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Responsible	Garcia Elorrio E, Rubinstein F (Argentina), Machado C (Brasil), Osorio L (Colombia), Canario J (Dominican Republic), Alger J (Honduras), Garcia H (Peru), Lang T (United Kingdom) – Consortium LAC
Languages	English/ Spanish / Portuguese

The purpose of this document is to establish and communicate the organisational and decision-making structure of the The Global Health Network Latin America and the Caribbean (TGHN LAC); and define the scope and objectives involved in this network.

Contents

1. Background

The Global Health Network (TGHN) was founded more than 1 decade ago in Africa with the goal of addressing inequities in health research by implementing new approaches to research systems and environment strengthening. Since then, the Oxford-based organisation, led by Professor Trudie Lang, has grown to include over 900,000 registered members and has provided training courses to over 3 million participants. TGHN has had a significant impact, with over 100,000 researchers from LMICs attending webinars or workshops, and hundreds of thousands of research protocols, templates, and guidance documents downloaded and used.

Now, the time has come to devolve leadership and ownership of TGHN to the communities it seeks to support in the Global South and to scale up the leadership hub and growing network of engaged partners in Latin America and the Caribbean (LAC). The overarching goal is to enable excellence in research on escalating and emerging infectious disease threats in this region by building highly active Communities of Practice (CoP). The Global Health Network will utilise proven convening and connecting systems, diverse regional teams, and data sharing mechanisms to facilitate coordination across partners in six countries.

These partnerships will serve as the foundation for active knowledge exchange and skill sharing, enabling the next generation of high-impact research and internationally competitive academic groups. The group will develop, test, refine, and implement new systems and processes for knowledge mobilisation that actively inform policy and practice at scale. These efforts will be self-sustaining through its' ability to secure internationally competitive research grants, led by strongly capable teams fostered through this CoP for health research in LAC.

2. The Global Health Network Latin America and Caribbean Governance

The Global Health Network LAC's mission [Acerca de • The Global Health Network LAC (tghn.org)] is to improve health outcomes in the region through the exchange of knowledge and training to strengthen health research. It's vision is to collaborate so that all people in Latin America and Caribbean have access to best practices in health, regardless of their geographic location or access to resources. TGHN LAC strongly believes in the power of the collaborative network, and works to foster the exchange of ideas and experiences between health professionals within and outside the region.

The Global Health Network works across all aspects of health research to address the following aims:
● To embed health research in places, diseases and regions where evidence is lacking by bringing support, training and guiding faster and better research processes.
● To drive equity in who takes part and who benefits from health research by enabling the open movement of health research information, data and know-how between diseases areas, regions, organisations and communities.
● To build lasting capable research teams in low-resource settings who are able to lead research studies and compete internationally for recognition, reward, engagement and visibility.

These aims are achieved through a combination of this online platform for knowledge sharing and by connecting and building strategic partnerships, online and in person. Much of this is facilitated through a vast digital platform (The Global Health Network - theglobalhealthnetwork.org).

Figure 1: The Global Health Network, a Federated and Decentralised Franchise.
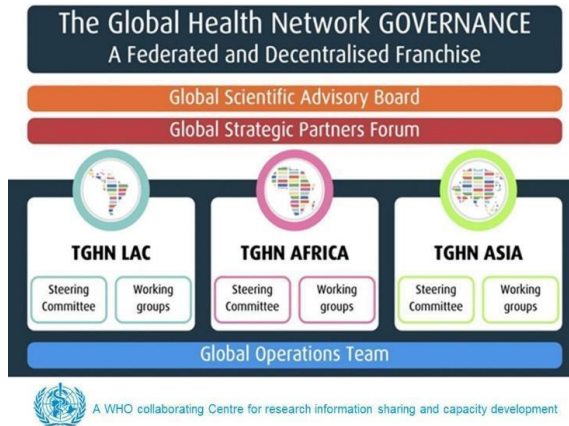
Source: The Global Health Network

Different initiatives support the TGHN LAC to strengthen regional networking and to provide platforms for capacity building in global health research (Figure 2). TGHN LAC is a collaborative effort to enable a health research environment in Latin America and the Caribbean by a network of seven academic institutions, six in LAC' countries (Figure 3) and TGHN Global Operations team, based in the United Kingdom.

Figure 2: Charter LAC´s Projects and teams
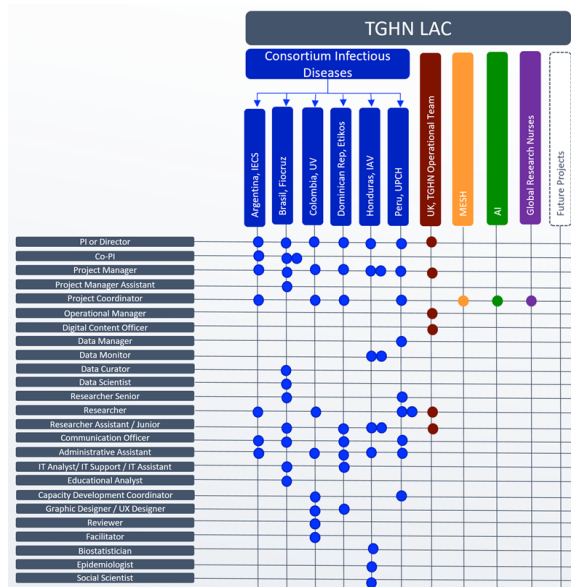
Source: The Global Health Network

Figure 3: TGHN LAC Partners

Argentina, Institute of Clinical Effectiveness and Health Policy (IECS)
Brasil, Oswaldo Cruz Foundation (Fiocruz)
Colombia, Del Valle University (UV)
Dominican Republic, Etikos (Etikos)
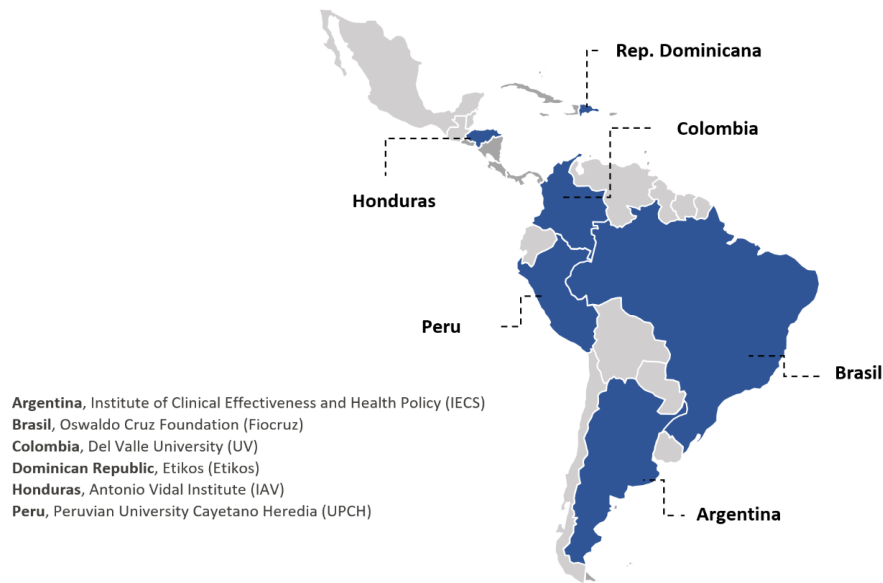**Honduras**, Antonio Vidal Institute (IAV)
Peru, Peruvian University Cayetano Heredia (UPCH)

Source: The Global Health Network - https://lac.tghn.org/centros-en-paises/

2.1. Structure

The structure of the TGHN LAC governance include: Regional Steering Committee, Operational Leads, Operational Teams, Collaborators and Scientific Advisory Board.

a. The Regional Steering Committee (RSC)

The Regional Steering Committee (RSC) is composed of the principal investigators (PIs) representing each partner as part of the consortium and is responsible for guiding the overall mission of the TGHN LAC and overseeing the work carried out by different working groups. The RSC provides advisory guidance and does not have the authority to make binding decisions. Its primary role is to review activities, outcomes, and plans related to the partners' core aims and guide the network in creating maximum impact by fostering more and better health research in low-resource settings. Additionally, it may identify gaps in activities, suggest new areas of focus, and help ensure activities are responsibly and effectively meeting project or grant goals. The RSC will also encourage collaboration among the partners and guide the identification of regional stakeholders and their engagement, including raising awareness of The Global Health Network activities at relevant events and meetings.

A representative of the Regional Steering Committee will be appointed to represent it in the Global Scientific Advisory Board. The chair of the RSC, will be elected by internal consensus through direct and open voting, with a mandate of 12 months, allowing rotation among the PIs. Representation may only be renewed for one consecutive term.

Responsibilities

The RSC is responsible for setting the overall direction and goals of the projects, as well as ensuring that the project stays on track and meets its objectives.

It plays a key role in approving planning and reporting, and in communicating with stakeholders, including funders and the most strategic partners. In addition, the RSC is responsible for approving decisions about resource allocation when needed, resolving conflicts or challenges that arise during the project, and facilitating the sharing of knowledge (i.e. publications) and best practices among the institutions and researchers involved. Overall, the RSC plays a crucial role in ensuring the success of the health research capacity strengthening programme.

Operations

RSC meetings will be held at least once a year, either online or in-person if funds are available, with a quorum of at least 60% of participating partners. The organisation of the meetings will be assigned to the host Institution. Discussions may also continue between meetings through emails or virtual calls to exchange useful relevant information. Every year, the RSC will formally review its own remit and operations, with recommendations for changes, although pertinent points may be raised at any time.

Other meetings may be added to resolve particular situations, and prior to the reporting deadlines.

b. Operational Leads

The operational leads are composed of the project manager and/or project coordinator representing each project or participating Institution and have a vital role in the day-to-day running of the TGHN LAC activities (See Annex: Research Capacity Building Activities).

Responsibilities

Operational leads are responsible for implementing the strategies and plans developed by the RSC and ensuring that the projects stay on track and meets its objectives. The project managers will be hired as part of the team at each of the centers, and their contact information will be published in the TGHN knowledge hubs.

Project managers work closely with the operational teams involved in the project to coordinate activities, manage resources, and ensure that tasks are completed efficiently and effectively.

They also participate in recruitment and onboarding of new team members, managing budgets, tracking progress, ensuring projects' deliverables are met, pushing the overall objectives of TGHN LAC, and preparing reports to share with the RSC and funders. In addition, project managers may be responsible for building and maintaining relationships with partners and other stakeholders, and for representing TGHN LAC to the broader community.

Operations

Operational leads will meet according to the TGHN LAC schedule.

c. Operational teams

The operational teams (OTs) include the following roles: data managers, research scientists and assistants, educators and instructional designers, developers, designers, administrative and communications staff.

The OTs are responsible for executing the various initiatives and activities that are planned as part of the projects, including running face-to-face and online training initiatives, coordinating meetings and workshops, and overseeing the research projects. The operational team works closely with the project managers to ensure that it stays on track and meets its objectives.

Responsibilities
The responsibilities of each member of the operational team will be established clearly and specifically through the job description that each Institution will use in its hiring process. This means that when incorporating a new member into the team, it will be mandatory to have a job description to establish the key responsibilities, objectives and expectations of each position in the team. The hiring of members of the operational team is the responsibility of the participating institutions and the internal process of each one and their respective local legislation must be respected, regarding times, standards, salaries, etc.

The OTs are responsible for building and maintaining relationships with partners, local researchers, stakeholders, and for representing the project to the broader community.

Operations
The work of the operational teams of each partner will be completely aligned and defined by the project's action plan.

d. Collaborators

Collaborators may be members of the TGHN's Communities of Practice, research institutes interested in TGHN activities in the LAC region, partners from and TGHN Asia, Africa or the MENA regions, collaborating participants or collaborating institutions, who can be invited to participate in TGHN LAC's activities.

Responsibilities
Collaborators play an important role in supporting the dissemination of training initiatives and findings across Latin America and The Caribbean, and other regions and providing support and advice in their specific areas of expertise.

Operations
The participation of the collaborators will be completely aligned and defined by the aims of TGHN LAC.

e. Scientific Advisory Board

The Scientific Advisory Board (SAB) for capacity building and professional development will be formed by representatives of global and regional health organisations and funders, who can contribute a wide range of knowledge and perspectives on the priorities and challenges in capacity development of global health research.

Responsibilities

The SAB will interact with the regional steering committee, guiding, advising and evaluating the research plan and progress of the projects. Also, making connections with other institutions and networks as needed, and making recommendations for changes or improvements. They may also help to identify gaps in the research and suggest new areas of focus. Additionally, the SAB may assist in the dissemination of research findings and help to ensure that the projects are conducted in an ethical and scientifically sound manner.

Overall, the role of the scientific advisory board is to provide oversight, connection, dissemination and ensure that the project is meeting its goals and objectives in a responsible and effective manner.

Operations

The SAB will meet annually with representation from the Regional Steering Committee.

3. Scope

The scope of this document is to outline the objectives, responsibilities, and expectations of all parts involved in The Global Health Network LAC. This terms of reference (ToR) will serve as a reference tool to guide the development, implementation, and evaluation of the projects, is in accordance with the principles of The Global Health Network, University of Oxford and applies to all partners part of the TGHN LAC, including all staff members, individuals employed by a third party, external contractors, collaborators, voluntary or temporary workers, students, fellows, and any other personnel. The scope of this policy is not limited to any particular area and aims to ensure consistency and compliance in all aspects of the organization's activities.

It is important to note that the contents of this document are not exhaustive and are not intended to be legally binding except where specifically stated below to be binding. While this policy sets out the organization's expectations and guidelines for conduct, it should not be interpreted as a definitive statement of the law or as a substitute for legal advice.

4. Accountability

Each participating institution part of TGHN LAC is responsible for meeting the obligations outlined in their contracts with and the University of Oxford Memorandum Of Understanding (MoU) and specific collaboration agreements between Institutions and with the respective funders. Additionally, the MoU consortium establishes collaboration among the six Institutions established in the LAC countries (Figure 3) and TGHN based in the United Kingdom. Likewise, collaborative agreements for specific activities may be signed between the consortium and collaborating institutions.

Designated officials will be accountable to the executive of their employing institution for their roles and responsibilities within the framework of the implementation of the Institutions part of TGHN LAC network. Each member shall hold harmless the other members of TGHN from any costs, expenses, liabilities, injuries, losses, damages, claims, lawsuits, procedures or judicial costs and sentences resulting from a breach of agreement with the funder or due to negligent acts, omissions or misconduct of the Institution and/or its staff. This includes any liability with TGHN, the funder, or any third party. Each member acknowledges their liability for the consequences of any failure to fulfill the tasks and work packages assigned to them under the projects or activities.

Additionally, all Institutions must adhere to high ethical standards and comply with all applicable anti-corruption regulations, including the Criminal Liability of Legal Entities Law 27,401, the US Foreign Corrupt Practices Act (FCPA), the UK Bribery Act, the OECD Anti-Corruption Convention, and the Anti-Corruption Convention of the European Union and other local standards if apply. By following these regulations, we ensure that all activities of the TGHN LAC network are carried out in an ethical, transparent, and responsible manner.

5. Working methods

The TGHN LAC will be implemented by the partners in LAC and the TGHN Global Operations team, that is, they will jointly execute the contract awarded through specific letters of agreement, being co-responsible for each and every one of the obligations derived from each proposal and respective contract.

TGHN LAC will be working through inter-connected workstreams based on the Theory of Change:

1. A Community of Practice for Health Research in LAC
2. Harness digital technology to support equity health research
3. Connecting and convening excellence in global health research
4. Improve specific steps and processes within the health research cycle
5. Foster Leadership, Teams and Environments for Research

6. Monitoring and evaluation

The processes and mechanisms for tracking activities, monitoring and evaluation will be established by TGHN Global in accordance with the TGHN regions and published through the regional Hubs. For Latin America and the Caribbean, the information will be available in the TGHN LAC hub (https://lac.tghn.org/). When necessary for specific projects, they must be informed in the each project's action plan.

8. Intellectual property rights

The term "intellectual property rights" refers to various types of property rights, including patents, trademarks, trade names, design rights, copyright (including rights in computer software and moral rights), database rights, rights in know-how, and other intellectual property rights. These rights can be registered or unregistered, and include applications for the grant of any of the foregoing, as well as all rights or forms of protection having equivalent or similar effect to any of the foregoing, regardless of their location in the world.

In the event that an activity, resource, deliverable or result of an intellectual nature is jointly created or generated by two or more members, and it is impossible to distinguish the contribution of each member to the creation of that deliverable, the product will be co-owned by all contributing members in equal parts.

If a member is required to provide any material, a material transfer agreement will be established in accordance with the internal rules of the institutions involved and local legislation.

Each member guarantees that by virtue of their contractual relations with their staff or internal work team, they will not have intellectual property rights related to the deliverables or derivatives of the TGHN LAC activities, resources or projects. Any request regarding intellectual property rights must be submitted in writing to the Regional Steering Committee, for evaluation and decision. Additionally, when necessary for specific projects, other outlines can be added.

9. Authorship in academic and scientific publications

The names and the order of the authors should be discussed and agreed upon, ideally at the beginning of the development of each product, be it a material, activity, resource or manuscript. Ideally, all publications must state *"TGHN LAC"*. The recommended authorship criteria of the International Committee of Medical Journal Editors (ICMJE) will be adopted, available *https://www.icmje.org/recommendations/browse/roles-and-responsibilities/*. Additionally, when necessary for specific projects, other outlines can be added.

Each member will warrant that any academic or scientific publications which it contributes or creates in the course of the TGHN LAC will not infringe third party rights.

10. Communication channels and sharing of information and resources

It is important to note that the success of the TGHN LAC will depend on the commitment and active participation of all network members. As such, the network encourages open and constructive communication between all parties to ensure that everyone is engaged, informed, and supported throughout the course of the project. The communication's strategy will be established by TGHN LAC in accordance with the TGHN Global Operations. When necessary for specific projects, they must be informed in the project's action plan.

11. Financial management

The TGHN LAC is supported by different initiatives to strengthen regional networking and to provide platforms for capacity building in global health research. Financial management is delimited based on the guidelines of each financier and established in their respective contracts or specific award letter and terms of reference. Each partner of the TGHN LAC will be responsible for the financial management of the projects in their respective institution, and will manage the projects in accordance with the respective contracts.

This subject will be reviewed and updated as necessary throughout the project to ensure that all project's activities align with the project's objectives and are delivered in a timely and effective manner.

12. Final Considerations

This document provides essential guidance for the operations and future decisions of the TGHN LAC. Likewise and will be kept up to date and subject to periodic review to ensure its continued relevance in the effort to achieve success in this shared project.

Annex

Research Capacity Building Activities

The enhancement of research capacities, at the individual, team, or organisational level, is marked by an effort to bolster knowledge, practical expertise, leadership, and research excellence. These training initiatives aim to cultivate a skilled and proficient LAC research community, enabling participants to thrive in their respective roles and contribute significantly to the field of research.

All activities that can be recorded or involve the creation of resources must be hosted in the relevant location on the TGHN LAC Hub (https://lac.tghn.org/). Additionally, for activity dissemination and registration, the links should also direct to the LAC hub. Resources can be also available in other repositories and we encourage other dissemination strategies to be implemented.

Data Science Clinic

Spanish: Clinica de ciencia de datos
Portuguese: Clínica de ciência de dados
French: Conseil en science des données

Goal: To provide targeted support to challenges identified by researchers on collection, management, analysis, interpretation, preservation, sharing, and health data reuse.

Description: A meeting arranged to facilitate an exchange between researchers seeking assistance from data science experts in resolving specific issues encountered during their research data management.
These queries should hold the potential for fostering mutually beneficial collaborations among these researchers, such as joint publications or research projects. The group session aims to enhance researchers' data management and analytical abilities, enabling them to better attain their research goals and implementation.

The data experts will serve as short-term tutors, providing guidance on processes without assuming responsibility for the final outcomes, as execution largely depends on the participants' efforts.

Location: Virtual or face-to-face. It can happen inside a health centre or research institution.

Audience: These sessions cater to both individuals and groups, encompassing researchers from diverse disciplines, healthcare professionals, engineers, system administrators, and early career researchers. Sessions can be categorised into Beginner, Mid-level, and Advanced levels as per the centre's requirements. It is imperative to register in advance and provide a detailed agenda for each session.
Consideration may be given to restricting the number of participants in each session. Moreover, familiarity with TGHN's available resources and completion of relevant data courses may be a prerequisite for participation.

Recurrence: Every month or every 2 months at a fixed day and time.

Basic curriculum: Participants should send a specific question about their inquiry beforehand. The topics could include, but not limited to:

- Data management (cleaning and/or creating a database, use of software, validation rules, storage and access, data collection, manipulation and curation, CRFs, data sharing, etc.
- Data analysis: discuss analysis options and statistical approach, definition of variables, statistical software.
- Presentation of findings (tables and graphs)
- Trustworthy data sharing and access ways

These topics will be shaped by the landscaping and knowledge gap analysis as part of the Data Science curriculum work.

Time allocation: From one to two hours in duration.

eLearning Course

Spanish: _Curso de autoaprendizaje en linea_
Portuguese: _Curso autoinstrucional_
French: _Cours d'auto-apprentissage en ligne_

Goal: To provide online self-standing educational modules in the field of health research for continuous learning, professional development, and capacity-building of LAC individuals and organisations.

Description: eLearnig is an online self-learning course designed to be self-administered, to cover every step, process, and issue that needs to be understood in order to conduct high-quality research. Every course's curriculum is written to be widely applicable, across diseases and geographies. Each course is carefully researched to provide high-quality material that is peer reviewed and regularly updated. A certificate is issued once a minimum of 80% is achieved in the course quizzes. They should be in Spanish and/or Portuguese, encouraging English translation.

Location: we encourage all eLearnings courses to be hosted at the Global Health Training Centre https://globalhealthtrainingcentre.tghn.org/elearning/. For those that are hosted externally, TGHN LAC hub will include a redirect link to the institution's pages.

Recurrence: Courses will be accessible on the platform, they can be accessed freely at any time. Courses should be created with the view that they are sustainable and future-proof, meaning that they do not require to be updated regularly. If guidelines change, then they should be updated periodically by creators.

Basic curriculum: The range of topics for delivering the sessions will be designed according to the needs of the centres and the deliverables included in the joint grant proposals, ollowing the Essential Research Skills Curriculum. They will initially cover foundational topics in the field of Infectious Diseases research.

Time allocation: A workshop should last sufficient time to achieve the objectives.

Mentoring Scheme

Spanish: Mentoría
Portuguese: Mentoria
French: Mentorat

Goal: Support researchers in acquiring skills, knowledge, and advancing their careers in health research within a collaborative and skill-building environment, ultimately enhancing research capacity and career development.

Description: the mentoring is the practice of helping and advising a less experienced person over a period of time. Mentoring is centred on a relationship in which the mentor shares knowledge, experiences and specific skills to help the mentee (apprentice) gain knowledge, achieve development goals and overcome barriers to his professional and personal development. This promotes inclusivity and supports equality in research on an individual basis. It is distinct from tutoring and encompasses various levels of mentorship.

Mentorship focuses on the development of an individual and encompasses a variety of personal and professional areas, which centers on providing specific assistance in an academic or technical subject. The mentoring scheme include tutoring activities.

The mentoring scheme for professional development can take different forms depending on the specific needs and circumstances of individuals and organizations.

Location: Virtual and/or face-to-face. It can happen inside a health centre or research institution.

Audience: students, healthcare professionals and researchers.

Basic Curriculum: According the project, p.e. Infectious diseases.

Time allocation: A mentoring scheme should last sufficient time to achieve the objectives.

Professional Development Scheme (PDS)

Spanish: Inscripción en el Esquema de Desarrollo Profesional
Portuguese: Inscrição no Esquema de Desenvolvimento Profissional
French: Inscription au Programme de Développement Professionnel

Goal: identify individual competencies in research in the fields of Global Health to foster professional development and training opportunities.

Description: online self-reporting platform to record, evaluate and guide professional development in health research by capturing basic competencies, qualifications and training.

Location: Virtual, TGHN PDS platform (https://globalhealthtrainingcentre.tghn.org/pds/about/)

Audience: students, professionals, and researchers. We encourage individuals who have participated in research capacity building activities to register on the PDS platform and upload their certificates, such as those earned from eLearning courses.

Recurrence: scheme members will receive biannual email reminders prompting them to review and update their points. An annual review form is provided, which constitutes a vital part of the Continuing Professional Development record.

Basic curriculum: research essentials skills.

Time allocation: does not apply.

Pathfinder Projects

Spanish: Proyecto Pathfinder (Traduccion: Pioneros)
Portuguese: Projecto Pathfinder (Traducao: Desbravadores)
French: Projet Pathfinder (Traduire: Pionnier)

Location: Virtual or face-to-face. It can happen inside a health centre or research institution.

Definition: Add-on action flexible framework to generate new evidence from existing data from a host study to document all the required steps and their associated metrics, answer new research questions based on primary data, describe each challenge encountered and document how these were solved.

Audience: researchers, students, fellows, may be a subset of the host study team, or another independent group that the host team would be willing to allow to be integrated into its operations to track and document relevant processes.

Recurrence: Flexible.

Basic curriculum: Infectious diseases (target)

Time allocation: does not apply.

Research Club

Spanish: Club de Investigación
Portuguese: Clube de pesquisa
French: Club de recherche

Goal: For participants to learn about specific research areas or topics and to network and exchange ideas in a conducive environment.

Description: A forum (meeting space between different participants with the aim of exchanging opinions, raising questions and providing answers on a specific topic) where participants engaged in

research in different fields get together to discuss their research projects, experiences, and challenges over multiple repetitive sessions. They are driven by participants, interactive and focussed on asking, sharing challenges and advice, seeking guidance, and discussing. They have a networking purpose too. Institutionalized/ multi-institutionalized, periodic, disseminated with a broad thematic area.

Giving it the term 'seminar' usually connotes some form of formality while the term Research Club makes the setting a mix of formal and informal, which could be a more conducive/relaxing environment for researchers in terms of expressing their views about their research or research capabilities/challenges.

They are an opportunity to learn about general skills that they may not necessarily be receiving as part of their training (e.g. etiquette of powerpoint slides). It could also be an opportunity for students to learn about the career trajectory of others which can also inform their own choices.

The purpose and meeting structure, suitable time, date, location, a semester-long schedule, and a medium to facilitate communication should be set up. A coordinator for invitations, choosing the rotative chair, motivation, promotion of the club is recommended. In each session, a participant can volunteer to chair and coordinate the meeting.

The activity must have a networking component. Prior registration is required. It will appear at the TGHN LAC hub repository of Research Clubs.

Participation will be free. Where relevant, speaker compensation and acknowledgment to be agreed at the discretion of the organisers.

Location: Face-to-face, hybrid or virtual, according to the resources of each institution. Location can be fixed or be different for each session e.g., different buildings. Collaborators or faculty that are interested in setting up or facilitating the research club should be identified. Faculty and institutional commitment/support is recommended for sustainability of the Research Club.

Audience: Staff members, early researchers or students in a research setting (inclusive nature is fundamental). Guests who are experts on a topic can be invited for a session for giving an introduction, participating in the discussions or presenting on a topic of their expertise and current research projects. Assistance and agenda should be reported.
Open to whom might be interested, even outside the institution.

Recurrence: Recommended to have a monthly recurrence for belonging at least. Flexible for each institution.

Basic curriculum: The topics for all the sessions can be pre decided or the next topic or theme could be discussed and agreed upon by the participants during the session itself.

Time allocation: A research club should last sufficient time to achieve the objectives.

Supported Learning Sessions

Spanish: Sesiones de aprendizaje asistido
Portuguese: Sessões híbridas de aprendizagem
French: Séances d'apprentissage accompagnées

Goal: To provide resources, access and additional guidance to participants in order to navigate and complete the elearning training modules or other online resources.

Description: This program adopts a blended learning methodology that combines synchronous lectures (either in-person or online) with the completion of asynchronous e-learning courses or toolkits offered by the TGHN training centre or partner e-learning platforms.
Upon successfully finishing the predetermined number of sessions, participants are required to undergo an evaluation process to obtain certification. For TGHN eLearnings, a certificate is awarded when a minimum score of 80% is attained in the course quizzes (Please note that certificates are not issued per session; automated certificates are only provided for TGHN eLearnings).

This approach entails a more immersive and comprehensive educational experience centred on a specific topic. It offers a wealth of supplementary materials and resources, including documents, recorded lectures, eLearning courses, online materials, group exercises, tutorials, and more. Additionally, it incorporates live interactions with a tutor who aids in clarifying concepts, monitoring progress, and providing valuable feedback to participants.

Location: both synchronous (in person or online) and asynchronous. For in person synchronous, a site with a series of computers/personal PCs or tablets to run the e-learning courses is recommended.

Audience: Will vary according to topic and depth. Important to define pre-organising the session according to needs.

Facilitator: Volunteer expert on the topic that is familiar with the related eLearning course, available to chair and guide the discussions.

Recurrence: The session could be completed in one or split up into multiple sessions over a few days.

Basic Curriculum: Each institution can decide their priority topics. These topics will be shaped by the identified gaps.

Time allocation: From one to two hours in duration.

Twinning Programme

Spanish: cooperación institucional
Portuguese: Programa de pareamento institucional
French: Programme de jumelage

Goal: To foster collaboration and capacity building among two or more institutions.

Description: Twinning signifies a strategic collaboration between two or more institutions, networks, or hospitals, whether situated within the same or different countries or regions. This collaborative initiative aims to elevate the research capabilities of the participating entities by fostering the exchange of resources and expertise.

At its core, Twinning involves the formalization of partnerships through agreements or contracts, establishing a framework for substantial collaboration over a defined period. These agreements extend not only within the consortium but also encompass collaborations with institutions beyond the consortium boundaries.

This structured program brings together organizations with a shared objective, serving as a dynamic platform for the exchange of knowledge and capacity-building. It enables participating institutions to harness the diverse perspectives and expertise of their counterparts, leading to the discovery of new research opportunities and breakthroughs.

The Twinning program facilitates international experience for researchers and students, providing them with the opportunity to develop fresh skills and perspectives. Additionally, it promotes resource and infrastructure sharing among participating entities, fostering more cost-effective and efficient research endeavours by formalizing collaborations through agreements, Twinning becomes a cornerstone for building enduring partnerships that transcend organizational boundaries and contribute to the advancement of collective research goals.

Location: two or more institutions. Reminder to expand to regional and province centres with limited access, not only capital cities.
Note: We will not consider involving communities, civil associations, and government as this is public engagement.

Audience: Institutions, organisations, hospitals, universities, researchers groups, medical societies.
The interested in the twinning will provide a plan for collaboration which identifies:
1. Areas of possible collaboration
2. Guest institution: Any centre can be host/guest depending on the collaborations. This can however denote an institution that aims to receive expertise, training or skills building sessions.
3. Host institution: As above but can further denote a centre that agrees to deliver/commit expertise, training or skill building to support the guest.

Basic curriculum: Infectious diseases (target)

Time allocation: A twinning should last the time determined in the collaborative agreement.

Webinars

Español: seminario web
Portugués: seminario web
Francés: webinaire

Goal: To present and discuss specific topics of interest to a large audience for learning or dissemination purpose.

Description: A webinar is an online seminar that exclusively caters to a virtual audience. Unlike traditional seminars, webinars may not necessarily have a specific educational agenda or offer certificates. Typically, they span one to two hours in duration. Webinars serve as a one-to-many communication platform, enabling presenters to reach a large and targeted online audience from a single location.

These webinars can be part of a series, designed in a way that allows participants to join any session independently, following the content even if they haven't attended other sessions. Each webinar typically features a host, one or two speakers, and includes a minimum 10-minute session for questions and discussions. Attendees are also invited to stay engaged in the TGHN platform/event. We advocate for live translation to ensure inclusivity for diverse audiences. Participation in webinars is free of charge. In cases where applicable, compensation and acknowledgment for speakers will be determined at the discretion of the organisers. A set of slides (optional) can be broadcast which run in accord with the rest of the presentation. The screen capture functionality can also be used which can show the viewers an application or website.

Location: An online platform, preferably utilising Zoom for streamlined registration and reporting processes, is the preferred choice.
While TGHN can provide support, especially for the initial events, the use of institutional platforms can be considered on a case-by-case basis and agreed upon accordingly.

Audience: Open. Engagement during a webinar can wield significant impact and may take various forms, such as posing questions to the audience, facilitating discussions in the chat, conducting online polls, and administering surveys.

Recurrence: Flexible, according to the schedule of each institution.

Basic curriculum: Speakers can present on research or learning topic, a research project, case studies, etc.

Time allocation: From one to two hours in duration.

Workshop

Spanish: Taller/Workshop
Portuguese: Oficina/Workshop
French: Atelier

Goal: To provide an intensive practical training on a specific skill or topic.

Description: A workshop is an intensive educational session tailored for a specific audience within a specialised field. These sessions can take place in person, online, and be spread across multiple days or weeks. They serve as collaborative training opportunities aimed at skill transfer and knowledge sharing, featuring moments for questions and answers as well as intervals for small group work and networking.

Workshops are distinguished by their clearly defined learning objectives, with participants expected to acquire specific skills or knowledge points. These learning outcomes are emphasised when promoting and inviting participants to upcoming workshops. Depending on the theme and complexity of the topics covered, organizers may establish minimum participation requirements.

Certificates are awarded to participants who attend over 80% of the session and complete the feedback survey. Additionally, organizers may request other relevant documents based on the workshop's subject matter.

Workshops often encompass practical exercises, brainstorming sessions, interactive learning, relationship-building opportunities, and problem-solving activities. They can be instrumental in skill refinement, sharing case studies, fostering consensus, and generating recommendations.

Location: Workshops can be conducted in various formats, including virtual, face-to-face, or a hybrid combination of both. Virtual workshops are hosted on online platforms, with Zoom being the preferred choice due to its user-friendly features such as seamless registration, breakout group activities, and robust reporting capabilities.
Face-to-face workshops can be held within healthcare facilities, research institutions, or any accessible physical location. We also offer the flexibility of hybrid workshops, which combine in-person and virtual elements to accommodate diverse preferences and needs.

Audience: The specific criteria for selecting the target audience depend on the workshop's theme or chosen setting. To promote inclusivity, we highly encourage the provision of live translation services.

Recurrence: If necessary, the workshop can be spread across multiple days. Its design should align with the learning objectives and accommodate the time constraints of the audience, such as health workers who may find shorter, 1-hour sessions more efficient.

Basic curriculum: Our workshops are centred on specific topics and skills, with a primary goal of enhancing research training and bolstering research teams and systems. The selection of session topics will be tailored to the requirements of the participating centres and the objectives outlined in the collaborative grant proposals, all in alignment with the Essential Research Skills Curriculum.

Time allocation: A workshop should last sufficient time to achieve the objectives.