



Minutes of the Leicester-Gondar Executive Group Meeting held on 8th December 2016 am 5pm

Attendees: Heather Dipple (Chair) Mike Silverman Sandra Kemp
Peter Houtman Mark Goodwin Steve Hardy
Kathy Astbury

1. **Apologies were received from:** Carol Greenway, Peter Aires, Stefania Vodita, Christine Iliffe, Dan Rogers, Nick Brown, Laurence Wicks, Theresa Phillips, Barrie Rathbone and Geoff Woodruff
2. **Minutes from the meeting held 8th September 2016** were agreed as a true record
3. **Grant Updates:**
 - Christine has been successful in her grant applications, receiving £3000 from the Beatrice Laing Trust (HIV Mother and Child) and £6025 from the James Tudor Foundation (Kolladiba)

4. **Administration:**

Kathy provided members with the latest Leicester-Gondar Link accounts overview. Copy to be circulated with the minutes.

Mike queried the funds allocated to inactive projects.

ACTION: Query of how long funds remain allocated to inactive projects to be considered by the HALE Trust Board

Peter informed members of the recent review that has been undertaken by CAF Bank. This review highlights the requirement for receipts / evidence of all expenditure. Even though Leicester-Gondar Link / HALE is a small charity it is still answerable to scrutiny.

Nick Brown is currently in Ethiopia, returning to the UK end April 2017. Nick advises members wait till after Timkat (19/20th January) before visiting Ethiopia.

Gov.UK, email alert, Ethiopia travel advice, 5/12/16 – With the exception of the woredas (districts) of Tsegede, Mirab Armacho and Tach Armacho in North Gondar, the FCO no longer advise against all but essential travel to the Amhara and Oromia regions.

Kathy and Mark attended the Into Africa: Bring and Share event, University of Leicester, 5/12/16. 16 attendee's provided summaries of their projects. Update document being produced by event organiser (Dr Jorg Kaduk, email: jk61@leicester.ac.uk).

ACTION: Kathy to circulate Into Africa: Bring and Share update document to members when available

5. Project Reporting:

- Patient Safety (THET/DFID) / Nursing & IPC (Sandra Kemp) – (Project Reporting Form extract below / PRF to be submitted to HALE Trust Board 9/2/17)

Period Covered : 1st May 2016 – 1st October 2016 (Project reporting dates)

Activity : Visit in May 2016 to continue training and celebrate international “Health and Safety Day” and also global. “Hand Hygiene Day”. Since then 343 individuals have been trained in Gondar in “Infection Prevention and Control, focusing mainly on Hand Hygiene” and Health & Safety, focusing mainly on Sharps Safety and Hepatitis B vaccinations”. This is a 2 day programme for individuals and is ongoing. There has been a great deal of work going on to repair and maintain toilets, wash basins both in the wards / departments and outside for relatives and visitors.

Phase 1 of the new Hospital had opened for Out Patients and some A & E and we have also focused our project work there with hand rub bottles at the main entrances.

The team are working very hard there despite difficulties with travel and communication.

We have submitted our 12 month narrative report to DFID / THET and have planned visits for January and February.

Issues for Discussion :

1. Finance reporting
2. Visits to Gondar

- Mental Health (Lynn Wroe)

Heather and Jan plan to visit Gondar early 2017.

- Laboratory – Microbiology (Steve Hardy) – *(Project Reporting Form extract below / PRF to be submitted to HALE Trust Board 9/2/17)*

Period Covered : 8th September 2016 – 8th December 2016

Activity : November 2016 Ayenew Addisu (Gondar laboratory contact) emailed to confirm he no longer works at Gondar and has moved elsewhere. He has provided a new contact:- delegate of Microbiology head is Desalegn Andargie, tel: 0918297906 / email: desalegn06@gmail.com. Desalegn was emailed 8th November to try and re-establish the link as we now have additional laboratory discipline interest and support in Leicester. To date no reply has been received.

Issues for Discussion :

- a) Does anyone know of Desalegn Andargie?
- b) If anyone is visiting Gondar could they try and establish who would be committed to re-establishing the laboratory link as there has been no progress in the last 12 months.

ACTION: Steve to email concerns / details to Sandra who will endeavour to locate the appropriate laboratory contact when she visits Gondar January 2017

- c) Difficulty over the 16 years has been staff moving on and the link only seriously progressing following a direct visit to the laboratory.

6. Fund Raising & Events:

Heather organised a fund raising concert, December 7th, 7pm at the Holy Trinity Church Barrow upon Soar (details circulated to members 29th November). £600+ has been raised. Proceeds will be shared between HALE mental health group and Kindu Trust.

7. Finance Report:

Peter re-iterated the requirement for receipts to be obtained and submitted.

Peter reminded members to ensure any online donations (Virgin Money Giving) clearly specify which project monies are being donated for.

8. Membership:

HALE Executive Committee Scope and Responsibilities document circulated to members 18th November and 1st December. Amendments made as suggested.

ACTION: HALE Scope and Responsibilities document to be ratified by the HALE Trust Board 9/2/17

9. Any Other Business:

- Sandra will Skype Dr Annisa and Dr Meseret to try and obtain clarity regarding obtaining business visa applications
- Mike shared the THET report 'In Our Mutual Interest' with members, which provides good evidence on mutual links and is worth reading (<http://www.thet.org/resource-library/in-our-mutual-interest>).
- Members agreed another Leicester-Gondar Link Newsletter was due, for publication January/February 2017. Current Newsletter is Issue 8, May 2016, <https://www2.le.ac.uk/institution/gondar-information-hub/joint-newsletter/May2016Newsletter.pdf>.

ACTION: Members to submit ideas / articles / photographs to Kathy for publication

- London Marathon 2017 – Robyne McCarthy (Mental Health Social Worker, Leicester Partnership's Assertive Outreach Service). Virgin Money Giving fundraising page set up - <http://uk.virginmoneygiving.com/RobyneMcCarthy>

ACTION: Heather to source a London Marathon / HALE running vest for Robyne McCarthy

10. Date of Next Meeting: Thursday 16th March 2016, 5pm
Teaching Room 2, Clinical Education Centre,
Jarvis Building, LRI