



**International and
Global Health Office**

**Bureau de l'internationalisation
et de la santé mondiale**

Roles and Responsibilities for Mobility Initiatives

uOttawa Faculty of Medicine – Kilimanjaro Christian Medical University College (KCMUCo) Partnership

Outgoing Faculty Mobility

Task	IGHO	Faculty member
Travel logistics (flight, hotel, and ground transportation)	<ul style="list-style-type: none"> • Provide contact information for a travel agent upon request¹ • Provide a list of preferred accommodations in Tanzania • Provide information on transportation in Moshi 	<ul style="list-style-type: none"> • Book flight, in coordination with travel agent • Reserve and pay for accommodations² • Coordinate ground transportation with the hotel*
Tanzanian business visa application	<ul style="list-style-type: none"> • Communicate requirements for the Tanzanian visa • Prepare a letter of support for the visa 	<ul style="list-style-type: none"> • Request visa letter from IGHO with two weeks' notice of when they need to receive it • Submit visa application through online portal at least one month prior to departure (recommended option) or apply in-person upon arrival
Communication & coordination with KCMUCo	<ul style="list-style-type: none"> • IGHO will communicate all faculty mobility plans with the primary contact at KCMUCo 	<ul style="list-style-type: none"> • Communicate directly with their counterpart to plan their time in Tanzania • Inform IGHO of all plans (including modifications to the original plan as per the application), so that IGHO can communicate with primary contact at KCMUCo (goal of avoiding silos and keeping an open and transparent dialogue around partnership activities)

Travel preparedness	<ul style="list-style-type: none"> • Provide country specific information such as currency exchange, community transportation, safety, and security information, emergency contacts and processes, partner coordinates, social expectations around attire, etc. 	<ul style="list-style-type: none"> • Read Global Affairs Canada travel advisories - https://travel.gc.ca/destinations/tanzania • Complete the registration of Canadians Abroad on the Global Affairs Canada website - https://travel.gc.ca/travelling/registration • Purchase travel health insurance • Read country specific information provided by IGHO • Participate in pre-departure briefings or trainings as required by IGHO • Consult a travel health clinic, as needed
Reporting	<ul style="list-style-type: none"> • Provide a reporting template • Organize a virtual or in-person post-trip debrief session with Assistant Dean of Global Health and IGHO Manager 	<ul style="list-style-type: none"> • Prepare and submit a report within the template provided by IGHO no more than two weeks after returning from Tanzania • Participate in debrief session
Reimbursement of expenses	<ul style="list-style-type: none"> • Provide Concur user cheat sheet with guidance on how to complete expense reports on Concur 	<ul style="list-style-type: none"> • Submit expense report with accompanying receipts through the Workday system

¹ Please note that IGHO has an agreement for preferential rates with a travel agent. Faculty members who request quotes from the agency are expected to book through them.

² In some cases, accommodation in the doctors' compound may be possible, particularly as we move along in the partnership. If this is the case, IGHO will coordinate the reservation and payment; and can support the organization of ground transportation from the airport to the doctors' compound.

Incoming Faculty Mobility

Task	IGHO (and faculty admin coordinator, if applicable)	uOttawa FoM Faculty Member	KCMUCo Faculty Member
Canadian visa application	<ul style="list-style-type: none"> • Communicate requirements for the Canadian visitor visa, including current processing times • Prepare a letter of invitation for the visa 	<ul style="list-style-type: none"> • Request letter of invitation from IGHO with two weeks' notice of when they need to receive it • Provide IGHO with details on the proposed timing, duration, and activities for the visit (for inclusion in the letter of invitation) 	<ul style="list-style-type: none"> • Provide IGHO with a copy of their current passport photo page (for letter of invitation) • Submit visa application in accordance with current processing times

Travel logistics (flight, hotel, meal allowance and ground transportation)	<ul style="list-style-type: none"> • Complete a Request for Travel Advance to book flight for the visiting faculty, in coordination with uOttawa Financial Resources • Organize accommodations in Ottawa (confirming with uOttawa counterpart whether KCMUCo visitor will be hosted or reserving a hotel stay) • Pay for accommodations or reimburse (if applicable) • Provide information about diems for stay in Ottawa • Request cash advance for meal allowance and incidentals 	<ul style="list-style-type: none"> • Consider hosting their KCMUCo counterpart, either themselves or finding another host through their department or division • Coordinate airport pickup of their KCMUCo counterpart • Coordinate daily transportation for their KCMUCo counterpart during their stay 	<ul style="list-style-type: none"> • Communicate all travel and accommodation needs and preferences
Travel preparedness	<ul style="list-style-type: none"> • Provide KCMUCo faculty visitor with country specific information such as currency exchange, community transportation, safety, and security information, emergency contacts and processes, partner coordinates, weather expectations/warnings, etc. • Purchase travel health insurance for KCMUCo visitor 	<ul style="list-style-type: none"> • Communicate immunization requirements, attire and equipment for the clinical setting at uOttawa and affiliated teaching hospitals • Provide KCMUCo counterpart with warm weather attire if visiting during fall, winter, or spring months • Confirm any medical licensing or medical malpractice insurance needs for KCMUCo counterpart 	
Communication & coordination with KCMUCo	<ul style="list-style-type: none"> • IGHO will communicate all faculty mobility plans with their primary contact at KCMUCo 	<ul style="list-style-type: none"> • Jointly (with input from IGHO and KCMUCo) identify the objectives of the visit • Communicate directly with their counterpart to jointly decide on key activities for the visit in Ottawa • Inform IGHO of all plans, so that IGHO can communicate with primary contact at KCMUCo (goal of avoiding silos and keeping 	<ul style="list-style-type: none"> • Identify and communicate the objectives of the visit from the KCMUCo perspective • Jointly decide on key activities for the visit to Ottawa

		an open and transparent dialogue around partnership activities)	
Hospital Requirements	<ul style="list-style-type: none"> • Provide guidance based on past experiences on navigating observerships in the hospital 	<ul style="list-style-type: none"> • Determine requirements for coming into the hospital as an observer • Ensure incoming learners or faculty have required immunizations • Sort out mask fitting and other PPE 	<ul style="list-style-type: none"> • Provide immunization records • Get immunizations as needed
In-country activities	<ul style="list-style-type: none"> • Act as a liaison for any logistical details during the visit (e.g., related to accommodations, flight, meal allowance, etc.) 	<ul style="list-style-type: none"> • Oversee all planned activities for the visiting faculty • Act as the main point of contact during visit 	
Reporting	<ul style="list-style-type: none"> • Provide a reporting template • Organize a virtual or in-person post-trip debrief session with Assistant Dean of Global Health and IGHO Manager 	<ul style="list-style-type: none"> • Prepare and submit a report within the template provided by IGHO no more than 2 weeks after KCMUCo faculty visit to Ottawa • Participate in virtual debrief session 	<ul style="list-style-type: none"> • Review/contribute to report • Participate in virtual debrief session
Reimbursements	<ul style="list-style-type: none"> • Complete Travel Expense Reimbursement Form with any follow-up, as needed, to ensure they receive reimbursement of expenses (less cash advance) <p>*Note for departments coordinating the incoming travel, reimbursement can be done by invoice.</p>		<ul style="list-style-type: none"> • Provide receipts for eligible expenses