

PAEDIATRIC SOCIETY GHANA



STRATEGIC RELATIONSHIP AND GUIDE FOR MEMBERS, BRANCHES AND PARTNERS

Scope

This document is intended to serve as a guide for the following purposes; to outline strategic relationships, planned activity information dissemination, and financial dealing for Society related activities by members, branches and partners.

STRATEGIC RELATIONSHIP

Projects may be initiated by members, branches or partners who share in our interests, based on identified gaps in key priorities or subject areas, in line with any of PSG's strategic objectives.

PSG will embark on actions concentrating on capacity building and operationalise these through the following:

Coordination, Planning, Monitoring, Technical Assistance, Training, and Decentralization

- **Coordination:** Effectively coordinate the work of all stakeholders to ensure that it aligns with its stated objectives and improve dissemination of supported activities. PSG will back members, branches and partners to ensure tasks are shared among branches and partners.
- **Planning:** The national secretariat's response will be informed by a risk assessment of how the concepts and plans submitted by the member or branch will benefit PSG members and the society as a whole.
- **Monitoring:** The monitoring and evaluation (M&E) framework of this strategy will reside on key performance indicators (KPIs) agreed upon by National Executive Committee (NEC) and initiator. The agreed monitoring system may be varied when needed.
- **Technical support:** The national secretariat will mobilize and organize personnel to scale up activities of national significance. Branches will be supported to design and implement programmes through the use of resources (tangible and intangible) at NEC's disposal and if needed, mobilize relevant help from international and local partners.

- **Trainings:** NEC shall approve and share the training materials in order to enable members and branches organise trainings nationwide. Preparation of material for each activity would be a local initiative, but to use PSG logo, requires approval following adoption by NEC.
- **Decentralization:** PSG will work through members and branches to prosecute its agenda. Members and Branch executives are encouraged to work with NEC to cascade local initiatives and activities nationwide for maximal benefit.

GUIDE ON INFORMING NEC ABOUT INITIATIVE/PLANS/ACTIVITIES OF MEMBERS OR BRANCH FOR NATIONAL CASCADING AND SUPPORT

Introduction

This document is intended to serve as a guide for members, branches or partners to present projects, programmes and activities to NEC.

Responsibilities

It is required that members, branches and partners inform NEC of any event or activity that will require the use of society's tangible and intangible property. This information should be provided in writing addressed to the President and must specify the details of the initiative, responsibilities of PSG and those of any proposed partners.

NEC is required to respond to members, branches and partners by providing feedback in a timely manner to any request by members, branches or partners.

Scope of activities

Activities and events include but are not limited to yearly, quarterly, monthly and ad hoc plans – meetings, conferences, outreaches and continuous professional development programmes.

Process

It is the responsibility of the organizer of the activity to submit the activity in a format where applicable with;

1. Name or title
2. Objectives
3. Expected outcome,
4. Budget
5. Key performance indicators
6. Expected role of NEC.

This should be a maximum of 2 pages and should be accompanied by supporting documents where applicable.

Ideally, this should be submitted in writing addressed to the President at least 2 months before activity is organized but in the rare event that urgency of the situation does not allow the stated timelines, report should be sent to national within 14 days of the activity.

FINANCIAL, FIDELITY AND ACCOUNTABILITY OF MEMBERS, BRANCHES AND PARTNERS

Members, branches and partners organizing income-generating activities such as conferences, workshops, continuous professional development programmes etc. will be guided by;

- the current existing financial arrangement with the branches as stipulated by the constitution– the branch where the project originates retains 90% and forwards 10% net surplus to National.
- In the case where there are other partners (e.g. a Department), the branch should agree on sharing the retained 90% above with the partner.
- No PSG member shall personally profit from any such activities; however, reasonable costs from the execution of the project may be reimbursed, prior to determining the net surplus. The initiator of the project (member, branch or partner) must be guided by the principles of fidelity and accountability.

A copy of the financial statement of each project involving funds must be lodged with the NEC 4 weeks after the project is completed.

Feedback

The National Secretary will inform all NEC members of the submission within 24 hours of receipt.

NEC shall provide feedback of its decision within 14 days of receipt of the submission.

Prohibitions

1. The Constitution of the Society prohibits any relationship with companies producing breastmilk substitutes, tobacco etc. as such they should not be engaged by a member or branch.
2. All dealings with international, multinational companies must be referred to NEC for engagement.