**GASOC Keith Thomson Grant**

**Memorandum of understanding**

**Contents**

1. Background
2. Aims and objectives
3. Action to be delivered
4. Monitoring
5. Impact Evaluation
6. Financial Contributions
7. Transparency

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## 1 Background

1.1 GASOC (Global Anaesthesia, Surgery and Obstetric Collaboration) was established in 2015 to encourage trainees and sub-consultant grades (SCGs) to engage responsibly and impactfully in global surgery. The organisation’s creation was inspired by the launch of the Lancet Commission on Global Surgery in London and the repeated question from trainees present at the meeting ‘how can I get involved?’ This non-profit organisation acts as an entry-level platform to signpost trainees and SCGs to information and resources that will enable them to further their knowledge and experience in this field. The organisation’s goal is to increase trainee engagement in global surgery activity during their training and to facilitate career-long leadership commitment post-qualification.

1.2 Dr Keith Thomson has kindly donated an initial sum of £5000 to contribute to travel expenses for UK and Ireland-based trainees undertaking volunteer placements in low- and middle-income countries.

## 2 Aims and objectives

2.1 The overarching aim of this memorandum is to ensure these funds are used for the purposes they were given including the equitable distribution to applicants of the Keith Thomson grant.

## 3 Actions to be delivered

3.1 Primary actions to be delivered:

3.1.1 £500 per grant to be allocated 6-monthly to suitable candidates to be exclusively used to cover personal travel costs of international placement.

3.1.2 Advertisement of the Keith Thomson grants to occur on a 6-monthly basis, inviting suitable candidates to make an application for the grant

3.1.3 The application process will consist of a Curriculum Vitae, a 300-word statement on why the grant should be given to the candidate and outlining its use.

3.1.4 The top 5 candidates will be shortlisted by the GASOC committee for submission to Dr Thomson. The final number chosen from the shortlist is at the discretion of Dr Thomson.

3.1.5 For shortlisting there must be the involvement of more than 50% of committee members. The following criteria will be considered for the selection:

* High scientific quality
* Educational credibility/innovation
* Potential for long-term population impact
* Established partnership with LMIC

3.1.5 During the entire selection process, all personal details will be removed from the applications to minimise bias.

3.1.6 On application, candidates must state the expected duration of the international placement.

3.1.7 On application, candidates must provide corroborating evidence regarding their planned placement e.g. letter from the host institution/organisation confirming plans, stated aims and whether there will be payment for the role.

3.1.8 Those who have received the Keith Thomson grant previously are not eligible to reapply. However, if previous applications have been unsuccessful, candidates can reapply.

3.1.9 Travel must take place within 12 months of receiving the agreement letter for the award and if this does not occur, the entire sum should be returned to the GASOC bank account. This fund is not to be used retrospectively.

3.1.10 Successful candidates will need to provide evidence of travel and dates (e.g., flight receipts) within 12 months of the funds’ transfer

3.1.11 Successful candidates will provide bank account details for fund transfers to GASOC within two weeks from receipt of the agreement letter.

3.1.12 GASOC will ensure the transfer of £500 to the successful recipient within 10 working days of receiving the signed agreement form.

3.2 If Dr Thomson is not in a position to make the final selection, the shortlist will be

 submitted to the GASOC Advisory Board for the final decision. The final number

 chosen from the shortlist in this circumstance will be at the discretion of the GASOC

 committee.

3.3 If there are fewer than 5 applications, all will be forwarded to Dr Keith Thomson or the GASOC Advisory Board depending on the circumstances as outlined above.

3.4 Activities will be reviewed annually to ensure that they are being delivered as agreed and that they are having the intended impact.

3.5 The activities will continue until the funds are completed (including any additional funds to the original £5000).

3.6 Should any of the GASOC committee wish to apply, they would be required to do so using the process outlined above and will not be part of any of the selection process.

## 4 Monitoring

4.1 All members of the committee commit to ongoing monitoring, with the aim of ensuring accountability and performance.

4.2 The President and Vice-President of GASOC will co-ordinate the monitoring and report back to Dr Keith Thomson and the rest of the GASOC committee.

## 5 Impact evaluation

5.1 Evaluation of the value of these grants will be undertaken by requiring each successful candidate to submit a report of their volunteering activities that were undertaken using this grant within 1 calendar month of return from placement.

5.2 The President and Vice-President of GASOC will take responsibility for co-ordinating and reporting on the impact of these grants.

## 6 Financial contributions

6.1 As mentioned above, an initial sum of £5000 to be given by Dr Keith Thomson for this grant.

6.1.1 The funds will remain in the GASOC business account and be managed in the first instance by the GASOC Treasurer. The Treasurer will contact the GASOC President or Vice-President if there are any issues.

6.1.2 Any additional funds added will be at the discretion of Dr Keith Thomson and accepted upon majority agreement by the GASOC committee.

**7 Transparency**

* 1. The terms stated within this memorandum will be published on the GASOC website to ensure transparency with the public.
	2. The memorandum of understanding will be reviewed annually at the GASOC AGM where changes can be made if the committee feel it is necessary