



**Executive Committee Meeting**  
**Minutes of meeting held on 10<sup>th</sup> February 2014**

Present:	Heather Dipple (Chair)	Mike Silverman	Peter Houtman
	Daniel Rogers	Barrie Rathbone	Christine Iliffe
	Tim Smith	Hilary Daintith	Elaine Carter
	Jane Aires	Nichole Bruce (Secretary)	Peter Aires
	Worku Negash	Mark Goodwin	Sandra Kemp
	Nita Odedra		

1.	<b>Apologies</b> were received from: Carol Greenway, Emmilie Aveling, Ian Cross, Tony Sims, Steve Hardy, Doug Tincello, Geoff Woodruff	
2.	<b>Minutes of the last Meeting</b> on 9 <sup>th</sup> December 2013 were agreed to be changed as it was felt that the last paragraph of point 4c was too negative, as almost all of the MSc nurse have been deployed to appropriate roles - minutes duly changed to reflect this.	
3.	<p><b>Matters Arising from Minutes 9<sup>th</sup> December.</b></p> <p><u>Gondar Golden Jubilee - 4<sup>th</sup> July</u>  It was decided to have a celebration in Leicester to coincide this mainly for awareness raising.</p> <p>An idea of holding a sponsored cycle/walk at Rutland water with a picnic afterwards. Nichole agreed to contact Rutland water about this.</p> <p>It was also suggested that we could give talks at the lunchtime events at the LRI and LPT. Barrie agreed to look for dates at LRI and liaise with Heather for her to then arrange at the LPT.</p> <p><u>New Hospital Equipment</u>  Dr Desalegn (hospital CEO) - is trying to equip the new hospital asking people to 'sponsor a ward'. We had offered to support the children's ward, but have received no response. Nichole/Mike to chase. Sandra advised that all equipment must be durable - lessons from the Maternity Refurbishment should be learnt.</p>	<p>NB</p> <p>BR and HD</p> <p>MS</p>
4.	<p><b>WHO/APPS - Patient Safety</b></p> <p>Background was given on this programme by Sandra Kemp. It was noted that there had been some successes over the 4 years of this initiative including the availability and use of alcohol based handrub, which is also being manufactured in Gondar and the fact that an infection prevention and control nurse has been appointed.</p> <p>Disappointments have come with changes of personnel and all 3 of the project which had started have now stalled.</p> <p>Sandra did report that Dr Desalegn was keen to push patient safety and that she was trying to put together plans to reinvigorate/relaunch the projects.</p> <p>Worku informed the group that Higher Officials in the university need to ensure handover and to ensure the new staff are trained. Need to ensure</p>	

correct official is part of the project group to ensure this happens.

### **Surgical Safety**

Pete and Jane give a background on this project which was funded through THET. They both explained that this programme had stalled due to change of personnel and lack of communication. They did say however that they too were looking at relaunching the programme in the Obs and Gynae theatre as suggested by Dr Desalegn and were planning to visit in May.

### **General Issues - Learning Points - from Emmilie's Report**

- Communications - need to be written into project at the outset and held regular either face to face, skype or on the telephone.
- Project Planning - needs to be clear with tight monitoring and planning built in at the start with agreement from all parties
- Visits - should be South where appropriate rather than to Leicester.
- Project Management - regular updates from Gondar should be given to ensure things are on track and keeping to action plans

5.

### **Other Project Updates**

#### Collaborative Teaching Project

Barrie and Daniel reported that the number of items featured on the site was expanding and that the group now needed to visit Gondar in order to provide support for them to collaborate - Visit possibly April. Was though that Nura could possible do something on hand hygiene with some support.

#### MSc Clinical Nursing

Mike reported that we are now at the end of the grant period and that he and Carol are just putting together the end of project report. This programme was now being run completely autonomously by Gondar with no requests for support.

#### Koladiba

Christine reported that the motorbike ambulance is still not being utilised. They need an official letter to employ a driver and need authorisation from the MofH. It was suggested to email Mengesha to ask for support. NB to send Mengesha's email address to Christine.  
Christine also mentioned that they were still looking to do a pilot study and that she was contacting Liz Draper for advice.

#### Ophthalmology

Still awaiting update from Geoff Woodruff as to the outcomes of the 2 planned projects.

#### Mental Health

Heather reported that there were now 3 nurses and patients on the ward. She also reported that herself and Jan Moore would be visiting Gondar in April for 10 days to support the ward. There would also be a further 3 other planned visits of small groups throughout the year.

#### PhD Programme

It was reported that Baye had received his degree in January. Worku is currently writing up his thesis ready to have his viva before travelling home and that the 3<sup>rd</sup> student, Kassahun, had submitted a full draft of his thesis. Mike reported that Baye would be continuing to work with Mike Barer in Leicester along with Dr Abraham in Addis.

NB

6.	<p><b>Fundraising</b>  Nichole had started to contact Rotary, Lion and other such clubs and associations to see if there are opportunities for our members to be external speakers at their meetings. Thank you for all who have volunteered to give a talk and Nichole will let you know when we have any interested groups and possible times and dates</p>	
7.	<p><b>Finance</b>  Peter reported that Project Accounts had been sent around to project leads with overviews sent to all. These updates would continue to be sent out just after statements are received, to keep project leads up to date.</p> <p>Administration - The group agreed to continue to support the extra hours of the administrators both in Leicester and Gondar. It was decided that all projects should contribute 15% to administration. It was agreed to make a commitment from May 2014 when the original agreement ends to May 2015.</p> <p>All individuals were reminded that they need to apply for grants to support work if possible and to include administration. Nichole will offer support for anyone applying for funds.</p> <p>ALL - come up with fundraising/grant ideas for next meeting</p>	ALL TO NOTE
8.	<p><b>Forthcoming Visits</b>  <u>To Gondar</u>  Emmilie Aveling - Research Project -21 December - February  Barrie Rathbone - April  Daniel Rogers - April  Robert Jays - April  Heather Dipple - April  Janice Moore - April</p> <p><u>To Leicester</u>  Baye Gelaw - PhD Programme - 31 Dec - 30 January  Kassahun Tegene - PhD programme - TBC</p>	
9.	<p><b>Date of Next Meeting</b>  <u>Monday 28<sup>th</sup> April 2014 - 5.30pm - Venue TBC</u></p>	ALL TO NOTE