Centre for International Health Guidelines

Adopted by the Faculty of Medicine Board, 27.1.2016

The Centre for International Health (CIH) is an inter-disciplinary and inter-Faculty Centre at the University of Bergen (UiB). It renowned for its research and competency within Global Health both nationally and internationally. Since its establishment in 1988, CIH's activity has been anchored in UiB's academic strategy pertaining to global and developmental research.

1 Centre Vision
CIH's research and teaching in Global Health will result in better health in the underprivileged populations of the world.

2 Centre Goal
At UiB, CIH will both spearhead and provide a meeting point for health research, researcher training and teaching that is particularly relevant for the underprivileged populations of the world. The Centre will facilitate and coordinate activities that UiB and/or the Faculties deem appropriate.

3 Centre Tasks
CIH's main tasks are to:
- Initiate, lead and coordinate health research and teaching that is particularly relevant for the underprivileged populations of the world.
- Lead research, teaching, researcher training and leader development in partnership with institutions in low- and middle-income countries, as well as contributing to institution development in partner countries.
- Function as a debate forum for Global Health questions through seminars, conferences, etc.

CIH will undertake these tasks in cooperation with Departments and Faculties at UiB, as well as with other local collaborators such as Haukeland University Hospital, Christian Michelsens Institute, Uni Research and Bergen University College (Western Norway University of Applied Sciences).

4 Centre's Organisational Placement, Management and Leadership
Organisationally, CIH is placed at the Department of Global Public Health and Primary Care (IGS) at the Faulty of Medicine (MED).

CIH will have:
- An appointed leader (title: Centre Leader) and a Deputy Leader. The Centre Leader is appointed by the Faculty Board. The Centre Leader nominates a candidate for Deputy Leader, who is appointed by the Department Leader.
- A Steering Committee
- A Strategic Academic Council
- Scientific personnel from various university units who may be placed either at CIH or at their own unit
- Administrative personnel

Centre Leader
CIH is led by a Centre Leader who has the academic and administrative responsibility for the Centre activity, including both the Centre's strategic development and its day-to-day leadership.

The Centre Leader has the daily personnel responsibility for the scientific staff whose primary position is physically placed at CIH. The formal employer responsibility for all CIH employees lies with their respective

Department leaders (see point 5, Centre staffing). The Centre Leader is also responsible for CIH's project portfolio and its economy.

Administratively, the Centre Leader reports primarily to the Leader at the Department of Global Public Health and Primary Care. Academically and strategically, the Centre Leader reports to the Centre's Steering Committee.

Steering Committee

CIH will have a Steering Committee which consists of the Department Leaders from MED and a representative from the Faculty Deanery. When necessary, representatives from other Faculties or other collaborating institutions may be appointed to the Steering Committee. Both the Steering Committee and its Leader are appointed by the Faculty Board. The IGS Department Leader may not be the Steering Committee Leader. CIH's Centre Leader is responsible for preparing the agenda for the Steering Committee meetings and for ensuring that minutes are taken and distributed.

Steering Committee tasks:
- Provide support and motivation to ensure that CIH carries out its responsibilities as outlined above.
- Undertake decisions and provide advice that will ensure that CIH is able to fulfil its responsibilities as coordinator and initiative-taker in both research and teaching within health research that is particularly relevant for the underprivileged populations of the world.
- Discuss strategies for CIH's research and teaching activity, plans, main questions relating to CIH's operation and sphere of activity, including the collaboration between CIH and other units.
- Supervise the progression of CIH's academic development and ensure that the activity involving other research units is acceptable.
- Discuss CIH's response to official research-, research training-, and education reports.
- Disseminate information about relevant projects at MED/UiB that naturally fall under CIH's activity portfolio, as well as ensuring that these be anchored and profiled at CIH.
- Monitor CIH's economic situation and ensure responsible Centre operation.
- Discuss CIH's suggestions relating to the next year's budget.
- Propose a Leader for the Education Programme Committee (PU) in International Health.

The Steering Committee will meet at least twice a year: in May, so as to be able to make suggestions relating to the next year's budget; and in November, so as to be able to respond to any official research-, research training-, and education reports. The Strategic Academic Council will participate in one of the Steering Committee meetings.

Strategic Academic Council

CIH's Strategic Academic Council will have 6 members who are appointed by MED. Four members will be selected from academic institutions outside UiB, 2 of these from outside Norway. One of the remaining 2 members will come from UiB's Rector Team, and the other will come from CIH. The Strategic Academic Council is responsible for approving the items on the meeting agenda, which is prepared by the Centre Leader. The Centre Leader is responsible for summoning the Council members to meetings as well as for leading the meetings. Strategic Academic Council meetings will be held annually and, if possible, at the same time or parallel to the Steering Committee meeting in May.

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A summary of the Strategic Academic Council's discussions will be made available to the Steering Committee for use in their meeting. In addition, Steering Committee members may participate as observers in Strategic Academic Council meetings.

Strategic Academic Council Tasks

The Strategic Academic Council plays an advisory role for CIH in issues that concern the fundamental aspects of the Centre's academic strategy and activity, particularly those emphasizing strengthening the institutional network supporting CIH.

The Strategic Academic Council will consider and provide feedback on issues that involve:
- Long-term plans and implementation of the Centre's academic activity (research, researcher training, other educational activities at CIH, as well as communication activities)
- Strategic network building

5. Centre staffing

CIH is staffed by
- Scientific personnel whose contracts state that they work at CIH in a given position percent, and/or who have an agreement stating they will be physically located at CIH
- Scientific personnel who are physically based at other units, but who have formally based their projects at CIH, or who engage in teaching or supervision at CIH, or who participate in the Research School
- Administrative personnel who are based at CIH and/or have an agreement stating they will be physically located at CIH

CIH's administrative personnel work together with the administrative personnel at the Department of Global Public Health and Primary Care (IGS). The Administrative Leader at IGS is formally responsible for all the administrative personnel, while the Centre Leader has the day-to-day responsibility for those working at CIH. CIH benefits from IGS' administrative services. The IGS Administrative Leader coordinates the Centre's administrative tasks together with the Centre Leader.

6. Evaluation

These Guidelines will be evaluated by the Centre Leader and the Steering Committee every 2 years. The evaluation will be presented to the Strategic Academic Council.