



Minutes
TropEd Steering Committee Meeting
Alicante, 25th of February – 1st of March 2000

Present :

Paulo Almeida, Instituto de Higiene e Medicina Tropical, Lisbon, Portugal
Stuart Anderson, London School of Hygiene & Tropical Medicine, London, UK
Agnes Axmann, Tropical Health Institute, Budapest, Hungary
Ib Bygbjerg, Institute of International Health, Copenhagen, Denmark
Jean-Pierre Coulaud, Institut de Médecine et d'Epidemiologie Africaines, Paris, France
Jean Delmont, CFRMST, Marseille, France
Marie-Claude Foster, Centre for International Child Health, University College, London, UK
Jean-Pierre Gervasoni, IUMSP, Lausanne, Switzerland
Axel Hoffmann, Swiss Tropical Institute (STI), Basel, Switzerland
Barbara Kloss-Quiroga, DSE/ZG, Health Promotion Centre, Berlin, Germany
Denis Malvy, Centre René Labusquière, Institut de Santé Public et Développement, Bordeaux, France
Carsten Mantel, Institute of Tropical Medicine (ITM), Berlin, Germany
Ian Marshall, Liverpool School of Tropical Medicine, Liverpool, UK
Santiago Mas-Coma, Departamento de Parasitologia, Valencia, Spain
Franziska Matthies, IUMSP, Lausanne, Switzerland
Johannes Sommerfeld, University of Heidelberg, Germany
Beat Stoll, IMSP, University of Geneva, Switzerland
Alberto Torres, Alicante, Spain

Guest Speaker on Saturday: Markus Erbach, Identity, Berlin, Germany

Chair :Axel Hoffmann
Carsten Mantel

Secretary : Franziska Matthies

Friday, 25th of February 2000

I. Welcome :

Alberto Torres opens the SC meeting on Friday afternoon with a warm welcome to everybody.

II. Review of the Agenda :

Monday: discussion of webpage issues in the morning

Tuesday: the profile document and the certificate are finalised in the afternoon;
no more working groups on the book project or on Corporate Identity

III. Approval of the Brescia Minutes :

The minutes of the SC meeting in Brescia, September 1999, are approved without corrections;

IV. Welcome of new member institutions and SC members:

Axel Hoffmann welcomes especially the representatives of the new member institutions: Agnes Axmann, Tropical Health Institute, Budapest, Jean-Pierre Coulaud, Institut de Médecine et d'Epidemiologie Africaines, Paris, and Jean Delmont, Centre de Formation et de Recherche en Médecine et Santé Tropicales, Marseille. Denis Malvy of the Centre René Labusquière, Institut de Santé Public et Développement in Bordeaux joins the group on Monday.

Geir Gunnlaugsson (Section for International Maternal and Child Health, Uppsala, Sweden) has moved to Iceland – Martha Garret is now the TropEd representative and SC member for Uppsala and she is welcomed in her absence.

V. The profile document:

The new version of the profile document that Carsten Mantel has prepared (on the basis of comments from members of the SC committee) is presented, last questions, concerns and comments are discussed. For changes please refer to the version 2000 of the TropEd profile document that has already been distributed by e-mail to all SC members (profile1.doc, 2nd of March 2000).

General points of discussion and conclusions at the meeting are:

- A preamble is formulated and put at the beginning of the profile document (see minutes of the Saturday session);
- Advanced modules will be called optional modules;
- The tasks of the Governing Board are taken over by the Steering Committee. The president or the vice president of TROPMEDEUROP is a regular member of the SC; The SC reports to TROPMEDEUROP once a year in the annual meeting;

Structure of the Masters Programme:

- How many years is the core course certificate valid for the TropEd MIH? Normally, the → whole programme has to be finished within 5 years; time starts with enrolment in the first course or module counting for the

- Masters programme; an exception should be possible for that students, who participated in a core course which was retroactive accredited.
- Time of enrolment for the Masters programme: before or after the core course?
 - ➔ enrolment in the Masters Programme starts with the beginning first course or module accumulating ECTS for the Masters programme or according to the regulations of the respective home institution
 - Can the core course be visited after an optional module, i.e. can the Masters programme be started with an optional module?
 - ➔ Start with thesis is not possible;
 - TropEd modules that have been taken in the frame of another Masters programme cannot count for a second Masters degree.

The new regulations will be distributed again at the next SC meeting; it is suggested to have signed the regulations as a sort of "contract" by the directors of the member institutions

Saturday, 26th of February 2000

I. TropEd: Identity and Communication

Presentation by Markus Erbach followed by a workshop in the afternoon;
 Presentation on corporate identity and corporate design tailored for TropEd; special needs for communication of a network; definition of the product (educational programme: international, multidisciplinary, transinstitutional and modular), target groups; suggestions for improvement of new target group focused and factual communication to more communicative ways; integrated identity concept with synergy effect (to incorporate existing identities of the individual member institutions); discussion of poster and webpage as examples;

The webpage:

Internet as interactive platform/decentralised medium

An improved concept could be (further development of the existing webpage):

- corporate design; always identical if printed;
- corporate identity;
- embedding of the existing data base/restructure
- extended user functions, e.g. pin number for students – chat room, alumni network ...

Future development could go in the direction of:

- virtual university/open university
- open distance learning
- web based training materials

Discussion: development of internet access in low income countries; it should be mentioned that email accessibility and real time internet access (compulsary for e.g. chat rooms, virtual classrooms, etc.) are two different things.

For the detailed contents of the presentation please refer to the documents "Introduction about corporate identity and design", "workplan for the teams" distributed by Markus Erbach. A copy of the estimated budget for possible corporate design and implementation is with each of the co-ordinating centres.

Group work on the name, the logo, media selection and design tonality (TropEd: scientific – human) is postponed – the question whether the name TropEdEurop should be changed and into what remains open before the start of group work. Ideas for the name and the logo are expected from the discussion on the topics mentioned below.

The name: TropEdEurop – yes or no? A short summary of the discussion

- Trop: still only or mainly tropical or rather international?
"Trop" is the same in English, French, Italian
- Europ/e?
- missing aspects: the network, education, International Health
- alternative: fantasy name like Sokrates or Erasmus; a completely new name also means to start from scratch when going public,

Tasks of the 3 working groups:

Group I: "Philosophy, product description and product position (unique selling proposition, USP)"

Group II: "Target audiences, consumer benefits, strategies"

Group III: "ci organisation"

Discussion of results in the plenary:

Group I:- A text of 5 sentences summarising the philosophy (describing the product, world context, objectives, identity and vision) is presented, discussed and finalised; This text is now included in the profile document as preamble.

- Unique selling proposition: Tradition and Innovation
 - "The programme is characterised by
 - An unique synergism of experience and expertise of leading European institutions;
 - Preparing people to work more effectively in a multicultural working environment;
 - Exposure to multiple perspectives;
 - The European wide recognition of education;
 - The flexible structure – as added value;

These points have now to be rephrased and written in ONE sentence.
- Suggestions for name and logo:
TropEd
European Network for Education in International Health

Logo: Abstraction of a net (not creating the feeling of being caught, but to show the connective idea) with symbols for the member institutions.

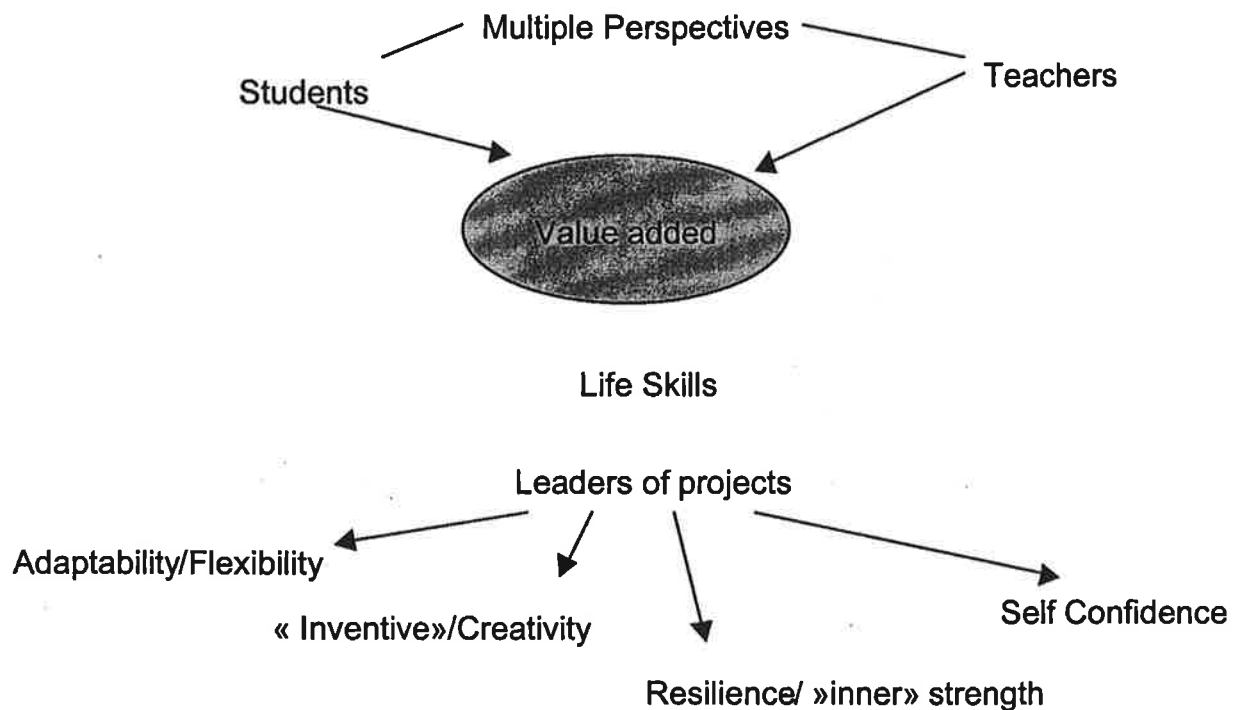
Group II: Target audiences:

- Potential students
- Employers
- Funders: private, NGOs, Governments, EU, ...

Holistic/Factual expectations:

- Multiple perspectives
- Continuous learning and change through networking
- Quality control
- Increased opportunities for value added life skills (KSA)

Consumer benefits: (still missing: "reason why" in narrative from for PR purposes)



Group III: ci-organisation

Communication platform, management, job orders, payments and final decision through co-ordinating centres; no separate communication office will be set up for the moment; limited financial resources; additional workload will be managed by delegating more tasks to task forces, who have a responsible speaker, who reports to the co-ordinating centres; Suggested fields for task forces: accreditation/evaluation; student flow, PR, new initiatives as needed; A

clear decision process has to be agreed upon – what to do with non-responders, especially if financial commitment is involved?

The TropEd network needs to get a legal status as a network; possibilities/European law were not so well known – information/advice is needed;

Longterm planning, budgeting and workplan should become possible;

Finances: the idea came up whether it might be possible to ask the institutes who receive students through the TropEd network to pay a certain percentage of the fees to TropEd; remains to be discussed and the feasibility to be assessed;

Consensus:

Text for preamble

Unique selling proposition (still to be formulated as one sentence)

Target groups

Organization: central management remains with co-ordinating centres; “central communication office” as such will not be a separate office for the moment; but more tasks will be delegated to task forces;

Change of name to

TropEd

European Network for Education in International Health

Conclusion about further activities in the area of corporate identity and design:

Feedback on Saturday's session on Monday morning:

- Balance between amateurism (will remain, because of financial restrictions and because it is also positive) and professionalism (has to come in through the institutions) has to be kept; How much of the ideas presented is idealism?
- “TropEd is a concept and not a training offer – an opportunity for each institution”
- TropEd needs “diffusion”; need to remain scientific and at the same time to convey the message that students “need” this recognition of their degree;
- Learnt a process in order to progress with amateurism and clear guidelines how to push forward even without money;
- It was important to hear how TropEd appears to someone from outside the network; valuable input for the webpage;
- Image of TropEd will be important for the next steps;
- TropEd raises interest, but for many it is difficult to invest enough time;
- First steps to be taken: unified documents; logo and font; does not cost too much money, but is effective;
- Support for the co-ordinating centres and professional assistance in communication necessary;
- Start with name, logo and typefaces in order to unify the TropEd picture towards outside;
- Support for the co-ordinating centres: Franziska Matthies will continue to support the co-ordinating centres on different levels as far as her work in Lausanne allows;

Decision on collaboration with Markus Erbach: depending on the decision of EU concerning the TropEd proposal over 40.000 Euro; an official call for offers is necessary before implementation.

Monday, 28th of February 2000

I. Further Funding Possibilities:

- EU proposal: 40 000 Euro for dissemination of project results: first feedback was very positive; decision expected in April;
- DG8/INCO II Dev
Axel Hoffmann and Beat Stoll will attend an information meeting; information will be given in Lausanne.
- DG1: no call for proposals
- Technology + Co-operation Communication
- European Co-operation agencies
their collaboration is not ideal, may improve in mid term; more multilateral collaboration in future;
- Funding on distance learning through EU?
- International and multinational organisations
- Scholarships for TropEd students: WHO Regional Offices (information materials have already been sent through WHO Geneva, but more active approach is required)
- UNICEF
- World Bank
- Welcome Trust
- HFKI (for distance learning)
 - ➔ Professional presentation of TropEd would be helpful for approaching these organisations;
 - ➔ *Invitation of a representative from DG22, DG5, DG8 to the next SC meeting*

II. Ongoing activities in Europe (short reports from conferences):

ASPHER, Oct. 1999 in Madrid (Alberto Torres): ASPHER was not a very active forum in the past; Jacques Bury is now in Geneva; ASPHER is currently developing an European Masters similar to TropEd; Alberto Torres has mentioned possibilities of collaboration in Madrid; an article on TropEd was submitted to ASPHER for publication in autumn 1999, but has now been withdrawn again.

3rd Symposium of Public Health in Zürich, January 2000 (Axel Hoffmann): Franco Cavallo, University of Turino, has initiated the development of an European Masters in Public Health and hopes to get substantial financial support from the EU; 65 training institutions in Europe will be part; external evaluation of schools of Public Health. Focus of the Masters programme: European ideas and health policies; "European added value" – thus, the target group is different; Actually, the projects of ASPHER and of Franco Cavallo also reinforce the TropEd idea.

European Masters in Health Promotion, University of Brighton, started in 1998; according to Sokrates standards;

Bologna Declaration, 1999: following the declaration of Sorbonne in 1998; 29 countries are part of this declaration about collaboration in higher education; All SC members should please check for their own country in order to get in contact with the person responsible at the university, to get the concrete text of the declaration and to find out the implications for TropEd;

EUPHA conference, Prague, December 1999 (Axel Hoffmann): presentation of the TropEd network and Masters in International Health;

III. Collaboration with WHO in training activities:

Meeting of Carsten Mantel and Franziska Matthies with Dr. Dev Ray (Project Manager, Health Leadership and Staff Development, WHO headquarters, Geneva at WHO in November 1999; Contact of Beat Stoll with Dr. André Prost, WHO;

TropEd has submitted a proposal for collaboration in training activities between WHO and TropEd; copies of the document are distributed during the meeting;

- Organisation of visits to WHO for core course participants (e.g. Basel, Berlin);
- development of optional module(s) with WHO on selected topics;
- Possibility of 3-4 weeks internships for TropEd students at WHO;
- Organisation of "career day" at Geneva together with WHO and other public health experts;
- Invitation of more WHO experts as facilitators to TropEd courses;

The institute in Geneva has further possibilities for collaboration with international organisations in Geneva: e.g. H.E.L.P. course together with ICRC;

The development of concrete training activities in collaboration with WHO will be followed up by Beat Stoll, Franziska Matthies and Jean-Pierre Gervasoni;

IV. The webpage

Updating of the webpage: so far only the member institutions and their representatives could be updated; improvement of responses (in terms of who responds and the completeness of the contents) would be very helpful; Courses should be updated in the individual institutions if possible; Lausanne is happy to help if problems are encountered; Further suggestions for links to other interesting webpages are welcome. Examples to be entered: Web address of DSE; links to web pages with job offers (rather than putting job offers on the TropEd page); link to EU; It needs to be reminded that an updated webpage is essential for TropEd students for their planning of the courses and people interested in information on TropEd!

Username and passwords for newly entered TropEd representatives are distributed and a short demonstration of the private section of the webpage is given;

Changes necessary on the webpage:

- Install filters for the links to other web pages, e.g. jobs, career, etc.)
- Update of the first page in the public section (new text of preamble, change of co-ordinating centres etc)
- Change advanced to optional modules;
- Additional information on travel/ living costs and insurance needed and a contact address for accommodation should be entered under "Remarks" for each course on the web page until these fields are available separately;

An updated e-mail list of the SC members of TropEd has been compiled and is attached to these minutes in the annex.

An additional 5000 CHF will be necessary to implement the changes necessary now; Jean-Pierre Gervasoni will apply for funds at the university; small amounts of money for the web page might be available; In case a new web page will be developed in future, Jean-Pierre Gervasoni would like to join the working group.

V. Evaluation of institutions:

1. Liverpool: Evaluator: Marie-Claude Foster

A short written report about the evaluation is available for each SC member;

Some additional remarks:

Overall the school meets the criteria as defined; "critical points" are: library, accommodation for teaching, pastoral care of students; TropEd students have special needs and Ian Marshall is aware of the problem; On the basis of this evaluation report Liverpool is accepted; for evaluation of the courses see section below;

2. London School of Hygiene and Tropical Medicine: Evaluator: Ian Marshall

A short written report about the evaluation is available for each SC member;

Summary: facilities are very good, teaching accommodation has good standard, library (contents and environment) is excellent, good computer facilities, support mechanisms generally good; minor concerns: support more difficult for "short term" students; are assessments always related to learning objectives and acceptable in their timing in related to the end of courses? No credit accumulation; Future assessments will be looked at for these points;

Suggestions: a formal replacement person for Stuart Anderson; ensure awareness for TropEd in the institution; application of TropEd students through their home institution; Comment from the London side: evaluation was positive experience; entire programme evaluations do not necessarily highlight points that might not be so apparent, such as support for short term students; On the basis of this evaluation report LSHTM is accepted; for evaluation of the courses see section below;

3. Valencia: Ian Marshall will carry out the evaluation during the next course (Oct. – Dec. 2000);

4. **Karolinska:** pending evaluation of the institution and the courses has to be followed up (Axel Hoffmann)

Overall suggestion: to discuss improvement of students' support within the TropEd programme at the next meeting; compile a students' handbook for students' guidance on the basis of existing materials and improve existing material at member institutions; Marie-Claude Foster and Ian Marshall take the lead in this project.

VI. Official certificate of TropEd recognition:

The corrected draft is presented by Axel Hoffmann. Last comments are taken up and the text is finalised by Ian Marshall and Barbara Kloss-Quiroga. Axel Hoffmann will incorporate the text into the mask of the official certificate. The layout of the certificate may be still subject to changes when the corporate design of TropEd is developed and implemented. Names of the institutions on the left side should preferably be written in local language, but can also be in English;

The final version developed in Alicante is attached to the minutes.

Record keeping: transcripts at the home university according to ECTS regulations;

VII. Book Project with Birkhäuser:

According to the meeting between Axel Hoffmann and Birkhäuser Publishers there is interest in a textbook on International Health and a series of monographs (teaching materials). No interest in CD Roms.

After intensive discussion it was decided to focus on the series, starting with Marie-Claude Fosters book. The textbook of International Health didn't find a common interest (several reasons: too less time for preparation, outline more "classical", not problem based, etc.)

VIII. Presentation of institutions:

French Federation: courses offered in the frame of TropEd at the end of the year 2000 or in 2001; development of a core course in 1-2- years.

Tropical Institute, Semmelweis University, Budapest

Teaching activities: Postgraduate training of Hungarian doctors

Travel medicine course

Collaboration with University of Agricultural Sciences

In future: involve doctors from Eastern Europe

Development of an Eastern-European Institute for International Health; Network of Eastern-European institutions has started last year; existing collaboration with numerous institutions in Eastern Europe; TropEd will remain in close connection with Hungary and will follow up and advise on the development of the Eastern-European network when needed;

IX. TropEd Thesis Regulations

Some institutions have to create Master's thesis regulations; Liverpool currently has a working group setting up guidelines for taught Master's programmes; Heidelberg has clear and simple instructions for their students; the Centre for International Child Health, London, can provide an example for thesis guidelines;

- ➔ Ian Marshall will extend the newly developed Liverpool guidelines for TropEd requirements on the basis of examples and suggestions;
- ➔ Existing information should be sent to Ian Marshall by the end of April.

X. ToL workshops

Courses offered in London are open to anyone interested under the official conditions;

University College London: 2 courses for trainers on offer this year; Facilitator: Marie-Claude Foster; Topics and dates: How to be an effective change agent: 26th – 27th of June; How to facilitate groups: 3rd – 4th of July;

STI, Basel: 5 days workshop on curriculum development for internal staff; Could probably be repeated for TropEd facilitators if successful, but financing unclear.

Liverpool: Postgraduate diplomas in education for internal staff;

Funds: at the moment there is no more money available for ToL workshops from STI, Basel; when the proposal to the EU is accepted, funds can be applied for on Swiss level; Lausanne: application to the university needs to be written;

XI. Workshops at SC meetings:

As the workshop on Saturday is a positive experience, it is suggested to introduce specific workshops for each SC meeting. Suggestion for the next meeting: students' support and guidance (Marie-Claude Foster and Ian Marshall); future meeting: Distance Learning, Teamwave, Open University (possible speaker or information from the Open University in the UK);

XII. Authorship for TropEd articles and presentations:

The importance of presenting TropEd on conferences and publishing articles on TropEd in scientific journals, newspapers etc. has been pointed out again; To avoid problems with authorship the following suggestions have been made:

- TropEd as author (legal status of the network?), but not possible in scientific journals
- List as few individual authors as possible;
- Disclaim (view of the author, not TropEd);
- Names of authors + "for the TropEd network"
- Explore existing rules for multicentre studies;

Conference presentations will be prepared without checking with anyone;

Newspaper articles: information to the co-ordinating centres would be helpful for completion of the list of TropEd publications;

Articles to journals (esp. peer-reviewed) should be read and commented by a number of people, and the co-ordinating centres need to be informed before submission;

To simplify the preparation of presentations it has been suggested:

- material about the TropEd network and the Masters Programme could be put on the web in the private section, so that all representatives have access to it (transparencies, graphs, diagrams, text);

Please send comments to Alberto Torres by e-mail by May 2000 on the article that has been distributed in Alicante. The idea is to rewrite this article that has previously been prepared for an ASPHER publication.

Tuesday, 29th of February 2000

1. Evaluation of New Modules

- **London School** of Hygiene and Tropical Medicine: the courses offered for TropEd recognition were already evaluated before. Now that the institution has been evaluated and approved, also the courses are accredited. The entries on the web page will be updated as soon as possible and then allowed to the public section. A few more optional modules (4-5) will be presented for evaluation at the next SC meeting;
- **Liverpool:** since the institution has been evaluated and approved, the courses offered for TropEd can also be evaluated. Ian Marshall provides the list of courses with all necessary information and all courses are accredited. The following comments on the web page were recommended: which of the 6 weeks halftime courses are compatible (put weekdays)
The entries on the web page will be updated accordingly as soon as possible and then allowed to the public section.
(the diploma course, which is mentioned the printed course inventory has to be taken out – it is not offered in the frame of TropEd)
cost of living: 550 – 600 Pounds/week; insurance needed
- **Lisbon:** Paulo Almeida presents the changes incorporated in two optional modules offered by Lisbon (Microbiology and Parasitology); the SC now accepts the two optional modules for TropEd recognition; a copy of the course outlines are at the co-ordinating centre in Basel; 10 weeks of course are not more than 10 ECTS; Repeat exam take place in September while the course finishes in July - Lisbon should check on the possibility to offer a date closer to the end of the course for repeat exams for TropEd students
- **Heidelberg: core course**
Recommendations for the upgrading of the existing course to a TropEd core course (5 more weeks; more epidemiology and biostatistics) had been given in 1998; Johannes Sommerfeld will present a revised timetable for the final evaluation of the time allocation per topic through the SC committee. The possibility to fractionate the core course (finish the last part after 2 years abroad) needs to be discussed.

New optional module on verbal autopsy that will be offered in Burkina Faso (first course in October 2000) is accredited. Information on travel costs (e.g. Frankfurt – Ougadougou) is needed

- **Berlin:** optional module intensive course on vaccinology, 3rd week in January 2001 offered by the ITM, Berlin and the SB Bio plant in Brussels. Topics: immunology, virology, mass vaccination, clinical trials, visit of the plant and a case study on the rota virus problem. TropEd students are invited to participate; 1,5 ECTS. It will be a first experiment and a TropEd observer is invited to join. The ECTS are recognised for TropEd.
6 modules in collaboration with the Gadjah Mada University in Jakarta were presented. Serious concern about the quality of teaching is expressed, the modules were not accredited.
- **Lausanne:** a "pilot edition" of the two weeks course on cardiovascular diseases will be held in Dar es Salaam this April; an improved version of the course will be presented for TropEd accreditation as an optional module at the next SC meeting. Evaluation of the institution still open;
- **Geneva:** presentation of optional modules (including the H.E.L.P. courses I + II offered together with the ICRC;) at the next SC meeting; By then the institution in Geneva will have been evaluated (Barbara Kloss-Quiroga; bilateral agreement with Beat Stoll on the date).
- **Uppsala:** there seems a confusion with the TropEd modules; the new representative (Martha Garrett) should be contacted by Axel Hoffmann for clarification.
- A brainstorming meeting between **Geneva and the French institutions** is envisaged for the planning of optional modules in French;

2. Selection of scholarship students

The selection of scholarship students is in the responsibility of the respective institution. For possible scholarships given to TropEd, regulations have to be set up.

TropEd should start a database in which (international) institutions that have previously provided financial support for training are listed. Information should be sent to Ian Marshall until the end of May.

3. Varia :

The student from Madrid: he is now back in Latin America, working on the extension of his thesis in order to the criteria for TropEd recognition.

ACA: Academic Cooperation Association in Brussels

ACA has sent a job announcement, a book with essays and the annual report to Franziska Matthies; all materials are presented for information; the web address is: <http://www.aca-secretariat.be> for those who are interested in further information; 4 questions on the feasibility of a global virtual medical education network have been put forward; a feedback on the overall impression of the SC is forwarded to Brigitte Hasewend from ACA in Brussels along the lines: "Overall, there was concern at the notion, although it was accepted that within a face to face medical course, virtual activities are important. The two are very different, of course."

Accreditation criteria for graduate schools of public health: review existing evaluation materials

- handbook for evaluation from UK
- CEPH

A 5 year external programme evaluation is suggested for 2001. Planning should start at next SC meeting.

4. Next SC meetings:

Friday, 7 July –11 July, 2000 in Lausanne, Switzerland
November 2000

Suggested locations for future meetings:
Lake District, UK (Self-catering Youth Hostel, walking boots required)
Heidelberg
Valencia in 2001

TROPED meeting 2000: in the frame of the International conference in Oxford in September 2000

Looking forward to seeing you all again for the next meeting in Lausanne. In the meantime, please refer to the "To-DO-List", where all the distributed tasks are summarised.

Franziska, Lausanne the 16th of March 2000

To Do List :

Who ?	What ?	Until When?
Axel Hoffmann	Clarify situation concerning the evaluation of Karolinska Institute	Next meeting
Axel Hoffmann	Clarify confusion with courses in Uppsala	Next meeting
Carsten Mantel	Follow up EU proposal	
Carsten Mantel	Follow up collaboration with Markus Erbach / Corporate Identity issues	
Franziska Matthies and Beat Stoll	Follow up possibilities of collaboration with WHO and develop concrete steps	Concrete training offer envisaged in autumn 2000
Alberto Torres	Article on TropEd	
Barbara Kloss-Quiroga	Visit Geneva	June 2000
Axel Hoffmann	Visit meeting in Bern and inform about possible contact person at DG8 (Barbara Kloss-Quiroga)	
Axel Hoffmann	Follow up book project with Birkhäuser	
Axel Hoffmann Jean-Pierre Gervasoni	Apply for funds for ToLs	As soon as decision from EU is known
Jean-Pierre Gervasoni	Apply for funds for updating the webpage	As soon as possible
Axel Hoffmann	Check for possible dates for SC meetings in 2001	Next SC meeting
Axel Hoffmann	Finalise layout for the revised text of the MIH certificate	Next SC meeting
Marie-Claude Foster	Follow up printing of first book of TropEd series with Birkhäuser	According to their timing
Marie-Claude Foster and Ian Marshall	Prepare a workshop on students' support; collect material for students' handbook	Next SC meeting
Ian Marshall	Extend the new guidelines for Master's theses from Liverpool for TropEd specific requirements	When Liverpool guidelines are available and information on existing regulations at TropEd member institutions have

		been sent
Ian Marshall	Start data base on institutions that have previously supported training	When information is available
Ian Marshall	Visit Valencia	Between Oct. and Dec. 2000
Jean-Pierre Gervasoni and Franziska Matthies	Prepare presentation of advanced modules	January 2000
Franziska Matthies	Update and look after web-page	ongoing
Beat Stoll	Prepare presentation of advanced modules	January 2000
Beat Stoll??	Financial support of ToL: Foundation Mérieux	
All	Send information on institutions giving scholarships to Ian	End of May
All	Send information on thesis requirements at own institution to Ian Marshall	By end of April
All	Send information/examples for students' handbook to Marie-Claude or Ian	May
All	Send comments on the article to Alberto	as soon as a new version is distributed