Sharing European Educational Experience in Public Health for Israel (SEEEPHI): harmonization, employability, leadership, and outreach

first SEEEPHI Interim Evaluation Committee meeting

16:00-17:30 CEST Tuesday, June 22

Venue: Zoom

Participants:
Nadav Davidovitch, BGU (chair, IE)
Keren Dopelt, BGU/AAC (IE)
Lore Leighton, ASPHER (IE)
Mariusz Duplaga, JU (IE)
Paul Barach (chair, EE)
Orli Manor (EE)
Walter Ricciardi (EE)
Missing: Janas Harrington, UCC (IE)

Meeting

<u>**Agenda:**</u>
1) Welcome
2) Tracking project progress based on contracted activities and deliverables:
    - WP1 Administrative – Lore Leighton
    - WP2 Mapping employer field qualifications & WP3 Mapping Public Health educational competencies – Nadav Davidovitch & Keren Dopelt
3) Recap of adjustments – Lore Leighton
4) Organization of evaluation operations; (e.g., Materials expected prior to meetings, split or combined external/internal meetings)
5) Reflections from Evaluators:
    - advice for the project to make the greatest possible success, impact, and visibility.
    - Potential further adjustments to be proposed for consideration by the project consortium.

<u>**Discussion and take home messages:**</u>
1) Tracking project progress based on contracted activities and deliverables:
    Lore Leighton presented the Y1 milestones and Deliverables, Recap of adjustments.
    - **WP1:**
      Documents and meeting materials that may be of use can be found on the SEEEPHI intranet page.
      From the project homepage: https://www.seeephi.aspher.org/
      Go to the Partner Zone (upper right of the page)
      login: seeephi
      password: Partner580

      You should find a folder labeled 'Evaluation_Committee' that we will be used to provide materials to the committee. Within this folder, Lore has set up a folder specific to this meeting.
      Note that the deliverable from this and all 'interim' meetings is to be in the form of minutes from the meeting.
    - **WP7:**
      Still need to be done:
      - Set up social media channels – any suggestions on where you think we should go with that are welcome.
      - Newsletter (2 expected in year 1) – Time for the first newsletter should be set.
      ASPHER Deans' & Directors' Retreat will be Online due to covid. Therefore - in-person event at IAPHP Conference was added.
    - **Miscellaneous:**
      Project profile has been uploaded to the project page.
      A meeting was organized by ASPHER and IPHPA in EUPHW PH week on May 19.

- **WP8 Quality plan –**
  Next Milestone is the 2'nd interim EC Meeting on M10 – an online meeting.

  After discussion was agreed that all WP leaders will use the Evaluation slide deck created by Paul and Nadav (presented on April 22nd EC meeting) and come prepared for the next meeting with a brief written summary of their WP work along the lines laid out in our 22nd April meeting.

  For next meetings WP summaries will be sent to the evaluation committee together with the meeting's agenda with enough time before the meeting for the Committee to review them carefully and to best support the WP leaders in their work. This will greatly help the Evaluation Committees efforts to hold the Project leaders to account based on what was agreed upon in the grant proposal and ensure key milestones are being addressed in a timely and effective manner.

  The suggested template to be used for WP reports:

  a. Date of the report

  b. Key team members

  c. Accomplishments in last quarter since last evaluation meeting

  d. Actions planned for the next quarter?

  e. What is going well?

  f. What/any barriers/obstacles where the WP team need help?

  g. What are opportunities outside the scope of the WP leader that are suitable for PI or other WP leaders/others to address?

Keren Dopelt and Nadav Davidovitch presented current progress:
- **WP2**:
  Questionnaire state, adaptations, and timeline were presented.
- **WP3**:
  Still in a primary stage.
  An important update is that Tel Aviv University will participate in the mapping.
- **WP5 updated**:
  The leadership course is planned to start in spring (earlier than the original plan)

2) Reflections from Evaluators:

Expectation from external evaluators:

- All members agreed that the evaluation committee is an advisory committee, advising any partner when relevant / asked. The committee will not go into small detail about research tools, etc.
- The internal EC will meet every two-three months in order to receive a brief summary from relevant WP leader, to update on planned milestones and implementation.
- The committee will follow the original timetable and the modifications if needed.
- **Advice for WP7:**
    - Facebook can be used as social media channel. The first newsletter should be released during July. Nadav and Keren will translate it into Hebrew as well and distribute it to the public health community in Israel.
    - We should start more coordinated planning of publications/dissemination activities: what manuscripts are planned, who will lead them, which journal are we targeting, who are potential co-authors, what is timetable for submission, etc, including abstract submissions to key EU conferences such as EUPHA, ISQUA, IHI and others in 2021/2022.

Notes taken by Keren Dopelt and Nadav Davidovitch