



Network for Education
in International Health

Minutes of tropEd General Assembly Meeting

25th to 27th February 2015

Institute for Global Health (IGH), University College London

30 Guilford Street, London, WC1N 1EH

List of participants of London GA:

Alexandra Hörlberger (AH), Antwerp;
Bernadette Peterhans (BP), Basel;
Carina Kallestal (CK), Uppsala;
Carola Eyber (CE), Edinburgh;
Cláudia Conceição (CC), Lisbon;
Curt Lofgren (CL), Umea;
Daniel Reinharz (DR), Laos;
Daniel Franz Lozano Beltrán (DB), San Simon;
Govert van Heusden (GvH), Antwerp;
Henry Lynn (HL), Shanghai;
Ina Hammesfahr (IH), Berlin;

Joan Tallada (JT), Barcelona;
Joana Cortez (JC), Student Rep.
Linda Karin Forshaw (LKF), Bergen,
Ning Beyer (NB), Basel;
Nuria Casamitjana (NC), Barcelona;
Pauline Grys (PG), Heidelberg;
Rodney Reynolds (RR), London IGH;
Ruth Schumacher (ES), Bonn;
Siswanto Wilopo (SW), Indonesia;
Stuart Anderson (SA), LSHTM;
Ulrike Taschbach-Hoersch (UTH), Bonn;

11 Full members, 5 collaborating members

1. **Welcome address:** Prof. Mike Rowson, UCL Population Health Sciences Faculty Tutor and Prof. Anthony Costello warmly welcomed the GA to London. They gave a presentation about the history of UCL and the education programmes at the university. **(Details please see Annex 1)** Prof. Stuart Anderson gave a presentation about the current education and research activities in **LSHTM (Details please see Annex 2)**
2. **Agenda of London GA meeting is accepted.**
3. **Minutes of the Bergen GA are approved without any changes**
4. **Information from Secretariat:**
 - Based on the institutional annual report, tropEd annual report 2014 has been made and attached in **Annex 3**. The meeting participants have gone through it and suggested to list the publications from students only when they are the first author. In the 20 years celebration some numbers over years should be presented.
 - Candidates for Election of tropEd President and Executive Secretary are welcomed in this meeting
 - Modules have been allocated for reviewing in two groups.
 - Website task force has finished the task and now closed.
5. **Membership issue: IFMT Laos**

PG visited the Institute de la Francophonie pour la Médecine Tropicale (IFMT) in Vientiane, Lao PDR, February 2-3, 2015. The visit included meetings and interviews with key actors, namely the director of the institute, institute staff (coordinators, lecturers and administrators,) current students and alumni as well as visits to institute's facilities and collaborating institutions and review of documents. Detail information please see the site visit report in **Annex 4**

Questions and answers:

Q. All students are supported with scholarships, is there also support to send out student to go to Europe to take advanced modules?

A. Nowadays there are more and more students with enough funds to finish their study. Every year we will send some students to SEA countries to take some courses. This money can be used to send students to Europe as well.

Q. Do the programme only focus on medical students?

A. Every director is different. Now we open the door to any graduate students, not only medical doctors, also accept self-paying students.

Q. There is no information on the research aspects; could you please give some more information?

A. There are some students from France and Belgium or Canada to do research in Laos every year. We always support them. Our students speak English and French.

So they can help with research projects. Now we have a new position that only coordinates the research. Alumni are very well connected and support the research aspects.

Q. How easy will be the credits transferred to the ECTS?

A. The ECTS system will apply when the course is accredited by tropEd. All the numbers are there, it just needs to recalculate in a different way.

Q. Component of the course is clinical, which is also assessed. What about non-medical students?

A. They can do other tasks, for example to do internship in the ministry of health.

Q. Hours. Is it SIT or contact hours?

A. teaching time

Q. There is very small numbers of permanent staff. How do you get them involved for the whole programme?

A. Some staff are based in Vientiane. Some external staff are coming from other countries. Most of this visiting staff are former students and PhDs, Who get the degree from Europe.

Q. You give the double degree to the best students? What about the other students?

A. It is more related with funding issue. We have two scholarships per year.

Q. Is there any national accreditation?

A. Our programme is accredited by the ministry of education. It is changing now in the Asian community. There is a regional recognition in South East Asia.

Decision on membership:

We have the feeling that the quality assurance is on the weak side. And the programme is still very heavily focused on tropical medicine and weak on global health. Student exchange with Europe is still not sure. And how to guarantee the continuity is also an issue. However, we do see it will be improved in the near future.

After vote, all members agree to accept IFMT as a collaborating member of tropEd. DR accepted and is happy to join the network. NB will send an invoice to IFTM and add them to the tropEd website.

6. Alumni Issue

Six Institutions (Edinburgh, Berlin, Antwerp, Basel, Heidelberg, Barcelona) have presented how their alumni activities are organized. For details please see **Annex 5**

To work on Alumni is a long term investment but it is worth to do so. Alumni is our past and our future, they carry on our names and being our ambassadors. All institution is doing something for alumni. However, our students have studied in many

institutions and maybe will join several different alumni groups. How to avoid duplication and combine it all together at the network level and make the best benefit of the alumni has been discussed.

Some suggestions were given:

- Link to each other the alumni page among different member institutions.
- To create a tropEd alumni page on tropEd website
- To offer a quarterly alumni newsletter
- We need to make sure what the benefits to be a tropEd student are and what is the profile of a tropEd alumni.
- Maybe to have some contact persons in different regions
- Involve the current students into the alumni network; build up a tropEd community instead of only alumni.
- Not necessary separate tropEd students with other MIH students.
- Collaborator from different institutions will set up a task force and explore on the alumni task on the network level
- Information exchange on how to maintain the up-to-date database of alumni in member institutions. The best way is to ask the student to update their profile by themselves.
- The relationship with alumni should be partnership instead of customers and providers.
- Maybe we can organize an activity with network alumni using the opportunity of ECTMIH and 20 year tropEd anniversary. The task force will continue to work on it.
- Facebook page?

We will carry on this issue in the future meetings again.

7. Membership strategy discussion

After vote, all members agreed to the suggestions from the membership task force:

- Suggest the GA to keep the current membership structure instead of giving too many different categories of members.
- Suggest re-opening the new members taken to the network.
- Important is to keep the same rules to all members and keep on working on the exclusion of members as well. For example, Stockholm and Muhimbili are not active for a long time. Action must be taken to these members. EC will take actions on the non-active members.
- We will take no more than two new members per GA meeting.
- We have so far too limited courses offered in Africa. Some strategically action should be taken and partners in African should be given priority and encouraged.

8. Feedback from accreditation task force and E-learning guidelines

In Bergen GA we have discussed the course alignment. We have analysed the learning objectives (LO), learning methods (LM) and assessments to see whether

they are at the same level. Whether the LO is on the master level, whether the LM allow the student reaching this level and whether the assessment can evaluate this level. The suggestion is to improve the capacity to evaluate alignment of a course and improve the quality of course accreditation. At the same time, to improve the efficiency of the course accreditation.

After discussion the following suggestions have been made:

- To add one sentence in the course submission form to help the course coordinator to limit the number of LO and rank the LOs. This means to put the main LO on the top.
- To explain in the course description how the assessment evaluates the LO. Maybe we need a little more information in the assessment to show what the student will do during the course and give some information how the assessment is formulated.
- To add the information how and when the feedback of assessment is given to the students.
- Move up the assessment session in the form and directly after the LO.
- To have a trail on the new schedule of course accreditation. Given the option that a course can be submitted one month before the meeting and can already receive some comments and resubmit the revised version again.
- Optional add the key references to the course description in remarks
- To split the course dates, one is the whole range of dates. From the first day of the course till the end of the course. The other dates are the time when the student has to be in the campus.
- To add didactical information in the learning methods in the e-learning course description.
- To investigate the online submission of courses
- To investigate the possibility of make a small training video to explain how to formulate LO.

The members of the accreditation task force are: RR, NC, PG, GvH, NB, BM, CH. They will continue working on these suggestions.

9. Accreditation and re-accreditation of advanced modules: minutes please see Annex 6

10. Practice of admission of MIH students for advanced modules including English requirement

NB has asked the home institutions to fill in the admission requirements for the master's programme and non-home institutions to fill in the requirements for admission to advanced modules. **Please see this file in Annex 7**

In UCL, if the English requirement is not fulfilled, additional interview or additional proof of language level is needed. But if it is only for one module, maybe there is a leeway.

If the admission is managed by the central university, it makes the situation even more difficult. More and more institutes using online applications systems and it is difficult to make exceptions for the tropEd students.

Some actions:

- tropEd secretariat can try to write some letters to the institutions who need help on this.
- Keep updating the existing pre-arrival handbook
- Edit this requirement file and send to all members.

11. Election of tropEd President and Executive Secretary

CK chaired this election. She verified that 11 full member institutions are legally represented at the meeting. She stated that the assembly is quadrate and able to take decisions on the composition of the Executive Committee. NB provided a summary on the responsibilities of the president-elect and the executive secretary.

AH stood for election of tropEd Executive Secretary. After voting, AH received 11 votes from presented 11 full member institutions. CK then announced that AH was elected as new executive Secretary and will stay in the tropEd Executive Committee for three more years. AH accepted the position via skype and thanked the GA for the vote of confidence.

RR and Lisanne Gerstel stood for election of tropEd President. After voting, RR received 7 votes from presented 11 full member institutions and Lisanne received 4 votes. CK then announced that RR was elected as new President-Elect and will join into the tropEd Executive Committee for three years. RR accepted the position and thanked the GA for the vote of confidence.

After this election, PG will become the tropEd president and CK will become the tropEd president past. CK thanked GvH for his great work in the past six year in the EC.

12. Student issue

Joana presented some issues received from students since last GA:

- How to improve the communication among tropEd students? Joana hesitates to create a facebook page. She prefers to send out newsletters and round mails.
- Higher standardization of grading and marking schemes would be great.
- Feedback of grades and written assignments would be helpful to the learning process
- Burden on paper work on application for advanced modules
- Supervisors from home institution not necessary have the experiences in the thesis topic. **Answer:** tropEd has a database of expert pool, tropEd representative should be the contact person to assist student in finding a thesis supervisor.
- How to deal with the Last minutes cancellation?
- Working experiences in course prerequisite is sometime not clear.
- Visa issue.
- To build up a trip advisor tool, through facebook page? Testimonials?
- Strengthen accreditation of new courses in new institutions from LMC.

- Joint collaboration with home institution to exchange students.

13. Updates on Erasmus +Application

We will apply for fund for three years under Erasmus + Key Action 2: strategic partnerships in higher education. Three members: KIT, Edinburgh and Bergen, maybe Barcelona and Antwerp as well, will join this consortium. A short meeting in Amsterdam to work on the Erasmus + application was holding last month.

We try to focus on developing distance based modules jointly. This not means new modules, but change the exist modules into distance based form. We will offer the student who cannot come to Europe, either no time because they have to work or no fund to travel.

Some modules for example Human Resource for health, Conflict in Health or Research in Health can be developed at first. The plan is each institute to develop one module per year, so at the end of the period there are nine modules developed. We plan to develop elearning guidelines as well.

We still haven't finished the design of tracks and we need to continue to ask the EU which kind of programmes can exactly be funded. There are no scholarships, but in the pilot year there is maybe some leeway.

Maybe it is a good chance for the network to think about the restructure of learning and teaching activities in the network.

14. tropEd Recognition

There are seven applications received from Berlin for tropEd recognition before this meeting. Five of which fulfil the requirements of the tropEd recognition. Two students have their study time longer than five years, one has six years and one has five years and three months. If there is a good reason for the extension such as medical reasons with the doctors attest, we still can accept it. If such document is available, please send to NB or GvH.

Five certificates have been awarded to:

- ZUCKER, Sebastian
- Tamannai, Mona
- Laloo, Darivianca Elliotte
- Fehling, Maya
- TAMS, Fina Hidayati

15. Update on WHS, ECTMIH, WFAIGH, EAGHA, PhD

WHS: In October 2014. tropEd was invited to join a session and discuss how to teach global health to medical students. NC presented a topic on "lessons learnt from post graduate global health training" This session and the whole WHS were very well attended by master students. NC can circulate a document about this conference.

EAGHA: is now struggling to go on because of no legal status and no funding. It has to be independent. At the beginning of 2014 there was a meeting in London to discuss the strategy; the next meeting will be in May in Geneva.

WFAIGH, the network of networks. All network members need to contribute a fee, maybe 1000 USD per year to support a secretariat upon the agreement in Berlin. They have some fund from the US for the beginning. However, since WFAIGH do not have legal identity, they still have difficulty to receive the payment. The Chairman is now from Chile, co-chair is still open. NC is the treasurer.

There are two main activities related with EAGHA and WFAIGH. One is related to the WHO general assembly in May/June in Geneva. The University of Geneva is planning to organize a spring school for the participants who coming for the WHO general assembly, as well as for PhD students and experts in different field of global health. Ten main topics from the WHO assembly will be discussed. NC will circulate it in the network as soon as she gets more details. Another activity is related to UN universities. There is one in Malaysia; Institute of global health, the director is working on a MOU to set up three task forces including global health and sustainability, global health government, and universal health coverage. All these task forces may be funded by the UN University.

tropEd joint PhD. 3rd edition, 170 applications from over the world has been received, finally the EM agency gave us six scholarships, five non-European, one European from Spain. They will start in September 2015. Three male, three female.

Antwerp initiated a course on Ethics in international research. It is a joint venture of tropEd members, mainly facilitated by Antwerp and UK. In the future it is maybe a rotate course within several institutions.

9th ECTMIH in Basel: The deadline for abstract submission is not yet fixed. The local organizing committee still has a lot to do. In the conference there won't be a tropEd session. But there will be an education session called 'Medical and public health education in Africa', including five slots, 15 minutes each. tropEd may have one slot if we submit an abstract and being accepted. There is still a little bit room to open up the topic. Another education session is called 'E-/M-health, MOOCs and MOORs for IEC and Teaching & Training and for science', which is organized by someone from Lausanne.

Axel suggests us presenting a topic on: How important that tropEd has contributed on the capacity building in Africa. To write up an abstract, we need to organize a working group including the institutions who has received African students. Maybe they have some data can be analysed. The deadline for the abstract submission is not clear yet. Unfortunately tropEd do not have any active African member right now. The other suggestion is to emphasis on quality assurance of a network. At this moment the leader of this working group is not finally decided. We can check with Lisanne from KIT.

We also plan to organize a satellite meeting or a lunch for alumni to discuss on the career development. Alexandra will lead this working group to make further discussion on this event. We need to find out how to fund the alumni to join the conference, maybe from the employer? NGOs? Alumni alone?

16. Financial auditing

There is one payment of 148.14 Euro without invoice. The EC will be discharge their work for 2014 in condition that the missing payment is paid back.

17. Future GA meetings:

Next GA meeting will in Basel, Switzerland, from 3rd to 6th September. The meeting will start at 14:00 on 3rd September, so participants can fly in in the morning. On 4th September the whole day, in the evening starts the 20 years celebration. On 5th September will be whole day on excursion. On 6th September the meeting will finished around lunch time.

We will try to organize alumni meeting during the ECTMIH time.

Regarding the guest for the 20 years celebration. All member institutions will take the responsibility to invite their former representatives to join and tropEd Secretariat will invite all the former General secretary, former Presidents and former EC members.

Some documents need to be evaluated such as the development on course accreditation.

NB will send out the hotel information soon.

About the GA meetings in 2016. We will try at first to have a meeting in Indonesia. In case not enough participants; we will change the meeting to Amsterdam, Heidelberg, Barcelona or Bonn.

To do List

No.	Task	Who	When
1	Revise the tropEd annual report 2014 and publish on website	NB	ASAP
2	Prepare the numbers over years for the 20 years celebration	Basel team	Before September
3	Send IFMT invoice and add them to website and letterhead	NB	ASAP
4	Collaborator from different institutions will set up a task force and explore on the alumni task on the network level Organize an alumni event in September	All alumni collaborators	ongoing
5	Contact the non-active members	Secretariat	ASAP
6	Accreditation task force meeting	RR, NC, PG, GvH, NB, BM, CH	
7	tropEd secretariat can try to write some letters to the institutions who need help on admission exceptions.		When needed
8	Keep updating the existing pre-arrival handbook	NB	ongoing
9	Edit admission document file and send to all members.	NB	ASAP
10	Prepare the 20 years celebration	EC and Basel team	Before September
11	Check the possibility to have a meeting in Indonesia in Feb 2016	NB	ongoing

12	Abstract for ECTMIH	Not clear	Before deadline