



Call guidelines for hosting the First One Health EJP Annual ‘One Health’ Summer School

WP6 Education and Training

CONTENT

- 1 GENERAL** 2
- 1.1 Introduction..... 2
- 1.2 Summer school team 2
- 2 OHEJP SUMMER SCHOOL LOGISTICS** 2
- 2.1 Prior to the summer school 2
- 2.1.1 The bidding process, sub-theme and the Local School Organiser..... 2
- 2.1.2 Budget 3
- 2.1.3 Delegates 5
- 2.1.4 Summer school information and Promotion..... 5
- 2.1.5 Registration and registration form 5
- 2.1.6 Travel Visa 6
- 2.1.7 Accommodation 6
- 2.1.8 Forward HAND-OVER pack..... 6
- 3 THE SUMMER SCHOOL PROGRAMME** 6
- 3.1 Summer school programme overview 6
- 3.1.1 Programme..... 7
- 5 ANNEX 1- SUMMER SCHOOL BID PROPOSAL** 8

Bids must be submitted using the Summer School proposal form (see annex 1). **Please return your application form to the WP6 project manager at p.basu@surrey.ac.uk before Tuesday 8th January, 2019 17:00 CET.**



1 GENERAL

1.1 INTRODUCTION

Summer schools are an important component of the One Health EJP (OHEJP), as they provide training opportunities for the next generation of young scientists from across Europe. The One Health European Joint Programme (OHEJP) summer school aims to provide knowledge, skills and competencies regarding efficient solutions to the multifaceted infectious disease global challenges to human, animal and environmental health through cross-disciplinary research, education and collaboration between the EJP partners and stakeholders. The summer school will focus on major One Health themes including zoonoses, emerging diseases, and antimicrobial resistance. These scientific, but also social interactions are an important goal and aspect of integration of the summer school.

The OHEJP partner institute(s) that will host the summer school will be allocated a budget of up to €62,000 for each summer school corresponding to costs associated with management and organisational costs for hosting the programme (see budget section). These costs will be a 100% funded EU activity.

In this document two streams of activities have been identified:

1. **Summer school logistics (e.g. venue, catering etc.).**
2. **Summer school content organisation (speakers, workshops, e-learning module, practical activities etc.).**

In this document the different steps required to organise the summer school are identified and explained. It is intended to provide guidance and support for summer school organising teams.

Participants from each partner country and a dedicated social programme will ensure multinational involvement and encourage the foundation for sustainable integration in the next generation of researchers. Content and teaching methods will be developed to avoid overlap and to complement existing similar courses (e.g. One Health, (Copenhagen, Denmark), Population and public health (Maastricht, Netherlands), Global Health (University College London)).

The course will use modern educational techniques to enhance learning (Technology enhanced learning (TEL), Problem based learning (PBL), flipped classroom and problem based case scenarios). The course will be accompanied by an e-learning package for participants.

1.2 SUMMER SCHOOL TEAM

The summer school will be organised by a local school organiser (LSO) together with the WP6 team (Education and Training) and Project Management Team (PMT). The LSO must belong to the existing OHEJP consortium. The PMT will select the LSO via a bidding procedure.

After the first summer school, the process will be evaluated to improve the process for the next summer schools.

2 OHEJP SUMMER SCHOOL LOGISTICS

2.1 PRIOR TO THE SUMMER SCHOOL

[2.1.1 THE BIDDING PROCESS, SUB-THEME AND THE LOCAL SCHOOL ORGANISER](#)

The overall theme of the summer school is One Health. This includes subthemes and disciplines like Foodborne Zoonoses, Antimicrobial Resistance, New and Emerging diseases, Risk Assessment, Diagnostics, Surveillance and Intervention, Epidemiology, and Host-Microbe interaction.

The summer school will be organised by the Local School Organiser (LSO) in collaboration with WP6 and Coordination team. The PMT will select the LSO through a bidding procedure.



Organisers of the summer school and potential Local School Organisers can show their interest by submitting their bid using the Summer School proposal form (see annex 1). **Please return your application form to the WP6 project manager at p.basu@surrey.ac.uk before Tuesday 8th January, 2019 17:00 CET.**

The prospective Local School Organiser (LSO) has the key role of identifying a sub-theme, venue, accommodation, speakers, and prospective training facilities or equipment with sufficient capacity for the size of conference before submitting the bid proposal. The following must also be taken into account:

- The summer schools will take place in August of Year 2 of the One Health EJP. In Years 3-5, the summer schools can take place between June and August.
- The duration is for up to 4 weeks. The actual contact time can be adapted to introduce flexibility, such as an online pre-learning week and a report writing week.
- a minimum of 12 delegates, a maximum of 20 delegates
- the appropriate technical equipment and support at hand
- accommodation close by
- convenient train, road and air access
- suitable catering areas for breakfast, lunch and dinner for up to 20 delegates
- a venue for social events including transport
- delegates must be registered veterinary or medical students or studying a related subject (see 2.1.4).
- A high quality programme of activities such as skill set workshops, mini-research projects, a presentation conference day etc.

The summer school proposal bids will be selected taking into consideration the following criteria:

1. The quality of the programme for the sub-theme chosen
2. The technical equipment and other support available at the proposed venue
3. Quality of activities (e.g. dynamic, varied, interactive, speakers). This also includes collaborations with other OH courses.
4. Ease of transport facilities and accommodation facilities
5. Social activities programme and student support

The outcome of the bidding procedure will be discussed in the PMT meeting of Jan 2019, and if several bids are being considered then a voting link will be made available after this meeting. The result will be communicated in Jan 2019.

2.1.2 BUDGET

The summer school is a 100% EU funded activity. The summer school budget should be cost-neutral to the OHEJP i.e. the provisioned budget in the OHEJP budget of up to €62,000 for each summer school. This covers academic (staff) costs for the design and delivery of the summer school, management costs, admin costs, and direct costs (e.g. venue hire, refreshments, stationary etc.) The budget will also cover speakers' travel and subsistence costs.

If the speakers belong to the OHEJP consortium, the cost for their time may also be charged. OHEJP participants travel and accommodation costs will be spent by their respective institutes, and will not be reimbursed from the OHEJP budget. Non-OHEJP contributors will also be asked to pay for their own travel and accommodation.

Ideally, there should be no participant registration fee as this is targeted towards bachelors students who are not expected to pay. A small nominal registration fee may be applied to encourage and ensure attendance and participation. Registration fees and any other sponsorship over €62,000 should be included in the overall budget and declared as receipts. Sponsorship is encouraged, but must be discussed with the WP6 team.



Collaboration with other OH courses are encouraged. This will provide additional sustainability to the OHEJP, and reduces competition with other OH courses. If collaborating with another course, the total cost must be declared with additional funding must be declared as a receipt.

In consultation with the WP6 team, the LSO and local treasurer are responsible for creating realistic budgets based on a range of different break-even types of activities, social events, entertainment etc.

The initial budget scenario should be part of the bid, which is drawn at least 8 months prior to the start of the first summer school, and will be approved at least 6 months prior to the start of the course dates. The budget should be based on initial quotations received from the venue, catering providers, and any additional sponsorship funding requested, etc. Registration fees and any other sponsorship over €62,000 should be included in the overall budget and declared as receipts.

The budget should be regularly updated as cost decisions are made. The LSO should update WP6 on a regular basis and highlight any issues or concerns that they might have. Each beneficiary of H2020 project has the obligation to spend EU money according to the best value for money principle (article 4 of the Grant Agreement).

Expenses for the summer school that should be considered in the budget by the LSO are as follows:

- Personnel costs for organisation of the summer school
- Costs for all summer school helpers/ assistants / ambassadors
- Time, travel and subsidence costs for speakers who belong to one of the OHEJP beneficiaries
- Travel and subsidence costs for speakers external to the OHEJP consortium
- Venue:
 - Venue hire, including lecture room, workshop rooms, cloakroom (if applicable)
 - Audio-visual equipment for lecture room and workshop rooms
 - Scientific equipment and consumables for field studies or laboratory sessions
 - Materials requested by workshop organisers, such as flipcharts, tables, stationary etc.
 - Wireless capabilities
 - Poster boards (if applicable)
 - Catering costs – food and beverages during breakfast, lunch, dinners, and social events
- Insurance and liability (if applicable)
- Bank costs e.g. costs associated with set-up of credit cards (if applicable)
- Social events
 - Activities, catering, transport, etc.
- Participant Certificates of attendance
- One Health EJP Merchandise (liaise with Communications Officer)
- Preparation of a OHEJP Summer School course handbook
- Delegate information
 - Printing of programme, delegate list, list of activities, key information such as local maps, local restaurants, local activities, key contacts and emergency information, other material
 - Delegate bags/folders
 - Delegate name badges / temporary ID badges
- Marketing
 - Advertisements and posters via email to the consortium
 - Summer school webpage on the OHEJP website
 - Social media posts for LinkedIn and Twitter
 - Photographer, if applicable
- Transport costs

- The LSO will be in charge of identifying accommodation options and pre-book a sufficient number of convenient rooms for delegates and speakers if necessary.

A realistic draft budget based upon a break-even range of likely delegate numbers needs to be considered. Once the organisation has been assigned, the LSO will propose and determine the budget in consultation with and with help from the WP6 team and Support Team, prior to booking a venue.

2.1.3 DELEGATES

The target delegates for the summer schools are medical and veterinary science bachelor's students, or in a related field such as biological or environmental sciences.

2.1.4 SUMMER SCHOOL INFORMATION AND PROMOTION

Each summer school will be promoted on the OHEJP website with information about the next summer school. This page can also be used as archive with proceedings and presentations, etc.

The LSO will provide the CTF with information about the following as soon as the call for registration is open:

- Dates of the summer school
- Venue of the summer school
- Dates and deadlines for registration
- Sponsorships (if applicable)
- Collaborations (if applicable)
- Fees
- Program (with increased detail over time)
- Accommodation information and prices
- Travel information
- Info and composition of the LSO and the WP6
- Contact details for the LSO and WP6 Project Manager

For promotion you can take into consideration:

- Event online and link(s) checked
- The website of the host venue as well as the OHEJP website to promote the summer school and provide regular updates. Have a dedicated summer school webpage on the OHEJP site
- Create a promotional flyer considering the audience. Provide details of venues, dates and themes. Email to entire OHEJP consortium.
- Promote on official OHEJP Twitter and LinkedIn accounts. At the summer school, promote a dedicated hashtag for people to use

2.1.5 REGISTRATION AND REGISTRATION FORM

All registrations will be completed online via the summer school webpage on the OHEJP website. This webpage will provide a secure and confidential payment option.

The LSO will provide the CTF with deadlines associated with registration, accommodation and travel information that is required, see also 2.1.5.

The registration form/webpage will include the following fields:

- Contact data required to confirm registration, collected and stored in line with GDPR legislation. During this registration procedure, delegates will be asked to specify whether they would like their name and email address to be published in the forward-hand over pack (see 2.1.9) according to GDPR legislation
- OHEJP partner Institute
- Accommodation – include “sharing” and “no accommodation” options, see paragraph below (2.1.8)



- Payment page – delegates should be able to pay by credit card (or equivalent such as Paypal) or invoice.
- Disability/special access requirements
- Food preferences/allergies
- Travelling by car – Parking option
- Set a deadline date for registration
- Sign authorisation to publicise pictures
- Send regular reminders to members to encourage registration by the deadline given.

2.1.6 TRAVEL VISA

Some delegates may require a visa to facilitate their travel arrangement prior to attending the summer school. The LSO will prepare an official document in advance for this. This official document can be made available on the webpage of the summer school.

2.1.7 ACCOMMODATION

Accommodation booking practises are dependent on the local situation and are the responsibility of the LSO in collaboration with WP6 team.

It is normal practice that the option to book accommodation at the time of registration is provided through the webpage. Delegates should be free to book accommodation separately if they wish to. The LSO should identify accommodation in different price brackets. Depending on the number of delegates that are expected, the LSO may need to block / book rooms in advance and release them as required. It should be made very clear to delegates what is included in the cost of the accommodation. The accommodation is preferably within walking distance of the summer school venue or near suitable public transport options.

2.1.8 FORWARD HAND-OVER PACK

An important responsibility of the LSO is to prepare a forward hand-over pack (guidance notes) for the organiser of the subsequent summer school. This pack should include a list of delegate name and email addresses (of those who have given consent in compliance with GDPR legislation), and the final budget and break down.

During and after the summer school, the delegates will be asked to participate in an evaluation, using appropriate methods or (on line) questionnaires to provide feedback.

3 THE SUMMER SCHOOL PROGRAMME

3.1 SUMMER SCHOOL PROGRAMME OVERVIEW

The OHEJP summer school in One Health aims to provide knowledge, skills and competences concerning efficient solutions to the complex global challenges to human, animal and environmental health through cross-disciplinary research, education and collaboration between EJP partner institutions and stakeholders. The summer course focuses on One Health themes like foodborne zoonoses, emerging threats, and antimicrobial resistance. The theme for each summer school will be decided as described in 2.1.1.

The LSO and local team will organise a dynamic and interactive summer school programme. The LSO is responsible for liaising with the relevant academics, scientists and experts to participate in the summer school programme.

The summer school programme should aim to include lectures, practicals and at least one excursion or field visit. An e-learning module should also be included as part of the summer school e.g. lectures, quizzes, exercises and on-line discussions. One Health concepts and approaches should be discussed, e.g. disease surveillance,



source identification, risk assessment, prevention and control models, and where possible may be illustrated by practical examples.

At each summer school, case-based group exercises should try to be organised whenever possible to encourage team work and critical thinking and encourage debate over key cross-disciplinary topics e.g. antimicrobial resistance, meat production and consumption, foodborne zoonoses. These should be facilitated by experts within a range of topics of relevance for One Health. At the end of the summer school, the case study groups should present their work for each other and a panel of evaluators.

Sessions with career advisers or recruiters and a range of scientists in the field should also be included to inform the undergraduates of the different career options available to them.

If other OH courses are being held at the hosting institute at similar times, collaboration with other OH courses are encouraged as they will provide additional sustainability to the OHEJP, and reduce competition with other OH courses.

3.1.1 PROGRAMME

The sub- theme should have been decided during the bidding process taking into account the Themes and Domains of the OHEJP (see 2.1.1). The programme and activities should be planned and Title/themes should be outlined. An initial programme needs to be drafted by the LSO with support from the WP6 team. Once approved, this initial programme needs to be made available on the OHEJP summer school webpage.



5 ANNEX 1- SUMMER SCHOOL BID PROPOSAL

One Health EJP proposal form for hosting One Health Summer School 2019

Please complete the expandable table below and return by mail to the WP6 project manager at p.basu@surrey.ac.uk before **Tuesday 8th Jan, 2019, 17:00 CET**. The outcome of the bidding procedure will be decided in the PMT meeting of Jan 2019 and communicated after this meeting. Page limit: 2 pages.

<p>Composition of the Local Conference Organiser:</p> <p><i>Please indicate which One Health EJP beneficiaries and, if possible, which persons would be involved in the LSO</i></p>	
<p>Sub-Theme:</p> <p><i>Please indicate the One Health Sub-Theme chosen and indicate reasons why</i></p>	
<p>Location:</p> <p><i>Please identify the country and the city/town in which the summer school would be held.</i></p>	
<p>Venue options:</p> <p><i>Please suggest potential venue(s) that might be used (specifying costs, ease of access, catering options capacity and other useful information).</i></p>	
<p>Transport:</p> <p><i>Please indicate the nearest international airport, train station, bus options, the travel distance and time needed.</i></p>	
<p>Accommodation:</p> <p><i>Is there a variety of accommodation or other options to suit a range of needs and budgets? Will there be sufficient accommodation near the venue within walking distance?</i></p>	
<p>Summer school content ideas</p> <p><i>If you have suggestions on how to make the Summer School interactive, facilitate interactions between researchers from the different domains and a learning experience for undergraduates, please indicate these here.</i></p>	
<p>Estimated registration fee (€)</p>	
<p>Support by legal representative of OHEJP Partner</p>	<p><i>[name], [position] legal representative of [OHEJP partner] support this bid to organise the next summer school of the One Health EJP</i></p>