



MUSTANGH
FOUNDATION

POLICY

2018 - 2019

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List of abbreviations

ANBI status	Algemeen Nut Beogende Instelling Status / Public benefit organisation
EPASS	Electronic Portfolio and assessment support system. Assessment file in which medical students from Maastricht University receive their assessment during the GEZP internship and elective internship.
FHML	Faculty of Health, Medicine and Life Sciences
GEZP	Participation in health care internship. Eighteen-week semi-doctor internship for sixth-year medical students.
IFMSA	International federation of medical students' associations Maastricht
MSV Pulse	Medical study association of Maastricht University
OI	Onderwijsinstituut / Educational Institute
PR	Public Relations
RvA	Raad van Advies / Advisory Council
UDS	University of Development Studies
UM	Maastricht University
WESP	Science Participation. Eighteen-week research internship for medical students.
WGH	West Gonja Hospital
ALV	Algemene Leden Vergadering / General Members Assembly
BMS	Biomedical Sciences

1. Introduction

Gaël Pennings and Noëmi Nijsten established MUSTANGH Foundation; Maastricht University Students Twinning A North Ghanaian Hospital. MUSTANGH has been active since 2003 and since then MUSTANGH is connected to the institute of education of the Faculty of Health, Medicine and Life Sciences (FHML) and the University of Maastricht (UM). MUSTANGH aims to improve the healthcare offered by the WGH and the surrounding facilities and to realize a good learning environment for students who would like to do an internship or research at the WGH. This policy describes MUSTANGH's vision, mission and goals. This policy describes in a general sense what MUSTANGH Foundation would like to achieve this upcoming year.

Our vision describes why we, as board of MUSTANGH Foundation, believe it has the right to exist. We hope to give a clear view of what our organization stands for.

Our mission describes in a more concrete sense what MUSTANGH Foundation does and what it wants to achieve.

Finally, this policy will describe the goals of MUSTANGH Foundation for this upcoming year.

2. Vision

MUSTANGH aims at creating a win-win situation for the West Gonja Hospital (WGH) and for students from Maastricht University.

MUSTANGH has two main tasks, namely:

EDUCATION AND SUPPORT

We support the WGH both financially as materially. In the future we want to focus on and support projects related to the education of the staff of the WGH. We believe that this will be the most durable way to improve the healthcare in the north of Ghana.

With education we try to create a situation in which both parties involved have an advantage. We give medical students of Maastricht University the opportunity to do an internship in Ghana during the last year of their study. This will result in a good learning opportunity for the Dutch students and at the same time this will lead to an increase in manpower and knowledge in the WGH.

Our ideal situation is that we won't be necessary anymore to support the healthcare system in the West Gonja District in the future. However we would like to keep exchanging students with the WGH and we hope that the connection between the WGH and Maastricht University will withstand. We hope that in the future the hospital will be independent from MUSTANGH and completely self-sufficient.

3. Mission

3.1 Education

MUSTANGH created the unique possibility to offer an 18 weeks elective medical internship in the WGH for 6th year medical students of the Faculty of Health, Medicine and Life Sciences (FHML) in Maastricht, the Netherlands. Students will learn to work in a rural hospital and thus learn to take responsibility and to trust their own knowledge and skills.

Besides this unique experience for the students, the presence of these students will create the possibility of knowledge exchange between the students and the WGH staff. The brain drain in the West Gonja District causes a shortage of doctors in this region. The presence of these final year medical students may release some of the shortage in medical doctors.

Finally, we would like to train hospital staff members in order to take the provided health care to the next level. Also, by sponsoring education, we would like to bind staff members to the WGH. In this way we hope to reduce the braindrain in the West Gonja District in a sustainable way.

3.2 Support

With the financial, material and human resources, the foundation aims to improve the healthcare offered at the WGH and the surrounding facilities. Our financial and material support will mostly be related to education since we believe this is the most sustainable. An example of this could be the sponsoring of medical equipment and the education that belongs with it. We want to stick to relative small projects, since MUSTANGH has only limited resources and man power.

3.3 Personal development

MUSTANGH offers students the possibility to develop themselves by offering positions within the MUSTANGH board and the MUSTANGH committees. By joining MUSTANGH Foundation, students can grow on both personal and intellectual level by learning to cooperate, communicate and organize. The students also learn how to deal with big responsibilities.

4. Goals

4.1 Board

Professional appearance

In previous years an attempt was made to increase the professional appearance of MUSTANGH, this year this effort will be continued. MUSTANGH blazers are bought for the board and worn during official events. The committees have t-shirts and blouses for (official) events of MUSTANGH.

Every year we make board pictures. We use these pictures to introduce the new board and place them on our website, Facebook and Linked In. Besides, we will send other organizations a postcard or e-mail to introduce the new board.

Previous years, we did not use an official format for our documentation. This year we will make a format, this makes everything look the same and clear.

We will continue using Dropbox Business.

Internationalization

In the next years MUSTANGH also want to cooperate with more international students and we will start at the FHML. Last year, the PR-committee started the internationalization and we will extend this plan.

Member recruitment will be in English and Dutch from this year onwards. All our e-mails and posts on Facebook, Linked In and our website will be in English and Dutch.

Last year we started translating important documents from Dutch to English, we will continue coming year.

Bonding of MUSTANGH

Previous years we worked actively on the bonding between the board of MUSTANGH and the committees, we will continue coming year. We will also pay more attention to birthdays of our members through treats and a birthday calendar.

To involve the committees more by the board, the Head of the committee will give an update of Ghana and the board in the committee meetings. Besides we will organize an ALV (General Members Assembly), this will be a meeting with the board and both committees.

The board will be updated by the Head of the committee about the committees. Another board member will attend a committee meeting to get more insight on the committee meetings.

Contact with other associations

MUSTANGH has as goal to create long term contact with other (student) associations in Maastricht in order to increase awareness and organize events together. We saw in the previous years that keeping in touch is difficult. Our goal of this year is to make sure that these contacts remain and the cooperation will be good.

Transfer period

Last year we made a document with the general introduction of MUSTANGH, this was a nice first meeting with MUSTANGH for new members. Besides we will update the transfer documents of each function.

4.2 Committees

MUSTANGH had two committees: the PR-committee, in charge of the PR-commissioner, and the acquisition-committee, in charge of the acquisition-commissioner.

This year, we will focus on the co-operation between both committees, and between the board and the committees. We think that we can improve this co-operation and expect that any improvement in this will lead to an improvement in our results.

Besides we hope to maintain the enthusiasm of the committee members throughout the year. We will try to achieve this by giving updates about Ghana during the committee meetings, and by giving the committee members enough action points and responsibility.

Integration between both committees and the board We will make a WhatsApp group chat with all board- and committee members. This will make the internal communication easier and everybody can be easily kept informed of each other's activities. We will also organize a meeting for both committees, brainstorm the ideas of both committees. The committees will get a better insight into each other's function. Besides, we will also organize some fun activities for both committees. A committee meeting will be attended several times during the year by a board member (other than the commissioner).

General Meeting for all members (ALV)	Halfway through the year, when the board has had their half year evaluation, a General Members Assembly will be organized. All MUSTANGH members must be present during this meeting. A major update will be given about Ghana, the board and both committees. We will also discuss some issues/problems and have a brainstorm about ongoing topics.
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4.3 President

Communication with Ghana The most important task of the president is to maintain and strive for a good communication between MUSTANGH and the WGH. At the moment the communication between our current contact person, Mr. Remy the administrator of the WGH, is good. Communication occurs mainly through Whatsapp and e-mail, personal communication is also possible during the Ghana trip. The president will keep the board updated about the communication with Ghana during the board meetings.

Functioning of the board The president and vice-president will work together to maintain an effective co-operation within the board. Every meeting we will evaluate the meeting. After half a year, we will have an individual evaluation and the given feedback will be discussed during the semi-annual policy meeting.

Advisory Council (RvA) Last year we decided that there will be only one meeting with the Advisory Council. Instead efforts will be made to improve contact through mail and individual meetings, to use the skills and knowledge of the board of advisors in the most efficient way. This year we will start up a buddy-system we will couple the board members to the members of the board of advisors.

Sponsor projects MUSTANGH will focus it's sponsoring on projects that are related to education of the hospital staff, since we believe this is the most durable way to improve the health care standards.

Current and future sponsor projects:

Education of pediatric nurse Julie started her year of education last year, she will finish it this year and then she will start working at the WGH.

Education of Gynecologists In September 2017 2 gynecologists will started their 3 year long specialization course. The money for this education as already been raised. This year they will start their second year.

Education of Anesthetist In September 2017 an Anesthetist started his 3 year long specialization course, this year he started his second year. Part of the money of his education has already been raised. This will also be one of the main focus points of the Acquisition during this year.

4.4 Vice-president

Policy Just like the previous years, we had a policy weekend with the board, to discuss and brainstorm about the mission, vision and goals of MUSTANGH in 2018-2019. To maintain professionalism and uniformity, we decided to make a format for the policy and the annual report. We will also evaluate the goals of the policy halfway through the year. In this way, we hope get insight of the goals we achieved and we didn't achieve at that point, so we can work on those and try to achieve them.

Annual report	To guarantee continuity within the board, it is important to have good documentation about the previous board years. Every year we write an annual report about the goals that were successfully achieved and the ones who weren't, and why not.
ANBI status	A goal of the vice-president is to keep the ANBI status the MUSTANGH Foundation has acquired. This year we will also ensure that we meet the conditions of an ANBI status.
Year schedule	To improve the documentation of the MUSTANGH Foundation we made last year a year schedule, which will give more guidance to future boards. We will update this year schedule.

4.5 Treasurer

Financial situation This board year MUSTANGH also starts with a good financial status. The financial situation of MUSTANGH has to be checked twice a year by a financial advisor, to improve the financial accuracy. This year we have a new financial advisor. We believe that we can get more out of the cooperation with the financial advisor, so we made a list with the board with tasks and expectations of the financial advisor.

Financial accuracy and transparency As before, all the income and expenses (both within the Netherlands and from the Netherlands to Ghana) are monitored and updated in an Excel file. This is important for the accountability of MUSTANGH about its financial matters.

Each year the old treasurer makes a realization, the budget is made by the old and new treasurer together. At the start of the board year, the realization and the budget are presented to the Advisory council.

During the policy weekend the realization and budget are presented to the new board. This year we agreed that large expenses for sponsor projects will be estimated by the entire board during policy weekend. Last year a Word file was monitored including all donations to the Foundation. We will keep this document updated, just like the overview of sponsor projects.

It's important to create as much financial accuracy and transparency as possible. To reach this a short version of the realization will be uploaded on the MUSTANGH website each year. It's also the task of the treasurer to inform the board about the financial situation at least two times a year. However, important matters are immediately communicated to the board in the meetings.

The payments happens now only by the treasurer, without anyone else checking it. Although the president has also a bankcard, we decided this year that the treasurer and the president will meet four times a year to check al income and expenses.

Transactions to Ghana Each year we make two transactions to Ghana. These transactions contain: the salary of our housekeeper Mary and night watch Kassim, the costs of gas/water/electricity, costs for sponsor projects and other costs. We need proof of the amount for the sponsor project before we make a transaction to Ghana. With every transaction we sent an e-mail to the WGH with a scheme of the different amounts of money and its purpose.

In the previous years, the transactions took place in January and July, from this year on the transactions will take place in March and September. We made this decision because a lot of sponsor projects are educations/training and the proof of educational fee is announced around September.

Friends of MUSTANGH	Friend of MUSTANGH create an important, steady income for the MUSTANGH Foundation, that is why it is important to maintain these friends and to expand if this is possible. Each year we experience that recruiting new friends is very difficult. We think that a direct link with MUSTANGH is necessary for someone to become a friend. The acquisition committee will brainstorm about this this year. We also intend to ask first our own family and friends, but also to companies/organizations in our environment.
Ghana trip subsidy	Annually two members of the board will go to Ghana. This is subsidized by the University of Maastricht. During this trip the administration and accountancy of the WGH will be checked and reviewed.
Rent MUSTANGH House	The rent the students pay for the MUSTANGH house is based on the loan of the guard and housekeeper of the MUSTANGH house and gas/water/electricity bills and renovations that have to be made. For this year the rent will be reduced from 30 euros per month to 25 euros per month. This amount was reduced because we had more students last year. Therefore, the rental income was higher. In this calculation we have included future expenses for new mattresses etc.
Income	As mentioned before, the friends of MUSTANGH create an important steady income for MUSTANGH. The acquisition committee is responsible for the sponsoring, but to help the committee the treasurer will attend a commission meeting. They will discuss what amount we still need for the sponsor projects and what is already available. In this way we hope to increase the transparency within MUSTANGH, and get a better overview of the financial matters of the sponsor projects.
Travel expenses	All travel expenses of the acquisition committee and the board will be covered by the MUSTANGH Foundation. For the PR-committee the board will decide per case whether the travel expenses will be covered, since the PR-committee will normally not make travel expenses.

4.6 Secretary

AVG Since the 25th of May 2018 the General Data Protection Regulation, also referred as the AVG-act, applies. This law ensures that throughout the EU the same privacy legislation applies. According to this law, no data may be stored without permission and the owner of this data may view, change or delete its information at any time.

We have processed the AVG-act into our contracts and website. The new board and committee members signed a consent form. These forms have to be signed by the Ghanaian people, from who we have data and photos, during the Ghana trip.

In the upcoming years, these forms must be kept and personal data will have to be stored on a hard disk.

Website	The website changed a lot in the previous year and has to be updated every year. The website meets the AVG-act. We want to post regularly on the homepage.
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Facebook	The goal is to keep posting regularly on the MUSTANG Facebook with an interval of once per 14 days, to keep followers interested and up to date about the MUSTANGH Foundation. The posts will be in Dutch and English, to have a broader reach and this is also good for our internationalization.
	This year we want to make promotional movies that can be used on Facebook.

LinkedIn	Last year a professional LinkedIn profile was created, so MUSTANGH has currently two LinkedIn accounts; a personal and professional one. A goal is to make this a professional looking page with all up-to-date information. We want to use this LinkedIn to connect with friends, possible sponsors and partners.
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Documentation	It's the task of the secretary together with the vice-president and president to keep all the documentation up to date. This year we will continue translating Dutch documents into English.
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4.7 Head of Education

GEZP MUSTANGH provides the opportunity for Master Medicine students to do a GEZP in Ghana. MUSTANGH will provide the application procedure of the GEZP, the housing (MUSTANGH house in Damongo), a course book and preparation meeting for this internship. MUSTANGH is not responsible for the content of the GEZP. Promotion of the GEZP should stay a priority. This will be done through Facebook, and experience book, info markets and a collaboration with exchange FHML. We also want to do a presentation during the general information evening for the GEZP. This year we want to collaborate more with ExchangeFHML.

Elective internship and WESP

It is also possible for medical students to do an elective internship of 8 or 10 weeks organized by MUSTANGH. However GEZP students still have priority, the number of registrations of the GEZP is each year different. The MUSTANGH house is not always fully occupied with only GEZP students and we have place for the elective internships. This internship has to be actively promoted since this is a lesser known internship. This year we want to promote this elective internship during the information meeting about foreign exchanges for medical students. We do not want to exclude other internships from other studies. If there is an application for a specific internship that we have not offered yet, we first would like to see the possibilities. There is a possibility of students to do WESP/ research internships with the MUSTANGH foundation. If students want to do their WESP/ research internship in Ghana, we should first look for the opportunities and carefully consider whether the subject is in line with the WGH.

Leeuwenborgh college

MUSTANGH has a collaboration with the Leeuwenborgh college in Maastricht. The Leeuwenborgh college offers the opportunity for nursing students, from the third and fourth year, to do an internship at the WGH. They use the MUSTANGH house during their internships. These internships mostly take place in the period April or May. In return they collect money for MUSTANGH before their trip and this money is used for specific sponsor projects. One of the goals is to increase the collaboration between MUSTANGH and Leeuwenborgh college and to become more involved in the organization of this internship. This year we decided that MUSTANGH will be more involved in the preparation for the internship. We decided this, because we want to show the sponsor projects they finance. In this way we hope that the students remain motivated to raise more money for our sponsor projects. It is also important to make clear agreements with the Leeuwenborgh college about the exact period. We experienced problems with this in

the previous years. We also want the students to pay the entire rent for the MUSTANGH house before the internship, because we experienced problems with this in the previous years as well.

Communication	MUSTANGH and the opportunity to do an internship in Ghana is not known by all students yet. That is why good promotion is important. It is also important that the students can find all information about the internships easily on our website and on the website of University/Studentportal. These documents contain information about the internship, the electives and application procedures. We will review and updated these documents twice a year.
Solicitations	All applications for the GEZP will be conducted by two members of the MUSTANGH board and one member of the staff of Maastricht University (Emmaline Brouwer) to create a fair selection process.
Preparation of students	MUSTANGH is responsible for the preparation of the students. All students who go to Ghana with MUSTANGH will be prepared through a course book and a preparation meeting. In this meeting we will discuss topics like: visa, pick-up from airport, safety and guidance. We set up a private Facebook group, in which all students who went to the WGH in the past. This makes it easy for the new students to ask for tips and advice. The students will also be made aware of the possibility to collect money for Ghana before their departure. Last year the course book was fully updated, we want to keep it updated every year. This year we want to focus on the lay out.
Grading	All the grading of the students will be done in Ghana apart from the starting document which will be reviewed by a member of the FHML (Emmaline Brouwer). The chief of grading in Ghana is Dr. Nelson.
Reviews	All students who return from an internship in Ghana are asked to review the course book, the internship itself and the guidance. They are also asked to write a story about their experience and to write in the experience book, which will be used for promotion purposes. They can also be asked to actively promote MUSTANGH during information sessions.
Update to the board	Last year we noticed that the board is interested in an update about the students who are in or go to Ghana. The update will be given every board meeting by the Head of education. The commissioners of the committees can also give this update in their committees if they are interested.

4.8 Head of Public Relations

Brand awareness Enlarging the awareness of MUSTANGH is the main goal of the PR-commissioner and the PR-committee, this will be enlarged by organizing activities and promotion for students. This year we will focus mainly on the students of FHML. We will use flyers, presentations before lectures, Facebook and activities.

Type of activities and cooperation's

This year we want to focus on small activities which will create a lot of awareness. Apart from that, we would like to collaborate with other associations like UMSports, IFMSA, MSV Pulse, student associations (KOKO, Saurus, Tragos) etc.

This year we would like to organize Merry MUSTANGH, a Publecture and a Dancehall (in cooperation with UMSports).

Africa week The highlight of the year for the PR commissioner is the Africa week in which a lot of activities will be organized. The goal of this week is to create awareness about MUSTANGH, but another goal is to collect donations.

Member recruitment

In the previous years we focused mainly on the Dutch students, this year we want to focus on international and Dutch students. We will give a short presentation before lectures. We want to do this mainly in the first and second year of all the studies given on the FHML. In previous years we organized a walk-in day, students could come by in the MUSTANGH room on the FHML, and ask their questions. This is very effective and we will organize these this year.

We also want to promote a lot on Facebook and by posters/flyers.

Promotion material

MUSTANGH has a banner, Dutch and English flyers, sticker's, pens and pencils as promotion material. It is important to keep a stock of the promotion material.

This year we want to make promotion movies about MUSTANGH. We want one for the PR-committee, which makes clear what MUSTANGH does, so we can use this one for promotion. We also want one for the acquisition committee, this one is more professional and shows all our sponsor projects. We also want one for the promotion of GEZP and internships.

4.9 Head of Acquisition

Projects	This year we want to finish our projects from last year (the education of one anesthesiologist and two gynecologists). After this we will focus on outreach projects.
International level	This year we want to search for sponsoring on an international level.
Type of activities	The acquisition committee will not organize activities itself instead they try to join bigger events which will raise money for the MUSTANGH foundation
Cooperation between the committees	We believe that both committees can learn a lot from each other and that brainstorming together will lead to new ideas developing more quickly.
Keeping committee members enthusiastic	We believe that we are able to keep our committee members enthusiastic by giving them regular updates about Ghana and keeping them in close contact with our treasurer, so they are able to see the results of their work directly.
Friends of MUSTANGH Foundation	This year, one of the goals is to increase the amount of friends of MUSTANGH foundation which generate a steady income for MUSTANGH. We especially want to focus on finding doctors and other medical staff to become friends of MUSTANGH by promoting this in the MUMC+.
Protocol after sponsoring	Last year a clear lay-out has been written, which states who's responsible for what. In this way we hope to increase the contact with old sponsors.
Documentation of sponsoring	Last year a start was made with keeping a more detailed documentation of every sponsor and every sponsor project. This year we want to clarify this document and make it more organized.
GDPR Law	MUSTANGH has provided its members and sponsors with forms that clearly ask whether sponsors and members give us permission to process their data within our database.
Rotary	This year Robyn Jansen (acquisition commissioner 2016-2017) will keep contact with the Rotary, who has said to create a new project for MUSTANGH Foundation.

Appendix 1: Contact information

Address

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Internet: www.mustangh.nl

Bank account

IBAN: NL86RABO0172084849
BIC: RABONL2U

RSIN-number: 8168.68.153

KvK-number: 14080520

Appendix 2: Members

The board of 2018-2019 will exist of:

- **President:** Fauve van Veen
- **Vice-president:** Laura Cammaert
- **Treasurer:** Maud Cox
- **Secretary:** Julia van den Brink
- **Head of Education:** Kirsten Waanders
- **Head of PR:** Véronique Hulsmans
- **Head of acquisition:** Sophie van de Walle

De acquisition committee of 2018-2019 will exist of:

- *Commissioner* : Sophie van de Walle
- Christian Collaert
- Peggy Ummels
- Amber Koning
- Soe Welters
- Charlotte Wiersma

De PR-committee of 2018-2019 will exist of:

- *Commissioner* : Véronique Hulsmans
- Lizy van Eijk
- Martha Spronk
- Rebecca Bulaman
- Esmée Vaes
- Djura Knoll