



Tool: Assessing the national secretariat's infrastructure

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.

This tool has been developed for the purpose of facilitating discussion and action aimed at strengthening a health professional association's infrastructure. It has been designed to permit an association gain greater insight as to its current level of capacity in this area and further identify areas where improvements could be made. After completion, the priorities retained for action should be incorporated into the association's annual operational plan.

[The Association of Ob/Gyn of XXX]

[ADDRESS]

Assessment of National Secretariat's Infrastructure

Completed by: _____

Date: _____

QUESTIONS	YES	NO	COMMENTS/ISSUES TO BE ADDRESSED
PHYSICAL INFRASTRUCTURE			
1. Is your national secretariat well situated and accessible to members, staff and visitors?			
2. Does your national secretariat provide a safe and secure work and meeting environment for your members, staff and volunteer members? Does it safeguard your assets (office furniture, equipment, etc.)?			

<p>3. Is the facility large enough to provide:</p> <ul style="list-style-type: none"> a. A work space for each professional and administrative staff; b. Other work spaces for volunteer members who use the office for association work; c. A meeting space for staff, Board/Executive or other meetings; d. An office in which to hold private and confidential discussions; e. A reception organised to greet visitors; f. Appropriate toilet facilities. 			
<p>4. Does your national secretariat have the necessary office furniture, equipment and supplies needed to enable all to complete their work:</p> <ul style="list-style-type: none"> a. Enough desks and chairs for all staff, volunteer members who use the office for association work and visitors; b. Enough computers for all staff and a few for volunteer members working at the office; c. Enough filing cabinets (of which at least one locks), bookshelves and other furniture for the filing and the organisation of the association’s governance and programme documents and records; d. A computer dedicated exclusively to finance; e. A fireproof safe to protect important governance and administrative documents; f. Sufficient office supplies (paper, pens, files, staplers, etc.). 			
<p>5. Does your national secretariat have a postal address or a clear address that can be used by couriers?</p>			
<p>INFORMATION TECHNOLOGY</p>			
<p>6. Does your national secretariat have a photocopier? Does it meet the office needs?</p>			
<p>7. Does your national secretariat have Internet connectivity</p>			

and does it meet your needs (high-speed and proper bandwidth, linked to all computers, etc.)?			
8. Does your national secretariat have basic communication tools to permit communication with internal and external stakeholders: a. Telephones (land line or cellular) for staff plus a few extras for volunteer members; b. Fax (if still used in your environment); c. Email access for all staff.			
9. Does your association use emails or other electronic means to communicate with elected officials? Volunteer members? Staff? How effective are these?			
10. Does your association have a website? How is it maintained/updated? How effective is it?			
11. Are your computers equipped with up-to-date software (i.e. office suite software such as Microsoft Windows)? Is the current available software meeting the association's needs?			
12. Are your computers protected with the appropriate virus protection software?			
13. If your association is using a computerised accounting software, how effective is it?			
14. If your association is using a computerised database for the management of its membership information, how effective is it?			
15. Is the association capable of accessing the necessary technical support needed to maintain its office equipment (photocopier, computers, etc.)? Does the association have the necessary resources to solicit technical support when needed?			
16. Are the staff and volunteer members who use the equipment and technology available in your national secretariat well trained on their use?			