

**Minutes of tropEd General Assembly Meeting**  
**1<sup>st</sup> to 3<sup>rd</sup> March 2018 – Agenda**  
**Hanoi University of Public Health**

**Meeting participants:**

1. Andrea Kinigadner (AK), Munich;
2. Axel Hoffmann (AH), Basel;
3. Henry Lynn (HL), Shanghai;
4. Dickson Wilson Lwetoijera (DWL), Tanzania;
5. Govert van Heusden (GvH), Antwerp;
6. Guenter Froeschl (GF), Munich;
7. Kinkel, Hans-Friedemann (KHF), Berlin;
8. Marie Lindkvist (ML), Umeå;
9. Maria Rosario Martins (MrM), Lisbon;
10. Núria Casamitjana (NC), Barcelona;
11. Ning Beyer (NB), Basel;
12. Pauline Grys (PG), Heidelberg;
13. Pol De Vos (PdV), Edinburgh;
14. Rodney Reynolds, (RR), London IGH
15. Mubasysyir Hasanbasri (MH), Yogyakarta
16. Nguyen Thanh Huong (NTH), Hanoi
17. Pham Viet Cuong (PVC), Hanoi

10 full members, 4 collaborating institutions

1. Prof. Bui Thi Thu Ha- Dean of HUPH, warmly welcomed the GA to Hanoi. Assoc. Prof. Nguyen Thanh Huong- Vice Dean of HUPH, gave a short presentation about the history and the current educational and research programmes of the Institute. UHPH is the first and the only university of public health in Vietnam. Through the 10 years collaboration with tropEd, the quality assurance of the masters program has been much improved. It became the leading institution in public health training, research and consultancy in Vietnam and the Asia-Pacific region. For more details please see Annex 1.
2. Agenda of Hanoi GA meeting is accepted. Minutes of the Antwerp GA are approved without any changes.

### 3. Information from Secretariat

#### ➤ Courses accredited since last GA:

1. Basel: Health Economics and Health Financing
2. Basel: Supply Chain Management in Healthcare
3. Edinburgh: Rebuilding Health Systems – Analysing the challenges in fragile and disrupted states
4. Heidelberg: Quality Improvement: a Key for Health Systems Strengthening
5. Heidelberg: Decision-making in public health: evidence, politics or diplomacy
6. Heidelberg: Global Challenges in Reproductive Health: Evidence and Tools for Program Implementation
7. Antwerp: Planning and Management of Reproductive Health Programmes
8. Antwerp: Planning and Management of Tropical Diseases Control Programmes
9. Berlin: Biomedical publishing and writing
10. Berlin: Community Oriented Primary Care
11. Berlin: Advanced Epidemiological Methods

#### ➤ Update on new membership applicants:

1. **Mali.** University of Sciences, Techniques and Technologies de Bamako handed in the self-evaluation form, but in French language. Three reviewers have read the report carefully and gave the feedback that this report seems not be prepared to apply for a tropEd membership but only to get the reproductive health course accredited. It hasn't followed the format of the tropEd self-evaluation report template and some important information is missing, such as their expectation to join the network, what they can benefit from the network and what they can contribute to the network etc. The GA agrees to ask for a more completed version in English so that most of the network members can get to know the institute. We will wait for the English version to decide on site visit.
2. **Morocco,** École Nationale de Santé Publique, Rabat, the site visit has been done. We will decide on the membership in Edinburgh GA. In the meantime, they have submitted the accreditation of the masters programme in Morocco.
3. **Witten/Herdecke University,** Germany, handed in letter of intention to join tropEd. The GA agrees to invite them to present the university in Edinburgh GA.

#### ➤ Update from member:

1. **Mexico:** The new Academic Dean is Dr. María Eugenia Ocampo Granados. She is interested in attending all tropEd meetings. Unfortunately her agenda is busy for this meeting in Vietnam. She will join the Edinburgh GA meeting.
2. **Geneva:** Prof Doris Schopper will be the contact person again since Veronica Foubert will leave the position.
3. **Barcelona Autònoma:** We should write a letter to find out the membership status.

➤ **Update of second tropEd alumni survey**

Pauline Grys updated us that the qualitative interview was done before Christmas last year. We are still checking whether some more questions need to be added. The analysis will start soon. The work group will give the result in both quantitative and qualitative part of the alumni survey in the next GA meeting in Edinburgh.

➤ **Updates on different organizations/PhD programme**

- Nuria informed us that the Consortium of Universities for Global Health will have a meeting in two weeks' time. NC became one of the board members since 2018.
- **Joint PhD programme** run the last call in 2017. There are 34 students in the programme right now. Two students will have their thesis defences soon. The consortium members will discuss how to continue the consortium which is open to all members now.
- Karolinska Institute approached NC and wants to build a consortium to apply together for the grants in India for PhD Support.

➤ **Annual report 2017:** the template was proved by the GA.

➤ **Financial report:** Since the financial documents are not ready, we will postpone the financial report 2017 to next GA. AK and HFK will be the internal auditors.

➤ **Administrative language in tropEd:** We have decided that the administrative language within the network is English. All documents should be written in English. Course offered in another language are still welcome. However, the course accreditation application form must be filled in English. We will add this to the tropEd profile.

➤ **Update on the Erasmus plus application.**

Six tropEd members will write and submit an application for the second round of Erasmus+. Amsterdam, Bergen, Edinburgh, Antwerp, Lisbon and Barcelona. The first round, with 3 Institutions, was more focused on virtual mobility and developing elearning modules. There were quite some challenges e.g. coordination from different institutions. But the consortium has managed very well including the financial aspects.

In the second round, the enlarged group of 6 institutions will develop a course on transferable digital competencies for global health; 2 modules will be chosen per Institution (taken from our existing modules); these 12 modules will be transformed in order to have a component related to digital competences; course coordinators will work with students, alumni and digital/educational experts. Examples from these 12 modules will be included as case studies in the new course that will be run as a joint course accredited by tropEd. All of these activities have an added value to the network beyond the EU funding.

#### 4. Experience exchange for RUBRICS use in the assessment of Master Students

NC shortly updated what we have discussed on RUBRICS in the last GA. Assoc. Prof. Pham Viet Cuong- MPH program coordinator introduced the background of using RUBRICS in Hanoi and their experiences. For details please see Annex 2

##### Discussion:

- Q. What is your personal experiences from colleagues, do they see the advantage of RUBRICS?
- A. It is not so easy especially for senior lecturers. But we have some regulation in the school. All the assessment programmes ask for evidence of the teaching/ learning activities. Using RUBRICS helps a lot with the transparency of the marking grids. We have reduced the complaints from the students. It is more clear and harmonizes the marks from different markers.
- Q. Who is using the RUBRICS?
- A. Everybody. Marker, lecturer, etc. Students use it to understand the focus of the study, and the focus of the exam.
- Q. What kind of training has been offered to the faculty? What are the experiences for marking theses?
- A. We have organized experiences exchanges, reading books and articles on developing and define learning outcomes. For the thesis marking depends on the panel. We also have the marking guidelines for thesis marking.
- Q. Have you been able to identify students' experiences on the assessment of student performance?
- A. We have reduced a lot on complaints of the marking. We are going to evaluate that.
- Q. Do you have guidelines on the level of the exams questions?
- A. Yes, we have. We also look at the results of the exams. RUBRICS helps to reduce the gaps between different markers.
- Q. Whether the learning outcome are suitable for the career later?
- A. We are doing survey from the employers on a regular basis. And according to the result we will adapt the learning outcomes. Some universities will contact the alumni and get to know the feedback about the curriculum.

Some more practical exercises on RUBRICS should be done in future GA meetings.

#### 5. Core course revision

After discussion, the GA agrees to the following learning objective and content of core courses:

##### 1) Learning Objectives

Core courses introduce students to the fundamentals of international health as stated in the following aims: By the end of the core course students should be able to...

- critically reflection on the collection, analysis and appraisal of qualitative and quantitative data relevant for the improvement of health and health care equity.
- identify and analyse interrelated determinants of health and major health concerns of populations in a trans-disciplinary perspective in low- and middle-income settings and on global level

- propose sustainable improvements of health systems addressing inequities and considering diverse intercultural settings as well as social, legal and ethical responsibilities.
- describe the role, decision-making process and impact of global health policy actors
- collaborate and clearly communicate in a multi-disciplinary and multi-cultural setting

## **2) Content structure:**

Each core course, however, has its special emphasis (i.e. medical, social sciences, health systems etc.). Please provide the specific objectives and relate them to the overall tropEd core course objectives in the following sections:

- Introduction and learning skills (0.5 to 1.5 ECTS credits)
- Concepts, theory and methods for global health research (quantitative and qualitative) ( 4.5 to 7.5 ECTS credits)
- Global health concerns (e.g. SDGs, health emergencies, communicable and non-communicable diseases, sexual and reproductive health and rights, environmental health, injury), and response strategies( 4.5 to 7.5 ECTS credits)
- Global health policies, health systems, their management, financing and strengthening, (4.5 to 7.5 ECTS credits)

The handbook of course accreditation will be then updated accordingly.

Other issues, such as mode of delivery (whether some part of the core course can be distance based), assessments, whether student can take the core course in two years. etc. will be discussed in the future GA meetings.

## **6. IGH membership issue – Memorandum of Agreement**

UCL wishes to have a written agreement with tropEd member institutions with which UCL/IGH has active teaching relationships. We hoped that UCL's needs could be satisfied with an agreement that did not have legal language, but in December that was rejected. A draft of Memorandum of Agreement has been circulated and UCL has decided that the MoA is what they require to be signed. Otherwise UCL will have to withdraw from tropEd participation with that institution. A separate agreement will be drawn-up for Queen Margaret in Scotland.

University of Barcelona is going to sign this MoA. Some questions such as who will sign first etc. have not been fixed yet. Most of the member institutions would like to have a support letter to go together with this MoA and explain to the legal department why it is needed. In the MoA sometime it refers to some legal regulations. We also need the links about these regulations since people cannot sign on it before having read it. There are a number of issues only concerning UK but no other countries. eg. public holidays, languages etc. The network would like to know what the threshold is. How many tropEd institutions need to sign it at least, in order to keep UCL stay in the network?

In March the IGH will have internally quality review. They would like to have the MoA signed back from tropEd members. RR will circulate an email with the support letter, MoA and an

status sheet. All members can give the feedback about what the status of the institutions are. RR will bring the feedback to his legal department to explain the situation.

## 7. Upcoming meeting, dates & locations

June 14-16 2018	Edinburgh
October 11-13 2018	Berlin
Feb/March 2019	Lisbon in early February?

## 8. Election of tropEd President and Executive Secretary

- GF chaired this election. He verified that 10 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 stood for election of tropEd Executive Secretary. After voting, AH received 10 votes from presented 10 full member institutions. GF then announced that AH was elected as new Executive Secretary and will stay in the tropEd Executive Committee for three more years, but tries to have a successor already in 2019. AH accepted the position and thanked the GA for the vote of confidence. A German institution would be the easiest way for the transition. A half hour session is suggested to make it clear what are the requirements or consequences of the changes.
- MrM from Lisbon stood for election of tropEd President. After voting, she received 10 votes from 10 full member institutions. GF then announced that MrM was elected as new President-Elect and will join into the tropEd Executive Committee for three years. MrM accepted the position and thanked the GA for the vote of confidence.
- After this election, CE will become the tropEd president and NC will become the tropEd president past. GF thanked RR for his great work in the past three years in the EC.

## 9. Introduce tropEd network to Vietnam

The following guests have joined the session on introduce tropEd to Vietnam:

- Representative of Vietnam Ministry of Education and Training (Dept. Of Higher Education)
- Representative of Vietnam Ministry of Health (Administration of Science, Technology and Training)
- Representative of Institute for Education in Preventive Medicine and Public Health – Hanoi Medical University (has interest to join tropEd)
- Representative of National Institute of Hygiene and Epidemiology
- Health strategy and Policy Institute
- Hanoi University of Public Health:
  - Assoc. Prof. Nguyen Thanh Huong- Vice Rector
  - Assoc. Prof. Hoang Van Minh- Vice Rector
  - Assoc. Prof. Pham Viet Cuong- MPH program Coordinator
  - Head Faculty of Fundamental Sciences; Faculty of Social sciences, Behavior and Health education; Faculty of Environmental and Occupational Health; Institute of Health Management Training; Faculty of Basic Medicine, Faculty of Clinical Medicine.
  - Head Dept. of External Relation and Cooperation
  - Representative of Dept. of Post Graduate Education
- Students:
  - Representative of Vietnam MPH students (who completed and will join tropEd course in 2018)
  - 10 Laos MPH students

Axel introduced the tropEd network to the audience. Please see in Annex 3

Assoc. Prof. Huong- Vice Dean of HUPH presented the HUPH participate in tropEd network: their activities, strategy and success since 2008 up to now. For more details please see Annex 4

**10. Accreditation and re-accreditation of advanced modules result please see Annex 5**

**11. Proposal for 2019 under the Marie Curie Scheme postponed to next meeting**

**12. Profile revision:**

A working group has discussed on the suggested changed from Rodney. A revised version will be circulated to the GA members for comments. And a double version should be used for check out. We will finalize it in Edinburgh meeting.

**13. Possible topics for future meetings:**

- Mode of delivery of a core course (whether some part of the core course can be distance based?),
- Assessments of core course
- Whether student can take the core course in two years.
- Proposal for 2019 under the Marie Curie Scheme
- Financial auditing
- Confirm of tropEd profile
- Mali site visit?
- Morocco membership
- Witten University presentation
- Result of the second alumni survey
- What are the requirements or consequences of the transition of tropEd Secretariat half hour