



# INDEPTH Network

Better Health Information for Better Health Policy

## WORKSHOP ANNOUNCEMENT

<b>Workshop Title:</b>	<b>Asia Cause of Death Determination with interVA-4 Workshop</b>
<b>Dates:</b> a) Arrival: b) Workshop: c) Departure:	12 <sup>th</sup> October, 2013 13-15 <sup>th</sup> October, 2013 15/16 <sup>th</sup> October, 2013
<b>Venue:</b> a) Hotel: b) City/Country:	TBD Bangkok, Thailand
<b>Host (Secretariat / Site):</b>	Kachanaburi HDSS
<b>Objectives:</b>	1. To prepare VA data for InterVA-4 application 2. To prepare the data for centre-specific and pooled data analysis 3. To draft papers for publication in international journals
<b>Expected Outcomes:</b>	By the end of the workshop, the following outcomes are expected: 1. Cleaned datasets for pooled analysis 2. Draft papers for publication in international journals
<b>Max Number of Participants:</b>	All HDSSs in Asia are eligible to nominate participants on condition that they submit VA data in InterVA-4 format
<b>Deadline for Nomination of Participants to the Secretariat / Site:</b>	Reasonable tickets to workshops can be obtained if booking for participants is done early enough. Hence, centre leaders are kindly urged to nominate participants on or before the deadline stated below. Please note that for most workshops, nominees are considered on a first-come first-serve basis. <b>(15<sup>th</sup> September 2013)</b>
<b>Facilitators (Name and Institution):</b>	1. Prof Peter Byass 2. Dr. Kobus Herbst
<b>Requirements:</b>	a) <b>Nominations must be made by site leaders only</b> b) All participants are required to bring along laptops to the workshop.
<b>Travel advisory:</b> a) Visas:  b) Overnight stays	a) We will issue out letters of invite to confirmed participants to enable them apply for visas, where applicable. Please inform the Secretariat if you require any assistance. b) For overnight stays, please see travel support below.
<b>Policy for purchase of tickets:</b>	a) If the workshops are held in Accra, Ghana, the Secretariat will most likely be purchasing the tickets and then send electronic tickets or PTAs to participants. b) You will be asked to book your flight and advise the Secretariat about the cost. <b>Please do not pay for the</b>

	<p><b>ticket without our confirmation.</b> We may be able to get reasonable tickets.</p> <p>c) Once you have confirmed a booking and tickets have been bought, you will be responsible for any changes especially if these cause extra expenses.</p>
<b>Travel Support:</b>	<p>a) The Secretariat will cover the cost of a return economy class ticket from home country to the city where the workshop will be held.</p> <p>b) In-country travel from HDSS site to the airport will be covered. Please inform the Secretariat of the cost. Evidence of payment for the travel must be produced.</p> <p>c) Should overnight stay both in-country and while in transit be necessary, please inform the Secretariat before starting the journey so that adequate preparation is done for reimbursements. Original receipts will be requested by the Secretariat.</p> <p>d) The Secretariat will usually cover accommodation for the workshop days plus half boarding. A per diem will be paid for dinner and incidentals. All other services at the hotel (mini bar, telephones, etc) must be paid for directly by the participants.</p>
<b>Reimbursements</b>	<p>a) Please endeavour to bring along to the workshops originals of all expenses incurred for your travel to the workshop.</p> <p>b) To avoid delays, please scan the receipts and email to the INDEPTH staff who is responsible for the workshop before you start your journey.</p> <p>c) We prefer to transfer funds to institutions' bank accounts. You will be requested to provide the full bank details, including the SWIFT code. Should you require cash refund, please alert the Secretariat in good time.</p>
<b>INDEPTH Staff responsible for this workshop</b>	Samuelina Arthur ( <a href="mailto:samuelina.arthur@indepth-network.org">samuelina.arthur@indepth-network.org</a> )
<b>Other issues:</b>	<p>a) Participants may kindly be asked by the Secretariat to bring along information materials from the sites to the Secretariat. These may include strategic plans, annual reports, publications and brochures.</p>