

DO YOU HAVE AN ASSOCIATION?



Roles and Benefits

- Giving a voice to ADDO providers on issues concerning the sector
- Empowering members economically
- Promoting self-regulation towards delivering quality services
- Improving working relations among ADDO providers
- Building institution networks for collaboration and partnerships
- Enhancing sustainability of the ADDO shops and the programme

ADDO PROVIDER ASSOCIATIONS ARE A MEANS TO EMPOWERING MEMBERS AND IMPROVING DELIVERY OF SERVICES

ARE YOU AWARE OF YOUR ASSOCIATION'S RESPONSIBILITIES?

FURAHA YETU NI

DUKA LA DAWA MUHIMU



NI rafiki wa kuaminika

- Promoting compliance with regulations and standards
- Promoting safe medicines use and buying of medicines from legitimate providers only
- Protecting consumers from unethical practices such as collusion and price fixing by errant ADDO providers
- Protecting the sector from any form of conflict of interest that may compromise compliance to regulations and standards
- Promoting transparency and accountability in the sector

**ADDO PROVIDER ASSOCIATIONS CAN
CONTRIBUTE TO DELIVERY OF QUALITY
PHARMACEUTICAL PRODUCTS AND SERVICES
TO THE POPULATION**

IS YOUR ASSOCIATION REGISTERED?



Requirements

- Two bound copies of the association's constitution
- Minutes of the meeting approving the constitution
- Application form (Form SA 1) duly filled in duplicate
- Statement of particulars to support the application (Form SA 2 duly filled in duplicate)
- Supporting letter from a relevant authority
- Application fee of Tsh.10,000
- Registration fee of Tsh.100,000
- Annual fee of Tsh.40,000
- List of at least 10 founder members and their signatures in duplicate
- Application letter addressed to the Registrar of Societies, Ministry of Home Affairs, P. O. Box 9223, Dar es Salaam

REGISTRATION IS THE ONLY MEANS TO ACQUIRING LEGAL IDENTITY

DO YOU HAVE PLANS?



Planning Steps

- Describe your vision
- Define the association's purpose
- Identify guiding principles
- Analyse the situation
- Establish your goal
- Identify objectives
- Come up with strategies
- Prioritise activities
- Develop an action plan
- Create a monitoring and evaluation plan

**YOUR PLANS ARE THE BRIDGE BETWEEN
YOUR PRESENT AND FUTURE STATUS**

DO YOU HAVE AN ORGANISATIONAL STRUCTURE?



Organising

- Establish relevant internal structures
- Clearly define roles and responsibilities
- Describe co-ordination mechanisms
- Describe reporting system for easy flow of information

A GOOD ORGANISATIONAL STRUCTURE FACILITATES DIVISION, CO-ORDINATION AND CONTROL OF TASKS

DO YOU HAVE THE RIGHT PEOPLE?



Staffing

- Decide the number of people needed
- Describe the qualifications
- Agree on recruitment procedures
- Describe appraisal procedures
- Establish acceptable remuneration
- Define termination conditions

AN ORGANISATION'S MOST IMPORTANT RESOURCE IS ITS PEOPLE

ARE YOU PROVIDING LEADERSHIP?



Conditions for Good Leadership

- Develop relevant policies in line with your mission, goal and guiding principles
- Create supporting procedures for every policy
- Write down the procedures in form of operating manuals to guide different management processes
- Clearly communicate the policies and procedures in the organisation
- Ensure everyone works within the organisation's mission and policy framework

**GOOD LEADERSHIP HELPS TO
CONVERT POLICIES AND PLANS INTO
PERFORMANCE**

ARE YOU MONITORING PERFORMANCE?



- Establish performance standards
- Measure and report actual performance
- Compare actual performance with the set standards to establish deviations
- Take corrective and preventive actions as necessary

PERFORMANCE MONITORING ENABLES YOUR ACTIVITIES TO BE IN CONFORMITY WITH YOUR PLANS AND POLICIES

IS YOUR ASSOCIATION WELL MANAGED?



Management Functions



EFFECTIVE MANAGEMENT REQUIRES GOOD PLANS, ORGANISATIONAL STRUCTURE, PEOPLE, LEADERSHIP AND PERFORMANCE MONITORING