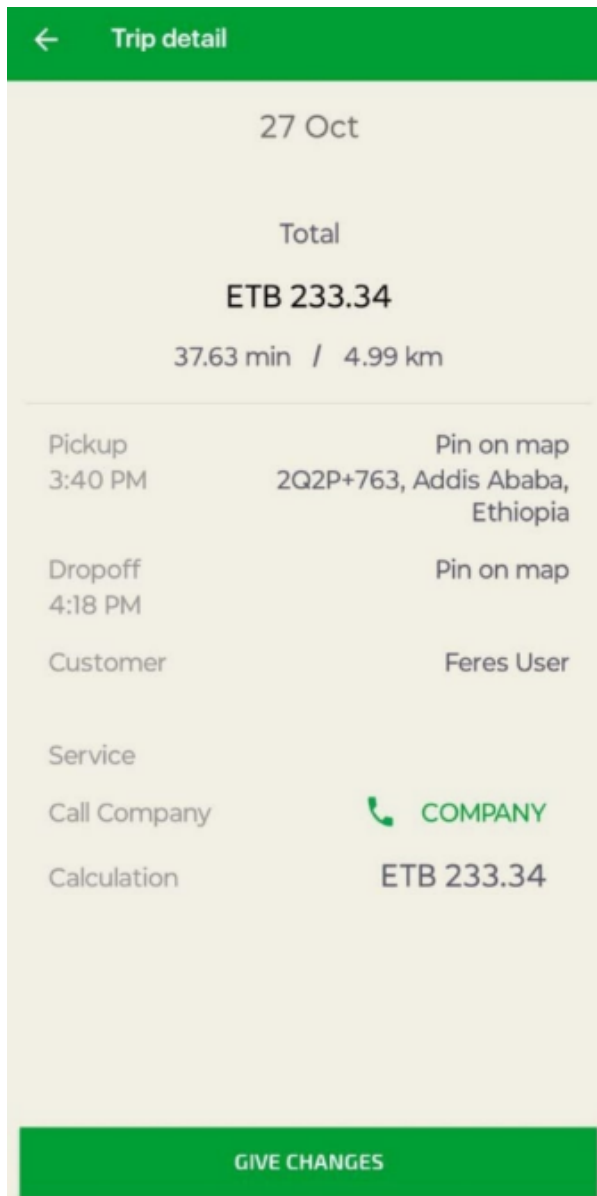


Figure 50: Airport Parking Fee





Figure 51: Airport, Parking Fees - Bus (1)

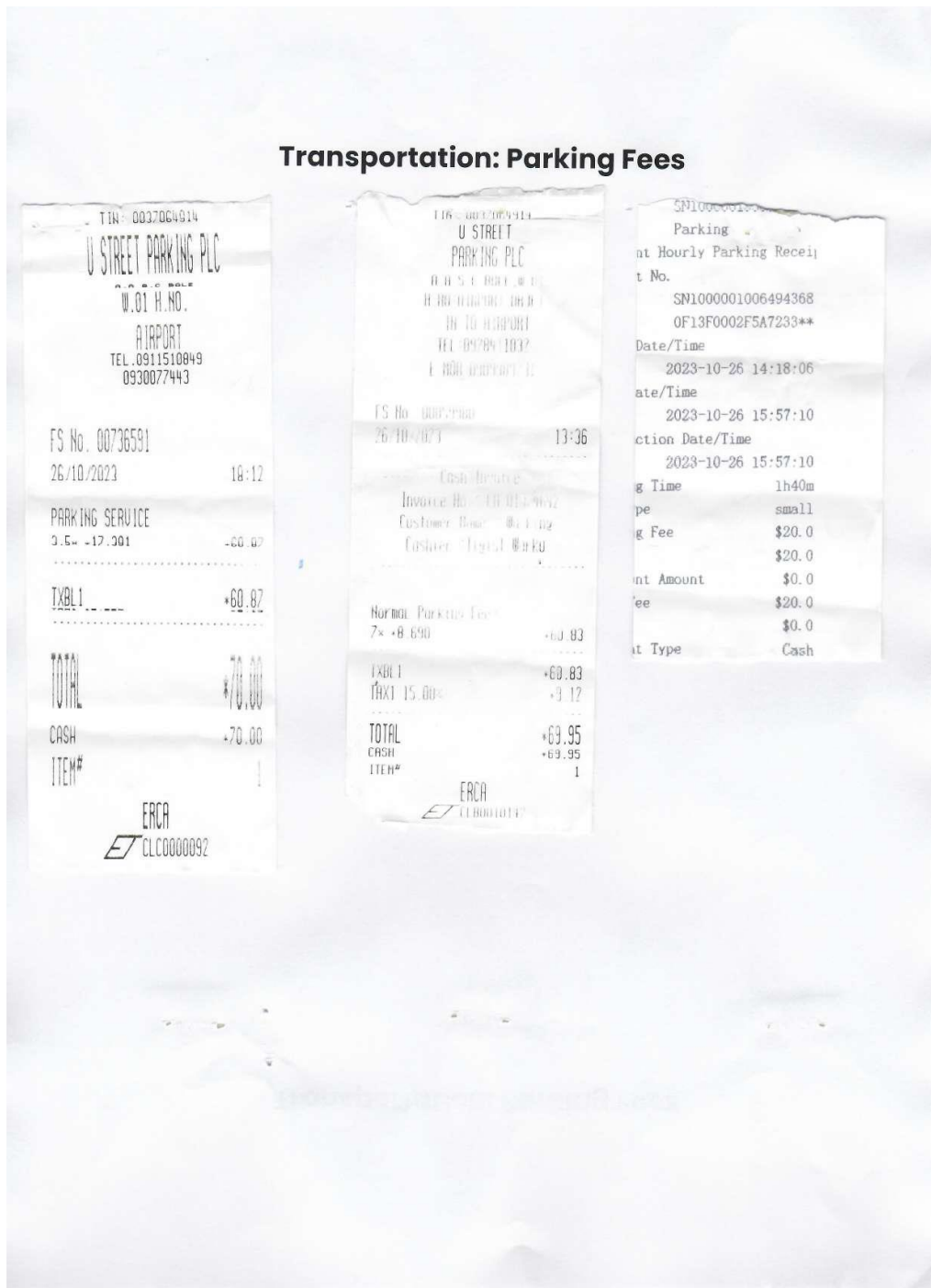


Figure 52: Airport, Parking Fees - Bus (2)



# IAF Africa Conference 2023 "Facilitation in a Changing Africa" Conference Report

Figure 53: Registration Payment - Aiyda Abdulwahib

TIN: 0068970458  
ACE INVESTMENT AND IMPACT ADVISORS PLC  
ADDIS ABABA  
S/C, KIRCOS W. 03 H.NO. 183/601  
INFRONT OF TELE MHAELTEGNA  
TEL:-0920244939

FS No. 00000011  
23/10/2023 15:03

CONSULTANCY FEE 2,409.57  
TAX 1 2,409.57  
TAX 15% 361.44  
TOTAL: 2,771.01  
CASH 2,771.01  
ITEM# 1

ERCA  
HEK0100760  
Welcome again!

---

ACE ADVISORS PLC

ለስ ኢንቨስትመንት እና ኢምፓክት አዎንቲቭስት /የተ/የግ/የግ  
ACE Investment & Impact Advisors PLC

CASH/CREDIT SALES ATTACHMENT Issue No 1 Page No 1

Tel. 0962-001-111  
አዲስ አበባ : Addis Ababa  
አድራሻ ከ/ከተማ ቤቱስ ወረዳ 03 የቤ.ቁ. 183/601  
Address-Sub city Kirkos W.03 H.No. 183/601

የሽያጭ የተ.አ.ታ.ቱፕር  
Supplier's VAT Reg. No. 16256920002  
የታክስ ክፍያ.ቁ.  
Supplier TIN No. 0068970458  
Date of VAT Registration 08 Sept. 2020

Date 23/10/2023

FS No. : 00000011 Customer's VAT \_\_\_\_\_  
Cashier: \_\_\_\_\_  
Customer Aiyda Abdulwahib Address:- sub city Keble  
Customer's TIN: \_\_\_\_\_ House No. \_\_\_\_\_

No	Description	Qty.	Unit Price	Total Amount
1	IAF Africa Conference Registration fee for Aiyda Abdulwahib	1	2,409.57	2,409.57
Sub Total				2,409.57
VAT 15%				361.43
Total Amount with VAT				2,771.00

Amount in words Two Thousand Seven Hundred Seventy one birr only.

Signature \_\_\_\_\_

Account description	A/C No.	Dr.	Cr.

Distribution: - Original - Client 1<sup>st</sup> Copy - Accounts 2<sup>nd</sup> Copy - Pad  
"INVALID WITHOUT FISCAL RECEIPT"

Figure 54: Registration Payment - Shewaye Yalew

TIN: 0068970458  
ACE INVESTMENT AND IMPACT ADVISORS PLC  
ADDIS ABABA  
S/C, KIRCOS W. 03 H.NO. 183/601  
INFRONT OF TELE MHAELTEGNA  
TEL:-0920244939

FS No. 00000012  
23/10/2023 15:04

CONSULTANCY FEE 4,931.96  
TAX 1 4,931.96  
TAX 15% 739.79  
TOTAL: 5,671.75  
CASH 5,671.75  
ITEM# 1

ERCA  
HEK0100760  
Welcome again!

---

ACE ADVISORS PLC

ለስ ኢንቨስትመንት እና ኢምፓክት አዎንቲቭስት /የተ/የግ/የግ  
ACE Investment & Impact Advisors PLC

CASH/CREDIT SALES ATTACHMENT Issue No 1 Page No 1

Tel. 0962-001-111  
አዲስ አበባ : Addis Ababa  
አድራሻ ከ/ከተማ ቤቱስ ወረዳ 03 የቤ.ቁ. 183/601  
Address-Sub city Kirkos W.03 H.No. 183/601

የሽያጭ የተ.አ.ታ.ቱፕር  
Supplier's VAT Reg. No. 16256920002  
የታክስ ክፍያ.ቁ.  
Supplier TIN No. 0068970458  
Date of VAT Registration 08 Sept. 2020

Date 23/10/2023

FS No. : 00000012 Customer's VAT \_\_\_\_\_  
Cashier: \_\_\_\_\_  
Customer Shewaye Yalew Address:- sub city Keble  
Customer's TIN: \_\_\_\_\_ House No. \_\_\_\_\_

No	Description	Qty.	Unit Price	Total Amount
1	IAF Africa Conference Registration fee for Shewaye Yalew	1	4,931.96	4,931.96
Sub Total				4,931.96
VAT 15%				739.79
Total Amount with VAT				5,671.75

Amount in words Five Thousand Six Hundred Seventy One birr and 75/100.

Signature \_\_\_\_\_

Account description	A/C No.	Dr.	Cr.

Distribution: - Original - Client 1<sup>st</sup> Copy - Accounts 2<sup>nd</sup> Copy - Pad  
"INVALID WITHOUT FISCAL RECEIPT"

# IAF Africa Conference 2023 "Facilitation in a Changing Africa" Conference Report

Figure 55: Registration Payment - Shewangizaw Lullie

TIN: 0068970458  
 ACE INVESTMENT AND IMPACT ADVISORS PLC  
 ADDIS ABABA  
 S/C, KIRKOS W. 03 H.NO. 183/601  
 INFRONT OF TELE. MASELTENNA  
 TEL: -0920244939

FS No. 00000008  
 23/10/2023 14:55  
 Buyer's TIN: 0037217068

CONSULTANCY FEE +4,840.17  
 TAX 15% +726.03  
**TOTAL: +5,566.20**  
 CASH +5,566.20  
 ITEM# 1

ERCA  
 HEK0100760  
 Welcome again!

 ACE ADVISORS PLC	አለ.አ.ገንዘብ ለማግኘት ለምክር ቤቅ የተቀረበው ACE Investment & Impact Advisors PLC	Form NO.	
	CASH/CREDIT SALES ATTACHMENT	Issue No 1	Page No 1

Tel. 0962-001-111  
 አዲስ አበባ : Addis Ababa  
 አድራሻ ክ/ከተማ ቁጥር ወረዳ 03 የቤ.ቁ. 183/601  
 Address: Sub city Kirkos W. 03 H. No. 183/601

የሻጭ የተ.አ.ታ.ቱየር  
 Supplier's VAT Reg. No. 16256920002  
 የታክስ ከፋይ.ቁ.  
 Supplier TIN No. 0068970458  
 Date of VAT Registration 08 Sept. 2020

Date 23/10/2023

FS No. : 00000008 Customer's VAT \_\_\_\_\_  
 Cashier: \_\_\_\_\_  
 Customer Alta Research, Training & Counselling PLC Address: sub city Keble  
 Customer's TIN: 0037217068 House No. \_\_\_\_\_

No	Description	Qty.	Unit Price	Total Amount
1	IAF Africa Conference Registration fee for Shewangizaw Lullie	1	4,840.17	4,840.17
Sub Total				4,840.17
VAT 15%				726.03
<b>Total Amount with VAT</b>				<b>5,566.20</b>

Amount in words Five Thousand Five Hundred Sixty Six birr and 20/100.

Signature \_\_\_\_\_

Account description	A/C No.	Dr.	Cr.

Distribution: - Original - Client 1<sup>st</sup> Copy - Accounts 2<sup>nd</sup> Copy - Pad  
 "INVALID WITHOUT FISCAL RECEIPT"

Figure 56: Registration Payment - Wondessen Teshome

TIN: 0068970458  
 ACE INVESTMENT AND IMPACT ADVISORS PLC  
 ADDIS ABABA  
 S/C, KIRKOS W. 03 H.NO. 183/601  
 INFRONT OF TELE. MASELTENNA  
 TEL: -0920244939

FS No. 00000006  
 23/10/2023 14:50  
 Buyer's TIN: 0037217068

CONSULTANCY FEE +4,840.17  
 TAX 15% +726.03  
**TOTAL: +5,566.20**  
 CASH +5,566.20  
 ITEM# 1

ERCA  
 HEK0100760  
 Welcome again!

 ACE ADVISORS PLC	አለ.አ.ገንዘብ ለማግኘት ለምክር ቤቅ የተቀረበው ACE Investment & Impact Advisors PLC	Form NO.	
	CASH/CREDIT SALES ATTACHMENT	Issue No 1	Page No 1

Tel. 0962-001-111  
 አዲስ አበባ : Addis Ababa  
 አድራሻ ክ/ከተማ ቁጥር ወረዳ 03 የቤ.ቁ. 183/601  
 Address: Sub city Kirkos W. 03 H. No. 183/601

የሻጭ የተ.አ.ታ.ቱየር  
 Supplier's VAT Reg. No. 16256920002  
 የታክስ ከፋይ.ቁ.  
 Supplier TIN No. 0068970458  
 Date of VAT Registration 08 Sept. 2020

Date 23/10/2023

FS No. : 00000006 Customer's VAT \_\_\_\_\_  
 Cashier: \_\_\_\_\_  
 Customer Alta Research, Training & Counselling PLC Address: sub city Keble  
 Customer's TIN: 0037217068 House No. \_\_\_\_\_

No	Description	Qty.	Unit Price	Total Amount
1	IAF Africa Conference Registration fee for Wondessen Teshome	1	4,840.17	4,840.17
Sub Total				4,840.17
VAT 15%				726.03
<b>Total Amount with VAT</b>				<b>5,566.20</b>

Amount in words Five Thousand Five Hundred Sixty Six birr and 20/100.

Signature \_\_\_\_\_

Account description	A/C No.	Dr.	Cr.

Distribution: - Original - Client 1<sup>st</sup> Copy - Accounts 2<sup>nd</sup> Copy - Pad  
 "INVALID WITHOUT FISCAL RECEIPT"



# IAF Africa Conference 2023 "Facilitation in a Changing Africa" Conference Report

Figure 57: Registration Payment - Tilahun Tesfaye

TIN: 0068970458  
 ACE INVESTMENT AND IMPACT  
 ADVISORS PLC  
 ADDIS ABABA  
 S/C, KIRKOS W. 03 H.NO. 183/601  
 INFRONT OF TELE MASELTENNA  
 TEL:-0920244939

FS No. 00000010 14:59  
 23/10/2023  
 Buyer's TIN: 0023877523

CONSULTANCY FEE 2,456.52  
 TAXL1 2,456.52  
 TAXL1 15% 368.48  
**TOTAL: \*2,825.00**  
 CASH 2,825.00  
 ITEM# 1

**ERCA**  
 ET HEK0100760  
 Welcome again!

 ACE ADVISORS PLC	አለ ኢንቨስትመንት እና ኢምፓክት አገልግሎቶች /የተ/የግ/ማ ACE Investment & Impact Advisors PLC	Form NO.	
	CASH/CREDIT SALES ATTACHMENT	Issue No 1	Page No1

Tel. 0962-001-111  
 አዲስ አበባ : Addis Ababa  
 አድራሻ ክ/ከተማ ቁጥር ወረዳ 03 የቤ.ቁ. 183/601  
 Address: Sub city Kirkos W.03 H.No. 183/601

የሽያጭ የተ.አ.ተ.ቁጥር  
 Supplier's VAT Reg. No. 16256920002  
 የታክስ ክፍያዎቹ  
 Supplier TIN No. 0068970458  
 Date of VAT Registration 08 Sept. 2020

Date 23/10/2023

FS No. : 00000010 Customer's VAT \_\_\_\_\_  
 Cashier: \_\_\_\_\_ Address:- sub city Keble  
 Customer K&B Consulting House No.  
 Customer's TIN: 0023877523

No	Description	Qty.	Unit Price	Total Amount
1	IAF Africa Conference Registration fee for Tilahun Tesfaye	1	2,456.52	2,456.52
Sub Total				2,456.52
VAT 15%				368.48
<b>Total Amount with VAT</b>				<b>2,825.00</b>

Amount in words Two Thousand Eight Hundred Twenty Five birr only.

Signature \_\_\_\_\_

Account description	A/C No.	Dr.	Cr.

Distribution: - Original - Client 1<sup>st</sup> Copy - Accounts 2<sup>nd</sup> Copy - Pad  
 "INVALID WITHOUT FISCAL RECEIPT"

Figure 58: Registration Payment - Abel Aniley

TIN: 0068970458  
 ACE INVESTMENT AND IMPACT  
 ADVISORS PLC  
 ADDIS ABABA  
 S/C, KIRKOS W. 03 H.NO. 183/601  
 INFRONT OF TELE MASELTENNA  
 TEL:-0920244939

FS No. 00000009 14:56  
 23/10/2023  
 Buyer's TIN: 0004224316

CONSULTANCY FEE 4,913.24  
 TAXL1 4,913.24  
 TAXL1 15% 736.99  
**TOTAL: \*5,650.23**  
 CASH 5,650.23  
 ITEM# 1

**ERCA**  
 ET HEK0100760  
 Welcome again!

 ACE ADVISORS PLC	አለ ኢንቨስትመንት እና ኢምፓክት አገልግሎቶች /የተ/የግ/ማ ACE Investment & Impact Advisors PLC	Form NO.	
	CASH/CREDIT SALES ATTACHMENT	Issue No 1	Page No1

Tel. 0962-001-111  
 አዲስ አበባ : Addis Ababa  
 አድራሻ ክ/ከተማ ቁጥር ወረዳ 03 የቤ.ቁ. 183/601  
 Address: Sub city Kirkos W.03 H.No. 183/601

የሽያጭ የተ.አ.ተ.ቁጥር  
 Supplier's VAT Reg. No. 16256920002  
 የታክስ ክፍያዎቹ  
 Supplier TIN No. 0068970458  
 Date of VAT Registration 08 Sept. 2020

Date 23/10/2023

FS No. : 00000009 Customer's VAT \_\_\_\_\_  
 Cashier: \_\_\_\_\_ Address:- sub city Keble  
 Customer Development Expertise Center (DEC) House No.  
 Customer's TIN: 0004224316

No	Description	Qty.	Unit Price	Total Amount
1	IAF Africa Conference Registration fee for Abel Aniley	1	4,913.24	4,913.24
Sub Total				4,913.24
VAT 15%				736.99
<b>Total Amount with VAT</b>				<b>5,650.230</b>

Amount in words Five Thousand Six Hundred Fifty birr and 23/100.

Signature \_\_\_\_\_

Account description	A/C No.	Dr.	Cr.

Distribution: - Original - Client 1<sup>st</sup> Copy - Accounts 2<sup>nd</sup> Copy - Pad  
 "INVALID WITHOUT FISCAL RECEIPT"

Figure 59: Bus Rental for 3 Days

TIN: 0085290854  
 ABYI GETACHAW HENGISTU  
 A.A S/C ARADA W.01  
 H.NO SU/GE/MA/711/2 SUMALE TERA  
 GEBIYA MAEKEL  
 0911229933/0911394418

FS No. 00800013  
 31/10/2023

BUYER'S TIN 0068970458

Car Rent \*26,086.96  
 SUBTOTAL \*30,000.00  
 TAX 1 (15.00%) \*3,913.04  
 TOTAL \*38,000.00  
 CASH \*38,000.00  
 ITEM# 1

ERCA  
 ET B1B0186361  
 153407FE846D834A8278  
 00E3E864685C81388F87

Figure 60: Registration Payment - Jennifer Madueke

TIN: 0068970458  
 ACE INVESTMENT AND IMPACT  
 ADVISORS PLC  
 ADDIS ABABA  
 S/C. KIRKOS W. 03 H.NO. 183/601  
 INF-FRONT OF TELE. MHSEL TEGMA  
 TEL: -0920244939

FS No. 00000013  
 31/10/2023 12:00

CONSULTANCY FEE \*2,408.70  
 TAX 1 \*2,408.70  
 TAX 1 15% \*361.31  
 TOTAL: \*2,770.01  
 CASH \*2,770.01  
 ITEM# 1

ERCA  
 ET HEK0100760  
 Welcome again!

አብይ ጌታቸው የመኪና ኪራይ  
**Abiy Getachew Car Rent**  
 Tel: 09111229933 አዲስ አበባ ኢትዮጵያ Addis Ababa Ethiopia

No. 0085290854  
 Date: 31-10-23

**Cash Sales Attachment**

**Seller Information**  
 ከ: አብይ ጌታቸው  
 From: አድራሻ: ከተማ አራጃ ወ. 01 የቤ.ቁ. 0/ማ 711  
 Address S/city W. H.No  
 የታክስ ክፍያ መ.ቁ. 0005290854  
 Suppliers Tin No.

**Buyer Information**  
 ለ: Ace Investment Advisors  
 To: አድራሻ: ከተማ ቀ. 0.ቁ  
 Address S/city K.H.No.  
 የግዥ የተሰጠው: Customer VAT Reg. No.  
 የታክስ ክፍያ መ.ቁ. 0068970458  
 Customer Tin No.

ተ.ቁ S.No.	የአገልግሎት አይነት Description	መለኪያ Unit	የአንድ ዋጋ Unit price	ጠቅላላ ዋጋ Total Price
1	Car Rental	Day		26,086.96
				ጽምር Total 26,086.96
				VAT (15%) 3,913.04
				ጠቅላላ ዋጋ Total 30,000.00

የክፍያ ዘዴ  
 Mode of Payment: Cash  ቤቅ   
 የቤቅ ቁጥር  
 Check No.

የገንዘብ ተቀባይ ፊርማ  
 Cashier's Signature

የዕቃው ገዢ ፊርማ  
 Buyer's Signature

ACE ADVISORS PLC  
 አለ ሊንቨስትመንት ስና ሊምፕት ለማሪያዎች  
 ACE Investment & Impact Advisors PLC

CASH/CREDIT SALES ATTACHMENT

Issue No 1 Page No 1

Tel. 0962-001-111  
 አዲስ አበባ : Addis Ababa  
 አድራሻ ከተማ ቅርፅ ወ/ዓ.ዓ. የቤ.ቁ. 183/601  
 Address: Sub city Kirkos W. 03 H. No. 183/601

የግዥ የተሰጠው ፊርማ  
 Supplier's VAT Reg. No. 0625620002  
 የታክስ ክፍያ መ.ቁ.  
 Supplier TIN No. 0068970458  
 Date of VAT Registration 08 Sept. 2020

Date 31/10/2023

FS No. : 000000013  
 Cashier: Jennifer Madueke  
 Customer: Jennifer Madueke  
 Customer's TIN: \_\_\_\_\_  
 Customer's VAT: \_\_\_\_\_  
 Address: sub city Keble House No.

No	Description	Qty.	Unit Price	Total Amount
1	IAF Africa Conference Registration fee for Jennifer Madueke	1	2,408.70	2,408.70
				2,408.70
				Sub Total 2,408.70
				VAT 15% 361.30
				2,770.00

Total Amount with VAT

Amount in words Two Thousand Seven Hundred Seventy birr only.

Signature \_\_\_\_\_

Account description	A/C No.	Dr.	Cr.

Distribution: - Original - Client 1<sup>st</sup> Copy - Accounts 2<sup>nd</sup> Copy - Pad  
 "INVALID WITHOUT FISCAL RECEIPT"

