

Meeting about KURDAN

Hawler, Kurdistan, 5th November 2008

Present: Mr Osman Shwani (Ministry of Planning – MOP), Dr Jamal Ameen and Dr Hiro Khoshnaw.

The purpose of the meeting was to discuss the management of KURDAN.

1. **KURDAN:** Administration and technical support

It was agreed that the MOP will fund the appointment of a suitably qualified person/s for this purpose. This appointment would be through the following process:

- The post would be advertised through MOP website with a closing date and applications would be submitted electronically.
- This would be followed by short listing of applicants and interviews leading to the appointment of the most appropriate candidate. The appointment would initially be for 12 months, subject to satisfactory performance in the first three months.

2. **KURDAN:** Quality assurance

The MOP was keen that Kurdistan Medical and Scientific Federation (KMSF) should play an important role in this matter. It was proposed to have an **Advisory Group** with representation from KMSF and MOP for this purpose. The Advisory Group would have Terms of Reference (TOR) outlining its roles and responsibilities.

It was also felt that it would be reasonable for the person appointed for administration/ technical support of KURDAN to be accountable to this Advisory Group.

At the end of the meeting the following actions were agreed:

- The MOP to develop a job description for the post of administration/ technical support of KURDAN and to finalise the process of appointing to the post (application form, short listing and interviews).
- The MOP to write to KMSF Board requesting KMSF's assistance with quality assurance of KURDAN.
- KMSF Board to reply to MOP with recommendations on membership of the Advisory Group.

Prepared by Hiro Khoshnaw