

AGM: Provisional Programme. Saturday 1st December 2007.

Morning Session 11:00 – 12:30

Afternoon Session 12:30 – 15:40

Meeting Venue: Gurney's Lecture Theatre, Post Graduate Centre.

Hemel Hempstead General Hospital, Hillfield Road, Hemel Hempstead.

HP2 4AD

Morning session – In-house meeting for Motec membership only.

11:00 to 12:30 Chairman of morning session: Mr. P. Ofori-Atta

Supporting Chairman: Dr. Kofi Amu-Dadzie

- 11:00 Arrive MOTEC members/submission of secret votes to Returning Officer.
- 11:15 Review of Financial Statement. Account handling advice. Members roles and responsibilities.
- 11:25 Review of membership/payments of subscription/membership numbers and ID... Mrs. Gladys Ofori-Atta/Mr. David Lewis.
- 11:40 Patrons and roles: review/new additional appointments.
- 11:55 Election: voting and declaration of winners by Returning Officer.
- 12:10 Fresh Appointments/Subcommittees & Appointments
Appointment of Non Executive Trustees: Shadowing 4 posts
Finance/Account
Projects Officer
Fund Raising Officer
Educational
P.A. to President: documentations/errands/spokesperson
IT Web Editors-educational materials and factual reporting.
- 12:25 Other matters. *****code of practice, policy issues.**
- 12:30 Closure of morning session for Lunch.

*****Review of working visits / projects



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Afternoon session - Chairman: Mr. S. P. Raymond Consultant General Surgeon.
12.30 to 15.40 West Herts NHS Trust Hospitals.

- 12:30 Arrival of Guests (by invitation) & Lunch (hot meal)
Gurney Lecture Hall Reception.
Video and slides of Motec, membership, and durbar by Mr. David Lewis
Membership drive by Mrs. Gladys Ofori Atta.
Registration: Veronica Mac-Quarshie / Jason Hewitt
- 13:20 a) Welcome, Introduction of Chairman and Distinguished Guests.
b) Introduction to Office of new Executives:
c) Introduction of other officers and sub-committees by Dr Kofi Amu-Darko.
- 13:35 MOTEC's Target Hospitals by Simon Derby.
- 13:45 **Annual Reports** (5 minutes each)
Physiotherapy: by Sarah Claridge
Laboratory: by Raymond Ofori
Theatre Facilities: by Steve Townsend
Education and Training: by Rosemary Doogan
Motec Financial Report: by Sue Holder
- 14:25 Appeal for Support & Participation - Mr George Bannerman.
Address - **West Herts** NHS Trust Hospitals Representative
West Herts and Global Health
- 14:35 Address by Mr Martin Quansah, Minister for Development.
Ghana High Commission. UK & Ireland. London:
The Commission and Voluntary Work in Ghana.
- 14:40 Message from **IOM/MIDA** Migration and Development in Africa.
MIDA Ghana Project. Ralph Welcker.
- 14:45 Supporting Motec's work in Africa: Mr Robert Welsh.
Managing Director. **Corin UK**
- 14:55 Motec Life- UK in Ghana- *Working Strategy and Observations.*
Mr. P. Ofori-Atta. President. Motec Life - UK
- 15:05 **Key Address:** *NHS Links-General Overview:* Ms Karen Peachey.
International Director, Tropical Health and Education Trust London.
- 15:15 **OPEN FORUM**
- 15:25 Chairman's Remarks.
- 15:30 Vote of thanks. Ms. Antoinette Dadzie
- 15:40 Departure.

P.M. Session: Invitation - OBE TV, London.

For Further information please contact: 07766534074/07881760820
or visit
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