



**COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA
(COSECSA)**

**COSECSA SECRETARIAT & COUNTRY
COORDINATORS' MEETING**

**30TH APRIL 2021
(VIA ZOOM)**

COSECSA SECRETARIAT
Arusha, Tanzania
March 2021

1 INTRODUCTION

The period between 2000 and 2019 has given us an indication of a remarkably successful institution. COSECSA has grown in all aspects and the trend is on the rise, thus the activities are on the increase too. This not only requires us to do work efficiently but also to firm up the coordination role at all levels hence the need to meet periodically.

COSECSA Secretariat has therefore, scheduled a meeting with Country Coordinators on 30th April 2021. This will be the second meeting with Country Coordinators following one that was held in 2019 in Arusha-Tanzania. At the meeting in 2019, Country Coordinators were informed of their role, Secretariat staff presented on the role each plays, experiences were shared, and recommendations were made.

2 RATIONALE/OBJECTIVE

The objective of the meeting is to review or take stock of what has been done, what is required to be done, challenges and propose recommendations to enhance the Coordination of the College Training Programme both at Secretariat and national level.

3 SCOPE

The meeting will consider the following items:

- (a) Presentations by the Secretariat Staff
- (b) Report of the Secretariat; and
- (c) Country Specific Status Reports.

4 MEETING PARTICIPANTS

The meeting will be attended by the Secretary General, RCSI-CP Coordinator (Ms. Mangaoang), Secretariat Staff and Country Coordinators.

5 DURATION OF THE MEETING

The meeting will run for 3 hours from 2.00pm (CAT) and 3.00pm (EAT)

6 AGENDA

The meeting will consider the items as per the attached program (Annex 1).

7 LOCATION

The meeting will take place virtually (via Zoom) and the meeting link will be sent to you in the due course.



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**PROGRAMME – SECRETARIAT MEETING WITH COUNTRY COORDINATORS
30TH APRIL 2021**

Moderator: COO, Ms. Stella Itungu

Rapporteur: AEO, Mr. Niraj Bachheta & AA, Ms. Diana Kaiza

| TIME | SESSION | RESPONSIBLE |
|---------------|--|--|
| 3.00 – 3.10 | Opening Remarks | Secretary General |
| 3.10 – 3.20 | Remarks from the CP Coordinator | CP Coordinator |
| 3.20 – 3.30 | Self - Introductions | Chief Operating Officer |
| 3.30- 4.00 | Presentation by Secretariat Staff | Finance Officer Administrative Officer Examination Officer Assistant Education Officer Assistant Examination Officer |
| 4.00 – 4.10 | Report of the Secretariat | Chief Operating Officer |
| 4.10 – 4.30 | DISCUSSION | ALL |
| 4.30 – 4.40 | BREAK | ALL |
| 4.40 – 5.40 | <ul style="list-style-type: none"> • Country Specific Presentations/ Reports on; • Membership & Fellowship Subscriptions • Training Programme • Status of COSECSA relations with Medical Councils and Surgical Societies • Outreach activities to Medical Schools • Projected enrolment numbers for next 2022 • Follow up on Government Funding • Income Generating Strategies • Events • Challenges and Recommendations | Country Coordinators |
| 5.40pm – 5.50 | DISCUSSION | |
| 5.50 – 6.00pm | Wrap up | Finance Officer |