

ACTIVITY COMPLETION REPORT¹

ACTIVITY FACTS		
Name of Platform	Human Health	
South Partner Institution	KCMC	
Activity number (from LFA)	12	
Activity name (from LFA)	Postgraduate administrative office strengthened	
Main responsible resource person(s) for activity from Danish university and South partner institution²	Helle Trøst Nielsen, UCPH Ben Hamel, KCMC	
Start and end of implementation (dd/mm/yy)	31 December 2012	
BUDGET DETAILS		
Original Budget (DKK)		
Actual expenses (DKK)³		
ACTIVITY DESCRIPTION		
Brief description of planned activity⁴	Purpose	The objective of the assignment has been to assess the needs for strengthening the postgraduate office of Kilimanjaro Christian Medical University College.
	Content	<ul style="list-style-type: none"> •An assessment identifying major weaknesses in the postgraduate administrative office and plans for strengthening the office •A brief completion report to the Implementing Committee, KCMC (copy to the PHH Secretariat) with recommendations for involved staff, KCMC and PHH.
	Contribution to research capacity building	n.a.
	Indicators	n.a.
	Other relevant details/comments	
Number of participants	Target	All relevant administrative and managing staff members
	Result	17 key respondents were interviewed and a workshop discussing challenges in the organization of KCMC/KCMU Co/KCRI were discussed

¹ Must be filled and submitted to Platform Secretariat (and other designated staff as outlined in agreement to the assignment) no later than 2 weeks upon completion of activity.

² All responsible parties must sign Activity Completion Report before submission.

³ If actual expenses (per budget line) deviate from original budget, this must be thoroughly explained and approval from Platform Secretariat attached to the Activity Completion Report.

⁴ Use LFA (and/or Monitoring Matrix) as a point of departure, where relevant

Describe/explain deviations from planned activity (timing, number of participants, content of activity, etc.)	We expected that a successor to Ben Hamel, director of postgraduate office, would have been identified prior to the visit in order to ensure implementation and follow-up.
Main lessons learned (list 3-5 issues)	<p>1) Organizational development is a lengthy process and will require time and resources in order to follow-up</p> <p>2) The structure and financial set-up of KCMC/KCMU Co/KCRI cause a number of challenges with respect to organizational change</p> <p>3) The main advice would be to set up a study on job satisfaction and motivation for retention among KCMU Co staff.</p>
Suggestions for follow up activities	The main advice would be to set up a study on job satisfaction and motivation for retention among KCMU Co staff. Further a study on how to give priority to teaching activities.

Activity Completion Report submitted by:

NAME	CONTACT DETAILS⁵	SIGNATURE
HELLE TRØST NIELSEN	HTN@SUND.KU.DK	

Where relevant please enclose:

- a) List of participants/attendance register
- b) List of materials (Means of Verification)⁶

⁵ Minimum e-mail address and phone number for all signatories.

⁶ (Scanned) copy of all written output (e.g. Power Point presentations, course materials, list of reading materials, course curriculum, etc.)