

MedSIN-Sudan Internal Affairs 22/24 Activation system concept note

Background:

The Association has been serving as the gathering forum for all the medical students associations in Sudan for a long period either in its new foundation or since it was named as SMSA. The amount of opportunities and development our members fund here is competitive and for sure it has a passive and effective part in building a stronger healthcare system through ensuring the qualification of its components; the students. Every general assembly, a remarkable number of universities from different states and backgrounds apply for a membership opportunity within the association and the number is increasing every term

Problem statement:

The applicant universities are showing a huge motivation and passion to join the association but the issue that made the most of them got rejected in the GAs is that they have no proper background, experience and qualification to be a functioning part to first in the puzzle of the association or getting accepted with low qualifications and then being away from the rhythm after being admitted.

Justification:

This system is a checklist parameter aiming to create a well-known and annually handovered approach for the internal affairs team to deal with the potential LMOs as well as for those LMOs to have a written guidance on how they can start from zero until they set the final bricks before applying for the membership.



General definitions and explanations:

LMO: LMO refers to a student-led medical association based at a university or medical school that is affiliated with MedSIN-Sudan and IFMSA. LMOs are the core building blocks of IFMSA's global network. In the context of MedSIN Sudan, LMO represents universities or medical schools that have established a local representative body or branch of MedSIN within Sudan. abbreviation of local membership organization, It represents the membership of a particular university that falls under the National membership organization (NMO) which it is our MedSIN-Sudan and MedSIN-Sudan fall under the IFMSA.

Making a new LMO name by taking the first two letters of the university name +MSA (Medical Student Association).

Constitution and bylaws: The constitution and bylaws are formal documents that outline the fundamental principles, structure, and governing rules of the organization's operations, structure, and decision-making processes at the national or local level. It represents the functional system of the association that contains several procedures and deadlines managing the workflow of the association.

Executive Board: The executive board consists of elected/appointed officials who oversee and manage the organization's activities and affairs internationally, nationally or locally.

Team of Officials: The team of officials comprises individuals who hold various positions within an LMO or NMO (National Member Organization) affiliated with IFMSA. These positions include executive board members, local/national officers, or support division directors.

Internal Operating Guidelines: These are rules and guidelines established by MedSIN-Sudan and LMOs to govern the internal operations of its member organizations. They cover topics such as activities' guidelines, project guidelines, and financial procedures. They provide specific guidance on how the organization operates, conducts projects, and manages its affairs.

The IOGs is a document containing guidelines and rules concerning the internal workflow of a team that's drafted by that team and agreed upon through a certain voting procedure. These guidelines formulate a system controlling the process of activities management, finance, meetings, communication, external representation and etc. the importance of this document lies in the fact that it's representing an accountability system that could be referred to when a violation occurred by any member of that team.



General assemblies: General assemblies are large meetings held by MedSIN-Sudan nationally twice every year. They are the highest decision-making bodies, where member organizations gather to discuss and make decisions on policies, projects, and organizational matters, organization's activities, leadership, and strategic direction at the national level.

Standing committees: They are committees or working groups that address specific healthcare or advocacy issues that focus on specific areas of interest, such as public health, human rights, medical education, and research. These committees drive MedSIN-Sudan and IFMSA's work in these areas.

We have six standing committees with individual's IOGs, LoCal Officers, focus area, vision and mission.

- SCOPH : Standing committee on public health.
- SCORA : Standing committee on Reproductive Health including HIV and AIDs.
- SCORP : Standing committee on human rights and peace.
- SCOME : Standing committee on Medical Education.
- SCOPE : Standing committee on professional Exchange.
- SCORE : Standing committee on Research exchange.

Activity:

Activities are the backbone of the LMO/NMO and it's the most important thing that can develop the LMO/NMO members and make a strong generation and strong LMO so the criteria of these activities are important to achieve the LMO/NMO vision and mission.

Activity can be sessions, campaigns, workshops, and trainings, conferences, outreaches, competitions or any other types of activity held by local officers according to the Standing Committees focus areas, and also can be held by support divisions (projects and training mainly and publication). In addition, EB can organize activities according to LMO needs. and these activities must be supported by proposals, reports evaluation and publication. It depends on LMO IOGs for more organizing.

What are the responsibilities of MedSIN-Sudan LMOs?

1/ The following information must be submitted at every General Assembly by all Local Member Organizations:



- a. A completed credential form (signed and stamped list of the LMO's delegation) (if the LMO is present at that General Assembly Meeting) to the Constitution Credential Committee, containing all names and positions of the delegates before the start of the second plenary session. The form should be signed by the head of the delegation and stamped with an official stamp of the LMO.
- b. Updated LMO officials' names and contact information as well as any statistical details of the Local Member Organization requested by the Executive Board, by the 15th March for the April Meeting and by the 15th of August for the September Meeting. The VPI must provide the Constitution Credential Committee with a list of Local Member Organizations who have not yet submitted their information two hours before the start of the second plenary session.
- c. A Local Member Organization Report. These reports should be submitted online at the latest on 15th of March for the April Meeting or at the latest on 15th of August for the September Meeting. The Local Member Organizations should be invited to fill their reports at least 2 weeks prior to the deadline of the report.

2/ The LMO must pay its yearly membership fee, MedSIN-Sudan exchange fees and other taxes in accordance with the Regulations for MedSIN-Sudan membership fees and exchange fees in Article 9 of the MedSIN-Sudan Bylaws.

3/ Paying participation fees and completing registration with the organizing committee.

- **Membership Engagement:** Actively engaging and recruiting medical students to become members of MedSIN-Sudan and IFMSA and participate in its programs and initiatives.
- **Local Projects:** Planning and implementing local health projects and campaigns aimed at addressing community health needs.
- **International Exchange Programs:** Organizing and facilitating international exchange programs for medical students, allowing them to gain clinical experience and cultural exposure in different countries.
- **Public Health Initiatives:** Promoting public health awareness and education within the university and the local community.
- **Advocacy:** Advocating for global health issues and participating in lobbying efforts to influence healthcare policies at the local, national, and international levels.
- **Training and Capacity Building:** Providing training and workshops for members to enhance their leadership, medical, and advocacy skills.
- **Collaboration:** Collaborating with other LMOs and regional and international IFMSA bodies to exchange ideas, best practices, and resources.



- **Administration:** Managing the administrative aspects of the LMO, including finances, record-keeping, and communication with MedSIN-Sudan.
- **Networking:** Building networks with healthcare professionals, organizations, and institutions to support MedSIN-Sudan and IFMSA's mission.
- **Representation:** Representing the interests and perspectives of medical students at the university within MedSIN-Sudan and IFMSA's broader global network.

The roles provided cover essential functions for Local Member Organizations (LMOs) within MedSIN-Sudan, emphasizing communication, member engagement, and administrative support. However, it's worth noting that the specific roles and priorities of LMOs can evolve over time based on the organization's goals and the needs of its members and the local community.

If LMOs identify additional areas or specific initiatives that align with MedSIN-Sudan and IFMSA's mission and address local healthcare challenges, they can certainly expand their roles accordingly. Flexibility and adaptability in responding to emerging issues and opportunities are valuable qualities for any organization, including LMOs.

Therefore, while the roles mentioned form a foundational framework, LMOs should always be open to assessing their unique circumstances and considering new roles or activities that can further contribute to improving healthcare and medical education in Sudan and align with IFMSA's objectives.



Staging system:

- stage (0): foundational
- Stage (1): accreditation
- Stage (2): functional
- Stage (3): mastering

Stage (0)

Foundational stage

Building an LMO is hard but it is a fruitful experience, as a decision maker [person/group] or an official students representative body at this level you should familiarize yourself with this stage.

What is Foundational stage :

{ is that the LMO founder (decision maker / students representative body) put the basic blocks of the LMO in form of structure and constitution and bylaws}

Foundational stage checklist	LMO Score
LMO model	
LMO structure	
LMO constitution and bylaws	

Foundational stage checklist details :

1/ choose your LMO model :

Do your own research to make a final decision about your LMO suitable model.

LMOs models :

- **Independent association** : is an official independent students representative body established only to activate medSIN sudan standing committees and support divisions .
- **Student representative body** : is an official, previously formed students representative body, willing to activate medSIN-Sudan standing committees



and support divisions and regulate the distribution of the workload within the body.

- **Part of a student representative body** : is a division or a part of an official previously formed students representative body established to activate medSIN sudan standing committees and support division within the body and

#Tools:

- Contact as much as possible other medSIN sudan LMOs with different models to choose the most suitable for your LMO.

2/ LMO constitution and bylaws :

The decision maker [person / group] or the official students representative body should establish a constitution and bylaws to regulate the flow of the LMO.

#Tools :

To shape a constitution and bylaws take the next steps :

- Familiarize yourself with MedSIN-Sudan constitution and bylaws
- Read other MedSIN-Sudan LMOs Constitution and bylaws to establish a clear vision about your own constitution and bylaws
- Contact other experts in the field if you struggled with eg : new LMOs, and newly candidate LMOs.

The traditional way of creating a constitution is to form a committee that is in charge of writing the first draft.

MedSIN-Sudan constitution and bylaws is highlighting the main pillars and bylaws points that should be in the constitution of every students' organization applying for its membership and they are the following:

- a. The official name and a statement of the organization (e.g. mission, vision or other equivalent).
- b. The membership structure, which should include types of membership and procedures on how to obtain membership.
- c. The meetings structure, including local general assemblies, executive board meetings, quorum and majorities needed for decision-making processes.
- d. The Executive Board (or similar) structure and functions, including term of office and election procedures.
- e. The name of committees/divisions/working groups, and official positions, the core structural elements are :
 - The executive board
 - Local Officers
 - Support divisions directors



- f. The financial management procedures, which can include budget approval, reporting procedures and procedures for money withdrawals/transactions.
- g. The procedures for amendments of the regulations.
- h. The information concerning dissolution of the organization.

Stage (1)

Accreditation stage

The big step which brings an LMO to the light is accreditation.
What is accreditation?

{ Accreditation is that the LMO recruited the faculty members, had their first general assembly in which their constitution and bylaws are officially approved and the LMO is officially registered at its university }

Accreditation stage checklist	LMO Score
Accreditation by the general assembly	
Accreditation at the University	

Accreditation stage checklist details :

1/Accreditation at the general assembly :

Means that the LMO constitution and bylaws are officially approved by the students of its college / the students representative body of its college.

#Tools :

- Promoting IFMSA and MedSIN-Sudan through conducting orientation sessions and social media campaigns to introduce these concepts to the students. (Reach out to MedSIN-Sudan VPI in this step)
- recruit the students and announce for a general assembly
- Conduct the general assembly and to have some of its main agendas to adopt the constitution and bylaws and to elect the team of officials. A general assembly meeting, or a representative body meeting to vote upon the constitution and bylaws initial model.

2/ Accreditation at the University



Means that the LMO constitution and bylaws are officially approved and the LMO is officially registered as a representative body of the students of that university medical college by the dean of students affairs.

#Tools

- Review the constitution and bylaws after the General assembly accreditation with the dean of students affairs.
- Finalize accreditation papers

There are 3 main ways for the students organization to be officially accredited and registered:

- 1) register the LMO under the faculty deanship
- 2) Register the LMO under the students' affairs deanship
- 3) Being incorporated in the structure of an already established and registered students-led body in the faculty.

Stage (2)

Functional stage

For LMOs who passed the accreditation stage, it's a fundamental process to step functional and to put into action.

{ functional stage is that the LMO appoints / elect... etc its Team of officials and local teams and start building members with interest}.

For the potential LMO to be considered functional, it must work synchronized in functional phase divisions.

Functional stage checklist	LMO Score
Official functional	
Members related functional	

Functional phase divisions checklist details :

1/ official functional



Means that the LMO is functioning the official parts :

- The LMO {appointed / elected... etc} the executive board, Local Officers, Support Division Directors
- The LMO {appointed / elected.. etc} the local teams

#Tools :

- Based on the constitution and bylaws

2/ members related functional

- The LMO gather members with interest in its field of work

#Tools :

- Perform orientation sessions
- the LMO build it is standing committees membership
- opening membership calls

Stage (3)

Mastering stage

What is mastering stage :

{ Mastering stage is when the LMO is active locally with full potential ; the executive board is well established, other team of officials with their relevant local teams start working in MedSIN sudan standing committees and support divisions fields of work, with the LMO ensures adequate number of active members,financial stability, and basis of sustainability}.

Mastering stage is the sharp line which divide potential LMOs into :

- LMOs well prepared to apply for MedSIN-Sudan candidate membership
- LMOs yet prepared to apply for MedSIN-Sudan candidate membership

well prepared LMOs :

The following checklist is for the LMOs who passed stage 0, 1 and 2



Well prepared checklist points	LMO Score
Functioning executive board	
Functioning officials and local teams	
Active in MedSIN-Sudan fields of work	
Increasing number of active members	
Financial stability	

Well prepared checklist details :

1\ Functioning executive board :

Means that the executive board officials are running the executive functions as described in the LMO constitution and bylaws.

Tools :

- The LMO achieves [official functioning] part of the functional stage.
- Executive officials familiarize themselves with their job and tasks and start implementing them.
- Executive board officials establish their internal operations guidelines

2\ Functioning officials and local teams :

Means that the officials are running their standing committees / support divisions as described in the LMO constitution and bylaws beside forming committees / divisions local teams.

#Tools :

- The LMO achieve the { official functional } part of the functional stage
- Officials familiarize themselves with their job description and tasks
- Officials establish their internal operations guidelines
- Officials appoint local teams members
- Local team members work with their relevant officials according to LMO/members needs /interest within the fields of work of MedSIN-Sudan standing committees /divisions.

3\ Active in medSIN sudan fields of work :



Means that the LMO perform activities in line with medSIN sudan fields of work.

#Tools

- Officials conducting activities that are not interrupting with the standing committees /support divisions visions, mission and objectives.

4\ increasing number of active members :

Active member is a member who is actively participating in local activities , well represented in the local opportunities , and have a desire to grow within the LMO.

#Tools :

- LMO perform activities that meets members needs and interests

5\ Financial stability :

Means that the LMO is well developed financially with a stable financial system

#Tools :

- The LMO financial official ensures that the LMO is in a continuous process of fundraising and dedicates the work towards financial stability.

yet prepared LMOs :

Yet prepared LMOs are those who struggled with any of stage 0, 1, or 2

#Tools :

- Review stage 0,1 and 2 to define your problem and work on it to move forward.
- Contact MedSIN-Sudan internal affairs team if needed.

*Yours,
Rawaa, Maram and Asaad,
With Estifaa, Afraa and Reem.*

