

**Memorandum of Understanding (MoU)**  
**Between**  
**Doctors Assisting In South-Pacific Islands Ltd (DAISI)**  
**And**  
**The National Referral Hospital (NRH), Honiara, and the Provincial**  
**Hospitals, Ministry of Health and Medical Services (MHMS), Solomon**  
**Islands.**

**1. Rationale**

The work of Doctors Assisting In South-Pacific Islands Ltd. (DAISI) is undertaken by forming relationships with medical institution partners in the Solomon Islands. DAISI board policy requires formal agreements with In-country Partners as part of good governance and adherence to the Australian Council for International Development (ACFID) code of conduct. The management, doctors and surgeons at the National Referral Hospital (NRH) and its associated provincial hospitals would also like to establish an agreement covering the scope, objectives and roles and responsibilities associated with our partnership.

**2. Scope**

This memorandum of understanding covers the programs and projects undertaken jointly by DAISI and NRH and its provincial hospitals as partners in our relationship. It does not preclude either partner from forming agreements with other partners for medical or surgical volunteer activities in the Solomon Islands.

**3. Objectives & Roles**

Our joint partnership objective is to improve the health of the people of Solomon Islands through training partnership programs for medical professionals that improve and increase the general medical and surgical knowledge and service capacity in the Solomon Islands. This objective may at times be further supported by projects other than training programs.

The objectives of this agreement are to formalize an existing partnering relationship by instituting a governance structure, specifying the roles and responsibilities of each partner and the working arrangements.

The overall role of NRH and its provincial hospitals is to bring local knowledge and expertise in medical and surgical needs, conditions and services and in undertaking programs and projects aimed at improving health.

The overall role of DAISI is to provide advanced knowledge and expertise in medicine and surgery and apply that through training of doctors and nurses and other means in supporting NRH and its provincial hospitals in their work, with a major emphasis on capacity building.

As the relationship is highly cooperative in nature, many of the activities within programs and projects will be undertaken jointly and possibly with the support of other sister organizations with which DAISI has a working relationship, such as the Australian & New Zealand Gastroenterology International Training Association (ANZGITA), The Solomon Foundation, The Rotary Club, and MedEarth. The expectation is that each partner, and any other organizations involved, will freely provide its knowledge and expertise.

**4. Governance of Partners**

DAISI is a registered charity in Australia limited by Guarantee. It is regulated by the Australian Securities and Investments Commission (ASIC) and the Australian Charities and Not-for-profits Commission (ACNC). It has adopted the Australian Council for International

Development (ACFID) Code of Conduct as part of meeting its ACNC commitments. Its funding sources are various and include philanthropic individuals and organizations and Australian government grants (directly or via other organizations). It also receives donations of equipment and materials from healthcare industry suppliers. Although not currently DFAT funded, DAISI is in the process of applying for DFAT funding.

The NRH is at present the only tertiary care hospital for Solomon Islands. NRH is under the supervision of the Ministry of Health and Medical Services (MHMS). The seven provincial hospitals (Taro, Gizo, Buala, Kilu 'ufi, Tulagi, Kirakira & Lata) each serve their province, and refer difficult cases to NRH.

Each partner has a Governing Body that oversees this agreement. For DAISI it is the Board of Directors consisting of an elected Chair, Deputy-Chair, Secretary and Treasurer. DAISI also has a General Manager elected by the Executive Board. The Senior Member of the Board is the Chair. The NRH and its provincial hospitals are administered by the Ministry of Health and Medical Services (MHMS). Day-to-day administration of the NRH is overseen by the NRH Executive Board consisting of the Medical Superintendent, the NRH CEO, the Hospital Secretary and the Under Secretary Health Care. The Senior Member is the NRH CEO. Day-to-day administration of the provincial hospitals is overseen by the Medical Superintendent, , and the Hospital Secretary at each provincial hospital,. The Senior Member is the Medical Superintendent.

#### **5. Governance Structure & Reporting**

The Partner Leaders in the Solomon Islands will consist of the CEO of NRH Dr George Malefoasi, the Medical Superintendent Dr John Hue, Department Heads Dr Rooney Jagilly (Department of Surgery), and Dr LEEANNE Panisi (Department of Obstetrics and Gynaecology), the Permanent Secretary for Ministry of Health and Medical Services Ms Pauline Boseto McNeil, and the Undersecretary for Health Services Dr Greg Jilini.

The Partner Leaders from DAISI will consist of the Current Executive Board Members, which currently at the time of signing include the DAISI's Chairperson- Associate Professor Matthew Rickard, the General Manager, Ms Sabine Duffy, the Co-Deputy Chairs - Professor Christophe Berney & Dr Daniel Kozman, and the Treasurer - Dr Santee Santhanam. It will also include DAISI's designated Solomon Island's Programme Officer Professor Peter Hewett.

These Partner Leaders constitute the Partnership Committee that will be responsible for the execution of this agreement consistent with the expectations of the Governing Body of each partner. The Medical Superintendent of each provincial hospital will also be considered part of the Partnership Committee for each of their respective hospitals.

The Partnership Committee will prepare a master plan covering the period of the agreement and annual plans for programs and projects that will be endorsed by both partners. They are responsible for overseeing the execution of the programs and projects and will review outcomes and prepare annual reports for the Governing Bodies. Each partner may use the annual reports in order to account to donors, governments, regulators or other relevant parties.

The Partnership Committee will meet as required through the year. It is anticipated only one face-to-face meeting will be possible annually. The decisions of the meetings will be recorded in minutes and reported to the Governing Bodies.

The Governing Body of either partner can direct the Partnership Committee to investigate a particular issue and prepare recommendations to the Governing Bodies.

## **6. Organization, Scheduling and Operations**

The overall organization and scheduling of a training program is the joint responsibility of the partners led by the Program Leaders on behalf of the Partnership Committee. The Program Leader for NRH will be the Head of the Surgical Program. The Program Leader for each of the provincial hospitals will be the respective Medical Superintendent of that hospital. The Program Leader for DAISI will be one of its nominated Partnership Committee members.

NRH and its provincial hospitals are responsible for the preparation of hospital facilities so that they are suitable for the activities scheduled in a training program. The operation of a training program, including all logistical needs, is the responsibility of the NRH and the relevant provincial hospital visited.

The organization, scheduling and operational arrangements for other projects are to be specified in the annual plan that incorporates the project.

## **7. Academic Curriculum**

The design of the curriculum for a training program is a joint activity between the partners undertaken by the Program Leaders. The DAISI Program Leader will consult with the director responsible for curricula on DAISI programs who advises the DAISI Board on these matters.

## **8. Trainer Management**

DAISI<sup>1</sup> is responsible for providing at its own cost the number and caliber of trainers as agreed for each training program. It is also responsible for ensuring they are appropriately credentialed and briefed prior to a program. It will ensure that doctor trainers are covered by medical indemnity for practitioners who are also engaging in training. Evidence of coverage will be provided to NRH and the relevant provincial hospitals upon the commencement of this agreement, whenever amended, renewed or otherwise modified, or as requested.

DAISI is responsible for the conduct and performance of their trainers. Trainers and trainees will be required to provide feedback on their involvement in a program.

Trainers will meet the requirements of the Solomon Islands Medical and Dental Practitioners Board and the Nursing Council of the Solomon Islands with regard to obtaining temporary registration, but the Solomon Islands Ministry of Health and Medical Services (MHMS) will be responsible for meeting any fees required for such registration.

## **9. Trainee Management**

NRH is responsible for providing the number and caliber of trainees as agreed for each training program. It is also responsible for ensuring they are appropriately credentialed and briefed prior to a program. NRH and the relevant provincial hospital is responsible for the conduct of the trainees. Performance monitoring of trainees during a program and assessment will be a joint responsibility of the partners.

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## **10. Provision of Equipment, Accessories & Disposables**

Equipment availability for training programs and the servicing of equipment is the responsibility of NRH and the relevant provincial hospital.

## **11. Financial**

### **11.1. Funding**

What each partner will fund on a program or project is to be agreed before any expenditure. Funding recommendations (only changes if associated with annual training programs) from the Program Leaders are to be referred to the Governing Bodies for approval.

Each partner is responsible for sourcing its funding. One partner will support the other in securing funds where requested and feasible.

### **11.2. Budgets**

Each partner is responsible for the budget for items it is responsible for providing within a program or project. Where DAISI is contributing funds to NRH or a provincial hospital for a specific item or activity, the relevant hospital's budget is to be shared with DAISI to enable its assessment of the appropriateness of the allocation of funds.

Where appropriate for a project, a consolidated project budget will be jointly prepared by the Program Leaders and referred to the Governing Bodies for approval.

### **11.3. Procurement**

Procurement of items in Solomon Islands carried out by NRH and the relevant provincial hospital using DAISI provided funds must be done in compliance with the DAISI Overseas Procurement Policy, to the extent that it is consistent with the laws and policies of the Solomon Islands Government.

### **11.4. Monies transferred from Australia**

A funds transfer procedure using international banking facilities will be agreed by the DAISI Treasurer and a member of the NRH Executive Board, or the respective Medical Superintendent of the visited provincial hospital. Amongst other things the procedure will require timely confirmation that transferred funds have been received by NRH or one of its provincial hospitals as transmitted and ensure that funds cannot be spent without the personal approval of the NRH Lead Director.

## **12. Signage**

Where promotional or functional signage is appropriate for programs and projects conducted under this agreement it will identify both partners through use of their logos and names. Documentation and reports associated with each program or project will also use the logos of both partners. Costs associated with the creation of suitable templates and signage will be shared by the partners.

## **13. Liaison with other Parties**

Each partner is responsible for managing liaison with its own government, embassy and other government bodies in relation to programs and projects undertaken through this agreement.

## **14. Misconduct, Poor Performance**

All persons directly involved in activities under this agreement are to be instructed by the partner they represent to report, without exception, any concerns regarding professional or personal misconduct, including fraudulent and corrupt activities, or poor professional performance by anyone representing either partner on a program or project. The report is to

be made to their Lead Director or the senior member of the Governing Body of the partner they represent.

The Program Leaders will agree how to investigate a report and decide what action to take following investigation. If agreement cannot be reached at any point, the matter will be escalated to the senior member of each Governing Body. The person making the report is to be briefed on the outcome.

The identity of the person making the report will be treated confidentially throughout an investigation and when any subsequent action is taken. Confidentiality can be waived by the reporting person if they choose.

If the person making the report is not satisfied with the progress of investigation or outcome, they have the right to approach the senior member of the Governing Body of the partner they represent.

This is in addition to, and does not limit or detract from, any procedure, policy or law relating to conduct, performance or similar in the Solomon Islands Government.

#### **15. Duration, Review and Evaluation of Agreement**

The duration of agreement is five years from the date of signing. The agreement may be renewed at the end of that period after a joint review of the agreement by representatives of the Governing Bodies.

An annual review of progress against master plan and the state of the relationship will be conducted by the Partnership Committee and reported to the Governing Bodies.

The agreement may be terminated by either partner with a notice period of at least one month that must include the completion of any already agreed annual training program, unless otherwise agreed by both partners.

#### **16. Resources**

Each partner funds their own resources unless otherwise agreed.

Each partner will provide a qualified and competent person for each activity it agrees to resource. Specific responsibilities will be identified in the program and project plan. Each partner is responsible for the conduct and performance of their own resources.

## **17. Confidentiality and Privacy**

Each partner agrees that it will only use information provided to it by the other party for the purposes of performing activities under this agreement and its ordinary functions. The partners must not disclose information obtained from the other party that is by its nature confidential without the consent of the other party and any individuals identifiable in the information.

DAISI must not use or disclose any medical information that is the personal information of a patient except for the purposes of performing activities under this agreement, unless it is with their explicit permission. DAISI must notify NRH or the relevant provincial hospital immediately if it becomes aware of any breach or possible breach of this obligation.

## **18. Conflict Resolution**

In the event of a conflict arising that cannot be solved through normal working processes, the partners will request the assistance of its partner charities with which it has a working relationship, such as the Australia and New Zealand Gastroenterology International Training Association (ANZGITA) in finding a resolution.

## **19. Authorization**

Each signatory is authorized to sign this Memorandum of Understanding on behalf of his or her organization.

## **20. ACFID Code of Conduct**

Partnership between DAISI and National Referral Hospital and the Solomon Islands Ministry of Health and Medical Services (MHMS) is on the understanding that both parties agree to abide by the Australian Council For International Development (ACFID) Code of Conduct when it comes to all matters relating to five key critical areas highlighted below:

### **1. Child Safety and Protection.**

Specifically, members must demonstrate their organisational commitment to the safeguarding of children and have a code of conduct that advances child safeguarding behaviours and applies to all personnel, partners and project visitors, and a documented child safeguarding incident reporting procedure and complaints handling procedures that aligns with principles of privacy and promotes safety and dignity.

### **2. Protection against Exploitation**

Partners must also demonstrate their organisational commitment to ACFID principles in regards to the prevention of sexual exploitation and abuse, through a survivor-centred approach.

### **3. Transparency**

Partners must demonstrate an organisational commitment to ACFID principles of operating transparently with all stakeholders, stating clearly their development initiatives from non-development activities.

### **4. Management of Complaints**

Partners must enable stakeholders to make complaints to the organisation in a safe and confidential manner.

### **5. Management of financial resources and risks**

Partners must control and manage their financial resources and risks

DAISI does not require its partners to have their own policies and safeguards on matters relating to the above-mentioned key five areas, but does require partners to be familiar with and agree in principle to abide by the ACFID principles underpinning its Policies and codes of conduct on all such matters. A complete listing of these principles is found on the DAISI website: <https://daisi.com.au/daisi-compliant-to-code-of-conduct/>

## **21. Medical and Nurse Registration of DAISI volunteers**

DAISI will ensure that all doctors and nurses volunteering with DAISI in the Solomon Islands have a completed application and necessary supporting documents including Working With Children Check (WWCC) and National Police Certificate (NPC), for temporary medical registration with the Solomon Islands Medical & Dental Board, and nursing registration with the Nursing Board, Ministry of Health and Medical Services (whichever is applicable), no later than two months prior to planned volunteering to allow adequate processing time.

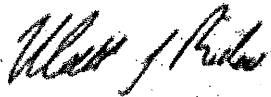
Solomon Islands Partners will ensure that adequate steps are taken to process and approve medical and nurse registration in a timely manner, so as to not impeded the planning of volunteer activities.

## **22. Medical and Nurse Indemnity Protection**

While DAISI members including nurses and doctors are working voluntarily with their Solomon Island's Ministry of Health and Medical Services (MHMS) partners on agreed joint projects, DAISI members will be considered as practicing under the auspices and protection of the local Ministry of Health and Medical Services (MHMS), benefiting from the same level of protection that other registered nurses and doctors in the Solomon Islands would receive while working for the Solomon Island's Ministry of Health and Medical Services (MHMS).

This protection is dependent on DAISI members practicing strictly in compliance with local authorities and health standards, being at all times registered with the relevant regulatory body, and practicing strictly within the terms of reference of the agreed project, and within their qualification and usual scope of practice.

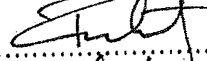
The below signing by both partners of this Memorandum of Understanding between Doctors Assisting IN South-Pacific Islands (DAISI) and the Solomon Islands Ministry of Health and Medical Services (MHMS) is acceptance of the above terms and conditions stated above, and will remain effective for five years from the date of signing.



Associate Professor Matthew Rickard  
Chairman,  
Doctors Assisting In South-Pacific Islands

11/2/21  
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Date

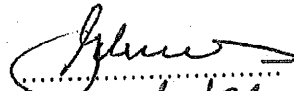
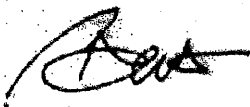
Hon Ms Pauline Boseto McNeil,  
Permanent Secretary  
Ministry of Health and Medical  
Services (MHMS), Solomon Islands

  
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Date 16/2/21

Sabine Duffy  
General Manager  
Doctors Assisting In South-Pacific Islands

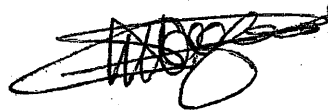
11/2/2021  
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Date

Dr Greg Jilini  
Under Secretary Health Care  
Solomon Islands.

  
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Date 17/2/21

Prof Peter Hewett  
Solomon Island's Programme Officer for  
Doctors Assisting In South-Pacific Islands

11/04 Feb 21  
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Date

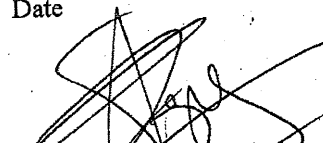


Dr George Malefoasi  
Chief Executive Officer  
National Referral Hospital, Honiara

11/2/21  
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Date



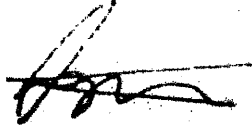
Prof Christophe Berney  
Co- Deputy Chair  
Doctors Assisting In South-Pacific Islands

  
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Date

Dr Rooney Jagilly, Dept of Surgery  
National Referral Hospital  
Honiara

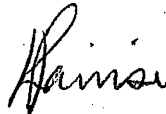


11th February 21  
Date

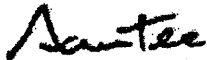


Dr Daniel Kozman  
Co-Deputy Chair,  
Doctors Assisting In South-Pacific Islands  
11/2/21  
Date

11/2/21  
Date

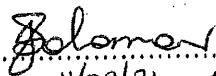


Dr Leeanne Panisi, Director O&G  
National Referral Hospital, Honiara  
11/2/21  
Date



Dr Santee Santhanam  
Treasurer  
Doctors Assisting In South-Pacific Islands  
11/2/2021  
Date

Dr John Hue, Medical Superintendent  
National Referral Hospital, Honiara

 for Dr Hue  
Date 11/02/21 (supervising MS)