



## Jointly Planning the Link

### In advance of the preliminary visit



Prepare the joint planning process - bring together key stakeholders in both parts of the partnership - but not too many.



Identify and agree priority areas where the developed country can make a significant contribution.



Share areas of expertise relating to the priorities listed by the developing country partner



Exchange CVs



Prepare a jointly agreed timetable



Do a risk assessment

### During the visit



Agree realistic objectives that can be delivered by both sides - objectives that are specific, measurable, achievable, relevant, and time bound



Plan activities: what is to be done, who will do it, when will it will take place and the resources needed (funds, skills, and materials).

**The International Health Links Manual.**  
THET (2009) p.40-49;  
and  
p.118-124 plus **Risk and Security Policy**



**The International Health Links Manual**  
THET (2009) p. 62-71.



## Practical information for visits



Confirm time of flights with partner contacts, accommodation and how to get to it from the airport if not being met



Ensure that you have shared your contact details - mobile numbers for partner contacts, and address of the partner organization in case of emergency



You will need a valid passport with at least 6 months to run, the appropriate visas, injections and malaria prophylaxis



Ensure you take any other necessary medication with you to cover the length of your visit



Good insurance cover is necessary - and take advice on the precautions with regard to food, drink and climate



Carry a mixture of cash with you, a debit card (not useful in rural areas), travellers cheques may be an option but can be complicated to exchange.



Baggage - take all handouts and teaching materials. Photocopying facilities are not always so easy to arrange on site.



Keep a photocopy of your passport



Take a copy of the telephone number and address of the British Embassy/ High Commission in case of emergency

## Support for partners from PHI

-  PHI will introduce the new partners to contacts within its collaborating organizations and known health links in the same country, so that advice may be shared with regard to personnel and their activities in the country concerned
-  It will provide advice on the preparation of a programme for the visit; and a template for indicating how each partner might be responsible for arranging the different activities involved
-  It will advise on gathering background material through its website regarding sites where relevant resources might be found regarding the relevant government policies (Ministries of Health, and Education), internet access and WHO country statistics
-  It will provide some material for the initial formation of a induction pack (See: IHLM p.54)

### Information needed - checklist

-  Government health, higher education/ further education and information policies
-  Relevant institutional strategic plans and objectives with respect to library information
-  The quality and coverage of communications technologies and connectivity speeds
-  The health librarian's priorities especially those relating to training.
-  Location of universities with health related faculties nurse training facilities, and relevant NGOs with a country wide remit.
-  Information about resource centres/ libraries in the above (if available)
-  As much information as possible about information access and library facilities available to health personnel working at various levels in the state sector.

### Topics for discussion - checklist

-  Explore priorities where training and exchange of experience and expertise might support them
-  Ascertain their strengths and contacts with potential trainers in-country
-  Draw up a provisional plan of training to be agreed with the UK partner and PHI, including expected outcomes and outputs
-  Discuss how the partnership should operate and responsibilities of each partner
-  Ensure that plans are aligned with the priorities and policies of the institution concerned and with senior staff - for example: University and College Librarians, Directors of Nursing, Deans of Medical School etc.
-  Draft an MoU for further consideration by all concerned.



## Visits to other health institutions



These can provide a more rounded impression of the information needs and facilities in the country and increase personal contacts



Advice might best be sought from your partner contacts in the country concerned. They will know which organizations, institutions or key personnel would be both useful and feasible to meet for discussion of health needs and priorities. Examples might be the WHO Country Office, Training Colleges for Nursing and Allied Health Sciences, health related NGOs with resource centres, Library and Information Studies Departments and Officers of Library Associations.



You might also like to suggest visiting institutions which have health links with the UK if these are within a reasonable travelling distance.

## Stakeholder workshop



A workshop can be a good adjunct or substitute for visits and provide an opportunity to ascertain the views of users and stakeholders.



If participants have to travel long distances they will need subsistence and overnight expenses.



The costs of catering - lunch, tea/ soft drinks will add to expense, but it may be possible for your partner contacts to find a free venue in their institution.



Take connectivity speeds and availability of computers into account



Ask your partners if this is feasible for them as they will be heavily involved in sending the invitations and general organization should be sought before deciding to hold a workshop on these lines. Ascertain their strengths and contacts with potential trainers in-country

See PHI's

**“What it means to be part of a library partnership”**

and

**the Tropical Health and Education Trust's**

**“International health links manual”**

**for further information about visits in general**

Copyright of the photographs belongs to the photographers. PHI would like to thank Jean Shaw and Kenneth Chanda for allowing them to be used.

They depict:

A fictitious village in Zambia used for planning a radio programme similar to “The Archers” in the UK

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Giraffes in Kenya.

The University of Zambia Medical Library,  
The Public Health Library at Machakos Training  
College, Kenya