

# UGANDA CATHOLIC MEDICAL BUREAU SCHOLARSHIP FUND

## Statute

November 2002

### **1. Introduction**

The Mission Statement and Policy of the Roman Catholic Church (RCC) Health Services in Uganda states that "*The personnel of units and services will be professional in their work. High quality and professional standards will be the rule and to maintain these, there is a need for constant and continuous education and training. Professional posts will be filled with personnel with adequate qualifications*"<sup>1</sup>. The Health Commission (HC) of the Episcopal Conference of Uganda through its Secretariat, the Catholic Medical Bureau (UCMB), has the mandate to facilitate training of personnel in and of RCC Health Services and Institutions. The need of qualified professionals is one of the main features in all RCC Health Services and Institutions and in Uganda at large. The HC of the Episcopal Conference, aware of the needs expressed at all levels of the RCC Health Services and Institutions and of the prevailing difficulties they encounter to secure opportunities of training to their staff members has therefore mandated the Catholic Medical Bureau to establish a Scholarship Fund (Fund)<sup>2</sup>. The Fund is established with the support of interested donors and benefactors.

For a proper understanding of this document the following definitions apply:

- Applicant: the RCC Health Institution/Organisation applying
- Beneficiary: the same Institution/organisation applying
- Candidate/Trainee: the person for whom the applicant presents the request for scholarship

### **2. Goal of the Fund**

The Fund's goal is the promotion of high standards of quality of care and management in RCC Health Institutions/Organisations.

### **3. Aim of the Fund**

The Fund aims at increasing/building institutional capacity in RCC Health Institutions/Organisations and Religious Congregations involved in health care through facilitation of professional training of their personnel.

It is therefore necessary that the applicants present candidates for training after an assessment of training needs of the institution/organisation and have ways and means to offer to the candidate a relevant employment after training, in line with the acquired knowledge and skills.

### **4. Objectives of the Fund**

The Fund's objective is the provision of scholarships for training for personnel of RCC Health Institutions/Organisations and members of Religious Congregations involved in Health Care.

### **5. Scope of the Fund**

- a) The Fund provides scholarships in partnership with RCC Health Institutions/Organisations and Religious Congregations involved in Health Care for:
  - ❖ basic and post basic professional training in health services management
  - ❖ basic and post basic medical, nursing and allied health professions training
- b) The Fund may, as exception, provide training in other disciplines when justified by adequate motives of the applying Institution/Organisation.
- c) The Fund will give priority to training taking place in Uganda. It will consider funding Training outside the Country only when fully justified with satisfaction of the Scholarship Fund Management Committee (SFMC).

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<sup>1</sup> Mission Statement and Policy of the Roman Catholic Church Health Services, June 1999 - Section B, Par. 9.

<sup>2</sup> Minutes of the meeting of the Health Commission of the Episcopal Conference, 18.11.1999 - min. 24.99.

## **6. Beneficiaries of and applicants to the Fund**

a) The Fund is intended to promote institutional capacity buildings and therefore the primary **beneficiaries** are the following:

- RCC Hospitals
- RCC Lower Level Health Units
- Diocesan health offices
- Religious Congregations involved in Health Care
- Other organisations involved in Health Care institutionally related with UCMB.

b) **The applicants** to the Fund are the following

Hospitals:

- The Chief Executive of the Hospital (Medical Superintendent, Administrator or Hospital Director as indicated in the Hospital Statute) for all Junior Staff
- The Chairman of the Board of governors of the Hospital for Senior Staff

Dioceses:

- The Diocesan Health Co-ordinator on behalf of the Lower level units
  - The Ordinary of the diocese for staff employed in the Diocesan health office
- (NB: the Diocesan health co-ordinator will not handle applications for candidates employed by a hospital(s) but defer them to the right authority in the hospital(s).

Religious Congregations:

- The Superior General for local Congregations and the Provincial/Regional Superior for International Congregations
- The Counsellor appointed to handle training matters in the Congregation

c) Applications from other Institutions/Organisations different from the above will be presented in dialogue with the ES of UCMB.

d) Individual applications will be considered only as exception.

## **7. Management of the Fund**

### **7.1. Administration**

The Fund is administered by UCMB through its Administration. (details of the Administrative Regulations of the Fund in annex 1).

### **7.2. Management**

The Fund is controlled by a Scholarship Fund Management Committee (SFMC) with the following composition:

- ❖ Executive Secretary of UCMB
- ❖ One Manager from RCC Hospitals appointed by the Executive Board of the HC
- ❖ One Diocesan Health Co-ordinator appointed by the Executive Board of the HC
- ❖ The Executive Secretary of the Association of the Religious of Uganda (ARU)
- ❖ The Manager of Joint Medical Stores
- ❖ The chairperson of the Ethical and Training Committee of UCMB
- ❖ The chairperson of the Finance and Planning Committee of UCMB
- ❖ Two members co-opted by the Committee

(details of the Terms of Reference of the Management Committee in annex 2).

## **8. Regulations of the fund**

### **8.1. Application**

Applications must be presented by entitled applicant of eligible beneficiary institutions and organisations on behalf of their candidates for training within the established time schedules on specific forms obtained at UCMB, accompanied by all the documents required.

For candidates members of Religious Congregations presented by Hospitals or Dioceses the application must be endorsed in writing by the Major Superior of the Congregation expressing consent to training. (details in annex 3, and Form A).

### **8.2. Shortlisting**

All applications received within the period established are examined and short-listed by the Uganda Catholic Medical Bureau. Each application receives a score of priority according to criteria set out and up-dated by the SFMC. The short-listing will not be based on individual characteristics of the candidate for training but on Institutional/Organisational profile and type of training pursued.

### **8.3. Award**

The Fund Management Committee will award scholarships to the applicant Institution/Organisation according to the order of priority set by the scores, availability of funds and other criteria that may be agreed from time to time by the committee itself collegially.

### **8.4. Scholarship Agreement between the beneficiary Institution/Organisation and UCMB**

The final terms regulating the awarded scholarship, including budget and time-frame of disbursements are agreed upon in a Memorandum of Understanding (Form C) between the Executive Secretary of UCMB and the appointed Manager/applicant of the beneficiary Institution/Organisation. The SFMC may decide to attach conditions to the award of the scholarship. These conditions will be brought to the attention of the beneficiary Institution/Organisation in the letter of award prior to the signature of the Memorandum.

### **8.5. Bonding agreement between the beneficiary Institution/Service and the Trainee**

#### **Provisions for Hospitals and Dioceses**

Prior to the signature of the Memorandum of Understanding, the beneficiary Institution/Organisation is requested to sign with the Trainee a Bonding Agreement (proforma in Form B) on a format acceptable to UCMB and provide a copy of the same with UCMB before the first disbursement.

Should the candidate for training be an employee of an organisation different from the applicant Institution/Organisation (e.g. if the trainee is a civil servant)

- the applicant must notify the SFMC of this
- the applicant must endeavour to obtain clearance from the employer of the candidate, so that a valid Bonding Agreement can be signed.

#### **Provisions for religious Congregations**

- For Candidate Trainees presented by a Religious Congregation, the Bonding Agreement is substituted by a Statement of Commitment (Form D) issued by the relevant Religious Superior, committing the beneficiary Congregation to the assignment of the Trainee on completion of training to a health related work/post.

- For candidate Trainees member of Religious Congregations presented by Dioceses and/or Hospitals the relevant Religious Superior will instead sign a Bonding Agreement with the beneficiary Institution/Organisation on behalf of the Trainee.

### **8.6. Disbursements and other financial matters**

- a) Funds are disbursed by the Administration of UCMB to the beneficiary Institution/Organisation, at the stipulated intervals and instalments, on presentation of the approved forms for disbursement request.
- b) The beneficiary Institution/Organisation will in its turn remit them to the Trainee and/or the Training Institution as it may be applicable.
- c) The Fund Management and/or the Bureau will deal exclusively with Institutions/Organisations and their appointed representatives, and not with individuals, save for justified exceptions.

- d) Variations of Training Budget will not be considered by the SFMC other than through a new application where thorough justification for the variation is presented. The principle holds here that the Scholarship Fund gives support to the Beneficiary Institution/Organisation but does not take direct responsibility for the funding other than the responsibility and commitment spelt out in the memorandum of Understanding. The ultimate responsibility for the training of the candidate lies on the Beneficiary.
- e) The Fund Management and/or the Bureau will not deal either with Training Institutions for matters pertaining applications for training, change of fees, research costs etc. ... All matters arising from the Training Institutions and the Trainee have to be addressed by the applicant Institution/Organisation.

### **8.7. Obligations of the beneficiary Institutions/Organisations to the Fund**

Besides the obligations of the beneficiary Institution/Organisation spelt out in the Memorandum of Understanding, the same is requested to report at each request of disbursement about the progress made by the Trainee, and to submit a final report on conclusion of the training, all on the approved forms.

### **8.8. Exclusion from the Fund**

Save for exceptions as determined by the SFMC, the following are excluded from the benefits of the Fund:

- ❖ Individual applicants in their personal capacity
- ❖ Beneficiary Institution/Organisations failing to fulfil the terms stipulated in the memorandum of Understanding. The period of exclusion from the benefits of the Fund is decided by the SFMC.

### **8.9. Approval and modification of the Statute of the Fund**

This Statute is approved by the Health commission of the Episcopal Conference. Changes, amendments and alterations of the Statute are effective after approval of the Health commission.

# Annex 1

## **Administrative Regulations of the Fund**

### **1. Name of the fund and address**

The fund shall be named "Uganda Catholic Medical Bureau Scholarship Fund".

Its address will be:

Scholarship Fund  
C/o Uganda Catholic Medical Bureau  
P.O. Box 2886  
Kampala - Uganda  
Tel/Fax +256 41 510 575/6

### **2. Fund Holder and custodian**

The holder of the Fund shall be the Uganda Catholic Medical Bureau, who will take custody of it through its Administration.

### **3. Contributions to the Fund**

Contributions to the Fund have to be addressed to:

#### **In US \$ (US Dollars)**

Ac n **4008477**, in the name of  
Interservice (P.O.Box 4213 Kampala -UG) at  
Barclays Bank of Uganda  
Kampala Road 16  
P.O. Box 7101  
KAMPALA.  
Swift Code BA RC UG KX

#### **In € (Euros)**

Acc. N. **4236135** in the name of  
Interservice (P.O.Box 4213 Kampala -UG) at  
Barclays Bank of Uganda  
16 Kampala Road  
P.O. Box 7101  
Kampala - Uganda  
Swift Code: BA RC UG KX

Alternatively, local contributions can be addressed directly to UCMB

In both cases, contributions need to be clearly specified as **"for the Scholarship Fund"**.

### **4. Current administration of the Fund and Investment**

- a) The administration of UCMB will manage the finances of the Fund under the supervision and on instructions of its Finance and Planning Committee.
- b) The administration of UCMB shall keep the Fund accounts separate from those of UCMB.
- c) The administrative costs of the Fund shall be reimbursed to UCMB by the Fund itself, according to criteria that are established and revised by the SFMC.
- d) The Finance and Planning Committee of UCMB, in agreement with the SFMC, will decide on the investment of the Fund to secure generation of additional income for the Fund.

- e) All Fund disbursements shall be authorised jointly by the Executive Secretary of UCMB and the Appointee of the SFMC.

## **5. Accountability of the Fund**

- a) The accountability of the Fund will be secured by an Annual Report (narrative and financial), to be circulated to all contributors. A summary of the report shall be published on the UCMB Bulletin.
- b) The narrative section of the Annual report shall give details on the beneficiary institutions and on the type of training pursued and its duration.
- c) The financial section of the Annual report shall specify all income of the fund (local and external), sources, disbursement and administrative costs.

## **Annex 2**

### **Terms Reference of the Scholarship Fund Management Committee (SFMC).**

#### **1. Membership, quorum, co-optation**

- a) The Membership of the SFMC shall be the following:
- ❖ Executive Secretary of UCMB
  - ❖ One Manager from RCC Hospitals
  - ❖ One Diocesan Health Co-ordinator
  - ❖ The Executive Secretary of the Association of the Religious of Uganda (ARU)
  - ❖ The Manager of Joint Medical Stores
  - ❖ The chairperson of the Ethical and Training Committee of UCMB
  - ❖ The chairperson of the Finance and Planning Committee of UCMB
  - ❖ Two members co-opted by the Committee
- b) The SFMC shall appoint its own Chairman and Secretary. The members of UCMB staff are not eligible for Chairmanship.
- c) The Executive Board of the Health Commission shall appoint the members representing the RCC Hospitals and the Diocesan Health Co-ordinators.
- d) The SFMC shall have the option of appointing two co-opted members according to need.
- e) The quorum of the SFMC shall be half plus one of the Statutory Members.

#### **2. Functions**

The SFMC shall:

- a) Meet at intervals dictated upon by the needs of management of the Fund, decided by the Committee itself.
- b) Receive and approve the Annual Report of the Fund prepared by UCMB.
- c) Decide upon criteria of short-listing.
- d) Examine the applications short listed and award Scholarships and their amount.
- e) Advice the Executive Secretary of UCMB on specific conditions to be requested to the applicant Institutions/Organisations and on additional notes to be included in the Memorandum of Understanding.
- f) Assist and advice the Executive Secretary of UCMB on issues indicated by the Health Commission of the Episcopal Conference.
- g) Up-date and amend the Scholarship Fund Statute.

#### **3. Delegation of powers**

The Committee shall have the power to delegate some of its function to the Uganda Catholic Medical Bureau when deemed necessary by emerging circumstances.

## Annex 3

### **Required documents**

#### **On application**

- a) Application as from specimen in Form A, clarifying
  - ❖ Complete Budget of the training indicating
  - ❖ Tuition fees for the entire course
  - ❖ Other foreseen training expenses (e.g. stationery, uniforms, transport, insurance etc.)
  - ❖ Cost of food and lodging of the Trainee if applicable
  - ❖ Pocket money and/or salary of the Trainee
  - ❖ Justification for the request of training
  - ❖ Amount of the contribution requested from the Fund.
  
- b) Attachments
  - ❖ Relevant documentation concerning the candidate (e.g. application for Scholarship to the Institution, Curriculum Vitae, copies of School Certificates, previous training, etc.)
  - ❖ Letter of acceptance of the candidate by the Training Institution (this can be provided after the award if the timing of the meeting of the SFMC does not make it possible to obtain it beforehand).
  - ❖ **If the candidate is a member of a Religious Congregation and is presented by a Hospital or a Diocese, a letter of the Major Superior of the Congregation stating the consent to training must be attached.**

#### **On award of the Scholarship, first disbursement**

- a) Bonding Agreement or Statement of Commitment as applicable, signed by both the Trainee and the appointed Manager/Superior of the beneficiary Institution, as from specimen Form B and, respectively, Form D.
- b) Memorandum of Understanding between UCMB and the appointed Manager of the beneficiary Institution, in duplicate, as from specimen in Form C.
- c) Request of First disbursement (Form E)

#### **On subsequent disbursements**

- a) Request of disbursement, signed by the appointed Manager of the beneficiary Institution, with Progress report with performance of the Trainee (Form F)
- b) Final report on completion of training (Form G)