**Hand over by:**

**Name: \_\_**Abdoulie Bah**\_\_ Email: \_\_**abliebah@mrc.gm**\_\_**

Project short title: \_\_Eden study \_SCC/LEO No: |\_2\_|\_2\_|\_9\_\_|\_\_8\_|\_9\_\_| ❒ N/A

Reason for Handover: ❒ Annual leave

Proposed departure date: 30/12/2024.

Proposed returned date: 20/01/2025.

**Taken over by:**

**Name: \_\_**Yusupha Ceesay (YC)**\_\_ Email:** [**\_yusupha.ceesay@lshtm.ac.uk\_\_**](mailto:_yusupha.ceesay@lshtm.ac.uk__)

**Name: \_\_**Bakary Sonko (BS)**\_\_ Email:** [**\_\_**bsonko@mrc.gm**\_\_**](mailto:__bsonko@mrc.gm__)

1. Any task(s) which are pending or under progress at the time of handover:

|  |  |  |
| --- | --- | --- |
| **Task** | **Description** | **Person Responsible** |
| 1. | *Weekly Call-List:*  Continuous- shared with the field team on weekly basis | YC |
| 2. | *Data Cleaning:*  Continuous- done daily | YC |
| 3. | *Full blood count data importation:*  Continuous- upload to REDCap sysmex CRF when ever laboratory completed full blood count test | YC |
| 4. | *Project progress report:*  Continuous- shared with the project management team (PI, and other team leads) & Query status report, weekly numbers- Wednesdays, shared with the field team on a weekly basis. | YC |
| 5. | *Project KPI:*  Last day of every month. | YC |
| 6. | *Ad-hoc data report or request*  Ad hoc data request by the PI, or CTC, and other team members | BS |
| 7. | *FBC reconciliation*  *Reconciliation between FBC on REDCap monthly against KEMRes FBC* | BS |
| 8. | *Monthly project log.*  Trial monthly project log, every last Monday, Tuesday, and Thursday | YC |
| 9 | *Miscellaneous*  Other support requested by the trial team members. | YC & BS |