



COUNCIL FOR MEDICAL SCHEMES

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Date: 28/01/2008

Good Day

The Council for Medical Schemes Education and Training Unit would like to invite all newly appointed trustees to attend a two-day Introduction to Trusteeship Training that is scheduled to take place in **Gauteng** as follows:

DATE: 28-29 February 2008
TIME: 08h30 – 16H00
VENUE: (WILL BE FOWARDED TO ALL THOSE WHO RESPONDED)

The topics to be covered are:

Day1:

Introduction to Trusteeship: Focusing on Medical Schemes Governance

- Role of the Principal Officer
- Role of the Trustees
- Administration of Medical Schemes
- Overview of Medical Schemes Act
- Complaints Procedures and Compliance Priorities.

Day 2:

Financial Management: Understanding Medical Schemes Finances

- Understanding of Financial Statements
- Solvency
- Investments

You are requested to respond not later than the **22 February 2008**. Your prompt response will make it convenient for us to book and prepare the training material for you in time. As soon as we receive your response, a detailed agenda and directions to the venue will be e-mailed to you. All responses should be directed to l.plaatjies@medicalschemes.com

Thanking you in advance for your co-operation.

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