

Annex 09B. EUPHEM guide for site appraisals and visits

Index

Index.....	1
Introduction	2
Purpose of this document	2
How to become an EUPHEM training site.....	3
Selection criteria for training sites.....	3
Initial site appraisal.....	5
Objective of the initial site appraisal	5
ECDC country visits preceding EUPHEM appraisals	5
Visiting team	5
Administrative steps	5
During the site visit	6
Site visit report	6
Follow-up site visits.....	6
Objective of follow-up site visits	6
Preparation to a follow-up visit.....	7
Administrative steps	7
During the site visit	7
Site visit report	7
Appendix 1: Example for emails to start an initial site visit	9
Appendix 2: Example for initial email to training site	10
Appendix 3: Site appraisal report template	11
Appendix 4: Midterm interview procedures.....	16

Introduction

“Public health microbiology (PHM)” is a cross-cutting area that spans the fields of human, animal, food, water, and environmental microbiology, with a focus on human health and disease. Public health microbiology laboratories play a central role in detection, monitoring, outbreak response, and providing scientific evidence to prevent and control infectious diseases. European preparedness for responding to new infectious diseases threats requires a sustainable infrastructure capable of detecting, diagnosing, and controlling infectious disease, including designing prevention, treatment and infection control strategies. A range of expertise is necessary to fulfil these requirements including epidemiology and public health microbiology. Public Health Microbiology is required to provide access to experts with expertise/experience of the important communicable diseases at the regional, national and international level for mounting a rapid response to emerging health threats, planning appropriate strategies for prevention, assess existing prevention disciplines in place/use, develop or assist in development of microbiological guidelines, evaluate/develop new diagnostic tools, arbitrate risks of microbes or their products, provide necessary information to policy makers related to above issues from a microbiology perspective.

According to article 5 and 9 of ECDC founding regulation (EC No 851/2004) “the Centre shall, encourage cooperation between expert and reference laboratories, foster the development of sufficient capacity within the community for the diagnosis, detection, identification and characterisation of infectious agents which may threaten public health and as appropriate, support and coordinate training programmes in order to assist Member States and the Commission to have sufficient numbers of trained specialists, in particular in epidemiological surveillance and field investigations, and to have a capability to define health measures to control disease outbreaks”.

The European Public Health Microbiology Training Programme (EUPHEM) was initiated by ECDC in 2008. It provides training and practical experience in public health microbiology at training sites at national and regional centres for surveillance and control of communicable diseases, laboratories with public health functions or training sites with a consortium of different laboratories in the EU/EEA.

The 2015 ECDC Public Health Training Strategy outlines one fellowship programme, with two paths, one for field epidemiology (EPIET) and one for public health microbiology (EUPHEM). The ECDC Fellowship Programme is composed of two administrative tracks: the EU-track and the MS-track. ECDC funds salaries and training modules for EU-track fellows who are assigned to countries other than their own. In the case of MS-track fellows, Member States fund the salaries of fellows undergoing the fellowship in their own countries while ECDC funds their participation in training modules. Both ECDC and the Member States contribute resources to operate the fellowship programme, in a spirit of shared ownership.

Purpose of this document

This document aims to give a detailed overview of the assessment of training sites in order to ensure the quality of the training of the EUPHEM fellows. You will find criteria for becoming a training site, procedures to arrange a follow up site visit, training site self-assessment check list, midterm review procedures, questions to be asked during a site visit, self-assessment tool for the training sites and an example of a report. The present document should help to standardise the site visits and can be shared with the training sites before the visit in order to assure a good preparation. The document looks both at initial site appraisals and follow-up site visits.

All forms in the Appendix section are to be seen as examples and are subject to change.

How to become an EUPHEM training site

Laboratories within National or regional public health functions in EU Member States can apply to become a EUPHEM training site. In exceptional cases, national non-profit organisations could also apply to become a EUPHEM training site, provided that they correspond to the selection criteria (see below). If laboratory applying to become a EUPHEM host site has not capacity to cover all core competencies or disciplines in microbiology and epidemiology or there are more than one applicants from the same country with short geographic distance they are recommended to build a consortium with advice from their National focal point for training (NFPT).

An institute (national or regional) which requests to host a EUPHEM fellow should signal their interest to their national focal point for training (NFPT). National focal point for training will send the expression of interest to ECDC

Whenever a public health institute or an organisation formally express interest to become a EUPHEM training site, the following steps take place

1. The relevant record and output of the organisation provided by the training site in advance will be reviewed, in order to understand the level of involvement in the core activities of EUPHEM training (Public Health Microbiology Management, Applied microbiology and laboratory investigations, Epidemiological investigations (Surveillance and Outbreak investigation) Biorisk Management, Quality Management, Research in applied PHM). In addition these records should cover PHM disciplines (bacteriology, virology parasitology/mycology) and different diseases specific programmes according to matrix of EUPHEM (please see ECDC fellowship Training programme manual)
- a site appraisal is conducted by at least one of the scientific programme coordinators and one senior supervisor or a supervisor in induction (under training to become or will become) from the existing training network or another expert from ECDC. The objective of the site visit is to assess the feasibility of hosting a EUPHEM fellow in the organisation but also assess the needs for capacity building among the future supervisors in terms of training for trainers.

Selection criteria for training sites

To be available as a EUPHEM training site, the public health institute or organisation will need to confirm that the following context can be offered:

- To provide access to projects and activities in public health microbiology (according to the core competencies of EUPHEM) and in covering different microbiology disciplines (Bacteriology, virology, parasitology/mycology).
- To provide access to datasets and vital records.
- To provide personal supervision to a EUPHEM fellow by a senior public health microbiologist (at least 9 years experience in public health microbiology) as main supervisor, a co-supervisor a field epidemiologist, and project supervisors for at least 4 hours per week during the 23 months of the training. This includes regular supervision meetings and review of the fellow's work plans and output. All the supervisors should be able to communicate in English in particular in regards to EU track fellows.
- To provide work space (laboratory/ies) with sufficient biosafety and biosecurity according to the international (WHO) regulation, an adequate office space for the fellow, including use of a laptop computer with sufficient office software, access to telephone, fax, internet and an e-mail address.
- To have funding for travels within the country to outbreak investigations or any other field work
- To share all communication by e-mail on output, including early drafts, equally between fellow, supervisors and EUPHEM coordinators. This communication will always be considered confidential.
- Be able to administrate (employ) a fellow (Frame work Partnership agreement (FPA), Specific Grant Agreement (SGA) for EU-track and Training site agreement for MS-track fellows.
- Maintain good relationships within health department and access to other units in order to guarantee different projects or activities.

Training site supervisors should

- Be a senior microbiologist with at least 9 years' experience
- Be familiar with and understand the training programme
- Have the responsibility and authority to manage the programme and the fellow

- Be in a permanent/long term contract position and have the current position for at least two year or more to be sufficiently familiar with local setting of public health microbiology and epidemiology in their state
- Have the competency and experience as scientist and practitioner (including areas of publication)
- Have experience and desire to supervise mid-career professionals
- Contribute to EUPHEM training modules as facilitators

The main supervisor in addition should

- Be competent as teacher and mentor (at least five years' experience)
- Be able to present the training site at Training Site Forum (TSF) and contribute in programme development

The practical steps of the recruitment of new training sites are:

1. The public health institute or organisation express their interest to become a training site by NFPT
2. The public health institute or organisation should provide EUPHEM with a brief overview of the relevant activity and output of the previous 5 year(s), in relation to the EUPHEM core competencies and CV of supervisors demonstrating good coverage of supervisors pool in different microbiology disciplines
3. EUPHEM scientific coordinator and the public health institute or organisation identifies a date for a formal site appraisal.
4. A site appraisal report will be shared and signed by ECDC and the training site
5. The new training site appoints a senior microbiologist as representative to the EUPHEM forum, to participate at induction workshop organised by ECDC and participate/facilitate at EPIET/EUPHEM introductory course for at least 2 weeks in the next EUPHEM Introductory course.

The same procedure should be used for the evaluation of institutes willing to offer training for fellows staying in their countries of origin (EUPHEM associated programmes or member state track). However for MS-track fellows English speaking project supervisors might be compromised as far the scientific content are provided.

Initial site appraisal

Objective of the initial site appraisal

The initial EUPHEM site appraisal will be undertaken after a potential site showed interest in becoming a training site for fellows of the EUPHEM or EUPHEM-associated programmes. If requirement for becoming a training site or condition at the existing training site has changed (change of main supervisor, reorganisation etc.) site will be subject to a new appraisal. The main objectives of these appraisals are to assess whether the training site has capacity to offer enough supervision and activities in all training objectives for the potential fellow and have good laboratory practice and environment for training of the fellows.

ECDC country visits preceding EUPHEM appraisals

A public health institute interested to become a EUPHEM training site might first request an official ECDC visit. The ECDC visits can cover a wide range of topics, including training. Training needs can be assessed during these visits by looking at existing training opportunities inside the country and the need for trained PH microbiologist in the future. The visiting ECDC delegation will explore how ECDC can support capacity building in the member state during these visits. One of the conclusions of these visits may be that the member state would benefit from becoming a EUPHEM training site for MS-track or EU-track or both. This is dependent on availability of the English speaking supervisors, laboratory biosafety regulations and possibilities for the outbreak investigations. In these cases the ECDC country visit would be followed by a EUPHEM initial appraisal.

Visiting team

One EUPHEM coordinator and a representative from the EUPHEM Training Site Forum or a senior supervisor from one of the current training sites usually perform a site visit. Inviting supervisors from other sites to join the visit will provide them with an opportunity to compare the different sites and make improvements for the own site. Site visits are therefore regarded as “train-the-trainer” activities. In case that no supervisor is available two coordinators or one coordinator and one ECDC expert should perform the site visit. The EUPHEM coordinator is leading the team and is responsible for the final report.

During the site appraisal/ visit, the head of department/s, main supervisor, project supervisors and the fellow should all be present. The director/president of the organisation or deputies is encouraged to be invited for initial site appraisal. If NFPT is in close proximity she/he should be invited (optional participation). Otherwise NFPT should be cc in the communications regarding the initiation of the visit and final outcome.

Preparation to an initial appraisal

In case of an initial site appraisal in a Member State without an acknowledged EUPHEM training site, the team leader or head of EUPHEM will inform the country officer of the upcoming visit and obtain information on the Member State and previous visits done by ECDC. These information and reports will be shared with the appraising team.

The potential training site should provide the following:

- **Number of outbreaks in previous 3 years**
- **Past projects (last 3 years) in the area of public health microbiology core competencies**
- **Potential initial projects**
- **Number and CVs of supervisors including main, co and epidemiology supervisor and potential project supervisors**
- **Organogram of the organisation**
- **List of current scientific publication (last 3 years)**

The appraising team will review the information that the potential site has shared with the team before the appraisal.

The team leader should share the latest version of the EUPHEM Scientific and Administrative manuals with the potential training site and prepare a general presentation on the EUPHEM programme.

Administrative steps

The Fellowship Programme will call the supervisors for expression of interest to participate in the site appraisals and visits. After reviewing the underlying documentation, the visiting team contacts the potential site by email

describing the objectives of the appraisal and proposing possible dates for the visit. In order to allow enough time for all administrative steps and allow a suitable preparation of the potential site, the date of the appraisal should be fixed at **least six weeks** in advance. The initial email should also include a plausible schedule including foreseen start and ending times. An example of this email is included in Appendix 1.

After fixing a date for the site appraisal, the team leader will invite a senior supervisor from the EUPHEM network to join the visit. The Fellowship Faculty Office (FFO) is copied in all emails including the acceptance email from the person invited. The FFO will start the administrative procedure after receiving the acceptance email. ECDC will cover travel expenses, costs for accommodation and per diems according to the internal regulations for meetings.

The FFO will provide the visiting team with an official invitation, travel request form and reimbursement form. The visiting team shall fill the travel request form and send it to the ECDC Meetings department. An itinerary will be proposed; if approved, the services will be purchased by ECDC. Only in exceptional cases, a request for changes to the itinerary may be assessed and granted.

The reimbursement form shall be filled and sent to the ECDC Reimbursements department within 3 months after the meeting.

During the site visit

The initial site appraisal serves to gain insight in the public health system (surveillance, communicable disease control, education) and the training opportunities in public health microbiology and epidemiology of the specific country or region. Potential projects for the fellow should be discussed and potential supervisors identified. **The site appraisal should but not necessarily include a meeting with the main stakeholders in training (NFPT), PH microbiology and surveillance of the country (ECDC focal points) to present the objectives and methods of EUPHEM.** Also, all future possibilities of collaboration between the EUPHEM and the potential training site should be explored in detail. It is important that Coordinating Competent Body and the National Coordinator of the country is informed regarding the process and have an agreement on structure/composition of involved partners as host site.

One possible way to assess the suitability as a training site would be to perform a SWOT analysis, i.e. to identify the Strengths, Weaknesses, Opportunities and Threats for establishing a training site. Regardless of outcome of site appraisal host site will become a EUPHEM forum member with purpose of opportunity to have influence to the development of the programme and also possibility of participation in training of trainers courses. A site appraisal will not automatically make a training site eligible to receive a fellow.

Site visit report

Before the end of the site appraisal, the visiting team prepares a short summary of all the findings of the visit. This summary can also be delivered using a template PowerPoint™ presentation which covers all relevant aspects of the appraisal.

The team leader prepares a detailed report using the template report (see Appendix 3) within 4-6 weeks after the visit. The report should provide a detailed assessment on whether the potential site is suitable to become a training site for EUPHEM or EUPHEM-associated training. If needed, the report should also provide concrete recommendations to improve the quality (including biosafety of the laboratories) of the training at the potential training site. The team leader is responsible to follow up the implementation of the recommendations.

The draft report is shared with the other member(s) of the team and the other EUPHEM coordinators before sending it to the director/head of department/s and the potential supervisor(s) for comments. After having received the comments from the training site, the final report is sent to the potential training site for signatures. The training site should print and sign two (colour) copies of the final report. The FFO monitors the process of signing. One copy of the signed report will be kept in the EUPHEM archive and uploaded on the Extranet for future reference. The second copy will be sent to the institute for archiving.

In case the interested institute or organisation will become a training site, the future supervisors will be invited by EUPHEM/ECDC **induction workshop** and to **facilitate in the next coming EUPHEM introductory course.**

Follow-up site visits

Objective of follow-up site visits

Follow-up site visits of training sites who are currently hosting one or more fellows are planned to take place every two years. Ideally these visits should be planned neither too early nor too late in the training of the fellow. Ideally the site visit will be combined with a midterm interview of the fellow (see appendix4). However, in case of the first fellow in a new training site, an early visit is warranted to recognise any potential problem in the training site at an

early stage. Site visits can be executed more often than every two years, if needed. This could be the case in acute conflict situations between supervisors and fellows, or lack of progress of a fellow.

Objectives of these visits in this case are usually to review and discuss matters related to the EUPHEM training, such as

- Changes in the public health system since the last visit
- Environment including laboratory conditions/biosafety, logistical and administrative aspects
- Supervision on site and at the coordinator level
- Objectives and outcomes of the training of the fellow/s (midterm review)

Preparation to a follow-up visit

For the follow-up visit, the team leader will share the report of the last visit with the training site and the supervisor joining the visit. The visiting team will read the last Incremental Progress Report (IPR) and the Midterm Reviews of the fellow(s) before the start of the visit. The team will also review the documents uploaded on EVA by the fellow(s).

Administrative steps

The Fellowship Programme will call the supervisors for expression of interest to participate in the site appraisals and visits. The visiting team contacts the training site by email describing the objectives of the visit and proposing possible dates for the visit. In order to allow enough time for all administrative steps and allow a suitable preparation of the training site, the date of the visit should be fixed at least six weeks in advance. The initial email should also include a plausible schedule including foreseen start and ending times. An example of this email is included in Appendix 2.

Usually the site visit can be completed within two days. In case of more than one fellow at one training site, the site visit might be extended to more than two days.

After fixing a date for the site visit, the EUPHEM coordinators will invite a current or future supervisor from the EUPHEM network to join the visit. The FFO is copied in all emails including the acceptance email from the person invited. The FFO will start the administrative procedure after receiving the acceptance email. ECDC will cover travel expenses, costs for accommodation and per diems according to the internal regulations for meetings.

The FFO will provide the visiting team with an official invitation, travel request form and reimbursement form. The visiting team shall fill the travel request form and send it to the ECDC Meetings department. An itinerary will be proposed; if approved, the services will be purchased by ECDC. Only in exceptional cases, a request for changes to the itinerary may be assessed and granted.

The reimbursement form shall be filled and sent to the ECDC Reimbursements department within 3 months after the meeting.

During the site visit

Essential elements of a follow-up visit should focus on the review of the fellow(s) related to the seven main training objectives. Changes within the public health system or the training site which are relevant for the training (ex. access to outbreak investigations, changes in supervision) should be discussed. The visiting team should look at administrative and logistical issues of the fellow(s), discuss the availability and type of supervision. The team should revisit with the supervisors and fellow(s) the projects done so far and identify which objectives still need to be reached. In order to have a better insight into the situation in the training site, the visiting team has separate meetings with supervisors and each fellow.

A follow-up visit should also be used as an opportunity to collect suggestions for the improvement of the communication between the EUPHEM coordinators and the supervisors.

Site visit report

Before the end of the site visit, the visiting team prepares a short summary of all the findings of the visit. This summary can also be delivered using a template PowerPoint™ presentation which covers all relevant aspects of the visit.

The team leader prepares a detailed report using the template report (see Appendix 3) within 6 weeks after the visit. The report should provide a detailed assessment of the activities and achievements of the fellow(s) and concrete recommendations to improve the quality of the training at the training site, if needed. The team leader is responsible to follow up the implementation of the recommendations.

The draft report is shared with the other member(s) of the team and the other EUPHEM coordinators before sending it to the host institute supervisor(s) and fellow(s) for comments. After having received the comments from the training site, the final report is sent to the training site for signatures. The training site should print and sign two (colour) copies of the final report. The FFO monitors the process of signing. One copy of the signed report will be kept in the EUPHEM archive and uploaded on Extranet for future reference. The second copy will be sent to the institute for archiving.

Appendix 1: Example for emails to start an initial site visit

Asking for material from new sites

Dear <names of potential supervisor and head of department>,

My name is <name of coordinator> and I am one of the EUPHEM Scientific Coordinators. We are very happy to hear the <name of institute> is applying to be a EUPHEM training site for the next cohort.

To take the application procedure forward, we would like to gain an idea on the potential supervision and activities in all training objectives for the potential fellow. Therefore, it would be very helpful if we had a description (in English) of the sites' resources and activities, especially those related to the training objectives of the fellows.

We also would like to ask for

1. An organization chart of the institute and the number of people working in the institute
2. Job profiles and CVs of potential supervisor(s) including level of English
3. International project(s) which you are involved in
4. List of the projects of last 3 years relevant to PHM core competencies (please see scientific guide of EUPHEM)
5. List of the outbreak investigations in last 3 years
6. Documentation on laboratory biosafety regulation and access to BSL3 laboratory (for training and relevant work)
7. List of the current databases and surveillance systems
8. List of all publications of the last 3 years.
9. administration and employment possibility for EU-track fellows

We will come back to you regarding an initial site appraisal after the review of this material.

<Greetings, name>

Copies to all EUPHEM coordinators, EUPHEM programme office

Asking for a date of the site appraisal

Dear <names of potential supervisor and head of department>,

Thank you for sending us the information on the <name of institute>. We have reviewed the information and would now like to perform a site appraisal. The objective of the appraisal is to gain an idea on the potential supervision and the opportunities for future fellows to be involved in projects according to EUPHEM core competencies.

We would like to meet all those responsible for the training in PHM, including the head of department in <name of institute/country>. We can use this opportunity to present the main characteristics of the EUPHEM programme. We would also like to visit the premises and discuss potential logistical issues of a fellowship with you.

At the end of the visit, we would provide a preliminary summary of the findings in a plenary meeting. We will discuss the impression of the site appraisal, and look at elements that deserve attention in order to become a EUPHEM training site. Most probably the visit could be done in two day (most likely arriving the evening before day one). We would like to schedule this site appraisal in <month>. When would be a suitable date for you? We would propose: - date 1, - date 2, - date 3

For the appraising team, it will be another EUPHEM supervisor (to be confirmed) and myself. Please let me know as soon as possible if any of these dates would be convenient. We look forward to hearing from you. If you have any questions or suggestions, please do not hesitate to contact us.

<Greetings, name>

Copies to all EUPHEM coordinators, EUPHEM programme office

Appendix 2: Example for initial email to training site

Dear <names of supervisors and fellows>,

As you may know, we perform a site visit to EUPHEM host institutes at least once every two years. The last site appraisal in <name of city> was in <year month>. By <month>, <name of fellow> has been in <name of host institute> for some months and it would be good to perform a site visit.

The objectives of the site visit would be to review and discuss matters related to the EUPHEM training, such as

- environment including logistical and administrative aspects;
- supervision on site and at the programme office level;
- objectives and outcomes of the training of <name fellow>.

During the site visit, we usually start off with a plenary meeting, where those responsible for the training present the organisation and where EUPHEM can present the programme and latest developments. It is useful that director or deputy director, all microbiology departments and epidemiology department are invited to the plenary session and information regarding programme will be given to all participants. After plenary session all departments are given possibility to present their activities and the visiting team then will visit the laboratories.

After a short preparation of 30 minutes, the visiting team provides a preliminary summary of the findings in a plenary meeting. We will discuss the impression of the site visit, and we look at elements that deserve attention in the next stage of the training on either the side of the fellow, the supervisors, the training site or of the EUPHEM programme office. Of course, the schedule of the site visit is flexible and can be arranged differently, should this be necessary for practical reasons.

Most probably for the site in <name site> could be done in one day (most likely arriving the evening before).

When would be a suitable date for you? We would propose:

- Date 1
- Date 2
- Date 3

For the visiting team, it will be myself and another EUPHEM supervisor (to be confirmed). Please let me know as soon as possible if any of these dates would be convenient. We look forward to hearing from you.

<Greetings, name>

Copies to all EUPHEM coordinators, EUPHEM programme office

Appendix 3: Site appraisal report template



EUROPEAN PUBLIC HEALTH MICROBIOLOGY (EUPHEM) TRAINING PROGRAMME

SITE APPRAISAL REPORT

Name of training site

City

Country

Date

Training Site Appraisal**Host Institute:****Institute Head:****Training Department Head:****Department:****EUPHEM Fellow:****Date of Joining:****EUPHEM Training Supervisor:****Training Site Representative for the Training Site Forum:****Visiting appraisal team:**

1	name	function
2	name	function

Signed:

Name team leader	Name second visiting person
Name main supervisor	Name additional supervisor
Name fellow	

Persons met:

Names of all persons met

The objectives of the training site appraisal were:

- 1.
- 2.
- 3.
- 4.

1/ Administrative and logistical issues:**Public Health system:**

Changes in public health system of host country since last visit

Office space:

Office space for fellow, access to library, laptop, software etc

Logistical issues:

Salary, removal, accommodation, language etc

2/ Host institute supervision:**Supervision:**

Main supervisor, other supervisors, supervision structure and quality, impression of fellow on supervision

Fellow:

Impression of supervisors on fellow (attitude, progress, integration in department)

Induction:

Presence of induction programme

3/ Training objectives:**Name of fellow*****Public Health Microbiology Mannagement:***

Short overview of activities of the fellow in this field

Public Health Microbiology laboratory investigations:

Short overview of activities of the fellow in this field

Epidemiological investigations:**Surveillance:****Outbreak investigation:**

Short overview of activities of the fellow in this field

Biosafety/biosecurity and quality management:

Short overview of activities of the fellow in this field

Research:

Short overview of activities of the fellow in this field

Communication:

Short overview of activities of the fellow in this field

Teaching activities:

Short overview of activities of the fellow in this field

Others

Other relevant activities not directly related to the training objectives

4/ EUPHEM training programme co-ordination:

Feedback to the coordinators. Discuss how to share early drafts.

Summary and recommendations:

1/ Administrative and logistical issues:

2/ Supervision:

3/ Training objectives:

4/International assignments:

5/ EUPHEM coordinators

Appendix 4: Midterm interview procedures

How a midterm review will be performed?

1. Fellows update all their IPR, manuscript, reports, other outputs on extranet (at least one week before the interview)
2. In most of the time we perform an interview during the site visit. Before the interview (at least 6 weeks in advance) fellow receive a template to fill in (Annex template for midterm review). In addition a check list will accompany this form to remind the fellow, supervisor and coordinators about the procedures (annex, check list for midterm review).
3. Form will be returned to coordinators at least 2-3 weeks in advance
4. Interview is performed in presence of the supervisor. However last 30 minutes of interview will be only with the fellow. This part is confidential and will not be shared on the report with the host site or any other person. Two coordinators or one coordinator and one supervisor will go through the filled template and ask questions. These questions help coordinator/s to understand fellow's knowledge, skills and abilities/attitude to describe their objectives.
5. When scientific objectives of fellows are reviewed opportunities will be given to fellow to describe their sites (strength and weakness), supervision (strength and weakness), and coordinators (strength and weakness). Sensitive information is confidential and will not be shared with anyone. However if there are essential and serious problems in supervision or other issues at site, ECDC will bring the issues to consideration for improvement (with fellows permission and in a tactful and discreet way). Fellows have also possibility to express their opinion on coordinators and the programme. AND they are strongly recommended to be sincere and give coordinators their feedback (on the programme but also corrective feedbacks if there are problems identified).
6. Visiting team will have dedicated time with the main, and co-supervisor and epidemiology supervisors. In this meeting progress of the fellow as well as forecasts of the development will be discussed.
7. Visiting team will have dedicated meeting with project supervisors who supervised the fellow in the past but also those who will be engaged in the future projects.
8. In the end a short debriefing will be performed by the visiting team and main outcome of the visit will be shared with all the people involved in the training. Sometimes director or head of departments choose to participate in the debriefing. This can be presented orally or in accompany of a couple of slides. Confidential parts will not be included in this debriefing.
9. A report (only on scientific performance) will be drafted and shared with fellow and fellowship programme office (for issue of diploma).

Check list for midterm interview

All the documents are collected on extranet (IPR, project descriptions, protocols, manuscripts, outbreak reports, mission reports)

1. All the documents are updated
2. IPR is updated
3. Modules (check with FPO and site supervisors) if fellow completed number of modules
4. Publications are listed (ask fellows to make a list of all published outputs)
5. Manuscripts (last versions)
6. Instruction for midterm interview is send
7. Questioner for interview is filled and send to the coordinators
8. Time for interview is booked (2h)
9. Coordinators agreed on the time together with fellow and supervisor

Check list for self assesment

This document is complimentary to the site appraisal and site visit guide of EUPHEM and aims to support the potential EUPHEM training site in preparation for the training site appraisal and assessing capacity to host a fellow (MS-track, EU track or both). This assessment in close discussion with the head of the EUPHEM programme or a scientific coordinator of EUPHEM indicates the level of acceptability for hosting a fellow but also indicates the need for building capacity at the training site in terms of training of trainers or any relevant subject to the mandate of ECDC.

INSTITUTE**COUNTRY****DEPT/UNIT****PARTICIPANTS****DATE OF SITE APPRAISAL**

Context	Capacities	Characteristics	Self Assessment				Comments
			none/ not at all	Partly/numbers if applicable	Fully/numbers if applicable	Number	
1. Access to projects and activities in public health microbiology (according to the core competencies of EUPHEM) and in covering different microbiology disciplines (bacteriology, virology, parasitology/mycology)	PH Management and Communication	Capacity for providing skills in public health microbiology, management and communication					
		Do we have a public health function or mandate (PH institute, reference lab, etc.) ?					
		Capacity for providing scientific communication (including communication					

		with authorities, multidisciplinary teams, etc.) competencies to the fellow according to the core competencies of EUPHEM?					
		Number of publications from the training departments/units in peer-reviewed journals within the last three year.					
		Expertise in networking within specific health departments and access to other units in order to guarantee collaborative projects or activities					
		Expertise in international networks and/or collaborations					
	Applied microbiological and laboratory investigations /Applied PH microbiology research	Capacity to provide potential projects with public health relevance to the fellow					
		- Bacteriology					
		- Virology					
		- Parasitology					
		- Mycology					
	Outbreak investigation	Capacity to provide outbreak investigations?					
		Collaboration with epidemiologists at local/regional/national level to provide opportunities to					

		the fellow to perform descriptive/analytical epidemiology and strengthen the link between two disciplines?					
	Surveillance	Capacity of providing projects in surveillance to the fellow according to core competencies of EUPHEM. 1. Setting up an surveillance system 2. Evaluating an surveillance system 3. Analysis of surveillance data					
		How many surveillance reports on communicable diseases did the unit produce within the last three years?					
		How many surveillance projects could we provide to a fellow during the next fellowship?					
	Quality and Biorisk Management	Capacity of providing fellow training in quality management					
		Capacity of providing fellow training in accreditation					

		Capacity of providing fellow training in biorisk management					
	Teaching	Collaboration with Universities / PH Institutions to provide teaching projects to the fellows					
		Internal seminars/courses to provide teaching projects to the fellows					
2. Access to datasets and vital records.		Surveillance data (national, local)					
		demographic and clinical data (patient data)					
		Laboratory data (national, local)					
		Demographic and clinical data (patient data)					
3. Provide personal supervision to a EUPHEM fellow		Other national datasets (mortality data etc.)					
		What is the structure of the English speaking supervisory team?					
		How many main supervisors, co-supervisors, epidemiology supervisors and project supervisors could we provide?					
		- Bacteriology					
		- Virology					

		- Parasitology					
		- Mycology					
		- Epidemiology					
		Number of supervisors or co-supervisors who has/have attend the induction workshop (ECDC Summer School) and the EPIET/ EUPHEM Introductory Course.					
4. Provide the necessary infrastructure		How many labs with accreditation status according to national/ international regulations?					
		How many labs with biosafety level: 2 3 4 according to the European/international standards?					
		Capacity for adequate office space, laptop computer with sufficient office software, and access to telephone, fax, internet and an e-mail address.					
		Capacity for technology and information technology support (e.g. equipment and software)					

		Capacity for library facilities (access to online publications).					
5. Administrative infrastructure		Capacity to administrate (employ) a fellow (Frame work Partnership Agreement (FPA), Specific Grant Agreement (SGA) for EU-track and Training site agreement for MS-track fellows.					
		Capacity for funding for travels within the country to outbreak investigations or any other field work					