



MUSTANGH
FOUNDATION

POLICY

2020 - 2021

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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 prospect is that the WGH will be able to run independently in the future, with MUSTANGH no longer needed to improve healthcare in the West Gonja District, but knowledge exchange will still take place. Becoming independent is also related to other factors such as location, socio-economic status, wages, etc., which should also be taken into account. Furthermore, we would like students of the FHML to continue doing their internship in Ghana and that the link between the WGH and Maastricht University continues to exist.

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, this internship is the only opportunity to follow their GEZP in the tropics.

This year we also want to try to set up a WESP in the WGH. The idea is that we may offer subjects that are useful for MUSTANGH foundation, such as maternal mortality. The extent to which this setup can be prepared depends of course on Covid-19. The aim will be to draw up a plan and discuss this with a person responsible for the WESP.

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 brain drain in the West Gonja District in a sustainable way. Besides that, we want to provide courses to the regular staff to improve healthcare even more.

3.2 Support

We mainly focus on providing support for the WGH by financing the education of staff members, but also donate material things when possible. This is because healthcare in the West Gonja district is less well developed than in the Netherlands. This is not a main goal. Our financial and material contributions will be related to education as much as possible. This year we have also decided to accept material donations, if shipping to Ghana is possible and if the materials are not expired.

3.3 Identity

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 such as leading an international foundation, communication with abroad,...

3.4 Covid-19

Covid-19 will make the upcoming board year more challenging than before. Most likely no students will be allowed to travel to Ghana this year. We will have to become more creative in organizing activities and events, because these will mainly happen online.

The aim is to continue to provide support for the WGH, for example by providing knowledge exchange via our website. For instance , WGH doctors can gain more knowledge through doctors from the Netherlands.

This year we will also try to tackle tasks that would otherwise not be addressed. the idea is to send thank-you notes to companies that have sponsored us in the past. A plan is also being made to set up a WESP internship at the WGH.

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. 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 and social media accounts. Besides, we will send other organizations a postcard to introduce the new board.

Since 2018 MUSTANGH has an official format for meetings, plans and mails. We will continue using these this year.

We will continue using Dropbox Business.

Internationalization

In the coming years, MUSTANGH wants to focus on involving more international students at MUSTANGH. In order to attract international students for activities, all promotion material, such as Facebook events, posters and events, has been made in Dutch and English for the past years. We will continue this in the upcoming year. For the committees and the board there is a preference for students who speak the Dutch language. It has been decided to no longer be promoted at other UM faculties for PR activities this year. We think it would be better to focus on the students of the FHML first, before we focus on other faculties. In addition, this year we will continue to translate the most important documents on the Dropbox.

Relations within 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 organize an activity with whole MUSTANGH Foundation every 4 months.

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 at the beginning of the year to get more insight on the committee meetings.

ALV

Every year after the policy weekend, the new policy is presented to the Board of Advisors. This evening starts with the annual report, which is presented by the chairman of the previous year. After this, the new chairman will present the new policy, after which the members can submit questions and comments. This evening is very important, as the members of the Board of Advisors raise issues that the board may have overlooked. This allows the board to process this feedback and take it into account in the new board year.

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 consists of a board and two committees: the PR committee headed by the head of PR and the acquisitions committee headed by the head of acquisition. This year we mainly want to focus on the cooperation between the committees themselves, and between the committees and the board. We expect that any improvement in this will lead to an improvement in our results. For example, important matters that are discussed in the board will be fed back to the committees by the commissioners. During one of the first committee meetings, a presentation will be given about the new policy plan by 2 board members. Integrations between the committees will also take place this year. We also hope to maintain the enthusiasm of the committee members throughout the year. We will try to achieve this by means of sufficient action points per committee member and updates on Ghana during the committee meetings.

Maintain relationships with companies / sponsors

The acquisitions committee will pay more attention this year to relationships with sponsors. They will give the companies a formal thank you message after a sponsorship and keep them informed of further progress in the project they have sponsored. The committee will also give companies the option to subscribe to the newsletter.

WhatsApp

A WhatsApp group with all MUSTANGH members in it, will be made again this year. In this group chat, we can 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

A general meeting will be organized halfway through the year. All MUSTANGH members (both board and committee members) should be present during this meeting. There will then be a major update on the state of affairs and there will be active interaction between the board and the committee members. There will be an update of both the finances and the committee, and the Ghana trip is presented as well. This allows any problems or issues to be discussed within a larger context. It is also intended that this will be a fun evening, which will promote bonding between the members.

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 is important to have a good connection with all of the members.

4.3 President

Communication with Ghana

The main task of the president is still to maintain the communication with Ghana and the WGH. Especially this year, this will be important, with regards to Covid-19. Mr. Remy is no longer the administrator of the hospital, but he still arranges things for the hospital, and is therefore still our contact person. He is, however, not in the hospital anymore and therefore not up-to-date regarding the developments within the WGH. Therefore, we increased our contact with Dr. Vitalis, the main doctor in the WGH. It is still unclear whether or not Mr. Remy will be replaced or the situation will stay as it is. Furthermore, we have close contact with our sponsor projects, so they can update us on their progress with the study. To communicate this with the rest of the board, every board meeting there will be an update on Ghana. When there are important developments in Ghana, this will be communicated to the whole Foundation.

Sponsor projects

Our main focus will still be the education of doctors and nurses, who will afterwards work in the WGH. If medical equipment is sponsored, this will always be in combination with a course that educates them on how to use the equipment. The education of doctors and nurses includes their education, but also courses. The WGH is still dealing with a doctor shortage and thus we will focus on this first. It is no use to finance equipment when there is no doctor or nurse present who can use the equipment. Furthermore, we will not fund or start big renovation or construction projects. It is for a small organisation like MUSTANGH impossible to coordinate this from the Netherlands.

Our current sponsor projects are the two gynaecologists (Dr. Jonathan and Dr. Anthony), peri operative nurse Adams Zenge, and paediatric nurse Salifu Cajetan. Previous year, Tabi Emmanuel finished its education to become an anaesthetist. The current sponsor projects will all be finished this year, if everything goes as planned. It is expected that Salifu Cajetan will be finished around December 2020, and the other projects around April 2021. At the moment, we will not focus on starting a new sponsor project. This has the following reasons: the current sponsor projects will finish their education later than planned (due to COVID-19); few incomes can be generated this year out of rent and activities; all doctors and nurses are currently needed in the WGH.

Moreover, previous year during the trip to Ghana some agreements have been made with Mr. Francis (the accountant of the WGH) about the money that is transferred to Ghana each September and March. This is due to some confusion that originated last year. The sponsor projects were not sure what is sponsored by MUSTANGH and what won't be sponsored by MUSTANGH. Therefore, we agreed on sending a scheme to the sponsor projects that includes

the destination of each amount that is transferred. Additionally, the receipts with the amounts that are transferred will be sent to Mr. Francis as a double check.

The functioning of the board

Another important task of the president is to take care of the functioning of the board and a positive atmosphere within the board and the foundation. This is accomplished, among others, with performance reviews in February and feedback moments at the end of each board meeting. We also strive to professionalize the board. We avoid mistakes as much as possible by looking critical at ourselves and others. In this way we try to keep making progress and help each other whenever this is needed.

Publicity among outsiders

We will this year, again, focus on the publicity of MUSTANGH with outsiders. We want to achieve this by letting the president be present at as much meetings and events as possible. In this way we want others to link a face to our foundation and make sure they know who they can contact.

Board of Advisors

The Board of Advisors currently consists of seven members, of which each member has his or her own expertise. The Board of Advisors is an important advisory body of MUSTANGH. Once a year, at the start of the academic year, there is a Board of Advisors meeting. During this meeting the annual report and policy plan will be discussed, and there is room for discussion and questions from the board to the Board of advisors, but also the other way around. The members will be updated on important developments within MUSTANGH via mail.

4.4 Vice-president

Policy plan

This year, another policy weekend took place in the first weekend of September. The board members have thought in advance about the goals for 2020-2021, and in particular the approach with Covid-19. During this weekend, these goals for MUSTANGH in general and for each function were discussed in detail during a brainstorm session. New ideas have been formed from this and plans have been made for each position for the current board year. The layout of the policy plan remains the same as in previous years.. The policy plan is also published in English, which will then be suitable for external use. The vice president checks the general documents of the policy plan and ensures that the entire document is revised.

The goals that have been set are discussed and evaluated during a meeting halfway the board year. The approach is then examined and any other options for approach are discussed.

Annual report

At the end of the year, all board members write a piece about their experiences and goals that have or have not been achieved in the entire board year. It is ensured that all goals and prospects from the policy plan are described.

Good documentation within MUSTANGH is important to ensure continuity within the board.

Maintaining ANBI status

Now that MUSTANGH has obtained the ANBI status, the goal is to keep it. This year it will be ensured that the conditions for having an ANBI status are met.

Annual planning

This year again, an annual plan will be completed by all board members, but this time for themselves. In recent years we have noticed that the president and vice president pay little attention to this annual plan. However, it is still the intention that each board member keeps the rest informed in terms of planning during board meetings.

Supporting functions of other board members

This year too, the vice president will focus more on supporting the various functions within the board. This means that it is regularly checked whether everything is going well, and tasks are being completed. The vice president will also be more present during conversations to keep up to date with the various functions.

4.5 Treasurer

Financial situation

Last academic year MUSTANGH made a financial loss of approximately €1800. The main reason for this significant loss is that some sponsor projects were not fully covered with sponsorship yet. Therefore, MUSTANGH had to pay the rest of the costs of its own savings. Unfortunately, our acquisition committee didn't succeed in recruiting new sponsorships last year. The acquisition committee is working hard to recruit sponsorships to cover these costs. We made financial losses several years in a row. We would like to focus on saving money this year and thus won't spend a lot on new sponsor projects.

Relation financial advisor

The financial advisor of MUSTANGH Foundation is Mr. Oomis. We would like to retain more intensive contact and retrieve more out of the collaboration. A list has been made that states what the treasurer expects from the financial advisor and the other way around. This list will be updated and discussed together with the financial advisor. As a result, both will know what to expect of each other and the collaboration will be much more efficient.

Accurate presentation finances

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. At the start of the academic year the old and new treasurer have created a budget together. 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.

In the near future the old and new treasurer will discuss the accountancy together with the financial advisor.

Last year our financial advisor noticed that our statutes are not up-to-date anymore. We are looking who can help us modifying our statutes.

Transparency

It is necessary that there is transparency regarding the financial situation towards the board. Therefore, a brief summary of the financial situation was given during the policy weekend. This will be done again in the next semester during a board meeting. Important financial occasions will be discussed with the board during the regular board meetings. Upon recommendation of the financial advisor, 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, to gain more transparency concerning the financial situation. Possible mistakes will hereby be discovered in time.

Transactions to Ghana

Each board year, two transactions towards Ghana take place. These transactions covers the salaries for housekeeper Mary and watchman Kassim, the costs for gas/water/electricity, costs for the sponsor projects, and other costs. Also for these costs, receipts or proof of the costs are required, otherwise they will not be refunded. The details of each transaction are mailed towards the WGH and the board. The transactions to Ghana are in March and September.

Friends of MUSTANGH

Unfortunately we lost some friends last year. 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 to add some new ones.

Subsidy journey to Ghana

If the Covid-19 pandemic allows it, 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 a budget for this journey. It is desirable that the costs stay within this budget. Due to the increasing flight prices, it will probably not be possible to stay within this budget. The costs exceeding the budget will have to be absorbed by the foundation.

Rent MUSTANGH house

Unfortunately due to Covid-19, it is not expected that students can travel Ghana soon. Students who were in Ghana during the outbreak have had to come back. Normally, students who stay in the MUSTANGH house pay a weekly rent to the foundation. With this rent we pay the salary costs for Mary and Kassim and the costs for gas/water/electricity. This year, we will have to pay this costs with our savings.

In January the new rental price has been calculated to be €35 a week. One of the reasons for this increased price 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 since last year the board encountered that the rental price will be calculated based on the costs for gas/water/electricity of two years ago. Therefore, it has been decided that the rent will be calculated in January, when the two board members have returned from Ghana with the costs for gas/water/electricity.

Earnings

The rent mentioned above normally 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

On May 25, 2018, the GDPR (General Data Protection Regulation) was introduced. This law describes the privacy rules for the EU. According to this law, it is important that no data may be stored without the permission of the owner and that the owner of this data has the right to view, change or delete this data. MUSTANGH Foundation thinks this law is important, therefore all MUSTANGH members sign a GDPR form. Permission forms are brought to Ghana during the Ghana trip, so we can obtain permission for the use of photos on our website and social media. The secretary will create a folder in our Dropbox in which we can store the GDPR statements of all MUSTANGH members.

Website

Last year (2019-2020) a design was made for a new website. This website will be completed by the current secretary in collaboration with someone specialized in this subject. It is important that the secretary ensures that all annual plans and policy reports are visible on the website, so we can maintain our ANBI status. Furthermore, the website should contain Ghana updates, organized activities and other important messages. In addition, the new board and the new committees will be presented on the website. Student experience reports can be found here as well. The website is also the place where people can register to become a “Friend of MUSTANGH” or to make a single donation. In addition, people can sign up for our newsletter.

Social media

Facebook

We already have 905 likes on Facebook. This year we will try to achieve more brand awareness and more likes. On our Facebook pages, people will be kept informed of upcoming activities and the new board and committees will be presented. We will also provide regular updates about Ghana. Furthermore, the 2020-2021 board thinks it’s important that we thank our current sponsors for their efforts, so that we maintain a good relationship with these sponsors. We will do this by making occasional posts expressing our gratitude and providing information on how someone can become a sponsor. In this way we hope to find new sponsors as well. We will also continue with our “Like for a lolly” promotion during activities, where someone will receive a free lollipop in exchange for a Facebook like.

Instagram

We now have 179 followers on Instagram. Students use this platform a lot and that’s why we want to use our Instagram to connect with them. We will do this by posting pictures of our activities, we will introduce the new board and we will post Ghana updates. We will also make

more use of the Insta-Stories: photos will be posted there for a limited time and it will show that MUSTANGH is an active organization with enthusiastic members.

LinkedIn

MUSTANGH is owner of a LinkedIn page, which we do not use very active. We want to get to know more about LinkedIn and how it works, so we can acquire new sponsorships or increase our brand awareness.

Documentation

MUSTANGH Foundation owns a lot of documents. We think it is important that these documents are stored in a structured and ordered manner, so that they can be easily found. First, the documentation of the mail. Each function has its own folder. The secretary is responsible for ensuring that the board members are informed of incoming mail items and will move the mails to the appropriate folders. Furthermore, MUSTANGH owns a Dropbox. This year we want to ensure that each function keeps its own folder in order. In addition, it is important that contact lists and key lists remain updated.

4.7 Head of Education

GEZP

In the field of education, MUSTANGH mainly focuses on offering a GEZP for the master students of Medicine at Maastricht University. During their GEZP the students can develop their knowledge and skills as well as act independently. A point of attention for planning the GEZP students is that there are a few weeks overlap between the different students so that the new students have a period in which they can settle in. MUSTANGH itself is not responsible for the content of the internships, but for the guidance and preparation of the students prior to their departure and internship. The students can count on MUSTANGH and the education commissioner by means of a preparatory meeting and the education commissioner also remains in touch during the preparation period and the internship in WHG itself.

Internship of choice

During the year there is still space sometimes in the MUSTANGH house if there are no GEZP students during that period. We prefer to use every place in the house and that is why we also offer the possibility to do an internship of choice in WHG. The content of the internship is determined by the previous internships that the student has followed and his / her knowledge and expertise. This gives the student a lot of say in what his / her learning goals are and what he / she wants to learn and achieve during this internship of choice.

WESP

We want to continue the process of organizing a WESP in WGH this year. The 2019-2020 board has started this process and we want to continue working on it this year. This year we mainly want to focus on the structural design of a WESP, such as looking for topics that are beneficial for both WGH and MUSTANGH, looking for adequate guidance, approval of Maastricht University.

Tamale

This year we want to continue with the idea of an exchange between the academic hospital in Tamale and the Dutch students in WGH. The idea is that Maastricht students in WGH go to Tamale for a period of 1 or 2 weeks. We think this is a great learning opportunity for the students to see how things work in a larger hospital (secondary health care) in Ghana.

Brand awareness among master students

This year we want to work extra on the brand awareness of MUSTANGH among master students. We would like to ensure that MUSTANGH becomes a household name among master students and that they are aware of the internships that we organize. To achieve this, MUSTANGH has been giving a presentation for a number of years during the general

information evening for the GEZP. We have also been allowed to write a piece of promo for the MSV Pulse newsletter for several years. This year, the education commissioner, together with the PR commissioner, will focus more on the return days of the master's students. As in previous years, we want to be present again this year at the foreign fair organized by Exchange FHML in March. We want to have a booth there so that we can attract attention and make promo. We will also continue to make promo via Facebook. On this platform we can publish experience reports and photos of students who have been to Ghana, through this way we hope to make students enthusiastic about an internship abroad. In order to increase brand awareness, it is important that the information about MUSTANGH is easy to find and that it is complete and accurate. We have to pay attention to the documents which can be found on Canvas (university portal for students). These documents contain information about, among other things, the content of the GEZP, the registration and the application procedure. We will ensure that this information is checked twice a year and adjusted where necessary.

Communication

It is important that good and transparent communication takes place with all parties. It is essential to have good contact with the students who are going to or staying at WGH so that we can assist if they have questions, feedback or need help. That is why it is also emphasized during the preparatory meeting that students should not hesitate to contact us if they have questions or a problem. MUSTANGH will do everything to help the students.

Every year, a WhatsApp group is also created that includes all students attending or currently staying at WGH.

Good communication between MUSTANGH and Exchange FHML is also very important for the smooth running of the internships. We will regularly inform the university of the students in WGH.

Applications

After a student has applied by email, an interview is scheduled. Emmaline Brouwer, the education commissioner and another board member are present. Like this, we want to conduct an application interview that is as objective as possible. Emmaline Brouwer has a lot of knowledge about MUSTANGH and the content of the internships, so it is always good to have her input and opinion when students have questions or doubts. If she cannot be physically present, she will attend the conversation via Zoom / Skype. If it is not possible due to Covid-19 to hold a physical interview, it will be done via Zoom.

Preparation and evaluation with students

MUSTANGH's task is to prepare the students as well as possible for their internship in Ghana. We will achieve this by holding preparatory talks in which important things will be offered such as applying for a visa, the guidance, the rules in the MUSTANGH house. In this preparatory meeting we also ask the students to look during their trip to WGH to see what

could be improved in the MUSTANGH house, the hospital, the coursebook. When the student has returned, we schedule an evaluation meeting to discuss the points for improvement and the experiences of the students. The input and ideas of the students are very much valued in order to improve and further develop MUSTANGH.

Coursebook

MUSTANGH has compiled an extensive coursebook to ensure that students are prepared for their internship at the WGH. Together with the students, we try to regularly update the coursebook with feedback from the students. Last year we started a thorough update of the coursebook, this year we will continue this. The coursebook and the content are also discussed during the evaluation interview and if the student has feedback about the coursebook, we will adjust this.

Review

MUSTANGH is not responsible for the content and assessment of the internships. The responsibility for this lies with the Maastricht University Education Institute. Emmaline Brouwer assesses the students' starting document. The students are assessed during their internship by Dr. Vitalis via Epass. This is still a bit difficult because the doctors are still figuring out how to work with Epass. The students who go to the WGH for their keuzecoschap can possibly print their assessment forms and take them to Ghana. These forms are assessed in Maastricht after the internship. If there is no adequate supervision for the students, they are not allowed to work in the WGH, and they must report this to MUSTANGH.

Feedback of the board

It is interesting and fun for the board to receive updates about the students in Ghana. That is why "update of the students" becomes a standard agenda item at the board meeting. The PR commissioner and Acquisition commissioner can both also feed this news back to their committee members, so that the members also know how the students are doing. The schedule with which students are when in Ghana is shared with the board and Exchange FHML so that everyone is aware of the students in the WGH.

4.8 Head of Public Relations

The main goal of the head of the PR is to increase the awareness of MUSTANGH Foundation within Maastricht University. Support is being provided by the PR-committee. This year's brand awareness is primarily aimed at the Faculty of FHML. The aim is to increase student participation at the activities.

Increasing brand awareness

As described above, this is the main purpose of the PR-committee. The head of PR and the PR-committee are responsible for ensuring that students come in contact with MUSTANGH Foundation and therefore, the possibility to do an internship or optional internship via MUSTANGH for their GEZP or WESP. The promotion will be similar to previous years.

Brand awareness will be increased this year by organizing the following activities, if the measures regarding Covid-19 will permit this:

- The Africa week will take place in February this year again. This is the most important brand awareness event for the PR-committee as for MUSTANGH itself. During this week there will be an activity every day to introduce more students to MUSTANGH. In addition to activities, promotional material will also be distributed on campus.
- There will also be other events in addition to the Africa week. One activity will be organized around Christmas, depending on the current measures. If possible, we will organize Merry MUSTANGH again, during which Christmas balls are hidden all around the FHML-faculty. In addition, the plan is to organize a publecture and a Ghanaian bingo in early 2021. Since it is still unclear whether this will be possible, the plans are being worked out in both online and physical form.
- This year the aim is not to increase brand awareness at other faculties. The focus is on putting MUSTANGH on the map as a concept within the FHML faculty.
- To get brand awareness among our target group, namely the "coschapper" (4th, 5th and 6th medicine students), talks are given on return days ('terugkomdagen'). This means more awareness for following the GEZP, WESP and optional internship with MUSTANGH.
- Finally, doctors' magazines will also be contacted this year, mainly aimed at doctors in training and students (e.g. Arts in Spé and HECHT (MUMC +)).]

Promotional material

As in previous years, this year will again be promoted in various material ways, examples of which are flyers / posters, lecture talks and social media. Via Facebook, events will be posted as advertising in the various Facebook groups of different disciplines within the FHML faculty. In collaborations, as further described under the heading "collaboration", the MUSTANGH logo is shared in the posts or on flyers / posters of the relevant organization. Furthermore, the MUSTANGH banner will be placed at activities and events, under the guise of more attention and professionalism. As in previous years, sweaters will be made for the board and the PR and acquisition committee, which will be worn during activities. In addition, an important goal during the Africa trip is that images are collected for a promotional video. This

film will be used and deployed in different ways depending on the target audience, such as students, friends of MUSTANGH and prospective GEZP / WESP students or elective coschappers. Finally, promotional material is also ordered that can be distributed at events and that bear the MUSTANGH logo. Currently the plans are card holders (on the telephone), stickers on coffee cups at UNS30, bicycle saddle covers, canvas bags (with a donation of an x amount or as a prize for activities) and Labello.

Collaboration

Another important goal that we want to focus more attention on this year is to maintain or strengthen relationships with other boards within the FHML faculty, specifically M.S.V. Pulse, SA Helix, M.S.V. Santé and Luna-Tik. This would allow us to enter into collaborations at events earlier and thereby increase our brand awareness. In addition, also with other boards in the health fields, such as UM Sports, MUSST and Red Cross Student Desk. Furthermore, we will be present at the constitution drinks, if possible with regards to Covid-19, with as large a turnout as possible from the own board. If there is an absence, this will be met with someone from the committees.

Member recruitment

This year the PR committee was fully filled for the start of the new academic year. When recruiting the committee members, the focus was mainly on Dutch-speaking students within the FHML faculty. Promotion has been made via Facebook and Instagram, to which there was sufficient response in combination with word-of-mouth promotion. This year there was no walk-in day or lecture talks for filling the committees. In the operation of new committee members in May, a Facebook post will be used again, which is shared in the various Facebook groups and also via Instagram. An important new addition is that there is a greater aim for continuity within MUSTANGH, both within the PR committee and the board. In each committee one place is left available for a first-year student. The method of recruiting first-year students must be taken into account, mainly through lecture talks. In addition, two application moments are entered, namely before the summer vacation and after the summer vacation.

Relationships within the PR committee

As in previous years, activities will again be organized this year to strengthen the bond between the committee members, with the aim of at least 3 times a year. This year there will also be an integration with the acquisitions committee.

4.9 Head of Acquisition

The main goal of the acquisition commissioner is escorting the acquisition committee with collecting money as sponsorship to finance the projects of MUSTANGH.

Projects Mustangh

This year, the focus of the acquisition committee won't be on subsidizing education for future doctors in the WGH. The reason for this, is that the hospital is mainly working on Covid-19 and many courses in Ghana are now being delayed because of Covid-19. However, some of the money for the education of the gynecologists and perioperative nurse still has to be collected.

Sponsor projects

The acquisitions committee will write to various subsidy organizations this year, especially those that have already sponsored us in the past. We do this to maintain the relationship with the sponsors and to create a close, long-term cooperation.

Also, every year during "Maastricht Mooiste", the acquisition committee will organise a sponsored run where we raise money for our cause.

In previous years, we have started to give pitches at departments within the MUMC. This is to increase awareness among employees, but also to raise sponsorship. Experience has shown that doctors are very enthusiastic.

Finally, we will write an annual Christmas letter that is handed over to local residents, various boards and employees of the hospital and the university. With these letters we also collect money from personal sponsors.

Protocol to write to companies

As a commissioner, I look at organizations and companies that could possibly be contacted. It is then briefly worked out what should be in the email and how much money will be requested. These companies and organizations are then divided among the committee members, who will write to the companies. In the Dropbox you will find an example letter that can be used as standard. After the first letter with no response, a reminder email will be sent the following week. If there is no response, a call will be made. If calling also does not work, contacting that organization is stopped.

When a company or organization pledges and wants to sponsor, a thank you will follow via email and they will be asked if they want to become a member of the newsletter. When half a year has passed, an update will be sent on the donated money.

This entire process is recorded in the Excel file in the Dropbox, created in 2017-2018, so that there is a clear overview of which companies have already been contacted and who has donated.

International level

MUSTANGH Foundation is an organization within FHML, which means that many international students are also eligible. We would like to internationalize our identity for these students. We do this by also giving lectures in English for international studies and by also having the website in English etc.

Relationships within Mustangh

We want to involve committee members in MUSTANGH as much as possible, by providing updates on Ghana at the start of each meeting, planning activities with the PR committee and the board and mid-year evaluation meetings.

Collaboration with the Treasurer

At the beginning of the year, the treasurer gives a presentation about the sponsor projects that will be running in the coming year. In between, it will be communicated via the commission commissioner exactly how much money has already been collected.

Collaboration with the PR committee

During the year, we want to work more closely with the PR committee. We want to do this by meeting together and holding integration activities. We may also join as the acquisition committee during events organized by the PR committee in the coming year to raise money during that evening. This includes the sale of waffles, cookies, lottery tickets, etc.

Collaboration Rotary

In the board year 2018-2019 we entered into a partnership with the Rotary with the aim of getting help from them in our search for sponsorship by putting us in contact with people or companies who may wish to sponsor us.

Regular friends of MUSTANGH

The regular friends of MUSTANGH donate a monthly amount as a donation. Last year we lost a few friends, which means we will focus more on them next year.

The friends of MUSTANGH will also be offered an ANBI contract. This means that they enter into a permanent contract for 5 years in which they donate an amount determined in advance. They can then request a refund from the tax authorities of the donated amount.

Medical equipment

Previously, medical equipment has been donated to the WGH more often. However, doctors in Ghana did not know how it worked. This means that this form of sponsorship is not sustainable and therefore does not suit MUSTANGH. However, a CTG device will be

sponsored by a company from Germany in combination with a training on how to use it. It has been clearly communicated that it will be given to gynaecologists after completion of their training.

AVG law

From the year 2018, the AVG law applies to the MUSTANGH Foundation. This law will be observed again this year. Members (and eventual sponsors) of the MUSTANGH Foundation are asked to sign the AVG forms.

Appendix 1: Contact information

Address

MUSTANGH Foundation
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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 2020-2021 will exist of:

- **President:** Meral de Jong
- **Vice-president:** Lotte Flachs
- **Treasurer:** Simon Mulier
- **Secretary:** Jouke van Schooten
- **Head of Education:** Hendrikje Bettens
- **Head of PR:** Danique Westendorp
- **Head of acquisition:** Soe Welters

De acquisition committee of 2020-2021 will exist of:

- Commissioner: Soe Welters
- Christian Collaert
- Lotte Vondenhoff
- Astrid Heymans
- Maud Bekker
- Emma Koning

De PR-committee of 2020-2021 will exist of:

- Commissioner: Danique Westendorp
- Aukje Grimm
- Lara Pijls
- Linde Boots
- Regula Kuhn
- Linda Brands