**Kick-Off Workshop for the BMZ project “Strengthening the Audiological and ENT services in Zambia” (P 3851)**

*Summary of discussions and Action Points*

Place: Lusaka, Zambia- Beit Cure Hospital

Date: September 17th – 19th September

Participants: Steve Hitt, BCH Executive Director

Steven Chishimba Programme Manager BCH

Catherine Malisawa BCH Finance Director

Sergio Mainetti, CBM Zambia

Aretha Nsefu, CBM Zambia

Gurshon Matroos, CBM Regional Office

Laura Tsikirayi, CBM Regional Office

Tobias Luppe, CBM Germany

Marco Andolfi, CBM-Germany

Sergiy Ivashchenko, Livingston Central Hospital

Victor Kusweje, Kabwe Central Hospital

**List of Action Points until January 2019**

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| **To Do** | **Deadline** | **Responsible** |
| Recruitment Project Manager | Start week Sept 24 | BCH |
| Recruitment ENT Surgeon | ASAP | BCH |
| Communicate Bone Lab Issue to BMZ  Share presentations and reporting forms | September 30 | CBM Germany |
| Open dedicated Bank Account | September 30 | BCH |
| Resolve issue of double funding outreaches and school screenings | October 15 | BCH, CO |
| Sign Project Agreement | October 15 | CBM Germany, CO, BCH |
| Agreement with CBM UK on SCs new role in overseeing both ENT grants | October 15 | CO |
| Present plan for Audiotech training  Inform about ENT courses available regionally in 2019 | October 15 | BCH |
| Sort out MoU for Bone Lab | October 31 | BCH supported by CO |
| Order lab & medical equipment  Purchase Car | October 31 | BCH |
| Procurement of Furniture  Place Order for Water Tower  Present Plan for Speech Therapy trainer | November 30 | BCH |
| Agree on bonding agreements | November 30 | BCH, CO with MoH |
| Present accounting solution to cost-sharing issues | November 30 | BCH |
| Present Plan for Speech therapy training  Present Plan for Nurses Curriculum | December 15 | BCH, supported by Rachael |
| Submit first PPR and Narrative Report | January 8 | BCH |
| Arrange participation in ENT Public Health Course with Starkey | January 31 | BCH |

**Day 1: Monday, 17.09.2018**

1. **HR Meeting (SH, SC, MA, SM, TL, LT, GM)**

Discussion about programmatic and financial management capacities of BCH for upcoming BMZ ENT programme, Scottish Government and other CBM Projects. How to avoid further reporting hick-ups:

* Agreement for BCH to team up with CBM CO to streamline the reporting. CO will meet with BCH 2 weeks before reports are due to support writing process.
* Key persons at BCH in Lusaka are Steve Hitt, Catherine Malisawa, and Steven Chisihimba. Aretha Nsefu nand the CBM Programme Officer being recruited will work closely with BCH.
* Financial Management: Isaac is the focal person working with CBM grants. There will be additional support provided by BC Regional Office in Nairobi (Naomi, Chege, Jacky Kyalo) to ensure proper management & reporting
* Programmatic Management: Steven C in charge as Coordinator for SG and BMZ Project; Recruitment of Associate Project Manager to work under Steven C for BMZ Project
* BUT: Steven C salary and time 100% covered through Scottish Government grant and new recruit covered 100% under BMZ grant > Clarification with CBM UK needed (CBM CO)
* Concern if new Associate (Junior?) Project Manager can deliver and has the experience to implement highly sensitive, political activities (meetings on national level etc); Salary needs to be discussed further after recruitment process.
* **Recruitment Project Manager to start week Sept 24**

Discussion about ENT surgeon partly budgeted in BMZ programme:

Dr. Phiri is at BSC 80% for BCH according to his contract. He can work without supervision but cannot handle number of patients on his own. > BCH to find an additional ENT Surgeon and hence willing to co-fund the surgeon partly budgeted in the BMZ grant. Position is already advertised, there is interest from some ENT surgeons, one based in Zambia.

Employer costs: 50.000-70.000 USD p.a. excluding the extra payments (School fees, medical insurance, vehicle etc). Funding available:

* Scottish Grant Funding contribution 2018-22:
  + Year 2: 22.576
  + Year 3: 24.382
  + Year 4: 26.333
  + Year 5: 28.440
  + TOTAL SG: (101.731 GBP) 114.300 EUR (until March 2022)
* BMZ grant contribution 2018-21 47.500 EUR (until December 2021)
* Beit Cure: 90.000 EUR
* TOTAL 251.800 EUR
* Steve H to provide feedback on recruitment process and indicate, what total package we are looking at > discussion how potential funding gap can be filled
* **Recruitment ENT Surgeon to be finalised ASAP**

**Temporal Bone lab:**

* Not possible at BCH, culturally not accepted and logistically too complex to have cadavers at BCH premises.
* Return to initial plan of setting it up at UTH

**CBM Germany to discuss this change with BMZ by end Sept**

**CO and BCH to discuss with UTH the roles and responsibilities/ MoU; ready by end Oct**

**Additions from discussions with Rachel on Day 3**

**Temporal Bone Lab:**

* An MoU between BCH and Ministry of Health already exists, and the construction of the temporal bone lab is covered under it. An addendum will be included stating responsibilities and expectations of School of Medicine and UTH
* Storage purposes will be difficult, so it will be best to leave the lab equipped as it will be locked all times it won’t be in use for anything else other that its purpose
* Department of general surgery under the school of medicine would be best to run it (this is the same model used in Addis and Harare). Having a school of medicine attached to it would be very useful.
* Ministry of higher education addressed rumours about a possible removal of the School of Medicine. In a statement it was made clear that this was not going to happen so assurance that the school of medicine will be there for a long time
* Head of department for surgery and Dean are happy and ready to go with the lab and to help draft an MoU
* MS at UTH is happy to give space for the lab
* Room is already available in the Clinic at UTH. Space could fit in 6 stations.
* Currently budget covers 3 stations, savings from renovation instead of construction could go towards equipment for additional stations and a monitor and projection equipment
* Lab will be available for access to regional ENT surgeons under DR Hapunda supervision
* Person from ministry at UNZA will work with Steve to get the MoU sorted
* A specific agreement with UTH and School of medicine will be drafted

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1. **Kick off workshop**

See Agenda for timetable. Presentations attached.

* Input Kabwe Central Hospital
  + Upgrade to Central Hospital, teaching hospital and all the sub-specialties
  + 12 districts in province, 9 feed into the hospital
  + 4.500 ENT patients in 2017
  + 3.500 ENT patients already in 2018 (September)
  + ENT department comprised of one GM doctor and one general nurse
* Input Livingston Central Hospital
  + 3 years as Central Hospital
  + No ENT specialist and no ENT trained nurses
  + No ENT infrastructure or equipment
  + Only basic ENT services under general services, other cases referred to UTH
  + For the next 12 months Chinese ENT specialist at the hospital

**Day 2: Tuesday, 18.09.2018**

1. **Kick Off Workshop ctd.**

**Reporting Arrangements**

* Narrative & financial reporting on a quarterly basis throughout the project cycle
* Reports to be submitted to CO by 8th of the month following the quarter. First report in by January 8, 2019.
* 2 weeks before the reporting deadline CO meets with BCH to go through the financial and the narrative reporting; thereafter BCH finalizes reporting with Cure Regional Finance Manager based in Nairobi

**CBM CO to discuss the cost sharing with the water tower and come up with transparent reporting/ invoicing**

**CBM Germany shares all the updated presentations, templates with CO and BCH by next week**

**Discussion Activity Plan**

* 1. Furniture Office and Treatment Rooms
* Steven (BCH) will visit Livingstone and Kabwe for an initial visit in October and discuss consultation rooms and the furniture/ procurement

**Procurement of furniture finalized by November (orders & payments)**

* 1. Medical Equipment and Consumables
* Revision of the medical equipment list by BHC together with Dr. Hapunda
* By Sept 28 Feedback on the equipment, final list of equipment to be purchased
* BCH starts process of procurement according to BMZ guidelines
* BCH gets back to CBM CO if there is need for assistance with procurement

**October: Orders to be placed**

2.3 Procurement of Project Vehicle

* BCH gets quotations for project vehicles in September
* **October Purchase done locally if within the budget**
* Package deal together with spare parts etc since budget higher than expected costs
  1. Construction

Water Tower

* Quotation comes in September
* Placement of order November
* Important to make cost-sharing with US-Embassy transparent

**Finalize in Q1 2019**

Temporal Bone Lab

* See above
  1. Implementation of ENT Plan 2018/2019

Official project launch event in Livingston can only happen after the first training, i.e. end of February 2019

National ENT Committee Meeting for 2018 potentially for end of November: Topics:

* Setting up ENT society of Zambia
* Formalizing and officially adopting the implementation plan of the ENT strategy
* Topic of epidemiological survey.
  1. Trainings 2018/2019

Training of Nurses

* First half of February at BCH by Dr. Phiri and Dr. Hapunda
* 10 nurses for 10 days training
  1. Hearing Instrument Training (Audiotechnicians)

Problem: MoH does not allow sending people away for longer training periods. This means the initial plan to send four people to Kenya needs to be adapted. Idea is to work out a feasible training schedule with Starkey Foundation meeting our quality expectations. They offer an annual course starting in February 2019.

* By beginning of October BCH comes up with estimates of training schedule and costs
* By December the first trainee is identified for the February course
* If it is successful we add the other trainees in 2020/ 2021

**By end November: Bonding agreement to be discussed with MoH, high level discussion on MoH level with BCH and CBM CO**

* 1. Speech therapist training
* Problem: Speech therapist only back in Zambia end of 2019, i.e. training could only take place beginning of 2020. Speech Therapist salary 40% budgeted for 6 months already in 2019; no local speech therapist readily available
* BCH to get in touch with her for a job guarantee, ensuring she actually does come back; activities would then be postponed to 2020.
* BCH looks for a plan B as well – **feedback by end of November**
* Need to Change the course to train “basic knowledge on speech therapy” since there is no job cadre for speech therapist assistant in Zambia. This basic training would be sufficient to be able to sort out small things and identify cases that need referral.
* Other option to explore providing current trained 18 speech therapists trained in the Ministry of Education clinical training so that they can practice (right now they can’t practice because they had no clinical training)

**BCH to present a solution to the Speech Therapy Assistant training by 15 December 2018.**

* 1. ENT surgical course in 2019
* Input from Dr. Phiri and Dr. Hapunda by mid-October about courses and timelines for 2019
  1. Office costs BCH
* By December: BCH sort it out with CBM CO assistance of cost sharing reporting
  1. Monitoring visits
* CBM CO to assist with log book for vehicle use
* First visit in October, second one towards February 2019
* Contribution towards maintenance and insurance, CBM CO sort it out with BCH
  1. Outreaches and school screenings
* Some of the outreaches already covered through CBM private funds (P3589) could be funded through outreach budget under BMZ Project (P3851); possible savings (from P3589) can then be used for the ENT surgeon’s salary in the BMZ project

**By mid-October BCH and CO CBM will present CBM Germany a plan for budgeting the outreach and school screenings**

**Public Health Planning for hearing impairment course:**

* Starkey already does a course annually. A better option would be to pay for our participants to attend the course and save on facilitator costs. Savings can be put towards accommodation which was reduced by BMZ for the whole project to a maximum of EUR 60 / night

**By end of January a plan with Starkey is expected; Steven to arrange this**

**Epidemiology Survey:**

* See first ENT Committee meeting

**National Curriculum for nurses and clinical officers to include ENT:**

* Different to what we state in the proposal, ENT is actually part of national curriculum. The issue is that it is not being implemented because of lack of HR.
* Idea: Creating an elective 6-week course in basic ear and hearing specific ENT with the school of nursing. The awarded CPD points can be motivating since they are needed by nurses for their annual license renewal

**Plan for this would be done by December 15th 2018. (Review of current course being used in Zim, then meeting with General Nursing Council and back to School of Nursing for update)**