

Minutes of the second meeting of the Consortium members

The second meeting of the Consortium members was held at the Nuovo Collegio Joanneum - Università Cattolica del Sacro Cuore, Largo Gemelli 1 – Rome, on February 16, 2007, from 12.40 – 14.45 pm.

Present persons:

From the Grant holder's institution – Faculty of Medicine, Technische Universität, Dresden, Germany:

Prof. Dr. Dr. Wilhelm Kirch, Head of Research Association Public Health, Representing the Grant Holder
Dr. Nicole Wolfram, coordinating scientist

From the Grant coordinator's institution – School of Medicine, Belgrade, Serbia:

Prof. Slavenka Janković, Deputy Head, Centre-School of Public Health, Project coordinator
Prof. Vesna Bošnjak Petrović, Vice-Dean
Prof. Vesna Bjegović, Head, Centre-School of Public Health
Prof. Jelena Marinković, Centre-SPH

From the Faculty of Medicine, Università Cattolica Sacro Cuore, Rome, Italy:

Prof. Walter Ricciardi, director, Institute of Hygiene
Dr Giuseppe La Torre, Head of the Epidemiology and Biostatistics

From the Faculty of Health Protection, Jagiellonian University, Collegium Medicum, Krakow, Poland:

Ms V. Kijowska, MPH

Individual expert:

Prof. Ulrich Laaser, Faculty of Health Sciences, University of Bielefeld, Germany

The Agenda for the meeting was:

1. Welcome (Prof. Kirch, Prof. Ricciardi)
2. Adoption of the preliminary Agenda
3. Minutes of the last meeting
4. First Progress Report
5. Defining the MHPM curriculum
6. Mobility
7. Next meeting
8. What remains

1. The meeting began with welcome speeches of prof. Kirch and Prof. Ricciardi.

2. After that the Agenda was adopted.

3. The minutes of the last meeting was adopted as well.

4. Prof. Janković informed all participants that due to the late timing of the EU project representatives' meeting (on 19-20 March 2007 in Brussels) the first reports of the JEP 2005 generation would be postponed to 15 April 2007. After that she reported on the activities carried out since the beginning of the project:

- Reviewing the content of existing courses in discipline related to the health policy and health management at the University of Belgrade and at the SPHs in Europe and US was successfully finished.
- Defining the MHPM curriculum was finished (see the next point).
- Checking of the existing computer laboratory equipment, software and network infrastructure was completed.
- New computer classroom and room for video conference.

The classroom at the second floor in the same building where is the Centre – School of Public Health is under reconstruction. Thank to the support of Prof. Đuričić, Dean of SoM, two premises, the *computer lab*, so called *Tempus computer lab*. and video conference room, will be ready soon. All necessary furniture will be purchased from the own Faculty's budget, as it is, according to the rules of EC, ineligible cost from Tempus grant.

- Equipment

All proposed equipment was purchased, but it has not installed yet due to reconstruction of the computer lab.

- The list of software and books to be purchased was completed. The C-SPH will send the invoice to the Grant holder institution for buying software and books, very soon.

5. Defining the MHPM curriculum

The next proposal of the teaching postgraduate programme for **Master of Health Policy and Management** is a result of revision of similar programmes in other SPHs in Europe and US:

Master of Health Policy and Management (60 credits)

Program of Study (starting 2007/08 school year)

First year of study:

Obligatory modules (6 credits each)

Total 36 credits:

1. Introduction to Public Health Policy
2. Basics of Health Management
3. Introduction to Health Systems
4. Health Legislation and Ethics
5. Applied Epidemiology
6. Applied Statistical Analysis

Second year of study with two tracks:

I. Public Health Program Management (PHPM) – for the public health professionals at local, regional at national level, for the staff of ministries, NG institutions, etc.

II. Health Services Management (HSM) – for the staff from primary health care institutions, the staff from hospitals, etc.

Elective modules (4 credits each)

Students must take 12 credits of electives, at least 3 modules from the following list:

I. Public Health Program Management (PHPM)

1. Public Health information management
2. Evidence Based Public Health Policy and Management
3. Evaluation Methods for Public Health Programmes
4. Human Resource Development for Health
5. Continuous quality improvement
6. Project Management
7. Rapid Response to Health Threats and Disaster Management
8. Public Health Pharmacotherapy (PHPM, HSM)
9. Health Technology Assessment (HSM, PHCM)

II. Health Services Management (HSM)

1. Health Care Information Management
2. Evidence Based Medicine
3. Economic issues in Health Care
4. Human Resource Management
5. Total Quality Management
6. Change Management
7. Disease Management
8. Public Health Pharmacotherapy (PHPM, HSM)
9. Health Technology Assessment (HSM, PHCM)

Students are required to complete their field work within some modules.

Thesis (12 credits)

Students are also required to complete their final written work.

36 credits (obligatory modules) + 12 credits (elective modules) + 12 credits (thesis) = 60 credits

C-SPH will offer to the students enrolled in Master of Health Policy and Management two additional skill courses (lasting two weeks each) for free:

- **English language course**
- **ECDL course**

The purpose of these courses will be improving of English language and computer and communication skills, concerning European computer driving licence.

Next steps in developing MHPM:

1. The approval procedure of MHPM programme within the School of Medicine Belgrade and at the University level. The approval procedure within School of Medicine Belgrade has been already agreed with the Dean, Prof. Bogdan Đuričić and the Vice Dean, Prof. Vesna Bošnjak Petrović
2. Developing of modules will be from March 2007 until June 2008.
3. The MHPM programme would start at the end of October this year.

After discussion the proposed teaching postgraduate programme for Master of Health Policy and Management was adopted by all participants.

Prof. Janković also provided representatives of consortium members with some necessary changes occurred in comparison with the original plans described in the proposal, as a result of the recommendations by European Commission (EC), regarding potential improvements to the project proposal (the letter from the EC to the Grant holder on 17th November 2006).

As it was proposed by the EC, the Steering Committee will be established as soon as possible. As well the Advisory Board with Serbian and international experts within the School of Public Health was envisaged.

As we have to integrate in our Tempus project somebody who is indicated to be responsible for quality control and peer review, Prof. Allan Krasnik from Copenhagen was recommended.

As it is proposed that the project contributes to the development of an e-learning strategy at the SoM, Belgrade, Prof. Ricciardi suggested to us to buy some already developed programmes for e-learning. He will provide us with contact addresses.

Some items in the financial proposal are unclear or appear not in line with the rules as outlined in the Guide for Applicants. Prof. Janković will make all

necessary correction after agreement with N Wolfram and I Kube, both from grant holder's institution.

6. Mobility

After discussion about the best possibilities for the mobility within Tempus project we concluded the next:

A. Training of the teaching staff from C-SPH, SoM, Belgrade, Serbia in the relevant disciplines in new PH, particularly in Health Policy and Management will take part from 3rd to 8th of September, 2007 at the C-SPH in Belgrade (Summer school). Professors/lectures from EU (Rome, Krakow, Dresden and prof. Laaser, as an individual expert) will come to Serbia for a week to teach.

B. Retraining of teaching staff from C-SPH, SoM, Belgrade, Serbia for new teaching methods through visits to EU partners.

The best for teaching staff from C-SPH will be to attend some courses in English in partner EU countries where it is possible. Such opportunities are two courses which will be held in Rome in English. The first one is International course in Modern Methods in Epidemiology and Biostatistics which will be held in November-December 2007. The problem is that courses fee is not an eligible expense from Tempus grant. Professor Kirch promised us that he will pay the courses fee for two persons (for one week participation for each of them). Prof. Ricciardi informed us that the second course – International Master's programme in Health Technology Assessment and Management – will take place in Rome in May this year and that it will be another opportunity for retraining of our teaching staff. He will inform us for all details about mentioned course (about time, course fee etc.).

As well, Ms V Kijowska from Krakow, promised that he will inform us about all courses which will be held in Krakow in English in 2007 and 2008 year.

7. The future meeting schedule was agreed. The next two meetings of all consortium members will be held:

- on 14th of September 2007 in Dresden, and
- on 18th of April, 2008 in Krakow.

8. What remains

- The proposed English language course and course in computer skills, intended for teaching assistants have to be postponed to the beginning of the next school year. All consortium members agreed with it.
- As an internal agreement between all partners was urgently recommended by the EC, a written partnership agreement was created by the grant holder institution and distributed to the partners.

Minutes done by

Slavenka Janković,
Project Coordinator