

De|P|H|E|

DEVELOPMENT PARTNERSHIPS
IN HIGHER EDUCATION



AFRICA ACADEMY FOR ENVIRONMENTAL HEALTH

“Advancement of the science and practice of environmental health in Africa”

De|P|H|E| Project implementation plan

October 2008

Revision 02

PROJECT BACKGROUND

After more than 10 years of preparatory work the Africa Academy for Environmental Health (AAEH) was launched at the First All Africa Environmental Health Congress that was held in Nairobi, Kenya on 27-30 August 2008. The constitution of the AAEH was also approved at the above congress. A Chairperson and an Executive Committee (EXCO) was elected to be responsible to work towards the main aim of the AAEH that is to advance the science and practice of environmental health in Africa. The Executive Committee (EXCO) of the Board of the Academy met and agreed at the 1st All Africa Environmental Health conference, Nairobi, Kenya (August 2007) the following portfolio's and action lists:

- Portfolio communication – Prof. J.C. Engelbrecht – South Africa
- Portfolio academic – Mr. J.A. Okwesio - Kenya
- Portfolio e-Learning – Mr. D.J. Mazali - Tanzania
- Portfolio European coordinator – Dr. A. M. Grimason - UK
- Portfolio quality assurance – Mr. W. Kitagwa - Kenya
- Portfolio resource mobilization – Mr. K. Lungu – Malawi
- Portfolio Swaziland coordinator – Mr. S. Nkambule - Swaziland
- Portfolio gender development – Dr. T. Morse – Malawi & UK

As part of the mobilisation of funds a project proposal was developed and submitted to the British Council for the DelPHE round three invitations for proposals. The project was of a multi-lateral type of partnership with eight partners been included on the project. The lead partner Institution to be the Tshwane University of Technology (TUT) as well as the following partners:

- University of Strathclyde (UoS) – Scotland
- Kenyatta University – Kenya
- University of Malawi (Academic) - Malawi
- Muhimbili University of Health and Allied Sciences - Tanzania
- Moi University – Kenya
- University of Swaziland – Swaziland
- University of Malawi (gender equality) - Malawi

The title (main aim) of the project is the establishment of an Africa Academy for Environmental Health (AAEH) to develop environmental health curricula and accredited diploma / degree programmes in environmental health in SADC higher education institutes. Approval by the British Council was granted on 20 June 2008. External peer review comments was addressed and the Lead Partner (TUT) represented by Prof JC Engelbrecht and the partner representative for the UoS Dr T Grimason met with the Education Manager

(Mr P Xaba) of the British Council on 26 August 2008 to confirm and finalise the financial project plan.

PROJECT SUMMARY

The Chairperson and Dr Grimason met on 23 and 24 August to draft a summary of the approved project that is digestible and focussed to provide direction and focus towards the implementation of the project. The core of such implementation plan was also discussed and approved in principal with the Education Officer of the British Council. Table 1 provides a summary of the core objectives, outputs as well as the funding approved for the project. It needs to be noted that the original approved project by the British Council was used as the point of departure. A practical approach was also followed to ensure that delivery on the set objectives and outputs can be attained.

TABLE 1: DeIPHE PROJECT SUMMARY

| | | |
|-----------------------------------|--|---|
| Project Title | Establishment of an Africa Academy for Environmental Health (AAEH) to develop environmental health curricula and accredited diploma / degree programmes in environmental health in SADC higher education institutes. | |
| Collaborating Institutions | | <p>Lead partner: TUT South Africa (Dr JC Engelbrecht)</p> <p>Partner 2: University of Stratclyde – Scotland (Dr T Grimason)</p> <p>Partner 3: Kenyatta University Kenya (Dr ML Keraka)</p> <p>Partner 4: University of Malawi Malawi (Mr K Lungu)</p> <p>Partner 5: University of Dar-es-salaam Tanzania (Mr D Mazali)</p> <p>Partner 6: Moi University Kenya</p> <p>Partner 7: University of Swaziland Swaziland (Mr S Nkambule)</p> <p>Partner 8: The Polytechnic Malawi (Dr T Morse)</p> |

| | |
|-------------------|---|
| Duration | Three years roll-out plan starting January 2009 |
| Objectives | <ul style="list-style-type: none"> • To determine the extent of environmental health diploma/degree provision within each SADC country. • To ensure that every SADC country has an established environmental health diploma/degree course by the end of the link period. • To raise the profile and advance the discipline of environmental health in SADC countries. • To determine the uptake and gender participation in environmental health diploma / degree programmes in each SADC country. • To promote the national recognition of environmental health education within SADC countries. • To determine the number and ratio of EHO's compared with other allied health professionals and the population in each SADC country. • To establish a database of environmental health education expertise in SADC countries. • To establish an electronic network of environmental health academics in SADC countries. • To promote and stimulate environmental health e-learning in SADC countries. • To identify the presence / absence of any professional environmental health institutes/bodies and their role in reviewing / directing environmental health curricula and accrediting diploma / degree courses. • To facilitate contact with other national and international environmental health training institutions and bodies/associations that share values compatible with the aims of the African Academy of Environmental Health. • To promote exchange of environmental health academics within SADC, Africa and abroad. • To promote sharing of best practices in environmental health within SADC countries and abroad. • To promote and facilitate collaborative environmental health research in SADC countries. • Improve the exchange and management of information and experience amongst academics, students and institutes in SADC countries. • Promote the harmonisation of standards and practices in environmental health in SADC countries. • Undertake an educational need assessment of environmental health academics involved in the delivery of environmental health diploma/degree programmes in SADC countries. |
| Outputs | <p>OUTPUT 1: (Internationally recognized joint research studies (to commence after achieving outputs 2-6 hereunder</p> <p>OUTPUT 2: New/revised programmes and courses developed which are relevant to country needs</p> <p>OUTPUT 3: Professional development of environmental health academic staff</p> |

| | |
|---|---|
| | <p>OUTPUT 4: Increased gender parity and numbers of woman taking part in research and partnership courses</p> <p>OUTPUT 5: Improved networking and exchange of information between partner institutions</p> <p>OUTPUT 6: Improved management and administration within Higher Education Institutions in the focus countries</p> |
| Human Capital Development (e.g. No. of MSc/ PhD) | <ul style="list-style-type: none"> • Increase gender (woman) representation in environmental health education • Improve the quality of environmental health training programmes in SADC • To increase research output in environmental health (graduate and post graduate output as well as publications) • To improve the quality of environmental health service delivery in SADC |
| Budget | <p>Project has been approved by the British Council under the Development Partnerships in Higher Education (DeHPHE). Budget approved totals an amount of £45 000 per year for a period of 3 years</p> <p>TOTAL BUDGET: £135 000</p> |

DELIVERY ON OBJECTIVES

To enable the project to succeed it is important to meet the agreed objectives of the projects and demonstrate the achievement of the agreed outputs. Regular progress reports will have to be submitted to the British Council on progress. It is of utmost importance for all the project partners to take ownership of their actions as part of the portfolio that is linked to project objectives. The following is a summary of delivery responsibilities of project partners:

- All partners must at all time be involved in all the activities – it will not be the portfolio partner’s responsibility only to deliver. He/she acts as co-ordinator / driver of the process
- Especially when workshops are convened it will be all participants’ responsibilities to actively be involved (presentation in MS PowerPoint format)
- The Chairperson together with the EXCO withhold the right to exclude a partner from the project that are underperforming or do not meet an acceptable level of delivery
- All reports and feedback must be in electronic format to be available to the committee (partners) that will have to submit the required progress reports to the British Council

PROJECT COMMUNICATION STRATEGY

For the project to be successful at the end of life cycle three, a proper communication strategy is of utmost importance. Full use will have to be made of electronic and other means of communication that will ensure an effective and reliable flow of information. The effectiveness of a communication strategy is only as good as the weakest link. It is therefore very important that all the project partners comply with agreed strategy. The following is a summary of the communication tools:

Use of AAEH letterhead

External formal communication will only be conducted on the approved official letterhead of the AAEH and signed by the Chairperson or a member of EXCO. A copy of all communication must be forwarded to the Chairperson for record. Portfolio holders are allowed to only sign business related to the activities of the EXCO members' portfolio. All other correspondence must be forwarded to the Chairperson for signature. The preferred method for forwarding correspondence is electronic (as an attachment in pdf format).

E-mail correspondence

The preferred method for internal (amongst EXCO members) and external (to external persons / bodies) will be through e-mail. The following needs to be recognised:

- Requests for feedback / comments must be accompanied by a due-date.
- As a tool for the sender to monitor receipt, recipients of an e-mail must return a confirmation reply to the sender
- It is assumed that all EXCO members will have access to e-mail facilities. It is also expected that EXCO members will access e-mails on a regular basis.

Fax and overland post

Project partners are requested to use facsimile and normal land post as a last resort of communication and only revert to this tool if no other option is available.

PROJECT IMPLEMENTATION STRATEGY

To ensure that the project objectives and outputs are met as documented in Table 1, the following main activities need to take place:

- Ensure the establishment of a database of all environmental health training institutions in Africa
- Establish an environmental health specialist register

- Establish a generic academic quality management system for environmental health training programmes in Sub-Saharan Africa
- Develop and e-learning system / facility for environmental health in Africa
- Ensure that a forum is established where environmental health academics can establish a network and exchange expertise and research
- To increase the number of female participants on the EXCO, the project and undergraduate students studying environmental health within SADC.
- To develop an environmental health module as part of a Masters in Public Health (MPH) that can be used by universities in Africa presenting MPH post graduate programmes

Project plans for the respective objectives are summarised hereunder. It is expected that the portfolio holder to take full ownership and ensure delivery.

TABLE 2: Ensure the establishment of a database of all environmental health training institutions in Africa

| * OBJECTIVE | RESPONSIBILITY | TARGET DATE |
|--|------------------------------|------------------------------------|
| Compile questionnaire | Dr Engelbrecht & Mr Nkambule | 30 September 2008 |
| Forward questionnaire to EXCO for comment | EXCO members | 17 October 2008 |
| Administer questionnaire | Dr Engelbrecht & Mr Nkambule | 31 October 2008 30 October 2008 |
| Capture and interpret data Present report | Dr Engelbrecht & Mr Nkambule | 30 January 2009 |

* NB – Responsible EXCO members to drive the objective (actions and target dates)

TABLE 3: Establish a environmental health specialist register

| * OBJECTIVE | RESPONSIBILITY | TARGET DATE |
|--|----------------|------------------|
| Establish a environmental health specialist register | Dr M Keraka | 30 November 2008 |

* NB – Responsible EXCO members to drive the objective (actions and target dates)

TABLE 4: Establish a generic academic quality management system for environmental health training programmes in Sub-Saharan Africa

| * OBJECTIVE | RESPONSIBILITY | TARGET DATE |
|---|----------------|-------------------------------------|
| Establish a generic academic quality management system for environmental health training programmes in Sub-Saharan Africa Workshop 1 – South Africa Workshop 2 – Moi University | Mr Kitagwa | Feb / March 2009 Aug / Sept 2009 |

*** NB – Responsible EXCO members to drive the objective (actions and target dates)**

TABLE 5: Develop and e-learning system / facility for environmental health in Africa

| * OBJECTIVE | RESPONSIBILITY | TARGET DATE |
|---|----------------|-------------------|
| Develop an e-learning system / facility for environmental health in Africa Workshop – Tanzania | Mr Mazali | Semester 1 - 2010 |

*** NB – Responsible EXCO members to drive the objective (actions and target dates)**

TABLE 6: Ensure that a forum is established where environmental health academics can establish a network and exchange expertise and research

| * OBJECTIVE | RESPONSIBILITY | TARGET DATE |
|--|---------------------|-------------------|
| Ensure that a forum is established where environmental health academics can establish a network and exchange expertise and research Workshop linking with the proposed 2 nd All Africa Congress on Environmental Health – Malawi | Mr Lungu & Dr Morse | Semester 2 - 2010 |

*** NB – Responsible EXCO members to drive the objective (actions and target dates)**

TABLE 7: To increase the number of female participants on the EXCO, the project and undergraduate students studying environmental health within SADC.

| * OBJECTIVE | RESPONSIBILITY | TARGET DATE |
|---|----------------|-----------------|
| Develop a strategy to be adopted by the AAEH to increase the number of female participants on the EXCO, the project and undergraduate students studying environmental health within SADC. | Dr Morse | 30 October 2008 |

TABLE 8: Establish an generic module on environmental health for MPH programmes in Africa

| * OBJECTIVE | RESPONSIBILITY | TARGET DATE |
|--|----------------|------------------|
| Establish an environmental health generic training module that can be used by universities in Africa to develop / revise their MPH programme | Dr M Keraka | 28 February 2009 |

*** NB – Responsible EXCO members to drive the objective (actions and target dates)**

CONCLUSION AND THE WAY FORWARD

To finalise and conclude the project it is important to conduct two workshops that will be scheduled as follows:

TABLE 9: Workshop at the University of Strathclyde to draft the final report with assistance of international peers from the United Kingdom

| * OBJECTIVE | RESPONSIBILITY | TARGET DATE |
|---|------------------------------------|-------------------|
| Workshop at the University of Strathclyde (UoS) | Dr Grimason and UoS academic staff | Semester 1 - 2011 |

*** NB – Responsible EXCO members to drive the objective (actions and target dates)**

TABLE 10: Workshop at the Tshwane University of Technology to finalise and sign off the documents and report and determine the way forward

| * OBJECTIVE | RESPONSIBILITY | TARGET DATE |
|--|---------------------------------------|--------------------|
| Workshop at Tshwane University of Technology (TUT) | Dr Engelbrecht and TUT academic staff | Semester 2 - 2011 |

*** NB – Responsible EXCO members to drive the objective (actions and target dates)**

Table 11 hereunder provided a summary of the workshops to be conducted during the three year cycle of the project.

TABLE 11: Summary of workshop during the three year project cycle

| | | |
|------------------------|--|--|
| YEAR 1 2009 | SOUTH AFRICA (Develop a quality assurance and registration model) | KENYA (Moving quality assurance forward and finalise models) |
| YEAR 2 2010 | TANZANIA (Develop and demonstrate an e-learning model) | MALAWI (Provide an environmental health platform for networking of environmental health academics) |
| YEAR 3 2011 | STRATHCLYDE (Constructive inputs and discussion of project and supporting documents including UK peer academics) | SOUTH AFRICA (To finalise and sign off documents and to identify the way forward) |

Undersigned would like to thank all the EXCO members and port folio holders for their hard work that lead to the successful awarding of the project. It was mentioned that the British Council received 100 applications and that the AAEH project was one of only two projects to be funded.

All EXCO members are also wished all of the best with the implementation of the project. As Chairperson I am very optimistic about us achieving the objectives and deliverables of the project and looking forward to establish the AAEH as a world leader in environmental health education.

Through teamwork we will succeed!!!

Greetings

A handwritten signature in black ink, appearing to read 'Engelbrecht'.

ENGELBRECHT JC (DR)

CHAIRPERSON: AFRICA ACADEMY FOR ENVIRONMENTAL HEALTH