



Administrative Decision on “Rules governing the ECDC Senior Exchange part of Continuous Professional Development (CPD) programme” Stockholm, 29/06/2018

Article 1 - General

This decision governs the ECDC Senior Exchange, part of the ECDC Continuous Professional Development (CPD) programme.

Purpose: The legal basis for this Director’s Decision lies in Article 9(6) of Regulation (EC) No 851/2004 of the European Parliament and of the Council of 21 April 2004 establishing a European Centre for Disease Prevention and Control (the ECDC Founding Regulation):

‘The Centre shall, 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.’

In addition, Article 3(2) (e) of Regulation (EC) No 851/2004 applies:

‘Within the field of its mission, the Centre shall: exchange information, expertise and best practices, and facilitate the development and implementation of joint actions.’

Senior exchange for Public Health (PH) experts is considered part of the ECDC Continuous Professional Development (CPD) programme and follows the strategic objective of strengthening institutional capacities. Participation in the programme is available for applicants of EU Member States and European Economic Area (EEA)¹. The exchange gives an opportunity for experts from one

¹ From now on when mentioning EU Member States in the Administrative Decision, EEA will be included unless mentioned otherwise.

Member State to engage in a study visit (from a minimum of two to maximum of ten working days) to another Member State.

The objectives of the senior exchange are the following:

- Create an opportunity for PH experts to familiarize themselves with working methods of other EU countries and promote sharing of good practices.
- Foster mutual learning, networking and trust among colleagues within the EU.
- Improve Member State national, regional and local capacity and competence in the specific area targeted by the training.
- Foster the European perspective in public health cooperation and training

Description: This Administrative Decision governs "Rules governing the ECDC Senior Exchange Continuous Professional Development (CPD) programme" starting with Edition 2018.

Timeline for the annual ECDC Senior Exchange Initiative:

1. Estimation of the budget for the Senior Exchange
2. Call for Expression of Interest to National Focal Points for Training (NFPT) is launched.
3. One month time is given to NFPT for submitting the Expression of Interest.
4. After the deadline the project team based at Public Health Training section has two weeks for analysing the results/question for clarification and matching by the candidates.
5. The project team based at Public Health Training section informs the potential participants (both visiting experts and hosts) about the proposed visits. Participants are given two to three weeks to accept the proposal and confirm dates with host.
6. Visits take place through the year.
7. Visiting experts submit their Final reports and satisfaction surveys max 6 months after the visit takes place.

Target group

Senior exchange is open to all EU Member States. The applying visiting expert and hosting expert should preferably be part of a formal ECDC network. Examples of such visiting and hosting experts are: Experts in formal ECDC networks, such as disease programmes and core public health function networks, EPIET/EUPHEM supervisors, Coordinating Competent Body Structure (including all National Focal Point Functions).

Professional profiles of applicants may include, but are not limited to: epidemiologist, microbiologist or any other public health expert fulfilling the national interest for building capabilities in preparedness, prevention and control of cross-border health threats.

Article 2 – Call for expression of Interest to MS

The project team based at the Public Health Training section of ECDC launches the call for expression of interest addressed to the National Focal Points Training. The visits that will take place are based on that call. The project team in the Public Health Training section will ensure fair distribution of nominations among the Member States. Countries can also nominate via bilateral agreements between MS. However, all nominations, bilateral or not, should be agreed upon with the NFPT from both countries. Only the NFPT should send the nominations to ECDC.

To ensure proper alignment of different initiatives, ECDC will liaise with the NFPT when requests for exchange visits arrived via [ECDC country support mechanism](#).

Conditions for participation

All participants must meet the following eligibility criteria at the time of application:

Eligibility criteria for participants	
Visiting Experts	Hosting Sites
National of one EU/EEA MS or resident in a EU/EEA MS.	Public health institute or laboratory serving the public sector established in one EU/EEA MS
Active employment under a public sector contract in a EU/EEA public health institute or laboratory	Letter of intent signed by an authorized representative of the organization to demonstrate commitment to participate in the Senior Exchange as a host site
Professional profiles matching the target group: public health expert, epidemiologist, microbiologist, etc.	Professional profile(s) matching the requesting exchange profile
Committed to share the knowledge acquired during the visit and to improve the diagnostic/surveillance capacity at local/national level.	Be willing to provide mentorship to the visiting expert and identify a contact point for the purpose of the training visit/s
Good command of English (or of another EU language relevant for the purpose of the training visit). At least B2 level	Good command of English (or of another EU language relevant for the purpose of the exchange visit). At least B2 level

Prioritization for participation

The budget estimation for the Senior Exchange is based on previous years and defined in the annual work programme. Currently ECDC cannot fund more than one visiting expert per Member State (sender). In case the number of nominations exceeds the available budget, ECDC will use the IRIS priority mechanism to allocate participants:

- Impartiality
- Recourses
- Impact
- Significance

Article 3 - Organization

The Exchange

Visiting and hosting exchange visits

In order to make **Senior Exchange sustainable**, each visiting country should also offer hosting opportunities. Each exchange is organized around one specific topic.

Moreover, as not all countries have the same amount of visiting experts and the topics may not be the same, it can happen that some hosts may receive more than one visiting expert. Please note that the application form contains a possibility to indicate how many visiting experts you can host, and whether they visit one at a time or as a group.

Bilateral agreements can be accepted if the NFPT of both countries are informed and support the visits.

Potential topics for exchange visits

The topics for the Senior Exchange are intended to benefit the exchange of PH information between Member States. They include areas of Public Health such as but not limited to:

1. Public health surveillance methods
2. Public health threat detection
3. Communication with other sectors
4. Crisis Management
5. Risk assessment
6. Healthcare associated infections

Use of ECDC Virtual Academy (EVA) platform

The ECDC Virtual Academy (EVA) is an internet tool created to assist the visiting experts / hosts in their communication with each other and the ECDC Senior Exchange Project Team. For the purpose of the implementation of the Senior Exchange initiative, a special platform is set up.

The Platform provides user guide, templates and other information that is useful for the participants.

All surveys necessary for the evaluation of the senior exchange visit are also done via EVA.

Furthermore, participants are given the chance to share their experience and ask questions in the forum. Registration on ECDC EVA is a mandatory step, since all instructions and templates will be available in the dedicated Senior Exchange space.

Steps of the Selection Process

FIRST STEP: Call for Nominations

A Call for expression of interest and nominations will be sent out by ECDC to the National Focal Points for Training once a year. The following supporting documents will be shared:

- Application form for visiting expert (annex 1)
- Application form for hosting expert (annex 2)

NFPT should distribute the information within the National PH institutes. A deadline will be given for reception of applications for participation (both sending and hosting) by ECDC via EVA.

SECOND STEP: Selection Process

For the selection process, the following steps are required:

1. Potential visiting expert must submit an **Application Form (VE)** provided by ECDC to the NFPT.
2. The NFPT will then make sure that the information in the form is in accordance with the requirements stated in section 2.1 of this decision and will nominate ONE visiting expert from their country. The project team in Public Health Training section strongly suggests that the NFPT and the potential visiting expert discuss the expectations and learning objectives before filling in the **Application Form (VE)**.
3. The NFPT should send the application form to the project team in Public Health Training section within the deadline stipulated in the Call for expression of interest. Any applications received after expiry of the deadline will not be accepted.
4. The NFPT are requested to also submit an **Application Form (HE)** for hosting a visiting expert. That will ensure balance between hosting and sending organisations.
5. The project team in the Public Health Training section will then enter into a matching process (for those, who have no bilateral agreements) in order to find hosting countries or counterparts who fit the priorities as stated in the submitted **Application Form (VE)**.
6. After the matching process, the project team in the Public Health Training section will communicate the results to the NFPT, participants and hosts. The communication will be done via EVA or e-mail from ECDC Courses generic mailbox.
7. The project team in the Public Health Training section will make sure the selected *visiting experts* with no bilateral agreements receive the contact details of the hosting experts so that they can together prepare the exchange visit.

THIRD STEP: Preparation

1. After the selection is completed, both the visiting experts and hosting experts should register in EVA. The platform will be used for further communication regarding the exchange visit.
2. After having received the information about their participation in the Senior Exchange and the contacts of the hosting experts, participants will have two weeks to establish contact with each other:
 - To check whether the matching has been adequate and the hosting expert will be able to meet the learning needs of the visiting expert
 - To combine the dates of the exchange visit
 - To agree on the details for the exchange and the programme components.
3. After this contact, the Visiting Expert will be able to prepare their **Hosting Plan** (annex 3) in agreement with the Hosting Expert.
4. The **Knowledge sharing plan** (annex 4) will show how the visiting expert plans to share the information gained during the exchange visit with their colleagues. Means of cascading can be courses, articles, presentations, e-learning, discussion forums, etc.

Cascading can be done within your unit / academy, in national / international courses or conferences, on the internet, etc.

5. The Hosting Plan and the Knowledge sharing plan are essential elements for the Senior Exchange. Candidates are expected to complete and submit them to ECDC project team before any logistic arrangements takes place.
6. The Hosting Plan and the Knowledge sharing plan must be submitted by the visiting experts to the project team in Public Health Training section no later than six to four weeks before the exchange period is due to begin. Only the full package of documents will be accepted in order to initiate travel arrangements at ECDC.
7. ECDC will cover travel and accommodation expenses and provide daily allowance according to the ECDC Reimbursement rules. The travel arrangements will be made by ECDC's Travel Agency with assistance from the Missions & Meetings Office.
8. ECDC provides travel insurance for all visiting experts travelling on behalf of ECDC. The insurance takes effect as from the time one leaves their home/office for the meeting and ends upon return to home/office. Times outside this period, including durations with private deviations, are not covered. More information will be provided by ECDC's Travel Agency with assistance from the Missions & Meetings Office.

FOURTH STEP: The Exchange Period

The length of the exchange period covers **2 to 10 working days**.

In order to ensure the working days are fully used, bookings will be made in such a way that the visiting expert will be able to start with the exchange on Monday morning 9:00hrs; this may involve travelling on Sunday. The return flight will be arranged in such a way that the visiting expert leaves the premises not before 15:00hrs.

FIFTH STEP: Knowledge sharing

Knowledge sharing is essential element of the Senior Exchange in order to fulfil the aims of the **programme**. Therefore, the visiting experts are asked to put special effort into spreading to others what they have learned.

SIXTH STEP: Feedback and Final Report

After the implementation of the exchange period, the visiting experts are requested to provide Feedback survey in EVA and to prepare a **Final Report** (annex 5).

Feedback is given on the electronic survey based in EVA. It gives a clear picture of whether and to which extent the objectives of the project have been achieved; furthermore, lessons can be learned from this information for future exchange visits.

The Final Report gives detailed information on how the individual visiting expert experienced their stay in the hosting countries; which lessons they have learned and which best practices they have managed to exchange. It should also include when and in which form the knowledge sharing activity took place.

The report should be submitted to the project team in Public Health Training section via EVA max 6 months after the visit takes place. In cases where there is no report submitted, ECDC will not issue a certificate of participation in the activity.

Article 4 - Protection of Personal Data

Any personal data collected by ECDC will be processed solely for the purposes of the performance, management and follow-up of the ECDC training activities in the framework of which it was collected and in accordance with Regulation (EC) n. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data. This may involve distribution of data to ECDC competent bodies for training in the EU/EEA Member States, the Training Site Forums and the scientific coordinators. Personal data submitted during the application process will be stored for a maximum period of 24 months. Data subjects have the right to access and rectify their personal data at any moment. For more information on personal data protection and related documents reference is made to the ECDC website queries or requests concerning the processing of personal data may be addressed to the relevant ECDC Data Controller or the Data Protection Officer (dpo@ecdc.europa.eu). Data subjects have the right of recourse to the European Data Protection Supervisor

Article 5 - Final provisions

These rules will enter into force on the day following their signature. They take effect starting with the 2018 edition of **Senior Exchange**.

Implementation of these rules may be defined in an internal procedure.



Andrea Ammon
Director

2018 -07- 06

Includes 5 Annexes:

Annex 1- Application form for visiting expert

Annex 2- Application form for hosting expert

Annex 3- Hosting Plan

Annex 4- Knowledge sharing plan

Annex 5- Final Report

Glossary

CPD: Continuous Professional Development (CPD) programme

SMAP: ECDC Strategic Multiannual Program

EVA: ECDC Virtual Academy

NFPT: National Focal Points for Training

Exchange visit: A multilateral exchange of senior public health experts from Member States of the EU/EEA. The initiative provides the participants with opportunity to familiarise themselves with working methods of other EU countries, create a network of trust among colleagues and support the European dimension in PH cooperation and training.

Visiting expert: The visiting expert is the person who leaves their own country to visit another country for a short study visit.

Hosting expert: The hosting expert the person who receives the visiting expert in their own institute and is acting as contact point during the whole process.

Bilateral agreement: a mutual agreement between two sites. For one to send an expert and for the other to host this expert. Those agreements can be accepted if the NFPT of both countries are informed and support the visits.

Learning implies the process of gaining new knowledge or insights either through studying but also through experiencing new things or being taught by others. This includes becoming aware of something by information or from observation.

Knowledge sharing means sharing with other colleagues the knowledge visiting experts gained during the visit, hence, the period of cascading will follow after the exchange has taken place.

Hosting plan: The plan should contain the learning objectives, the programme components, organizations and which experts the visiting expert will meet.

Knowledge sharing plan: this plan describes how the visiting expert will share the information they gained with their colleagues including a timeframe. Means of knowledge sharing can be courses, articles, presentations, e-learning, discussion forums, etc. Knowledge sharing can be done within your unit / organization, in national / international courses or conferences, on the internet platforms.

Final report: gives detailed information on how individual visiting experts experienced their stay in the hosting organisations; which lessons they have learned and which best practices they have managed to exchange. The report should also reflect on whether and how the dissemination/cascading of the knowledge acquired was conducted. The "Final report" will be used for internal ECDC analysis and audit purposes.

Annex 1: Application Form (VE)

1. Application Form for SE (Visiting Expert)
2. To be filled in by National Focal Points for Training

Please make sure you fill in all sections and upload it to [dedicated space in EVA](#).

Alternatively send it to: Courses@ecdc.europa.eu

Reference for the file: **SE_2018_VE_country**

Deadline: **dd.mm.yy**

I. General information

1. Expression of interest

Would you consider sending a participant (*visiting expert*) in the framework of the ECDC Senior Exchange for public health professionals (SE)?

If you consider proposing more than one visiting expert, please fill in one form for each candidate.

	Yes
	No

2. Personal and professional information: please fill in the details of **one** candidate from your organisation:

Title:	
Family Name*:	
First Name*:	
Specialisation:	
Mother Tongue:	
English Command*:	
Name of Organisation*:	
Position:	
Address:	
Postcode:	
City / Town:	
Country:	
Telephone*:	
Mobile:	
Email address*:	

* Mandatory fields

3. Exchange preferences

Which of the topics listed below would you propose for the exchange?

Please select from the listed topics a maximum of 3, indicating from 1 to 3 your preferred choice (1 being the most preferred).

	Public health surveillance methods
	Public health threat detection
	Communication with other sectors
	Crisis Management
	Risk assessment
	Healthcare associated infections

4. Exchange period

For what period of time (three days to max of two weeks) would you want to send a visiting expert?

	Two to four working days –please indicate
	Five working days (one week)
	Ten working days (two weeks)

II. Working with partner organisations

5. Bilateral agreement with a partner organisation:

Do you have already a bilateral agreement with a Public Health Institute in another Member State that could host the expert from your organisation?

	Yes
	No

5.a. Partner organisation (if applicable)

If yes, please fill in the information below:

Name of the organisation	
Topic of interest	
Duration of the visits	
Contact person	
e-mail/phone number of the contact person	

Annex 2: Application Form (HE)

3. Application Form for SE (Hosting Expert)
4. To be filled in by National Focal Points for Training

Please make sure you fill in all sections and upload it to dedicated space in EVA.
Alternatively send it to: Courses@ecdc.europa.eu
Reference for the file: **SE_2018_HE_country**
Deadline: **dd.mm.yy**

I. General information

1. Expression of interest	
Would you consider hosting a participant (<i>visiting expert</i>) in your organisation in the framework of the ECDC Senior Exchange for public health professionals (SE)?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

2. Personal and professional information: please fill in the details of one person from your institute who will act as contact point for SE:	
Title:	
Family Name*:	
First Name*:	
Specialisation:	
Mother Tongue:	
English Command*:	
Name of Organisation*:	
Position:	
Address:	
Postcode:	
City / Town:	
Country:	
Telephone*:	
Email address*:	

* Mandatory fields

3. Exchange preferences

For which of the topics listed below you can offer mentoring and infrastructure for SE?

Please select from the listed topics a maximum of 3, indicating from 1 to 3 your preferred choice (1 being the most preferred).

	Public health surveillance methods
	Public health threat detection
	Communication with other sectors
	Crisis Management
	Risk assessment
	Healthcare associated infections

4. Exchange period

For what period of time (two days to max of two weeks) you could host a participant from other member state in the frame of SE?

	Two to four working days –please indicate
	Five working days (one week)
	Ten working days (two weeks)

II. Working with partner organisations

5. Bilateral agreement with a partner organisation:

Do you have already a bilateral agreement with Public Health Institutes in other Member States, which would like to send a visiting expert to your organisation?

	Yes
	No

5.a. partner organisation (if applicable)

If yes, please fill in the information below:

Name of the organisation	
Topic of interest	
Duration of the visits	
Contact person	

e-mail and phone number of the contact person	
Name of the expert you are planning to host	

Annex 3: Hosting Plan

Hosting Plan for the ECDC Senior Exchange

The *Visiting Expert* should set-up a **Hosting Plan** together with the *Host*. The plan should contain the learning objectives, the programme components, organisations and which experts the *Visiting Expert* will meet.

Please note that the **Hosting Plan** is a mandatory element of the Senior Exchange. Candidates that do not complete the hosting plan will not be taken into account for exchange visit.

Please make sure you fill in all sections and upload it to [dedicated space in EVA](#).

Alternatively send it to: Courses@ecdc.europa.eu

Ref: **SE_HP_ your name**

VISITING EXPERT

Personal and professional information:	
Title:	
Family Name*:	
First Name*:	
Name of Organisation*:	
Position*:	
Address:	
Postcode:	
City / Town:	
Country:	
Telephone*:	
Email address*:	

HOST

Personal and professional information of the contact point in the host organisation:	
Title:	
Family Name*:	
First Name*:	
Name of Organisation*:	
Position*:	

Address:	
Postcode:	
City / Town:	
Country:	
Telephone*:	

Exchange details

Topic of Exchange visits*	
Exchange period (dates):	
Learning outcomes aimed by the <i>Visiting Expert</i> *	1.
	2.
	3.
Expectations defined by the <i>Visiting Expert</i> *	1.
	2.
	3.

Draft Programme

Please include a reflection session of minimum one hour on last day of exchange to explore which learning outcomes have been achieved and what could have been improved.

Date	Activity	Visiting department/lab/unit	Learning outcome

* Mandatory fields

Annex 4: Knowledge sharing Plan

Knowledge sharing Plan for the ECDC Senior Exchange

The *Visiting Expert* should set up **Knowledge sharing Plan** with the colleagues in their own team. The plan should show how The *Visiting Expert* plans to share the information gained during the exchange visit. It should including a timeframe. Means of cascading can be courses, articles, presentations, e-learning, discussion forums, etc. Knowledge sharing can be done within unit / organisation, in national / international courses or conferences, on the internet platforms.

Please note that the **Knowledge sharing Plan** is a mandatory element of the Senior Exchange. Candidates that do not complete the hosting plan will not be taken into account for exchange visit.

Please make sure you fill in all sections and upload it to dedicated space in EVA.

Alternatively send it to: Courses@ecdc.europa.eu

Ref: SE_CP_ your name

Personal and professional information:	
Title:	
Family Name*:	
First Name*:	
Name of Organisation*:	
Position*:	
Address:	
Postcode:	
City / Town:	
Country:	
Telephone*:	
Email address*:	

Exchange details:	
Hosting organisation*:	
Country:	
Name of the contact person:	
Exchange Period (dates):	

Method of sharing knowledge:

Type of activity (meeting, presentation, report, etc.) *:	
Period for the activity to take place:	
Location:	
Duration:	
Target group*:	
Number of persons to be reached*:	
Methods of delivery*:	
Objectives*:	
Content*:	

* Mandatory fields

Annex 5: Final Report

Final report for the ECDC Senior Exchange

Please write about your experiences and thoughts. When writing, try to imagine what could be interesting for other colleagues to know about your experience. The report should also reflect how the Knowledge sharing plan was implemented. The **Final Report** will be used for internal ECDC analyses and audit purposes.

Your **Final Report** may be used for publication in order to give potential candidates for the next Senior Exchange editions an impression of the experiences and opportunities such an exchange may offer. Please be aware, that filling the final report is mandatory element of the initiative.

Please make sure that the report is completed and upload it to dedicated space in EVA within **3 months** after the completion of the exchange visit.

Alternatively send it to: Courses@ecdc.europa.eu

Ref: **SE_FR_ your name**

Participant*:	
Sending Organisation*:	
Hosting Organisation*:	
Topic of the exchange visit*:	

* Mandatory fields

1. Please explain whether you think you were matched with the right person considering your topic, position and work experience and why.

If yes, what made it successful? Please describe in what way your counterpart was the right match and give some examples.

If no, please explain why you did not consider the matching successful and give some examples. Was your exchange still useful in another way to you or your organisation? If so, please describe in what way.

2. Please describe at least three best practices that you came across during your exchange:
 - a)
 - b)
 - c)
3. In what way do you think that it will be possible to incorporate any of these best practices in your daily work to the benefit of your organisation?

Please describe which best practices you expect you will be able to incorporate and how this can be done? How long do you think this will take? Do you foresee any problems for this?

If you do not think it will be possible, please describe why.

4. Please describe whether and how you used the opportunity to share best practices from your own organisation? If not, please give the reasons why.
5. Please list at least three other specific positive outcomes from your exchange. It would be good if you could explain a bit more about the reasons why they were positive in the context of practice in your own country or daily work, or also for you as a person.
 - a)
 - b)
 - c)
6. Were there any negative outcomes? If so, please describe what they were and why they were negative.
7. Do you plan to continue the cooperation with your counterpart? If yes, please describe in what way you intend to cooperate. If not, please give the reasons why you think this would not be possible or useful.
8. Before your exchange period you completed a *Knowledge sharing Plan*. Now that you have done the exchange, some of your ideas may have changed. If so, please describe how you think you will share or have shared what you have learnt during your exchange. Which issues you learnt about or observed do you consider most important or interesting for other colleagues?
9. Do you have any suggestions for the improvement of the programme in the future?
10. Do you have any additional comments?

Date:

Signature: