



**Administrative Guide
EPIET/EUPHEM
MS-track Fellows
Cohort 2015**

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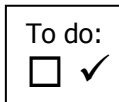
INTRODUCTION

The European Programme for Intervention Epidemiology Training (EPIET) and the European Public Health Microbiology (EUPHEM) Training Programme are fellowship programmes, which provide training and practical experience in intervention epidemiology and Public Health Microbiology at associated Training Sites: the national and regional centres for surveillance and control of communicable diseases in the European Union (EU) and Norway as well as in international organisations. The programme is funded by the European Centre for Disease Prevention and Control (ECDC) and by institutes hosting or sending an EPIET and/or a EUPHEM fellow.

Purpose of this document

This guide aims to give a general overview of the administrative rules, routines and forms that you can encounter during your fellowship. It is in no way intended to be exhaustive nor complete. For more details on specific matters please contact the related unit in ECDC and/ or the Fellowship Programme Office (FPO).

All forms in the Appendix section are subject to change. Please always use the latest version sent out directly from the responsible unit in ECDC.



This symbol is a reminder of items that need your action. Your compliance will facilitate work with the Fellowship Programme Office and our communications.

EU directives and internal procedures

All activities and administration in ECDC, hence for the fellowship programmes, are governed by the EU directives, the mandate of the Centre and the internal procedures of ECDC.

EPIET Curricular Process Guide/Scientific Guide

For information on the scientific content of the EPIET programme (Introductory course, modules, supervision, reports, diploma, objectives etc), please read the "EPIET curricular process guide". For the corresponding information regarding the EUPHEM programme please consult the "Scientific Guide".

PROGRAMME MANAGEMENT

EPIET Training Site Forum / EUPHEM Forum

The EPIET Training Site Forum (ETSF) and EUPHEM Forum (EF) are comprised of representatives from the different Training Sites. The Forums define the criteria to be used for the implementation of the programme such as learning objectives, course curricula, criteria for candidate selection, field assignments, criteria for trainers and supervisor selection, evaluation schemes and codes of conduct.

Fellowship Programme Office

The Fellowship Programme Office (FPO) is located at the European Centre for Disease prevention and Control (ECDC) and is responsible for the administration of the EPIET and EUPHEM Cohorts. All operational tasks are carried out by the Programme Office in cooperation with different units within ECDC.

It is staffed by four Fellowship Faculty Coordination Specialists. The programme is governed by the rules and regulations of ECDC. The day-to-day coordination of the fellowship programme is done by FPO.

The FPO is your "one-stop-shop". For any matter you can contact them and they will respond or identify a respondent to your queries. For all travel arrangements and travel reimbursement claims, please contact ECDC's "mission and meetings (M&M)" or "reimbursements" department directly. Do not hesitate to copy the programme office in on all communication you feel they should be informed of or if you need any support with your contacts within ECDC.

Coordinator team

To assist the Heads of EPIET and EUPHEM with carrying out the scientific objectives of the programme, there are additional EPIET/EUPHEM coordinators linked to EPIET/EUPHEM and ECDC within framework partnership agreements at other National Public Health institutes.

GENERAL

Annual leave/Exceptional leave/Public holidays

Fellows should keep the same hours of work; have the same public holidays and entitlement to annual/special leave as the other staff of their Training Site. Holidays cannot be taken during training activities where the fellow is obliged to participate, such as the Introductory Course, modules and ESCAIDE.

The Training Site supervisors and coordinators concerned oversee that the above rules are respected. Leave requests should respect the needs of the service of the Training Site. Leave requests must be approved by the Training Site supervisor.

Sickness

In case of sickness, fellows must notify the supervisor immediately and produce a medical certificate according to the rules of the Training Site. The EPIET/EUPHEM Chief Coordinator and FPO must be informed. Fellows are strongly urged to understand their rights and coverage at the Training Site/country.

Module Attendance

The fellowship programmes are based on learning through service. Fellows are expected to participate in EPIET training modules and courses and may attend occasional international assignments.

The EPIET Coordinators will indicate which training activities are obligatory and which are optional. Training activities will be announced by the FPO by email to the fellows.

It is compulsory to fully attend the modules. Exceptions can be granted in case of maternity leave, acute sickness, severe family problems or involvement in acute outbreak investigations requiring the presence of the fellow. In these cases, prior approval from the coordinators organising the module and the Head of EPIET or Head of EUPHEM needs to be obtained and the FPO needs to be informed.

Diploma

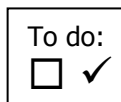
Fellows who have completed the minimum required fellowship period of 23 months and achieved the objectives will receive the EPIET/EUPHEM diploma after the fellowship. On rare occasions, the Head of the programme may approve that a fellow leaves the Training Site before completing the full term. Fellows who leave the Training Site more than 4 weeks before the term, or do not comply with the training objectives will not receive a diploma.

STARTING YOUR FELLOWSHIP

Country-specific information

The EPIET Alumni Network's (EAN) website contains country-specific information compiled by current and previous fellows. Current cohorts are requested to add and update this information so that new fellows have a source of useful tips. <http://epietalumni.net/activities/countries-guide/> For questions, contact eanboard@gmail.com.

New contact information



All fellows are responsible for sending their new complete contact details (full address, e-mail address, telephone numbers), including the complete contact details of their supervisor(s) and administrative support, to the FPO to ensure that they receive all information. Complete contact details should be immediately sent to FPO upon arrival at the Training Site. If technical reasons do now allow for this, then the latest deadline that FPO should receive complete contact details is November 1.

Fellows are responsible for sending any subsequent changes in their contact details to FPO. Fellows must also keep their contact information up-to-date on their Extranet or LMS account.

Cohort representative

Each EPIET/EUPHEM cohort elects a fellow to act as their cohort representative. This usually takes place at the end of the introductory course. The role of the cohort representative is not entirely fixed; rather, it is shaped by whoever takes on the position.

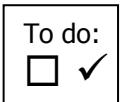
However, fixed responsibilities include: acting as a conduit between ECDC and the fellows on technical and organisational matters affecting the cohort; attending EPIET Training Site Forum meetings/EUPHEM Forum meetings and ensuring that colleagues update the country guides for their Training Site and collating these updated guides for uploading to the EAN website (in liaison with the EAN board) by the time the offer letters are sent for the next cohort.

ENDING YOUR FELLOWSHIP

Bank account

Fellows are strongly advised to **keep their bank accounts open for at least 6 months after the fellowship**. This will enable ECDC to pay any eventual pending sums due.

New contact information



All fellows are responsible for sending their new complete contact details to the FPO to ensure that they receive all information and in order to stay in contact with the EPIET and EUPHEM networks. Fellows should send updated contact details by September 1 of their second year.

Fellows must also update their contact information on their Extranet or LMS account.

TRAVEL INSURANCE

Travel Insurance

All sponsored meeting delegates travelling on behalf of ECDC are covered by an insurance provided by Cigna International Health Services. Insurance coverage includes, for example, medical expenses as well as costs for repatriation in case of personal accident and/or acute illness. See Appendix for a short summary of the insurance benefits as well as instructions in case of a travel incident while on meeting.

You can send queries to travel.insurance@ecdc.europa.eu.

Tip: For emergencies please contact 24H Helpdesk

Assistance Center: Tel: +32 3 253 69 16; clientservice2@cigna.com
Contract Code: 2.004.760 (always mention when contacting the provider)

For international assignments on behalf of other organisations (including travel on behalf of your Training Site) these organisations need to arrange for your insurance coverage separately (see section below).

NB! Always check with the sending organisation BEFORE travelling that you have suitable insurance coverage.

MODULES/MEETINGS/TRAVEL

Introduction

All travel procedures and reimbursement are regulated in the two documents "Rules for Reimbursement of expenses for experts and participants attending ECDC meetings outside or inside Sweden".

Travel terms in ECDC and EPIET/EUPHEM

A "module/meeting" in ECDC is the term for travel made on behalf of ECDC. A travel for EPIET/EUPHEM specifically to support an investigation in the field outside the country of training is called an "International Assignment".

Travel Request forms

Before any travel on behalf of ECDC, fellows must always fill out and send the Travel Request (TR) form to the designated contact person in the Missions & Meetings (M&M) office.

Why does ECDC need a completed TR?

- To monitor your location
- For insurance purposes
- For possible travel arrangements, and later reimbursement claims, i.e. internal procedures.

NOTE: Own travel arrangements including private deviations may be arranged by fellows and the cost for an economy airfare will be reimbursed up to the price quotation provided by ECDC. Own travel arrangements must be communicated to the ECDC's M&M office in advance for approval **before** any ticket is purchased.

BEFORE travel:

1. Please read carefully the instructions when filling out the Travel Request. If something is missing, the TR will be returned to you for completion. **No travel should be arranged without submitting the TR first, including self-arranged travel.**

2. Send the TR to the Missions & Meetings office for internal processing. For each fellowship event (Introductory course, modules, ESCAIDE) you will be informed beforehand by the Fellowship Faculty Coordination Specialist in charge who is the main contact for that particular event.

Travel arrangement process

Once you have submitted your TR, standby for checking/approving itinerary suggestions from Missions & Meetings (M&M), and kindly respect any request/instruction they might give you. However, it is your own responsibility to inform M&M of any local transport situation that might affect the itinerary, i.e. no local transport, traffic situation, train ticket required to get to airport, etc.

AFTER travel:

1. FPO will provide you with a Reimbursement Application (RA) and the "Rules for Reimbursement of expenses for experts and participants attending ECDC meetings outside and inside Sweden" for each module. Fill out and sign the RA form.

2. Send the form via postal mail to the Missions and Meetings office in ECDC, to the attention of the "REIMBURSEMENTS OFFICE".

3. Reimbursement applications together with the required documentation must be submitted within 90 days, counting from the last day of module/meeting.

Travel to a module

For each module, one of Fellowship Faculty Coordination Specialists will be the main responsible officer and take care of the organisation and distribution of information. Please note that you are expected to attend the modules from Monday 9.00 am to Friday 6.00 pm.

Nota Bene! If you cannot stay for the whole length of the module (arrive late or leave early), you need to obtain the approval of the coordinators before arranging your travel.

Travel to a conference

All fellows are supposed to attend ESCAIDE conferences during the fellowship. Organisation and finance will be handled by ECDC and FPO.

For all other conferences, please contact the Head of EPIET or Head of EUPHEM and the FPO to obtain permission before submitting the abstract and making any travel arrangements, especially if you would like ECDC to finance the attendance. **Please note that ECDC will only be able to finance attendance to other training conferences, such as TEPHINET.** Attendance of national or international conferences other than ESCAIDE and TEPHINET need to be funded by the Training Site.

ECDC "ordered" travels

An ECDC "ordered" travel is defined as following:

- The introductory course, all modules and ESCAIDE
- International assignments without external funding deemed necessary to achieve fellowship objectives
- Conferences approved by the Head of EPIET or Head of EUPHEM and paid for by ECDC

During these meetings you are covered by ECDC insurance.

International Assignments – Costs & Insurances

In cases of international assignments, the Head of EPIET/EUPHEM makes the final decision to send a fellow to such an assignment.

International assignments may be requested by the Training Site, ECDC, or a third party such as World Health Organisation (WHO).

The party that requests the assignment covers all costs (travel, accommodation, per diems and insurances).

In case of missions on behalf of the Training Site or third party, the Training Site or third party will cover all costs.

Insurance (assistance, repatriation, disease, etc) of the fellow, when on mission or international assignments related to tasks assigned by the employer is the responsibility of the employer.

The employer shall provide the fellow with a copy of the terms and conditions of this cover.

Travelling for other ECDC units

Please note that when you are invited to participate in a project/meeting and similar by another unit or section within ECDC that is NOT organised by the FPO, you must remember to inform the related administrator/secretary in that unit that you are considered an external participant and paid by that particular unit and not the Training Section. Fellows are responsible for ensuring they are provided with the correct forms.

REIMBURSEMENTS

General note

Please bear in mind that the processing and payment of reimbursements can only be done when the Reimbursement Application is complete and all requested supporting documentation is included.

To ensure as speedy a payment as possible, please make sure that the Reimbursement Application form is filled out completely signed in the correct place and has attached any necessary documentation before any documents are sent to ECDC for processing.

IMPORTANT!!! ALWAYS keep a copy (paper or scan) of any document (signed forms, receipts, etc.) sent to ECDC. This copy can be used if the originals become lost.

Modules/Meetings

For meeting reimbursements (Introductory course, modules, ESCAIDE, etc.) fellows need to fill out and sign the Reimbursement Application (RA) form and include all required supporting documents. The original RA and supporting documents must be mailed to the postal address for Meeting Reimbursement Applications. A separate payment will be made to the bank account approximately **90 days** after the COMPLETE and CORRECT documentation has reached ECDC.

To be eligible to receive the daily subsistence allowance (per diems), meeting participants must be resident 150 km or more from the meeting venue.

The per diem is only paid for the actual meeting days of the module. No per diem is paid for travel days.

INTELLECTUAL PROPERTY

Ownership of the results of the works/services developed by the fellow during his/her placement at the Training Site, including industrial and intellectual property rights, and of the reports and other documents relating to it shall be vested in the Training Site.

The Training Site grants the ECDC the right to make free use of these results (notably protocols, questionnaires and articles) for non-commercial and training purposes and provided they do not thereby breach their confidentiality obligations or existing industrial and intellectual property rights.

All communication on output, including early drafts, equally between fellow, supervisors and EPIET/EUPHEM coordinators will always be considered confidential.

SOCIAL MEDIA CODE OF CONDUCT

Social media provide powerful communication tools which are both engaging and have an impact on organizational and professional reputations. As a fellow and health care professional, your professional reputation is reaffirmed daily, and you are responsible for protecting that professional reputation.

Social media networking sites include, but are not limited to: Facebook, LinkedIn, MySpace, Twitter, YouTube, wikis, and blogs. Show respect for yourself, other fellows, colleagues, Training Sites, your fellowship programme, and ECDC by following these broad guidelines.

Posting content

- **Endorsement:** Representation of your personal opinions as being endorsed by EPIET/EUPHEM/ECDC or the Training Site is prohibited. You may not use these organizational names to promote opinions, products, causes, or political candidates. Be sure to include the statement: "This is my personal opinion and not necessarily that of XXX" when necessary.
- **Protect confidential and proprietary information:** Use good judgment about content and respect privacy laws. Do not to include confidential information about individuals or Training Site.
- **Be professional:** Content should not be threatening, obscene, defamatory, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- **Respect copyright and fair use:** When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- **Keep it legal:** Refrain from using information and conducting activities that may violate local or national laws and regulations.

Best practices

- **Think twice before posting:** Privacy does not exist in social media. Consider what could happen if a post becomes widely known and how that may reflect on both the poster and the subject. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor or frontline coordinator for input.
- **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors.
- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or organizations. Identify your views as your own.
- **Remember your audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes current and prospective fellows, alumni, employers, colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **Photos:** Photographs posted on social media sites can easily be copied by visitors. Consider adding a watermark and/or posting images at lower dpi and smaller sizes to protect your intellectual property. Small images are sufficient for viewing on the Web but not suitable for printing. When posting photos in which people other than yourself are recognisable, you need to obtain their consent prior to publication.

APPENDIX

A. General information

The information given and forms displayed in the Appendix section are to be seen as examples and are subject to change. This guide is updated each year, but personnel might move and policies may change. Due to this, **it is each fellow's responsibility to be attentive to information they receive regarding changes and to always use the latest version of each form.**

B. Contact details - FPO, Coordinators & ECDC units/sections.

Fellowship Programme Office (FPO)

Post address

ECDC (PHC)
Attn. Fellowship Programme Office
Granits väg 8, SE-171 65 Solna, Sweden

Visiting address

ECDC
Tomtebodavägen 11 A
Solna, Sweden

Fax: +46 8 586 01 001 (ECDC main fax)
+46 8 586 01 292 (FPO's local fax)

NB! If you send something via registered mail please make sure that ECDC is the first line in the address. Writing "Attention of XXXX" first will delay the arrival to ECDC considerably.

Fellowship Faculty Coordination Specialists

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Tel: +46 8 586 01 645
Anna.bohlin@ecdc.europa.eu

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Heidi.jung@ecdc.europa.eu

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London NW9 5EQ, UK
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Missions & Meetings (M&M) office

Travel Arrangements

Email: Meetings@ecdc.europa.eu

Reimbursement Applications

Email: Reimbursements@ecdc.europa.eu

Fax: +46 8 30 57 46

Travel Insurance

Email: travel.insurance@ecdc.europa.eu

C. Meeting forms

Examples of the Travel Request (TR) and Reimbursement Application (RA)

D. Financial Identification File (FID)

An electronic version will be available on Extranet or LMS.

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf

E. Legal Entities File (LEF) for Individuals/Private companies

NB! The form must be signed and dated at the bottom.

Individuals:

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_indiv_en.pdf

Private companies:

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf



LEGAL ENTITIES

PRIVACY STATEMENT http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_indiv_en.pdf


INDIVIDUAL

NAME		
FIRST NAME		
(NAME 2)		
(NAME 3)		
OFFICIAL ADDRESS		
<small>OFFICIAL Address = Your PERMANENT address; generally the one which is registered on your identity card)</small>		
POSTCODE	P.O. BOX	
TOWN/ CITY		
COUNTRY		
VAT NR **		
IDENTITY CARD NUMBER	<input type="checkbox"/>	
PASSPORT NUMBER	<input type="checkbox"/>	
DATE OF BIRTH	<input type="text"/> <small>D D</small> <input type="text"/> <small>M M</small> <input type="text"/> <small>Y Y Y Y</small>	PLACE OF BIRTH
COUNTRY OF BIRTH		
PHONE		FAX
E-MAIL		

THIS "LEGAL ENTITY" SHEET MUST BE COMPLETED AND SIGNED, AND SUBMITTED TOGETHER WITH A LEGIBLE PHOTOCOPIY OF THE IDENTITY CARD OR PASSPORT

** IF THIS FIELD IS FILLED IN, PLEASE ATTACH AN OFFICIAL "VAT" DOCUMENT.

DATE AND SIGNATURE



LEGAL ENTITY

PRIVACY STATEMENT http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf

PRIVATE COMPANY

COMPANY TYPE		
NGO	YES <input type="checkbox"/>	NO <input type="checkbox"/> <small>(Non-Governmental Organisation)</small>
NAME(S)		
ABBREVIATION		
ADDRESS OF HEAD OFFICE / FISCAL ADDRESS		
POSTCODE	P.O. BOX	
TOWN/CITY		
COUNTRY		
VAT (1)		
PLACE OF REGISTRATION		
DATE OF REGISTRATION	<input type="text"/> <small>D D</small> <input type="text"/> <small>M M</small> <input type="text"/> <small>Y Y Y Y</small>	
REGISTRATION No (2)		
PHONE		FAX
E-MAIL		

THIS "LEGAL ENTITY" FORM SHOULD BE COMPLETED AND RETURNED TOGETHER WITH:
 1. A COPY OF THE VAT REGISTRATION DOCUMENT IF APPLICABLE AND IF THE VAT NUMBER DOES NOT APPEAR ON THE OFFICIAL DOCUMENT REFERRED TO AT 2 BELOW.
 2. A COPY OF SOME OFFICIAL DOCUMENT (OFFICIAL GAZETTE, COMPANY REGISTER ETC.) SHOWING THE NAME OF THE LEGAL ENTITY, THE ADDRESS OF THE HEAD OFFICE AND THE REGISTRATION NUMBER GIVEN TO IT BY THE NATIONAL AUTHORITIES.

DATE AND SIGNATURE OF AUTHORISED REPRESENTATIVE