



KEY STEPS IN FORMATION AND REGISTRATION

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A journey of a thousand miles begins with a single step, so goes the saying. Establishment of ADDO provider associations is one of the defining steps in the long journey towards a Tanzania in which all population groups, including those in rural and peri-urban areas enjoy equitable access to affordable quality medicines and pharmaceutical services – which is the goal of the ADDO Programme.

However, successful establishment of the associations requires a sound understanding of the role and benefits of the associations and the key steps in their formation, registration and management. This tool focuses on the key steps in the formation and registration of the associations. The steps include:

- (i) Initial meeting of founder members;
- (ii) Mobilisation and recruitment of potential members;
- (iii) Election of interim officials;
- (iv) Preparation of a constitution for the association;
- (v) Mobilisation of funds for registration;
- (vi) Application for registration;
- (vii) Opening a bank account

Initial meeting of founder members

Any noble idea, whose time has come, must begin with an individual with a strong conviction and desire to make it a reality. Thus, any ADDO provider, who understands the benefits of having an association, and feels strongly about the need to establish one can initiate a meeting with his colleagues with similar



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interests to lay the ground for formation of an association. Discussions at such a meeting should focus on:

- Role and benefits of ADDO provider associations in order to bring everybody to a common understanding of the importance of having an association;
- How to mobilise and recruit members with potential of contributing to successful formation of the association. One of the mandatory conditions for registration is that the association must have at least 10 registered founder members;
- Possible name for the association;
- Aim and objectives of the association;
- Immediate plan of action;
- Date and agenda for the next meeting, which should include election of interim officials and development of a broader action plan towards formal registration of the association.

Mobilisation and recruitment of potential members

A strong membership base is the foundation on which any successful association will be built. It is imperative, therefore, to mobilise and recruit potential members who can contribute to successful establishment of ADDO provider associations. Such individuals (ADDO owners or dispensers) may be reached through the following means:

- Phone calls or text messages to alert them about the intentions to form an association;
- Physical visits to drug shops where they work to share the idea with them and solicit their participation;
- Writing and delivery of letters through post or by hand;
- Use of e-mails where possible;
- Placement of notices at strategic locations frequented by the ADDO providers e.g. wholesale shops where they purchase their products;
- Use of mass media channels (e.g. newspapers, radio and TV) if affordable.

Any communication being sent out through either of the above-mentioned means should:-

- Clearly explain the idea of forming an association;
- Explain why ADDO providers need to join the association;
- Mention the names and contacts of key people steering the formation process;
- State the date and agenda for the next meeting to which prospective members are invited.

A strong membership base is the foundation on which successful ADDO provider associations will be built.

The process of mobilising and recruiting members is one that requires different resources, including **people, time** and **money**. Financial resources will be required in a situation whereby one has to pay for transportation in moving from one location to another, buy airtime for phone calls or text messages, pay for e-mail services, spend on typesetting and printing/ photocopying of notices to place at strategic locations, or pay for airtime/ space in the mass media channels. These are costs, which the founding members need to be conscious about right from the onset, and must have a clear idea on how to meet them.

The process of mobilising and recruiting members requires time, human and financial resources.

Regarding human resource, some of the people who could be instrumental in the process of sensitising and mobilising ADDO providers to form associations, are:

- ADDO providers themselves (owners and dispensers alike) through word of mouth and/or any other means within their reach;
- Council officials such as the District Commissioner, District Chairperson, District Medical Officer, District Pharmacist, District Co-operatives Officers, among others. Experience has shown that these officials can be very helpful in mobilising the ADDO providers, given their influence, level of understanding and their frequent visits to different parts of the district on official duty;
- Local government officials at the ward and village levels (ward councillor, village chairperson and village executive officers);
- Wholesalers of pharmaceutical products, given their frequent interactions with ADDO providers;
- Media personnel, whose assistance could be sought in sensitising potential members through different programmes including talk shows and free coverage in the press.

Election of interim officials

Good leadership is essential for successful establishment of ADDO provider associations. When electing interim officials, members need to be clear about the following:

- **Leadership structure** based on the functional needs of the association;
- **Mandate of the leaders** i.e. how long they are supposed to be in the office and the major tasks they are expected to accomplish within a set timeframe, after which an election may be called to get a new team of leaders in line with the association's constitution. The interim officials should be tasked with:
 - Recruitment of members all over the district;
 - Establishment of co-ordination structures for easy communication and networking at all levels;

When electing officials ADDO providers need to be clear about the leadership structure, mandate of the leaders, method of election, the presiding officer and qualities of the leaders they want.

- Planning and convening meetings as necessary;
- Record keeping as a way of building institutional memory;
- Overseeing preparation of a constitution for the association;
- Mobilisation of financial resources for successful formation and registration of the association;
- Undertaking registration of the association;
- Opening a bank account for the association.
- **Method of election:** The secret ballot system is recommended since it does not expose voters to any form of intimidation by the contestants.
- **Presiding officer:** District co-operative officers are highly recommended for this role, given their responsibilities to support the establishment of associations or co-operatives. Their involvement would also provide useful representation of the council level in such an important exercise.
- **Qualities of leaders** to steer establishment of the association. A good leader should be:
 - One who is capable of seeing what is good and beneficial to all in the long term (a visionary);
 - One who keeps focus on the set goals and objectives, and works consistently towards their realisation;
 - One who is honest and trustworthy such that when he or she calls out on people, they can follow him;
 - One who is proactive i.e. capable of taking initiative to ensure that a particular course moves forward as intended;
 - One who is organised and capable of working in an orderly manner;
 - One whose thoughts are logical and analytical, and looks at every situation critically before arriving at any decision, and constantly thinks positively through different situations;
 - One who can motivate his team to work towards shared objectives and lead to success;
 - One who tolerates and accepts divergent views, and is capable of negotiation;
 - One who upholds shared values and principles and gives people direction and a voice;
 - One who is accountable i.e. capable of taking responsibility for his actions, whether good or bad.

The secret ballot system of voting is highly recommended when electing association officials since it does not expose voters to any form of intimidation by the contestants.

A good leader should be visionary, trustworthy, inspiring, self-motivated, result-driven, organised, accountable and accommodative of divergent views.

It should be noted that the above list is by no means exhaustive of qualities of a good leader. Therefore, ADDO providers may consider any other acceptable qualities when choosing their leaders.

Preparation of a constitution

A constitution is an important legal tool with a set of rules which govern decisions and activities of an organisation and defines how members should work together towards achievement of shared objectives. The following are the key elements of a constitution for an association:

- Name, objectives (aims) and purpose of the association;
- Powers of the association and the constitution, including its effects, consistency with relevant Acts and procedures for amending the constitution;
- Membership, including description of minimum number of members, types of membership, application and approval procedures, membership fees, rights of members, as well as termination of membership;
- The management committee, including its roles and powers, composition, tenure of office, as well as duties of different committee members;
- Meetings (procedures for both management committee and general meetings)
- Financial management, including details of financial year schedule, management of funds and bank accounts, as well as preparation of accounts and audits;
- Handling of grievances and disputes; and
- Dissolution of the association.

The process of developing a constitution should be highly participatory in order for it to gain meaningful ownership among members.

- A meeting should be called to discuss the modalities for developing the constitution. The easiest approach would be to seek services of a legal officer to draft the constitution;
- Upon receipt of the draft constitution from the legal officer, the interim officials of the association should circulate the draft to all members and give them enough time to read and understand the document;
- A general meeting should be called to discuss the draft constitution and suggest areas which need amendment;
- Recommendations from the meeting to review the constitution should then be forwarded to the legal officer for incorporation in the document;
- Once done, the legal officer should send back the revised document to the association officials to confirm inclusion of all the proposed amendments as per the minutes of the previous meeting.
- If satisfied with the changes, the leaders should call another meeting for members to go through the revised constitution and officially adopt it through a joint resolution.

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Note: The minutes of the meeting adopting the constitution should be well written and properly kept, since they form part of the mandatory requirements for registration of the association.

Mobilisation of funds for registration

The registration of association is an important process, which requires financial resources. Considering that the process is centralised at the Ministry of Home Affairs in Dar es Salaam, applicants from up-country need to budget for transportation and accommodation of the person to present their application to the registrar of societies. This is in addition to a mandatory application fee of Tsh.10,000, registration fee of Tsh.100,000 and annual fee of Tsh. 40,000. Subsequently, associations need to find a way of raising the money needed to meet the registration costs. The money could be raised through members contributions and/or support from well-wishers.

In addition to accommodation and travel expenses to and from Dar es Salaam, associations need to raise not less than Tsh. 150,000 in order to meet the mandatory registration fees.

Application for registration

Before sending an application to the registrar of societies, applicants need to ensure that they have all the necessary requirements in order to avoid being turned back by the office of the registrar. The following are the mandatory requirements for registration:

Registration Requirements

- Two bound copies of the association's constitution
- Application form for registration (Form SA 1) duly filled in duplicate
- Statement of particulars to support the application for registration (Form SA 2; duly filled in duplicate)
- Application fee of Tsh.10,000
- Registration fee of Tsh.100,000
- Annual fee of Tsh.40,000
- Minutes of the meeting approving the constitution in duplicate
- List of not less than 10 founder members and their signatures in duplicate
- Supporting document/letter from relevant authority e.g. parent ministry, regional commissioner or district commissioner.
- Application letter addressed to the Registrar of Societies, Ministry of Home Affairs, P.O. Box 9223, Dar es Salaam

In **Form SA1**, the applicants need to state the name of the association, location (where it is situated), postal address and its objectives (aims). Applicants will be provided with this form at the office of the registrar of societies.

In **Form SA 2** (Statement of Particulars), applicants need to state the following:

- Whether the association is a branch affiliated to or connected with any other organisation or group either within or outside Tanzania. If so, full details of such bodies have to be disclosed;
- Whether membership in the association is restricted to anybody and if so what class or classes of people;
- The present number of members in the association;
- When the association was formed;
- Whether the association has any interest in land. If so, details regarding the area(s) the association is interested in should be stated by mentioning the registration number of the land;
- Titles of office bearers of the association (if any), including names of the current officials and their tenure of office.

Before sending an application to the registrar of societies, applicants need to ensure that they have all the necessary requirements in order to avoid being turned back by the office of the registrar.

Form SA 2 will also be provided to applicants by the office of the registrar of societies.

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HOME AFFAIRS

FORM SA. 1



**The Societies (Application for Registration) Rules, 1954
(Rule 4 (1))**

APPLICATION FOR REGISTRATION

Application is hereby/ made for the registration under the Societies Ordinance of

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.....

(Hereinafter called 'the Society')

1. The Office of the society is situated at.....
2. The postal address of the society.....
3. The objects of the society are.....
4. We annex here to marked 'A' two true copies of the constitution and rules of the Society.
5. We annex here to marked 'B' a form of statement of particulars which we have Completed to the best of our knowledge, information and belief.

Signature.....Designation.....

Signature.....Designation.....

:: State name of Society.

Sample of Form SA 1



The Societies (Application for Registration) Rules, 1954
(Rule 4 (1))

STATEMENT OF PARTICULARS TO SUPPORT AN APPLICATION FOR
REGISTRATION

All the following questions must be answered before an application will be considered

Name of society

1. Is the society a branch, affiliated to or connected with any other organization or group either within or without Tanzania. If so, give full particulars of such other bodies.
2. Is membership of the society restricted to any and if so to what class or classes of person.
3. What is the present number of members of the society.
4. When was the society formed?
5. In what district or districts of Tanzania does the society carry on its activities?
6. Has the society any interest in land? if so, give details, where possible by reference to registration
7. What are the titles of the office – bearers (if any) of the society and who are present holders? For what term do they hold Office?

Signature..... Designation.....

Signature Designation.....

Sample of Form SA 2

Opening a bank account

As soon as an association gets its registration certificate, it is highly recommended that it opens a bank account. The account will enable the association to:

- Ensure the safety of its financial resources;
- Avoid mishandling of the money since there will be a procedure for withdrawing cash from the account;
- Build a useful relationship with the bank of choice for future commercial benefit;
- Directly receive financial support from well-wishers and other stakeholders who may wish to channel funds through the account.



This tool is produced by Management Sciences for Health (MSH) in collaboration with Tanzania Food and Drugs Authority (TFDA).

Content development, design and layout by Medianet Ltd.
Special thanks to Rockefeller Foundation for financial support.