

## **GUIDELINES FOR THE RAHIMA DAWOOD TRAVELLING FELLOWSHIP**

The Rahima Dawood Travelling Fellowship was established to benefit Fellows, Members and Associate Members of the Association of Surgeons of East Africa. Surgeons of distinction are chosen as Travelling Fellows who travel to the member countries of the Association to lecture, teach and offer advice. Thus at all times they are the guests of the Association. The reputation of the Association depends on the way in which these distinguished surgeons are treated during their time as Travelling Fellows. We must feel honoured by their presence and look after them with our traditional African hospitality.

### **Historical Background**

In 1985, a Fellow of the Association set up an endowment in the form of a charitable foundation to commemorate his parents, Rahima and Dawood. It was first established in Kenya and was named Rahima Dawood Foundation. The capital for the foundation was derived from royalties earned from the Fellow's creative writing and the income was to be used to promote health and education.. It was given tax-free status by the income tax authority in Kenya. In the year 2000, a much larger chapter was established in the UK under the name of Marie Rahima Dawood Foundation and was granted tax-free status by the UK Charity Commission of England.

In 1987 the Trustees of the Rahima Dawood Foundation proposed the establishment of an annual Travelling Fellowship to be called the Rahima Dawood Travelling Fellowship. The Travelling Fellowship was created in order that the Fellow would teach and lecture in the member countries of the Association of Surgeons of East Africa and give an oration at the Annual General Meeting and Scientific Conference of that Association. The Royal College of Surgeons of Edinburgh subsequently became co-sponsors of the Travelling Fellowship and the Association agreed to pay local expenses of the Travelling Fellow. The Fellowship is therefore known as the Rahima Dawood Travelling Fellowship of the Association of Surgeons of East Africa and the Royal College of Surgeons of Edinburgh.

### **Selection**

1. The Rahima Dawood Fellow will be selected at the pre or post-Conference Council Meeting of the Association from amongst the experts on a topic that Council deems fit. The Travelling Fellows will be sponsored by the College and the Foundation in alternate years. The Fellow will be from overseas in the year that the College pays the fare. In alternate years he or she will be from the Region when the Foundation will pay the fare. If it is the turn of the College to sponsor the Fellow, the Association will choose the topic and the College will select the candidate on that basis from amongst the Fellows of the College. When it is the turn of the Foundation, the Travelling Fellow will be chosen from the Region and will be nominated solely by the ASEA Council.
2. Once the Fellow has been nominated, the Coordinator on the Council of the Association of Surgeons of East Africa will contact the Fellow and the Country Representatives to arrange a programme.

### **Timetable**

1. The Rahima Dawood Travelling Fellow should be selected two years in advance, in December at the Annual Meeting of the Association of Surgeons of East Africa.
2. The Fellow who has been chosen should inform the Association of Surgeons of his acceptance of the Fellowship early in the New Year.
3. By the end of the April Council Meeting the Coordinator of the programme and the Country Representatives should have planned the itinerary in consultation with the Travelling Fellow..
4. The final programme should be ratified at the August Council Meeting.

### **Travel**

1. The Travelling Fellow must take the most economical route possible and this must be taken into consideration when organising the programme.
2. Travel will be by economy class within Africa.

3. Bookings must be made early in order to take advantage of special fares.
4. In certain circumstances intercontinental travel may be on a business class ticket.
5. Bookings will be made by the Association Coordinator when this is feasible, taking the above factors into consideration.

### **Communication**

1. It is the responsibility of the Country Representative to plan the internal programme for the Travelling Fellow. The Fellow needs to know the subject or topic on which he is to lecture, what his teaching load is likely to be, and whether or not he is required to bring teaching aids such as a projector. He also needs to be informed as to whether he is lecturing to doctors, medical students, nurses or paramedical staff.
2. The Fellow should be informed well in advance of who is to meet him at the airport, where he will be staying, and how much departure tax will be required.
3. Any particular health requirement should be explained, for example the need for malaria prophylaxis and yellow fever immunisation.

### **Finance**

1. Each host country will provide the equivalent of Sterling £ 50 in local currency for spending money. It is expected that any of this cash which is not used, will be returned by the Fellow as he leaves the country. Each country is also expected to cover visa fees and departure taxes and this money should be provided in foreign currency.
2. The Fellow should be home hosted by a Member of the Council of the Association of Surgeons of East Africa or by a surgeon of equivalent rank. Only in exceptional circumstances should the Fellow be accommodated in a hotel, and if this is necessary the hotel cost is the responsibility of the Conference Committee and the Association in that country. If the Fellow is accommodated in a hotel it is essential that the local members of the Association arrange some private hospitality and that the Fellow is not left to spend long periods of time on his own. If it is decided that the Fellow is to be accommodated in a hotel during the Annual Conference he should be booked in the official Conference hotel.

### **Annual General Meeting**

1. The Rahima Dawood Fellow must include the Annual General Meeting in his schedule. Preferably this will be at the end of his tour.
2. The Fellow shall present his oration as the first paper at the opening session of the Conference at 1400 hours on the Wednesday afternoon. The Rahima Dawood Fellow will be escorted on to the platform by the members of the Council of the Association. There will be no questions following the oration.
3. The medal and certificate which is to be awarded to the Fellow will be presented during the opening ceremony. The presentation will be made by a Trustee of the Rahima Dawood Foundation jointly with the outgoing President of the Association of Surgeons.
4. The medal and the certificate will be provided by the Edinburgh College.
5. If it is difficult for the country which hosts the Annual General Meeting to arrange a programme for the Fellow prior to the start of the conference, the programme may be arranged after the meeting, or it may be decided that the Fellow has no further duties in that country.

### **Council Meetings**

1. The Fellow will be invited to attend both pre- and post-conference Council Meetings.
2. The Fellow will be asked to present a verbal report at the post-conference Meeting.
3. It is expected that by the end of January, the Fellow will send a written report on his Fellowship to the Trustees of the Rahima Dawood Foundation, the Royal College of Surgeons of Edinburgh and the President and Honorary Secretary of the Association of Surgeons of East Africa. The oration will be printed in the East and Central African Journal of Surgery.