



Network for Education
in International Health

Minutes: tropEd General Assembly Meeting

19th to 20th May 2011

**Institute of Tropical Medicine and International Health, Charité-
Universitätsmedizin Berlin, Germany**

Participants:

Nuria Casamitjana (NC), Barcelona;
Lorraine Dardis (LD), UCL;
Deborah Didio (DD), Bordeaux;
Nicolas Goujon (NG), Bordeaux;
Govert van Heusden (GvH), Antwerpen;
Axel Hoffmann (AH), Basel;
Josep Jansà (JJ), Barcelona;
Natascha Petersen (NP), Heidelberg;
Sabrina De Nardi (SDN), Brescia;

Carina Källestål (CK), Uppsala;
Ulrike Taschbach-Hörsch(UT), Bonn;
Ning Beyer (NB), Basel;
Lisanne Gerstel (LG), Amsterdam;
Matthias Borchert (MB), Berlin;
Amanguli Yasheng (AY), Berlin;
Shirley Pollak (SP), Copenhagen;
Hamideh M Esmaily (HE), Stockholm;
Marie Dokken (MD), Stockholm;

Guests:

Susan Reilly (SR), Liverpool School of Tropical Medicine
Susan Assinder (SA), Liverpool School of Tropical Medicine

12 full members, 2 collaborating Institutes, 2 Guests

1. Welcome Address - Head of the Postgraduate Study Programme, Dr. Matthias Borchert, gave a warm welcome address to the GA members. Short round introduction was made within the GA. AH explained the appointment with the Notary later on the day. Three of the EC members would have to go to the Notary and sign the document related to tropEd 'Verein'.

2. Review of meeting agenda and of minutes of the Bordeaux meeting:

Meeting agenda was reviewed by the tropEd GA, no changes were made. Minutes of the Bordeaux tropEd meeting was reviewed and approved by the tropEd GA with the suggestion that the action points should be clearly presented in the minutes. The approved minutes will be updated on the tropEd forum. In the future, one hard copy of each minutes should also be signed by three of the EC members and filed in the Secretariat office.

Action 1: Add the Action points in the minutes, get it proved and put it online

Who: AH & NB

When: within two weeks after the meeting.

Action 2: Bordeaux, Berlin GA minutes and minutes of EC phone conferences should be signed and filed

Who: three EC members and NB

When: in the next GA in Barcelona

3. Information points from the tropEd Secretariat

3.1. Student Handbook: NP has invested a lot of time to compile a student handbook for tropEd students who go to other tropEd institutions to take advanced modules. The content of this handbook includes pre-arriving information, tropEd representative contact information, currency information, student support and information on the accommodation etc. This handbook will be regularly updated. tropEd secretariat will put it on the web and update it once a year. Information from 95% of the member institutions who are currently offering advanced modules is included in this handbook. tropEd coordinators should always double check the information to see whether the information is still valid.

Action 3: put the student handbook on the web and update it once a year.

Who: NB and NP

When: ASAP and once a year

Action 4: Check the validation of the information in the student handbook.

Who: tropEd coordinator of the member institutes.

When: Any time

3.2. Office report: There will be a written office report annexed to the minutes.

Action 5: finalize the tropEd office report and attach to the GA minutes.

Who: AH & NB

When: within two weeks after the GA

3.3. Meetings: There were three GA and three QA meetings hold in 2010, respectively in Heidelberg, Mexico and Stockholm. Nine EC meetings were hold before, during and after these three GA meetings. The EC phone conference through Webex lasts normally for about 60 minutes. All GA minutes are published on the tropEd forum. Every member should have the individual access to the forum (if not, please contact tropEd Secretariat). There were members who have joined all three meetings, two meetings or only one

meeting. Members from Cape Town, Hanoi, Lisbon, Paris, Verona and Wuhan have not attended any GA meetings in 2010. An official notification will be sent to these members. GA will discuss the Cape Town membership status later in the meeting since they have not paid the membership fee for four years and have not attended the GA meetings for three years.

Action 6: Send an official notification to Hanoi, Lisbon, Paris, Verona, Wuhan

Who: AH & NB

When: within three weeks after the GA

3.4. New applications to the network:

- Sam Simon:** they have sent the self-evaluation report. Site visit will only be conducted by a full member who is not from the same country and has no collaboration with the application institute. Since the travel costs need to be covered by the application institute, GA assigned Laura from Mexico to conduct the site visit. She is in contact with Sam Simon at this stage.
- Queensland:** AH will meet the representative in two weeks. They need to submit the self-evaluation report. Further steps will be decided in Barcelona after receiving the self-evaluation report from Queensland.
- Würzburg:** Dr. Stich said that he has sent the annexes as requested. Unfortunately, neither Berlin nor Basel has received these annexes. Dr. Stich will need to double check it and send the documents again.
- Sydney:** No information so far. A time frame for the application procedure needs to be set in the next GA meeting,
- Umea:** No member institution could do the site visit in a short notice. Normally site visit takes one to two days. GA Will discuss the site visit later in the meeting.

Action 7: Site visit to Sam Simon and Umea

Who: Laura from Mexico and to be decided

When: appointment to be decided.

3.5. Members drop out:

- Marseille:** Institute will be closed. The coordinator Prof. Jean Delmont has already retired and nobody will continue this position.
- Madrid:** NC has talked with them and confirmed that they will drop out from the network.
- Valencia:** NC has talked with them and confirmed that they will drop out from the network..
- Geneva:** Has dropped out last year. However, they contacted the tropEd secretariat recently and asked whether they can join the network again.
- Leeds:** dropped out
- CUAMM:** dropped out

3.6. Annual report: 18 member institutions have submitted the annual report. The number of feedback has increased from year to year. Secretariat will contact the rest of the member institutes and will encourage the submission of annual report for the year 2010.

Action 8: Contact the non-responding institutes

Who: NB and AH

When: ASAP

3.7 National Accreditation: According to the annual reports, ten members have been accredited by the national accreditation institutes. Two universities in Barcelona are offering joint masters programme, and both are accredited. Mexico does not have national accreditation but accredited from CEPH in the US. Uppsala, Hanoi, Muhimbili, Fudan, Brescia, Tampere are so far not accredited nationally.

3.8 Some changes from the member institution:

- Barcelona I:** Changed the name to: Institute for Global Health of Barcelona, University of Barcelona.
Joint programme: This is the first academic year of the joint masters program in international health, offered by University of Barcelona and Autonomous University of Barcelona
- Bordeaux:** Changed the name to: Université Bordeaux Segalen
- Berlin:** Changed the name to: Institute of Tropical Medicine and International Health
New representative: Dr. Matthias Borchert, new Head of the Postgraduate Study Programme
- Heidelberg:** Changed the name to: Institute of Public Health
- Basel:** Changed the name to: Swiss Tropical and Public Health Institute
- Tampere:** Changed the name to: University of Tampere School of Medicine

Action 9: revise the tropEd website, letterhead, profile accordingly

Who: NB

When: ASAP

3.9. New tropEd students and graduated students in 2010: Overall not so bad. But if there is no Berlin who bring more than 30 students annually to the network, it will be problematic. Basel has only 8-15 tropEd students annually since the selection is done after the core course. In Amsterdam the 29 are the current students, not the new students.

3.10. Publication: New publications should be forwarded to the tropEd Secretariat. Only article from the tropEd students and as the first author will be published or linked on the tropEd website.

Action 10: send the publications to NB

Who: home institutions

When: ASAP and ongoing process

3.11. tropEd courses: 114 are accredited, very few courses were cancelled. Basel module Scientific Writing was a withdrawal. It will be submitted as new course including e-learning approaches. If the module is withdrawn or cancelled needs to be mentioned clearly in the annual report. Cancel means the course is already announced but not offered. The courses that are not running any more should be also mentioned in the report.

3.12 External teachers. Many members understood it wrong and thus did not include the external lecturers. The report form should mention more clearly.

3.13 Computer: not very important anymore. It should go to the student handbook..

3.14. Students in the advanced modules. We can see the student exchange among the tropEd institutes. Due to low fees and good quality, Bergen has received a number of tropEd students from other institutes. But Bergen has no own tropEd students.

3.15. PR activities from the member institutions in 2010 include: Website, brochure, presentation in conference, workshop, specialised press (KIT), summer/winter schools, written in reports, course handbook, posters, email distribution, newsletter, online event calendars etc. If any one has a new tropEd presentation, please send it to tropEd secretariat (NB) to publish it on the tropEd forum.

3.16. Finance: The positive balance has increased by the end of 2010, which is not allowed according to the German law. We can convince the tax office that we foresee that there will not be that much positive balance in the end of 2011. In case VAT number is needed for the transfer of the membership fee, an invoice can be made with the bank account from Basel STPH.

3.17. tropEd Secretariat was transferred successfully from Berlin to Basel. NC was elected again as tropEd President in September 2010. New tropEd email address is: troped-sti@unibas.ch. Both NB and AH will be able to receive the emails sent to this account. New brochure has been printed. E-version of the brochure can also be made available. More photos are still needed for the new website.

Action 11: send photos to NB and AH for the tropEd website

Who: all member institutes

When: ASAP

3.18: New courses 62 courses were submitted to the GA in 2010; 35 were new courses and 27 were for re-accreditation. 48% of courses received category 1 and 2 in the first round, which is quite good from the QA point of view.

3.19. Not finished tasks in 2010: According to the work plan 2010, four tasks were not finished:

1. tropEd website revision
2. Thematic track Inventory
3. TOR for external evaluation
4. Stakeholder survey concept paper

3.20. Tasks have been done in 2011:

1. Transfer of secretariat
2. Criteria for becoming full member
3. Revision job description secretariat
4. Office report 2010
5. Member institution annual report

As well as the day to day tasks in the Secretariat office.

3.21. Tasks still open in 2011:

1. Website
2. PR strategy paper
3. Alumni questionnaire
4. Thematic track inventory
5. Stakeholder concept paper
6. Hierarchy of documents
7. Monitoring of indicators, 5 year plan

8. Exit interviews
9. Preparation of 7th ECTMIH event in Barcelona
10. Re-accreditation of members
11. Alumni survey (results ready in October 2011)
12. ToR external evaluation

4. Revision of statutes:

Written form voting will be proceeded after the GA meeting. tropEd will need to change the statutes from time to time. Unfortunately, the changes made in the past were never forwarded to the register offices and thus the statutes remained unchanged. Therefore, GA need to vote for the changes made in the past as well. All member institution will receive the revised statutes 14 days before the voting. The suggested changes are listed as follow:

1. The word "science" should be added to the statutes.
2. Exclusion of members. Not pay, not offer courses, go down from full member to collaboration member or excluding member, the excluded procedure need to be very clear and evidence need to be provided.
3. How the EC meets and make decision: for example, Minutes of EC phone conferences must be signed by three Member and store in the secretariat for 10 years.
4. Only two third of the members attend the meeting will make the vote valid.
5. Exclude tropmedEurope and add EAGHA. Maybe just say with relevant organizations and institutions.
6. Law changed and it allows paying to the EC member a Max. 500 Euro per year. We do not have to do but we will then have the possibility to do it in the future. The general secretary shall be paid a reasonable enumeration. Possible solutions are, either we can pay a symbolic salary either for 1 Euro or change the name, not the general secretary.
7. Who will get the money, in case of dissolution of the network? The government will decide when it is not clear. Organization related to promotion on health research or education.

Action 12: check with lawyers and check the possibilities, especially for point 6.

Who: All members

When: ASAP

Action 13: send the revised statutes to tropEd EC and call for voting

Who: AH and NB

When: to be decided

Action 14: voting on the new statutes in the Barcelona GA

Who: AH and NB

When: October 2011

5. Modules were allocated for the accreditation session. The GA will be separated to two subgroups for this session. GVH and LD will chair the two groups. NB and NC will take the minutes.

6. Presentation on Learning & Teaching in the Liverpool School of Tropical Medicine

Dr Sue Assinder, Director of Education, who has joined the school three years ago, has briefed the history of LSTM to tropEd GA. LSTM was one of the funding members of tropEd with the coordinating of Prof. Ian Marshall at that time. After he retired, the collaboration with

tropEd was not given enough attention. Now LSTM is rationalizing the education programme and consider the involvement in tropEd as an important part of this revision process.

LSTM was founded in 1898 by ship owner and has very long and proud history. Nowadays LSTM belongs partially to the University of Liverpool. The degree awarding and the QA process are done through Liverpool University. SA has introduced their MSc programmes running in the institute. **For detailed Information please see annex 2.**

Many of the modules running in Liverpool last about two weeks, equivalent to 3 ECTS credit points, which is suitable to the tropEd network. Two weeks module is about 100 SIT. The holidays in LSTM are very short and the semesters are really compressed.

LSTM has joint programme with many of Institutions from Africa. The reason why LSTM would like to get back to tropEd is because of the nature of the training, which is the student mobility and capacity building. At this moment, there are a lot to offer to the network after the institutional restructuring and also learn from the network. There were requests coming from students increasingly to offer tropEd courses. LSTM will enjoy the teaching collaboration within the network.

Questions & Answers:

JJ: How many courses are offered as E-learning course?

SA: None of them are entirely offered as e-base but all of the modules are partially offered online. It goes beyond than putting the presentation online. The platform is Blackboard.

GVH: Is the MSc study still a one year programme with short eastern and holidays?

SA: We have compact holidays in order to reduce the living costs of the overseas students and to make the programme more attractive. Students will go for a field work in May, hand in their dissertation at end of August and take the final exam in mid October.

MB: Which kinds of student mobility are planned in this collaboration? Only receive students or offer core course and send out student as well?

SA: At the beginning will be only receiving students from other home institutions. But we will be happy to send out student at certain point of time. We will accept the credit points that students received from other institutes. Our core course may need repacking according to the rules within tropEd but most of the components are similar to tropEd core course.

DD: What are the backgrounds of the students?

SA: it varies, from undergraduate, laboratory based, doctors, Ministry of Health staff.

HE: What kind of partnership do you have? What about the certificate of joint programmes, who issue it? Where do they take the courses? What kind of expectations from the universities?

SA: vary according to the different partnerships. For some programme, we run it on our own and issue the degree, for some programme, we only offer courses. University should have some of the funding to support the joint programme.

MB: What is the procedure for the members to offer advanced modules and offer core course?

LD: It is different from member to member institution. For example, UCL started with offering advanced modules and later started to core courses. Others institution such as Berlin and Basel offered the core course from the very beginning. As long as the courses are accredited, it should be fine. LSTM can decide by themselves what to start first. On the network level, we will just try to manage the academic flow. There is no rule, but we coordinate the courses and give suggestions to the member institutions.

LG: All of your programmes are full time. Will you also consider offering part time programmes?

SA: At this moment there is no request from the students to take part time programme since most of the students are from overseas. But we can offer part time in case there is a need.

LD: What about the funding situation of your students?

SA: Part of the students is funded through ministry of Health scholarship, employer fund, family fund etc. There will be revision of the fee structure soon at the university. So far we are not clear what will be changed. We do have scholarship 2-3000 pound for UK and overseas students provided by the university.

LG: How much costs UK masters?

SA: About 4500 pounds for the master's programme and about 3500 pounds for a field work.

The GA agreed on the following on Friday:

- LSPH should continue with the self-evaluation report
- The self evaluation will be reviewed first by the EC. After that a site visit by an appointed tropEd representative will be initiated.
- GA will discuss the membership in the next meeting only when the site visit report is ready and a representative from LSTM present at the meeting.

Action 15: Fill in the self-evaluation form

Who: Liverpool

When: ASAP

Action 16: reviewing the self-evaluation report and assign the site visit

Who: EC

When: depend on the self-evaluation report.

7. Feedback from EM consortium:

tropEd Erasmus Mundus consortium, which Involves 10 partners, had several phone conferences during these three months and a face to face meeting on Wednesday. There are some important issues related to the development of the network and quality of masters programme offered in the partner university as well as the sustainability of the programme

The consortium is currently finalizing the student selection for the coming year. Nine students with EM scholarship and three self funded students were selected. A question has always been asked by the member institution: What is the real added value of the EM programme to the member institutions. Consortium agreed to keep the programme even after the fund stops. But the partnership and communication strategy will need to be improved. The EM website will be given from Berlin to Bordeaux. So far permission was received and the consortium secretariat will work on the website in the next months. All member institutions and the secretariat are looking for other funds for the joint master programme. There are five tracks in the programme. The biggest challenge is the financial issue. Consortium should come up with a common marketing strategy.

8. 90 ECTS Masters solution from Berlin

MB explained the background of this 90 ECTS credits solution. Bachelor degree was not the original degree in Germany but it was introduced more and more in line with the Bologna process. Now we have Bachelor degree with 3 years, 3,5 Years and 4 years and Master training with 1 or 2 years. The rule is, student must have 300 ECTS in order to receive a

Masters Degree and to be admitted to a Phd Programme. Berlin is allowed to give limited ECTS credits to relevant working experiences. Since Berlin does not want to lose some of the interesting applicants, who have done a 3 year Bachelor in Germany or other countries, Berlin would like to make the following suggestions:

- ◆ For Applicants with 3, 5 Years Bachelor degrees, 30 ECTS can be given for one year professional experiences.
- ◆ For applicants with 3 year Bachelor degree, 30 ECTS can be given for one year professional experiences. 15 ECTS for literature review and 15 ECTS more for advanced modules. The 20 ECTS Master theses must not be a literature review.

The concern from the GA is that the applicants with three year bachelor may have less knowledge to follow the core course. Other solutions such as, using example from Bordeaux, is to introduce a one year pre-master. However, Berlin will not be able to organize a one year pre-master for only a few students who have three year bachelor. The applicants who have only three-year bachelor degree can go for sure to other tropEd home institutions, where it is accepted. 15 ECTS could be given for the contribution to conferences. Berlin can offer Master Degree described here but it may not accept as tropEd master. MB will inform the GA what will be preceded in the future.

9. Presentation about the research interests from MB:

MB presented his research interest on Maternal and Neonatal Health and viral haemorrhagic fever. Other research groups from the Institute such as Malaria, HIV and Vaccine can be found from the website.

10. Courses accreditation

No.	Institution	Course Title	Comments and results
1	Basel	Health District Management: Planning and Programme Design	Re-accreditation, Reviewer: JJ, LD, Cat. 1 Some spelling mistakes need to be corrected. 4. It is enough to state 'classroom based' only 7. SIT for the student assessment should be added 11. Role playing in the group work could be added in the learning method. 12. Needs re-wording: 'it is required to pass the individual assignment in order to pass the module'. 13. What type of professional working experience is required? (AH: Public health, international organizations etc). 20. What 'passed on a mark' means? AH will send to NB in two weeks time.
2	Basel	Health District Management: Priority Setting and Resource Allocation	Re-accreditation Reviewer: SP, LD, Cat. 2

			<p>Some spelling mistakes need to be corrected.</p> <p>16. How did you manage to offer lower fees to tropEd students? AH explained.</p> <p>6. course location needs to be added</p> <p>7. Any pre-reading? Students received an electronic folder including articles and the simulation software to explore and be prepared. Maybe mention it in the remarks.</p> <p>7. Breakdown of SIT is not well indicated.</p> <p>9. <u>Should</u> be able to;</p> <p>10. Content: it is mentioned 'First part' in the beginning, but where is the second part? The description need to be corrected.</p>
3	Basel	Blended eLearning course: Management of Medicines in International Health	<p>Re-accreditation Reviewer: CK, LD, Cat. 3</p> <p>7. ECTS: The total ECTS should be mentioned clearly</p> <p>9. Learning objectives: looks very basic level. Maybe reviewing, The course offers more than what is described. The students do analysing, not only describe.</p> <p>10. Should find another word to replace the 'module' in the module to avoid the confusion of the students.</p> <p>11. The total SIT is 64 hours, but the time indicated in content ads up to more than 64 hours. Should review it or just leave out the times.</p> <p>12. Student enters the online phase, write a proposal, and works in team with peer support during the module: What kind of exercises are done? Need a little bit more details.</p> <p>13. English level? Not necessarily need a test result; any technical requirement needed for E-learning? AH: No, only internet access.</p> <p>14. 14. There are 30 participants from the beginning and 25 later, what does that mean? Maybe it is better to just mention Max. 30 participants will attend the seminar.</p> <p>18: last accreditation should be in 2006, Lenzerheide.</p> <p>AH can send the revised course description to LD before next GA</p>

			meeting for an unofficial feedback.
4	Basel	Rational Management of Medicines - A focus on HIV/AIDS, Tuberculosis and Malaria (course venue: Pretoria, South Africa	Re-accreditation Reviewer: AY, LD Cat. 2 1. Course venue should go to item 6 3. Email address of course coordinator better not published on the web. This will be up to the hosting institution to decide. 7. The practical field work should also be in the contact hours. Is the assessment time included in the contact hours? Breakdown of the direct contact hours is needed. 9. Learning objective did not show the focus on HIV, Malaria and TB.; objective No. 3: 'relevant tools' is not reflected in content, might be good to mention the name of the tools that are used; wording in last objective is confusing, maybe better to say 'managing critical drug information'. 10. Too much background information at beginning, it is the rational of the module but not the content. Maybe leaving only the last paragraph is enough; There is only one point in the content that showed the focus on these three diseases. Maybe extra information need to be added to show that the module focus mainly on these three diseases; The last learning objective is not reflected in the content. 11. Can take out the sentence: 90 hours; Whether the site visit or survey involves people? Need ethical consideration? No. 12. Which kind of presentation? Individual or group? Oral? 14. Limitation to tropEd students? No 16. It needs to be clearly mentioned that the students are responsible for travel, visa, insurance and vaccination; Accommodation and full board are included in the fees. Some spelling mistakes need to be corrected.
5	Basel	Travellers Health	Re-accreditation SDN, LD, Cat. 2 6. Course location can be added. 9. <u>Health</u> advice, What does <i>Insurance and repatriation possibilities</i> mean? Needs clarification. 10. Lay out of content need revision. 11. What kind of practical work? What is

			<p>discussion round? 'Panel Discussion' might be a better word.</p> <p>12. MCQ instead of MC; What Interventions means?</p> <p>14. Limitation of tropEd students? No.</p> <p>18. March 2005 in EC phone conference.</p> <p>20,21,22 are too brief.</p> <p>Some spelling mistakes need to be corrected.</p>
6	Basel	Executive course on Global Health Diplomacy	<p>New course LG, LD, Cat. 3</p> <p>1. What is <u>executive course</u>: You must have professional experiences, Advanced studies. It is legal issue and must be called that way.</p> <p>4. Classroom based in 2011? What about in future?</p> <p>5. Self study time? Can be made clearer.</p> <p>6. Geneva for course. Where is self-study?</p> <p>7. Breakdown of contact hours need to be added. Can the course be taken separately? No.</p> <p>9. Point 2 '<u>identify</u>': maybe better to use assess or appraise. How does global health diplomacy learnt? Exchange of health personal and diplomacy people.</p> <p>11. Participants should bring their own professional Experiences. Need to be mentioned in the Prerequisites-point 13.</p> <p>12. Research paper? Or do you mean advocacy paper? Need to be more explicit.</p> <p>12. What means insufficient participant? % in the assessment? The system of paper marking should be clear for students.</p> <p>13. Skills of writing research paper are needed.</p> <p>14. In case more tropEd student applied, to run a second course can be considered.</p>
7	Bergen	TB Epidemiology and Global Intervention Strategies	<p>Re-accreditation Submitted in Bordeaux 2011, Cat. 3 No representative attended GA, Postpone to the next GA</p>
8	Berlin	Health economics and Economic Analysis	<p>Re-accreditation Reviewer: CK, AH, Cat. 2</p> <p>7. 3 hours oral exam? The calculation is not correct.</p> <p>9. <u>The</u> general objectives can be</p>

			<p>formulated into one paragraph. <u>Gain insight</u> sounds too basic; they should have insight before they come.</p> <p>10. Many contents are taught in the core course. The description does not reflect the advanced level and need to be revised. Content 2 compare to Content 1, if it is not beyond then belong to point 1. Comparison of cases, for example, is not mentioned here. Also stimulated discussions, case studies, how does the analysis done etc. Critical appraisal of health economics?</p> <p>11. What is an optional movie? Maybe better to change the 'movie' to 'documentary film' or something more suitable.</p> <p>12. Oral exam: only one examiner during the oral exam might not be proper although there is one minute's taker. Clear oral exam criteria needs to be given before the exam.</p>
9	Brescia	Core course in Tropical Medicine and International Health	<p>Re-accreditation Reviewer: AH, MB Cat. 2 Due to changes in the University level, contact hours of the core course must be reduced. Therefore, it is reduced from 400 to 192 hours to make it suitable for several master courses in Brescia. 5. 8 weeks, 75 hours SIT per week?! Maybe half day lecture, half day self study can be arranged in stead of 8 weeks lecture. 12. Content : delete the word: <u>training</u> 15: add word count for the written assignment instead of number of pages.</p>
10	Copenhagen	Health and Disease in Low- and Middle-Income Countries (Core course)	<p>Re-accreditation, Submitted in Stockholm 2010, Cat. 3 Reviewer: AH, LG, Cat. 1 Most of the comments from last GA meeting have been revised. 15. The focus on the different exams? 9. The first learning objective can not be found in the content? The 48 hours take home essay based examination might need to be explained a bit more.</p>
11	Edinburgh	Leading Change	New course

			No representative attended GA, Postpone to the next GA
12	Edinburgh	Strategic Human Resources for Health	New course No representative attended GA, Postpone to the next GA
13	Edinburgh	Workforce Management	New course No representative attended GA, Postpone to the next GA
14	Edinburgh	Workforce planning	New course No representative attended GA, Postpone to the next GA
15	Heidelberg	Climate Change and Health: impacts and adaptation policies	Re-accreditation Reviewers: GvH, NG Cat. 2 307 Health Policy, 606 Climate 801 international / Global 7. Contact hours and self-study time description needs to be moved from 5 to 7, lecture and GW time breakdown needed 9. LO 3: broad objective: suggested: "to assess impact of climate change on human health" LO 4: implement: not possible, not feasible. Remove. Questioned what is done that would justify "implementation"?! LO 4.2 make clearer, too ambitious as well suggested "compare alternatives" 12. Ass. State clear if the 40 % is a group mark or individual mark
16	Heidelberg	Leadership and Change Management in International Health	Re-accreditation Submitted in Bordeaux 2011, Cat. 3 Reviewers GvH, SA, SR Cat. 1 709 Leadership/Management 300 Organisation 314 Resource Management 9. LO Remove "Implement" from last learning objective, not feasible 10. Question: "shared responsibilities teams": Is it a concept or are students working in teams? (=Concept) 10. Move case study to LM 12. Assessment Word count rather than pages; state clearer in the action plan "for a specific change" 13. Use standard TOEFL description
17	Heidelberg	Climate Change and Human	New course

		Health: health impacts and adaptation policies	<p>Submitted in Bordeaux 2011, Cat. 3 Reviewers GvH, NG Cat. 2 307 Health Policy 606 climate 800 Regional 1. Title should reflect the Nouna setting 5. Date missing 9. typo : "Cases-studies" 9. (as in HD course) LO 3: broad objective: suggested: "to assess impact of climate change on human health" LO 4: implement: not possible, not feasible. Remove. Questioned what is done that would justify "implementation" ?! LO 4.2 make clearer, too ambitious as well suggested "compare alternatives" 11: "Outing" - make clear if site visit, use term 12: will be offered" instead of "being able" 13. state French proficiency - take from Bordeaux standard description 14: how many students? 15: first paragraph needs to be moved to 14 19: Remark: "site visit" change again from "Outing"; 19: (West) in brackets, why? Regional and West are the same 19: Rewording: "if possible experts will come from the West African region or if not from abroad."</p>
18	Heidelberg	Global Challenges in Reproductive Health: Evidence and Tools for Programme Implementation	<p>Re-accreditation Reviewers: GvH, SR Cat. 3 101 sexual and reproductive health 713 Planning and Programming 509 gender 7: make it as hours, in 11 much clearer, 9. LO 2 and 5: differences between the two?! : merge the two to one or make difference clear LO 4: not a LO; to apply, to use.. LO 5: to explain, to discuss etc 10. Question: RH human rights seem to be missing, too narrow? Comment, not mandatory, if included, show. CO 3 and 4 seem to be pretty much the same, make difference more explicit</p>

			<p>CO 5 discussion should be deleted (LM ,not content)</p> <p>CO 2 typo: it's to its (same for LO 1)</p> <p>11: should add to 100% or is it hours?</p> <p>12. describe failure and resit procedure; checklist would be interesting to see, not mandatory; state clearer that the two coordinators mark</p> <p>13. ILTS : 6.0 min in tropEd, here 6.5 - remark; check prerequisites in HD to make sure it is stated everywhere the same</p> <p>20: rational for change not explained, maybe specify a bit more</p>
19	Heidelberg	Schistosomiasis Control: An interdisciplinary holistic approach	<p>New course Submitted in Bordeaux 2011, Cat. 3 Reviewers GvH, NG Cat. 2</p> <p>306 Disease Control 207 Helminth 706 Laboratory science</p> <p>1. Title: "holistic": Either make change or explain why you see it as holistic. Interdisciplinary okay. Economic impact, cultural aspects etc, would be expected to be in the content</p> <p>7: Make investment time clearer</p> <p>9: LO 2 not assessed , could just go to content</p> <p>9: LO 2 : looks like content, rename it to "use and interpret serological tests"</p> <p>9: LO 5 instead of compare use contrast, compare and contrast..</p> <p>9: LO 6 a bit vague, more</p> <p>9: LO 7 effectively communicate, not assessed,</p> <p>10. Suggestion for inclusion: "integration of vertical programme in existing programmes and health systems";</p> <p>10: optional content: More LM than content</p> <p>10: Conclusions in curriculum after the official end of the course – what about the people who are leaving?</p>
20	Stockholm	HIV/AIDS	<p>Re-accreditation Submitted in Stockholm 2010, Cat.3 Reviewers in Berlin: NP, NC Cat. 3</p> <p>202 HIV/AIDS 306 Disease Control 700 Epidemiology</p>

			<p>1. Title unclear, too broad, Document title states "HIV and other viral infections" Confusing. Seems to be a left over from the last review.</p> <p>2.:Address, webpage missing</p> <p>7. No need to repeat 45 SIT</p> <p>9. LO: reword, make it broader, like this it sounds like the exam questions.</p> <p>10. Comment regarding the last review: "Half of content core " – somehow corrected, but still feels partly like core, more detailed content to see match between LO and CO</p> <p>12 What are "open questions"?! Are short answer questions, make it clear</p> <p>12. Is assessment included in SIT?</p> <p>12. is group work assessed ? if yes, how?</p> <p>13. English: shorten to standard text</p> <p>13. Clarification: Needs 15 PHD students to be able to run? Yes.</p> <p>13. Prerequisites could state the expected prior knowledge</p> <p>13. Can non-medical people take the course?</p> <p>15: selection process for master students'? needs to be stated</p> <p>21: what are the positive and negative points of the evaluation? It is only stated how it is evaluated.</p> <p>16: concerning all courses: Fees question: any indication of how much it will be? No.</p>
21	Stockholm	Health Policy and Management	<p>Re-accreditation</p> <p>Submitted in Stockholm 2010, Cat.3</p> <p>Reviewers in Berlin: NP, NC</p> <p>Cat. 3</p> <p>307 Health Policy, No? Management</p> <p>2.:Address, webpage missing</p> <p>4: Type: face to face, in class,... needs to be stated</p> <p>7. ECTS unclear: SIT hours not adding up, should be 225 for 7.5 ECTS.</p> <p>9: LO and CO hard to correlate. How does the content reflect the LO or vv?</p> <p>9. LO: states "research proposal", but apparently not only research proposals are done, thus either name the other kinds or state only "proposal"</p> <p>10: CO needs to be expanded; More information needed for 5 weeks; Structure of the 5 weeks not clear</p>

			<p>12: Assessment confusing, over 100%, 12: Work group: assessment? 12: Starts with the word "examination", but should read "assessment" 12: Word count rather than number of pages 13. English: shorten to standard 15: selection process for master students'? needs to be stated 21: Evaluations not stated (examples...) Spelling mistakes 12: Fulfillment; compulsory;</p>
22	Stockholm	Improving antibiotics use	<p>New course Submitted in Stockholm GA 2007. Cat. 2 Reviewers: JJ, NC Cat. 2 315 Drugs, 307 Health Policy No? Medicalisation 1. Title specifies antibiotics, in the description its drugs, needs to be clarified. Title different from what it was supposed to be? 2.:Address, webpage missing 4: Type: face to face, in class,... needs to be stated 9/10: LO & CO fit drugs and antibiotics – use of word, make clear when it is general and when it is antibiotics 9. LO should be according to the title (only antibiotics mentioned in title) 10. "CoSources" – unclear beginning. Content otherwise clear Reorganise it with bullet points to make it easier to read 12: Assessment: is it included in SIT? Is the work group assessed? Resit procedure? Word count rather than pages 13: English as in other courses 15: Selection for non tropEd, PHD students</p>
23	Stockholm	Malaria	<p>Re-accreditation Reviewers JJ, NC Cat. 3 206 Malaria, 306 Disease Control No ? clinical sciences 1. Malaria – broad title 2. Address, website 4: Type: face to face, in class,... needs to be stated 9. LO what does it mean, notes on left side. (Probably left by mistake.)</p>

			<p>9: Core course and AM again. Not clear, some sound like Core, make it clearer</p> <p>9. LO are weak, not clear; critically analyse e.g., better</p> <p>9. Words seem to be missing, "explain the importance of " what?</p> <p>9: Identify the management – same what does it mean?;</p> <p>9: correlation between content and LO – level not clear, not all content in LO</p> <p>12: Ass: open questions again; Resit procedures; Put words instead of pages</p> <p>13: English requirements</p> <p>15: Selection criteria again,</p> <p>21. Feedback from students missing (examples)</p>
24	Stockholm	Tuberculosis	<p>Re-accreditation Submitted in Stockholm 2010, Cat.3 Reviewers in Berlin: JJ, NC Cat. 2 204 TB, 306 Disease Control 223 biomedical Science</p> <p>1. Title too broad</p> <p>2. Address, website</p> <p>4: Type: face to face, in class,... needs to be stated</p> <p>7. No need to repeat 45 SIT (Contact time is exclusive self-study time = group work and lectures)</p> <p>9. first two LO seem quite broad; Adjust gap between broad and narrow objectives</p> <p>10. Specify content in terms of difference to core course content to correlate to the LO</p> <p>12: more details, word count again</p> <p>Is assessment time included in SIT? resit procedures?</p> <p>13: make English prerequ. clearer as before</p> <p>13: Put what prior knowledge on TB is expected</p> <p>15: Selection for non tropEd, PHD students</p> <p>21. evaluation should be shorter to be put on the homepage</p>
25	Uppsala	Advanced Information Seeking in Health with Focus on Lower-Income Countries: The Key to the Locked Room	<p>New course, Submitted in Stockholm 2010, Cat. 3 Reviewer in Berlin GA: AY, AH Cat. 2</p> <p>1. Suggest re-wording the title: replace the 'advanced information seeking' with 'knowledge management'</p>

			<p>3. tropEd coordinator should go to 2.</p> <p>4. Classroom based should be added</p> <p>7. Assessment hours need to be included in the contact hours.</p> <p>9. Learning objective 3 and 4 seems very basic. It does not reflect the advanced level; last objective: 'KNOW' sounds basic.</p> <p>10. The last 3 content are not reflected in the learning objective.</p> <p>12. What kind of Hand-on exercise? Applied exercises. Pass/fail may give problem to home institutions.</p> <p>13. Any grading in Cambridge CAE, CPE? No.</p> <p>The required 'information seeking I' course for admission to this module is not a tropEd accredited course. It might be worthy to consider having an entry test. Is there any check list of content /skills for the entry point?</p> <p>15. Maybe it is clearer if you use 'first come, first serve'.</p> <p>AH and LD will give the support for revising the course description.</p>
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Changes to the course accreditation form and check list:

- ◆ Item 6: use 'Course location' instead of 'Course venue'
- ◆ Suggest to add one more item in the form: 'rational' in order to explain why this course should be offered. No decision was taken and it will be discussed in the next GA.
- ◆ The email address of the course coordinator is not necessary.
- ◆ Item 4 Type, change the wording to 'Mode of delivery'
- ◆ The item No. 12 on the core course form should go to the check list.
- ◆ The validation period of a Category 2 is one year. In case the revised course description has not been submitted to the EC within one year, it should be submitted to the GA again.

Action 17: update the course accreditation handbook, the forms and the check list

Who: NB

When: within one week after GA.

Action 18: update the category 1 courses on the website.

Who: NB

When: ASAP.

11. Student Issue

The tropEd Student representative, Dr. Steffen Kratochwill (SK), could not attend the GA due to personal reason. His presentation was presented by AH during the meeting. SK will try to

visit Basel in early June and meet AH and NB to discuss a better support of the student issue from the secretariat.

Most of the emails received from the tropEd students are the enquiring of the scholarship possibility for the master study and the advanced modules. The other important issue is the procedure concerning the tropEd recognition. AH will reply the website requirement later in the meeting in the PR session.

SK plan to send a community letter after every GA. He will discuss the layout and the way of delivery in Basel with AH and NB.

12. Contact with EAGHA

AH informed the GA the result of the first joint phone conference between tropEd and EAGHA. It was held on 11th May and was a fruitful meeting. The participants were: AH, GvH, NC, Andy Haines from LSHTM and Bruno Gryseels from Antwerp. Both networks have agreed to avoid duplication of work and tried to rationalize the relationship and distribute the tasks according to the focus of the network. At this moment, both networks will keep their own structures and run independently with close collaboration. EAGHA admit that tropEd is a very successful network and they can learn a lot from tropEd.

EAGHA will take on the issues concerning undergraduate level global health programmes. Summer schools will be something done jointly by tropEd and EAGHA depending on the topics. The doctoral and post-doctoral opportunities will be explored jointly by tropEd and EAGHA including related fundraising. tropEd will continue to focus on the master level programmes.

For those who are interested in the activities in EAGHA, NC can forward the minutes of the phone conferences of the subgroups on capacity building and education on the forum.

Action 19: Forward minutes of EAGHA subgroup phone conferences to the forum

Who: NC

When: When there is one.

13. European institute for Health

We received another invitation to South Africa from EU. There is another EU based invitation, which AH attended one year ago. The institute called European Institute for Health. It is an institute with fund and non-profit body based in Belgium. Many of their leading persons are policy makers. <http://www.eih-eu.eu/>

It was recommended to join the session: "Prevention as a new paradigm", "Should prevention be integrated in European Health care strategies?" AH has joined one of the phone conferences on health and consumer protection but half of the participants are in the cosmetic industry. If tropEd does not want to invest too much time, should at least keep the invitations and keep close contact with the European bodies.

14. Global Health and preventive medicine 11

This conference will be held in Heidelberg on 14-16 June. AH is listed in the panel discussion but there is an overlapping with his work in India. But AH will join the first day meeting. NP will present the tropEd Network in the conference. AH will send the presentation to NP. It was agreed that whenever someone presents tropEd in conferences or events, there should be a short feedback sent to the EC.

Action 20; prepare the presentation together**Who: AH and NP****When: before the conference****15. QA feedback:****15.1 Content and recognition subgroup: Keywords**

GvH explained the aim of introducing key words for tropEd courses:

1. Discover course distribution over different topics to get a better picture on the content area of tropEd courses.
2. Help students to search for courses according to the content.
3. Three defined key words will help to improve the quality of course description.

GvH presented the revised list of Keywords and it was approved by the GA.

Health problems Vulnerable groups Sexual & reproductive health Child health Maternal health Health of the elderly Health in emergencies / outbreaks Refugee health Health and disabilities Health indicators Global Burden of Disease Measuring health status	Diseases Communicable diseases Viral HIV/AIDS Bacterial TB Parasitic Malaria Helminths Zoonotic diseases Non-communicable diseases Cardio-vascular diseases Chronic respiratory diseases Mental health problems Diabetes Cancer Accidents / injury	Health Care organisation & management Organisation Accessibility Equity Health facilities (hospitals) Primary/Community Health Care Health systems Disease control Health Policy Public health history Health reform Aid paradigms Actors MDGs Public-private Resource management Drugs HRH Technology Financing Health infrastructure Health information Clinical sciences Tropical medicine	Individual factors Behavioral aspects Access to information Medicalization Nutritional habits Smoking Sexuality Physical activity Biological Psychosomatics Stress Genetic endowment
Social & political environment Poverty Globalisation Liberalisation Politics (political economy) Governance Health economics Development Trade Values / Human rights Gender Human development Health legislation Mobility / migration	Physical environment & environmental health Epidemiology Statistics Research Quantitative methods Qualitative methods Anthropology Laboratory science Communication Team-work Management/leadership Teaching Learning Self-reflex ion	Methods & Transferable skills Epidemiology Statistics Research Quantitative methods Qualitative methods Anthropology Laboratory science Communication Team-work Management/leadership Teaching Learning Self-reflex ion	Geographic Focus Local / regional International / global Rural Urban

Demographics			
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The GA agreed to give each up to 5 ECTS credits course maximum 3 keywords and to each course that is more than 5 ECTS credits maximum 5 Keywords.

GvH will suggest the keywords for each module by mid July, EC will discussed it in the phone conference and present it in the next GA.

Action 21: suggest keywords for all accredited modules, getting EC's approval and propose to GA

Who: GvH

When: by mid July, before next GA

15.2 Membership group:

The procedure of taking new members and ending of memberships are clearly stated in the statutes. The subgroup also discussed the issue on student motilities. The new member should show the commitment of contribute, which is more than just offering advanced modules. We should review the 5 year work plan and see what we can do to support the members, who are not sending any students to the network.

tropEd should be more strict to the members who are not paying the membership fees and not attend the meetings. Decision of several memberships was made.

- ♦ **Cape Town** has not paid the membership fee for four years and not attended the GA meeting for three years. Therefore, the tropEd GA agreed to exclude Cape Town from the network.
- ♦ **Verona:** JJ will make the last contact. In case of no improvement, Verona will be excluded from the network in the next GA meeting.
- ♦ **Paris:** No response.
- ♦ **Wuhan:** MB will visit Wuhan in the summer and will ask their willingness for the attendance of the tropEd meetings.
- ♦ **Hanoi:** Should be contacted again.
- ♦ **Jogyarkarta:** official letter should be sent.

Some new regulation for the non-European members on the meeting attendance should be discussed. Maybe suggest attending the GA at least once in every two years? It will be discussed in the next GA.

Action 22: contact the non-active member and send official notifications.

Who: NB, AH, JJ and MB

When: ASAP

15.3 tropEd recognition

Five applications have been received and two of them fulfilled the requirement and will receive the recognition. Their names are: Bach Hoang Dao and Amenu Wondu Teshome.

16. 7th European Congress on Tropical Medicine & International Health

NC reminded the GA that the deadline of the abstract submission to the congress is 3rd June and registration should be made before July 30th. 2011. There are several sessions that tropEd will be involved. One session is Network in Global Health, Collaboration between the Networks. Several networks are invited: FESTMIH, tropEd, EAGHA, the Eurolife International Health Alliance, tropnet Europ, Network of African School of Public Health,

Latin America network on global Health, Asia specific network, Feiji, Consortium of universities in Global Health etc. Someone from tropEd will need to present the network on Tuesday session between 12:30 to 14:00 PM. There is a tropEd session on the first day as well, for about 1,5 hours. TropEd should discuss how it should be organized. There should be four to five presentations in total. EAGHA will have a session on capacity building.

Some suggested topics:

- ◆ Alumni questionnaire,
- ◆ Survey of the core course students, on their working performance, Quality control,
- ◆ Thematic Area,
- ◆ Present a summer school?
- ◆ Some student involvement?

The price list of the exhibitions will be sent to AH. There are still volunteer students needed. They do not need to pay the registration fee and one meal, but they will need to cover the accommodation themselves.

tropEd meeting will start on Thursday afternoon with EM meeting. The GA meeting will start on Friday in another venue. NC will send out hotel and registration information next week. There is an option to stay in the hotel for the whole week. It is cheaper than the hotel offered from the congress.

Action 23: Send around information about the hotel and registration to the GA

Who: NC

When: within two weeks after the GA

Action 24: organize the tropEd session

Who: EC and other members

When: ASAP

17. Alumni Survey:

One alumni questionnaire was developed and distributed in 2010. Some home institutions have conducted the survey. Survey result from KIT and Basel has been received by LG. Berlin has done the survey as well but not yet forwarded it to LG. Copenhagen, London, Edinburgh, Heidelberg will need to conduct the survey. One problem is that there are very few tropEd students in some home institutions. But GA still encourages the home institutions to proceed with the alumni survey and send the result to LG by the end of August.

Action 25: All home institutions send the survey result to LG and LG will analysis the data.

Who: all home institutions, LG

When: before the end of August and before next GA

One student from KIT is doing her research on the ethic regulation area. She will send out the questionnaire to the member institutions and ask about the ethics regulations procedures.

18. PR strategy:

NP has presented a strategy paper in Bordeaux. The subgroup brainstormed again what kind of actions can be taken as for PR. LD will summarize it and attach it to the minutes.

The strategy should also include network development and clear membership strategy, the type of courses/institutions tropEd wants to have and the region tropEd wants to cover etc. What is the unique selling point of tropEd? TropEd needs to sharp these information.

Basel has the possibility to organize a symposium in 2013. It might avoid the financial pressure to the network. EAGHA are presenting the network whenever they have the chance to do so. NC will join two events, ASPHER in Copenhagen in November in and Consortium of Universities in Global Health in 2011 in the US and will present EAGHA and will take the chance to present tropEd as well.

Should we make a facebook page of tropEd? There is a webpage called Masterstudy.com, advertising your programme and paid by No. of requested students. GvH has tried the website but so far has not yet paid.

In case a task force meeting is needed, there is a 2000 Euro budget available to give financial support. .

Action 26: produce a PR strategy paper

Who: LD

When: ASAP

19. tropEd website

tropEd gave the assignment to Mexico. The first draft is very attractive. AH asked for more pictures. If any members have pictures for the website should sent them the next 10 days. When the website starts to function, the link will be sent to GA (roughly by the end of June). tropEd will ask students to try out the website as well. tropEd secretariat should be able to change the front page. Two areas on the website are password protected. One is the forum for tropEd members (username and password needed). The other one is the student chat rooms. Testimonies from the former students are needed.

Action 27: send NB and AH pictures and test the new website

Who: All members

When: within next ten days and by the end of June

20. Site visit to Umea.

Umea sends the date of May 31st and June 7th 2011 for the site visit, but no one from the network is available in these two days. AH will ask for new dates (possibly in late August and September) and will ask one of the GA members to conduct the site visit.

Action 28: organize the site visit to Umea.

Who: AH and GA members.

When: to be decides.

21. Annual report

Since there are many misunderstanding when filling in the annual report, all members will recheck the annual report online. NB will re-analyze the data in one month time.

Action 29: Revision of annual report

Who: all members

When: within one month after the Berlin GA

22. Next GA meetings:

- ◆ October 6th to 8th 2011 Barcelona.
- ◆ January 26th to 28th 2012 Antwerp
- ◆ May 17th to 19th 2012 Brescia

23. Possible topics in the next GAs:

- ◆ Presentation from Carina about the preparing PhD training, experiences and lessons learnt. (SK)
- ◆ Exit interview
- ◆ Alumni Survey (LG)
- ◆ Key words for courses (GvH)
- ◆ Membership issue: Liverpool, Würzburg, Umea, Sam Simon,
- ◆ tropEd conferecen should be organized in 1-2 years?
- ◆ tropEd Symposium, tropEd summer school
- ◆ Invite someone from EU to join the GA in Antwerp.
- ◆ Time frame for Institutional application
- ◆ TOR for external evaluation
- ◆ Stakeholder survey concept paper"
- ◆ 'Rational' add to course description?
- ◆ GA attendance of non-european member institution

The minutes was taken by NB and NP (course accreditation No. 15-24) and revised by AH.

Minutes of QA meeting, 18th May 2011, Berlin

Participants:

NC, AH, NB, NG, MB, GvH, DD, LG, SA, SR, SDN, SP, LD, NP, JJ

AH informed the QA members that Bernadette Peterhans (BP) is on her way to Johannesburg, South Africa to represent tropEd in a workshop organized and funded by EU: **Quality and Recognition of Qualification Workshop**. BP will report to GA about this meeting in the next GA

QA members were divided into four subgroups. The subgroup discussion lasted for about one hour and a half.

Feedback from the subgroup on the coherence of planning:

Due to the time limit, this subgroup only managed to go through the indicators in the log frame. 5 year work plan were not reviewed. Some suggestions and information were discussed as follows:

- ◆ Many of the indicators will need the secretariat to take the responsibility as well.
- ◆ Suggest having a curriculum committee to take care of the content issue of the network. GvH is currently leading this part of work in the network.
- ◆ Student publications: It was agreed that whenever an article is published, member institution will send the link to secretariat in order to publish it on tropEd website as well.
- ◆ Many contents will need to add tropEd office report as means of verification.
- ◆ Information for the tropEd recognition should be provided by the recognition committee.
- ◆ Have a separate accreditation report is not necessary.
- ◆ How can we measure contribution of members?
- ◆ Only 18 out of 29 members have filled in the annual report, which is 62%.
- ◆ There should be always one session on website for 10-15 minutes in every GA meeting. A separate website report is not necessary.
- ◆ tropEd symposium, tropEd summer school, tropEd Day should be planned in more details, maybe in next GA? If we put tropEd in the title, it will be organized on the network level.

- ◆ So far only very limited members are using ECTS grading system. GvH will draft a 1-2 page paper to explain how to use this system correctly.
- ◆ 100% of member institutions meet agreed common standards instead of 90%. What is exactly our common standard? Institutional accreditation criteria.
- ◆ In the next member annual report we will ask the tropEd members to provide their website link where shows the link to the tropEd website.
- ◆ Publication on tropEd related activities are not necessary published in peer-reviewed journals, some papers published on the university website will count as well.
- ◆ Listing of scholarship: maybe it is better to state that: 'former students has received scholarship from.....applicant should contact the scholarship body directly'

NB will revise the log frame and the new version will be attached to the GA minutes.

GvH will draft a paper to explain ECTS grading system.

Feedback on Content and recognition subgroup:

Thematic Inventory:

GvH presented the table of keywords. Details please see GA minutes point 15.1

Some keywords are missing in the aspects of actions and solutions. In the tropEd new website topic search and full text search will be arranged. QA group decides to try the keywords in this GA meeting.

Recognition:

GvH and JJ are the two current reviewers in the tropEd recognition committee. They do have difficulty to review the first degrees. There are different types of first degrees from 3 year bachelor to 5 years Bachelor or Master degree. After discussing the QA members decided to remove the first degree from the check list and will not include it in the recognition procedure. The responsibility on the entry requirement will be left to the home institutions to decide. GvH made it clear that one of the criteria has been changed from minimum of 15 ECTS credits gained outside of home institution to minimum of 10 ECTS credits.

Both Membership and PR subgroup will send one page summary of the discussion to be added to the minutes.

Minutes of EC meeting 18th May 2011

1. AH explained the EC member the changes to the statutes. Details please see GA minutes point 4.
2. A contract should be made between Swiss TPH and tropEd in order to issue the payment of NB
3. AH briefed the status of the new tropEd membership applicants, Brisbane, Würzburg, Umea. Etc. Details please see GA minutes Point 3.4
4. AH forwarded the willingness from the new tropEd representative from Lisbon that he would like to be more active in the network.
5. EC members discussed the strategy to find more funding for the network.
6. Course accreditation:
 - 6.1 Uppsala, Health Program management: more explain needed to show the advanced level.
 - 6.2 Bergen, Globalisation and Health: These changes should be submitted to the GA

List of Annexes:

Annex 1: Office report 2010

Annex 2: Presentation from Liverpool School of Tropical Medicine

Annex 3: PR strategy paper

Annex 4: revised Log-frame