



MUSTANGH
FOUNDATION

POLICY

2019 - 2020

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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.

The vision section describes why we believe MUSTANGH has a right to exist and what we think is important to maintain within MUSTANGH.

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. These goals can be used to come up with strategies to achieve them.

2. Vision

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

MUSTANGH has two main tasks, namely:

EDUCATION AND SUPPORT

We support the WGH both financially as materially. Since a few years the main focus is the 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, namely the GEZP and the internship of choice. Getting to know how a rural hospital works, is a unique opportunity for the students. 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. There are a lot of healthcare differences between Ghana and the Netherlands. The students will learn how to associate with these differences during their internship. For students, is this internship, the only opportunity to follow their GEZP in the tropics.

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 6th year medical students already have a lot of experience and knowledge. 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. Besides that, we want to provide courses to the regular staff to improve the healthcare even more.

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 is an organization that consists of only students. 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

Just like last year, we drew up a few goals that we want to pursue.

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. This year we had the idea of putting the function and year of the board member on the back of the blazers. We also made clear agreements when we will wear what piece of clothing. 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 to introduce the new board.

Since last year does MUSTANGH have an official format for meetings, plans and mails. We will continue using these this year.

We will continue using Dropbox Business.

Internationalization

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

Member recruitment will be in English and Dutch. All our e-mails and posts on Facebook, Linked In and our website will be in English and Dutch. Moreover, the PR committee will also be promoting on other faculties of the UM this year.

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

Bonding of MUSTANGH

Previous years we worked actively on the bonding between the board of MUSTANGH and the committees, we will continue doing this coming year. We want to try to organize an activity with whole MUSTANGH once every 4 months. We will also pay more attention to birthdays of our members through treats and a birthday calendar.

To involve the committees more, the Head of the committee will give an update about 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 concerning the committees.

Another board member will attend a committee meeting to get more insight on the committee meetings.

Contact with other associations

MUSTANGH has the goal to create long term contact with other (student) associations in Maastricht in order to increase awareness and organize events together. We encountered 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. We hope introducing ourselves by sending a postcard with the new board, will be a good start.

Transfer period

Last year we made a document with the general introduction of MUSTANGH, this was a nice first introduction 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.

Whatsapp

A Whatsapp group with all MUSTANGH members in it, will again be made this year. In this group chat, we can congratulate each other when it's someone's birthday and give updates about activities and so on. It can also serve to make arrangements with each other when this is necessary. We hope this chat will increase the enthusiasm within MUSTANGH. There will also be a separate group chat for the board and both of the committees.

General biannual meeting

Halfway through the year, the vice-president will organize a meeting with all the members of MUSTANGH. This moment provides an opportunity to give a larger update about what is happening within MUSTANGH and hear the experiences from the Ghana trip. Possible problems can also be discussed in this meeting. It is supposed to be a fun night for all the members, so the bond between everyone can become stronger.

Integration between both of the committees

Both of the committees will have multiple meetings together. This way, ideas can be exchanged and updates about the progress of both committees can be given. Besides, different activities will be organized for the committees, because we believe it's important to have a good connection with all of the members.

Committee meeting with an extra board member

Multiple times throughout the year, another board member will attend a committee meeting. The treasurer will give an update about the finances to the members of the Acquisition committee. The president and vice-president will attend a meeting of both committees as well.

First meeting

During the first committee meeting, the members will introduce themselves and a quick explanation will be given about MUSTANGH and its goals. The commissioners will organize a quiz together for both of the committees to get to know MUSTANGH better.

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 efficient. 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)

There will be a yearly meeting with the Advisory Council in September. In between meetings, the council will be updated through mail and individual meetings, to use the skills and knowledge of the board of advisors in the most efficient way.

External contacts

This year MUSTANGH will focus on broadening its network by attending more events and creating more awareness around the activities of the foundation, focussing on a wider audience.

Sponsor projects

MUSTANGH will focus its 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.

Education of Paediatric nurse

Salifu Cajetan started his one-year education in October 2019. This year the sponsoring of his education will be one of the main focus points for the Acquisition committee

Education of Peri-operative nurse

In January 2019, Adams Zenge started his two-year education in peri-operative nursing. His education will also be one of the main focus points for the Acquisition committee.

Education of Gynaecologists

In September 2017 two gynaecologists, Dr. Anthony and Dr. Jonathan, started their three-

year specialisation course. Most of the money for this education has already been raised, apart from the costs for the third year. This year they will start their third year.

Education of Anaesthetist

In September 2017 an Anaesthetist, Tabi Emmanuel, started his three-year specialisation course. The costs for his education are fully covered. He will finish in November 2019. After that he will return to the WGH to start working.

4.4 Vice-president

Policy plan

This year, just like the past two years, a policy weekend was organized to discuss the policy of MUSTANGH for the upcoming academic year. We did this by brainstorming and composing concrete goals. This year we planned more time for the brainstorm. This way each member not only thought of their own goals, but also could come up with ideas for the board in general and the other board members. The effect was having some new and refreshing ideas. The lay-out of the policy plan will remain the same as last year, to keep the congruence intact. To maintain the congruence and professionalism, we decided to write the policy plan in the 'we' form. Just like last year, a complete English version of the policy plan will be written for the international use.

Furthermore, we will discuss and evaluate the goals we stated in the policy plan during a biannual meeting in January or February. In this way, we won't lose focus on our goals.

Annual report

To guarantee continuity within the board, it is important to have a clear documentation about the happenings of the whole board year. That's why we write an annual report every year. The vice-president will make sure that all goals that were formed in the policy plan, will be reported back in the report at the end of the year.

Maintaining the ANBI status

Another task of the vice-president is to make sure that the ANBI status that MUSTANGH gained, is kept. We will ensure that we meet all the conditions for having an ANBI status.

Year schedule

Last year, the president and vice-president asked the board members to make a year schedule concerning their function and to add it to a bigger year schedule. This way the president and vice-president have a clear overview of tasks to be fulfilled by each member during the year.

Supporting every board member

This year the focus of the vice-president will be more on supporting the other board members within the board. This means that the vice-president will see if everything runs smoothly and everyone completes their tasks. Furthermore, the vice-president will try to be more present in external meetings.

4.5 Treasurer

Financial situation

We started this board year with a less ideal financial situation compared to the previous years. Last year our equity decreased with approximately €7500,-. This is mainly due to the fact that our acquisition committee had not been able to recruit sponsoring. This is one of the reasons that we decided to focus more on saving this year and not on starting too many new projects. In addition to this, there are a couple of already existing sponsor projects, which still require financing. We had to pay some extra costs for the anaesthetist and the gynaecologists, for which no sponsoring has been recruited yet. Furthermore, the school fees for Adams Zengue to become a peri-operative nurse are not covered yet. We also started a new project at the beginning of this year. Salifu Cajetan (also known as Kay) will follow a two year education to become a paediatric nurse. Also for this project sponsoring is required. All the costs that still need to be covered have been discussed with the acquisition committee and they will work on this the upcoming year.

Besides this, we will also continue working on the collaboration with MamaWise. The costs for this project will hopefully be covered by a crowdfunding, which will be started up with the help of the Albert Schweitzer fund.

Relation financial advisor

Since the start of last year the financial advisor has been Mr. Oomis. The goal for this year is to retain more intensive contact and retrieve more out of the collaboration. Last year, a list has been made that stated all the things the treasurer expected from the financial advisor and the other way around. This list will be updated and discussed together with the financial advisor. Because of this, both of us know what to expect of each other and will the collaboration be much more efficient.

Accurate presentation finances

Equal to previous years, all the mutations in the balance are written down in the Excel file. This is done for both the earnings and expenses within the Netherlands, as well as from the Netherlands to Ghana. This Excel file is our accountancy and is critical to be able to justify the mutations. For every declaration that is submitted with MUSTANGH, a receipt and a declaration form are needed. In the declaration form that is used at the moment, a few irrelevant things are stated that need to be filled in. Therefore, the new board decided that a new, more efficient declaration form will be composed.

At the start of this board year, we (the old and new treasurer) sat together with the financial advisor. He concluded that several things in our accountancy need to be changed. Besides, in his opinion our accountancy can be much more efficient. This could, for example, be achieved with an accounting program. Together with the financial advisor, we will find a

good and efficient way to achieve this. In addition to this, several things are stated in our statutes that are not completely up-to-date anymore. Together with him, we will find out how this could be changed best.

Moreover, the old and new treasurer have created a budget together at the beginning of this year. The big expenses, like expenses for sponsor projects, have been discussed and determined with the complete board during the policy weekend. During the meeting with the advisory board, the realisation of past year was presented by the old treasurer and the budget by the new treasurer.

Ultimately, the file with all the incomes gained from donations will be kept up with this year as well, just as the file with all the sponsor projects, which states all the costs for each project and all the money that has already been earned for it.

Transparency

It is critical that there is transparency regarding the financial situation towards the rest of the board. Therefore, a presentation of the financial situation was given during the policy weekend. This will be done again in half a year during a board meeting. Important financial occasions will be discussed with the board during the regular board meetings.

To gain more transparency concerning the financial situation, it has been decided that once every three months, the treasurer will meet with either the president or the vice-president, to run through all the mutations on the balance, so possible mistakes are discovered beforehand. This has been decided upon recommendation of the financial advisor. Otherwise, all the expenses will only be checked by the treasurer, without any additional control, which is not completely fool proof.

Transactions to Ghana

Each board year, two transactions towards Ghana take place. In this transaction, the salaries for housekeeper Mary and watchman Kassim, the costs for gass/water/electricity, costs for the sponsor projects, and other costs are transferred. Also for these costs, receipts or proof of the costs are required, otherwise no money will be transferred. Each transaction, a scheme in which the destinations for each amount of money is stated, is mailed towards the WGH. We considered it might be better that this scheme is sent forward to the students themselves as well. Thus, from this year onwards this is done as well.

Past year it was decided that the transactions would take place in March and September. The new board had no reasons to change this.

Friends of MUSTANGH

Friends of MUSTANGH form an important fixed income for MUSTANGH. Yet again, the goal

this year is to recruit more friends. However, experience teaches us that this is very difficult. Together with the acquisition committee we are thinking about new ways to recruit new friends and we hope that some new ones can be added this year.

Subsidy journey to Ghana

Equal to previous years, this year two board members will travel to Ghana to discuss all the important events in the WGH. During this journey, also the accountancy will be discussed with the financial heads of the WGH. The educational institute FHML provides us with a budget for this journey. It is desirable that the costs for the journey will stay within this budget. Nevertheless, due to the increasing prices for flights we will not be able to stay within this budgets. The costs exceeding the budgets will have to be absorbed by the foundation.

Rent MUSTANGH house

The students staying in the MUSTANGH house pay a weekly rent to the foundation. This rent is based on the salary costs for Mary and Kassim and the costs for gass/water/electricity. This year the new rental price has been calculated to €30 a month. This means that the weekly rent will increase by €5. One of the reasons for this is that we want to purchase new mattresses in the nearby future. Normally, the rental price is calculated at the start of the board year. However, we encountered that the rental price will then be calculated based on the costs for gass/water/electricity of two years ago. Therefore, it has been decided that from now on the rent will be calculated in January, when the two board members have returned from Ghana with the costs for gass/water/electricity.

Earnings

The rent mentioned above covers all the fixed costs from Ghana. Besides, earlier mentioned friends of MUSTANGH form a fixed income source for MUSTANGH. Next to these costs, the foundation relies on sponsoring and donations. The task of the acquisition committee is to recruit earnings as much as possible. To clarify things for members of the committee regarding which sponsor project still requires funding, the treasurer will join one of the meetings of the committee. During this meeting a short presentation will be given that explains how much sponsoring is still needed for each project. In this way we hope to increase transparency towards the acquisition committee too.

Travel allowance

All travel costs that are incurred by members and external people in the interest of the foundation, will be paid for by MUSTANGH. These costs include travel costs for meetings with companies, workshops and speakers at for example a publecture.

4.6 Secretary

GDPR

Since the 25th of May 2018 the AVG-act, also known as General Data Protection Regulation, 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 GDPR-act into our contracts and website. The new board and committee members signed a consent form. In the upcoming years, their forms must be kept, and personal data will have to be stored on a hard disk. Last year the two board members who went to Ghana let everyone in the WGH, of whom we have pictures/ personal data from, fill in the consent forms. This year the same thing will happen, for the new people in the WGH.

Website

Since last summer the MUSTANGH website has been completely renewed. Now it is more structured for visitors. The website is continuously updated with current, new sponsorship projects and board and committee activities. We will also post personal introductions from the people of our new sponsor projects. We do this so that (future) sponsors get to learn more about them. Furthermore, we will put the experience reports of students going from Maastricht to Ghana on the website. They describe how they experienced their internship and the ins-and-outs of the WGH. Students who are in doubt about doing their internship in the WGH might find this very helpful, and it also might be interesting for others to read how students have experienced their time in Ghana.

Social media

Facebook

We're now at almost 800 followers on our Facebook page. We are very happy with that, but we believe that the Facebook page can still be improved. That is why we will try to post something every week. This will include posts with information about the board, the activities that we have done, updates on the sponsor projects, facts about Ghana, and so on. This year we once again organized the event 'like for a lollipop' during the faculty introduction day to increase the number of followers.

Instagram

On Instagram, we have just over 160 followers, this is something we want to increase this year! Instagram is very popular among our audience and therefore this is also a good source for the reputation of MUSTANGH. We keep our followers up to date on projects in Ghana, board / committee activities and events.

LinkedIn

Of all the social media platforms, we are the least active on LinkedIn, but we want to change that this year. MUSTANGH is currently in possession of a corporate LinkedIn, but unfortunately, we do not have any posts or followers. This year, a number of board members will follow a LinkedIn course organized by the Student Career Services at the University. We hope to get some more insight into this program and increase awareness of MUSTANGH professionally.

Documentation

This year the documentation will again have a high priority. The documentation of previous years is already well organized, and we aim to maintain this level. Examples include emails, minutes, key list for the MUSTANGH room, contact list and newsletter.

4.7 Head of Education

HELP

The main goal of MUSTANGH regarding education is offering a GEZP for master Medicine students of Maastricht University. Central points are the development of knowledge, learning skills like acting independently and gaining trust on own knowledge and experiences. When scheduling the students, we try to plan a few weeks overlap. In this short training period the experienced student can explain everything to the new student. MUSTANGH isn't responsible for the content of the internship, but is responsible for a good preparation of the students prior to the start of their internship. MUSTANGH informs the students during a meeting and will be available for further questions.

It is important that all possible candidates know about MUSTANGH and the possibility of doing an internship in WGH. That's why we want to give a presentation during the general information evening for the HELP and keep promoting in the newsletter of MSV Pulse. We also want to be present on drinks MSV Pulse organizes for master Medicine students.

It's very important to keep promoting via Facebook. We want to share experiences and pictures students collected with other students. Besides that, we want to ask students to keep a blog about their time in the WGH. We hope students will become enthusiastic to do their internship with MUSTANGH.

It's important to keep in contact with Exchange FHML, because they can also refer students to MUSTANGH.

MUSTANGH is not so well-known among students. Therefore it is important that documents on EleUM and on the website are complete, correct and easy to find. This documents will contain information about the content of the HELP en the application procedure. We will make sure this information is checked twice a year and is being corrected when needed.

Internship of choice

Unfortunately, the MUSTANGH-house will not always be fully occupied by HELP-students. Because we want to utilize the space we have as efficient as possible, we offer next to the HELP the opportunity to do an internship of choice with MUSTANGH. Dependent on the internship the students have already done, we will determine the interpretation of the internship. We will discuss with the student what his/her learning goals are and what he/she wants to achieve during the internship. To promote this opportunity, we want to be present at information days for third-year Medicine students.

WESP

We consider offering an opportunity for students of doing their WESP in the WGH in Ghana. The idea is that students will collect data of for example the situation in the WGH before and after we sponsor the education of a doctor/nurse. In this way we will have concrete data on what the effect is of the sponsor projects we do, and we can use this data in order to attract

new sponsors. We will have to discuss this with the WGH and we have to be carefully with requirements regarding compensation and supervision.

Tamale

We consider an exchange opportunity in cooperation with the academic hospital in Tamale. The idea is that students in the WGH and Medicine students in Tamale switch places for a relatively short period of one or two weeks. In this way students from Tamale will have the possibility of taking a look in a smaller hospital in Damongo and students from the WGH will have the possibility of taking a look in a bigger hospital (second-line health care).

Communication

It is important to have clear and transparent communication with all people involved. We will try to stay in contact with the students during their whole internship. We hope they will have the feeling that we will always be available for questions and difficulties. During the meeting prior to the start of the internship, MUSTANGH will emphasize this, so that students will contact us whenever something important happens or when there are questions. There will be a groupchat on WhatsApp to which all students, if desired, will be added to facilitate communication.

Furthermore, it's also important to stay in contact with Exchange FHML.

Applications

Emmaline Brouwer will, next to two board members of MUSTANGH, be present during the applications for the GEZP. In this way we want to reduce confusion regarding the quality of the applications. Because Emmaline has already been involved with MUSTANGH for multiple years and works at the university, her input can be helpful. She can also answer questions of students which are difficult for us to answer. If she cannot be present during the application meeting, she will be present via Skype. In this way we want to guarantee the professionalism of MUSTANGH.

Preparation and evaluation with students

MUSTANGH is responsible for the preparation of the students. We will arrange a meeting with the students. In this meeting we will discuss subjects as the visa application, pick-up from the airport and safety and supervision. It's important that students are alert on points of improvement in the MUSTANGH-house and the hospital. We will further discuss this during the evaluation meeting. We've seen multiple times that students have good ideas and/or useful additions to ideas we already have. During the evaluation we will discuss the supervision and the MUSTANGH-house and will there be the opportunity for the student to share further tips and remarks. In this way we try to continue to develop MUSTANGH.

Coursebook

We offer an extensive coursebook in order to prepare the students for their internship in the

WGH. It is important to keep the coursebook up-to-date. We want to ask help of the students updating the coursebook. Students will read through the coursebook prior to the start of their internship and will correct incorrect information. In this way we hope to prepare the students optimally for their internship.

Assessment

MUSTANGH isn't responsible for the content of the internship, the education institute is. Emmaline Brouwer will assess the start document of the students. During the internship, it is important that the students have sufficient supervision. Dr Vitalis is responsible for supervision. Assessment will take place via Epass. This year we want to inform Dr Vitalis more about the way Epass works. Students doing an internship of choice in the WGH will have the possibility to bring printed documents to Ghana. After completing the internship, the supervisor in the Netherlands can validate those forms. When supervision is not present, students are not allowed to continue working in the hospital. They must report this to MUSTANGH.

Book with experiences

After the end of the internship, students will work on an experience report in which they can write about their experiences in the WGH. They can also insert pictures. The idea is to make a scrapbook of all the collected experiences, which we can also use as promo material during information activities. It's also nice to share those experiences via Facebook.

Inform the rest of the board

It's good to update the rest of the board during every meeting with information about the students in the WGH. Every meeting 'update of students' will be an agenda item. The heads of the committees can also share those information with the members of their committee. It's important that everyone (the rest of the board, but also Exchange FHML) is informed about who is in the MUSTANGH-house and when.

4.8 Head of Public Relations

The main goal of the head of PR is increasing the brand awareness of MUSTANGH. He/she will be supported by the PR committee. They focus primarily on the students of the FHML faculty of Maastricht University, but also try to create more awareness at other faculties of Maastricht, this to promote the events more.

Increasing brand awareness

The PR committee and head of PR work together to raise brand awareness, this is the main goal. Because of this, students get to know MUSTANGH and get acquainted with the options to do their internship with MUSTANGH. The promotion will be similar to previous years.

The brand awareness will be enlarged by organising the following activities:

- In February, the annual Afrika week will take place. For MUSTANGH, this is the biggest and most important event. There will be activities every day so that more students get to know MUSTANGH.
- Furthermore, there will also be other activities this year. Firstly, a Pub lecture will be organised during the tropical course, this will be around November or December. At the end of December, the PR committee will organise Merry MUSTANGH again. There will be baubles hidden in the university. There are also plans to organise a djembe workshop. Another idea is distributing a surviving packet after a BAB. An attempt is made to organise a shot bingo.
- This year, the aim is to raise more brand awareness on other faculties in Maastricht. This will be achieved by spreading posters and flyers on these faculties. There will also be sent cards of the new board to other organisations and associations of law and UCM. In this way, it is aimed to have greater turnout at events.
- Another idea is giving chats about MUSTANGH on coming back days of trainees; the aim is to reach more awareness for following their internship with MUSTANGH.

Cooperation

Another goal is preserving cooperation with other organisations and associations for organising events such as Pulse, Helix, UM sports and Red Cross student desk. The hope is for a greater turnout and a bigger range. The aim is a smooth contact to maintain the cooperation.

Member recruitment

This year, the committee was completely full at the start of the new year. For the recruitment of new members, the focus wasn't really on international students. Promotion was made on Facebook, to which was sufficient response. There was a walk in day, which was very effective. After this, there were already some applications and the committees were almost completely full. In September, there were two other applications after which the committees were full. This year, there weren't any promotions chats before lectures because there was already enough response on the Facebook posts and word of mouth. At

the recruitment of new members in May, there will be new Facebook posts that will be shared in Facebook groups of different courses of study. Furthermore, chats can be held before lectures and new walk in days can be organised.

Other goals

Just like previous year, there will be at least three fun activities for the committee members to strengthen the bond between committee members. These will take place with the acquisition committee, so that all committee members get to know each other. Meetings will be held together so that everyone knows what keeps every committee busy.

Promotion material

This year, promotion will be done by spreading flyers, posters, chats before lectures, Facebook posts and word of mouth. On Facebook, posts of the event will be shared in different Facebook groups of different studies. Our logo can be shared in posts, on flyers and posters of other organisations and associations when we work together. Our banner will also be set up at every activity so that passers-by see it. This year, hoodies are made. The board and committees can wear these on the university. People will see more of MUSTANGH in their day to day life. Options for the making of card holders for phones are viewed. These can be handed out during events and in this way, our logo will be more visible on the university.

4.9 Head of Acquisition

Training peri-operative nurse, pediatric nurse and gynecologists

This year the acquisition committee will focus on subsidizing the education of a peri-operative nurse and a pediatric nurse. The peri-operative nurse started his education in January 2019 and the pediatric nurse in September 2019. Furthermore, the last year of the gynecologists will be funded.

Internationality

MUSTANGH Foundation wants to internationalize its identity. For example by recruiting internationally for the committees. It was not possible this year to recruit non-native people for the acquisition committee.

Furthermore, at an international level will also be sought for appropriate funds / companies who want to sponsor us if necessary. This will be done through a proposed English letter. The members of the acquisition committee speak the English language sufficiently to recruit internationally.

Cooperation with the PR committee

We would like to organize a meeting together with the PR committee at the beginning of the academic year. It is noted that the acquisition committee often has good ideas for PR, but sometimes not know what the PR committee is doing exactly. To share this knowledge, we believe it is useful to have a meeting together. Also, it will help to increase the band between members in this organization.

Keeping commissioners excited

It is important in the acquisition committee to keep members excited. This is because we often come into contact with dry information, such as mailing various companies and funds of prices. This will often get no response or no interest.

We want to keep the committee as enthusiastic as possible. This by giving updates about Ghana at the beginning of each meeting, to plan activities with other committees and the management and evaluation meetings in January.

Furthermore, the treasurer will also give a presentation about the sponsorship projects running and what remains to be exactly subsidized, at the beginning of the year. This can also be planned at the end of the year. So, they will see real results of their work.

Good action sponsorship committees

It is important that members of the acquisition committee have sufficient knowledge of sponsoring approach in a proper and polite way, and as successful as possible. We want to achieve a permanent letter to be used for contacting companies. This will have to be a little

bit adjusted, depending on the company / fund that will be approached. This letter already exists and will be reviewed and possibly improved within the committee.

Protocol after sponsorship

In the administrative year 2016-2017 a clear protocol has been set up for tasks to be performed after sponsorship. This is important because maintaining contact with our sponsors will improve the reputation of MUSTANGH Foundation. This protocol will be followed again this year. This protocol will be further evaluated first by all committee members to see if something needs to be adjusted.

Activities

The acquisition committee will not organise events by themselves this year. This is practically not profitable enough. The plan is to connect ourselves to larger events such as RAG week, Preuvenemint and Maastrichts Mooiste.

We continue to write to events where there is a prize to win. Some of these events include Night of the Tip, Rabo Dream Price and Dutch Albert Schweitzer Fund.

Furthermore, we will try to arrange something with the local schools. Possibly doing a charity walk or other activity the schools do for charity.

Friends of MUSTANGH

Last year we started to give talks in various departments in the hospital. This is to increase brand awareness among the employees, but also to recruit friends. Last year, these talks were held at the department of anesthesia and orthopedics. This year there is already a talk planned on the gynecology ward and there are going to be planned at cardiology, pediatrics and pediatric surgery.

The goal of previous year was to go to departments that have the same function as the medical programs we fund. As we have already visited the majority of these divisions we continue with the other departments in the hospital.

The annual Christmas letter will be handed out to the hospital and the university staff as well.

The friends of MUSTANGH will also be offered an ANBI contract. This means that they sign a contract for five years where they choose an own amount they want to donate each month. Of the donated amount, they can reclaim the tax.

Medical Devices

Previously the MUSTANGH Foundation donated medical equipment to the WGH. However, it was often the case that the hospital did not know how to use these or they did not know

how to repair them if they were broken. This makes this type of sponsorship unsustainable and therefore does not fit well with MUSTANGH. For that reason, the MUSTANGH Foundation will not donate any medical equipment.

However, there is one exception. There will be a CTG machine sponsored where the new gynecologists can work with once they have completed their education.

Overview sponsorship

in the administrative year 2017-2018, there is an Excel file created and placed on Dropbox. This is a clear overview of the name of the company / fund, email address, date of contact, name of the person who has contacted and whether there has been a reaction. This file will continue to be used in the years 2019-2020. New companies will also be added to the list. Members can see which companies are already contacted and which are not. Once a company has been contacted this will be updated in this matrix.

AVG law

From the year 2018, the AVG law is applicable to the MUSTANGH Foundation. This year this law will be observed again. Members and potential sponsors have to sign an AVG-form. These forms clearly state what MUSTANGH Foundation does with their data and it also asks sponsors and members to give us permission to process their data in our database.

Contact Rotary

Past years we have gone to the Rotary several times to give a short presentation. With the aim to get help from them in finding sponsorship and to bring us in contact with persons / companies who want to sponsor us.

It was agreed that we try to get more information of the hospital for example, the amount of departments, employees, etc. Once we have these numbers, there will be a new meeting scheduled with the Rotary.

Appendix 1: Contact information

Address

MUSTANGH Foundation
University of Maastricht, FHML-OI-G
Postbus 616
6200 MD Maastricht
Nederland

Fax: +31 (0)43 3885639

E-mail: info@mustangh.nl

Internet: www.mustangh.nl

Bank account

IBAN: NL86RABO0172084849
BIC: RABONL2U

RSIN-number: 8168.68.153

KvK-number: 14080520

Appendix 2: Members

The board of 2019-2020 will exist of:

- **President:** Julia van den Brink
- **Vice-president:** Véronique Hulsmans
- **Treasurer:** Meral de Jong
- **Secretary:** Anna Masud
- **Head of Education:** Lizy van Eijk
- **Head of PR:** Lotte Flachs
- **Head of acquisition:** Peggy Ummels

De acquisition committee of 2019-2020 will exist of:

- Commissioner: Peggy Ummels
- Christian Collaert
- Lotte Vondenhoff
- Danaé Smeets
- Soe Welters
- Astrid Heymans

De PR-committee of 2019-2020 will exist of:

- Commissioner: Lotte Flachs
- Emma van Hirtum
- Hendrikje Bettens
- Jouke van Schooten
- Maud Palmen
- Djura Knol