

Application from Humatem for admission into official relations with WHO

1. **Year of establishment of the organization:** 1999
2. (a) **Address of the headquarters of the organization.**

65, Place de la Mairie
74310 Les Houches
France

Email: contact@humatem.org
Website: <http://www.humatem.org>

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- (b) **Contact information, name(s) and titles of officer(s) who may speak and correspond authoritatively on behalf of the organization.**

Mrs Aurélie Jeandron
President

Mrs Barbara Comte
Project Manager

65, Place de la Mairie
74310 Les Houches
France

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3. **Aims (or purposes, objectives) of the organization as they appear in its constitution, by-laws or equivalent document.** Humatem's main objectives are to improve the quality and usage of medical devices donated to health care facilities in developing countries. To achieve those objectives, Humatem manages an exchange platform that offers tools and services for donated medical devices. The exchange platform is composed of a medical device bank for international aid, a resource centre for support in the use of medical equipment, and Biomédon, a collaborative biomedical network.
4. **Main fields of work of the organization.** Health care professionals (biomedical engineers and technicians), health legislation, medical technology, quality control, health care administration and community/district health services. The cross-cutting issue for its activities is equity and health.

5. Main types of activities of the organization.¹ Advisory, advocacy, conferences, education/training, and funding/donations.

The organization has activities in the following countries: Benin, Cameroon, Central African Republic, Chad, Côte d'Ivoire, Democratic Republic of the Congo, France, Ghana, Guinea, India, Kenya, Lao People's Democratic Republic, Madagascar, Mauritania, Mongolia, Niger, Senegal, Somalia, Syrian Arab Republic, Togo, Tunisia.

6. Membership information.

Type of member	Total number	Voting status
Individuals	61	24
Nongovernmental national associations	42	0
Institutions, such as hospitals, research laboratories, schools and churches	25	0
Commercial enterprises	8	0
Total	136	24

Members in the following countries and areas: Benin, Cameroon, Chad, Côte d'Ivoire, Democratic Republic of the Congo, France, Senegal, Somalia, United Kingdom of Great Britain and Northern Ireland.

7. Name, composition, function and frequency of meetings of the main, or if applicable, the two main decision-making bodies.

Name:	Board of Directors
Composition:	The Board of Directors is composed of a maximum of 25 members, who are selected from the founding and active members and elected by the organization's General Assembly for a six-year term.
Function:	The Board of Directors administers Humatem's affairs. It decides on the allocation of available funds, participates in budget planning, accepts donations and grants, and is responsible for decisions on selling, buying and leasing. It can appoint and dismiss the Director. The Board of Directors submits an annual report detailing Humatem's operational and financial situation to its General Assembly.
Frequency of meetings:	At least once a year when convened by the Chairman or at the request of at least one quarter of its members.
Name:	Executive Board
Composition:	The Board of Directors selects among its members, by majority vote, an Executive Board composed of a President, a Treasurer and a General Secretary.

¹ For an explanation of the types of activities, please see the Annex to the application.

Function:	The President represents Humatem in civil matters, including during legal proceedings, if applicable. He or she manages spending in cooperation with the Treasurer. The General Secretary is in charge of registers, statements and all documents on the administration of the association. He or she records the minutes of all proceedings at the General Assembly and meetings of the Board of Directors. The Treasurer is the depositary of Humatem's funding. He or she collects payments to the accounts receivable and submits an annual report for the financial year to the General Assembly.
Frequency of meetings:	At least once a year upon convocation by the President or at least half of its members.

8. Human resources of the organization.

Number of paid staff at headquarters/secretariat:	2
Number of volunteer staff at headquarters/secretariat:	5
Number of paid staff worldwide (including staff at headquarters/secretariat):	2
Number of volunteers worldwide (including staff at headquarters/secretariat):	5

9. Financial information on the organization.¹

Annual income and expenditure in the range: US\$ 100 000 to US\$ 500 000

10. Formal relations with organizations and bodies in the United Nations system and nongovernmental organizations.

Not applicable.

11. Collaboration with WHO.

(a) Activities carried out jointly with WHO during the working relations period.

Humatem has collaborated with, and complemented the work of, the Policy, Access and Use unit of WHO's Department of Essential Medicines and Health Products. It has contributed to the implementation by the Secretariat of actions in resolution WHA67.23 on health intervention and technology assessment in support of universal health coverage, and has published and disseminated materials in French on the maintenance and use of medical devices.

¹ In order to facilitate comparison, nongovernmental organizations are requested to express their annual income and expenditure in United States dollar equivalents, and to provide estimates of these annual figures in cases where their accounts cover different periods.

Humatem has contributed to global guidance on the donation of medical equipment, has promoted the work of WHO in several of its publications and has supported the distribution of WHO guidelines, in particular the WHO guidelines for health care equipment donations and the Global Initiative on Health Technologies. Its contributions include:

- Methodological support materials around the medical equipment support project cycle developed in collaboration with Groupe URD, such as the “PRECIS” quality reference framework, a preliminary assessment method and an evaluation method (2011), and a planning method (2012);
- A documentary film entitled “An investigation into medical device donations” (“Equipés pour soigner – Une enquête sur le don de matériel médical”), which includes input from WHO, with specific reference to the first WHO Global Forum on Medical Devices, as well as a discussion to screen opinion on the film;
- A training module on the donation of medical equipment in international cooperation projects;¹

WHO and Humatem have further collaborated on the following resource materials:

- The French language version of the Medical equipment maintenance programme overview module of the WHO Medical device technical series² recommends Humatem’s tool *From the maintenance worker to the biomedical professional (Du maintenancier à l’intervenant biomédical: pour une exploitation optimisée du parc d’équipements médicaux)* as a useful source of information on medical devices.
- The French language version of the Medical device donations: considerations for solicitation and provision module of the WHO Medical device technical series³ makes reference to the Humatem methodological guide *Equipping a health facility: 5 steps to success (Equiper une structure de santé: 5 étapes pour réussir)* as a useful resource.

Several resources published by Humatem have been used by WHO and cited as reference materials for the management and use of medical devices, including:

- *From the maintenance worker to the biomedical professional (Du maintenancier à l’intervenant biomédical: pour une exploitation optimisée du parc d’équipements médicaux)*.⁴

¹ Available at http://www.who.int/medical_devices/management_use/manage_donations/en/ (accessed 10 November 2014).

² Available at http://www.who.int/medical_devices/med_dev_publications/en/ (accessed 30 October 2014).

³ Available at http://www.who.int/medical_devices/med_dev_publications/en/ (accessed 30 October 2014).

⁴ Humatem et al. *Du maintenancier à l’intervenant biomédical : pour une exploitation optimisée du parc d’équipements médicaux*. Les Houches: Humatem; 2010. (available at http://www.humatem.org/fichiers/a_telecharger/outils_de_sensibilisation/outil_sensibilisation_du_maintenancier_a_l_intervenant_biomedical_web.pdf, accessed 7 November 2014).

- *Equipping a health facility: 5 steps to success (Equiper une structure de santé: 5 étapes pour réussir).*¹
- The PRECIS quality reference framework for medical equipment support projects in developing countries.²
- Preliminary assessment method for medical equipment support projects in developing countries.³
- Evaluation method for medical equipment support projects in developing countries.⁴

Humatem and WHO began a collaboration to create links and coherence between the Humatem-organized “Equip’aid: Sharing for better healthcare” conference (Chamonix, France, 19 and 20 November 2013), and the second WHO Global Forum on Medical Devices (Geneva, 22–24 November 2013). This collaboration resulted in:

- joint communications;
- the sharing of resources to allow some speakers and participants from developing countries to take part in both events;
- requests by WHO for papers to be prepared for Equip’aid from focal points in its country offices in developing countries;
- active participation by WHO at Equip’aid (one intervention in the roundtable discussion at the plenary session and two interventions during the sharing sessions (workshops));
- active participation by Humatem at the second WHO Global Forum on Medical Devices, during which it had an exhibition stand, held a pre-conference workshop on medical device donations, and spoke at the plenary session recalling the main conclusions of the Equip’aid conference, as part of the closing speech of the Global Forum.

(b) Planned collaborative activities with WHO for the coming three-year period.

The proposed activities will complement the work of WHO and Humatem, specifically in the area of health technologies for developing countries. They will form part of the Global Initiative on

¹ Humatem et al. *Équiper une structure de santé: 5 étapes pour réussir*. Les Houches: Humatem; 2005. (available at http://www.humatem.org/fichiers/a_telecharger/outils_methodologiques/Guide-5-etapes-2012-internet.pdf, accessed 30 October 2014).

² Humatem, Groupe URD. *Le PRECIS, référentiel qualité pour les projets d’appui à l’équipement médical des structures de santé des pays en développement* (available at http://urd.org/IMG/pdf/Referentiel_PRECIS.pdf, accessed 30 October 2014).

³ Humatem, Groupe URD. *Méthode de diagnostic pour les projets d’appui à l’équipement médical des structures de santé des pays en développement* (available at http://urd.org/IMG/pdf/Methode_DIAGNOSTIC.pdf, accessed 30 October 2014).

⁴ Humatem, Groupe URD. *Méthode d’évaluation pour les projets d’appui à l’équipement médical des structures de santé des pays en développement* (available at http://urd.org/IMG/pdf/Methode_EVALUATION.pdf, accessed 30 October 2014).

Health Technologies following resolution WHA60.29 on health technologies and as part of resolution WHA67.23 on health intervention and technology assessment in support of universal health coverage. Humatem will continue its efforts to support the work of WHO, especially in francophone countries.

In order to raise awareness in all francophone countries, Humatem will disseminate WHO's information, guidance, outreach materials and tools. Humatem will participate with WHO at, or will represent the health sector at, some francophone events dedicated to medical technologies in developing countries.

In 2016, Humatem will organize the second Equip'aid conference, which will be linked to the third WHO Global Forum on Medical Devices, with the objective of continuing exchanges between actors involved in medical equipment support projects in order to improve practices. The collaboration will involve:

- joint research relating to the two meetings;
- participation by WHO in the programme committee of the Equip'aid conference, alongside Humatem;
- representation of and participation by WHO at the Equip'aid conference (including speeches and the presentation of its most recent work);
- joint communications for the events.

A round table discussion is planned to be organized jointly by WHO and Humatem with major donors and international organizations on best practices in strengthening health infrastructure and the management of health technologies, in particular in relation to the criteria those donors and organizations use to qualify projects for support or implementation. The discussion is planned to be held at the third WHO Global Forum on Medical Devices, the 2016 Equip'aid conference or the Sixty-ninth World Health Assembly.

WHO and Humatem will jointly promote the emergence of appropriate medical technologies as an alternative to medical equipment donations, and as good practice in the management of health technologies in developing countries.

Humatem will support the update to and dissemination of data published by WHO on donations of medical supplies. It will complete, disseminate, and solicit responses from francophone entities on WHO's survey on donations of medical equipment. It will promote WHO's information and webpage on the donation of medical equipment, and will further disseminate the Medical device donations: considerations for solicitation and provision module of the WHO Medical device technical series, especially the French language version to francophone countries.

Humatem will carry out an information and awareness campaign on the regulations governing donations of medical equipment, and in particular will promote existing regulations and encourage the formulation and implementation of regulations in countries where they are lacking. For that purpose, Humatem will develop outreach materials on regulatory aspects of donations of medical equipment (one related to European Union directive 2012/19 concerning the management and recovery of waste from electrical and electronic equipment, and one related to the need to regulate medical equipment

donated to developing countries) and, with WHO, disseminate them to civil society, major institutions, and States or decentralized authorities.

Humatem will organize annual training sessions, with health personnel from developing countries who are pursuing their education in France, on best practices in the field of strengthening health infrastructure and management of medical equipment. Collaboration with WHO will consist of joint preparation of training sessions, validation of the objectives and content of the programme of these sessions, dissemination of invitations by WHO to health personnel from developing countries who are training in France, and preparation and distribution of the report of the sessions.

ANNEX

EXPLANATION OF TYPES OF ACTIVITIES

Advisory – the organization regularly advises governments, nongovernmental organizations and institutions, intergovernmental bodies, or the media on matters within its competence.

Advocacy – the organization regularly undertakes campaigns, or its main purpose is, to influence decision- or policy-makers, or individual or societal behaviours or attitudes.

Conferences – the organization regularly holds scientific conferences, or other forums, excluding governing body meetings.

Data collection/surveillance – the organization, for example, maintains a register of specific diseases, up-to-date data about the number of people in a particular profession, etc.

Education/training – the organization, or its members, regularly provides educational or training courses for individuals or organizations (governmental and nongovernmental), is an examining or licensing body, or develops curricula.

Funding/donations – the organization funds the work of others and/or donates goods to others, for example, hospital equipment and pharmaceuticals.

Journals/publications/media – the organization regularly publishes a peer-reviewed professional or scientific journal and/or regularly produces and revises books and other media, e.g. CDs and videos, and maintains a publications/resources catalogue.

Research – the organization undertakes commissions or funds research as a regular activity.

Service delivery – the organization provides, commissions or is contracted on a long-term basis to provide services to non-members, for example, child counselling/protection, hospital care, suicide prevention services and delivery of food aid.

Sponsoring – the organization maintains a sponsorship programme, for example, for children, the elderly or young scientists.

Standard-setting – the organization formulates standards, ranging from professional conduct to goods and services.

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