

## **Accreditation Working Group (AWG)**

The AWG is a group formed by representatives of each of the six TEPHINET regions (Africa, Americas, South-East Asia, Europe, Eastern Mediterranean, and Western Pacific), designated by their respective Regional Program Directors Assembly. In addition to the regional Program Directors' delegates, the CDC Center for Global Health designates a representative to the AWG, and the WHO had initial participation as an observer to the development of the process. The AWG was established by the TEPHINET Global Assembly of Program Directors during the VII Global TEPHINET Conference held in Amman, Jordan on November 13–15, 2012.

The intent of the 2012 Program Directors assembly was to create a working group comprised of elected representatives from each of the TEPHINET regions who would serve as a vehicle of communication and discussion of key accreditation of FETPs matters within and among the regions. The AWG in turn would regularly communicate with the TEPHINET Secretariat, with its Director being a member of the group, helping to coordinate and facilitate communications among the AWG, regions, and program directors.

### ***Eligibility***

Current and former FETP directors and technical staff of the programs with more than 5 years of full-time experience supporting trainee field activities are eligible to participate. Partner organizations designating representatives to the AWG are directed to use these same criteria to select their representation.

### ***Designation***

AWG candidates are proposed by the programs to the regional TEPHINET organizations and confirmed by a majority vote (70% approval) of the regional program directors meeting. AWG members can invite other program directors and program staff to participate in AWG activities or to make part of sub-committees designed to support its activities.

The regions will propose alternates who can fill in for them when they cannot attend AWG conference calls or meetings and who also share responsibility for tasks assigned



to the members. Alternates are to be selected from members of the technical staff of other programs in the region represented by the AWG member.

If an AWG member can no longer continue performing their duties, the alternate will replace them on the AWG and subsequently ask the region to designate a new alternate to continue supporting AWG activities. The same procedure applies when an AWG alternate can no longer perform their duties. All alternate AWG members shall be confirmed by a majority vote of the program directors of the region represented by the original member and/or alternate.

### ***Roles and Responsibilities of the Regional AWG Representatives***

1. Provides technical guidance and leadership for the continuous development of the TEPHINET FETPs accreditation process
2. Develops and approves an annual AWG work plan
3. Reviews and updates the accreditation standards and procedures
4. Reviews and updates guidelines, documentation, and training materials related to the accreditation of FETPs
5. Issues quarterly activity reports to the TEPHINET Secretariat, Advisory Board, and program directors regional meetings
6. Meets quarterly via conference call to follow-up on the development of its annual work plan (meetings can be cancelled if items included on the annual work plan do not require conferencing)
7. Procures input and feedback from program directors and partners from the regions represented by the AWG
8. Accreditation reviewers and site visitors have the duty to secure and under no circumstances release personal information of trainees, staff, and affiliates of the program obtained as part of the review of accreditation standards
9. Assists in the selection of a skilled, competent ART
10. Contributes information, analysis, and recommendations necessary to develop the annual FETP Accreditation Evaluation Report

