



Network for Education  
in International Health

**Minutes of tropEd General Assembly Meeting**  
**13 to 15 September, 2019**  
**Institute for Global Health, University College London**  
**London, United Kingdom**

**Participants:**

1. Bruno Broucker, Antwerp
  2. Nuria Casamitjana, Barcelona
  3. Bernadette Peterhans, Basel
  4. Axel Hoffmann, Basel
  5. Hans-Friedemann Kinkel, Berlin
  6. Jani Puradiredja, Hamburg
  7. Norbert Schwarz, Hamburg
  8. Nandita Rothermund-Bucher, Heidelberg
  9. Anne-Kathrin Fabricius, Heidelberg
  10. Rodney Reynolds, London
  11. Günter Fröschl, Munich
  12. Martina Manhart, Munich
  13. Orisel Santiesteban, Munich
  14. Marie Lindkvist, Umeå
  15. Ralf Weigel, Witten-Herdecke
  16. Michael Galatsch, Witten-Herdecke
  17. Abduljabbar Umar, Basel (Student Rep)
  18. Miriam Müller, Heidelberg (Student Rep)
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1. Welcome address of Professor Ibrahim Abubakar, Director, UCL Institute for Global Health  
He gave an overview on UCL Institute for Global Health and pointed out the difficulties of the English institutions to belong to/work together with the tropEd network in the future, if the BREXIT becomes a reality.

2. Dr Jolene Skordis, Deputy Director, UCL Institute for Global Health presented the current education and research programmes at Institute for Global Health, University College London (presentation requested).
3. The minutes of the Umea GA were approved without mayor changes. Minor changes such as typing errors and a name **Maria** Rosário (not **Marie** Lindkvist) were corrected and the final version was sent to all members. It was agreed to send a doodle to those who hasn't confirmed the dates for Rabat yet, which will be announced on September 15, the last day of the GA Meeting in London. Vote to accept the Minutes with the mentioned changes: 9 for, 0 against, 0 abstention.
4. The meeting Agenda was approved without changes.
5. The transition of the secretariat from Basel to Munich is successful. The office is now in Munich in the Institute of Tropical Medicine. We have planned a visit to Basel in September to recollect all information, digital archives and folders and resolves some administration issues. Axel and Günter will visit our lawyer in Berlin to complete the transition. We still need to deal with the empowerment of the signature and the rights of the bank account. Axel informs that we pay the lawyer around 1000 or 2000 euros annually and he keeps everything going. Bank Account must be moved to Munich and Guenter must be named as holder-person. It should happen in 2019.
6. Günter presented the new tropEd assistant Orisel Sierra Santiesteban. She holds the position since 1 of September 2019. We appreciated much Sarah's engagement and her collaboration during the last two years.
7. Friedemann Feedback from celebrations 20 years MScIH Berlin. In 1999, Heidelberg, Basel, and Berlin were the first ones to join. The Moderator of the 20 years celebration „Prof Diesfeld” shared in his speech that in the charity context the focus can't be only in medicine and epidemiology fields but other disciplines like politics. In the celebration were present more than 140 people, who were former colleagues and students. Govert also participated and made a presentation for tropEd. In the past 20 years had occurred slight changes to the courses to fit the Framework at the university. The Master was extended up to two years and 90 ECT. If the students proved to have experience can finish the master in one year. Essay will show the experience. Agenda how to deal, one of the first to accredit the professional experience. Make a presentation.
8. Nuria presented her site visit report on Bernhard Nocht Institute for Tropical Medicine (BNITM) in Hamburg (see Annex 9). She pointed out some issues but recommended to accept the BNITM as a member of the tropEd network. The challenges for its membership were among others; They don't offer themselves any academic programmes, therefore they can't award masters and doctoral degrees and all courses, with one only exception, are offered in German. Also, there was a problem to understand how the students will build the credits and who the BNITM or Hamburg University of Applied Sciences will accredit the course (long collaboration). Ralf explained that their situation is similar. However, they expertise in the field of tropical diseases and biological infectious disease is very valuable for the network. With an election result of 9 in favour, 0 against and 0 abstentions, d to accept the BNITM as a member of the tropEd network. All eligible five members present (Barcelona, Basel, Berlin, London, Munich) voted with a yes.

**The University of BNITM Hamburg is therefore now member of the network.**

9. University Bordeaux. No longer a member. Reasons, financial problem. Erasmus program funds no running any more. It is a pity, since we were the only French speaker member in the network and the most. From 2020 on, we have two northern Africa francophone partners and our European French speaking partner is out.
10. London School may also drop out. Reasons: personal, Stuart retired and the special institution relations with the tropEd may be affected. They have a problem with the tropEd recognition. If until Morocco we don't have news about them, we will cancel their memberships. Axel Hoffmann will again ask for letter of withdrawal.
11. Bolivia is out: Reason of their drop financial issues, any students of the network participating in their courses and maybe a personal factor: Faustino retirement. Ask for official letter of resignation and send the confirmation of withdrawal.
12. The James Cook University. No feedback yet, but Axel Hoffmann is convinced that this will come soon.
13. Miriam feedback from student issues. The current situation isn't the best. The evaluation didn't bring any results: There are no concerns, no communication at all. Maybe we could improve issues with the new website. (WhatsApp/ evaluation feedback) Student representative for institution if there are any. Abdul suggest more social media and work in tracking students. Advertisement materials still an issue. Kate's computer completely crashed, and the soft files couldn't be recovered. Axel has only the pdf files with a very poor quality. These documents can't be used or printed. It is clear the benefits a new homepage could bring. Logo design standard, which materials we have / stand of the students. Our performance, yearly institution report survey monkey. The last two-year statics are missing. To think about a new proposal to follow the students and to make the new yearly plan\_ survey small keys through specific questions.
14. Axel: Modules for accreditation were allocated into two groups. He explained the new members about the accreditation and reaccreditation process and the teaching good quality system.
15. Bruno reports about the website (see Annex 10). He showed the report from the students with their requirements. The quality of the search and the use of more filters were the big issues. Discussion about web designer. Development (Forum set up) hosting proposal. Maintenance, Technical support. Hosting wasn't an issue (2000 per year). Finance Update: 36000 for next year (spending, salary, website, assistant travel, lawyers). TropEd could contribute only a sum of approx. €3000, -. Proposal: send an Email to the members explaining the situation and see if someone could make the commitment to contribute from each institution's side. Gather some ideas to generate funds, merchandise materials. Agreement: to make a scenario and send a proposal out. First: a survey. Working group still responsible to try to get the funds to financial the homepage.
16. Rodney (presentation requested). Agreement to create (background). Background: explanation/ New structure membership (low and high income)/ Voting rights (how active are the members in the network) members, who are not teaching institutions. Description of the current structure and draw ideas where we want to go. New individual memberships. Two types

of memberships: individual/ institutional and define the fee they must pay. Allow to vote online or must be in place.

17. Bruno tropEd recognition (see Annex 8). Most important criteria: **credit mobility**: 10 credits mobility / 5 face to face; master programme structure, work experience, duration of study, external examiner QA / external examiner or supervisor. Discussion about credits and the difference between tropEd recognition and the institutes. We need to redefine the concept because it is hard for the students to understand. Give an extra value to the students but they must fulfil the conditions. Maybe help to get students a better job. We need marketing more and give the recognition it, which change the perspective and to give a special status. To give a certificate extra for student's mobility. Suggestions: Providing a template for one certificate, more flexible but we must think about reduce fee (home institution). Lower Price and better understanding. Dealing we the terms. Diverse certificate. We need to visible more on the homepage the tropEd recognition conditions. Give the tropEd recognition master's degree and work experience. Data analyses: how many students are asking to get it? Institutions should send numbers to the working group. Students or institutions, who has the interest in tropEd recognition? TropEd student's recognition: more transparency and marketing. Long brainstorming to redefine the criteria: credit mobility, courses and not credits, work experience required and better defined. 5 years duration? Next discussion will take place in Rabat. Maybe can come one proposal from the EC. To add some questions to the next annual institution report to better collect missing data for the recognition.
18. Propose template for assessment. Producing template documents. Working group formed: Martina, Ralf and Rodney.
19. Nuria gave a resumé of the coming events: Humanitarian Congress in Berlin (activities on 17 and 18 October 2019). She also proposed to discuss in the next GA about having 2 instead 3 annual meetings. We need to think how to do this, as some institutions are actually having problems with supporting too much "flying". Invite extern partners and have scientific sections. Perhaps use the context of one NGO-conference, tropEd Alumnae as part of the strategic vision. Teaching and learning partner. Increase the value of the tropEd degree.
20. Nuria gave feedback on ERASMUS + application. Participating institutions were Antwerp, Edinburgh, Lisbon, Amsterdam, Barcelona. Topic: digital transformation. Proposal was rejected. Major issues for reviewers: lacking needs analysis/indicators/dissemination plan. A resubmission is planned for 2020.
21. Nandita: She will leave Heidelberg. Therefore, she would like to apply for an individual membership. She will send an intention letter to the office and it will be discussed in the next GA in Rabat. Anne-Katrin is from 2020 Heidelberg new tropEd representative.
22. Module accreditation (see Annex 7)
23. Next Dates for GA:
  - Rabat 20 to 22 February 2020. Orisel writes an email announcing the dates
  - Hamburg indicated willingness to host. Orisel will inquire.
  - Brescia proposes to be host for GA in Oct 2020 (close to WFPHA meeting in Rome)