MINUTES FOR THE MUHAS-Sida ANNUAL REVIEW MEETING HELD ON 9TH
NOVEMBER, 2016 AT MPL BOARD ROOM

ATTENDANCE LIST:

1. Prof. Mainen Moshi - Acting DVC-ARC
2. Dr. Joyce Rose Masalu - Acting Director of Research and Publications
3. Prof. Appolinary R. Kamuhabwa - Malaria and NTDs Sub-Program
4. Prof. SaidAboud - Coordinator, HIV Sub-Program
5. Dr. Inger Lundgren - Research Counselor, Swedish Embassy
6. Prof. Ernst Van Groningen - International Science Program Uppsala University
7. Ulf Kallstig - Swedish Embassy
8. Aksana Mushkavets - International Science Program, Umea University
9. Dr. Caroline W. Larsson - Stockholm University, SPIDER, Library and ICT
10. Prof. Omary Minzi - Coordinator, Malaria and NTD Sub-program
11. Prof. Siriel Massawe - Coordinator, Reproductive and Child Health
12. Prof. Charles Killewo - HIV
13. Prof. Angwara Kiwara - Coordinator, Health Systems Research
14. Prof. Tandi Lwoga - Coordinator, ICT and Library Sub-program
15. Dr. Billy Ngasala - Co-investigator, Malaria Sub-program
16. Dr. Frank Msafiri - HIV Sub-Program PhD Candidate
17. Dr. Ali Said - Reproductive and Child Health Sub-program
18. Dr. Fadhlun Alwy - Reproductive and Child Health Sub-program
19. Dr. Sebalda Leshabari - Reproductive and Child Health Sub-program
20. Dr. Gasto Frumence - Co-investigator, Health Systems Research
21. Dr. Mtebe Majigo - HIV Sub-program
22. Dr. Linda Simon - Malaria and NTD
23. Dr. Ester Innocent - Health Systems Research
AGENDA:

1. Introductory remarks.
2. Opening remarks.
5. General remarks from ISP.
6. Discussion.
7. Presentation of sub-programs.
8. Malaria and NTD presentation.
11. HIV presentation.
12. Library/ICT.

1.0. OPENING

The meeting started at 8:39am by Director of Research and Publications welcoming participants to 2015-2016 annual review meeting and requested all to introduce themselves. Further, welcomed the Acting DVC-ARC to open the meeting.

1.1. Acting DVC-ARC commended Sida Program team for conducting the meeting right on scheduled time and encouraged all to keep up the good spirit of timely submissions.

1.2. Welcomed and encouraged new students to continue contributing to research.

1.3. Expressed that MUHAS appreciate all the support from Sida in capacity building such that the top MUHAS management positions are held by Sida supported candidates including; Prof. E. Kaaya; Vice Chancellor, Prof. E. Lyamuya DVC-ARC; Prof. S. Aboud DVC-Hospital Services, The Chief Medical Officer; Prof. M. Bakari of the Ministry of Health is also a Sida supported candidate.

1.4. Urged participants to take the opportunity to learn from the presentations and contribute to improve the presented work.

1.5. Emphasized that the Results Based Matrix has been a useful tool during planning and now it will guide in tracking results obtained during the first year of implementation.

2.0. PRESENTATION OF SUMMARY OF MUHAS CONSOLIDATED PROGRESS REPORT FOR 2015-2016

2.1. The DRP presented consolidated report by showing annual targets and achieved outputs from the three specific objectives, namely; curriculum and training, research and upgrading infrastructure. Most of the annual targets were not met but tangible outputs were produced.
2.2. Regarding the target of having 37 PhDs by the year 2020, 6 of these were to graduate by the year 2016, only 3 defended 3 submitted theses for examination and 7 ongoing students are in different stages.

2.3. Further mentioned 21 new PhD candidates have been recruited.

2.4. Informed that locally registered students delay in registration compared to sandwich students. This is an observation that is open for discussion.

2.5. It was noted that delays in production of different documents could be due to multiple competing tasks assigned to working teams. It was suggested that the working team should be given a small compensation for working overtime.

2.6. Regarding financial report, carried over funds from 2014/2015 were not incorporated in the submitted report. The accountant will have a meeting with Inger to discuss on how to include the carried forward balance from the 2009-2015 funding to the 2015-2020 funding phase.

2.7. Chairman thanked the DRP and reminded all presenters to keep with the timetable.

3.0. SIDA’s COMMENTS ON THE MUHAS CONSOLIDATED 2015-2016 PROGRESS REPORT

3.1. Regarding reports recommended that results should be presented in a narrative form and make sure that reports are suitable for multiple uses including publishing in different platforms. Show and impress about what the researcher is doing. Explain in a popular language so that people with different backgrounds can understand.

3.2. The outcome results could be of various kinds: capacity results, scientific results, outreach/impact results included should also be unexpected results which can be easily forgotten in the report. For example; MUHAS focus is to train faculty for the University but some of these may serve in other government facilities like the Ministry of Health.

Appreciated good attendance of all team members including students.

4.0. GENERAL REMARKS FROM ISP REPRESENTATIVE

4.1. Explained ISP responsibilities as two separate assignments; which include taking care of student allowances and collecting financial reports from Swedish collaborators. Also informed that instructions on how to apply for visa and allowances is on the ISP webpage.
4.2. Informed that ISP organized RBM workshop for Swedish collaborators in September 2016 to familiarize Swedish collaborators on how to work with a results focus.

4.3. Requested that all Annual Review Meeting presentations be submitted to ISP/Sida so they can be circulated to Swedish collaborators.

5.0. PRESENTATIONS FROM SUB-PROGRAMS:

5.1 Malaria and NTD Subprogram presentations

5.1.1. The PI for Malaria and NTDs subprogram presented a summary of capacity results indicating number of recruited students, number of approved MSc and PhD proposals, also reported that there was no PhD defense during the reporting period. Also reported that the procured equipment has not been received.

5.1.2. Four Malaria and NTDs students presented their research questions and brief overview of research projects.

5.1.3. Students were reminded to prepare research reports that will be understood by not only people in the health field but also others. To improve clarity, students were advised to provide a brief description of the disease, and other interesting information like, how many have access to drugs, how many people are cured, and how dangerous the disease is.

5.2. Reproductive and Child Health Presentations

5.2.1. The PI presented subprogram progress report followed by presentation from two PhD students.

5.2.2. The RCH PI reported that contrary to the overall picture presented by the DRP, sandwich students tend to lag behind as compared to locally registered students.

5.3. HIV Presentations

5.3.1. The PI presented subprogram progress report followed by presentation from 2 PhD students.

The HIV team was asked if there is any timeline indication on getting HIV vaccine. The answer was that there is still a long way to go before the discovery of an affordable and effective HIV vaccine. However, there are efforts to make sure that the vaccine is available to prevent new infections.

The team was further asked if there were observed cases of immunity to HIV. The answer was that current studies do not indicate that in sub-Saharan Africa.
5.4. Health Systems Research Presentations

5.4.1. Health Systems Research PI presented progress for the subprogram, followed by 2 students' presentations.

5.4.2. The PI was asked to clarify on the PhD curriculum development and the way it is different from the guidelines for postgraduate studies developed by the University. The answer is that the University has developed guidelines for postgraduate studies while different departments or projects are supposed to develop teaching curriculum for specific disciplines. Therefore Health Systems Research is developing a curriculum to be used by PhD candidates specializing in health systems research.

5.4.1.1. Two PhD students who recently defended theses presented their research reports. They were urged to make sure that there is a continuation of what they have done in terms of providing policy briefs. It was informed that preparation of policy briefs is an ongoing activity at the University lead by Policy briefs committee. All findings from PhD work are used to generate policy briefs.

5.5. Injury (INPACT: RTI) subprogram presentations

5.5.1. Presented an overview of the program and summary of progress

5.5.2. Informed that one PhD student who was to be registered at KI has dropped studies after failing to address comments from KI given during pre-registration seminar. It was emphasized that there should be a clear understanding of what it takes to do PhD. Need to put priority on PhD studies over other activities. The subprogram is directed replace the PhD candidate as soon as possible.

5.5.3. One PhD student presented his research problem and a brief summary of his PhD study.

5.6. ICT/Library presentation

5.6.1. PI presented progress for the subprogram

5.6.1.1. Informed that most of activities have not been implemented due to delayed approval. However, all preparations are in place to rollover activities from year 1 to year 2.

7.0. Research Training Support presentation

7.1. Research Training Support program had 3 ongoing students who were expected to graduate by the year 2016. However, they have not fulfilled the criteria yet. The students will
continue to work on their PhD programs without much support from Sida. Students will receive theses production and examination costs only.

7.2 It was emphasized that Sida support is provided to students for the period indicated in the guidelines for postgraduate studies. The 3 students have already stayed for 4 years which is the maximum Sida can support as per agreement whereby Sida operates within the rules set by the Government of Tanzania and respective Universities.

7.3. Clarification was sought on modalities for issuing small grants. It was informed that the grants are available on competitive basis. However, candidates are usually encouraged to improve their proposals until they are scientifically sound and ready for funding.

7.4. Clarification was required on whether the scientific writing reported by Library and ICT is different from that which is reported by Research Training Support. It was clarified that the activity is funded by RTSP but the implementing person is Professor Tandi Lwoga who was identified as a member of faculty who will be a contact person for Tanzania for this activity, although she also works as a PI for Library/ICT subprogram.

8.0. FINAL DISCUSSION:

8.1. Thanked participants for keeping time and good students presentations

8.2. The meeting was well attended by all subprograms (41 participants) such that it was difficult to hear somebody talking from the other end of the board room. It was therefore advised to install a public address system in the MPL Board Room for easier communication in future.

8.3. Urged PhD students to include popular description of ten lines in their reports to enable people from nonmedical background to understand their research. The narrative should include title, project description and research questions. Likewise information should be added to the results to increase the understanding of the achievements, such as meeting with stakeholders, policy briefs. Pictures from the field could also be included which would also be of value when presenting MUHAS results on other platforms such as social media. Further indicates that the pictures can be used/published by Sida with permission from authors. Narratives should also indicate who the stakeholders are and achieved/possible impact of the research project.
8.4. Further emphasized that results as much as possible should be genderized.

8.5. It was **agreed** to hold a meeting at the Embassy on 15\textsuperscript{th} of November 2016 to clear financial issues.

9.0. AOB:

9.1. **Reminded** students to make early plans for visa application to avoid delays.

9.2. **Informed** that Prof. Joakim Palme from Uppsala University would like to meet researchers on Wednesday 16\textsuperscript{th} November, 2016. Requested to reserve time for the meeting.

**CLOSING:**

DRP thanked everybody for participation and thanked colleagues from Sweden.

There being no other items for discussion the meeting was **adjourned at 3.56pm.**

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Ms. Nachene Nana Mgimwa
RECORDE

Prof. Mainen Moshi
AG. CHAIRPERSON

Dr. Inger Lundgren
EMBASSY OF SWEDEN