



Network for Education
in International Health

Minutes: tropEd General Assembly Meeting

24th to 26th May 2012

Instituto Higiene Medicina Tropical, Lisbon

Participants:

Axel Hoffmann (AH), Basel;
Deborah Didio (DD), Bordeaux;
Govert van Heusden (GvH), Antwerpen;
Jorge Cabral (JC), Lisbon;
Pauline Grys (PG), Heidelberg;
Ning Beyer (NB), Basel;
Nuria Casamitjana (NC), Barcelona;
Prisca Zwanikken (PZ), Amsterdam;
Stuart Anderson (SA), London SHTM;
Peter Hill (PH), Brisbane;
Matthias Borchert (MB), Berlin

Lorraine Dardis (LD), London CIHD;
Bruma Palacios (BP), Mexico;
Carina Kallestal (CK), Uppsala;
Nguyen Than Huong (NTH), Hanoi;
Nicolas Goujon (NG), Bordeaux;
Suzanne Fustukian (SF), Edinburgh;
Curt Lofgren (CL), Umea;
Shirley Pollak (SP), Copenhagen;
Jan Van den Broeck (JB), Bergen
Silvia Odolini (SO), Brescia;

Guests:

Gothenburg University: Rune Anderson
The Director of the Institute: PAULO FERRINHO
The Chair of the Pedagogical Council: MIGUEL VIVEIROS

16 full members, 3 collaborating institutes

1. Welcome address

The Director of the Institute: PAULO FERRINHO, welcomed the GA and stated that since the Instituto de Higiene e Medicina Tropical commemorates 110 years, they are debating the re-establishment of their Tropical Medicine Society, seeking reintegration into the Federation of Tropical Medicine Societies, strengthening training in tropical medicine and furthering the conditions for training tropical medicine specialists. In April 2013 they will have their second National Congress on Tropical Medicine – the first was in 1952. The institute realized that many important content areas are absent in the current portfolio of the courses that they offer. To become more relevant they believe they have to move from their more classical training programmes and embrace new training paradigms. Some new courses are proposed for accreditation in tropEd. **Please refer to annex 1 for further details.**

The Chair of the Pedagogical Council: MIGUEL VIVEIROS welcomed the tropEd representatives to Lisbon as well. He presented shortly about their pedagogical activities, which can be connected with tropEd goals. The institute would like to be research based institute therefore most of the teaching activities are based on research. Several packages of courses are designed for the need in different African countries. 60-80 students will be graduated each year. There are a lot of areas can be worked together with tropEd, especially in the tropical medicine. Lisbon will try their best to catch up and compensate their silenced in the past few years.

2. Review of the meeting agenda and the minutes of the Antwerp tropEd GA meeting:

The meeting agenda was reviewed and agreed by the tropEd GA. Three topics were added. The minutes of the Antwerp tropEd GA meeting was reviewed and approved by the GA members. Minor changes were made under point 17 and 18.

Point 17: Very important is, EM consortium and tropEd network should keep good communication and should discussion possible joint activities related to PR and marketing.

Point 18: lack of academic support

The approved minutes will be updated on the tropEd website and one hard copy will be signed by three EC members and will be filed in the tropEd Secretariat office in Basel.

Action 1: Sign the minutes and update on the website
Who: three EC members & NB
When: within two weeks after the meeting.

3. Annual report 2011

The Secretariat drafted the first network annual report for the year 2011. This report includes the main activities and achievement of the network and information from member institutions in 2011, and the foreseen changes in the

near future. Data from institutional annual report are summarized in this report. A public version of this report is maybe one of the good means for the PR and marketing. Further discussion on the content of this public version is needed.

Frightening numbers can be seen from the ratio between the number of courses and the number of students. More detailed information on the student mobility analysis will be presented in the September meeting. It is related to tropEd marketing and PR strategy plan. GA also started to brainstorm on the future of tropEd. Several possibilities were brought up such as changing the focus of the network to an accreditation body. We do not have to only emphasize on the student number and the student mobility. **Please refer to annex 2 for the complete annual report.**

Action 2: prepare the topic: advantage and disadvantage as an accreditation body

Who: EC members

When: before next GA

Action 3: discuss the content of the public version of this report

Who: PR Group

When: before or during next meeting

4. Course allocation for review-- organized in more groups:

When dividing the GA into subgroups for course accreditation, the following conditions need to be fulfilled:

- To have at least 10 persons in a group. (although sometime we do not have enough person)
- The reviewer and the representative who present the course need to stay in the same group.
- If possible, courses with similar topics should be allocated in one group for comparison purpose.

Based on the above mentioned conditions, GA was unable to divide the GA into three groups. Therefore, GA was divided into two accreditation subgroups as in previous meetings. Courses are then allocated into these two subgroups for reviewing.

5. Membership file

tropEd secretariat and the EC drafted a tropEd membership file that included all membership related issue within the network, such as rights and responsibilities of members in different categories, membership application procedure, format of self-evaluation report, preparation of a site visit, format of the site visit report,

membership fee, institutional annual report, termination of tropEd membership, etc. The sentence in the file 'the statutes will be signed by all members...' was deleted.

The GA discussed the major changes and minor changes that member institutions need to report to the network in the annual report. GA decided not to precede the five year institutional review but only discuss the membership issue whenever a major change occurs to a member. The time when hosting a GA meeting could be used as a chance to review the status of a member.

This membership file can be sent to any new applicants who would like to join the tropEd Network. Members are welcome to do so in case a new contact wants to approach tropEd and the secretariat should certainly be informed. **Please refer to annex 3 for details of this file.**

6. Exit interview

The exit interview was first designed by a former student six years ago. However, it was never proceeded since there was no clear procedure on how to do it. NB has put this questionnaire online and here is the final discussion on the questions and procedures.

Whenever a student is about to finish their masters study, the home institution will send his/her email address to the tropEd Secretariat. tropEd Secretariat will invite the student to fill in the exit interview questionnaire. After the questionnaire being completed, it will be submitted online directly to tropEd Secertariat. A confirmation page could be printed out and showed to the home institution. GA suggests the home institutions to issue the final degree after they have seen the confirmation page of submission of this exit interview questionnaire. The Secretariat will send reminders and inform the home institution in case the questionnaire was not submitted.

Several questions were added related to the teaching and learning methods, content of the masters programme, interaction with other tropEd students, tropEd recognition, etc. Several questions on scholarships and regions have been deleted.

NB will revise the questionnaire and send it to home institutions. This system will then be launched. The result of the questionnaire will be reviewed once a year before the May meeting. **Please refer to annex 4 for further details.**

Action 4: revise the questionnaire and procedure and send to home institutions, after confirmation, home institution starts to use this questionnaire.

Who: NB

When: from now on ongoing process.

7. Website:

AH presented the new website. The comments and suggestions about the website from last GA have been amended. It takes two more weeks to switch the domain to the new website. In between the final corrections will be made. The website is an on-going process. Member institutions are welcome to give more comments at any time. Links of job offers could be added too. Search function for the thesis abstract page still has to be made. One person from the EC should be the final editor to review the news before it goes online. Beside the EC members, other tropEd representatives can also make their personal pages on the tropEd webpage.

Action 5: launch the new website

Who: NB

When: ASAP

8. Marketing and PR strategy (including discussion on Saturday)

LD presented the list of activities, which are compiled from last GA meetings. Several suggested activities were discussed, such as how to use the events calendar, how to use the tropEd brochure, etc.

NC may have the opportunity to invite some marketing internships from the business school in Barcelona with very reasonable costs to help the network to develop strategy plans. The GA agreed on NC starting to make the contacts to those marketing internships.

tropEd GA knows that what is missing on the website is the part to promote the network and the programme. Students/candidates need to have the impression that tropEd will give a better perspective for a wonderful life. We still need to find the unique selling point of the network. Furthermore, the marketing is not only to attract students but also to attract stakeholders, such as scholarship agencies, potential employers, funding agencies and organizations etc.

Having a wonderful website is important, but many students also get to know tropEd from other social media, such as facebook, twitter etc. Therefore, certain focus can also be given to social media websites as well.

Interestingly, not only tropEd students are using the tropEd website, but also many other master level students are searching high quality courses in Europe through tropEd website. To explore the possibility to become an accreditation body is an important step before GA goes deeper on this topic.

List of all possible scholarship agencies/foundations could be made available on the new tropEd website.

LD and NC will lead on this task force and try to make the final strategy plan before the next meeting.

Action 6: contact the marketing internship

Who: NC

When: in the summer

Action 7: list of scholarships

Who: NB

When: ASAP

Action 8: finalize the strategy plan

Who: PR group

When: Before next meeting

9. Google analytic

NG showed GA how google analytics function. GA agrees to make an analysis on the new tropEd website.

10. Teaching and learning- experiences from Linqed_ network

GvH presented the Linqed network, which was funded by the Belgium development corporation agency. At the very beginning it was only about joint research programmes. After a while, the network started to show interest in education. Therefore, they started the networking on capacity strengthening in higher education. The activities they conduct are similar to tropEd. Beside the regular meetings, they also conduct workshops that focus on three specific projects: exchange, e-learning, quality assurance in higher education. Some of the partners within linqed network are also tropEd members.

The network defined two key processes.

N2L - Networking to Learn: joint learning about quality assurance in higher education, sharing experience, sharing information and teaching methods and developing best practice guidelines etc.

L2N - Learning to Network (with three dimensions):

- defining “objects” (that meet members’ objectives) – task (cognitive) dimension
- resource management, communication, coordination – network (structural) dimension
- trust, rules or agreements between members – relational dimension

Several workshops have been organized within this network, such as on comparing the assessment methods, comparing the thesis evaluation processes and supervision, on how to use multimedia in e-learning module, how to be a tutor in e-learning courses etc. The network tries to use different methods to organize the different workshops in order to share teaching methods as well. Always one lecturer and one staff on the policy level join the workshops. **(Please refer to annex 5 for details of this presentation)**

The GA should think of having such academic discussions and a QA development task on teaching within tropEd network as well. The GA agrees to keep the subgroup discussions for the QA issues in each GA meetings.

A new version of ECTS user guide will be attached to the minutes. See **annex 6**

11. Presentation University of Gothenburg

Prof. Rune Andersson from University Gothenburg attended the meeting and introduced his university to the tropEd GA. There are about 51 000 students and 2 200 active research students, half of them are PhD students. The university has approximately 250 co-operation agreements with universities in Europe and more than 30 agreements with universities in other parts of the world. The university participated in a number of international exchange programmes, such as Erasmus, Nordplus, Linnaeus-Palme, Bilateral agreements, PhD-programme etc. Master in Global Health was planned at University of Gothenburg towards autumn 2013. It is a 2 years programme with cooperation with the Sahlgrenska Academy, Faculty Social Sciences and International Economy. Students will come from all faculties, and open for international students as well. The second year will be allocated for writing up master thesis. Since last year, university are not allowed to give free education to students outside of Europe. Therefore, the fees for the full programme will be 28500 Euro. Please refer to **annex 7** for more details on the structure of this programme.

Questions and answers:

GvH: Do you also have global health research agenda?

RA: So far no. We do not have the channel to be introduced to global health research teachers. We hope the International cooperation will open this channel for us step by step.

MB: Are you planning to send your students to other institutions?

RA: Definitely yes

NC: Do you have cooperation in Asia, Latin America, etc.?

RA: Yes, we have at the university level.

JC: Is there any intention that you use your capacity to build up professional training in international health?

RA: Yes.

Discussion on membership of University of Gothenburg

From the presentation of Prof. Andersson tropEd can not get the clear information, whether the University of Gothenburg will apply for a membership in the tropEd network or not. Prof. Andersson also needs to discuss with his colleagues, who are in charge of the Masters Programmes, about it. At this moment there is no existing Masters Programme in international/Global Health. The course structure in Gothenburg is not similar to tropEd courses as well. We consider this presentation is more like a building up of the contact with the network. The GA agrees to wait until Gothenburg starts to organize their Masters Programme. In case they are still interested in tropEd membership by that time, they are welcome to fill in the self evaluation form. The EC members will talk to Prof. Andersson during the break informally.

12. Discussion on the possibility to help Berlin to develop teaching on how to do systematic review of literature

After discussion, MB realized the topic should be to develop teaching on better literature review since systematic review needs a team but not on individual level. Uppsala does have such kinds of resources on systematic review. Programmes in Bordeaux, London CIHD and Edinburgh include such topic. Experience can be requested.

13. Course accreditation and re-accreditation (please refer to annex 6)

14. Lisbon Collaboration

Lisbon was one of the founder institutions of the Network. After staying relatively quiet for several years, colleagues at the Lisbon decided to rebound with the network. Having the GA meeting in Lisbon gave tropEd Network the opportunity to open the dialogue with Lisbon, gain better understanding and to find out what actions could be taken in order to be an added value to the Network.

Lisbon has started their involvement by submitting three short courses during this meeting and they are looking forward to submit more courses in the future tropEd meetings.

The first issue is the language. In Lisbon most of the courses and programmes are offered in Portuguese. Cost efficient analysis need to be done by Lisbon colleagues to see whether it is worthwhile to offer English courses. On the other hand, to offer the Masters Programmes in four different languages including Portuguese is one of the original ideas of the Network. Portuguese courses will give the students from Portuguese speaking countries a good opportunity to study in their own languages. On the other hand, let non-Portuguese speaking students to learn a new language only for a short course is not realistic either.

The other thought is to review the structure of the existing Masters Programmes in Lisbon before the end of 2012. At this moment the programme is too fragmental. tropEd will offer Lisbon a lot of valuable experience.

Mobility within the tropEd network means not only the mobility of students, but also the teachers/facilitators. The Network will try to support the mobility of teachers in Lisbon. An expert pool was introduced and will help the collaboration of the teachers/facilitators within the network. Colleagues from Lisbon are welcome to join this expert pool.

15. Report from Erasmus Mundus consortium

The EM consortium entered its last year of grant from the European Committee and has developed a strategic plan towards its sustainability (2012-2014). The Public Relation / Marketing Strategies working group had defined the development of a new website as a priority and the new website was launched at end of February. In addition to marketing done internally within the consortium, the new strategy has been able to double the number of students for the academic year 2012-2013, from 9 students this year to 18 next year, including 11 students with EM scholarships and 9 students that was funded through other financial sources (most of the them are self-funded). The marketing strategy has also allowed the consortium to get all scholarship seats filled in. It is a great improvement than the current year, in which the consortium lost several scholarships because of dearth of eligible applicants (European citizens).

Furthermore, the EM Consortium also presented the key activities of the PR/MD Strategic Plan that still need to be worked on: Governance and guidelines strengthening, harmonizing M&E at the Program level, reinforce intra-track and consortium interactions, etc. Partners showed their willingness to know better the EM course related activities conducted among the member institutions and their willingness to reinforce the education and research collaboration and student participation in tracks that involves a third country partner (Thailand / Mexico). A thorough list of EM activities/projects has been proposed as well as the content of study tracks (to ensure consistency, avoid overlapping and identify potential gaps within study tracks).

Next agreed activities to be implemented within the consortium:

- Partners to dedicate one hour in each meeting regarding learning methods, course topics, etc.
- Partners to propose a workshop to record the tropEd-EM history, potentially through a write shop, get a deep sense of the collaboration and the investment of EM member institutions within this consortium.

The Coordination presented the new EU Programme for education and training proposed by the EC for beyond 2014 in 3 key actions. It is said that existing

consortia/students would be able to apply for additional 5 years funding through this new programme of 19.5 Billion Euros (2014-2020). This programme is still under discussion at the EC but final mechanisms will be released by the end of 2012/early 2013. All partners agreed to report this new programme in their institutions and discuss its compatibility with their Institution Strategic Development and think about implementation at the consortium level.

After 2014, partners discussed the potential change in the tracks content and the institution within each study track and the inclusion of new members, particularly tropEd members.

16. Financial auditing 2011

PG and MB checked the financial report as internal auditors. Beside two missing receipts, all incomes and expenditures are clear. The auditors recommended that the tropEd EC receive discharge for their work in 2011. The tropEd GA approved this recommendation unanimously (12/12 representatives present, no rejection, no abstention)

After voting, EC is released from the responsibility from the financial report 2011. The financial report will be sent to the lawyer.

Financial report please see annex 9

17. tropEd recognition:

GvH received two applications for recognition. NB checked as second reviewer. All documents are fine beside one of the graduates had her study time for five years and two months. The GA agreed to accept it as an exceptional case.

The following three tropEd Recognition Certificates were signed during this GA meeting:

- Ursula Maria Gauch
- Eveline Stoffel
- Ortilia Klinkenbijn

18. Feedback on phone conference FESTMIH-EAGHA

On April 13th, NC joined the phone conference between the executive committee of FESTMIH and EAGHA. It was agreed that both organizations will work together in preparing the 8th European Conference in Tropical Medicine and International Health. There are three to four networks focusing on international/global Health training in Europe. Each network has its own identity and focus. However, all networks should work together under one umbrella to represent Europe.

President of ASPHER also joined this meeting. We get the information that ASPHER plan to act as accreditation body to accredit public health programmes. So far very limited institutions have decided to apply for this accreditation. It was agreed to look at it in details when some members decide to apply for this accreditation. At this moment it is still too early to discuss it.

19. Information on 8th Conference in tropical medicine and international health

The next conference will be held on 10-13th September 2013 in Copenhagen. It is possible that tropEd will be invited to organize one workshop that is similar to what tropEd did in Barcelona. The preparation of this workshop will start from next GA meeting. Possible topics could be, for example: Perspectives from New Members to the Network; Student/Alumni Presentations; Topics on Teaching and Training Issues; Topics on Transnational Accreditation, Student Mobility etc.

Data on student mobility should be prepared before next GA. Three data resources will be used: tropEd recognition data, institutional report and home institutions.

Action 9: prepare the student mobility data
Who: Home institutions and NB
When: Before next meeting

20. New joint EM PhD proposal

Subgroup of members within tropEd: Barcelona, Antwerp, Amsterdam, Bordeaux, submitted a proposal for a joint PhD programme on International Doctorate in Trans-disciplinary Global Health Solutions – TransGlobe under the Erasmus Mundus framework. tropEd members in Mexico and Indonesia joint this applications collaborating institute. Antwerp estimates the chance to get the grant is less than 10% because there is a huge amount of proposals. tropEd wrote a support letter to this application. NC and GvH can explain the structure of the PhD programme in the next GA

21. Experiences and lessons learnt from PhD programme in Uppsala

Uppsala has long standing collaboration with Nicaragua both on research and academic training. This collaboration was financed by the development agencies. Several PhDs have graduated from this cooperation programme. There was a Masters Programme and candidates for PhD training were there. Therefore PhD training was build up and double degree was designed for this programme. The meeting at the dean level from both institutions was a necessary step towards the successful approval of the programme. To explain the curriculum in details took a long time but was finally approved. Due to the leadership change at

university level the review and approval of this PhD programme stopped. Several years later, when it was finally approved the key staffs that are running this PhD programme have already left. This lesson learnt from Uppsala experience is to give other members an idea on what could be the barrier when building up a PhD programme.

22. Curriculum development

NB presented an excel table for the tropEd face to face advanced modules over the time. Members can see in each week which courses are scheduled. It will give you an idea of which time slot is still relative free during the whole year. This document will be circulated to GA members. More content related curriculum development will be presented in September meeting. **Please refer to annex 10**

23. Student Issue

Steffen excused since he is right now travelling on other duties and unable to attend this meeting. NB presented the student issue slides prepared by Steffen.

Several questions such as new website, course distribution over time have been already answered in the meeting. GA is not clear about the question 'request for more guidance', refer to. But it is one of the goals of the network and will try its best to do so. LSHTM will take the comments of students ask for more user friendliness, more mentorship and better study materials for the online courses back. They will have some internal review on it.

24. Working on Saturday

MB brought back the issue on why we schedule the tropEd meeting on Saturday and asked the tropEd GA is the meeting can be shifted one day earlier, which is from Wednesday to Friday evening. The GA discussed this issue with the presented GA members. Unfortunately many colleagues can't take out more than three working days for three times a year to attend tropEd meeting. The GA understands that some tropEd colleagues would like to have a free weekend with their families. To have some time together on weekends and take part in tropEd social events is also very important for the team building. After discussion, GA decided to keep the schedule from Thursday to Saturday for the Uppsala meeting.

25. The GA was divided into two subgroups:

One discussed on the PR and Marketing issue, the members are: LD, NC, NB, BP, CL. **Contents refer to minutes point 8**

The other group discussed about the thesis supervision issue. Members are: GvH, AH, CK, SF, JC, NTH, SA, PG, PZ, JB. **Notes please refer to annex 11**

26. Upcoming meeting, dates & locations

Sep. 2012	Uppsala	GA20-22nd EM meeting 19th
Jan. 2013	Need to contact Brescia?	
May 2013	Shanghai	Date to be confirmed
Sep. 2013	Copenhagen	10-13th congress
Jan. 2014	Umea	Date to be confirmed
May 2014	Edinburgh	Date to be confirmed
Sep. 2015/Jan. 2016	Basel (Conference/20 years Jubiläum)	

Minutes was taken by NB and proved by AH