



Network for Education
in International Health

Minutes: tropEd General Assembly Meeting

6th to 8th October 2011

**Barcelona Centre for International Health Research, Institute of Global
Health of Barcelona, Hospital Clínic - Universitat de Barcelona
Universitat Autònoma de Barcelona**

Participants:

Axel Hoffmann (AH), Basel;
Bernadette Peterhans (BP), Basel;
Carina Källestål (CK), Uppsala;
Curt Lofgren (CL), Umeå;
Deborah Didio (DD), Bordeaux;
Faustino Torrico (FT), San Simon;
Govert van Heusden (GvH), Antwerpen;
Jan van den Broeck (JB), Bergen
Jorge Cabral (JC), Lisbon;
Josep Jansà (JJ), Barcelona;
Laura Magaña Valladares (LMV), Mexico;
Marianna Bettinzoll (MB), Brescia;
Natascha Petersen (NP), Heidelberg;
Nawi Ng (NN), Umeå;

Ned Hayes (NH), Barcelona;
Nicolas Goujon (NG), Bordeaux;
Ning Beyer (NB), Basel;
Nuria Casamitjana (NC), Barcelona;
Oonagh O'Brien (OO), Edinburgh;
Prisca Zwanikken (PZ), Amsterdam;
Qian Xu (QX), Shanghai;
Sabrina De Nardi (SDN), Brescia;
Stuart Anderson (SA), London SHTM;
Shirley Pollak (SP), Copenhagen;
Steffen Kratochwill (SK), Student rep.;
Ulrike Taschbach-Hörsch(UTH), Bonn;
Unni Kvernhusvik Sagberg (UKS), Bergen

Guests:

14 full members, 5 collaborating institutes

1. Welcome Address

A short round introduction was made before the welcome address. JJ and NC welcomed the tropEd colleagues on behalf of the directors of the University of Autonomia, Barcelona and ISGlobal. NC gave a short introduction on the meeting venue's historical background.

2. Review of the meeting agenda and the minutes of the Berlin troEd GA meeting:

Meeting agenda was reviewed by the tropEd GA and a few minor changes were made. Minutes of the Berlin tropEd GA meeting was reviewed and approved by the GA members. The approved minutes will be updated on the tropEd forum and one print out version 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 forum
Who: three EC members & NB
When: within two weeks after the meeting.

3. Information points from the tropEd Secretariat

3.1. Voting on revised Statutes and EC members

AH explained the GA that due to the changes in German Association law, tropEd needs to change the tropEd statutes accordingly and vote on it during this meeting. The revised version has been circulated among GA members two weeks in advance. tropEd also needs to elect two new EC members: the Executive Secretary and the President Elect. Nominations are encouraged. So far, AH has stood for the election on Executive Secretary and GvH for the election on President Elect.

3.2. Tampere: Tampere approached the Secretariat and explained their situation in the institute: Due to the changes in university law and negative affect in the financial status of the university, their department are not allowed to enrol master student this year. The changes in the next years still can not be foreseen. Therefore, Tampere would like to ask for a suspending membership until they are clear about their situation.

After discussion the GA agreed to offer Tampere a suspended membership status. During this time period, they must not need to pay the membership fee and to actively participate the GA meetings. The institute will be taken out from the tropEd letterhead. If the masters programme remains in the same institute when the institute decide to active their membership status, , a site visit would not be necessary.

Action 2: give positive answer to Tampere and update letterhead
Who: NB
When: within two weeks after meeting

3.3. Bonn: one official letter from GIZ should be sent to tropEd stating that GIZ would like to join the network as a collaborating member. TropEd will then add the institute's name on the tropEd letterhead.

3.4. Bordeaux: Pascal has moved to Cambodia, Denis Malvy will take over the tropEd and EM related issues.

3.5. Membership fee payment: so far nine members have not yet paid the membership fee in 2011. Paris and Indonesia has not yet responded to the reminder.

3.6. Meeting attendance: Berlin, Khon Kaen, Wuhan, Hanoi, Stockholm, London CIHD excused themselves from the Barcelona meeting due to different reasons. Paris, Indonisia and Muhimbili did not respond to the meeting invitation. Khon Kaen and Wuhan would like to host the GA meeting at their institute in the future.

Action 3: contact Paris, Muhimbili and Indonesia, decision on the membership will be made in January.

Who: AH and NB

When: one month after the meeting

Action 4: Prisca will go to Hanoi in November and talk to Dr. Ha

Who: PZ

When: November 2011

3.7. New applications to the network:

Sam Simon: will be decided during this meeting

Brisbane: would like to attend the January meeting and finish the application procedure.

Würzburg: Dr. Stich would like to attend the January meeting and finish the application procedure.

Sydney: No updates so far.

Umea: will be decided during this meeting

Liverpool: would like to attend the January meeting and finish the application procedure.

Burnet Institute, Australia: may approach the Secretariat to start the application procedure.

Action 5: Keep contact with Brisbane, Würzburg, Liverpool and prepare the January meeting

Who: NB

When: during the next three months

3.8. Allocation of modules: There are a total of 36 courses submitted to this meeting, 10 have been reviewed on Friday morning. Rest of the 26 courses will be reviewed in two separate groups on Saturday morning. AH and GVH will chair the two groups, NB and NP will take the minutes. Courses were allocated among the GA members.

3.9. Feedback from 7th European congress of tropical Medicine and International Health: Many tropEd colleagues have attended the congress and there are at least 9 presentations and 5 posters from tropEd and 2 meetings with other networks. The tropEd session on Thursday morning received positive feedbacks. It was agreed that the presentations and videos will be shared within the network. Some of the presentations will go for publications.

3.10. Feedback on the meeting with EAGHA: NC, GvH, AH and NB have joined the dinner meeting with EAGHA. The situation is clarified again that tropEd will focus on the master level of training and EAGHA will try to work on the undergraduate level. If there is a chance to develop a PhD programme, EAGHA and tropEd will keep close collaboration. All different networks should be under one umbrella, such as FESTMIH, to present Europe.

3.11. Feedback on contact with Eurolife: It is a new network, but at this moment there are no detailed suggestions on the way of collaboration.

4. Revision of statutes:

AH confirmed that 14 full member institutions are legally represented in this meeting. He stated that the assembly is quadrate and able to take decisions on the revision of the tropEd statutes. AH read loudly to the GA all changes suggested by our lawyer. Slight wording changes were suggested by the GA members. After voting on each item, all 14 full members

agreed to the changes made. New version of tropEd statutes is attached to this minutes (see **Annex 1**)

Action 6: write the German minutes of this session and send to the court.

Who: AH

When: ASAP

5. Membership issue San Simon

LMV has visited the University of San Simon, Cochabamba, the largest and most prominent public university in Bolivia, on 8th -10th August 2011. The university has independent budget and HR management since their autonomous governance and institutional policies. The Postgraduate Unit for Tropical medicine is the unit, which would like to join tropEd. They are currently offering 2 postgraduate programs: a) Specialization in Tropical Medicine and Organization of Health Services (7-month course) and b) Master's in Public Health: Tropical Medicine, Health Management and Disease Control (MPH)

The objectives, selection procedure and assessments of the MPH programme are in line with the tropEd Masters programme. The curriculum of the core course is similar with tropEd core courses. They have experience on practicum, for example, Postgraduate Unit of Tropical Medicine doesn't offer health care directly to the society but can use the Care Platform for Chronic Chagas Disease. tropEd students can also benefit from this platform for practice or thesis. Quality assurance mechanisms and student complaints channels are very well established. Guidance and counselling system are maybe the area to be improved. More details on the faculty and the master's programme please see **Annex 2**

In conclusion: The aims of the Postgraduate Unit for Tropical Medicine are compatible with tropEd's definition of International Health. Objectives, modules, and orientation are in accordance to tropEd. The courses subject to accreditation can definitely benefit tropEd students. There is also great place for practicum experience and thesis project development. tropEd can provide valuable guidance to the University of San Simon to further develop their capabilities in the areas of tutoring, counselling, evaluation and teaching methodology.

As reviewer, LMV recommends the tropEd General Assembly to welcome San Simon University to participate as a tropEd collaborating institution.

Questions and answers on Saturday morning:

SA: All teaching is in Spanish? Some faculty use English and French as teaching language as well.

UK: Degrees? Only four faculties can offer PhD degree but all offer master's degree.

NG: Where are the scholarships coming from? Most are from Europe. Maybe from Belgium

AH: Is thesis writing only in Spanish? If student does not speak Spanish they will lose the chance to communicate with the group.

GvH: Whether their students will come to Europe for advanced modules? No problem. But we need to consider the Language issue. They have system to recognize the external credits.

GvH: How does the small team manage the accreditation? Team with Professor and two half time staffs, one tutor with academic aspect can assist the tropEd meetings.

GvH: What is the Spanish requirement for tropEd student if they want to write their thesis there. Not necessary but they can learn Spanish there.

OO: How is the social aspect in the institute? There is a faculty of social science. There are collaboration between the different faculties.

After discussion and voting, 12 full members presented in the meeting agreed to include university of San Simon as a collaborating institution. On behalf the GA, AH welcomed the new member of the network. FT thanked the GA and stated that it is very important for them to join the network and would like to keep a close contact. They will learn a lot from other members and would like to contribute to the network at the same time.

The GA agreed the tropEd membership fee of San Simon will start in 2012 and they can add tropEd logo to their letterhead and website as well. NC and GvH will be the tutor concerning the formulating of course descriptions for accreditation.

Action 7: update the letterhead, profile, website etc and prepare invoice next year

Who: NB

When: ASAP.

6. Membership issue Umeå

GvH has visited the University of Umeå on 20 & 21 September 2011. The Division of Epidemiology and Global Health of the Department of Public Health and Clinical Medicine, the unit that would like to join tropEd, is one of the biggest division of the university. GvH stated that the frank discussion and high quality of the self-evaluation report together with its annexes contained very detailed and accurate information on policy, resources, processes and results, helped a lot to his site visit.

There are parallel two master's programmes, one year 60 credits and two years 120 credits. The selection is on the national level. More details please see the site visit report attached as **annex 3**.

Some minor adaptations should be made in order to successfully integrate into the network. It includes modularized courses that needs avoiding overlaps with the tropEd core course (especially for M60 modules) and grading in a way (%) that allows easy credit transfer.

As reviewer, GvH recommends the tropEd General Assembly to welcome the University of Umeå to fully participate as a tropEd collaborating institution. GvH is expecting them to offer as many modules as possible which could explicitly fill in the gaps in the content of tropEd modules. At the same time, they would like to create a two-way student exchange between the DEGH and the rest of the tropEd network.

Questions and answers

JJ: The reason why the number. of students falling? It is because of tuition fees. We have no fee before, but now we ask for 14000 Euro for none EU-EFTA students. We have about 80% overseas students before. Therefore there will be a sharp reduce in the number of students.

AH: Will students go to Amsterdam and take course there need to pay tuition fee? Yes.

UK: What is the difference between one year and two year masters programme? What are the benefits of the two year master? We start the one year programme with 18 students this year but so far no two year students. The two year master should have broader and deeper knowledge and more practical exercises and better to go on for a job or PhD training.

PZ: How should we guide students to choose modules? Core course is similar to first year courses. The second year course is to apply the knowledge and skills. But all advanced modules will go through the accreditation process to leave out the not advanced courses. Umea will work on the description of courses.

PZ: Assessment methods: how to transfer to ECTS grade? It is possible to use % mark. But pass/fail/distinction is recognized in the ECTS grade system. There are short essay

questions and give student the whole day to write and there are also longer essay writing assessments.

After discussion and vote, 13 full members presented in the meeting agreed to include university of Umeå as a collaborating institution. On behalf the GA, AH welcomed the new member to the network. CL thanked the GA and stated that it is very important for them to join the network and would like to keep a close contact. The discussion in the GA and the site visit were a great benefit for them. They will learn a lot from other members and would like to contribute to the network at the same time.

Action 8: update the letterhead, profile, website etc and prepare invoice next year

Who: NB

When: ASAP.

7. Student Issue:

SK presented to the GA that most of the email contacts are enquiring about scholarships. Some questions are about application procedures. It should be better described on the website. There are very few complaints on the quality of the training. There are complaints from Berlin students on the lack of supervision. Even someone wants to change the home institution. Many institutions have experienced the same thing that Berlin students seeking to have supervisors in their institutions. GA understands that Berlin brings the most students into the network and we should better not take students from them but there is no rule says it is forbidden. There should be frank discussion with Berlin. There are also students approaching Secretariat and complaining that there are no courses offered from overseas members.

Action 9: EC approach MB very openly and discussion this issue.

Who: AH and GvH

When: before next GA

Action 10: Send out community letter after the GA

Who: SK

When: when the minutes is sent out.

8. Election of tropEd President and Executive Secretary

SA chaired this election. He verified that 13 full member institutions are legally represented at the meeting. He stated that the assembly is quorate and able to take decisions on the composition of the Executive Committee. AH provided a summary on the responsibilities of the president-elect and the executive secretary.

GvH stood for election of tropEd President. After voting, GvH received 12 votes from presented 13 full member institutions and one abstention. SA then announced that GvH was elected as new President-Elect and will join into the tropEd Executive Committee for three years. GvH accepted the position and thanked the GA for the vote of confidence.

AH stood for election of tropEd Executive Secretary. After voting, AH received 12 votes from presented 13 full member institutions and one abstention. SA then announced that AH was elected as new Executive Secretary and will join into the tropEd Executive Committee for three years. AH accepted the position and thanked the GA for the vote of confidence.

After this election, NC will become the tropEd president and LD will become the tropEd president past.

9. Courses accreditation and re-accreditation

No.	Institution	Course Title	Comments
1	Amsterdam	Control strategies for Infectious – and Non-Communicable Diseases	Re-accreditation Reviewer: NC, SA Category 2 No. 1 title suggest to use communicable instead of infectious No. 2 email address No. 5 3.5 weeks No. 10 Cardiovascular disease need to be added
2	Amsterdam	Sexual and Reproductive Health and Rights (SRHR) including HIV/AIDS	Re-accreditation Reviewer: UKS, AH Category 1 No. 7 contact hours 59, self study 76
3	Amsterdam	Health Policy and Financing	Re-accreditation Reviewer: JC, AH Category 2 No. 6: KIT No. 7: 56 contact hour, 64 self study No. 9 and 10: alternative mode of financing of health systems? No. 10: better layout
4	Amsterdam	Health Sector Responses to HIV: Innovations & Synergies	Re-accreditation Reviewer: OO, AH Category 1 No. 6, KIT No. 7 SIT for assessment included? No. 9 programmes No. 9 Identify the challenges...? No. 12 re-sit?
5	Antwerp	Core Course	Re-accreditation Reviewer BP, GM Category 2 <ul style="list-style-type: none"> No 7: contact 70% stated, in actual numbers more like 60% No 9 / No 10: respective last objectives: second one redundant (repeats the first) No 10: Developing country – term still used? Terminology should be consistent. No12: contact break down with ECTS, suggest also use SIT to make it clearer No 15: complicated to understand, distribution number of exams, etc. Easier way to explain suggested No 16: French not mentioned for the French version Table 2 and Annex: Structure of course and different thematic blocks - easy to get confused Annex: 7 thematic blocks plus introduction = 8, in text always 7 mentioned, confusing, be consistent
6	Barcelona	Arboviral Diseases	New course Reviewer: SP, AH Category 2

			No. 1 considers a more specific title? Surveillance..... No. 12 how to assess design and implement with MCQ? Either have other form of exams or state the exam is open to join....
7	Basel	Core Course	Re-accreditation Reviewer: PZ, NC Category 1 No. 2 email address No. 7 better 600 SIT No. 13 delete one social marketing No. 15 Weight of assessment need to be added and each exam can be repeated only once
8	Basel	Blended eLearning course: Management of Medicines in International Health	Re-accreditation Reviewer: NG, NC Category 2 No. 6 maybe to give numbers to the three different sessions. No. 15 the last paragraph goes to no. 17 No. 9 should instead of will <u>Rational</u> instead of best use...
9	Bergen	Experimental Epidemiology	Re-accreditation Reviewer: QX, LMV Category 2 No. 7 split out the pre-reading hours No 9 separate the two verb from one objective No. 12 weight of assessment need to be specified.
10	Bergen	Observational epidemiology: Survey, cohort and case-control studies	Re-accreditation Reviewer: AH CK Category 1 No. 7 hours in the PC-lab? And hours for the Assessment?
11	Bergen	TB Epidemiology and Global Intervention Strategies	Re-accreditation Submitted in Bordeaux 2011, Cat. 3 Reviewer: SA, GVH Category 1 All comments were addressed
12	Bergen	Qualitative Methods for International Public Health	Re-accreditation Reviewer: GVH, NP Category 3 <ul style="list-style-type: none">◆ No 10: first sentence, where to put it, LO? Content?• No 9: Maybe make it clearer what they will be able to achieve in the time, longer module suggested• No 11: Not stated what exactly is done in regards to data analysis? Envivo for instance??• No 10: Didactic and practical sessions, put under 11 LM• No 12: relative weight missing• No 12: Attendance of all sessions = all or %?• No 10: grounded theory is one way of doing content analysis (redundancy, rephrase) semantic framework approach usually used, Missing?

			<ul style="list-style-type: none"> • Remark: Will be extended to a longer module, accreditation extended for a year to allow for the process
13	Bonn	Blended eLearning course: "HIV and AIDS: Benchmarks for Health Professionals in Africa" Advanced skills for an evidence based response to HIV	New course Reviewer: PZ, NC Category:1 No. 9 what is SRPH, <u>Should</u> instead of <u>will</u> No. 12 delete DIN No. 15 the last paragraph goes to No. 17
14	Bordeaux	Vaccinology	Re-accreditation Reviewer: AH, SP Category 2 No. 3 email address of rep. move to No. 2 No. 4 delete distance-based, blended-learning No. 5 2.5 ECTS goes to No. 7 No. 7. <u>self study</u> hour, SIT for assessment? No. 9 should reflect the advanced level No. 9 Make effective oral presentation can be taken out No. 9 <u>provide an understanding</u> may need reformulation No. 11 what is <u>Daily state of art</u> ? No. 12 word count instead of pages, re-sit? No. 13 French language level? No. 21 No. 22 missing
15	Bordeaux	HIV infection in resource-constrained settings: epidemiology, prevention and control	New Course Reviewer: OO, AH Category 2 No. 4 face to face No. 9 format: should be able to No. 11 SIT for group work and for lectures No. 12 resit? close book exam No. 17 EM scholarship can not only be given for one single course. Course application can be sent to OO for pre-prove before send to EC.
16	Bordeaux	Project and programme management in developing countries	Re-accreditation Reviewer: JC, NC Category 3 No. 4 face to face No. 7 time for assessment? No. 1 and 9 Title does not reflect the objectives No. 9 analyse politics based.... Maybe delete for this course, too much. No. 12 close book exam, Are three exams too much for a two weeks course? Resit? No. 17 can not give EM scholarship to one single course
17	Copenhagen	Health Care Systems in Low- and Middle-Income Countries	Re-accreditation Reviewer: BP, GvH Category 1 No. 7 delete approx.
18	Copenhagen	HIV-related	Re-accreditation

		diseases, treatment and care	Reviewer: NC, PZ Category 3 No. 1 suggestion: HIV and HIV-related.... No. 5 22.5 hours per week No. 7 maybe 70 hours reading No. 9 no objective in prevention but it is in content No. 10 prevention: Sociological and reproductive aspects? Treatment: such as home based care? No. 12 how many lessons are there in total? No. 12 criteria for evaluating the active participation? No. 13 technical requirement need to be mentioned since this is an online course
19	Edinburgh	Leading Change	New course Reviewer: SDN, NC Category 3 <u>Common issues for Edinburgh courses:</u> No. 2 email address, tropEd No. 4 face to face No. 5 5 weeks, dates need to be changed No. 9 format: should be able to.... No. 11 what is syndicated exercises No. 12 pass mark? The last sentence can be deleted No. 13 TOEFL? No. 16 fees? <u>Specific for this course</u> No. 9 Obj. 4 one comma is missing; Obj. 5 is it in the content? What does 'modern' indicate? No. 10 content should be more according to the objectives
20	Edinburgh	Strategic Human Resources for Health	New course Reviewer: UTH, NC Category 2 Common issues please see Course No. 19 No. 9 evaluation component? No. 10 maybe an overview of the whole courses? No. 11 SIT instead of student effort
21	Edinburgh	Workforce Management	New course Reviewer: DD, AH Category 3 Common issues please see Course No. 19 No. 1 Title maybe add <u>in resource poor settings</u> ? No. 9 obj. 2 maybe need reformulate
22	Edinburgh	Workforce planning	New course Reviewer: DD, AH Category 3 Common issues please see Course No. 19 No. 1 title can be more specific No. 10 gender issue? What is <u>work study methods</u> ?
23	Heidelberg	Decision-making in Public Health: Evidence, Politics or Diplomacy	Re-accreditation Reviewer: AH, SP Category: 1 No. 12 use: 30% (15% each) No. 12 any resit? Change will be made during the meeting

24	Heidelberg	Participatory Learning and Action for Community Health	New course Reviewer: BP, UK Category: 3 <ul style="list-style-type: none"> No 9: first three LO too basic, shift it more on advanced side, too similar to core course No 10: analysis or evaluation of collected data and used methods not stated No 10: first sentence, not really needed No 10: Theoretical foundations. Which ones are they? No 12: 20% of class participation: how done No 12: 20% of written assignment – not very much in regard to the work involved – mismatch; suggestion 40% No 12: 20% journal club discussion: specific publications or self-choice? No 14: full time course not needed, but number of people
25	Heidelberg	Global Challenges in Reproductive Health: Evidence and Tools for Programme Implementation	Re-accreditation Reviewers: GVH, EKK Category: 3 <ul style="list-style-type: none"> Most remarks from former review answered No. 9: which tools are used? No 10: Impact on the MDG – of the programmes or what is meant? No 10: Phrasing of the first sentence confusing No 10: “its” instead of “their” impact No 10 “concepts” interventions? Programmes? What is meant? No 10: Global health relevance and its challenges: a bit vague, make clearer No 10: in general vague, general phrasing, be more precise No 10: MDG 5b more focus on it would be good No 12: Two coordinators/ Peer coordinators, terminology unclear, make consistent as two coordinators No.13: reword to: English taught home institute No 14: attendance full time out again No 20: major changes: more precise, female GM, trafficking included?
26	Heidelberg	Public health anthropology: concepts and tools	Re-accreditation Reviewer: OO, NC Category 1 No. 5 should be 2 weeks No. 7 SIT for the assessment? Change will be made during the meeting
27	London SHTM	AIDS	Re-accreditation Reviewer: GvH, UTH Category: 3

			<p><u>Common issues for all London Courses:</u> No.2 need detail information of the tropEd coordinator No.4 delete 'optional Advanced Module' No. 6 should mention London SHTM No.7 use 'SIT' instead of 'national learning hours' use, 'ECTS' instead of 'tropEd' credits No. 22, avoid to use 'core' to confuse the students. Very important: tropEd can only take one course but not two courses at the same time period. Must be clearly stated in the course description.</p> <ul style="list-style-type: none"> No 20,21,22 more specific for each module, not copy paste <p><u>Specific for this course:</u> No. 1 the title is very broad and does not indicate the course focus. No. 9 the wording does not reflect the advanced level 9 and 10: Objectives and content are not always coherence No. 11 the weight of different leaning methods should be added No. 12 better use 'word count' than 'one page' No. 15 maybe deletes the sentences: 'Student who wish to....' No. 20 after six years there should be many content changed and it should be mentioned in this session</p>
28	London SHTM	Communicable Disease Control in Developed and Middle Income Countries	<p>Re-accreditation Reviewer: NG, LMV Category 3</p> <p>Some common issue please see course No. 27</p> <p><u>Specific for this course:</u> No.10 main part of the content are missing</p>
29	London SHTM	Conflict and Health	<p>Re-accreditation Reviewers: BP, NP Category 2</p> <p>Some common issue please see course No. 27</p> <p><u>Specific for this course:</u></p> <ul style="list-style-type: none"> No 9: First learning objective, maybe reword to "critically discuss" No 12: percentage of methods No 13: Open to outsiders, maybe then add something other than English minimum No 14: Attendance issues under prerequisites or selection, should state numbers
30	London SHTM	Design and Analysis of Epidemiological Studies DANES	<p>Re-accreditation Reviewers: BP, EKK Category: 2</p> <p>Some common issue please see course No. 27</p>

			<p><u>Specific for this course:</u></p> <ul style="list-style-type: none"> • No 13: Prerequisites. Open to outsiders, maybe then add something other than English minimum • No 7: Self study, self directed learning – difference? May be confusing, make clearer • No 14: not proper place to clarify the level • No 14: Remove remark on other course
31	London SHTM	Designing Disease Control Programmes in Developing Countries.	<p>Re-accreditation Reviewers: GVH, JM Category: 2</p> <p>Some common issue please see course No. 27 <u>Specific for this course:</u></p> <ul style="list-style-type: none"> • No 12: ass by peers: how is it done? • <i>Remark: maybe mention when they are in class?</i>
32	London SHTM	Globalisation and Health	<p>Re-accreditation Reviewers UK, GVH Category: 3</p> <p>Some common issue please see course No. 27 <u>Specific for this course:</u></p> <ul style="list-style-type: none"> • No 3: Course coordinator needs to be added • No 9: LO maybe a little low, only higher order cognitive skills, probably due to wording • No 9: LO3: Methodological tools – which tools? • No10: move first to LM • No 10: “key issues” in first content: more information <i>(if moved to LM still valid?)</i> • No 10: content 3+4 same at the end: issues in health governance, ones related to key actors? • No 14: As before should state numbers,... and delete the “for students it is helpful to have taken...” as not applicable for tropEd • No 19: Remark: first sentence as intro to LO
33	London SHTM	Global Mental Health	<p>Re-accreditation Reviewers BP, JM Category 3</p> <p>Some common issue please see course No. 27 <u>Specific for this course:</u></p> <ul style="list-style-type: none"> • No 9: worded as too basic. If at higher level, then content fine • No 10: some topics may be covered in the core, but short repetition okay. • No 12: how many words, details? During the course, after the course?
34	London SHTM	Maternal and Child Nutrition	<p>Re-accreditation Reviewers: GVH, QX Category: 2</p> <p>Some common issue please see course No. 27</p>

			<u>Specific for this course:</u> <ul style="list-style-type: none"> No 9+10: "overweight" missing in both (or make it clear in title that the course is on malnutrition)
35	London SHTM	Nutrition Programme Planning	Re-accreditation Reviewers: NP, GVH Category: 2 Some common issue please see course No. 27 <u>Specific for this course:</u> <ul style="list-style-type: none"> No 9: first LO, which materials are meant? No 11: LM: Stata 8 use mentioned; is it a prerequisite or content, not mentioned anywhere else. No 12: percentage (relative weight) needed No 14: Should go under Selection or Prerequisites; No 19: first sentence could be the introduction of the LO
36	London SHTM	Tropical Environmental Health	Re-accreditation Reviewers: BP, EKK Category: 3 Some common issue please see course No. 27 <u>Specific for this course:</u> <ul style="list-style-type: none"> No 1: Put the subtitle into the title (Water / Sanitation) No 9: Not stated as LO, same as topics covered No 10: Last point: "On request?" You alternate or what does it mean, make clear No 11: percentage of the different methods? No 12: How many words? No 14: "at discretion of the module organiser" what does it mean? Confusing for participants No 19: as before, could go to LO as intro, terminology "Third World"?

Changes to the course accreditation form and check list:

- ♦ If maximum number of tropEd students is not mentioned in the course description, it should just be considered as there is no limitation.
- ♦ For online/blended learning course technical requirements should be added to the No. 13 Prerequisites and the systems being used need to be mentioned. The information on how many students for each tutor should be indicated.
- ♦ GA agreed to add key words to the course submission form and will start to use it in Antwerp meeting.
- ♦ After discussion the GA decided not to add 'rational' to the course submission form.

AH announced the courses that have been accredited in the EC meetings since last GA. They are:

Brescia: core course

Uppsala: Health Programme Management

Heidelberg: Schistosomiasis control

Core course

Climate Change and Health: impacts and adaptation policies

Climate Change and Human Health: health impacts and adaptation policies-

A focus on West Africa

Basel: Health District Management: Priority Setting and Resource Allocation

Action 11: update the course accreditation handbook, the forms and the check list

Who: NB

When: within two weeks after GA.

Action 12: update the category 1 courses on the website and the course database.

Who: NB

When: ASAP.

10. Feedback on Quality and recognition of qualifications workshop

tropEd was requested in a very short notice from the European Commission to attend a meeting in South Africa. BP attended this meeting as representative from tropEd. It is about the mutual learning on quality and recognition of qualification, focused on Africa continent. The EU development policies with Africa emphasize the importance of cooperation in higher education to build high-quality capacity through networking, mobility of students and scholars, and institutional support and innovation. During the meeting the quality assurance system in Europe has been presented. The aim is to see whether some experiences can be adapted to the African system. The meeting participants are mostly from higher education institutes in Africa and a few from Europe with experiences. The meeting emphasized the importance of QA in contributing to teaching and learning, assessment, capacity building and mobility. There is a need to have a recognition and credit transfer system in Africa. Maybe some organizations will be initiated in the very near future. Some task forces have been organized to work on the regional level. Support from South Africa and Europe are needed. Many resources are made available online. The minutes of this workshop will be attached in this GA minutes. Please see **Annex 4**. Those who want to have the presentations could contact NB.

11. Feedback from EM consortium:

Pascal Millet has moved to Cambodia and Denis Malvy will take on the chair position in the EM programme. DD informed the GA that University of Bordeaux will fund the new EM website. GA suggested that the new EM website should have the same style as the new tropEd website. This year, there are 9 scholarship holders but no self funding student. EM consortium will discuss on the strategy on how to continue the programme when the EU fund ends.

12. Feedback on QA meeting:

QA members meet on Friday morning and decided to stay plenary. Some suggestions are to be decided in the GA:

12.1. Coherence of planning:

The log frame should be revised once a year. BP and EC will work together on the work plan for 2012.

Action 13: draft the work plan 2012

Who: EC, NB and BP

When: Before next meeting

12.2. Content

GvH have suggested the keywords for existing courses and circulated the list in July. Only Amsterdam and Bordeaux have given feedbacks. The presentation on content in the

congress has received very positive feedback. GA agreed to add keywords to the course accreditation form and add list of keywords as annex to the handbook of course accreditation. All the courses submitted to the next GA meeting should use keywords. NB will make an excel sheet with all the courses distributed by month. GvH will complete the presentation, circulate it among GA members and give suggestion for all content categories. Based on the yearly report, tropED will try to identify the attendance of each course. All these topics concerning content will be discussed at latest may 2012.

Action 14: update the handbook of course accreditation.

Who: NB

When: ASAP.

Action 15: make the excel sheet of courses over time.

Who: NB

When: before next meeting

Action 16: finish the presentation and send around

Who: GvH

When: ASAP.

Action 17: use keywords in the course submission form

Who: All members

When: before next GA meeting

12.3. Recognition:

GA agreed that if the extension of study period was due to the medical reasons, it will be acceptable for the tropEd recognition. The recognition with the 17 ECTS core course from Amsterdam in 2004 is accepted as an exception as long as Amsterdam can prove that the exact content of the 17 ECTS core course is equal to the 20 ECTS. Handbook for recognition should be finalized and circulated among GA members. The wording about recognition in the tropEd home page should be changed.

Action 18: finalize the handbook of tropEd recognition and send around to students and on website

Who: GvH ,NB, SK

When: ASAP.

Action 19: update tropEd homepage about recognition

Who: NB&AH

When: ASAP.

12.4. Membership

GA agreed on two suggestions from the QA committee:

12.4.1 Meeting attendance from collaborating institutions should be at least every second year in person and institutions should join the GA at least once per year through online system. The meeting organizer should always check the internet assess in the meeting room to guarantee the facilities. Time difference should also be considered when drafting the meeting agenda.

12.4.2 Time frame for membership application should be done within one year. After the initial meeting, applicant should hand in their self-evaluation report within six months. Site

visit, reporting and meeting attendance and the final decision taken should be finalized in the next six months.

Action 20: Inform the collaborating institutions and applicants

Who: NB

When: ASAP.

12.5. PR:

tropEd should be visible. In case anyone from member institutions representing tropEd in any events, please inform Secretariat about it. This information should be published on the new website. UK, BP will have more inputs to the events calendar. All presentations in this congress will try to go for a publication. More PR issues will be discussed in the next GA.

Action 21: send NB all tropEd related events

Who: All members

When: any time

Action 22: drafting the publication

Who: all presenter in the congress

When: ASAP.

13. Website:

The new website is ready but we realized recently that when the old domain of tropEd website is deleted, the old EM website will be deleted as well. In Bordeaux the design of the new website will start in 6 weeks. tropEd will only launch the new website when the EM website is successfully transferred. We should try to make the interactive face for the events and news, reports, etc.

Action 23: keep working on the new website.

Who: NB DD AH

When: ASAP.

14. External evaluation

UK informed the GA that there are someone would like to do the evaluation of the network for free. We need to develop the TOR for this evaluation. UK and SA will submit the document to the Secretariat and it will be circulated among GA members before next meeting. It would be great to add the names that can be the reviewer. The budget needs to be calculated as well. GA will discuss it in January meeting.

Action 24: draft the TOR for the external evaluation including names and budget.

Who: SA and UK

When: before next meeting

15. External examiner Berlin would like to invite an external examiner for their core course. PZ, BP and CK are maybe possible to do it. GA agrees that exchange of external examiners can harmonize the assessments within the network. Uppsala, Heidelberg would also like to have some external examiner for their thesis and exams.

16. GA agreed on the application from GvH and gives one year extension of the accreditation for two courses from Antwerp, since these will be completely revised next year. They are:

- ♦ International Course on Planning and Management of Reproductive Health Programmes and
- ♦ International Course on Planning and Management of Tropical Diseases Control Programmes

Action 25: update the website and the course database accordingly

Who: NB

When: ASAP.

17. Next GA meetings:

- ♦ Antwerp January 26th to 28th 2012, 25th EM meeting
- ♦ Lisbon May 24th to 26th 2012, 23rd EM meeting
- ♦ Uppsala September 20th -22nd 2012, 19th EM meeting
- ♦ Bergen? January 2013
- ♦ Shanghai May 2013
- ♦ Copenhagen September 2013
- ♦ Basel January 2016

The minutes was taken by NB and NP (course accreditation group 2) and approved by AH.

Minutes of QA meeting, 7th October 2011, Barcelona

Participants:

NC, AH, NB, GvH, DD, SA, SP, JJ, SY, JC, UKS, PZ, SK, XQ, BP, NG, LMV,NP

Details please see GA minutes point 12.

Minutes of EC meeting 6th October 2011, Barcelona

Participants: AH, GvH, LMV, NC, NB

6 category 2 courses have been reviewed. The traveller Health course from Basel remained category 2. All other courses were accredited. Details on accredited courses please see GA minutes point 9. GA agenda was discussed and proved.

List of Annexes:

Annex 1: revised tropEd Statutes

Annex 2: Site Visit report Umeå

Annex 3: Site Visit report San Simon

Annex 4: Minutes of Quality and recognition of qualifications workshop in South Africa