

**AGM: Provisional Programme. Saturday 1<sup>st</sup> December 2007.**

Morning Session 11:00 – 12:30

Afternoon Session 12:30 – 15:40

Meeting Venue: Gurney's Lecture Theatre, Post Graduate Centre.

Hemel Hempstead General Hospital, Hillfield Road, Hemel Hempstead.

HP2 4AD

**Morning session** – In-house meeting for Motec membership only.

**11:00 to 12:30** Chairman of morning session: Mr. P. Ofori-Atta

Supporting Chairman: Dr. Kofi Amu-Dadzie

- 11:00 Arrive MOTEC members/submission of secret votes to Returning Officer.
- 11:15 Review of Financial Statement. Account handling advice. Members roles and responsibilities.
- 11:25 Review of membership/payments of subscription/membership numbers and ID... Mrs. Gladys Ofori-Atta/Mr. David Lewis.
- 11:40 Patrons and roles: review/new additional appointments.
- 11:55 Election: voting and declaration of winners by Returning Officer.
- 12:10 Fresh Appointments/Subcommittees & Appointments  
Appointment of Non Executive Trustees: Shadowing 4 posts  
Finance/Account  
Projects Officer  
Fund Raising Officer  
Educational  
P.A. to President: documentations/errands/spokesperson  
IT Web Editors-educational materials and factual reporting.
- 12:25 Other matters. **\*\*\*code of practice, policy issues.**
- 12:30 Closure of morning session for Lunch.

\*\*\*\*Review of working visits / projects



## AGM Provisional Programme Saturday 1<sup>st</sup> December 2007

Venue: Gurney Lecture Theatre, Post Graduate Centre, Hemel Hempstead General Hospital, Hillfield Road. HP2 4AD

**Afternoon session** - Chairman: Mr. S. P. Raymond Consultant General Surgeon.  
**12.30 to 15.40** West Herts NHS Trust Hospitals.

- 12:30 Arrival of Guests (by invitation) & Lunch (hot meal)  
Gurney Lecture Hall Reception.  
Video and slides of Motec, membership, and durbar by Mr. David Lewis  
Membership drive by Mrs. Gladys Ofori Atta.  
**Registration:** Veronica Mac-Quarshie / Jason Hewitt
- 13.20 a) Welcome, Introduction of Chairman and Distinguished Guests.  
b) Introduction to Office of new Executives:  
c) Introduction of other officers and sub-committees by Dr Kofi Amu-Darko.
- 13.35 MOTEC's Target Hospitals by Simon Derby.
- 13:45 **Annual Reports** (5 minutes each)  
Physiotherapy: by Sarah Claridge  
Laboratory: by Raymond Ofori  
Theatre Facilities: by Steve Townsend  
Education and Training: by Rosemary Doogan  
Motec Financial Report: by Sue Holder
- 14:25 Appeal for Support & Participation - Mr George Bannerman.  
Address - **West Herts** NHS Trust Hospitals Representative  
*West Herts and Global Health*
- 14:35 Address by Mr Martin Quansah, Minister for Development.  
**Ghana High Commission.** UK & Ireland. London:  
*The Commission and Voluntary Work in Ghana.*
- 14:40 Message from **IOM/MIDA** Migration and Development in Africa.  
*MIDA Ghana Project.* Ralph Welcker.
- 14:45 Supporting Motec's work in Africa: Mr Robert Welsh.  
Managing Director. **Corin UK**
- 14:55 Motec Life- UK in Ghana- *Working Strategy and Observations.*  
Mr. P. Ofori-Atta. President. Motec Life - UK
- 15:05 **Key Address:** *NHS Links-General Overview:* Ms Karen Peachey.  
International Director, Tropical Health and Education Trust London.
- 15:15 **OPEN FORUM**
- 15.25 Chairman's Remarks.
- 15:30 Vote of thanks. Ms. Antoinette Dadzie
- 15.40 Departure.

### P.M. Session: Invitation - OBE TV, London.

For Further information please contact: 07766534074/07881760820  
or visit  
[www.moteclife.co.uk](http://www.moteclife.co.uk)