



Executive Committee Meeting Minutes of meeting held on 10 September 2015

Present:	Heather Dipple (Chair)	Nichole Bruce (Secretary)	Alwyn Abrahams
	Sandra Kemp	Nita Odedra	Laurence Wicks
	Mike Silverman	Glen Bush	Nick Brown
	Joyce Burns	Peter Houtman	James Dean
	Elaine Carter	Geoff Woodruff	Theresa Phillips
	Dr Asamere	Daniel Rogers	

1.	<p>Apologies were received from: Steve Hardy, Mark Goodwin, Carol Greenway, Mark Woodland, Tony Sims, Barrie Rathbone, Pete Aires, Jane Aires and Christine Iliffe</p>	
2.	<p>Welcomes the group welcomed Dr Asamere from the Ophthalmic Department in Gondar Hospital and Theresa Phillips from the Leicester De Montfort Rotary Club.</p>	
3.	<p>Minutes of the last Meeting on 7th July were agreed to be a true record of proceedings.</p>	
4.	<p>Matters Arising:</p> <ul style="list-style-type: none"> • <u>Grant Application Updates</u> - Sandra reported that she is awaiting the outcome of 4 grant bids - 2 were to THET, one for Infection Prevention and Control and another for Health Worker Protection. THET contacted Sandra to say that they were not in a position to grant both but though there were benefits to both projects, so suggested that the two bids were combined. The deadline for this is the end of September and Sandra reported that Yalalet and Amsalu were working hard on this. If successful the funding from this would be available from 1st December. <p>Sandra also reported that she was awaiting the decision from the Bulldog Trust to support an Infection Prevention and Control project and a further application to the Marr Munning Trust to support a hand hygiene project in schools. The decisions on both of these applications should be received by the end of the month.</p> <p>Laurence reported that he had been successful in an application to the Bone and Joint Trust Journal and that this will fund an orthopaedic and trauma team visit to run a course in Gondar during November.</p> <ul style="list-style-type: none"> • <u>Gondar Mini Conference</u> The remit of this mini conference is to renew Link partnerships and to review partnership models looking at good and bad points to learn and move forwards. This will be a half day conference on Tuesday 10th November. There will be 4 joint presentations of 15mins each to assess the positive and negative aspects of partnerships in these projects and then breakout sessions to discuss the future moving forward. There will also be a dinner afterwards. 	

	<p>Wubet, who Dr Asamere informed the group is the Vice Dean has been assigned to support the conference.</p> <ul style="list-style-type: none"> • <u>Leicester Open Meeting</u> It was decided to postpone this until 28 January 2016 to give plenty of time to evaluate the outcome of the Gondar conference as well as to provide adequate time for a poster roadshow and promotion. Sandra Kemp mentioned she would like to assist with the planning and organisation of these events. <p>It is likely that this event will take place on the University of Leicester main campus and Nichole will investigate room options.</p> <p>It was agreed that this would need to be advertised in the UHL and other trust newsletters and on the intranet if possible.</p> <ul style="list-style-type: none"> • <u>Children's Ophthalmology</u> Asamare reported that the children's ophthalmic ward is supported by other donors and it was the children's low vision unit which needed support with aids. It was agreed to ask Mulusew to draft a proposal to discuss during the November visit. Sandra agreed to communicate with Mulusew. 	<p>SK</p> <p>NBruce</p> <p>SK</p>
<p>5.</p>	<p>Administration Peter Houtman reminded the group the importance of applying for grants which can have administration support attached to them. It was reiterated that £13,500 a year is required to support the function of the Link group both here and in Gondar. As agreed a 15% contribution has been taken from all project groups, the only exception being Endoscopy as this is a grant restricted fund.</p> <p>Nichole to email around project leads with the next expected contribution to the administration pot with 15% being contributed on a 3 monthly basis.</p>	<p>NBruce</p>
<p>6.</p>	<p>Project Reports:</p> <p>Please see the attached project reports detailing the themes and proposed activities over the next 12-36months.</p> <p><u>Additional Project Information aside from submitted reports:</u></p> <ul style="list-style-type: none"> • <u>Medical Equipment</u>- It was suggested that the medical equipment group could apply for a bid to support the development of resources that could be delivered through the Collaborative Teaching Programme's website. To develop a 'one stop shop' giving links to manuals and other technical advice and podcasts/short training videos to enable staff to undertake some basic maintenance even if there isn't a Link member in Gondar. This of course is an open access resource so would benefit an even wider community. Mike suggested that this may well be something which THET would support. <p>It was suggested that Nick Brown should visit the ophthalmology department during his next visit, where they do have technicians.</p>	<p>NBrown/GB</p> <p>NBrown</p>

7.	<p>Presentation by Asamere - Ophthalmology Department - Gondar Asamere began by explaining some of the background to the ophthalmology link, which is now one of 12 UK-Africa Vision 2020 links. Asamere explained that Gondar Hospital being a referral hospital meant that they were providing a service for over 20 million people with 7 ophthalmologists.</p> <p>They are keen to develop and strengthen the service and currently have approximately 17 postgraduate students. They have partners who give financial support for attachments and currently Gondar Ophthalmology Department have 2 x 3rd year residents waiting for 1-month attachments and there will be 6 next year and they would like them to be in Leicester.</p> <p>Asamere reported that they are looking to apply for funding to support the Retinal and Surgical service and also the Community Ophthalmic Unit had received some training programmes but really needs urgent further training. They have started an laser screening outpatient clinic in collaboration with the diabetic clinic and of 2,000 patients screened, 200 received laser treatment.</p> <p>Asamere himself is in the UK on a 1-month leadership training programme funded by the London School of Hygiene.</p> <p>Asamere mentioned that the challenge at the moment is getting equipment. They are in the process of acquiring equipment to start a vitro retinal service and would need a visit to provide training in Gondar.</p> <p>Geoff Woodruff plans to visit in January.</p> <p>Heather and the rest of the group commended Asamere on a clear and concise vision for the future of the Ophthalmology service in Gondar.</p>	
8.	<p>Grant Applications - Opportunities All encouraged to apply for grants and include amount for Administration. Mike Silverman and team happy to support grant applicants.</p> <p>Nichole will continue to send around information on grants and charitable trusts which she think will fit in with project work.</p>	<p>ALL TO NOTE</p> <p>NBruce</p>
9.	<p>Fundraising Plans & Events</p> <ul style="list-style-type: none"> • Any ideas welcomed • Conference in Gondar - OCT/NOV <p>It was thought a good idea to hold a conference in Gondar to showcase some of our work and also to ask participants from Gondar for their areas of priority for engagement in the future. It was hoped that this will raise the profile and awareness of the Link group in Gondar and help with cross project working and knowledge sharing. Dates were suggested for during the first two weeks of November - more definitive date to be announced shortly. It was hoped to take representatives from both of the Universities as well.</p>	<p>ALL TO NOTE</p> <p>ALL TO NOTE</p>
10.	<p>Finance Report</p> <ul style="list-style-type: none"> • Peter reported that the accounts had been prepared and submitted by Nichole and were undergoing scrutiny. As soon as this process is finished they will be uploaded to the Charity Commission website. 	<p>PH</p>

11.	<p>Any Other Business</p> <p><u>Grant Writing</u> It was suggested that Nichole should attend a grant writing course to support future project bids. Nichole agreed to investigate opportunities.</p> <p><u>THET Conference</u> The group were reminded that the THET Annual Conference is being held in Birmingham on the 24 & 25 September.</p>	<p>NBruce</p> <p>ALL TO NOTE</p>
12.	<p>Date of Next Meeting</p> <p>**</p>	<p>ALL TO NOTE</p>