

### Minutes of Meeting

Date	November 4, 2019, 15:10 – 16:50
Venue	Small Meeting Room, Ethiopian Kaizen Institute (EKI), Addis Ababa
Attendee	<p>Dr. Ephrem Gidey, Chairperson, Ethiopian Industrial Engineering Association (EIEA)          Mr. Asnake Gudissa, Secretary, Ethiopian Industrial Engineering Association (EIEA)          Mr. Mekonnen Yaie, Director-General, EKI          Mr. Gebremeskel Challa, Deputy Director-General, EK,          Mr. Molla Getahun, Senior Researcher, Awarding, Recognition and Certificate Directorate, Research and Certificate Sector, EKI          Mr. Dereje Aragie, Researcher, Idem          Ms. Sinknesh H/Gebrael Researcher, Idem          Mr. Legesse Muche, Junior Researcher, Idem          Mr. Seiji Sugimoto, Chief Advisor, JICA Kaizen Project          Ms. Nahoko Chiku, JICA Kaizen Project</p>
Subject	<ol style="list-style-type: none"> <li>1. Outline of CARS, 2<sup>nd</sup> year achievement and 3<sup>rd</sup> year plan</li> <li>2. Collaboration with EKI and IEA</li> </ol>
Contents	
<p>At the beginning, Mr. Mekonnen sent the appreciation to the EIEA for their participation despite very short notice of calling the meeting.</p> <p><b>1. Outline of CARS, 2<sup>nd</sup> year achievement and 3<sup>rd</sup> year plan</b></p> <p>Ms. Chiku made a presentation titled “CARS runs on Quality pathway of Kaizen Consultancy,” to briefly explain about the CARS, 2<sup>nd</sup> year achievement and 3<sup>rd</sup> year plan. In the 3<sup>rd</sup> year plan, the new CARS levels, which are 5S Leader and 5S Master, were also explained.</p> <p><b>2. Collaboration with EKI and IEA</b></p> <p>On this agenda, Mr. Sugimoto made a brief presentation on ideas of collaboration for discussion with EIEA. In his presentation, he suggested two steps: (1) Management of CARS and (2) Management of Kaizen Award system and others. The expected roles and responsibility in the first step is as follows:</p> <ul style="list-style-type: none"> <li>• Management and operation of the entire CARS</li> <li>• Operation of CARS management committee (as a generally, once a year).</li> <li>• Operation of CARS exam committee (once or twice a year).</li> <li>• Implementation of five levels of Exam (Kaizen starter, 5S leader, 5S master, basic-level consultant: BC, and intermediate-level consultant: IC).</li> <li>• The preparation of exams (multiple choice type) based on the question bank (once a year) and the development of new question items.</li> <li>• The development of exams questions (essay type) for BC and IC.</li> <li>• The implementation of oral test (two days a year, basically number of day is depended on the number of candidates).</li> <li>• Scoring the exams, conduct the overall evaluation and disclose the exam result.</li> <li>• Issuing the certificates.</li> <li>• Registration of the certified consultants.</li> <li>• Plan and implement the certificate renewal training.</li> </ul> <p>These will be done in collaboration with EKI’s responsible directorate (Directorate of Awarding, Recognition and</p>	

Certificate).

### **3. Questions and Answers / Discussion**

First of all, Dr. Ephrem gave a brief explanation of the association as follows:

- Currently, there are about 250 members, and have 7 board members;
- There is no permanent office (temporarily borrowing office in AAU, Hamst kilo), so it is better if EKI provides a space for the EIEA.

Mr. Mekonnen said that the first role and responsibility that EKI expects to EIEA is:

- Issuing receipts of the fees;
- Managing the fees according to the activities.

Dr. Ephrem asked why 82 people registered to the BC exam in 2018, but only 47 took the exam. Ms. Chiku answered that one of the major reasons was the readiness of the applicants.

### **4. The way forward**

Dr. Ephrem, the EIEA Chairperson, agreed to collaborate with EKI to work for the CARS, and need to do further discussion about the roles and responsibility handled by EIEA. Mr. Mekonnen requested to EIEA to prepare Memorandum of Understanding (MoU) based on the draft previously prepared by the EKI. He also informed that EKI plans to organize the Press Conference and to issue the Press Release on the occasion of signing the MoU. On the same occasion, EKI plans to further publicize this year's CARS, 5S Master/5S Leader and BC/IC exams.

(end)