

REPORT ON COUNCIL/STAFF POLICY DISCUSSIONS, 12TH FEBRUARY 1986

A meeting to discuss AHRTAG's policies and programmes was held on 12th February 1986 at Connaught Hall, Tavistock Square, London WC1. Those present were:

Council members: Marie-Therese Fenerstein, Richard Laing, John Macdonald, David Morley, John Webb and Pam Zinken, and for the afternoon session only, Alan Morgan, Aubrey Sheiham and Gill Walt

Staff: Kathy Attawell, An Darnbrough, Suzanne Fustukian, Mimi Khan, Ken Ritchie, Maria Spyrou, Philip Stockley, Josie Taylor-Lewis and Chris Whitehouse

Apologies were received from Miles Hardie and Martin Hobdell.

Following introductions, David Morley gave a brief history of AHRTAG, and the Executive Director then outlined the current situation: he felt that, although AHRTAG was facing many problems; it had emerged from various crises and staff changes, and was now in a position to take decisions on where it wanted to go as an organisation. In discussion it was agreed that AHRTAG must decide what it wanted to do - although the availability of funds would affect AHRTAG's programme of work, the programme should be determined by AHRTAG rather than donors.

Analysis of ill-health and objectives

The meeting divided into two groups to consider how we see the problems of ill-health in the Third World and what our objectives should be. On reconvening, agreement was reached on the following points:

- (a) that the causes of ill-health are rooted in social and economic conditions which often have national and international dimensions;
- (b) that nevertheless health problems can often be alleviated by the use of technologies which give people more control over their own health;
- (c) AHRTAG is concerned with primary health care issues: we should avoid a narrow focus on methods and equipment; we should see health in the context of economic and social conditions, and we should make links with other organisations dealing with these conditions;
- (d) AHRTAG's principal objective is the transfer of information which can empower people to bring about improvements in health standards mainly through programmes in the Third World, but also through campaigns in Britain.

- (e) that in the Third World AHRTAG should aim to provide information to managers of primary health-care programmes and trainers of phc workers.

It was also suggested that AHRTAG should have a particular concern for the role of women in health care and women's health problems.

It was agreed that, although there was no need for any change in AHRTAG's constitution, staff should prepare a brief statement of current policy for consideration by the Council.

Programmes

Suzanne Fustukian introduced a discussion of AHRTAG's programmes and programme plans.

- (a) It was agreed that AHRTAG should continue with the type of work in which it has expertise, i.e. the production and distribution of newsletters and manuals, and that in these publications there should be an emphasis on providing people with information which enabled them to take actions, and providing them with access to other organisations and sources of information, including information on social and economic issues related to health care.
- (b) It was agreed that AHRTAG should make greater efforts in developing links with overseas organisations, and in developing their capacity to provide information services. Here the proposals for the development of the Resource Centre's services were seen as being of great importance.
- (c) There was discussion on the balance between building on strengths and diversifying into the production of different types of resource materials, and on the extent to which AHRTAG should seek involvement in overseas programmes. Some felt that AHRTAG should work within the limitations of its existing expertise, but others felt that AHRTAG must develop or obtain access to other forms of expertise in order to allow the organisation to develop. The value of direct contact with overseas programmes was noted.

Campaigns and development education

It was recognised that national and international policies are often determinants of health standards, and that AHRTAG has therefore a role in

- advocating appropriate policies;
- countering policies which might be damaging to health standards.

However, as AHRTAG did not have the structures or resources required for effective campaigning, it was agreed that AHRTAG's role should be to act as resource group in support of appropriate campaigning organisations (with which AHRTAG might make formal links).

Similarly it was agreed that AHRTAG had a role to play in development education, although further discussion was needed on the nature of the role.

Organisational structure

Staff expressed a need for better communications with and access to the Council. The meeting noted that this might be achieved through a Council member being linked to each AHRTAG project, or through advisory committees being established for the main areas of AHRTAG's work.

The Executive Director was asked to investigate the possibility of holding Council meetings in evenings to enable more Council Members to attend, and of holding meetings in a larger room so as to facilitate staff involvement.

It was noted that there may be a case for strengthening the Council by the addition of people with different types of expertise and experience, possibly including visitors (e.g. postgraduate students) to London from overseas institutions.

AHRTAG's membership was another source of expertise which might be better used. Time did not allow discussion of a paper on the expansion of the membership, but staff were asked to prepare proposals (where appropriate giving options) on how the Council/membership structure might be amended.

Fundraising strategy

Philip Stockley introduced the issues for discussion. It was agreed that AHRTAG should explore the possibility of fundraising directly from specific sectors of the public, and some suggested that a logo might help. Although the name 'AHRTAG' might be a difficult one, it was felt that changing it would have more disadvantages than benefits.

It was recognised, however, that the bulk of our funds would continue to be in the form of project grants. Here there was an urgent need to develop good proposals, and to broaden the base of support (which would give AHRTAG greater independence from its donors), perhaps by doing more to top charities which are overfunded.

It was agreed that overall responsibility for fundraising must rest with the executive director, but with staff involvement in preparing and where appropriate presenting, proposals. It was accepted that Council should have a fundraising responsibility, and that the role of Council members should be in providing contacts and information on sources of funds.

It was recognised that there were sources from which AHRTAG would not wish to accept funds. Questions were raised about USAID support: this raised difficult issues because of the dependence of the DD programme on USAID, and it was agreed that AHRTAG should such ways of reducing the dependence and preparing for the time when USAID support will end.

Summing up

John Macdonald reviewed the main issues which had been discussed during the day. Although there had not been sufficient time to produce any detailed proposals, the meeting had provided pointers for the direction in which AHRTAG should be going. In his concluding remarks the Chairperson, David Morley, noted that the meeting had enabled staff and Council members to get to know each other better, and that for AHRTAG the meeting had been a very valuable one.

MINUTES OF THE THIRTY-NINTH MEETING OF THE COUNCIL OF AHRTAG
HELD AT 4.00 P.M. ON 24TH SEPTEMBER 1986 AT 85 MARYLEBONE HIGH
STREET, LONDON W1

Present: Jock Anderson David Morley (Chair)
Barbara Bubb Carrie Osborne
Richard Laing Gill Walt
John Macdonald Pam Zinkin
Alan Morgan

In attendance: Kathy Attawell Philip Stockley
Suzanne Fustukian Chris Whitehouse
Ken Ritchie (Secretary)

- 39.1 Apologies for absence were received from Dennis Frost and Hiles Hardie.
- 39.2 Minutes of Thirty-Eighth Meeting of the Council held on 9th July 1986 were accepted as a correct record.
- 39.3 Matters arising

(a) Membership of Council (minute 38.2)

The Council welcomed Barbara Bubb who was attending her first meeting following her co-option to the Council.

It was noted that Richard Laing would soon be returning to Zimbabwe and would therefore not be able to attend future meetings. The Council hoped that it would continue to be possible for him to contribute to the Council's work. The Executive Director was therefore asked to prepare proposals for the appointment of Advisors to the Council who, although not full Council members, would receive and be invited to comment on Council papers. It was noted that Martin Hobdell might also wish to be considered an Advisor because of his difficulty in attending meetings.

(b) Advisory Committees (minute 38.7)

No meetings had been arranged for the Dental Health and Disability Advisory Committees.

Kathy Attawell reported that all those approached had agreed to serve on the Publications Advisory Committee, although Grace Hiscocks of TALC had yet to be approached. Kathy Attawell was trying to arrange the first meeting of the Committee, and she invited proposals for the agenda.

39.4 General Purposes Committee report

(a) Fundraising

Two meetings of the GPC had been held since the previous Council meeting. At both meetings concern had been expressed at the financial situation, and in particular the decrease in general funds. The need for effort to increase the flow of fundraising proposals was stressed.

Philip Stockley circulated a questionnaire requesting contacts for fundraising. David Morley suggested that the types of organisations using AHRTAG newsletters, eg. Christian missions, might identify potential donors.

It was noted that after careful consideration AHRTAG had declined an invitation to join a consortium of agencies interested in payroll fundraising. The initial investment required by the consortium (about £15,000 over 18 months) was considered too high in the light of APRTAG's resources and the likely returns.

The Council discussed fundraising priorities, and it was noted that there was a possible conflict between fundraising for DD and for the proposed PHC Newsletter. The Scientific Editors of DD, working in co-operation with and through the office, should take the lead in DD fundraising, but raising funds for DD should be a low priority for AHRTAG staff.

It was noted that further funding was required for Aids for Living. Pam Zinkin expressed the view that it might be necessary to change the title of this newsletter and to give it a broader focus.

Concern was expressed over the funding of the Resource Centre. It was asked whether its costs could be justified by the relatively small number of visitors it was receiving, but the Council accepted that its function was much more than to provide a service for visitors. Alan Morgan, the Honorary Treasurer, suggested that a distinction needed to be made between the in-house uses of the Resource Centre and project work.

The Council expressed concern over the time which staff were taking in producing funding applications. Carrie Osborne suggested that seminar be held to assist staff in the formulation of project proposals, and Council members with experience in this field offered assistance.

(b) Budget for 1986/87

The Council received a draft summary budget based on expenditure of £514,500 for the year. It was noted that income would be carefully monitored during the year and the expenditure budget amended if necessary. The Honorary Treasurer told the meeting that the projected increase in expenditure over the 1985/6 level should be approached with caution.

(c) Council discussion of project work

In the course of the GPC's report, some members of Council expressed the view that they had not had adequate opportunity to discuss reports on all areas of AHRTAG's work. It was agreed that the Executive Director should prepare a schedule of project reports for Council meetings throughout the year.

39.5 Co-operative agreement with USAID

The Council noted that extension of the agreement which had been proposed by USAID, and approved the actions of the GPC in requesting some amendments.

The Council noted that under the agreement copies of DD had to be submitted to USAID prior to publication. Although the Council agreed to accept this condition, it confirmed its support for AHRTAG's editorial independence.

While the Council respected the contribution which the existing Scientific Editors had made to DD, it could not agree with the USAID statement that they were "uniquely qualified" as DD editors. It was decided that consideration should be given to the appointment of additional scientific editors as it was felt that this could broaden the concerns of the newsletter. It was noted that the level of remuneration of the Scientific Editors should also at some time be considered by the Council.

It was noted that there was some uncertainty over when and how USAID might wish to evaluate the DD programme. The Council took the view that it would welcome any evaluation aimed at improving the effectiveness of AHRTAG's work and made against criteria agreed by AHRTAG, but concern was expressed over the manner in which the USAID team had conducted the evaluation of DD in 1985. The Council asked that the six-monthly reports on DD required by USAID be circulated to Council, and that the Council should be involved in any future evaluations of DD.

39.6 Urban Health

The Council welcomed a proposal from Suzanne Fustukian for a resource and information service on urban health. This proposal had been developed through discussions with Trudy Harpham and others, and the support of a number of agencies, including Oxfam, SIDA, DANIDA, Ford and Rockefeller Foundations, UNICEF and WHO was being sought. It was suggested that an international advisory committee on urban health be formed.

39.7 Primary Health Care Newsletter

It was reported that staff hoped to complete the analysis of questionnaire returns by the end of November. A proposal for funding agencies would then be finalised. If funding was obtained, it was hoped that the first issue of the newsletter would be published in July or August, 1987. It was noted that staff were forming a group of advisors to consider the content of the newsletter: John Macdonald offered to assist in this work. A proposal from staff that they seek funding for 3 issues rather than for a single pilot issue, was accepted.

39.8 Membership

A paper from the Executive Director on the planned expansion of AHRTAG's membership was accepted, but with the recommendation of the GPC that membership be offered free of charge.

39.9 Co-ordination of resource-centres

Richard Laing referred to the resource centres at Loughborough University and elsewhere. He proposed that AHRTAG consider acting as a co-ordinator in networking these centres.

39.10 Richard Laing

The Council noted that it was the last meeting which Richard Laing would be attending before returning to Zimbabwe. The Council expressed its appreciation of his contribution as a Council member and wished him well in his future work.

.....
(Chairperson)

.....
(Date)

24/1/87
23/86

Although no limit was set for the number of Advisers, it was agreed that the number so appointed should be kept under review.

- (b) Publications Advisory Committee (minute 39.3 (b)): it was reported that the first meeting of the Committee had been postponed until 18th December 1986.
- (c) USAID agreement (minute 39.5): it was reported that the amendments proposed by AHRTAG had been accepted by USAID. Kathy Attawell was currently visiting USAID to discuss implementation plans. It was agreed that the Council should discuss progress and future plans for 'Dialogue on Diarrhoea' at its next meeting, and the Council asked Kathy Attawell to prepare a paper.
- (d) Membership of AHRTAG (minute 39.8): The Executive Director reported that the BVP agencies had been asked to mail membership forms to relevant returning volunteers, and Council Members were asked to submit names of people who might be invited to become members of AHRTAG.

40.4

General Purposes Committee Report

- (a) Accommodation: The Executive Director reported that more intensive efforts would be made in search of alternative accommodation at the beginning of 1987 when AHRTAG would be in a better position to negotiate over vacant premises. It was agreed that voluntary organisations should be contacted on accommodation requirements.
- (b) Resource Centre Computer: It was reported that the GPC had accepted a proposal that a computer and appropriate software be purchased for the Resource Centre, subject to the cost not exceeding E2000 unless special grants could be obtained for the purpose. The Council ratified this decision.
- (c) Accounts for 1985/86: The Executive Director apologised to the Council for an error in the income figures of a draft income and expenditure statement, and he tabled a revised statement. He told the Council that the auditors had nearly finished their work and that final figures for 1985/1986 would soon be available.

The Honorary Treasurer introduced a discussion on the accounts, and he drew the Council's attention to the need for additional general fund income and the recovery of general fund costs from project budgets whenever possible. It was noted that the increase in salary costs was partly due to the introduction of new salary scales and partly the result of a small increase in staff numbers.

The difficulties in attracting funding for the Resource Centre were noted. The case for the Resource Centre making a charge on other projects which use Resource Centre facilities was accepted, and John Macdonald suggested that Manchester University and other institutions might be willing to make regular grants for the use of AHRTAG facilities.

- (d) Staffing: It was reported that Josie Taylor-Lewis had recently left AHRTAG after about five years of service. The Council expressed its regret that domestic commitments had made it necessary for her to resign, and its gratitude for her contribution to the Organisation.

It was reported that the response to the advertisement of the vacancy had been encouraging. About ten applicants had been interviewed and three had been short-listed for a further interview.

40.5

Visit to Resource Centres in Kenya and Tanzania

Suzanne Fustukian reported on recent visits which she made to CEDHA in Tanzania and an Aga Khan health programme in Kisumu, Kenya, during a private visit to East Africa. It was hoped to be able to incorporate support for both of these institutions in a co-funding application to be submitted to ODA. CEDHA had sought AHRTAG's help over equipment, and it was possible that AHRTAG could use CEDHA staff in providing consultancies to other organisations. Both projects had requested AHRTAG's assistance in ordering books.

In discussion Barbara Bubb mentioned that ODA funds were available for work in Kenya and suggested contact with Margaret Pollock. Dennis Frost suggested exploring links with the Aga Khan Foundation in Britain. Suzanne Fustukian offered to prepare and circulate report.

0.6

Visit to rehabilitation organisations in India and Bangladesh

Ann Darnbrough presented her report on her visit. The ICTA/AHRTAG seminar in Bombay, which had been funded by SIDA and the Swedish Red Cross through ICTA, had been very successful, and Ann Darnbrough was now preparing the proceedings of the seminar.

At the Centre for the Rehabilitation of the Paralysed in Dhaka the field testing of wheelchairs and tricycles was progressing, and a further visit would be made by

I.T. Transport in February 1987 in order to help begin regular production. Because of the limited capacity of CRP to organise major projects, AHRTAG was looking for other organisations through which it could work, and it was planned to bring such organisations together for a seminar which would be held in February 1987. A physiotherapist had been offered a contract to help with planning, and the other arrangements would be made by UBINIG, the organisation involved in AHRTAG's drug-packaging work. Zafrullah Choudhury has expressed interest in collaboration on the development of prosthesis, and AHRTAG was considering providing a consultant.

A visit was also made to Calcutta where a number of rehabilitation organisations were planning an information project. Unfortunately it had not been possible to meet with some of the key staff involved, but a meeting with one of the originators of the proposal who was visiting Britain had been arranged.

In discussion it was noted that AHRTAG would probably need to reduce the scale and budget for the project because of the limitations of CRP. Further work would nevertheless need to be put into finding matching funds for the EEC contribution. It was suggested that travel costs for consultants might be obtainable from the British Council, provided that requests are put by overseas organisations through local representatives. The Commonwealth Secretariat was also suggested.

40.7

P.H.C. Newsletter

Philip Stockley tabled a report on progress in planning this project. The study of existing newsletters had been completed, and 150 questionnaire replies received. It was hoped that the first issue could be produced in July 1987.

In discussion it was reported that the first issue would give a broad view of phc, and would be mailed to about 12,000 addresses from AHRTAG's existing mailing list. The target readership would be at district level, although it would also be relevant for workers above and below this level. It was hoped to make more use of visual material than newsletters such as DD.

It was recognised that additional staff might be needed for the newsletter, but the Council felt the need for caution on staff increases when long-term funding for the project was not secure. It was reported that SIDA had offered £3,500 towards the costs of the first issue, and it was suggested that some funds might be attracted on the basis of subjects to be covered by particular issues, e.g. the management of phc.

It was reported that consideration was being given to the provision of follow-up information which could be offered through the newsletter, although this activity might need to be separately funded.

40.8 Medicine-packaging project

The Executive Director presented a report on the progress of the medicine packaging project. Jon Vogler was currently in Bangladesh where field tests were nearing completion. Replies to a questionnaire had been analysed by James Berkley, a medical student assisting AHRTAG, and Jon Vogler had drafted a report on packaging methods which would be sent to selected questionnaire respondents. Field tests of equipment in countries other than Bangladesh were also being considered.

Methods of supplying packaging equipment to overseas programmes was discussed, and contact with ECHO recommended.

It was noted that UBINIG, the research group undertaking the work in Bangladesh, were interested in the training of pharmacists in the issue of drugs to patients.

It was reported that a meeting with Jon Vogler to discuss the project was being planned for sometime early in 1987, and Council members were invited to attend.

40.9 Nicaragua

John Macdonald presented a report on his recent visit to Nicaragua. He felt that the development of health services in Nicaragua could benefit from greater use of AHRTAG's materials and services, and he proposed that a letter be written to the Ministry of Health in Managua offering to increase the supply of AHRTAG newsletters to Nicaragua. This was agreed. It was also suggested that AHRTAG should offer assistance in the establishment of phc resource centres in the country.

40.10 Project reports

The Executive Director reminded the Council that he had been asked to prepare a schedule for project discussions at future meetings to ensure that the Council had regular opportunities to consider all areas of AHRTAG's work. He felt, however, that it was difficult to prepare such a schedule as the timing of Council discussions were usually dictated by the times at which major project decisions were required. It was agreed that, instead of a schedule for discussions throughout the year, a twice-yearly report be prepared summarising all project activity.

40.11 AGM

It was decided that the AGM would be held on Wednesday 25th February 1987 and that the next meeting of the Council would be held on the same day.

AHRTAG COUNCIL MEETING, 6th MAY 1987

FINANCE REPORT

I regret that as a result of staff leave and other absences from the office, we have not yet completed the processing of our accounts for the January - March quarter.

The table below gives a provisional listing of income and expenditure for October - March. Final figures, together with project accounts, will be presented to the next meeting of the General Purposes Committee.

ACCOUNT	DESCRIPTION	TD-DATE	(Budget)
		1st Oct 86 - 31st Mar 87	
1010	GRANTS/DONAT'S	230723.10C	
1020	SALES AND SUBS	431.85C	
1021	SUBSCRIPTIONS	1231.69C	
1022	SALES - AHRTAG	203.75C	
1023	SALES - OTHER	9.40C	
1030	SERVICES INCOME	1353.90C	
1050	OTHER INCOME	885.47C	
1	SUB TOTAL	234839.16C	+3479 interest
2010	STAFF SALARIES	53078.04D	
2011	CONTRACT STAFF	8573.52D	} 59,410
2012	TEMPS/VOL COSTS	2785.41D	
2020	CONSULT'S FEES	23517.00D	23,000
2030	POSTAGE	3502.57D	2,270
2040	TELEPHONE ETC.	7225.27D	2,930
2051	STATIONERY GEN.	4887.16D	7,680
2052	PHOTOCOPY COSTS	1796.60D	2,390
2053	OFFICE EQUIP.	536.01D	1,950
2061	PRINTING NEWSL.	40829.17D	38,000
2063	PRINTING OTHER	2522.50D	2,900
2070	DISTRIBUTION	46635.59D	47,800
2080	RES MATLS-GENRL	984.63D	} 1,145
2082	RES MATLS-DD	56.50D	
2090	PURCHASE RESALE	85.78D	1,465
2101	STAFF TRAVEL-UK	151.49D	195
2102	STAFF TRAVEL-OS	4006.82D	5,800
2111	CONSULTS TVL-UK	602.20D	585
2112	CONSULTS TVL-OS	4096.28D	} 6,170
2113	CONSULTS EXPS.	345.96D	
2121	RENT	12000.00D	8,000
2122	RATES	660.46D	1,250
2123	INSURANCE/LEGAL	830.85D	415
2124	HEAT AND LIGHT	519.38D	650
2125	CLEANING ETC.	975.04D	700
2126	REPAIRS	350.48D	1,950
2131	SUNDRIES	1529.33D	1,290
2132	COMPUTER COSTS	775.64D	975
2133	AUDIT/ACCOUNTS	1265.60D	1,400
2134	BANK CHARGES	12.91D	120
2135	COUNCIL EXPENSE	218.20D	145
2141	O/S PROJ GRANTS	10640.99D	15,300
2142	O/S PROJ EQUIP.	7744.13D	5,365
			3,450
			- computer equip.
2	SUB TOTAL	243741.51D	244,700
*****	LEDGER TOTAL	8902.35D	

(actuals include £4000 from prev year)

SUMMARY ACCOUNTS, OCT 86 - MAR 87

		<u>Expenditure</u>
	Actuals	Budget
Staff and office costs	101,111	97,570
Consultants	23,517	23,000
Print/distribution	87,465	85,800
Travel	9,202	12,750
Overseas projects	<u>18,385</u>	<u>20,665</u>
	239,680	239,785

(Figures exclude

- rent payment of £4000 from prev. year
- purchases for resale
- budget for computer equipment)

K Ritchie
6.5.87

MINUTES OF THE FORTY-FIRST MEETING OF THE COUNCIL
OF AHRTAG HELD 2.45 PM ON WEDNESDAY 25TH FEBRUARY
1987 AT 85 MARYLEBONE HIGH STREET, LONDON W1

Members present:

Barbara Bubb	Alan Morgan
Marie-Therese Feuerstein	David Morley (Chair)
Dennis Frost	Aubrey Sheiham
Miles Hardie	Gill Walt
John Macdonald	

In attendance:

Kathy Attawell	Ken Ritchie
David Auld (student placement)	Philip Stockley
Suzanne Fustukian	Eva Tadel
Jack Procter (member)	Fabienne Zaegel

- 41.1 Apologies for absence were received from John Anderson and Pam Zinkin.
- 41.2 Minutes of the fortieth meeting of the Council held on 3rd December 1986 were accepted as a correct record.
- There were no matters arising which were not covered by other agenda items.
- 41.3 Council members and advisers

It was agreed that Martin Hobdell, Richard Laing, Carrie Osborne, Jack Procter and John Webb be appointed Advisers to the Council.

It was recognised that there could be value in involving health workers from Third World countries in the work of the Council. It was agreed that Samir Choudhury, Naila Kabeer and Ravi Narayan should be invited to serve as Council Advisers during their stay in Britain. Council members were asked to suggest other names to the Executive Director. It was noted, however, that while AHRTAG wished to maintain contact with a wide group of people with primary health care experience, the group of Council Advisers, as defined in minute 40.3 (a), should not become too large.

It was suggested that the Council should co-opt people working in health-related fields. The Executive Director was asked to approach John Pickford, Peter Oakley and Patrick Mulvaney or Simon Burn with a view to them becoming either Council members or Council advisers.

41.4 Council Committees

It was agreed that all members of the General Purposes Committee and the Advisory Committees of the Council should be re-appointed for a further year.

41.5 General Purposes Committee Report

41.5.1 Accommodation

The Executive Director reported that, although some steps had been taken in the search for alternative accommodation, little progress had been made. The Council agreed that the search for new offices should be regarded as a matter of urgency.

41.5.2 Finance

The Council noted various financial reports which had been considered by the General Purposes Committee. Concern was expressed over the number of project accounts in deficit. In particular, the Council felt that all possible action should be taken to obtain funds pledged by AGFUND in December 1983: the Chairperson agreed to write on AHRTAG's behalf.

41.5.3 Staffing

(1) The Council noted the appointments of Eva Tadell as Office Administrator and Fabienne Zaegel as Temporary W.P. and Clerical Officer.

(2) The Council approved the General Purposes Committee's recommendations that:

- (a) the position of Resources and Information Coordinator should be on a 5 days per week basis;
- (b) an assistant to work in the Disability Unit should be recruited on 4 days per week;
- (c) Mimi Khan should, following the appointment in (b) above, revert to working 4 days per week with the Resource Centre.

41.6 Dialogue on Diarrhoea

The Council received the Implementation Plan for the period September 1986-August 1987.

It was noted that USAID planned to evaluate the programme in June 1987. The Council decided that a group consisting of Council members, scientific editors and appropriate staff should meet to consider AHRTAG's presentation of its programme and future plans to the evaluators. David Morley, Barbara Bubb and Marie-Therese Feuerstein agreed to represent the Council on this group. It was agreed that USAID be asked to submit terms of reference for the evaluation as soon as possible, and that these be circulated to all Council members.

It was pointed out that the evaluation would be taking place around the time when AHRTAG might be moving office. Any postponement of the evaluation, however, might delay any agreement on USAID support for the following year. The timing of the evaluation was therefore left to the judgement of staff.

41.7 Newsletter on AIDS

It was reported that Misereor had asked AHRTAG to produce a newsletter on AIDS. Bob Grose, who had been preparing a report on AIDS for War on Want, had been given a short contract to assist staff in preparing a proposal which Misereor would use in soliciting contributions from European funding agencies.

The Council welcomed AHRTAG's involvement in this field and approved the steps which staff had taken. In discussion it was recommended that the newsletter should be aimed not just at health workers, but also at community development workers and educators. It was agreed that AHRTAG should keep in close contact with ICH over plans for a resource centre on AIDS and with those in LSHTM who were producing a newsletter. It was also noted that AHRTAG was considering holding a meeting of all agencies concerned with AIDS in the Third World.

41.8 Resource Centre Networking Proposal

Suzanne Fustukian outlined the proposal and told the Council that a final version of the proposal would be submitted to ODA before the end of February. As well as focussing on resource centres in Kenya, Tanzania, India and the West Bank, AHRTAG also hoped to be able to provide services to an Oxfam-supported resource centre in Cairo and to centres in other countries.

AHRTAG was also planning a meeting of resource organisations such as VHAI, CHAI and TAPS. John Macdonald offered to promote AHRTAG's services at a meeting of African students involved in primary health care studies which would be held in Manchester.

What is it?

41.9 Bi-annual review of projects

The Council received a review of AHRTAG's project work. Because of the late circulation of the review, it was decided that members with particular questions should contact staff.

It was agreed that future reviews should include summaries showing the time scales and funding positions of projects.

Concern was expressed over the time which it had taken to make progress on the PHC Newsletter proposal and over possible further delays because of work on the AIDS Newsletter. It was explained that funding was the main obstacle, and it was hoped that the launch of the AIDS newsletter would not create too much delay in work on the PHC Newsletter. Staff were asked to reconsider the proposal that a brief pilot issue be produced in order to attract funds.

A suggestion that the AIDS newsletter might in some way be incorporated in the PHC newsletter was referred to staff.

41.10 Staff salary negotiations

Staff made a request that the size of the Council's negotiating group be expanded. Staff then left the meeting.

A report was then made on the claim which had been submitted by the ACTSS Shop. The position which had been taken by those negotiating for the Council was endorsed.

ahrtag

Appropriate Health Resources and Technologies Action Group Ltd (AHRTAG)
85 Marylebone High Street, London W1M 3DE UK Tel: 01-486 4175 Telegrams: AHRTAG London W1
Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

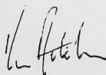
To: Ravi Narayan
Peter Oakley
John Pickford

30th April 1987

From: Ken Ritchie
Executive Director

Please find enclosed some recent Council papers which I hope will provide some background on AHRTAG's current work and concerns. They are:

- (1) Minutes of the past three Council meetings;
- (2) A review of current project work;
- (3) Notes on a meeting held in February 1986 at which we spent a day discussing AHRTAG's general policies.



Executive Director: Dr Ken Ritchie, PhD

Council: Dr John D. C. Anderson, OBE, FRCS, MA, MD, BChir, DO, Dr Marie-Thérèse Feuerstein, SRN, MEd, DipCD, PhD, Mr Dennis Frost, OBE, Mr Miles Hardie, MA, FHA, Professor Martin H. Hobdell, PhD, BDS, LDSRCS, Dr Richard Laing, MSc, MBChB, Dr John Macdonald, MEd, PhD, Mr Alan Morgan, BSc, FIEE, FBIM, Professor David Morley, MD, FRCP, DCh, Ms Carrie Osborne, SRN, MSc, Professor Aubrey Sheiham, PhD, BDS, Ms Stephanie Simmonds, SRN, MPhil, Dr Gill Walt, BSc, PhD, Professor John K. G. Webb, OBE, MA, BM, FRCP, Dr Pamela Zinkin, MBChB, DCh, FRCP

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AHRTAG COUNCIL MEETING, 6TH MAY 1987

PROPOSAL FOR THE APPOINTMENT OF A DEPUTY EDITOR

It is proposed that a Deputy Editor be appointed to work in the Publications Unit. The appointment would be a 'Grade B' post and would not be made until confirmation of the funding for the newsletter on AIDS is received.

Present situation

At present the Publications Unit has three staff:

Editor	(Kathy Attawell)
Editorial assistant	(Maria Sprou)
Production and Publications assistant	(Katherine Miles)

The Unit is responsible for the preparation and production of DD (8 pages, 4 times p.a. + work on translations and inserts) and ARI News (8 pages, 3 times p.a.). This work includes the promotion of the newsletters, mailing list development and handling enquiries from readers.

In addition the Unit is responsible for the preparation of AHRTAG publicity and the Annual Report, as well as occasional manuals (e.g. the manual on planning dental health services).

Planned expansion of work

Work is about to begin on a new newsletter on AIDS. This is likely to be 8 pages thrice yearly. During the next few months we also hope to be able to start work on our PHC Newsletter, which may be 12 pages thrice yearly. Clearly this expansion in workload will require an expansion in the staff of the Publications Unit.

Financial position

The budget for the AIDS newsletter which has been verbally agreed with Misereor contains a provision for an extra full-time staff member plus a contribution to management/administrative salary costs and other overheads. The PHC newsletter budget has a larger provision for staff costs, but no significant funding for this newsletter has yet been secured.

Proposal

It is proposed that we appoint a Deputy Editor. The appointee should be someone who already has editorial experience and skills, and who would be able to act as editor of one of our newsletters with a minimum of guidance and supervision from the Editor (Kathy Attawell). The Deputy Editor should also be able to deputise for the Editor in her absence.

Funding for the appointment will be available from the AIDS newsletter budget. The precise allocation of responsibilities within the Publications Unit will, however, need to be discussed with existing staff.

AHRTAG COUNCIL MEETING, 6TH MAY 1987

APPOINTMENT OF ASSISTANT DISABILITY UNIT OFFICER

AHRTAG has appointed Ms Ada Morgan as Assistant Disability Unit Officer (this is a grade B post on a 4-day week).

Ada Morgan has a BA degree in French and Modern History from the University of Sierre Leone, and has obtained further diplomas in French and Secretarial studies.

Her previous experience includes four years as a Bi-lingual Secretary/Administrative Assistant with the World Bank in Washington, and three years as a Translator/Administrative Assistant at the Communications Division of the West Africa Rice Development Association. More recently she has been working as a bi-lingual secretary and administrative assistant with Pan Africa Associates in London.

Although Ada was appointed only in mid-April, she had been providing temporary secretarial help to AHRTAG, and principally to the Disability Unit, since December 1986.

Ken Ritchie
5.5.87

AHRTAG COUNCIL MEETING, 6TH MAY 1987PROPOSAL FOR AHRTAG PARTICIPATION IN TWO SEMINARS ON:'APPROPRIATE AIDS AND EQUIPMENT FOR DISABLED PEOPLE IN AFRICA'

Following AHRTAG's successful co-sponsorship (with ICTA) of a workshop on appropriate rehabilitation aids in Bombay last year, it has been suggested that two further workshops should be held in Africa - one in Nairobi for anglophone countries, and the other for francophone countries, possibly in Dakar.

AHRTAG has been asked to

- (1) participate in, and help arrange funding for, the Nairobi seminar (to be held in early December 1987);
- (2) take the leading role in organising the seminar in Dakar, possibly in February 1988.

Each seminar would aim to stimulate the local production and use of aids and equipment for disabled people. The delegates would be selected according to their experience in the production of aids as well as their ability to implement projects. Disabled people with relevant experience would be encouraged to attend. Each seminar would have 50-60 participants, excluding speakers and organisers.

Plans for the Nairobi seminar are quite well advanced. ICTA are to handle most of the arrangements, and they have proposed a core budget of \$40,000 of which they would raise \$20,000 in Sweden, the Loro Foundation would contribute \$10,000 leaving AHRTAG to find \$10,000. This budget does not, however, cover AHRTAG's costs, and the real amount we would require would be nearer £10,000.

The Dakar seminar is at present no more than a proposal. The total estimated cost, which includes all AHRTAG costs and delegates' travel costs, is £65,000, or about \$100,000. The seminar would be run in close association with the Red Cross, and the Norwegian Red Cross would pay the major part of the costs. Local Red Cross staff in Dakar would help with organisation. We understand that Canadian CIDA have an interest in disability projects in francophone Africa and might be approached.

If AHRTAG were to be involved, we would like to include in the proposal (at least as far as approaches which AHRTAG might make) the production and distribution of a French edition of 'Aids for Living' (perhaps a 16-page composite).

In discussions we have taken the position that:

- (1) In principle AHRTAG wants to be centrally involved in both seminars;
- (2) AHRTAG can do nothing, however, without funding, and at the moment our fundraising capacity is stretched by the demands of existing work.

We have, however, written to ODA asking whether they would be prepared to consider an application for about £30,000 (roughly £10,000 for each seminar and £10,000 for a French 'Aids for Living') under their co-funding scheme. If ODA were to offer support, their contribution would be more than matched by other donors, some of whose monies would be channelled through AHRTAG, and no additional fundraising by AHRTAG would therefore be needed.

We are now seeking the Council's views on this proposal and on the position which we have taken.

K. Ritchie
22.4.87

REPORT ON VISIT TO BANGLADESH, FEBRUARY 26 - March 18, 1987

1.1 Introduction

The visit was principally made to find ways of diversifying the production of locally made aids for disabled people among various organisations concerned with disability in Bangladesh.

1.2 The story so far (see also previous reports KR, AD)

AHRTAG has co-funding through the EEC for a 3-year programme with the Centre for the Rehabilitation of the Paralysed (CRP) see appendix A for background details on CRP. This involves:

- the design of appropriate aids;
- establishing facilities for their production;
- staff training;
- promotion of the construction and use of aids throughout Bangladesh.

There has been a number of delays in the project, not least the move to new premises by CRP in March 1986. According to the present schedule, two years of the programme have elapsed and it will be necessary to seek an extension of the time.

1.3 A shift of focus

While the original proposals concentrated activity for the production of a range of aids (wheelchairs, prostheses, walking aids, etc) at CRP it has been felt necessary to revise these plans. In consultation with CRP, it was agreed to seek the cooperation of other organisations concerned with disability to diversify sites for the production of aids. This decentralisation of production has obvious benefits in its own right, as well as relieving the burden on CRP. Accordingly, a seminar was arranged in Dhaka to bring together interested organisations.

1.4 Consultants

Liz Carpenter (Physiotherapist): An ex-VSO, working until recently at the Dhaka Cheshire Home accepted a 3-month contract (January 1 - March 31) as Rehabilitation Aids Programme Coordinator. Unfortunately she had to return to the UK on 20th March due to contracting hepatitis. Her work involved:

- co-ordinating the planning of an outreach programme: this involved (in liaison with other staff) visiting other rehabilitation programmes, identifying needs, planning assistance to be provided through CRP (e.g. schedule and purpose of visits by mobile team) etc;

- liaison with UBINIG on the planning of a seminar on rehabilitation aids;
- follow-up to the seminar and writing seminar report;
- liaison with ADAB on publication of information on coping with disability;
- providing rehabilitation advice on the provision of aids in liaison with the workshop co-ordinator (Paul Naylor);
- assisting in arrangements for visits by AHRTAG consultants;
- as time permits, providing physiotherapy assistance to the Project Coordinator of CRP.

(She will be providing a separate report).

Kevan Moll (Limb maker): An ex-VSO, working until recently in Sudan making low-cost artificial limbs and other aids accepted a 2-month contract (February 2 - March 31) to study the feasibility of producing artificial limbs from locally available materials in Bangladesh at a site (s) other than CRP.

(He will be providing a separate report).

Alan Smith (Production Engineer): I.T. Transport employee who visited CRP February 23 - April 1. The three prototype wheelchairs and the prototype tricycle having been tested and amended where necessary, Alan (a former VSO in Bangladesh) studied the feasibility of producing the vehicles in quantity. See 3.3.

(He will be providing a separate report).

2. Seminar: Aids and Equipment for Disabled People 2/3/4 March, Dhaka

(Programme see Appendix B: List of those attending see appendix C)

2.1 Aims (i) To explore the means by which appropriate and low-cost aids may be produced and made available to disabled people in Bangladesh.

(ii) To explore the degree to which organisations concerned with disability in Bangladesh are prepared to work together to provide and service aids for disabled people.

Organisation

2.2 Logistics :

UBINIG (already working with AHRTAG's low-cost drug packing project) arranged the venue, prepared papers, serviced the seminar on the 3 days, and is now preparing a report.

2.3 Rehabilitation Aids Programme Coordinator: Liz Carpenter visited interested organisations, discussed the aims of the seminar, and encouraged, specific representatives to attend. She also arranged for a number of exhibits to be on the show. She liaised with UBINIG on the planning of the seminar. Finally, she followed up interested organisations. However, she was not able to complete this due to illness. Her creative approach to this considerable task will, I believe, reap sound benefits. The organisations included:

Kumudini (Hospital Mizapur, Technical Training School
Narayanganj)

Contacts: Dr & Mrs Poti

Asharbari (Hope House), Bagachara, NR Jessore

Contact: Father Gabriel Spiga

Chandragona Leprosy Mission

Contact: Alison McDonald (Physiotherapist) † *lots of heart
counseling.*

Employment Rehabilitation for the Physically Handicapped
(E.R.P.H.) - Swedish Free Mission now handed over to
to the Government, Tongi

Contact: Jan Castman

Nilpharmari - Danish Bangladesh Leprosy Mission

Contact: Mr Egedal

Santal Mission, Maulbi Bazar, Sylet

Contact: Dr Sandbø (Norwegian)

Khalyani (Foundation for the Developmentally Disabled),
Dhaka and Clinic in Dhamrai

Contacts: Dr Sultana Zaman, Gillian Gardiner
(Physiotherapist)

Child Welfare Care Association, Topkana Road, Old Dhaka

Contact: Hana Banu (Physiotherapist)

Mymensingh Hospital Workshop

Contact: Professor Jafar

Christian Health Care Project, Mirpur

Contact: Dr Mina Manaker

Shanti Clinic, Magura

Contact: Dr Abdullah Wright

Caritas Bangladesh

2 Outer Circular Road, Dhaka

Contacts: J.S. Pereira (Executive Director), Shubash Rozario

2.4 Overview of the Seminar

This was the first time disability organisations have come together in this way in Bangladesh. The response was enthusiastic, and while most of those attending knew each other, it was clear a greater understanding of each other's work emerged. The occasion also served to bring together statutory and voluntary agencies thus gaining further insight into each other's work and highlighting some of the inherent shortcomings. Stressed at the seminar was the need to involve disabled people at all levels: (a) design and planning, (b) production, (c) management.

usually
only in
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=

2.5 Follow-up to the Seminar

Contacts made at the seminar will need to be vigorously pursued if AHRTAG is to be able to involve further disability organisations in producing aids. Interested organisations will be asked to submit statements of expenditure during the past year on manufacture and promotion of rehabilitation aids.

2.6 Training of Technicians

Appropriate training of workers/technicians was a prime requisite mentioned by organisations.

2.7 Recommendations

A training course be established at one of the centres - exploratory talks taking place with Kumudini Hospital, ERPH and Chandragona (see above). The course to be of 6 months duration and to have 2 parts:

- (a) 2 months to train a person to make calipers and other small aids
- (b) 6 months (including 2 months as above) to make artificial limbs.

A trainer (possibly a volunteer from OHI) may need to be employed for a year to set up the course, to run the course and for any follow-up needed. It may be necessary to seek separate funding for this course.

3 CRP Workshop

3.1 Personnel

Paul Naylor, VSO Design Engineer, has been working at CRP as Workshop Coordinator since the beginning of December. However, he had an enforced break in the UK for the month of January due to visa complications. He has carried out alterations to the structure of the building as well as installing more efficient lighting and an earth leakage circuit breaker. The workshop has been generally divided into 2 areas: a) pipework, fitting and assembly; b) machinery and small parts construction. In addition there will be a small moveable welding area shielded by a mobile screen. It is intended that the welding table will rotate enabling easier use by disabled people.

Alan Smith, IT Transport Production Engineer, visiting the Centre from March 23 to April 1 is working closely with Paul Naylor to work out how production of wheelchairs and tricycles may be best undertaken. He will be producing his own report.

Permanent Staff

Monsur and Paul Rosario have been with CRP for a number of years. It is not anticipated that either could take a management role and both need close supervision. Unfortunately neither works well with the other.

3.2 Counterpart to Paul Naylor

It will be essential to appoint a counterpart who will become a dedicated workshop manager. Conversation with Paul Thornton (VSO Coordinator) suggested such an appointment should be made within three months. There will then be 18 months left of Paul Naylor's time. One name has already been suggested. A former patient of the Centre (in a wheelchair) may have the necessary skills. Babul already undertakes certain work for the Centre and lives nearby. Salary may be in the region of 3000 T per month (£65.00) Paul Naylor is to draw up a job description.

3.3 Production of Aids

a) Wheelchairs and Tricycles

The workshop is being equipped so as to initiate batch production of vehicles. These include:

a 3-wheeled wheelchair built to be as effective as possible on uneven terrain

a folding commode wheelchair

a rigid frame wheelchair

a tricycle - this has provision for an angled umbrella and a tray for the display of wares - when it can be used as a mobile workshop. Also, a seat can be fitted on the back for a passenger. A second trike has been sold. It was fitted with a rear tank for storing kerosene to enable the user to sell kerosene door-to-door. (The owner already has a daily turnover of 500T - 50T profit out of which he repays 15T loan).

Using present resources it is estimated that 5 vehicles could be produced in a week. Other organisations will be encouraged to copy and produce their own wheelchairs.

Costs of producing vehicles are being worked out and will appear in Alan Smith's report. These could be quite high, largely due to the comparatively high salaries paid to workshop staff due to length of employment (Monsur 2776T, Paul 2775T per month approximately £60,00).

Identification of Vehicles

A small plate will be attached to vehicles giving CRP's name, address and a serial number.

b) Other Aids

These include calipers, cervical collars, body supports, traction equipment, etc. The workshop already works in liaison with the occupational therapy department. I recommend this link be strengthened and formalised so as to take maximum advantage of the skills in the O/T department and to relieve some pressure in the workshop. A heavy duty sewing machine for leather and other tough materials would be a good investment.

Priority

However, aids for patients must remain a priority and must not be discriminated against in favour of wheelchairs production. More efficient ordering of such aids by CRP staff (anticipating needs well in advance) and close cooperation with the O/T department should ensure fair allocation of resources.

c) Cushions

Alan Smith will have a number of prototypes by April 1st. These will then be tested in constant use in wheelchairs and set in mattresses. Patients will be encouraged to transfer cushions backwards and forwards. CRP will report back.

3.4 Accounts

It is recommended that there should be a separate system for the workshop, independent but complementary to the CRP general accounting system. The full costs of producing equipment would then become clear. The Centre could, of course, subsidise items for individual disabled people as appropriate.

3.5 Storage

Batch production of aids implies storage of such aids and/or their prefabricated components. Space is to be made available in the garage. It is hoped this will be sufficient. Storage space generally is in short supply in the Centre.

3.6 Production of Artificial Limbs

It was originally intended that artificial limbs should be produced at CRP. This has not proved to be a feasible proposition. Kevan Moll is visiting Bangladesh (he returns beginning April) to study availability of appropriate materials and locations where limbs may be produced. He has produced an above-knee and below knee limb. He recommends a 6-month training programme be set up. He will be presenting a report.

Note

The Rehabilitation Institute and Hospital for the Disabled (RIHD) produces 3 limbs per employee (5) per month.

4. Educational Materials

- a) Materials relating to spinal injury are being prepared by Valerie Taylor and Liz Carpenter in conjunction with ADAB (Association of Development Agencies of Bangladesh) who will print and publish and provide some funding.

Materials include:

- (i) Manual for workers - material being used from David Werner's book
- (ii) Poster for hospital
- (iii) Leaflet for patients and families (care after discharge)
- (iv) Flip charts for hospital staff

It is hoped other disabilities may be similarly covered in future.

5. Development Education

Walter Holt is in Bangladesh continuing his assignment according to an outline plan of audiovisuals prepared by AHRTAG.

Background to the Centre for the Rehabilitation of the Paralysed

Aims

a) To give priority to cases of traumatic spinal cord injury, then to the non-traumatic cases of paraplegia and tetraplegia. The object is to provide complete rehabilitation (physical, mental, social, economic) to each paralysed person to prepare them for return to their previous employment, and thereafter to lead as full a life as possible.

b) As a long-term objective to increase the awareness of the general public towards the special needs of paralysed people from the time of the accident onwards.

The CRP is the only centre of its kind in Bangladesh. It moved to its present premises, in a central location, on 31 March 1986. The building is a large 2-storey house with room for 40 patients. The back wing of the first floor houses 7 small staff quarters. The first row of outhouses provides accommodation for four wheelchair members of staff. The second row houses the occupational therapy department and wood workshop. The double garage contains the metal workshop where the wheelchairs and other aids are produced.

The increase in the size of the grounds of the Centre provides space for a cordoned off area to keep ducks, chickens and goats.

A court for badminton or volley ball has been marked off on the front lawn.

Number of patients admitted to the Centre in 1986

Of 182 patients admitted:

41 were traumatic paraplegia
21 were traumatic tetraplegia
8 were other causes traumatic paraplegia
112 were varied causes on non-traumatic paraplegia

Follow-up List

On 31.12.86, 650 paralysed persons had been entered on the follow-up list.

PROGRAMME

DAY 1

Morning Session

- Introduction: By Biswanath Chowdhury
Discussion : A look at aids and equipment currently being produced

Afternoon Session

- Discussion : A look at management of common disabilities and the present situation for treatment

DAY 2

Morning Session

- Discussion : Setting up orthopaedic workshops

Afternoon Session

- Presentation: Brief descriptions of present work outreaching into villages by: Salam (CRP), Malati (Kalyani) Anders Bjornsen (Bangladesh Institute of Mentally Retarded)
Discussion : Why so few?
Why is it so difficult?
How can this be helped?

DAY 3

Morning Session

- Discussion : How to increase education and practical skills of those working with disabled people
Aim to establish: Who needs to learn; Who is willing to teach

Afternoon session

- Review of minutes
Discussion: Can any decisions be made or plans suggested?
What needs to be explored further?

APPENDIX C

Aids and Equipment for Disability and way for Active Life.
2, 3 & 4 March 1987

List of the Participant

1. Dr. Sandbo Sental Mission Norwegian Board
Health Project, Moulvi Bazar
Bangladesh.
P.O. KAJALDHARA 3234, MOULVI BAZAR
2. Helushi Rema Sental Mission Norwegian Board
Health Project, Moulvi Bazar
Bangladesh.
3. Mr. Atar Ali Santi Clinic and Nursing Home (PVT) Ltd.
Magura.
4. Mr. Clement Rojario Community Health Care Project
Mirpur, Dhaka.
5. Hasina Banu Bangladesh Council for Child Welfare
22, Topkhana Road
Dhaka-2.
6. Md. Shahad Ali Santi Clinic and Nursing Home (PVT) Ltd.
Magura.
7. Hosna ara Begum Social Service, R.I.H.D
Dhaka.
8. Nicholas Biswas R.I.H.D., Dhaka. *Rehabilitation Institute
& Hospital for the Disabled.*
9. Cornelius Games Rajshi Medical College Hospital
Rajshi.
10. Raymond Biswas Heed Bangladesh, Leprosy Hospital
Kamolgonj Project
P.O. - Keramatnagar
Dist-Moulvi Bazar.
11. David Fitz Gerald Sick Shelter, 105/5
Mondouri Para,
Tajgaon, Dhaka.
12. Marie Cermen Centre for disabled
Asharbari
P.O. - Bagachara
Dist-Jessore.
13. Marf Antonia Centre for disabled
- Asharbari
P.O. - Bagachara
Dist-Jessore.

14. Gabriel Spiga Centre for disabled (XAVIERIAN FATHERS)
- Asharbari P.O. BOX 159
P.O. - Bagachera KHULNA
Dist-Jessore. Bangladesh
15. Shocheendra Nath Sheel Sadanpur,
Rajshahi.
16. Mr. Alfonso Sadanpur,
Rajshahi.
17. Shofiq Mahmud Sadanpur,
Rajshahi.
18. Md. Israil Rajshahi Medical College Hospital
Rajshahi.
19. M. Monjurul Haque Sadanpur,
Rajshahi.
20. Dr. Jaffar Mymensingh Medical College Hospital
21. Berit Linbergh E.R.P.H. Station road Tongi
(Empire Hotel) *Handwritten note: per line*
22. Maloti Rani Palo Bangladesh Protibondi Foundation
Handwritten note: Bangladesh Protibondi Foundation
23. Gillian Gardiner Bangladesh Protibondi Foundation
24. Keyan Moll AK RTAG.
25. Dr. Poti Kumudini Hospital Mirpur
26. Mr. Relayet Hossain E.R.P.H.
27. Alison McDonald Leprosy Mission,
Chandraghona.
28. Monica Tomlin H-I-Cafe, Dhaka.
29. Md. Baqib Hossain S.C.B.M.R.P, Dhaka *(S.C.B.M.R.P. Dhaka)*
(C/o 16/5/57/4476)
Special Education of the Mentally Retarded
30. Biswanath A. Chowdhury Disabled Peoples Council
of Bangladesh, Dhaka, 5 *BAKERS*
DAKA 2
TEL. 4005
31. M. Molenkamp World Outreach, (Bisitak)

- | | |
|--------------------------------------|---|
| 32. M. Molen Kamp. | World outreach. (BISHU) |
| 33. Tricia Parker | OXFAM, Dhaka ⁻⁷ (IQUEBAL ROAD), MOHAMMADPUR |
| 34. Robiul Hasan | C.R.P. Dhaka. |
| 35. Syed Shajibur Rahman | E.R.P.H, Tongi |
| 36. Salauddin Ahmed | E.R.P.H, Tongi |
| 37. Sister Marianne Cse | Holy Cross College,
Dhaka. |
| 38. Sister Jiuanna Me | Holy Cross College, Dhaka. |
| 39. Sister Camsleter. M ^e | Holy Cross College, Dhaka. |
| 40. Monica Gonzalves | C.R.P. Dhaka |
| 41. Kitish Babu | C.R.P. Dhaka |
| 42. Joyce Hastings | C.R.P. Dhaka. |
| 43. A. Rahman | C.R.P. Dhaka. |
| 44. Hasan Shahriar | V T C for the Blind. (VOCATIONAL TRAINING
NO MURPUR, SECTION 1, CENTRE)
DHAKA |
| 45. Moti Biswash | V T C for the Blind |
| 46. Mirza Taufique | 64, Kollyanipur Main Road |
| 47. Hassan Beg | 64, Kollyanipur Main Road. |
| 48. Alan Smith | C.R.P., Dhaka |
| 49. Jon Soch raxo | Weed Leprosy Hospital
Keremot Nagar. |
| 50. Paul Naylor | C.R.P., Dhaka. |
| 51. A.K.M. Saifur Rahman | Assistance for Blind Children (ABC)
Dhaka. (House No. 15 Road No. 16 (new)
Dhankondi, Dhaka - 9 |
| 52. Amzad Hossain | Assistance for Blind Children (ABC)
Dhaka. |

- | | |
|--------------------------------|---|
| 53. Md. Nurul Islam | Assistance for Blind Children(ABC)
Dhaka. |
| 54. Mozzamel Hossain | R.I.H.D., Dhaka. |
| 55. Mr. Monsur Ahmed Chowdhury | Assistance for Blind Children(ABC)
Dhaka. |
| 56. Mrs. Monsur Ahmed | Assistance for blind Children(ABC)
Dhaka. |
| 57. Jeanine White | C.R.P., Dhaka. |
| 58. Monsur Ahmed | C.R.P., Dhaka. |
| 59. Kazi Shamsun | E.R.P.H. Tongi. |
| 60. Helen Enns | Heed Bangladesh
Leprosy Hospital
Keramatnagar. |
| 61. Barada Sarker | C.R.P. Dhaka. |
| 62. Paul S. Baidya | C.H.C.P, Dhaka. (COMMUNITY HEALTH CARE
M.R.P.L.R, DHAKA PROJECT) |
| 63. Jands, A. Biswas | D.P.C, Dhaka |
| 64. Md. A. Salam | C.R.P., Dhaka. |
| 65. Sunil Rozario | Association of Baptists
Memorial Children Hospital
Matunghat, Coxs Bazar. |
| 66. Shubi(ash Chakma | Association of Baptists
Memorial Children Hospital
Matunghat, Coxs Bazar. |
| 67. Quamrul Islam | A.P.C., Dhaka. |
| 68. Miss Rina Biswas | C.R.P., Dhaka. |
| 69. | |
| 68. Simson K. Faroi | Dhaka Physiotherapy Centre, Dhaka. |

APPENDIX D

ORGANISATIONS CONTACTED

NORAD

Norwegian Embassy, Dhaka
Contact: Bjorn Johannessen; Tel. 606895/602304/
603091

KUMUDINI Hospital

Mizapur
Contacts: Dr & Mrs Poti

CARITAS BANGLADESH

2 Outer Circular Road, Shantibagh; Tel. 402409
Contacts: J.S. Pereira (Executive Director)
Shubash Rozario

ASHABARI

Centre for Disabled
P.O. Bagachara, Dist. Jessore
Contacts: Father Gabriel Spiga

RADDA BARNEN

(Swedish Save the Children)
Contact: Dr Thamm

To: Members of AHRTAG Council and Council Advisers

From: Ken Ritchie
Executive Director

The next meeting of the AHRTAG Council will be held on Wednesday 6th May 1987 at 4.00 pm in AHRTAG's offices. We hope you will be able to attend.

A G E N D A

1. Apologies for absence
2. Introductions
3. Minutes of meeting of 25th February 1987
(previously circulated)
4. Matters arising
 - 4.1 Council membership and Advisers (41.3)
 - 4.2 Arrangements for DD evaluation (41.6)
 - 4.3 Networking of resource centres (41.8)
 - 4.4 PHC Newsletter (41.9)
5. Finance:
 - 5.1 Report on finances for 6 months to March 87
(to follow)
 - 5.2* Signatories for bank accounts
6. Accommodation
- 7.* AIDS Newsletter and information work
- 8.* Report on Rehabilitation Aids seminar and other work in Bangladesh (report to be noted only as Ann Darnbrough may not be able to attend)
- 9.* Proposal for rehabilitation aids seminars in Africa
10. Staff matters:
 - 10.1 Appointment of Ada Morgan, Assistant Disability Unit Officer
 - 10.2* Proposal for appointment of Deputy Editor
 - 10.3 Report on salary negotiations.
11. Dates of future meetings
12. Any other business.

* = papers enclosed

(A separate mailing of past minutes and papers is being sent to new members of Council and Advisers.)

K Ritchie
28.4.87

AHRTAG COUNCIL MEETING, 6TH MAY 1987

BANK SIGNATORIES

At present the signatories for our bank accounts are:

- up to £200: one of Ken Ritchie, Kathy Attawell,
 Suzanne Fustukian (in practice the
 Exec. Dir. unless he is not available);

- over £200: one of the above staff and one of
 Miles Hardie, Alan Morgan, David
 Morley and Aubrey Sheiham.

There have, however, been occasions on which it has been difficult for staff to obtain signatories for payment, and in particular, there was a period before Easter when it appeared that all Council signatories were out of the country and a staff member required travellers cheques for an overseas visit.

It is therefore suggested that the Council should consider:

- (a) authorising payments between £200 and £400 on the signatories of two of the above staff;

- (b) appointing an additional Council member as a signatory for bank accounts.

K. Ritchie
22.4.87

AHRTAG COUNCIL MEETING, 6TH MAY 1987

Report on the progress of salary negotiations1. Background

In February 1986, after a long period of negotiation, AHRTAG and ACTSS agreed on a salary structure which would be effective from 1st April 1985. AHRTAG and ACTSS agreed that the new structure was "durable" and "should only need to be renegotiated if significant new factors arise".

In accordance with the agreement, a cost-of-living adjustment was made in the salary scales in April 1986.

2. Claim by ACTSS Shop

In February 1987 the ACTSS shop proposed some major amendments to the scales (effectively proposing a new structure, rather than revisions), and asked for a number of improvements in conditions of employment, including the payment of a London allowance. We were not able to accept the Shop's proposals.

A major issue raised by the Shop was the high cost of living in London, and particularly high accommodation costs. The Shop was invited to submit evidence to illustrate their claim.

3. Offer by Management

After several meetings with Shop representatives, AHRTAG could not accept the argument for a separate 'London allowance'. The problems of high living costs in London were, however, recognised, and it was decided to offer staff a substantial increase in salary levels. The offer made included:

- (a) a £750 increase for all staff (i.e. excluding Exec Dir and consultants)
- (b) an agreement over 3 years to pay cost-of-living adjustments equivalent to the change in the Retail Price Index + 0.75%;
- (c) an additional increase of £150 for grade C staff in recognition of their occasional need to work irregular hours;
- (d) a procedure for controlling overtime working and the taking of time off in lieu, and for (in exceptional cases) the payment of overtime to grade A and B staff;
- (e) improved entitlements to sick leave;
- (f) a modest offer of paternity leave to staff who have been employed for at least one year, and of maternity leave for people who have been with AHRTAG for one, but not two, years;
- (g) a procedure for time off for care of dependants;
- (h) rejection of a 'closed shop' proposal, but an undertaking by AHRTAG to facilitate the recruitment of members by ACTSS;
- (i) agreement to discuss pension schemes, with a view to making a modest provision for pension contributions from April 1988.

This offer was made conditional on:

- (1) acknowledgement by ACTSS that there is no case for a separate London allowance (as salaries have always been set for London-based staff);
- (2) acceptance that the agreement will last for 3 years, during which time issues covered by it will not be renegotiated unless "significant new factors arise" (but with a review meeting after 2 years).

4. State of negotiations

The ACTSS shop have accepted the offer, but their statement on London allowance is not as clear as we would have liked, and they want a two year rather than a three-year period for the agreement.

We have responded by suggesting a three-year period with a review meeting after the second year "to consider any significant new factors which might have arisen, and whether the agreement can remain effective" for the third year.

That proposal was put to the Shop on 16th April, but we have not yet received any response.

5. Salaries which would be paid under the offer

The offer which has been made to the Shop would lead to the following salaries for the year beginning 1st April 1987:

Grade A	£9,106 - 10,688	in steps of £264
Grade B	£10,161 - £11,743	in steps of £264
Grade C	£11,366 - £13,476	in steps of £264

Actual salaries would range from £9,238 (F Zaegel, on bottom point of scale plus $\frac{1}{2}$ increment for staff with less than 6 months service) to £11,893 (K Attawell and S Fustukian).

K Ritchie
1st May 1987

ahrtag

Appropriate Health Resources and Technologies Action Group Ltd (AHRTAG)
85 Marylebone High Street, London W1M 3DE UK Tel: 01-486 4175 Telegrams: AHRTAG London W1
Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

TO: Members of Council
FROM: Ken Ritchie
Executive Director

PROPOSED DATES FOR COUNCIL MEETINGS IN 1987

I would like to propose the following dates for Council meetings during the remainder of 1987.

6th May

22nd July

30th September

9th December

All of the above dates are Wednesdays, and it is proposed that meetings will begin at 4.00 p.m.

ahrtag

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Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

April 2, 1987

Dr Ravi Narayan
Flat 18/G
York Terrace East
LONDON NW1 4PT

Dear Dr Narayan,

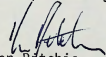
At our last Council meeting it was agreed that I should write to you asking whether you would be prepared to serve as a 'Council Adviser' during your stay in Britain. We hope very much that you will be able to help us in this way.

You will already know something of AHRTAG's work. I am, however, enclosing a copy of our most recent Annual Report which describes our activities.

AHRTAG's Council is elected by its membership and has overall responsibility for AHRTAG's work. The Council has decided to appoint as 'Advisers' people who, because of their length of stay in Britain or other work commitments, would find it difficult to act as full trustees of the organisation, but who nevertheless have much experience to offer. Advisers will be invited to attend and fully participate in Council meetings, and they will receive all papers circulated to the Council.

We will be delighted if you feel able to accept the Council's invitation. The next Council Meeting will be held on 6th May, and I am enclosing a list of proposed dates for future meetings.

Yours sincerely,


Ken Ritchie
Executive Director

*- Acknowledged letter
- accepted council adviser
- will attend meetings in
May/July/September.*

*RN
14/4*

Executive Director: Dr Ken Ritchie, PhD

Council: Dr John D. C. Anderson, OBE, FRCS, MA, MD, BChir, DO, Dr Marie-Thérèse Feuerstein, SRN, MEd, DipCD, PhD, Mr Dennis Frost, OBE, Mr Miles Hardie, MA, FHA, Professor Martin H. Hobdell, PhD, BDS, LDSRCS, Dr Richard Laing, MSc, MBChB, Dr John Macdonald, MEd, PhD, Mr Alan Morgan, BSc, FIEE, FBIM, Professor David Morley, MD, FRCP, DCh, Ms Carrie Osborne, SRN, MSc, Professor Aubrey Sheiham, PhD, BDS, Ms Stephanie Simmonds, SRN, MPhil, Dr Gill Wait, BSc, PhD, Professor John K. G. Webb, OBE, MA, BM, FRCP, Dr Pamela Zinkin, MBChB, DCh, FRCP
Registered Charity No.274260 Company Registered No.1322161 (England)

DRAFT AGENDA FOR COUNCIL MEETING, 6TH MAY 1987

1. Apologies for absence
2. Introductions
3. Minutes of meeting of 25th February 1987
4. Matters arising
 - 4.1 Council membership and Advisers (41.3)
 - 4.2 Arrangements for DD evaluation (41.6)
 - 4.3 Networking of resource centres (41.8)
 - 4.4 PHC Newsletter (41.9)
5. Finance: report on finances for 6 months to March 87
6. Accommodation
7. AIDS Newsletter and information work
8. Report on Rehabilitation Aids seminar and other work in Bangladesh
9. Proposal for rehabilitation aids seminars in Africa
10. Staff matters:
 - 10.1 Appointment of Ada Morgan, ADUD
 - 10.2 Proposal for appointment of Deputy Editor
 - 10.3 Report on salary negotiations.
11. Dates of future meetings
12. Any other business.

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To: Members of Council and Advisers
From: Ken Ritchie
Executive Director

Council Meeting, 6th May 1987

I am writing to remind you that the next meeting of the Council will be held on Wednesday 6th May at 4.00 pm in our offices. We hope you will be able to attend.

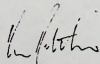
I regret that because of staff leave arrangements, together with a fault in our photocopier, it will not be possible for us to circulate papers for this meeting until sometime next week. We regret any inconvenience which this will cause.

Jack Procter

I am sorry to need to report that Jack Procter died very suddenly on 8th April. Jack, an industrial designer, was a long-standing member of AHRTAG and a frequent visitor to our offices.

He worked on a number of projects linked to both AHRTAG and ICH, such as the design of a metallic strip thermometer, of growth-monitoring charts, and of the TALC weighing scales. In 1985 he represented AHRTAG at a UNESCO-sponsored workshop on appropriate design for primary health care, and more recently he was in contact AHRTAG over his proposals for printing posters on plastic sheeting.

Jack attended our AGM on 25th February, and at the following Council meeting he agreed to become an Adviser to the Council.


21/4/87

Executive Director: Dr Ken Ritchie, PhD

Council: Dr John D. C. Anderson, OBE, FRCS, MA, MD, BChir, DO, Dr Marie-Thérèse Feuerstein, SRN, MEd, DipCD, PhD, Mr Dennis Frost, OBE, Mr Miles Hardie, MA, FHA, Professor Martin H. Hobdell, PhD, BDS, LDSRCS, Dr Richard Laing, MSc, MBChB, Dr John Macdonald, MEd, PhD, Mr Alan Morgan, BSc, FIEE, FBIM, Professor David Morley, MD, FRCP, DCh, Ms Carrie Osborne, SRN, MSc, Professor Aubrey Sheiham, PhD, BDS, Ms Stephanie Simmonds, SRN, MPhil, Dr Gill Walt, BSc, PhD, Professor John K. G. Webb, OBE, MA, BM, FRCP, Dr Pamela Zinkin, MBChB, DCh, FRCP

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ACTIVITIES UPDATE - RESOURCE CENTRE ADVISORY COMMITTEE

We are sorry that there hasn't been an Advisory Committee for sometime. There has been so much activity lately that we have not had time to organise a meeting of the Committee. However, we would like to keep in touch by sending you this activities update. We would also like to organise a meeting of the committee in April.

Please let Suzanne know which of these dates is possible. APRIL 13/14/15.

1. Network of resource centres

- . The proposal prepared by Suzanne, was submitted to the ODA Joint Funding Scheme on February 27. It was an application to assist four resource centres in Tanzania, Kenya, India and the West Bank. ~~(The proposal is enclosed.)~~ We expect to hear from the ODA at the beginning of April. We then have to submit it to other funding agencies for the rest of the funding - if you have any suggestions about possible funding or comments on the proposal, please let Suzanne know.
- . We are also hoping to organise a meeting of other international resource centres to discuss networking issues. Suzanne met Alok Mukhadhay, the new Director of Voluntary Health Association of India, in October 1986 who was very keen that such a meeting be convened. Others we would like to invite include: Tropical Child Health Unit, AMREF, TAPS (Brazil), Council for Primary Health Care (Philippines), Clearinghouse on Infant Feeding and Maternal Nutrition, and the Caribbean Food and Nutrition Institute.
- . The Commonwealth Secretariat are interested in the possibility of assisting government ministries of Health to set up health education resource units. We will hear from them later in the year.
- . Suzanne will be attending a meeting (27th April) with Dr M.A.C. Dowling, consultant to the Health Learning Materials Programme of WHO, at the TCHU to discuss the need for health materials in Portuguese and the possibility of assisting with resource centres.

2. Community Health and the Urban Poor

- . We have had only one hopeful response from the agencies we approached in October 1986. Ford Foundation replied saying they were interested but first had to ask their regional representatives for comments.
- . Thus, we need to do more marketing! Suzanne is attending the Global NGO Forum of Habitat in Nairobi 1-4 April where she will give a brief presentation about our proposal to set up an information service. About 200 people are expected, many of them from NGOs in developing countries actively involved with urban development, particularly with housing. It will be an excellent opportunity to discuss AHRTAG's proposal with practitioners.

- Trudy Harpham, our liaison person with Oxfam and research fellow on urban PHC at the London School of Hygiene & Tropical Medicine, has also suggested that Suzanne attend the preparatory meeting for the Habitat Forum to be held 1-6 June 1987 in Berlin. IYSH (UK) are coordinating the response of UK NGOs and the first meeting is to be held on the 25 March with War on Want, Save the Children, Christian Aid, CIIR etc.
3. PHC Newsletter
Do you remember that AHRTAG has a proposal for a PHC newsletter? And that the resource staff are to play a large part on the editorial work and planning for each issue. This still continues on. If you'd like any further information, ask Philip Stockley (or Suzanne).
 4. AIDS Newsletter
This has become a possibility! MISEREOR, West Germany, approached us with the funding, asking for a proposal. Again, this will have major implications for the resource staff. More information on this upon request (or at the Advisory Committee meeting).
 5. Resource Lists
Free international newsletters: FINISHED! ~~A copy is enclosed~~
Community Health Education: underpreparation
Directory of PHC courses (over 6 months duration): final edit.
 6. DD/AID Project
We just replied to a letter from Robert Clay, who is managing the DD project at AID. We hope they will then allow us to proceed with the purchase of a multi-system video recorder and approximately ten videos on diarrhoea, hygiene and water.
 7. CUSO
We are arranging a visit on behalf of Linda Cobb, Health Officer in in CUSO's Resources Group for the 21-24 April. She would like to discuss resource and training needs for a community health and rehabilitation programme in Nigeria's Kaduna, Plateau and Gongola States. If anyone has suggestions or knows of anyone who has worked in Nigeria please let Mimi or Suzanne know.

enclosed free newsletters list
+ ~~letter~~ networking proposal.

38
ACTIVITIES UPDATE - RESOURCE CENTRE
(follow-up to Activities Report from March 1987 - Item 1)

Advisory Committee was not held in April - very few people were in Britain during April! So we will try again in June. Suggested date : 12 June (Friday), 5pm.

1. Network of Resource Centres

* I asked Ann Burgess and her husband Lesley, for comments and suggestions on the Resource Centre application which they kindly did. Ann is a nutritionist who has worked in many Third World countries, most recently Tanzania. She has also worked with FAO for several years. They advised us to be cautious as to who or how we approached agencies for support of the Resource Centre on the West Bank. Could we have your opinions on this.

* Suzanne has written to Alok Mukhopadhyay of VHA1, India, suggesting that we collaborate in organizing a meeting of international resource centres and whether this meeting should be held in New Delhi at their new offices or in London. (see: attached letter - Item 2)

* The meeting with M.A.C. Dowling, WHO consultant for the Health Learning Materials Programme, was held on 27 April. (see: attached minutes - Item 3)

2. Community Health and the Urban Poor

* The Global Forum of NGO's involved in International Year of Shelter for the Homeless in April was an interesting meeting but not as useful as it might have been if better organized. Suzanne met with a number of people who were actively involved in urban community projects and received favourable feedback from them. It was particularly useful to meet Mary Racelis, Regional Director of UNICEF in East, Central and Southern Africa and Ralph Diaz, Advisor on Urban Affairs for that UNICEF region.

* Suzanne and David Auld (Middlesex student working with us on the urban health project) visited Susan Rifkin on 9 April who gave us her support as well as suggestions of other funders.

* David has been putting together a questionnaire (Item 4) on the information needs of urban health practitioners to go out, initially, with Oxfam's newsletter, URBIS and then to a wider selection of people from the Dialogue on Diarrhoea mailing list.

3. PHC Newsletter

* Suzanne, Katherine Miles, Maria Spyrou and Philip Stockley have met twice with Marie Therese Feuerstein to discuss layout of the PHC Newsletter. A mock-up is being prepared for discussion at the next major meeting at the end of May. The above staff have done quite a lot of work on this mock-up and it is beginning to take shape.

4. AIDS Newsletter

* MISEREOR have agreed to fund the production of a newsletter on AIDS with a component for information support from the Resource Centre. A further request for support has been sent to Oxfam and Save the Children, including £3,000 for the Resource Centre to purchase computer equipment, the latter includes a modem in order to allow us access to existing on-line databases.

* A meeting will be held on the 7 May at AHRTAG to discuss information activities on AIDS being undertaken or planned by British agencies: invited are PANOS Institute, IPPF, Bureau of Hygiene and Tropical Medicine, ECHO, Institute of Child Health and others. We expect to reach an agreement on areas of collaboration and mechanisms to use.

5. Resource Lists

* Chris Chevalier, a former Community Aid Abroad worker, has given us £1,000 to help us finish resource centre publications (see: attached list - Item 5); he has chosen the Directory and a Resource list of basic books for PHC. Chris was very impressed with our R.C. which made Chris, Mimi and myself feel very rewarded.

* Chris has also contributed an excellent collection of health education materials on water, sanitation and hygiene. We plan to work with Chris late in 1987 on a resource list in this subject area.

6. DD/AID Project

* Preparations are underway for the AID Evaluation which takes place 22-25 June. AID has given us the go-ahead to purchase a multi-system video cassette recorder, and other aspects of our work plan. Mimi will be particularly busy with the DD project in the next 2 months as she is currently the main resource worker spending time on the project. We also recently agreed that Mimi would act as 'liason' person between DD staff and R.C. and would attend editorial meetings. Regular meetings are also held between DD and R.C. staff to discuss information needs for upcoming issues, inquiries, problem areas etc.

7. CUSO

* A reply was received from CUSO Orientation Dept. regarding our request for support of the Resource Centre. Due to severe cut-backs in support from CIDA, they are unable to provide us with financial support apart from a £200 one-off donation and agreement to raise the daily fee for visiting CUSO cooperants to £30 (from £25).

* Mimi is the staff person responsible for CUSO cooperants and will be updating our country files of those countries where they have programmes: Nigeria, Ghana, Sierra Leone, Papua New Guinea and Vanuatu. Nicky Cape, a student on John Macdonalds course in Manchester from PNG, has offered to contribute to the information we have here on PNG. Could any of you help us with information on the above five countries, or other countries where you have a special interest?

8. Library

* Due to the long delay in purchasing appropriate computer equipment for the R.C. there is a large backlog of uncatalogued books. Chris has filed all the books, according to simple subject classification, in orange storage boxes, marked uncatalogued, in order to make these available to R.C. visitors.

* Enclosed are the last 2 acquisition lists circulated by Chris.

* Maria Avezoux, a library student placement from the North London Polytechnic, spent four very useful weeks with us in March-April. With her help, we set up 3 new health education files of materials on breastfeeding, immunization and water and sanitation, and brought the file on diarrhoea and ORT up-to-date.

FUNDING - RESOURCE CENTRE

1. A personal donation of £1000 was given to us on the 1 May by Chris Chevalier, formerly of Community Aid Abroad (Australia). He has requested that the donation be used by the Resource Centre towards the completion of Resource Centre publications from the attached list; Mr Chevalier has chosen to support the completion of Item 1 and preparatory work for Item 6.

Mr Chevalier will also further advise us on the water and sanitation components for Item 2 and work with us in late 1987 on Item 7.

2. An outstanding payment of £1500 has been sent to us (via the ICH) from World Vision. This was the final instalment of a three year grant to support the Resource Centre (1982-1984).

3. A component for information Support was included in the funding proposal to MISEREOR for the AIDS Newsletter. The amount is £2700 salaries; £1000 materials. (out of a total request for £58,320).

In addition, a request for additional support of both the AIDS newsletter and resource centre/clearinghouse has been sent to Oxfam and Save the Children (UK). The Resource Centre has requested £1500 from both agencies (ie. £3000) which will allow us to purchase computer equipment, including a Modem to access on-line databases on AIDS.

4. No reply has yet been received from the Ford Foundation for the Urban Health proposal following the positive 'holding' letter received at the end of January.

S. Fustukian visited Susan Rifkin in Liverpool who suggested other possible funders.

5. No reply has yet been received from the ODA regarding the application sent to them at the end of February to support four resource centres. (Copies of the proposal have been sent to Advisory Committee members and General Purposes Committee - if other council members not on either of these committees would like to receive a copy of the application, please let Suzanne know).

We have been told by the ODA that we may not hear from them until mid-May.

6. A reply was received from CUSO Orientation Dept. to our request for support of the Resource Centre, in addition to a daily fee for the orientation week of cooperants organized by AHRTAG. Unfortunately, CUSO, like many others, are facing major cutbacks in the support from CIDA. Therefore, they were only able to offer us support of £200 to our Resource Centre and the agreement to raise the daily fee for cooperants from £25 to £30 per day.

Funds received April-May 1987	£2700		
Funds requested	AIDS	£6700:	£3700 (MISEREOR); £3000 (Oxfam/SCF)
	Urban	£23145	
	Resource centres	£72785:	£40032 (ODA); £32753 (other donors)

(Funding also received from AID for DD project.)

ahrtag

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Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

To: Members of Council

From: Ken Ritchie
Executive Director

8th May 1987

Three Castles House, 1 London Bridge Street, SE1

Further to our discussion at Wednesday's Council Meeting, I am enclosing further details of the property at 1 London Bridge Street. (Please note that on Wednesday I was in error in saying that the floor area was 3000 sq. ft + the storage area: as you will see from the attached sheet the offices total 2582 sq. ft. with a further 446 on the ground floor with a separate entrance).

I have arranged that staff who have not yet had an opportunity to see the building will do so on Wednesday 13th at about 3.30 pm. Please let me know if you would like to see the building at that time, or if you would like me to arrange another opportunity for you to view it.

Provided that no major problems are identified by those who visit the offices on Wednesday 13th, we will make arrangements for a survey of the building.

K.R.

*To meet Director (Ken)
to discuss*

- i) Meeting & Staff*
- ii) Indic-Bibliography*
- iii) PHE/AIDS Newsletters*
- iv) Sexworkers Unit*
- v) Doc Centre Meeting*

Executive Director: Dr Ken Ritchie, PhD
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Dr Richard Laing, MSc, MBChB, Dr John Macdonald, MEd, PhD, Mr Alan Morgan, BSc, FIEE, FBIM,
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Dr Pamela Zinkin, MBChB, DCh, FRCP
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*Philip -
I've sent copy to A. Ross*
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THREE CASTLES HOUSE, 1 LONDON BRIDGE STREET,
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The building comprises:-

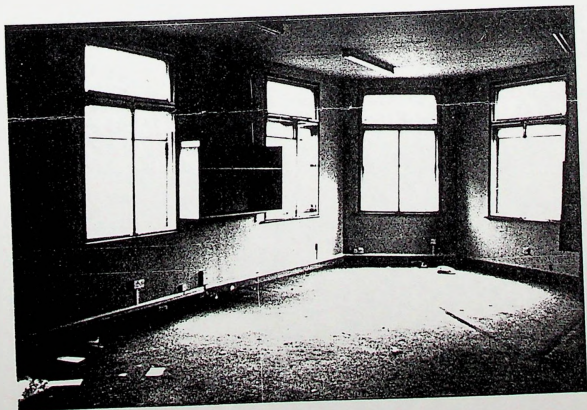
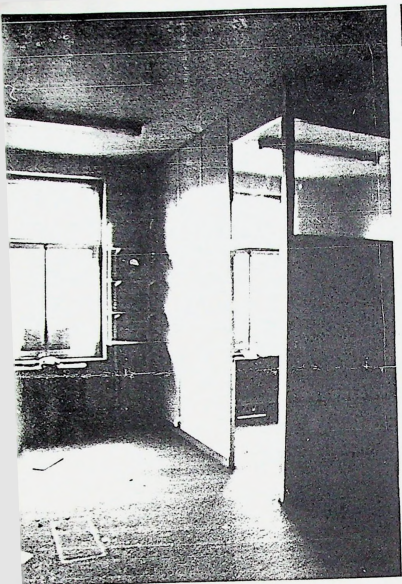
Ground Floor	Storage (separately entered)	about	446 sq.ft.
1st Floor	Offices (partitioned to form 3 offices, entrance hall and lavatories)	"	951 sq.ft.
2nd Floor	Offices (partitioned to form 3 offices, and lavatories)	"	1,026 sq.ft.
3rd Floor	Offices (partitioned to form 3 offices, and fitted kitchen).	"	605 sq.ft.

The premises are mainly double glazed and fully carpeted throughout.

Let on a full repairing and insuring Lease to June 1995 at a passing rent of only £10,000 per annum exclusive (rent review June 1990).

PREMIUM By negotiation.

Ins. View: Strictly by Appointment through FIELD & SONS 407 1375



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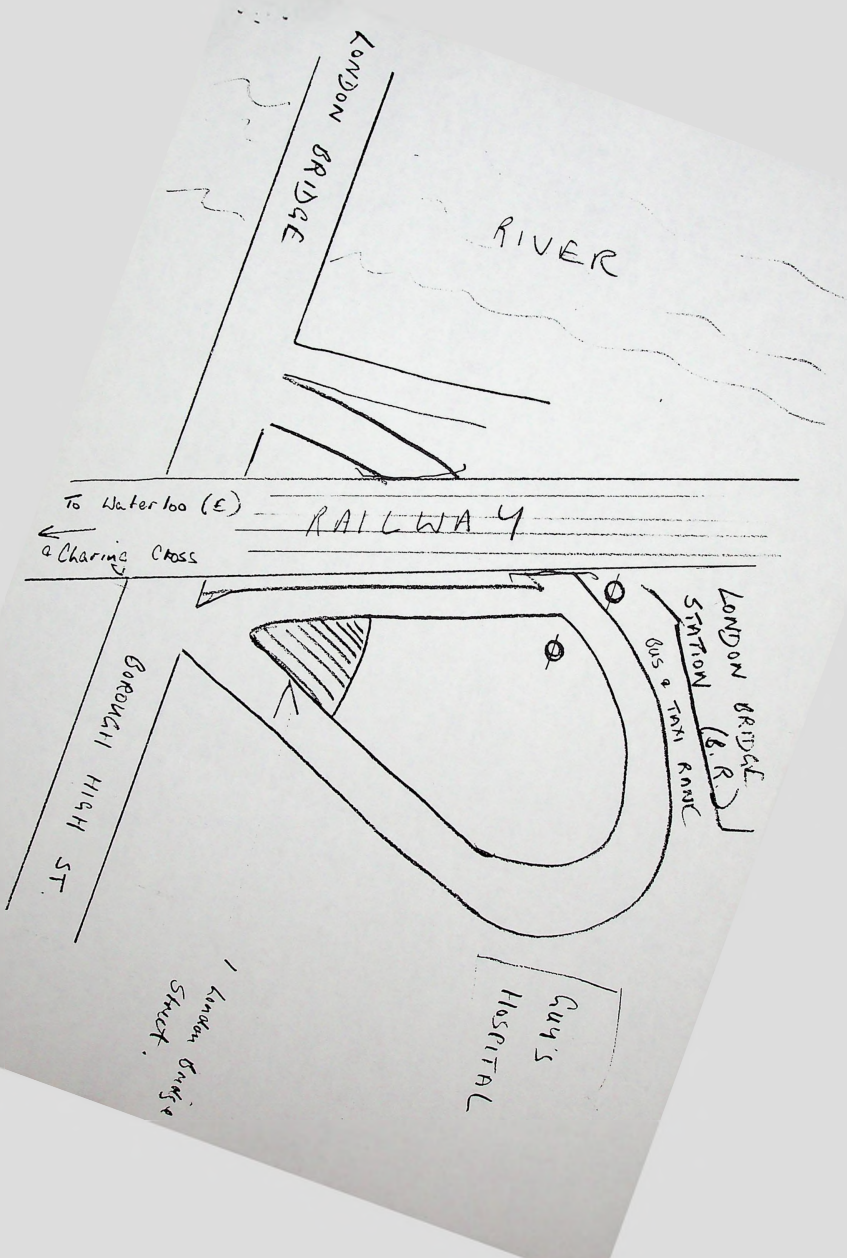
← Charing Cross

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BUS & TAXI Kiosk

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Guy's HOSPITAL

London Bridge Street.



AHRTAG COUNCIL MEETING, 22ND JULY 1987

UK NGO CONSORTIUM ON HIV INFECTION AND AIDS

In recent months a group of British NGOs have been meeting together to discuss work on AIDS in the Third World. These meetings have aimed to

- enable NGOs to exchange experiences and information on their programmes;
- update NGOs with technical information on AIDS;
- discuss possible future initiatives and inter-NGO collaboration on AIDS.

A subgroup of the wider group met at AHRTAG on 7th May 1987 to discuss the spread of information and educational material on AIDS. A copy of notes on that meeting are attached.

A follow-up meeting, organised by Bob Grose on behalf of AHRTAG and War on Want, considered how NGOs should deal with the media on AIDS, and issues which might arise.

It was recommended that the work of the group should be formalised through the establishment of a consortium with a half-time staff member. IPPF, who have received ODA funds to set up an AIDS Unit, offered to provide staff person and office space: after some discussion this was accepted, but it was agreed that agencies should be invited to contribute to the costs to ensure the independence of the consortium from IPPF. £500 per agency was suggested (but not as a condition of membership of the consortium).

This proposal was considered at a meeting of the group on 23rd June and accepted on a 6 months basis. CAFOD did, however, state that it would have difficulties over the siting of the secretariat at IPPF, and it was therefore agreed on the basis that we would seek alternative accommodation at the end of the trial period.

It was agreed that Tim Lusty would continue to act as chair of the consortium (although he is leaving Oxfam, Oxfam have offered him an honorarium to continue his work with the consortium) and I, on behalf of AHRTAG, agreed to act as treasurer.

It is recommended that:

- (1) AHRTAG continues to play an active role in the consortium;
- (2) AHRTAG contributes £200 to the costs of the consortium for the initial 6 month period;
- (3) If space permits in AHRTAG's new offices, AHRTAG should offer to provide accommodation for the secretariat (all office costs and a contribution to rent would be paid by the consortium)

K RITCHIE

6th July 1987

AIDS newsletter: update on status

Both Suzanne Fustukian and Kathy Attawell have recently visited Miserior in Aachen to discuss the AIDS newsletter and associated information activities.

Funding

- . Miserior have guaranteed funding, (170,000 DM 1987-1988) for the newsletter for the year and are prepared to commit a total of 510,000 DM to the project over three years. (total: approximately £170,000).
- . SCF and Oxfam have been asked to make a small contribution towards the newsletter in order that Miserior is not the sole donor.
- . Memisa Medicus Mundi discussed with Suzanne contributing 20,000 guilders, over and above the original budget, towards the newsletter. It is suggested that this amount to be used to contribute towards the salary of a Resource Centre staff person's time. This will be necessary to provide information back up to the newsletter, and to enable AHRTAG to answer the anticipated large number of inquiries that will be generated by the publication of the newsletter. Suzanne will also approach SIDA (who have already suggested contributing towards these activities) for additional support for information/Resource Centre activities on AIDS.

Editorial/Staffing

- . An advertisement for a Deputy Editor for the Publications Unit will be placed in the Guardian on Monday July 13. The person employed in this new position will be working closely with the Editor on the AIDS newsletter.
- . The Editor has approached potential editors and editorial advisors in the UK and developing countries regarding their possible involvement with the AIDS newsletter.
- . Possible relationship with WHO is currently being discussed.

Schedule

Planning activities, including first editorial meeting, requests for articles etc to be carried out during July-August. It is hoped that issue 1 will be published in September, and issue 2 in December.

N.B. ATTACHED PAPER CONTAINS SUMMARY OF DETAILED DISCUSSIONS WITH MISERIOR

AIDS newsletter

Meeting with Michael Wolff during which we had a general discussion about the newsletter and some of the potential difficulties and sensitivities involved. The following points were raised:

- . discussion of potential sensitivities regarding condoms and the Catholic Church - Dr. Wolff realises that there may be difficulties but accepts that MISERIOR must overcome these. The suggestion that Dr Fleischer and Dr Wolff be included on the editorial advisory board is partly to overcome this problem - so that they are seen to have influence but not control over content and editorial policy. It is also important for this reason that other eminent people are included on the editorial advisory board.
- . involvement of WHO - KA discussed correspondence and conversations with WHO regarding their potential involvement in the newsletter. Dr Wolff suggested that their involvement would be useful but would not be happy about total WHO editorial control. KA will pursue discussions with WHO and write to Jonathan Mann to clarify WHO/SPA position. One possibility is to include a member of the WHO/SPA Health Education Unit team on the editorial group - I understand from Dr Meyer that Sunil Mehra (ex-AHRTAG) will be joining WHO to work on the AIDS programme and he might be a useful addition to the team.
- . general discussion about problems of obtaining accurate data about the magnitude of the problem. KA explained to Dr Wolff briefly about NGO coordination in U.K. and meetings and cooperation particularly between organisations involved in information activities relating to AIDS.
- . it was agreed that MISERIOR would not have editorial control over the newsletter, but that KA would fax over the final draft material for review by Dr Wolff and colleagues and to enable them to anticipate any criticisms from the Church.
- . MISERIOR would like OXFAM and SCF to be included in list of organisations supporting the AIDS newsletter. This again would deflect possible criticism from the Church. Similarly KA will discuss with Bureau of Tropical Hygiene possibility of adding them to list of supporters - in terms of information support. KA also suggested approaching SIDA later this year for some funding support for other language editions of the newsletter once it has been established in English (SIDA have already expressed willingness to support in discussions with KA).

Content

- . Agreed that the newsletter should contain elements of discussion of issues, but be largely practical and educative. Educational component extremely important, particularly focus on educational and communication methods. Newsletter should also include brief updates of research news/summaries of scientific articles/and media reports from developing countries. (This type of information will be available from the Bureau and PANOS)

Issues to be raised include worst vs best scenarios/incorporation of AIDS educational and control activities into PHC programmes/importance of need to continue other programme activities eg CDD/EPI/HCH and not focus on AIDS in terms of resources at the expense of these other programmes.

MISERIOR

Miserior is funded by the German government and the Catholic Bishops in Germany.

AIDS project

Miserior's involvement in AIDS has three components:

1. Scientific group developing appropriate technology for selected hospitals in developing countries - mainly in Africa e.g. ELISA tests (Dr Fleischer)
2. Information service - this includes the AIDS newsletter
Suggested that 2 issues are produced in 1987 and 4 issues (in English) in 1988. Other priority languages include French, Spanish and Portuguese. Miserior is also interested in producing in Asian languages - agreed: need to decide which languages and also wait until the problem has become more obvious in Asia.
3. Provision of basic equipment for care of AIDS patients in hospitals - eg plastic gloves and syringes.

This project has been submitted to and approved by the German government.

For 2. Miserior has 510,000 DM (approximately £170,000) available over 3 years.

Mailing lists

It was agreed to use AHRTAG's existing mailing list. KA explained that 125,000 copies distributed of DD, but many of these in bulk and some to regions where the AIDS newsletter less relevant at present.

Miserior would also have a small mailing list of recipients for the newsletter.

French edition

- . It was agreed that first of all KA should try to ascertain whether any publication about AIDS along the lines of the proposed AHRTAG/Miserior newsletter is already being produced in French. If this is the case, a French translated edition may be unnecessary.
- . While ORANA do a good job with DD French edition, it was felt that French edition of AIDS newsletter might be better produced in Zaire if feasible.
- . KA agreed to write to IUAT, ICC, Pasteur Institut in Paris to find out about current activities, particularly information activities to do with AIDS.
- . KA also agreed to send to Miserior approximate budgets for producing AIDS newsletter in French, one based on possible costs for producing in London, the other based on ORANA costs for French DD.
- . ORANA mailing list could be utilised for distribution of French edition of AIDS newsletter.

Format

Miserior have no strong preferences for format or design, except that the newsletter should be similar in style to existing AHRTAG publications, be printed in black and white and possibly have its own logo. The title needs to be easily translatable into other languages, and should stress (possibly in a subtitle) information, practical, forum, international. Important that the newsletter is seen to be international rather than specifically focusing on Africa.

Agreed that it would be important to include somewhere in the newsletter that the editors do not assume responsibility for the views expressed in the newsletter by the authors.

Regional sensitivities / socio-cultural differences to be undertaken and adapted to.

Funding

Miserior staff suggested that it would be easier to make arrangements for funding the newsletter if AHRTAG's budget also worked out on the basis of cost per copy. Miserior could then agree to buy a certain number of copies of each issue at a specific price - AHRTAG would send Miserior a bill for a specific number of copies every quarter. Assuming a total annual print run of 100,000 copies AHRTAG would request (@ approximately \$1.00/copy) \$20,000 per quarter for 25,000 copies in advance.

- . KA agreed to send to Miserior copies of AHRTAG's Articles of Association and Auditor's Reports for 1985 and 1986.
- . KA will also send to Miserior a revised budget based on price per copy.
- . Miserior also requires further information about the mailing list, numbers of subscribers in each region, criteria for distribution, how AHRTAG intends to publicise the availability of the newsletter etc.
- . Availability of the newsletter will be publicised in DD, ARI News and through other channels previously utilised to expand the existing AHRTAG mailing list.

Editorial advisors

KA to write to various individuals suggested - in Africa, Latin America, as well as US and Europe.

Dr Fleischer FRG has agreed to be on the editorial advisory board.

Time schedule

This will largely depend on the time it takes to put together a skeleton editorial advisory group and to arrange meetings with core technical editorial group. KA suggested provisionally August might be a possible publication date.

First issue to possibly include:

- . history of AIDS/global overview of the problem
- . review of a few key articles/research papers
- . basic outline of what AIDS is - meaning of acronyms, how to recognise, clinical signs, what is a virus etc
- . development impact of the AIDS problem
- . resource list - sources of information about AIDS/key articles/organisations

ka.

READING LIST - PRIMARY HEALTH CARE

General - development

Environment Liaison Centre. 1985.

Sustainable Development. Report of the proceeding of the global meeting on environment and development for non-government organisations, 4-8 February 1985, Nairobi.

- "Working Group Reports (Round I): No. 1, 2, 10

Laidlaw, K. and R. Laishley

"Why the poor can only get poorer..."

Commonwealth

O'Keefe, P. and B. Munslow. 1984

"Woman's power."

New Statesman 24 August 1984

General - primary health care

1. Wait, G, and P. Vaughan. 1981

An Introduction to the Primary Health Care Approach in Developing Countries. (HA1 WAL)

2. Zurbrigg, Sheila.

Rakku's Story - Structures of Ill-Health and the Source of Change.

3. UNICEF.

The State of the World's Children, 1984: pages 1 -63

The State of the World's Children, 1985: pages 42-47, 64-67 (women), 67-71 (water).

"Going to Scale." Summary Report of the Second Inter-agency Meeting on Community-based Approaches for Child Development. 29 -31 October 1984.

4. The Human Factor: Readings in Health, Development and Community Participation. CONTACT Special Series No.3, June 1980.

Chapter II "Community Participation - the Heart of Primary Health Care"

Chapter IV "Rural Health Problems in Developing Countries - The Need for a Comprehensive Community Approach."

Chapter VII "On the Limitations of Community Health Programmes."

Chapter X "Health Care and Human Dignity."

5. Werner, David

The Story of Chelo.

"Village Health Worker - Lackey or Liberator?" in Bang & Patel, Health Care - Which Way to Go? Medico Friend Circle.

6. Rural Health. Ideas and Action No. 145, 1982.

"Rural development and PHC." (2-4)

"Myths and obstacles." (4-6)

"The myth of PHC: case studies from Peru." (7-12)

"Mobilization for health. The case of Guinea-Bissau." (13-20)

"Towards a rural health development strategy." (44-51)

7. Chabot, H.T.
"Primary health will fail if we do not change our approach."
Lancet 11 August 1984: 340-41
8. Heggenhougen, H.K.
"Will Primary Health Care efforts be allowed to succeed?"
Social Science and Medicine, Vol. 19, no. 3: 217-24
9. Nabarro, David.
"Health for All by the Year 2000: A Great Polemic Dissolves into
Platitudes?" in Jayarao & Patel, Under the Lens: Health and Medicine.
(47-61) Medico Friend Circle Bulletin. 1986.
10. Tuishen, M & C. Barker
"Editorial" The Health Issue.
Review of African Political Economy No 36, Sept 1986.
11. Banerji, D.
"Political Dimensions of Health and Health Services." (133-149)
in Health Care - Which Way to Go? HAI BAN.
12. Andams, G.P. (Nov-Dec 1985)
Advancing the People's Struggle through Alternative Programs in Health.
13. Tan, M. (May-June 1984)
Primary Health Care - Another Placebo?
14. Simbulan, R. (May-April 1984)
Medicine and Social Responsibility.

Appropriate Technology

1. Khor Kok Peng. 1983
"Modern Technology Inappropriate for Development in Third World"
Gulf News 23 April 1983.
2. Pacey, A. 1983.
The Centre of Technology.
Culture
3. Rybczynski, W. 1980.
Paper Heroes. A Review of Appropriate Technology.
4. Emmanuel, Arghir 1982.
Appropriate or Underdeveloped Technology?
5. IOCU
Appropriate Products

AHRTAG COUNCIL MEETING, 22ND JULY 1987

ACCOMMODATION (UPDATE PAPER)

1. Further to my paper of 3rd July, we have decided not to make an offer for the lease of the Kirby Street offices because
 - (a) the Receiver has substantially increased the premium being sought, and it appears that we do not have the funds to compete with other bidders;
 - (b) the minimum costs of converting the building to office space would be around £10,000, and it would probably cost as much again to partition the offices to our requirements.
2. We have therefore given some further consideration to the offices at 1 London Bridge Street, and have arranged that a survey be undertaken. Because the building has been on the market for some time, we believe it would be possible for us to acquire it at a very low premium (and, as War on Want at present holds the lease, it should be possible to negotiate staggered payments of any premium).

Staff, however, still have serious reservations over the suitability of 1 London Bridge Street (noise from the railway, disabled access only to a separate ground floor office, decoration required, etc).

3. Staff will therefore be continuing their search for alternative accommodation during the coming weeks. Staff have volunteered to split the tasks of contacting estate agents, searching through local papers, contacting organisations which might be able to help, etc. among themselves.
4. Our solicitors have recommended that before 24th July (the date by which we must respond to the notice to terminate our tenancy on 24th December) we ask for a new tenancy. This would not commit us to anything until a new lease had been prepared and signed, a procedure which could be delayed by negotiation of the terms. We would, however, be committed to giving three months notice and we could be charged legal fees.
5. It is therefore recommended that:
 - (a) we request a new tenancy as recommended by our solicitors;
 - (b) we encourage staff in their initiatives in searching for alternative accommodation;
 - (c) we fix a date by which we will take a decision based on whatever options are open at that time.

K RITCHIE

10TH JULY 1987

AHRTAG COUNCIL MEETING, 22ND JULY 1987

ACCOMMODATION

- 1 We have now been served with an official notice of our landlords intention to terminate our tenancy on 24th December 1987. We must respond to this notice, stating whether or not we wish a new tenancy, by 24th July. Our landlords have intimated that they will not oppose an application for a new lease.
- 2 At the Council meeting on 6th May, premises at 1 London Bridge Street (formerly occupied by War on Want) were discussed. Staff have not proceeded further with these offices because of potential problems with noise, as well as the drawback of only a separate ground-floor office having disabled access.
- 3 We are now considering premises in Kirby Street, EC1. Kirby Street runs parallel to Hatton Garden, between Hatton Garden and Farringdon Road. Although the entrance to the offices are in Kirby Street, they are on a corner site and also have windows on St Cross Street and Saffron Hill.

The ground floor of the building offers about 2,700 sq. ft. and the first floor 2,800. The first floor we consider to be more suitable in that it would require less work done on it, but we understand that the first floor is already under offer.

The present rent is only £3 per sq.ft. and there will not be a review until 1991. The low rent is probably in part a result of the building having been classed as 'studio/light industrial use', but we are told that recent changes in planning regulations will allow the building to be used for offices (our agents are seeking confirmation of this change).

The building is occupied by a photographic company which has gone into liquidation. The floor space has unfortunately been partitioned into many small rooms, a number of which have been used as dark rooms and therefore have no natural light. Additionally, some of the windows have been blacked out. We will therefore require a survey to estimate the costs of converting the building to suit our requirements.

We have asked our agents to ascertain the terms requested by the present occupants and/or the receiver (we understand that they are seeking a premium of £8,000 in view of their freehold interest). Provided no difficulties arise, we plan to make an offer for the lease (1st floor if possible, but otherwise the ground floor) as soon as possible.

We would be pleased to make arrangements for any Council members who might wish to view the building.

ahrtag

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85 Marylebone High Street, London W1M 3DE UK Tel: 01-486 4175 Telegrams: AHRTAG London W1
Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

Dr Ravi Narayan
Flat 18/G York Terrace East
London NW1 4PT

9 January 1987

Dear Ravi,

Happy New Year!

Following from our telephone conversation, here is the address for Action Health 2000 and some information about them, particularly their interest in 'action-research'.

ACTION HEALTH 2000
35 Bird Farm Road, Fulbourn, Cambridge CB1 5DP
tel. (0223) 8801 94
Contact: Dr Mukesh Kapila

Also enclosed in a copy of our recent acquisitions with some publications you might find of interest.

I was interested in the bibliography on community health in India which you mentioned. We would very much like to make the bibliography available and collect the material here as far as possible. Perhaps we could get funding for a 'special collection'. I've enclosed the reading list which I quickly put together for our two student placements from the Middlesex Polytechnic - as you can see, I make use of the Medico Friend Circle publications. The development section in the list is 'under-developed' because of technical problems with our computer.

Finally, would it be alright for David Auld and Mathanan to visit you on the 19 January? I have tried to introduce them to many different issues in PHC and thought you ~~may~~ be able to discuss these issues with them and your experiences - something like Topic I of your list of seminars!

Yours sincerely,



Suzanne Fustukian

AHRTAG COUNCIL MEETING, 22ND JULY 1987

FINANCE REPORT - PART I

Attached is an analysis of our general fund and project accounts to 31st March 1987 (i.e. for the first half of our financial year).

We hope to be able to circulate (or table at the meeting) a similar analysis for the 9 months to 30th June. (Unfortunately this work has been delayed by the absence on leave of Philip Stockley who is normally responsible for cost allocations to projects).

The analysis to 31st March 1987 shows

- (1) During the first half of our financial year our general fund reserves dropped from about £26,000 to about £15,000. Clearly we cannot allow this trend to continue. Reserves of only £15,000 in an organisation with a turnover of about £500,000 p.a. is far from satisfactory, and as a result we are restricted in our choice of alternative accommodation.
- (2) The main drain on general funds during the period has been the non-project work of the disability unit. Publication of future issues of 'Aids for Living' must therefore be postponed until more funds are available, and we must reduce other work in the disability unit which is not covered by project funds.
- (3) We have not been successful in reducing 'funds recoverable', i.e. in ensuring receipt of project grants which have been pledged for work already done. Catching up on claims to donors must be given greater priority, and steps taken to ensure faster processing of USAID grants.
- (4) At the Council meeting we hope to be able to present plans for additional fundraising initiatives, both for projects and for general fund support.

K RITCHIE

10TH JULY 1987

PROJECT AND GENERAL FUNDS, OCTOBER TO MARCH, 86/87.

		Balance 1.10.86	Reservable 1.10.86	Income Oct-Mar	Expenditure Oct-Mar	Inter-project adjustments	Funds of 31.3.87	Receivable 31.3.87	9-11 Fund support	Balance	
21	DD - English	-	37,776	148,287	105,607	(12,106)	(7,202)	7,202	-	-	
22	- French	-	843	16,906	16,331	3,153	2,885	-	-	2,885	
23	- Arabic	-	-	-	256	-	(256)	-	256	-	
24	- Spanish	-	-	689	3,725	3,036	-	-	-	-	
25	- Portuguese	-	-	6,487	555	-	(5,932)	5,932	-	-	
29	- other	-	-	-	141	141	-	-	-	-	
31	'Aids for Living'	-	4,950	5,015	8,532	-	(8,467)	4,925	3,542	-	
32	low-cost aids manual	8,581	-	-	2,041	-	6,540	-	-	6,540	
33	Prostheses	-	-	-	979	-	(979)	8,000	-	7,021	
34	CRP/EEC (dangladesh)	37,822	-	69	20,351	-	17,540	-	-	17,540	
39	Disability - other	-	-	51	5,872	-	(5,821)	-	5,821	-	
41	Resource Centre - general	-	3,736	14,915	23,208	7,626	(4,403)	3,736	667	-	
42	- - - network	-	-	-	1,158	-	(1,158)	-	-	-	
43	- - - urban health	-	-	500	1,522	-	(1,022)	-	1,022	-	
51	Dental Health - manual	3,627	-	-	1,211	-	1,416	-	-	1,416	
52	- - - Jolui	-	-	8,782	7,320	-	1,462	-	-	1,462	
61	ARI News	12,868	-	9,415	20,617	(1,850)	(184)	14,743	-	14,559	
71	Medicine Packaging	4,672	-	19,420	16,172	-	7,920	-	-	7,920	
81	PHC Newsletter	-	-	-	1,773	-	(1,773)	-	1,773	-	
85	AIDS Newsletter	-	-	-	401	-	(401)	-	401	-	
		66,510	47,305	230,534	237,181	-	165	45,696	13,482	59,343	Potentially recoverable
11	GENERAL FUNDS	26,110	-	6,969	4,510	-	28,569	-	(13,482)	15,087	Income includes bank interest
	Provision for disappointments	16,200	-	-	-	-	16,200	-	-	16,200	
		108,880	47,305	237,503	242,291	-	44,904	45,696	-	90,630	

MINUTES OF THE FORTY-SECOND MEETING OF THE COUNCIL OF AHRTAG
HELD AT 4.00 PM ON WEDNESDAY 6TH MAY 1987 AT 85 MARYLEBONE HIGH
STREET, LONDON W1M 3DE

Present: Marie-Therese Feuerstein Ravi Narayan
Miles Hardie (advisor)
John Macdonald (Chair) Peter Oakley
Alan Morgan John Pickford

In attendance: Kathy Attawell Eva Tadell
Katherine Miles Fabienne Zaegel
Ken Ritchie

42.1 Chair: In the absence of David Morley, it was agreed that John Macdonald should chair the meeting.

42.2 Introductions: Ravi Narayan, Peter Oakley and John Pickford were welcomed to their first meeting of the Council.

42.3 Apologies for absence: were received from John Anderson, Barbara Bubb, David Morley, Gill Walt and Pam Zinken.

It was also noted that Ann Darnbrough, Suzanne Fustukian and Philip Stockley were unable to attend the meeting as they were attending a seminar on fundraising applications.

42.4 Jack Proctor: The Council noted with sadness the sudden death of Jack Proctor on 8th April. The Executive Director was asked to send a donation in his memory to the British Heart Foundation and a message of sympathy to his widow.

42.5 Minutes of the meeting of 25th February 1987 were agreed as a correct record.

42.6 Matters arising

42.6.1 Council members and advisers (min. 41.3): It was noted that Naila Kabeer had been invited to serve as an adviser, but had not yet replied to the invitation. It was unlikely that Samir Choudhury would be visiting Britain during the year, and no approach had therefore been made to him.

It was noted that Peter Oakley and John Pickford had agreed to serve as Council members and Ravi Narayan, who would be in London until the autumn, as an adviser. Patrick Mulany had declined an invitation to join the Council because of work commitments, and a reply was awaited from Simon Burne.

42.6.2 Networking of Resource Centres (min. 41.8): It was reported that an application had been made to ODA and that a response was expected in a few weeks time. The Council expressed its appreciation at the progress which had been made. The Executive Director was asked to send copies of the proposal to new Council members and advisers.

42.6.3 PHC Newsletter (min. 41.9): The Executive Director reported that staff had again considered the Council's suggestion that a brief pilot issue be produced, but the general staff feeling was that this in itself could create a considerable amount of work, that it might not give a useful indication of nature of the proposed newsletter and that it might create expectations which AHRTAG could not fulfil. Work in developing ideas for the newsletter was progressing with assistance from Marie-Therese Feuerstein and John Macdonald, but staff time and funding remained major constraints. It was hoped, however, that staff would be better able to progress the project after the USAID evaluation of DD and after the office move. It was therefore agreed that consideration of a pilot issue be deferred for three months. It was not felt that work on an AIDS newsletter would seriously delay progress on the PHC newsletter proposal, but it was suggested that the employment of a short-term contract worker (as had been done with the AIDS newsletter) should be considered.

42.7 Financial Report

42.7.1 Income and Expenditure statement: The Executive Director tabled a provisional statement of income and expenditure for the six months to 31st March 1987. It was agreed that this be considered, together with project accounts, at a meeting of the General Purposes Committee.

42.7.2 Signatories for bank accounts: The Council noted difficulties which had been experienced in finding Council members available to authorise payments of more than £200. It was agreed that:

- a) for payments of more than £200 but less than £400, the signatures of two authorised staff members should be sufficient authorisation;

- b) Barbara Bubb, subject to her agreement, should be added to the list of Council members authorised to sign on AHRTAG's behalf.

- 42.8 Accommodation: It was reported that searches by AHRTAG's agent had produced very little result, and the only property which staff felt worthy of consideration was at 1 London Bridge Street - premises formerly occupied by War on Want. A description of these offices was tabled.

It was agreed that a further visit to 1 London Bridge Street should be arranged for staff, and that Council members also be invited to view the offices. If the offices were considered suitable, staff were authorised to commission a survey, and Alan Morgan, the Honorary Treasurer was asked to assist in negotiations over the terms.

- 42.9 DD report

- 42.9.1 Preparations for evaluation by USAID: A report was made on a preparatory meeting for the evaluation which would be conducted from 22nd to 26th June. Council members stressed the importance of using the evaluation to present plans for the future development of the DD programme for USAID.

- 42.9.2 Visit to Bangladesh and Pakistan: Kathy Attawell reported on her recent visit. It was noted that BRAC (the Bangladesh Rural Advancement Committee) had undertaken to translate, print and distribute a Bengali edition with a circulation of 60,000 for Bangladesh and West Bengal. Funding would be provided directly by the Aga Khan Foundation and the Swiss Government, with back-up support from the Ford Foundation.

In Pakistan a publisher for an Urdu edition had been identified, and UNICEF agreed to provide funding.

- 42.10 Proposed newsletter on AIDS

The Council considered a proposal for a newsletter on HIV infection and AIDS which had been prepared for, and at the request of, Miseror. It was reported that Misereor had verbally agreed to provide most of the funds

required, although they did not wish to be the sole donor. SCF had indicated that they were likely to give support (including support for a resource centre work on AIDS), and it was hoped that Oxfam would do likewise. Kathy Attawell was planning to visit Misereor to discuss plans for the newsletter.

In discussion it was recommended that the newsletter, as well as being distributed through normal health care channels, should be distributed through ministries of education, departments of adult education, extension services, and youths, family planning and women's organisations. It was suggested that the newsletter be publicised in appropriate international health care journals, such as Contact, Convergence and Hygie.

It was noted that the newsletter should not just provide information, but should also aim to help health workers and others in communicating messages about AIDS and in promoting changes. It was suggested that the editorial group should include educators as well as scientific editors.

It was felt that there was a danger of hysteria over AIDS causing a 'top-down' approach rather than the encouragement of community involvement in health care. It was suggested that the newsletter should provide examples of innovative community-based initiatives.

The Executive Director reported that several British NGOs had been meeting together to exchange information and experiences on AIDS. A meeting of NGOs concerned with the collection and dissemination of information would be held at AHRTAG on 7th May 1978. Plans were also being made for the establishment of a consortium of agencies to facilitate collaboration on work on AIDS, and the Council agreed that AHRTAG should play a full part in this consortium.

42.11 Report on Rehabilitation Aids seminar and other work in Bangladesh

A report was received, but in the absence of Ann Darnbrough, any discussion was deferred to a future meeting.

42.12 Proposal for rehabilitation aids seminars in Africa

The Executive Director introduced a proposal that AHRTAG

- (a) participate in, and partially fund, a seminar on rehabilitation aids in Nairobi in December 1987;

- (b) take the leading role in organising a similar seminar in Dakar in 1988.

The Council agreed to support this proposal provided that funds could be obtained (without prejudice to other fundraising efforts) to cover all costs.

42.13 Staff matters

42.13.1 Assistant Disability Unit Officer

The Council welcomed the appointment of Ada Morgan.

42.13.2 Proposal for the appointment of a Deputy Editor

The Council approved this proposal, which would enable the Publications Unit to undertake work on the proposed AIDS newsletter, subject to funds being available for the new newsletter.

42.13.3 Staff salary negotiations

(Staff left the meeting at this point)

The Council received a report on negotiations with the ACTSS Union shop. The Council approved the offer which had been made to the shop and the position which had been taken by management.

42.14 Future Council meetings

The following dates were noted: 22nd July, 30th September and 9th December.

42.15 Any other business

- (1) John Macdonald spoke of work on the evaluation of the use of ORT in Manchester, and of possible links with AHRTAG.
- (2) Marie-Therese ^{Fraser} told the Council of programmes on AIDS being produced by Central Television.

ahrtag

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Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

Mr Ravi Narayan
Flat 18/g
York Terrace East
London WN1 YPT

22 May 1987

Dear Ravi,

I am sorry that I was not at AHRTAG's recent Council meeting which you attended. Perhaps we will meet soon as I am writing to invite you to a meeting of the 'Editorial Group' for our new Primary Health Care (PHC) Newsletter, on Monday 8th June at 2 pm. If you are able to come I am sure you could make a valuable contribution at this formative stage of the newsletter.

I have enclosed a letter and various papers regarding this meeting. I also enclose some background information to put you 'in the picture'. This information is:

- A progress report prepared in December 1986 (including a timetable which is now rather outdated)
- an Overview of PHC Newsletters
- the Questionnaire analysis

Please contact me if you would like more information before the meeting.

Hoping to meet you shortly,

Yours sincerely,

P. Stockley

Philip Stockley
Project Co-ordinator.

ahrtag

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Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

20/5/87

Dear Ravi,

I must apologise for the long delay in writing to you. Lack of contact, however, does not mean that there has been a lack of activity on the Primary Health Care (PHC) Newsletter. Staff and Marie Therese Fuerstien have had two meetings in which the physical format and layout of the newsletter have been thrashed out, resulting in a fairly clear idea of article types and style and a dummy edition prepared to inspire discussion.

The next meeting of the Editorial Group will be held (at AHRTAG) at 2 pm on Monday 8th June. I hope you will be able to make it to the meeting. Please let me know as soon as possible if this date is not convenient.

I enclose a bundle of papers for your information:

1. Provisional agenda for meeting on 8th June 1987
2. A list of things to think about before the meeting
3. Minutes of the first PHC editorial group meeting of 28/1/87 plus:-
 - Guidelines for PHC Newsletter
 - Possible first edition contents (2 pages)
 - Statement on PHC Newsletter
4. Minutes of Staff PHC meeting of 18/3/87
5. Minutes of Staff PHC meeting of 8/4/87
6. PHC Dummy
7. 4 pages from Questionnaire analysis on subject to include in the newsletter

I hope these papers will bring you up-to-date with our present thinking about format and article types. We have tried to construct the framework onto which the actual 'meat' of the newsletter can be built. The main purpose of the meeting on 8th June will be to decide on:

- general themes, articles and writers for the first 3 or 4 editions of the newsletter
- the actual contents and writers for the first edition

I am sorry about the short notice for the meeting. Please contact me if you would like clarification or more detail before the meeting.

Yours sincerely,

P Stockley

Philip Stockley
Project Co-ordinator

Provisional Agenda for PHC Editorial Group Meeting Monday 8th
June 1987

- 1 Minutes of Editorial Group meeting 28/1/87
- 2 Matters arising
- 3 Format and layout: Discussion of Dummy and Staff PHC Meeting minutes
- 4 Brief report on funding and staff position
- 5 General editorial themes and articles for first 3 or 4 editions
- 6 The first edition - themes, format, articles, writers, illustrations
- 7 Possible editorial advisors
- 8 Fundraising suggestions
- 9 name of newsletter

Things to think about before the meeting on June 8th 1987

- 1 Format and skeleton structure
 - reactions to Dummy
 - reactions to article types suggested in Staff PHC meeting minutes
 - Your suggestions for layout, page order, article types, use of illustrations etc.

- 2 Articles
 - rough plan for first 3 or 4 editions
 - Themes and subjects and how they might be treated eg. slant, article types (ie. is the subject best covered by a 'how to' article or a project description etc)
 - Potential writers
 - existing articles (published or unpublished) which we could: publish; use/recommend as 'further reading'; use as research material for article in PHC

- 3 First edition
 - is an overview of PHC a good way to begin
 - is the suggested structure OK ? any changes ?
 - can we fit the articles into the style suggested by the dummy or does it need a unique format ?
 - article writers

- 4 Names
 - for the broader group of Editorial Advisors (plus addresses and rough CV details if possible)

- 5 Fundraising suggestions
 - groups with interest in particular geographical areas
 - groups to 'sponsor' articles on various subjects

- 6 Name/Logo
 - ideas for the name and logo of the newsletter.

Present: John MacDonald (JM), Felicity Savage King (FSK), Marie Therese Fuerstein (MTF), Ken Ritchie (KR), Suzanne Fustukian (SF), Kathy Attawell (KA), Ann Darnbrough (AD), Philip Stockley (PS)

Apologies : Jill Gordon, Chris Underhill, Peter Oakley, Pat Harman, David Nabarro, Charles Collins

Chair : Ann Darnbrough

1. Those present introduced themselves briefly.
2. PS sketched out the background to the newsletter, including testing the need for such a newsletter through an overview of existing PHC newsletters, and the questionnaire. The background research has convinced AHRTAG of the need and usefulness of such a newsletter.
3. MTF was concerned over who would have responsibility to pull the newsletter together. KR said PS is acting as 'secretary' and has that responsibility at present. This may change depending on funding and future appointments.
4. KR talked briefly to a paper prepared for staff discussion on 'Guidelines for the PHC newsletter'. (see attached). The meeting generally agreed that PHC itself is political as a philosophy, that the newsletter should examine the deeper causes of ill health, and that it would not use the 'technical fix' approach, but include socio-economic information along with practical and technical information.
5. SF introduced the ideas already collected for Issue 1. (see attached). The aim was to set the scene - explaining the background to the PHC approach, the concepts involved, and how they might be implemented at different levels. The meeting agreed that many participants in PHC are unaware of the background and many of the concepts of PHC. SF explained that we hope to be able to provide photocopies of further information on request to readers, but would have to seek separate funding for this,

JM suggested beginning with a local, and national case study and leading from them to an explanation of the PHC philosophy and problems.

MTF pointed out that the style, design and layout was very important. Illustrations would be needed (not just photos) and the use of humour was important. Various newsletters were looked at critically for layout and style. MTF felt 12 pages of newsletter produced 3 or 4 times a year was too much - certainly initially. KA also felt we should aim at 2 issues only in the first year. The meeting agreed to produce 8 pages, with the possibility of inserts.

MTF circulated a mock up of an 8 page newsletter she had prepared:

- Page 1: description of contents. attractive and appealing cover
- 2+3: componets of PHC/Integrated approach
- 4: PHC and main health related sectors
- 5: underlying causes of ill health and poverty - activities to help combat it.
- 6: training, including 'how to' series - should be easily photocopied and useful for teaching
- 7: readers letters/networking section
- 8: books and publications/ audio visual and media.

various design ideas were put forward - including:

- use of small maps to show where countries/projects are.
- highlighting the countries letters are received from
- use of illustrations and cartoons
- avoiding printing parts of pages in a background colour - this usually makes it hard to photocopy successfully.
- the use of 'mini symbols' to draw people's attention to types of information or subjects.

After some discussion it was decided not to begin by aiming at health professionals and then broadening to include other 'sectors', but rather to adopt a 'multi-sectoral' approach from the beginning

The meeting moved on to try and define the editorial line to be adopted for the newsletter. Although not liked, terms like 'multi-sectoral' and 'Integrated' were used to describe our approach (as well as 'community led', 'participation' and 'broaden conceptual framework'). Terms not favoured in our approach included 'Component' approach, 'vertical program'. JM agreed to put together a statement on our approach, to be circulated and discussed.

It was generally felt that the newsletter should be illustrative ie, explain how to set up a programme, how to train people for the programme, the processes that have to be gone through and the problems that might be encountered, and how to continue a programme etc. Too often newsletters talk about an activity, but neglect to explain the structures and problems in getting to a position of being able to undertake the activity.

AD asked who we will get to write for the newsletter - authors will have to be approached soon if we hope to have a summer edition. JM said we have to find people who can extract the lessons from examples. AD suggested the need for 'guidelines for contributors' ie. a short description of type and style of articles.

A few names were suggested for the editorial advisors (the group who may not meet on a regular basis but who could serve as advisors on their own areas of expertise, as authors and to answer queries etc. They could be anywhere around the world.). Names included:

- Nila Kabir: an economist from Bangladesh, now at LSE, with involvement with the 'Grameen Bank')
- Ravi Narayan: a community health doctor from India, at LSHTM for 1 year, was editor of 'Medical friends bulletin'.
- Yar Shabu : from Mali. produced some Talc slides
- Jenny Rothwell: a midwife involved with 'El Informador'

The final structure and contents of the first (and subsequent) issues was not decided during the meeting. MTF and staff have arranged to meet on 25th February to discuss the design of the newsletter. Staff will work further on the possible contents. A very specific agenda will be prepared before the next meeting (date unclear at present) so all participants have a chance to prepare themselves in advance. Please think of possible people for the editorial advisory group, and to write articles on different topics.

Some discussion took place on types of article. It was suggested that 'how to' articles might include social skills, and that articles on simple basic science would be useful (eg. what is soil).

6. Suggestions were made as to funding sources it may be useful to approach.
7. The date of the next meeting was not discussed.

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Appropriate Health Resources and Technologies Action Group Ltd (AHRTAG)
85 Marylebone High Street, London W1M 3DE UK Tel: 01-486 4175 Telegrams: AHRTAG London W1
Telex: 21879, 25247, 912881 :CWUK TX G, Attn 'AHR'

To: Members of Council and Advisers

14th July 1987

From: Ken Ritchie, Executive Director

Council Meeting, 22nd July 1987 at 4.00 pm

Please find enclosed the following additional papers for this meeting:

- a) Finance Report - Part 1
- b) Accommodation (Update Paper)
- c) AIDS Newsletter: update on status

For members who have recently joined the Council I am also enclosing a copy of the support of four primary health care resource centres. Council members will be pleased to note that ODA have recently agreed to our request for the co-funding of this project.

I regret that I omitted to include an item on our planned newsletter on primary health care on the provisional agenda for the meeting. I suggest that we insert an item, 'PHC Newsletter plans' as a new no. 8 on the agenda, renumbering the remaining items.



Executive Director: Dr Ken Ritchie, PhD

Council: Dr John D. C. Anderson, OBE, FRCS, MA, MD, BChir, DO, Dr Marie-Thérèse Feuerstein, SRN, MEd, DipCD, PhD, Mr Dennis Frost, OBE, Mr Miles Hardie, MA, FHA, Dr John Macdonald, MEd, PhD, Mr Alan Morgan, BSc, FHEE, FBIM, Professor David Morley, MD, FRCP, DCH, Professor Aubrey Sheiham, PhD, BDS, Dr Gill Walt, BSc, PhD, Professor John K. G. Webb, OBE, MA, BM, FRCP, Dr Pamela Zinkin, MBChB, DCh, FRCP
Registered Charity No. 274260 Company Registered No. 1322161 (England)

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To: Council Members and Advisers
From: Ken Ritchie, Executive Director

The next meeting of AHRTAG's Council will be held on Wednesday 22nd July 1987 at 4.00 pm in our offices. We hope you will be able to attend.

A provisional agenda for the meeting is as follows:

1. Apologies for absence
2. Minutes of the meeting of 6th May 1987 (enclosed)
3. Matters arising, to include:
 - 3.1 Council membership
 - 3.2 Staff salary negotiations (to report on agreement reached)
4. Finance report (*)
5. Accommodation (report enclosed)
6. USAID evaluation of 'Dialogue on Diarrhoea' (report enclosed)
7. HIV infection and AIDS
 - 7.1 AIDS newsletter: progress report (*)
 - 7.2 British NGO consortium on AIDS (report enclosed)
 - 7.3 Report on inter-agency meeting at Misereor (*)
 - 7.4 Proposal for the appointment of a resource worker (*)
8. Other programme updates:
 - 8.1 Resource Centre network proposals
 - 8.2 Disability Unit
9. Staffing: resignation of Chris Whitehouse and plans for replacement
10. Any other business

(*) - Papers to follow next week.

K Ritchie
3rd July 1987

MEETING, 27 APRIL 1987:

Present: Dr M.A.C. Dowling (WHO); Pam Zinkin, Elena Medi, Barbara Harvey (TALC); Suzanne Fustukian (AHRTAG).

The purpose of the meeting was to discuss possible activities which TALC and AHRTAG could undertake in support of the Health Learning Materials Programme (HLMP) being established in the Portuguese speaking countries of Africa. A meeting will be held in Maputo, Mozambique from 4-9 May 1987 to discuss the current requirements for Health Learning Materials in Portuguese and to plan strategies for meeting these needs. The meeting will include those people from Ministries of Health in Mozambique, Angola and Sao Tomé who would be responsible for setting up an HLM Programme in their countries as well as staff from SIDA and Hildegard Bromberg-Richter from TAPS, Brazil as a consultant.

Topics discussed in London on the 27th April included the the current position of HLMP in WHO, Geneva; existing HLM in Portuguese distributed by TALC; suggestions of the kinds of support activities which could be undertaken by TALC and AHRTAG.

1. Dr. Dowling has assembled a relatively comprehensive list of HLM available in Portuguese. (will send when typed up).
2. Support for HLMP activities in Portuguese speaking African countries has been offered by SIDA and the Dutch government.
3. The Maputo meeting will discuss three major items:
 - a) major gaps in HLM in Portuguese.
 - b) whether the West African countries (Portuguese speaking) should set up a separate HLMP network secretariat.
 - c) Planning networking activities.

Discussion: (note: HLM = Health Learning Materials)

- would funds for paper and printing be available for the network? Dr. Dowling replied that this money would need to be raised.
- appropriate HLM were available in English: Pam Zinkin suggested that these materials should be sent to Mozambique and Angola immediately so that the HLMP managers are familiarized with existing HLM.
- a problem raised was that while adequate printing facilities were now available in Mozambique, there was little 'quality control'. This problem is recognized by the HLMP managers who understand the need for pre-testing.
- there was also a need to carefully choose the HLM to translate.
- Dr. Dowling explained that this problem of 'pre-testing' HLM and quality control would be examined by the Royal Tropical Institute (Netherlands) who would undertake field testing and provide guidelines for the HLMP network on 'how-to' field test their materials.
- Dr. Dowling also raised the possibility of utilizing computers and word processors as a way of getting around the problem of poor typing as well as making use of computer software which is available for simple translations.
- Pam Zinkin also made a plea that, when translations are undertaken the accompanying illustrations be included - either altered to be culturally acceptable or new ones created.

4. What role could TALC play in supporting the HLMP in Portuguese speaking African countries? TALC staff see their main role as one of facilitating, following the suggestions and guidance provided by the HLMP network.

- it was recognized by Dr.Dowling that it is much easier for an NGO like TALC to distribute materials effectively in comparison with a bureaucracy like WHO. It is also more likely to reach their destination from Britain than is likely between Southern African countries or Southern and Western Africa.

- Pam Zinkin also suggested that it was possible for TALC to 'estimate' whether the Portuguese in HLM was readable or understandable, and could make recommendations of books to be printed.

- TALC have also undertaken translation of slide sets which are useful for specific audiences, e.g. nurses. (see: TALC Portuguese list)

- Elena Medi and Pam Zinkin have also discussed a list of priorities of possible translations from the TALC list with Inusse Noormohamed (HLMP Centre, Ministry of Health, Mozambique) and Birgitta Rubenson (formerly SIDA).

Dr.Dowling pointed out that these books were aimed at higher levels of health workers while those aimed at lower level health workers could not be translated so readily because of the need to make them more culturally acceptable. Suzanne Fustukian suggested that, while this was true, examples from other countries and organisations of health education and training materials for lower level health workers and communities are considered very useful by HLM production staff.

5. Does TALC have a role in translating books?

- it was suggested that TALC could make selected books from their list available to the HLMP network to be considered for translation. Helping Mothers to Breastfeed by Felicity Savage was already in the process of being translated into Portuguese. However, it is very expensive to translate in Britain. Dr.Dowling suggested using computer diskettes to send/transfer information.

6. Does AHRTAG have a role in supporting the HLMP?

- The earlier discussion raised the necessity of having access to good quality HLM - to translate, adapt or use as examples; a resource centre would be able to meet these needs as well as disseminate information and respond to requests and specific demands. AHRTAG is already planning to work with one HLMP Centre, CEDHA in Tanzania, as well as three other PHC centres and could assist with the setting up of resource centres. (See: AHRTAG's application to ODA for the range of activities - Pat Harman and David Morley have copies; copy sent to Dr.Dowling).

- Dr.Dowling explained that all HLMP centres are encouraged to produce bi-monthly bulletins for health workers and find it useful to extract information from other newsletters. He was particularly interested to hear about the proposed AHRTAG newsletters on AIDS and PHC and said the HLMP centres would be able to make good use of them.

The main conclusion of the meeting was that TALC and AHRTAG would await guidance and direction from the HLMP network re: Portuguese material and that the May meeting would lead the way with proposals and suggestions.

Ann 4

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85 Marylebone High Street, London W1M 3DE UK Tel: 01-486 4175 Telegrams AHRTAG London W1

QUESTIONNAIRE

Information Resources for Urban Primary Health Care

The following recommendations were made at the joint WHO/UNICEF interregional consultation on Primary Health Care in urban areas held in Manila, July 1986:

- 1) that an "international resource centre" be established "to prepare bibliographies and to distribute information on urban primary health "
- 2) share audiovisual and educational materials;
- 3) develop a data bank of sources of national and international expertise on urban PHC.

In response to these recommendations, AHRTAG's resource centre proposes to establish a clearinghouse of data, information and resources on urban primary health care (PHC). We would like to ask for your help in determining whether there is a need for specific information in this field and, if so, which subject areas do you consider the most important. We would also like your opinion on the most useful formats and methods of disseminating information.

Please provide the following information and return to AHRTAG by June 15TH 1987

Name _____

Job title _____

Address _____

2) Who do you work for? (please tick)

- a) Government health service
- b) Other governmental service
- c) Non governmental organisation
- d) International agency
- e) Other (please specify)

3) Where do you work? (please tick)

- a) Clinic/dispensary
- b) Training school/college
- c) Administrative centre
- d) Central government ministry
- e) Community project
- f) Hospital
- h) School
- i) Research project centre
- j) Other (please specify)

4. How do you use the information you already have access to ?

(please tick)

- a) teaching and training
- b) share with colleagues
- c) personal reference
- d) research
- e) basis for developing own locally appropriate material
- f) other (please specify)

5. Are you satisfied with the information sources presently available to you? yes no

If no, what do you perceive as your major unmet needs ?

6. Are there any specific aspects of urban primary health care which you have had difficulty in locating materials? yes no

If yes, please list some of them here:

7. What other groups/individuals would benefit from greater access to urban PHC information in your area?

AHRTAG PLANS TO SET UP A COMPUTERIZED DATABASE ON COMMUNITY-BASED URBAN PRIMARY HEALTH CARE. THE FOLLOWING QUESTIONS WILL HELP US TO DEFINE THE KINDS OF INFORMATION AND METHODS OF DISSEMINATION THAT WE WILL USE:

8. Which of the kinds of information listed below do you find most useful ?

(please tick)

- a) Newsletters
- b) Annotated bibliographies
- c) Resource lists of available health education materials
- d) Bibliographic photocopy service
- e) Directory of organizations/individuals working in urban health and development
- f) Inquiry service for specific requests
- g) Others (please specify)

9 a) Which of the following subject areas would you like to receive information on with an urban focus (please indicate in column 1)

9 b) please give an indication of the priority of these subjects to your work (indicate by numbering 1-10 in column 2; let 1=top priority)

	<u>column 1</u>	<u>column 2</u>
a) Health education and communication	<input type="checkbox"/>	<input type="checkbox"/>
b) Health personnel and training	<input type="checkbox"/>	<input type="checkbox"/>
c) PHC management	<input type="checkbox"/>	<input type="checkbox"/>
d) Community participation	<input type="checkbox"/>	<input type="checkbox"/>
e) Mother and child health	<input type="checkbox"/>	<input type="checkbox"/>
f) Family planning	<input type="checkbox"/>	<input type="checkbox"/>
g) Dental health	<input type="checkbox"/>	<input type="checkbox"/>
h) Food production	<input type="checkbox"/>	<input type="checkbox"/>
i) Mental health	<input type="checkbox"/>	<input type="checkbox"/>
j) Nutrition and breastfeeding	<input type="checkbox"/>	<input type="checkbox"/>
k) Essential drugs	<input type="checkbox"/>	<input type="checkbox"/>
l) Water supply and sanitation	<input type="checkbox"/>	<input type="checkbox"/>
m) Appropriate technologies	<input type="checkbox"/>	<input type="checkbox"/>
n) Pollution & environmental health	<input type="checkbox"/>	<input type="checkbox"/>
o) Medical services & equipment	<input type="checkbox"/>	<input type="checkbox"/>
p) Diarrhoeal diseases	<input type="checkbox"/>	<input type="checkbox"/>
q) Acute respiratory infections	<input type="checkbox"/>	<input type="checkbox"/>
r) Income generating projects	<input type="checkbox"/>	<input type="checkbox"/>
s) Disability	<input type="checkbox"/>	<input type="checkbox"/>
t) Occupational health	<input type="checkbox"/>	<input type="checkbox"/>
u) Housing	<input type="checkbox"/>	<input type="checkbox"/>
v) Sexually transmitted diseases	<input type="checkbox"/>	<input type="checkbox"/>
w) Alcoholism/drug abuse	<input type="checkbox"/>	<input type="checkbox"/>
x) Child labour	<input type="checkbox"/>	<input type="checkbox"/>
y) Others (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>
-----	<input type="checkbox"/>	<input type="checkbox"/>

10 Please briefly describe any materials you or your organisation have published (e.g. annual reports, newsletters, studies) on urban PHC.

AHRTAG PUBLISHES THREE NEWSLETTERS THAT ARE AVAILABLE FREE TO THOSE WORKING IN DEVELOPING COUNTRIES (PLEASE INDICATE IF YOU WOULD LIKE TO BE PUT ON THE MAILING LIST FOR ANY OR ALL OF THESE ,OR IF YOU WOULD LIKE TO HAVE MORE INFORMATION ABOUT AHRTAG)

Aids for living

The newsletter on low cost technologies for prevention of disability and the rehabilitation of disabled people

ARI news

An international forum for the exchange of news and views on acute respiratory infections

Dialogue on Diarrhoea

The international newsletter on the control of diarrhoeal diseases (available in five languages)

Arabic English French Portuguese Spanish

I would like to receive more information about the work of AHRTAG

.....

AHRTAG (questionnaire)

85 Marylebone High St.

London

W1M 3DE

United Kingdom

(return address)

PUBLICATIONS - RESOURCE CENTRE

1. Primary Health Care in Developing Countries: A Guide to Resources in the U.K. Second edition. (Print run: 2000)

Estimated cost typesetting and printing	£400
Estimated cost entries/checking with organizations (5 days) (inc. index)	£200
Final edit (1 day)	40
? Estimated cost - soft cover	?
	— 640+

2. Preventing and treating diarrhoea in the community. (Print run: 2000)

* Estimated cost typesetting and printing	
Estimated cost to add new information and alter existing text layout (3 days - SF)	120
	(3 days - FH) 180
Final edit (1 day - KA)	40
Typing (3 days)	96
	—

3. Directory of PHC Related Courses (over 6 months). (Print run: 100)

Printing	300
Coil binding	50
	£350

4. Directory of PHC Related Courses (under 6 months) (Print run: 100)

Estimated cost printing	300
Coil binding	50
Estimated cost for final assembly/edit (4 days)	160
Typing (Amstrad) (3 days)	96
	£606

5. Periodicals for Primary Health Care (ie AHRTAG Periodicals Holding list)

Estimated cost for compilation (5 days)	200
Typing (Amstrad) (2 days)	64
* Estimated printing cost	
* Coil binding	

6. Resource list - basic books for primary health care (Print run: 2000)

Estimated cost for compilation (3 days)	120
Typing (Amstrad) (2 days)	64
* Estimated printing cost	

7. Resource list - health education in water and sanitation

8. Directory of International and regional PHC Information centres

9. Resource Centres leaflet. (see D. Morley's letter)

AHRTAG COUNCIL MEETING, 22nd JULY 1987

PRELIMINARY REPORT ON USAID EVALUATION OF "DIALOGUE ON DIARRHOEA" PROGRAMME

The USAID Evaluation Team visited AHRTAG from 22nd to 26th June. Although we have not yet received their report, I am pleased to be able to tell the Council that the visit went very well indeed. While the 1985 evaluation was rather negative and full of frictions, the team which visited last month appeared to be impressed with AHRTAG's work, and I am confident that the recommendations they make will be made with the best interests of not just the DD programme, but AHRTAG as a whole, in mind.

The team consisted of :

Dr Abraham Horowitz, former director of PAHO;
Dr Maggie Huff of Management Sciences for Health;
Mr David Eddy of World Education; and
Ms Lisa Fouladi of USAID.

On the final afternoon of the visit the team presented their conclusion to the staff, Katherine Elliott, and Barbara Bubb and Maria-Theresa Feuerstein as Council Representatives. The following notes are based on that meeting.

1. The team expressed its thanks for the co-operation they had received and for the comprehensive documentation which had been provided by staff. Their only regret was that they had not been able to meet which more Council members.
2. The team were impressed with what AHRTAG had achieved through the DD programme. They felt that the programme should continue and be expanded, and they would be recommending a continuation in funding for a 3; or even a 5, year period.
3. They felt that the newsletter should focus on the source problems of diarrhoeal diseases in communities, and should avoid the isolated promotion of ORS. An editorial in a future issue should clearly state this policy. More meetings of the wider editorial group were recommended, as well as more contact with other USAID supported institutions which were collecting materials on diarrhoeal diseases.
4. The target readership should be reached, with more emphasis on reaching health professionals. Community level workers should be reached through such cadres.
5. It was recommended that the newsletter should contain more readers' letters and questions, edited where necessary.
6. On evaluation, future surveys should be targetted and should aim to answer specific questions.
7. Through the newsletter, quantitative approaches should be promoted.
8. More attention should be given to illustrations and graphic material to support the text.

Amk -
Diarrhoeals?

Water Supplies?

9. An increased role for Resource Centre staff in scanning materials was recommended. Resource Centre staff should attend editorial meetings.
10. The needs of DD should be kept in mind as the Resource Centre's network project develops. There was support for the computerisation of the Resource Centre and for links with other databases.
11. More support staff, improved production planning and more delegation were recommended to free the editor for editorial work.
12. The team will recommend that a consultant be sent to advise on the maintenance of the mailing list. It was recognised that improved hardware and software might be required.
13. AHRTAG was encouraged to seek possibilities for local printing and distribution.
14. The existing language editions should be consolidated before new editions are explored. It was felt that the circulation of the french edition could be expanded. The importance of the Spanish edition was recognised, but it was felt that this should attract non-USAID funding. It was recommended that country representatives be appointed to supervise the production of translated editions.
15. The team congratulated AHRTAG on the \$160,000 which had been raised from non-USAID sources. They would recommend that the fundraising target should not be expanded beyond \$160,000, recognising that the fundraising burden of the DD programme could have a detrimental effect on other areas of AHRTAG's work. The dangers of AHRTAG being over-dependant on USAID were sympathetically noted.
16. While the team appreciated AHRTAG's approach of seeking funds for the work which it wanted to do, it was suggested that AHRTAG give more consideration to the funding interests of donor agencies.
17. There was some concern over whether AHRTAG's claiming of indirect costs was allowable under the terms of the agreement. Here there was some uncertainty over what had been negotiated subsequent to the signing of the agreement. The team, however, would recommend acceptance of AHRTAG's procedures (as did Bernie Fisker, the USAID consultant who visited in 1985). Satisfaction was expressed at the efficiency of AHRTAG's financial record-keeping system.
18. The team noted a lack of definition in some parts of AHRTAG's organisational structure, and some suggestions were made for AHRTAG's consideration.
19. The team felt that there was a danger of AHRTAG being "swamped" by demands arising from the AIDS crisis, and it was suggested that the AIDS newsletter might need separate staffing for the benefit of both that newsletter and the DD programme.

Ken Ritchie
1st July 1987

AHR TAG RESOURCE CENTRE

No.	1987 Date	Author	ACQUISITIONS	Title	Publisher	Gift	Order No.	Price	Price/£	Postage
623	06/01	RUGH, Jim	Self-Evaluation: Ideas for Participatory Evaluation of Rural Community Development Projects	World Neighbours						
624	06/01		The case against Depo-Provera	Multinational Monitor Feb 1985		X				
625	06/01	DASWANI, Mona & BRITTO, Gabriel	Women and Health: A Critical Review of Available Information in India	Foundation for Community Research		X				
626	06/01		Women, Health and Development	WHO					3.00	
627	06/01	BROWN, Judith and Richard	Finding the Causes of Child Malnutrition: A Community Handbook	Bureau of Study, Zaire		X				
628	06/01	PIERRE, B. et al	Alcoholism	,, ,,		X				
629	06/01	COURTEJOIE, J.	Les Handicapes	,, ,,		X				
630	06/01	SWAMINATHAN, M.S.	Sustainable Nutrition Security for Africa: Lessons from India	Hunger Project		X				
631	06/01	SNELL, Beverley	Essential Drugs & Primary Health Care: Review of Developments Jan 83-Jun 86			X				
632	06/01		Another Development in Pharmaceuticals	Development Dialogue 1985:2		X				
633	06/01	SOMNER, Alfred	Nutritional Blindness Xerophthalmia and Keratomalacia	Oxford Univ.						
634	06/01	EMMANUEL, Arghiri	Appropriate or Underdeveloped Technology?	Wiley					16.75	1.50

No.	198- Date	Author	<u>ACQUISITIONS</u>	Title	Publisher	Gift	Order No.	Price	Price/£	Postage
635	13/01	FACULTY OF COMMUNITY MEDICIN		Health For All By the Year 2000 Charter for Action		X				
636	13/01			HEALTHCOM Communication for Child Survival. Lessons From Five Countries	USAID	X				
637	13/01			HEALTHCOM Communication for Child Survival. Fieldnotes	USAID	X				
638	13/01	DIAZ-BRIQUETS, Sergio		The Health Revolution in Cuba	Univ. of Texas				16.72	
639	13/01			Acute Respiratory Infections. Laboratory Manual of Bacteriological Procedures	WHO	X				
640	23/02	JEGEDE, R.		Psychiatry for the Health Professions	MACMILLAN	X				
641	23/02	HOLLIS, C. (ed)		Using Communications to Solve Nutrition Problems	INCS			US 10		
642	23/02	ICTA		Manual - Wheelchairs: a Guide		X				
643	23/02	MARTONY, E.		How to Choose Technical Aids for the Hearing Impaired in Developing Countries	Swedish Institute Handicapped	X				
644	23/02			The Swedish Institute for the Handicapped & its Role in the Provision of Technical Aids		X				
645	23/02	SALAS, R.		The State of World Population 1986	UNFPA	X				
646	23/02			Profile - Namibia	CAFOD etc					
647	23/02			Poverty and Ill-Health in a Third World City (Chimbote, Peru)	CIIR				0.50	

No.	Date	Author	ACQUISITIONS	Title	Publisher	Gift	Order No.	Price	Price/£	Postage
648	23/02		Informal Consultation on Appropriate Technology for Pregnancy & Perinatal Care (Birthweight and Fetal Growth)	WHO		X				
649	23/02		Informal Consultation etc. (Thermal Control of the Newborn)	WHO		X				
650	23/02		Informal Consultation etc. (Discussions on Devpt. of Simple Haemoglobin Comparator for PHC)	WHO		X				
651	23/02		Health Promotive Activities on Tobacco & Alcohol in Commonwealth Countries	Commonwealth Secretariat		X				
652	23/02		Child Survival: A Report to Congress on the AID Program	Child Survival Action Program		X				
653	23/02		Consultation on Integrated Vector Control in Rural Communities. Final Report 1985	WHO/Africa		X				
654	23/02		Evaluation of Health and Social Situation in Chad. Report of a WHO Mission 1982	" "		X				
655	23/02		Report of a Consultation on Coordination of Activities Relating to Traditional Medicine in Africa 1984	" "		X				
656	23/02		Surveillance of Monkeypox and Viral Haemorrhagic Fevers. Report of a Seminar, Brazzaville, 1980	" "		X				
657	23/02		Study Group on the Appointment and Promotion of Teachers & the Network of Nat. Specialist Training Centres	" "		X				
658	23/02	ROMUALD, F.	Drug Programme: a Tentative Global Approach	" "		X				
659	23/02	QUENUM, A.	Regional Health Development Centre Cotonou	" "		X				
660	23/02		Essential Drugs: Report of the Meeting of Chief Pharmacists Harare, Zimbabwe 1982	" "		X				

No.	1987 Date	Author	<u>ACQUISITIONS</u>	Title	Publisher	Gift	Order No.	Price	Price/£	Postage
661	23/02			London Health Action Network	LVSC					
662	23/02			Priority Health Needs in Central America and Panama	PAHO	X				
663	23/02	VAN GEEST, W.A.		Dental Diseases. Prevention and Emergency Care. A Training Manual	St. Lukes Clinic Malawi	X				
664	23/02	MAGLACAS, A.		The Potential of the Traditional Birth Attendant	WHO			Fr16		
665	23/02			Appropriate Technology for Thermal Control of Newborn Babies	WHO	X				
666	23/02			The Wallo Exercise: Planning Rural Health Services in Africa - Participants Manual	Commonwealth Secretariat	X				
667	23/02			The Wallo Exercise: Planning Rural Health Services in Africa - Organisers Manual						
668	23/02			Falando de diarrea	AHRTAG/TAPS/EP	X				
669	23/02	BALASUBBRAHMANYAN Vimal		Contraception As If Women Mattered	CED, Bombay					
670	23/02	OAKLEY, P.		Approaches to Participation in Rural Development	ILO				6.35	
671	23/02			Consumer Directory	IOCU	X				
672	23/02			Programme for Control of Diarrhoeal Diseases. Fifth Programme Report 1984-85	WHO	X				
673	23/02	DE BEER, C.		The South African Disease: Apartheid Health and Health Services	CIIR					

No.	1986 Date	Author	<u>ACQUISITIONS</u>	Title	Publisher	Gift	Order No.	Price	Price/£	Postage
674	23/02		Comment - Guatemala	CIIR						
675	23/02		Comment - East Timor	CIIR						
676	23/02		Comment - Eritrea	CIIR						
677	23/02		Comment - El Salvador	CIIR						
678	23/02		Comment - Chile	CIIR						
679	23/02	NRC/NAS/NAE/IOM	Management of the Diarrhoeal Diseases at the Community Level	National Academy Press		X				
680	23/02		Serious Childhood Diseases: Priority Issues and Possible Actions at Family, Community & Health Centre	WHO		X				
681	23/02		Enfermedades Prevenibles por Vacunacion en Guatemala	CITGUA		X				
682	23/02		La Salud en Guatemala	CITGUA		X				
683	23/02	MCCUSKER, J.	How to Measure and Evaluate Community Health	Macmillan		X				
684	23/02		Directory 1987	Voluntary Movement Group		X				
685	23/02	CLARK, R. (ed)	Recent Developments in Medical and Physiological Imaging	Taylor & Francis					20.00	
686	23/02	HOARE, G	Paying for the Health Sector	EPC		X				

No.	1986 Date	Author	<u>ACQUISITIONS</u>	Title	Publisher	Gift	Order No.	Price	Price/£	Postage
687	23/02	BLACK, M.		The Children and the Nations: The Story of UNICEF	UNICEF	X				
688	23/02			Nutrition and Diarrheal Disease Control: Report of an Int. Conference UK, 1985	Int Nutrition Planners Forum	X				
689	23/02			Women in Development: a Resource Guide for Organization & Action	ISIS	X				
690	23/02			To Win the Children: Afghanistan's Other War	HELSINKI WATCH/ ASIA WATCH	X				
691	23/02			Thirty-Ninth World Health Assembly, Geneva, 1986. Verbatim Records of Plenary Meetings - Committee Reports	WHO	X				
692	23/02			Development and Implementation of Drug Formularies	PAHO/WHO			US 4.00		
693	23/02			Epidemiology and Control of Falciparum Malaria in the Americas	PAHO			US 4.00		
694	23/02			For the People of Latin America	W.K.KELLOGG	X				
695	23/02			The State of India's Environment 1984-85. The Second Citizens' Report	Centre for Science and Environment				35.00	
696	23/02			Aids and the Third World	Panos/Norwegian Red Cross				5.50	
697	23/02			Beyond the Flipchart: Three Decades of Development Communication	Academy for Edu- cational Dvpt.					
698	09/03	MEDICO INTERNATIONAL		Price Indicator on International Low Price Sources For Essential Drugs		X				
699	09/03			EPI Technical Series. The Cold Chain. Product Information Sheets	WHO/UNICEF	X				

No.	1986 Date	Author	<u>ACQUISITIONS</u>	Title	Publisher	Gift	Order No.	Price	Price/£	Postage
700	09/03			Notes for the Practising Midwife	WHO/SEARO			Sw Fr 7.00		
701	09/03			Achieving Success in Community Water Supply and Sanitation Projects	WHO/SEARO			Sw Fr 7.00		
702	09/03			Intersectoral Healthfor All	WHO	X				
703	09/03			Appropriate Technology Institutions A Directory	ITDG	X				
704	09/03			Overseas Development and Aid. A Guide to Sources of Information	ODA	X				
705	09/03			Accelerated Stability of Widely Used Pharmaceutical Substances Under Simulated Tropical Conditions	WHO	X				
706	09/03			Stories of Adventure (Popular Text Series 1)	WHO	X				
707	09/03	OSBORNE, Carrie		Community Health Workers in Zambia	Ross Institute LSHTM	X				
708	09/03	WATSON, J.		Essential Action to Minimise Disability in Leprosy Patients	Leprosy Mission	X				
709	09/03	WATSON, J.		Preventing Disability in Leprosy Patients	Leprosy Mission	X				
710	09/03	ARCEIVALA, S.		Environmental Health Aspects of Industrial and Housing Estates	WHO/SEARO	X				
711	09/03			Maternal Mortality: Helping Women off the Road to Death	WHO	X				
712	09/03			EPI Technical Series. Selection of Injection Equipment	WHO	X				

No.	Date	Author	<u>ACQUISITIONS</u>	Title	Publisher	Gift	Order No.	Price	Price/£	Postage
713	09/03	GALAZKA, A.	Neonatal Tetanus. Guidelines on the Community-Based Survey on Neonatal Tetanus Mortality	WHO		X				
714	09/03	HUBLEY, J.	Resources for Community Health Education	Leeds Poly.		X				
715	13/04	GREEN, H. et al	Children on the Front Line. The Impact of Apartheid, Destabilization etc on Children in Southern Africa	UNICEF		X				
716	13/04	WHO	Standard Model Designs For Rural Water Supplies			X				
717	13/04	WHITE, G. et al	Drawers of Water. Domestic Water Use in East Africa	Univ. Chicago		?				
718	13/04	JOHNS, Warren	Establishing a Refuge Camp Laboratory. A Practical Guide	SAVE THE CHILDREN		X				
719	13/04	VHAI	Better Ear Care			X				
720	13/04	VHAI	Better Child Care			X				
721	13/04	SHIVA, N.	A Taste of Tears	VHAI		X				
722	13/04	VHAI	Banned & Bannable Drugs			X				
723	13/04	VHAI	Rational Drug Policy for Rational Drug Use (Drug Info. Pack)			X				
724	13/04	TOOL	More With Less. Aids for Disabled People for Daily Living			X				
725	13/04	PARIJS, L.	Health Education in Leprosy Work A Manual for Health Workers	I L E P		?				

No.	1986 Date	Author	ACQUISITIONS Title	Publisher	Gift	Order No.	Price	Price/L	Postage
736	29/04	DUIN, N. & JACKA, F. (comp)	Health help 87/88. A guide to organisations that can help you with <u>your health problems</u>	THAMES TV	X				
737	29/04	WHO	New vaccines. The force of biotechnology		X				
738	29/04	IAMLT	Laboratory in health care Developing country proceedings (17th congress)		X				
739	29/04	DRAPER FUND	Towards smaller families. The crucial role of the private sector		X				
740	29/04	WHO/UNICEF	Seminario subregional sobre control de enfermedades diarreicas e <u>infecciones respiratorias agudas</u>		X				
741	29/04	APPLIED COMMUNICATION TECHNOLOGY	The mass media and health. practices evaluations in Honduras and the Gambia. Summary report.	ACT	X				
742	29/04	CLEARINGHOUSE ON DEVPT. COMMUNI- CATION	Project profiles	AED	X				
743	29/04	STORMS, D.	Training and use of auxiliary health workers: lessons from developing countries	APHA	X				
744	29/04	ADEGOROYE, A.	Community health care	Macmillan	X				
745	29/04	WINBLAD, U.	Sanitation without water	Macmillan	X				
746	29/04	TREGONING, M. (ed)	Better Child Care	Macmillan	X				
747	29/04	WHO	World Health Statistics Annual 1986						
748	29/04	INTERNATIONAL HOSPITAL FEDERATION	Official yearbook 1987		X				

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Appropriate Health Resources and Technologies Action Group Ltd (AHRTAG)
85 Marylebone High Street, London W1M 3DE UK Tel: 01-486 4175 Telegrams: AHRTAG London W1
Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

25th September 1987

Dear Council Member,

You will note from the enclosed Council papers that Ann Darnbrough will be leaving us on 9th October (although she will be willing to continue to act in some capacity as a consultant to AHRTAG on rehabilitation issues).

Ann has been with AHRTAG since 1980, and our reputation in the field of rehabilitation we owe to her efforts over the years. Staff colleagues will be collecting for a small gift for Ann to thank her for work.

If Council members who have known Ann for some time would also like to contribute to a leaving gift, we would be very happy to receive their contributions and add their names to a leaving card.

Yours sincerely,


Ken Ritchie

NOTE:

THE COUNCIL MEETING ON 30TH SEPTEMBER WILL BEGIN AT 4.00 PM
IN AHRTAG'S OFFICES (I REGRET WE OMITTED TO CONFIRM THE TIME
OF THE MEETING IN OUR EARLIER NOTICE).

Executive Director: Dr Ken Ritchie, PhD

Council: Dr John D. C. Anderson, OBE, FRCS, MA, MD, BChir, DO, Dr Marie-Thérèse Feuerstein, SRN, MEd, DipCD, PhD,
Mr Dennis Frost, OBE, Mr Miles Hardie, MA, FHA, Professor Martin H. Hobdell, PhD, BDS, LDSRCS,
Dr Richard Laing, MSc, MBChB, Dr John Macdonald, MEd, PhD, Mr Alan Morgan, BSc, FIEE, FBIM,
Professor David Morley, MD, FRCP, DCh, Ms Carrie Osborne, SRN, MSc, Professor Aubrey Sheiham, PhD, BDS,
Ms Stephanie Summons, SRN, MPhil, Dr Gill Walt, BSc, PhD, Professor John K. G. Webb, OBE, MA, BM, FRCP,
Dr Pamela Zinkin, MBChB, DCh, FRCP

Registered Charity No. 274260 Company Registered No. 1322161 (England)

AHRTAG COUNCIL MEETING, 30TH SEPTEMBER 1987

OFFICE ACCOMMODATION

Council members will have received my memo of 20th August and notes on offices at:

1 London Bridge Street

Goswell Road

Although we have been continuing to search intensively for alternative offices, the above two are the only offices we have found which appear acceptable in terms of size, working conditions, cost and location.

We have made an offer for the London Bridge Street office with a premium of £8,000, payable in annual instalments of £2,000, £3,000 and £3,000. We have been told that our offer is 'second in line' behind an offer with a premium of £15,000. This offer, however, is dependent on planning permission for the building, and discussions are at present taking place with London Transport.

Our Agents have been trying to open discussions on a new lease for the Goswell Road offices, but unfortunately little progress has been made because of the absence of the landlords' agents.

Howard de Walden, our present landlords, have conducted a brief survey of 85 Marylebone High Street, but they have not yet proposed new terms for the renewal of the lease. Our solicitors have made an application for a new lease, but with provision for the court hearing to be adjourned pending negotiation.

Ken Ritchie

25.9.87.

Continuation of project reviews (Council meeting 30th Sept.1987)

LOW-COST PACKAGING FOR ESSENTIAL DRUGS

In February of this year the draft manual prepared by Jon Vogler was sent to about 40 of the organisations which responded to the original questionnaire on medicine packaging. With the manual a further detailed questionnaire was sent asking organisations whether they would be prepared to field test any of the methods described (i.e. paper envelopes, cardboard pill boxes and plastic canisters). The response to this questionnaire was disappointing, the only offers for field testing coming from Colombo, Sri Lanka, and Lindi, Tanzania.

We recently met with Jon Vogler and decided that we should proceed with field testing in Sri Lanka and Tanzania, as well as PNG (where Jon Vogler is likely to be spending 6 weeks on another contract) and either Bhutan or a Latin American site. The equipment for these tests has already been produced in Bangladesh.

Unfortunately we have not yet received the final reports on tests in Bangladesh from UBINIG, but it is likely that UBINIG's work in this area will have been delayed by the recent floods.

We would welcome ideas from Council members on how we might carry this project forwards, and for further suggestions on sites for fields testing and discrimination of the technologies.

The project is co-funded by ODA with grants from WHO and local contributions. A further approach to WHO might be needed to cover all field testing costs.

PHC Newsletter

Progress on the PHC newsletter was good in the period April - July with the production of a draft layout, and discussion on the possible contents of the newsletter. Unfortunately, holidays and the pressure from other work have meant that this progress has not been maintained. Lack of project funds and usable general funds have contributed towards this slowing down of activity.

Staff at AHRTAG are very committed to the idea of the newsletter - not only because of the need for a forum where the interchange of ideas and information on PHC is possible, but also because it would act as a 'flag-ship' for various other AHRTAG projects and help establish AHRTAG's role in this very important area of health care.

It is hoped that once some of the present work constraints (especially the Accommodation issue) are behind us, more effort will be directed towards the PHC newsletter.

AHRTAG COUNCIL MEETING, 30TH SEPTEMBER 1987

DISABILITY UNIT STAFFING

Ann Darnbrough has accepted a contract as a researcher with a BBC programme on disability issues, and will be leaving AHRTAG on 9th October.

Ann joined AHRTAG in 1980 when the Disability Unit was formed, and over the past eight years she has been primarily responsible for everything that the Unit has achieved - manuals on low-cost aids, 'Aids for Living' newsletter, programmes in Bangladesh, and high reputation in the field of appropriate rehabilitation. It is clear that replacing Ann will not be easy. We hope that Ann will continue to be closely linked with AHRTAG.

Ann's departure comes at a time when the work of the Disability Unit needs to be reviewed and replanned. 'Aids for Living' has been suspended because of lack of funds, and when we are able to relaunch it we might want to change the title and evaluate its contents. The manuals on play activities and on prostheses are nearing completion (in the hands of Deborah Birkett, a contract worker), and although some thought has been given to further manuals, planning is at a very early stage. The only on-going project of the Unit is the work in Bangladesh.

Financially the Unit is in a critical situation. The only major source of income is from the Bangladesh project budget, but even here it will be difficult to extract more money from the budget for general salary costs. As a result the Disability Unit is at present the main drain on our general reserves.

Nevertheless, we feel that the prospects for funding the Disability Unit are good, and a number of applications are being considered by donors. We will therefore be seeking ways of intensifying our fund-raising work (this proposal arises because we know of a suitable person who might be prepared to undertake the work).

AHRTAG COUNCIL MEETING, 30TH SEPTEMBER 1987

ORGANISATIONAL STRUCTURE

During the past year staff have on several occasions noted the need for a review of AHRTAG's organisational structure. Although AHRTAG's staff numbers have not increased substantially in recent years, there has been a great increase in its volume of work and in the development of new projects. It is perhaps therefore time to ask whether we are organised in the best way to cope with expanding workloads and to use our staff resources in the most effective manner.

Issues which need to be considered include:

- levels of responsibility: the need for better definition of individual responsibilities and lines of responsibility; the need for the correct balance between delegation and retention of accountability of senior staff;
- decision-taking: what balance between collective decision-taking (by staff/management team/departmental meetings) and individual executive powers;
- fundraising responsibilities;
- responsibility for budgetary control;
- job descriptions of some staff members;
- the division of AHRTAG into 'Units': is the present structure the most effective one; does it hinder rather than contribute to an integrated approach to AHRTAG's work; how do we ensure lines of communication between units.

In the coming weeks staff will be meeting to discuss these issues and to try to identify and define particular problems.

Staff will then ask some Council members to assist in evaluating our structure and in preparing recommendations for changes. We believe that Council involvements would be useful in this process both so that we can use the experiences of staff who have worked with similar organisations and to provide an external view of our structure.

Ken Ritchie

AHRTAG COUNCIL MEETING, 30TH SEPT. 1987

AGENDA

1. Apologies for absence
2. Minutes of the meeting of 22nd July 1987
3. Matters arising (note on Mailing List enclosed - previously circulated)
4. Accommodation (paper to follow)
5. Six-monthly review of project work
 - 5.1. Publication Unit
 - 5.2. Disability Unit
 - 5.3. Resource and Information Services
 - 5.4. Oral Health
 - 5.5. Low-cost drug packaging
 - 5.6. P.H.C. Newsletter
 - 5.7. Summary
(Reviews enclosed for 5.1. to 5.4.: reviews for 5.5. and 5.6. to follow)
6. Disability Unit: resignation of Ann Darnbrough and staffing situation.
(paper to follow)
7. Role of Council (paper to follow)
8. Organisational structure (paper to follow)
9. Any other business.

(Note: papers marked as 'to follow' will be sent by first-class post on Friday 25th September).

Ken Ritchie.

AHRTAG COUNCIL MEETING, 30TH SEPT 1987

INFORMATION NOTE ON MATTER ARISING FROM MINUTE 43.7 OF 22ND JULY 1987

AHRTAG's Mailing List

A discussion document on AHRTAG's mailing list was circulated at the last council meeting. We still have no indication from the US AID as to whether they might send a consultant to help us with the mailing list.

As a short term measure "Cardbox Plus" is being purchased. This is a software package which is usable on our present machine and should relieve some of the pressure on our present system. It is easy to set up and use, has powerful indexing and selection functions, has variable field length, and does not need the services of a programmer.

In the longer term a more sophisticated system would be needed - with greater memory storage space, and to allow greater flexibility in use (Cardbox plus is not designed to do calculations, and is not a 'relational' database ie. it cannot be related to another database). Expert advice would be needed to explore the longer term options.

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Appropriate Health Resources and Technologies Action Group Ltd (AHRTAG)
85 Marylebone High Street, London W1M 3DE UK Tel: 01-486 4175 Telegrams: AHRTAG London W1
Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

September 4, 1987

To : Members of Council

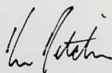
From: Ken Ritchie
Executive Director

I am writing to remind you that the next meeting of Council will be held on Wednesday 30th September 1987 at 4pm at 85 Marylebone High Street.

I regret that because of holiday arrangements it will not be possible for us to mail papers until early in the week beginning 21st September. However, we anticipate that the agenda will include:

- finance and fundraising
- accommodation
- six-monthly review of project work
- staffing
- role of Council

We look forwards to seeing you on 30th September.



To attend
if possible

to thank/Farewell

a) our plans

b) Book list on Trade

c) VHS Price list

d) 1988 Meeting of Documentation centres

Executive Director: Dr Ken Ritchie, PhD

Council: Dr John D. C. Anderson, OBE, FRCS, MA, MD, BChir, DO, Dr Marie-Therèse Feuerstein, SRN, MEd, DipCD, PhD, Mr Dennis Frost, OBE, Mr Miles Hardie, MA, FHA, Dr John Macdonald, MEd, PhD, Mr Alan Morgan, BSc, FIEE, FBIM, Professor David Morley, MD, FRCP, DCH, Professor Aubrey Sheiham, PhD, BDS, Dr Gill Walt, BSc, PhD, Professor John K. G. Webb, OBE, MA, BM, FRCP, Dr Pamela Zinkin, MBChB, DCh, FRCP

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Telex: 21879, 25247, 912881 : CWUK TX G, Attn 'AHR'

August 17, 1987

To : Members of General Purpose Committee

From : Ken Ritchie
Executive Director

It has been suggested by the Chairperson that the GPC scheduled for 4pm on Tuesday 18th August should begin at 3pm to allow more time for discussion. We apologise for this late change in plan. We will, however, recap on the discussion at 4pm for the benefit of anyone not able to arrive before 4pm.

Some notes on properties currently under consideration are enclosed.



cc: *Committee*

80 Goswell Rd, EC1

Area (sq ft.):	2100	Rent (£p.a.)	14,000
		Service charge	1,000
Layout:	2nd floor divided, with lift	Rates:	3,149
		Premium:	10,000

Comments: Central, but very tight on space. Could, however, be additional space on the floor below, but this might be expensive, and complicated if separate leases.

Action needed: Wait to compare others

74/77 White Lion St., Islington, N1

Area (sq ft.):	3200	Rent (£p.a.)	16,000
		Service charge	?
Layout:	Open plan floor, or with some partition	Rates:	?
		Premium:	?

Comments: No Heating - need to check electricity - poor condition. Good location (near Islington High St/ Pentonville Rd junction - Angel tube). PS has seen.

Action needed: SF and KR to view 2nd floor (with PS if poss.)

293/299 Kentish Town Rd, NW5

Area (sq ft.):	2750	Rent (£p.a.)	12,500
		Service charge	?
Layout:	3rd floor, divided	Rates:	?
		Premium:	None

Comments: Not certain that there is a lift

Action needed: Phone agents to check on lift

205/211 Kentish Town Rd, NW5

Area (sq ft.):	2250	Rent (£p.a.)	8,500
		Service charge	?
Layout:	2nd floor, divided	Rates:	?
		Premium:	3,000

Comments: Lease expires in April 88 ! Is there a lift ?

Action needed: Phone agents to check on lift

Britannia House, Grays Inn Rd, WC1

Area (sq. ft.):	3921	Rent (£p.a.)	31400
		Service charge	?
Layout:	Ground floor offices	Rates:	8,525
		Premium:	?

Comments: Clearly too large, but if someone would share ?
PS has seen and has floor plan.

Action needed: Wait to see if others wish to share.

Huntsman House, Hale Wharf, Ferry Lane, N17

Area (sq. ft.):	2500	Rent (£p.a.)	15,000
		Service charge	?
Layout:	ground floor, divided	Rates:	?
		Premium:	none?

Comments: Near Tottenham Hale station - miles away !

Action needed: Reject on distance grounds

87a Newington Causeway, SE1

Area (sq. ft.):	2,500	Rent (£p.a.)	16,500
		Service charge	?
Layout:	First floor, open plan	Rates:	RV 6,222
		Premium:	?

Comments: Initially rejected this. Open plan alongside railway
First floor car park at rear gives D. A. KR, PS and
JT-L viewed in 86 but rejected railway + open space.

Action needed: MS and KM to view for further opinion.

1 London Bridge Street, SE1

Area (sq. ft.):	3030	Rent (£p.a.)	10,000
		Service charge	None
Layout:	1/2/3rd floors + grd floor room separate	Rates:	?
		Premium:	0-15000?

Comments: Problem is disability access. Has been surveyed.
Cost of lift ground - 1st floor about 12-13,000.
Probably zero premium?

Action needed: MS and KM to view it (others have seen)

58G Hatton Garden, EC1

Area (sq. ft.):	2332	Rent (£p.a.)	25,000
		Service charge	?
Layout:	On 5 floors	Rates:	?
		Premium:	none ?

Comments: No lift. Badly designed room sizes - poorly refurbished - damp spots etc. (PS and ET have seen)

Action needed: Reject (cost, lift, condition)

270 Kingsland Road, E8

Area (sq. ft.):	(2500)	Rent (£p.a.)	6,250
		Service charge	?
Layout:	3rd floor, open plan	Rates:	?
		Premium:	None

Comments: 6600 sq ft to be divided. Partition costs. Is there a lift? Very difficult to reach (cannot be reached?) by tube.

Action needed: Reject on location

Ladbroke Grove

Area (sq. ft.):	2,500	Rent (£p.a.)	15,000?
		Service charge	?
Layout:	?	Rates:	?
		Premium:	?

Comments: Jon Dee viewing 18th Aug - possible share with Action Against AIDS. Might need carpeting, etc. No information on layout, dis. access, etc.

Action needed: KR to phone John Dee Tuesday evening

Centrepoint, Oxford Street/Tottenham Ct Rd

Area (sq. ft.):	3,000	Rent (£p.a.)	Cheap?
		Service charge	?
Layout:	Open plan	Rates:	?
		Premium:	?

Comments: Nice to think about! Jon Dee, Act. Ag AIDS estivating for share, but most unlikely. inv

Action needed:

55/63 Goswell Road, EC1

Area (sq. ft.):	2,500	Rent (£p.a.)	15,000
		Service charge	3,250
Layout:	2 units, 3rd floor	Rates:	?
	1 unit 2nd floor	Premium:	None

Comments: Good location. Has lift. Are units divided ?
Rent review in March 1988 .

Action needed: PS, KR and SF (if poss.) to visit 13.8.87

St Mark's Studio, Chillingworth Rd. N7

Area (sq. ft.):	2300	Rent (£p.a.)	12,650
		Service charge	2,300
Layout:	1500 ground, 800 first	Rates:	?
	(both open plan)	Premium:	none ?

Comments: Units in a converted church. Landlords would
partition, adjusting rent to recover costs. Near to
Holloway tube station.

Action needed: PS, SF and KR to visit a.s.a.p.