

SOCIETY FOR AIDS IN AFRICA

Hand over note

February 2010- Mars 2013

1. Preamble

This will be a brief handing over to the newly elected office bearers for the new Council of the SAA. The process of handing over to the elected office holders started since November 2013, through electronic election of SAA Administrative Council members which is the normal procedure that allow SAA to renew it governing council. We took over from Prof Femi Soyinka in Marsh 2009. The then outgoing council put a durable structure in place upon which I tried with my colleague of the current outgoing council of SAA to solidly build on.

In this document, we shall limit ourselves only to the period that I was elected by my colleagues to lead the Society as the President, mainly because time will not permit to extensively brief you on the past events before my tenure as the President and also because those that held offices before me are in a better position to give account of their stewardship.

2. Background

I was elected in Addis Abeba 7th of February 2010 to steer the affairs of The Society for AIDS in Africa (known as the Custodian of ICASA). The society was established in Kinshasa Zaire in October 1990, at a general Assembly meeting in 9th October 1990, during the Vth International conference on AIDS. However the current site for the headquarters of SAA was determined by the past council and the head quarter was bought in 2009 with the ICASA 2005 left over money. The SAA bylaw was ratified by the general Assembly of SAA members held in Ethiopia in December 2011 at ICASA 2011.

Here is the names, countries and positions of the outgoing council members of SAA:

Prof. Robert Soudre	Burkina Faso	President
Dr. Ihab Ahmed	Egypt	Vice President
Prof Sheila Tlou	Botswana	General Secretary

Prof Emmanuel Bissagnene Society for AIDS in Africa	Cote d'Ivoire	Deputy Secretary
Prof Okomen Madeleine	Gabon	Treasurer
Dr. Enock Omonge	Kenya	Deputy Treasurer
Mme Lois Chingandu	Zambia	Member
Dr Bisi Adebajo	Nigeria	Member
Dr. Kapepela Marie	(RDC)	Member
Dr. Meskerem Grunitzky	(UNAIDS)	Member

3. February 2010-April 2nd 2014

I was elected to lead the Society in February for four (4) years renewable once (2010-2013, however being also part of the leadership of the third SAA council as the co-opted members I believe that I have paid my tribute to SAA as elected President for only one term. Taken over from Prof Femi Soyinka were very challenging as the past President who was also the organizer of ICASA 2005 established the SAA Permanent Secretariat in Accra- Ghana where we are now proceeding to the handover ceremony of the 5th SAA council elected members. In the handover note received from the past President we noticed they was no audit and financial report attached, however the Former President Prof Femi Soyinka sent USD 43, 200 as the left over money after covering the SAA Functional Secretariat in Abuja 2006 to 2009 and the Permanent Secretariat from November 2009 to February 2010.

The document received from the past council are as follow:

1. Setting up of SAA Head Quarter (SAA Permanent Secretariat Ghana)
2. ICASA 2008 report
3. ICASA 2011 MOU
4. IAS Grant MOU
5. Building property document
6. SAA registered corporate documents for establishing the SAA Permanent secretariat in Accra Ghana.
7. History of SAA creation

All document are kept in the HQ as documentation

When we took over the SAA was not having any visibility in Africa as ICASA custodian, our first step was to develop a Strategic plan for the 5 coming years to guide and drive our activities.

The outcome of the five years strategic plan's implementation is as thus:

I- TECHNICAL DOCUMENTS

SAA EMPLOYEE HANDBOOK
SAA STRATEGIC PLAN 2011-2015

SAA BYLAW
INVENTORY

II- SAA BILATERAL AGREEMENT

MOU UNAIDS

MOU WHO

MOU IAS

MOU OIF

MOU ICASA 2013- Dira Sengwe

III- SAA FINANCIAL DOCUMENTS

EXTERNAL AUDIT 2010

EXTERNAL AUDIT 2011

EXTERNAL AUDIT 2012

EXTERNAL AUDIT 2013

NARRATIVE AND FINANCIAL REPORT

BANK STATEMENT 2013

BANK STATEMENT 2014

BUDGET 2014

SAA FINANCIAL POLICY MANUAL

IV- SAA AGREEMENTS TO BE SIGNED

MOU ICASA 2015 ATLMST/SIDA-Tunis -
Association Tunisienne de Lutte contre les
MST/SIDA-Tunis

MOU African Society for Laboratory Medicine

V- SAA COMPANY AND PROPERTY DOCUMENTS

SAA COMPANY DOCUMENTS

COMPANY CODE 1963 ACT 179

DIRECTORS' SIGNATURES

CERTIFICATE OF INCORPORATION

CERTIFICATE TO COMMENCE
BUSINESS

CERTIFICATE OF RECOGNITION

SAA PROPERTY DOCUMENTS

AFFIDAVIT OF SAA OWNERSHIP

VERIFICATION OF OWNERSHIP OF

H. N0 58 CONTAINER ADJIRINGANO

MOU BETWEEN MR, ISMAEL O.
OKOJOKWO AND SAA

DEED OF ASSIGNMENT

4. VISION FOR THE SAA SECRETARIAT

Our ambition was to strengthen the SAA permanent secretariat in order to give visibility to the organisation and to take ownership of ICASA conferences.

The focus was to:-

- Transform the SAA permanent secretariat as ICASA international Secretariat
- Strengthen secretariat with competent staff
- Train staff to perform assigned tasks
- Relieve the council of administrative burden
- Sustain the secretariat

5. BRIEF HISTORY

The first SAA secretariat was established in Kenya Nairobi in 1991 after a rigorous selection criteria. The Council at the time hired an Administrative Secretary who was a well qualified person with medical background. Unfortunately the Secretary never really functioned, basically due to lack of funds. Even though this Secretariat was never officially closed, but it was assumed closed, and SAA functioned without a secretariat or paid staff to run it for over 15 years of its existence.

During the period, the Secretary General Dr. Owili had the responsibility of administering the perceived function of the secretariat. This was not a paid job, and he had no staff. The Secretary General is key and vital to the running of the Society, overseeing the functioning of the Secretariat, and attending to routine administrative chores.

6. CONCLUSION

The fourth SAA council members led by President Robert Soudre are handing over on the 3rd day of April 2014 to the new council member: the management of SAA and ICASA as well as all related activities under the umbrella of the organization.

During our four years of mandate, the total sum of \$1,079,237.46USD (one million seventy nine thousand two hundred and seven Dollars forty six cents) was raised and 711,471.62 (seven hundred and eleven thousand four hundred and seventy one Dollars sixty two cents) was spent.

The four bank accounts operated by SAA as of today have the following closing balances:

- SAA operations account number 0110084424770901 = GHS 87,667.37

- SAA grant account number 0111084424770901 = \$284,040.25 USD
- Membership account number 0111014424770901= \$2200.27 USD
- SAA main account number 0112064424770901 = \$1,307.23USD

7. RECOMMENDATION:

- The SAA council should be strongly involved in the monitoring of ICASA agreement and enhance the implementing of the signed agreement with the host country.
- The ICASA budget should be well monitored to prevent the host country to overburden their staff salary line item.
- ICASA domiciliary accounts as income account always opened in the host country should have both the SAA President and the representative and the host country as signatories. Idem for the local account of the host country.
- The SAA council should enhance and promote the visibility and credibility which was given to the SAA as organizers of ICASA.
- The SAA council should be a strong advocate of all matters related to HIV, TB and other related diseases in Africa.