ATMF Steering Group Meeting, Tunis 13.04.2018

Attendees: Gamal Gabra (GG), Faten Moftah (FM), Kamel Boukef (KB), Paul Strengers (PS), Abdel Jalil OuNaiem (AO), Aziza Hammadi (AH), Abdella Yatemgata (AY), Hanady Samaha (HS) and Magdy El Ekiaby (ME)

Regrets: Salwa Hindawi (SH), Reem Radwan (RR), Ghazy El Damanhoury (GH), Arwa Awn (AA)

Venue: Paris Concord Hotel, Tunis, Tunisia

GG presented to the committee the minutes of the last meeting that was held in Cairo on 22.11.2015.

He also presented the agenda for the meeting as well as a document titled “ the way forward”

1-The committee approved the agenda of the meeting.

2- The committee discussed the minutes of the previous meeting

3- The committee approved the appointment of AH and HS to the steering committee; AH replaces Dr Kamel Kizal and HS replaces Tahani Ali

4- The committee approved the appointment of AY to replace Nabila Metwalli as (the Regional Blood Transfusion Adviser) regional director of WHO EMRO (Correct title please ??)

5- The committee approved the appointment of Dr Nehad Mosaad to replace Dr Afaf Ahmed as the director of Arab Authority for Blood Transfusion as observer.

6- The committee approved the proposal that ISBT EMRO regional representative will be a member of the steering group as observer.

7-Over due members of the Executive Team steering Committee: ME, FM, KB & SH

8-The way Forward document “attached” was discussed by the committee and approved the following:

a-Keep the current status of ATMF as forum

b-Amend current statutes by GG (14 days) and circulate to members of steering committee for comments and then posted by AO on the web site for the ATMF members for final comments and approval

I suggest to insert a point here saying; the committee suggested to place on the website and send by email to all contacts in the region “ the invitation to all to register themselves as members in ATMF, this is to probe the size of ATMF followers and to establish a base of members

c-Overdue office positions will be replaced through inviting interested ATMF (Please see attached section from the statutes: 3.2 item 6)

members to submit for standing to these positions and then they will be chosen by electronic voting process through the website 4 weeks)

d- Elected members will be declared during the next ATMF GA to replace overdue members

9-The committee asked PS to explore the possible legal status of ATMF through consultation in Netherlands

10-The Committee discussed future meetings taking into consideration the unstable regional situation. It was decided that the meeting should continue to keep the momentum of ATMF. Suggested venue for next meeting includes Oman, Lebanon, Algeria and Jordan. It was also suggested that consideration of holding the meeting in Malta can be suggested in case of extreme instability of the region

11-The committee discussed the hosting of hemovigilance website. It was suggested that a simpler approach is to contact IHN to explore if ATMF countries can join IHN as first step and then that ATMF can have a regional report. The committee assigned the task to SH and AY

12-ATMF next task is to encourage collaboration with local blood transfusion societies. FM, KB and AO will try to get information about existing blood transfusion societies and their contact details to communicate with them and consider to have representation in ATMF steering committee. This may form the basis for regional Pan Arab Transfusion Society

13- Other Business by GG:

a-Encourage membership and suggested fee for membership is USD 10 or 20 for committee decision (Include here the suggestion of AO)

b-Formation of regional activity groups

GG proposed the amalgamation of two activity groups for Information and communication with the already existing ATMF activity group responsible linked to the excellent Web site service already established by AO. One for communication, which is, is already under the responsibility of Dr Mounira Mediouni and a second assistant, the name suggested for this is : “the voice of ATMF” or the “Echo of ATMF”. The second suggested to be named “The harvest of ATMF”

c-Work on a plan of action 2018-2020 (GG requests proposed ideas for the three year plan of action)

The meeting was concluded and ME was assigned to prepare minutes of the meeting and circulate to steering committee members

**Explanation of 8.c**

**3.1 The executive team (ET)**

The Officers of this team shall be the President, elected for a maximum of two years, the Coordinator for a maximum of three years and the Treasurer for a maximum of four years.

There will be two non-office-bearing members, voted in or co-opted by the members of the executive team. One of them should be the past president.

All names submitted are voted upon during the Annual General Meetings.

All names submitted are voted upon during the Annual General Meetings.Members can be re-elected but can only serve for two consecutive terms

3.2.s Tenure of SG membership shall be for 4 years and 2 members to be replaced at 2 yearly intervals. (This means that what is required is to replace two members of the steering group and not the ET. The next step is to choose internally from the SG members the changes required to replace the three ET office bearers)

This means that the ET overdue members are identified

Replacing of two ET office bearers at two yearly intervals from the SG members. This is done by the ET and approved by SG and voted upon during the AGM

Replacement of SG members as explained in 3.2.6.

Only two are replaced at two yearly intervals from the SG members after

Conclusion: All what needs to be done is invite members to become members of the SG by online voting. The rest is completed internally be the ET members and presented to AGM for approval

Gamal Gabra