

HANDBOOK FOR FOCAL PERSONS IN AFRICAN PARTNER INSTITUTIONS



CARTA focal persons are central in the implementation of CARTA's strategies at its partner institutions. Focal persons at African partner institutions are appointed by either the Vice Chancellor of partner universities or head of research institutions.

Contributions of African Partner Institutions to the CARTA Program

The African partner institutions contribute to the realization of the objectives of the CARTA program in several ways. They:

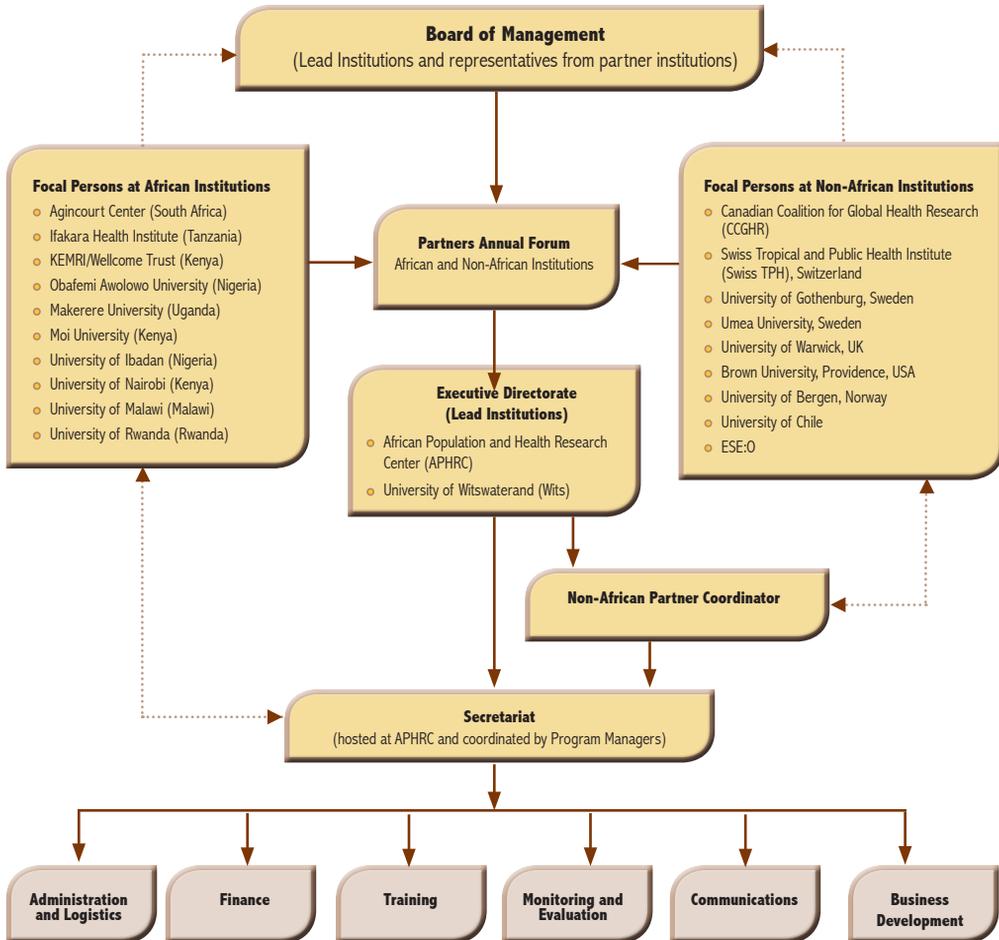
- Promote and ensure visibility of the CARTA Program;
- Provide doctoral training and research capacity building opportunities to CARTA fellows;
- Identify and facilitate CARTA fellows' academic and research excellence and career development;
- Provide:
 - Advisors and mentors for the fellows
 - Internship, teacher replacement and post-doctoral placement opportunities to its fellows
 - Senior faculty exchange opportunities to staff members employed in African partner institutions
 - Expertise to support CARTA research capacity strengthening activities, including facilitation of sessions, curriculum/module development, grant proposal development and participation in CARTA adhoc scientific advisory groups.
- Mainstream CARTA interventions in the institutions; and
- Provide tuition waivers to staff members enrolled for doctoral degree programs in the respective institutions.



Roles of Focal Persons from African Partner Institutions

To understand the role of focal persons, the CARTA organogram displays the structure and organization of CARTA highlighting the centrality of focal persons in the governance structure.

CARTA's Organogram



Focal persons are critical in the actualization of the CARTA strategy which in this third phase of the Program (2021-2025) include:



Maintenance of a pipeline of high-quality early career researchers (ECRs);



Creation of research hubs in partner institutions;



Mainstreaming of CARTA interventions at partner institutions;



Engagement of the CARTA community with society

The focal persons for the African partner institutions work closely with the CARTA Secretariat and coordinate CARTA activities in their respective institutions. As a focal person, your roles include but are not limited to:

- Active participation in CARTA partners' forums and Board of Management (BoM) meetings, if elected by the partners to the BoM;
- Management of CARTA activities at your institution. This includes:
 - Meeting with individual fellows (virtually or in-person at least once a year);
 - Organizing joint fellows' meetings at least once a year in order to:

- Create a CARTA-owned community within the institution;
 - Create a CARTA champion group;
 - Drive the CARTA agenda within the institution; and
 - Provide mentorship opportunities between fellows and graduates;
- Engagement in activities that encourage CARTA fellows at your institution to meet so that they can support each other and become a force for change at your institution;
 - Making sure fellows and supervisors have sufficient contact to ensure on-time quality doctoral degree qualification, as would be appropriate in the respective universities; and
 - Updating the Vice Chancellor/Head of Research on the CARTA strategies, activities, achievements and challenges, as required.
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- Fundraising for CARTA. This includes:
 - Identification of funding opportunities for CARTA;
 - Leading the development of grant applications to support the program; and
 - Being the champions to partner with CARTA when opportunities that may benefit the program arise in your respective institutions.
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- Identification and facilitation of the engagement of experts within your institution in CARTA initiatives, both at institutional and programmatic levels;
- Popularization of CARTA and ensuring that all CARTA opportunities for doctoral and post-doctoral fellowships, senior faculty exchanges, supervisor workshops, funding opportunities, and research opportunities are known at your institution;
- Application to the CARTA Secretariat for available financial support available to your institution;

- Provision of timely and accurate narrative and financial reports to the CARTA Secretariat, including reports on the utilization of CARTA funds by your institution, in order to ensure effective and efficient implementation of institutional projects and that there are no delays in further disbursements of funds to your institution;
 - Provision of support to CARTA graduates by proposing them to various committees and roles in your institution;
 - Active participation in CARTA research and publications so that the consortium becomes of benefit to you as an academic; and
 - Use of the CARTA network to develop your research, research management, and teaching links across Africa.
 - Submission of institutional annual progress reports to the CARTA Secretariat.
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Benefits of CARTA to Focal Persons

Beside their coordination roles, focal persons can benefit from CARTA through opportunities to:

- Carry out collaborative work and engage in scholarly exchanges in African partner institutions;
- Build networks for future collaboration;
- Embrace CARTA's new and innovative model for research training in their institutions;
- Gain exposure to international global health experiences;
- Engage in capacity-building initiatives in the partner institutions;
- Promote local expertise and higher education programs; and
- Extend the institution's international reach and reputation.



Our Funders



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