



Saudi Midwifery Group 16th Meeting:

Meeting No: #16	Date: 1 st September 2018.	Time: 11.00-13.20	Location: Riyadh and Jeddah: Conference call via Zoom.
ATTENDEES:	Dr Roa Altaweli: Chairperson. Samia Alzahram: Vice Chairperson. Mary Yff, General Secretary (Riyadh) Hanan Al- Zahrani. Media and Public Relations. Taghreed Hawsawi-Scientific Committee. Annamiel Van der Kraan. Scientific Committee. Dr Ibtesam Jahlan : Acting Treasurer.	APOLOGY: Gillian Sedgewick: Scientific Committee. Patti Paine: Associate Deputy Chief Nurse. SMHAC Aisha Al-Hajjar- International Relation Coordinator (Riyadh) Dr Ahlam Alzahrani. Sara Al Samti. Assistant PR SMG.	

Topic	Proceeding/discussion	Decision /conclusion	Responsibility	Target Date	Status
1	Introduction & opening of the meeting				
1.1	The meeting was chaired by Roa Altaweli.				
1.2	Next quarterly board meeting.	Dr Faisal has advised Roa that the constitution for SMG needs to be in line with that of SSOG. This needs to be discussed at the next meeting. We need to invite Dr Fatima Shangiti and Dr Faisal to attend this	Letters by Roa.	November 24 th 2018. 4-6pm at East	



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		<p>meeting.</p> <p>We also need to formally invite the board members of SSOG to the AGM taking place the 24th of November. (Dr Faisal, Dr Fatima Shangiti, Dr Ahmed and Dr Hassan.).</p>		Jeddah Hospital, Jeddah.	
1.3	Final preparations for the ICM conference discussed.	Dr Roa Altaweli, Dr Ibtesam Jahlan are our two SMG representatives for SMG, also representing SMG will be Ms Annamiek Van der Kraan and Ms Samia Alzharam.	All 4 attendees	Dubai from the 6 th to the 8 th of September.	
1.4	SMG representatives will have a meeting in Dubai at the Conference Centre where the ICM takes place. This will be to make an agenda for what will be discussed at the board meeting, taking place on Saturday the 8 th of September.	<p>Attendees will be:</p> <p>Dr Roa Altaweli, Dr Ibtesam Jahlan., Ms Annamiek Van der Kraan and Ms Samia Alzharam.</p> <p>Dr Fatima suggested at our meeting in March 2018 that when SMG meet with ICM in September, to discuss with them our objectives, and what is required to achieve society status. When all the requirements have been met, then take the information to the Saudi Commission for approval. Safeguarding and research can also be discussed at this meeting.</p>	All 4 attendees.	Date Thursday the 6 th of September, immediately after 1 st day of conference concludes. Approx. 4.30pm.	
1.5	SSOG Annual Conference. (See 7.1 and 7.11 of	SMG will have time allocated to present relevant	Tagreed and	25 th to 27 th	



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	<p>minutes of meeting for more on SSOG Conference.)</p> <p>Venue:</p> <p>King Fahad Medical Research Center, King Abdulaziz University, Jeddah, KSA.</p>	<p>topics to midwifery.</p> <p>Taghreed, will make a video (Called “The SMG Journey”) and short presentation to talk about SMG to date, our constitution and by-laws, what SMG currently is and what it will achieve in the next 5-10 years. (<u>ALL BOARD MEMBERS NEED TO SEND IDEAS TO TAGHREED PLEASE</u>).</p>	board members:	of September 2018.	
1.6	<p>SMG “Annual General Meeting”</p> <p>Venue:</p> <p>East Jeddah Hospital.</p>	<p>Discussion took place around length of this year’s meeting;</p> <p>Suggestion that it is increased to 6 hours from 4 hours to help make it better value for the attendees;</p> <p>3 hours of lecture and 3 hours of workshops.</p> <p>Possible workshops in the morning 2-3 hours and lectures in the afternoon to conclude at 4pm.</p> <p>Taghreed advised there are no CME hours for workshops:</p> <p>Roa will check with the educational department to see if it’s possible to get one or possibly two rooms to have the workshops in.</p> <p>Roa will send an email to the head of the Educational</p>			



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		<p>Department regarding booking the auditorium, the hospital providing food and extra rooms.</p> <p>The head of education at East Jeddah Hospital may be leaving her post, Roa will link with her and make a plan.</p>			
1.7	Scientific Committee Role in preparation for presentations for Upcoming SMG events:	<p>Taghreed, head of the Scientific Committee is requesting that we need a good team to effect a good programme for the AGM and any other work the SMG is part of. (All members of SMG to help with recruitment of new members)</p> <p>Taghreed will get in touch with Christina who is head of the National Guard Hospital in Riyadh, as she is interested in getting involved with SMG.</p> <p>Taghreed is also requesting the submission of good topics to put forward for CME points for the AGM</p> <p>Roa: Will discuss with Serfa a midwife in East Jeddah Hospital who is keen to help with SMG and in particular with PR.</p>			
1,8	Womens Health Symposium, King Saud University.	The first one was held in November 2017. Ibtesam to follow up with KSU to see if they are holding another one in November again. If so SMG will request to	Ibtesam	September 2018.	



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		present at the conference and highlight what SMG is doing and the need for more autonomous midwifery practitioners.			
2	Media and Public Relations				
2.1	Promotion of SMG throughout Saudi Arabia	When a video about SMG has been put together, it will be disseminated to all of the Directors of Nursing throughout Saudi Arabia. This can then be forwarded to the midwives in their units. This will have a large impact on achieving the midwifery targets needed. Dr Mustafa Boderik will also help with this.	Roa Hanan	Release date: September to October 2018	
2.2	Posters and Snap chat: (Carried forward from May meeting).	<p>It was agreed that all posters promoting SMG and events need to be in both English and Arabic:</p> <p>Roa will make a snap chat account. It needs to be bilingual, approval needed for any advertising that goes up on the media accounts.</p> <p>Hanan will put advertising on the board group first for approval.</p> <p>We need to invite Fatima Fakeeh from Dammam on to the board group to become part of the PR advertising team.</p>	<p>Roa to set up new passwords</p> <p>Roa</p>	2018	



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		<p>Password for twitter a/c needs to be Ksamw2018</p> <p>We need new passwords too for email, Instagram and twitter too..</p> <p>Sara from Dammam suggested by Hanan will help with PR for SMG.</p>	<p>Roa</p> <p>Hanan</p>		
2.3	Teams needed in each province to promote Midwifery: (Carried forward from May).	<p>Roa noted that further discussion needed to help develop teams to go to hospitals, and universities and schools to encourage more awareness about midwifery and to increase the number of midwives signed up to the SMG website.</p> <p>PR teams to get involved in this:</p>	<p>Hanan</p> <p>Annamiek</p> <p>Mary</p> <p>Roa</p>	Further discussion needed to get teams mobilised.	
2.4	SMG Website	<p>We have the domain which is Saudimidwifery.org.sa</p> <p>Asim is the administrator, he will use word press platform.</p> <p>Due to commitments of SSOG Asim cannot help with SMG until after the conference. October things will be able to commence.</p> <p>Asim can then teach us to put information onto the website. He is living in Jeddah. Roa is to arrange to</p>	<p>Roa</p> <p>Hanan</p> <p>Asim</p>		



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		<p>meet with Asim and Hanan needs to be present too.</p> <p>Hanan with her PR support team to head up care of the website.</p> <p>Aisha is currently doing the updates for the website, we need to update her so she can put the information on the website.</p> <p>Advertise for new members of the board: information re-ICM conference: SSOG Conference: AGM. Topics of interest and news.</p>	<p>Roa/Hanan</p> <p>Hanan,</p> <p>Mary,</p> <p>Roa</p> <p>Annamiek</p> <p>Aisha</p>		
2.5	Further support needed:	<p>Hanan will send a draft invitations for positions vacant for SMG. Including PR, Scientific Committee:</p> <p>Hanan to contact Tarfa Al Malik at KSU to see if she is interested in helping with PR.</p> <p>Taghreed to contact members who are not active and see if they are still interested.</p>	<p>Hanan</p> <p>Taghreed</p>		



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2.6	Assistance and funding needed for Hanan.	Hanan's team for PR need to be interviewed and invited to SMG board meetings to assess suitability to the role. Hanan to send Roa details and help set up meetings with the girls. They need to have a midwifery background. Annamiel and the team in Riyadh can meet the PR girls in Riyadh. Tagreed Alotabi- Assistant Riyadh region. Sarah Al Samti – Assistant Eastern province. Ahoos –Assistant Madinah. They need to be invited to the next meeting.	Hanan Roa Mary		
3.0	Evaluation of current processes:				
3.1	Payments to ICM:	Soha is back at work now, and Roa is going to help with sorting out the payment to Annamiel for ICM membership fee.	Roa Annamiel	September 2018	
4.0	Finances for SMG				
4.1	ENG Pharmacuticals	We need to follow up with Ahmed to see if he is still committing to sponser SMG.	Mary Roa Ibtesam	September 2018	
4.2	Sponsorship for SMG (Samia).	Samia works with Johnson and Johnson and will ask them if they will become sponsors for SMG.	Samia	September 2018	



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		(We need feedback on this).			
4.3	Technology Fundamentals:	Ahmed is helping sponsor the SSOG event in September, we need clarification on whether he is going to help with sponsorship with SMG.	Dr Shangiti Roa Mary	2018	
4.4	Certificates and CME points. (IDM).	We need to follow up with Taghreed. (Soha is back so we need to follow this up now with SSOG).	Taghreed	September 2018	
5.0	International day of the midwife.(IDM) 2018				
6	Ministry of Health and Saudi Midwifery				
7	SSOG's Conference March 25^h-27nd September:				
7.1.	SMG to be represented.	Roa will discuss with Dr Faisal with regards to how many slots are available to SMG for the conference.			
7.1.1	Possible Speakers for SSOG Symposium 2018	Tagreed Hawsawi: Labour care, skin to skin and Breastfeeding. Dr Insaf Ali Shaban: Midwifery in Jordan. Roa Altaweli: The Steering committee at the MOH, midwifery Committee for SCHFS and ICM changes.		September 2018.	
8	SMG – Strategy for 2018				



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9	Voting				
9.1	<p>International Relations midwife:</p> <p>Treasurer:</p> <p>General Secretary:</p>	<p>Aisha Al Hajjar will have completed her 3 years as international relations midwife for SMG and will need replacing at the AGM in November 2018.</p> <p>Dr Ibtesam Jahlan acting Treasurer needs to be formally voted into this position in November:</p> <p>Mary Yff is stepping down as General Secretary in November, a new General Secretary needs to be voted into this position.</p>	<p>Roa.</p> <p>Hanan</p>	<p>September /November 2018</p>	
10	Education:				
11	Promotion:				