“Collaboration and support are the foundations of our global health workforce. Without a regional presence and expertise, IDF would not be able to meet the needs of people with diabetes. We feel reassured that high-level institutes engaged in diabetes education, management, advocacy, prevention and care make it possible.”

IDF School Committee
PRACTICAL INFORMATION

Thank you for your interest in the IDF Centres network. We request you to read the application handbook carefully before applying online: [https://idfschoolofdiabetes.typeform.com/idf-excellence](https://idfschoolofdiabetes.typeform.com/idf-excellence)

Key Dates 2021/2022

Application Review: From December 2021
Application Outcome: February 2022

For any queries regarding the application form, please email us at centres@idf.org, using the following subject line: “IDF Centre Application Query - <Name of your institute> - <Country Name>”

Application Process

Two-Years Application Fee

<table>
<thead>
<tr>
<th>Country Category</th>
<th>Type of Institution</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Income Country</td>
<td>Government, NGO, Not-For-Profit</td>
<td>Free*</td>
</tr>
<tr>
<td>Other</td>
<td>Government/Public Universities/ NGO/Not-For-Profit</td>
<td>€ 2,500.00</td>
</tr>
<tr>
<td></td>
<td>Private Institution</td>
<td>€ 5,000.00</td>
</tr>
</tbody>
</table>

*If eligible and based on IDF criteria. Final decision remains with the School Committee.

Payable by: Credit card, Bank transfer or PayPal

For any queries, please email us at centres@idf.org, using the following subject line: “IDF Centre Application Query - <Name of your institute> - <Country Name>”
Please find below the list of low-income countries as per the World Bank Classification: https://bit.ly/32bxJjG

<table>
<thead>
<tr>
<th>Afghanistan</th>
<th>Guinea-Bissau</th>
<th>Somalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burkina Faso</td>
<td>Korea, Dem. People's Rep</td>
<td>South Sudan</td>
</tr>
<tr>
<td>Burundi</td>
<td>Liberia</td>
<td>Sudan</td>
</tr>
<tr>
<td>Central African Republic</td>
<td>Madagascar</td>
<td>Syrian Arab Republic</td>
</tr>
<tr>
<td>Chad</td>
<td>Malawi</td>
<td>Togo</td>
</tr>
<tr>
<td>Congo, Dem. Rep</td>
<td>Mali</td>
<td>Uganda</td>
</tr>
<tr>
<td>Eritrea</td>
<td>Mozambique</td>
<td>Yemen, Rep.</td>
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<tr>
<td>Ethiopia</td>
<td>Niger</td>
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<td>Gambia, The</td>
<td>Rwanda</td>
<td></td>
</tr>
<tr>
<td>Guinea</td>
<td>Sierra Leone</td>
<td></td>
</tr>
</tbody>
</table>

**Duration and expiry of designation**

The first period of designation starts from 1st January 2022, and ends exactly on 31st December 2023. At the end of the period of designation, the institution automatically ceases to be an IDF Centre.

During the period of designation, IDF can terminate the designation of an institution with a justification. However, a notice of the intention to terminate will be given at least three months in advance to the Centre.

For any queries, please email us at centres@idf.org, using the following subject line: “IDF Centre Application Query - <Name of your institute> - <Country Name>”
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For any queries, please email us at centres@idf.org, using the following subject line: “IDF Centre Application Query - <Name of your institute> - <Country Name>”
1. IDF Background

The International Diabetes Federation (IDF) is an umbrella organization of over 230 national diabetes associations in 170 countries and territories. It represents the interests of the growing number of people with diabetes and those at risk. The Federation has been leading the global diabetes community since 1950.

1.1 IDF Mission, Vision and Values

The International Diabetes Federation is divided into seven regions, with the aim of strengthening the work of national diabetes associations and enhancing collaboration between them. IDF’s network of members in 168 countries provides an authoritative global voice, working to ensure that the needs of all people affected by diabetes are met so that each can live their lives as unhindered by the disease as possible.

IDF’s vision is to live in “a world without diabetes”.

IDF’s mission is “to promote diabetes care, prevention and cure worldwide”.

The values of IDF include:

- Acting with fairness, honesty, integrity, and openness; respecting the opinions of others and treating all persons with equality and dignity without regard of their gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
- Acting with honesty and integrity and by applicable professional standards, the governing laws of the Kingdom of Belgium, the governing laws of any other jurisdiction that has application to the corporation or entity performs for or on behalf of the International Diabetes Federation.
- Acting responsibly and being accountable for personal and corporate actions and decisions.

For more information, please visit: [https://www.idf.org/who-we-are/mission-strategy.html](https://www.idf.org/who-we-are/mission-strategy.html)

For any queries, please email us at centres@idf.org, using the following subject line: “IDF Centre Application Query - <Name of your institute> - <Country Name>”
2. Introduction to Centres

An **IDF Centre of Excellence** is a clinical or research institute designated by IDF to form part of an international collaborative voluntary network to initiate, coordinate, facilitate and conduct **holistic diabetes service and multidisciplinary education** in diabetes and other related chronic diseases.

2.1 Benefits of being part of the IDF Centres network

- **General**
  1. Official recognition as an organisation with which IDF collaborates to promote and further its mission.
  2. Join a global network of IDF Centres of Excellence
  3. Global visibility of your institutional activities through IDF communication channels
  4. Opportunities to provide national/regional perspectives to issues of concern for IDF
  5. Opportunities to provide input to IDF initiatives, including global consultations on topics of importance to the global diabetes community (e.g. access to diabetes care, discrimination)
  6. Support IDF in the development of high-quality programmes and resources to inform the improvement of diabetes care, education and prevention at the national, regional and global levels.

- **Advocacy**
  : invitation to support and contribute to IDF advocacy through:
  - Access to information about IDF advocacy campaigns, including instructions on how to get involved (e.g., Universal Health Coverage campaign. Updates about the Blue Circle Voices (BCV) network, including the opportunity to nominate new members and access to the BCV consultations reports

- **Education**
  : Opportunities for collaboration and recognition include
  - Opportunities to nominate of experts from your institution to be part of committees and working groups established to oversee the development of IDF projects and programmes.
  - Opportunities to provide input into IDF scientific papers, position statements and other official IDF resources.
  - Participation in the IDF Congress abstract review process, through the nomination of experts in relevant fields.

- **World Diabetes Day and Diabetes Awareness Month**
  - Priority access to the world’s largest diabetes awareness campaign resources, key messages and materials of the campaign and organising awareness activities during the month of November.
  - Access to tailored campaign materials (toolkit, posters, infographics, other visuals) and communications (e-alerts, press releases, etc.) that can be adapted to local settings.
Recognition of the support and contributions of IDF Centres to IDF World Diabetes Day communications channels (website, e-alerts, social media, etc.).

- Diabetes Voice – IDF’s online magazine
  - Opportunities to profile the activities of your Centre through regular contributions that highlight issues of relevance to people affected by diabetes in your country or region.

References (please refer to the links below for more information before applying online)
2. IDF Education Activities- https://www.idf.org/our-activities/education.html

2.2 Application Eligibility Criteria

Before beginning the application, please ensure your institution satisfies the following criteria to become an IDF Centre. All institutions applying must meet the following criteria:

Centre of Excellence:

- Be a clinical institution with a multidisciplinary team of health professionals actively involved in diabetes care, prevention and advocacy.
- Be operational for at least 15 years, be legally registered within a jurisdiction and have a physical address.
- Have a Board/Governing body and an ethical committee.
- State-of-the-art infrastructure providing diabetes care services and education.
- Provide education to multidisciplinary health professionals.
- Provide care and education focused on people with diabetes and their families.
- Contributed to recent research studies.
- Capable of paying the applicable fee (exception for Government/NGO/Not-For-Profit Institution coming from low-income countries).

If you answered “No” to any of the above criteria, your institution do not meet the eligibility criteria to become an IDF Centre of Excellence.
2.3 Roles and Responsibilities of IDF Centres

During the period of designation and as per its available resources, a designated institution commits itself to:

✓ Abide by IDF values and belief as outlined in page 6 of this document.
✓ Nominate a contact person, responsible to bridge between the Centre and IDF
✓ Accept and support the review and assessment processes set by and agreed with IDF that includes a random site visit by IDF Staff or representatives with advanced notification.
✓ Provide advice and guidance as appropriate within available resources to IDF executive office in regards to activities related to advocacy, education (health professionals & people living with diabetes), epidemiology, communication (World Diabetes Month).
✓ Assist in adapting global resource in a local setting and its translation
✓ Nominate expert as on request from IDF to be part of working group or committees
✓ Collaborate with the IDF in project specific activity with clear KPI’s and deliverables.

Roles and responsibilities of the applying institution:

✓ Ensure the completion and submission of annual reports by the date defined by the International Diabetes Federation.
✓ Ensure the organisation meets timelines for joint initiatives or tasks assumed by the centre.
✓ Respond to communications based on negotiated timelines.
✓ Complete logistics related to the site visit assessment (if required).
✓ Submit documents requested related to the organisation’s role as an IDF Centre.
✓ Submit all documents in a draft form that will display the IDF Centre logo for approval.
✓ Any other roles and responsibilities required to support the network and satisfy the Memorandum of Agreement signed. For more details, please refer to the Memorandum of Agreement document of the previous year.

For any queries, please email us at centres@idf.org, using the following subject line: “IDF Centre Application Query - <Name of your institute> - <Country Name>”
2.4 Annual Evaluation

The Centre representative is responsible for submitting an annual report by 31st December 2022, specifying all the activities carried out during the year in a pre-defined format. The IDF Diabetes Education Committee will consider the annual report and recommendation(s). A decision on the continued approval of the institution as a Centre will be taken accordingly.

For further details, please refer to the annual report form.

2.5 IDF Centres Video Presentation – Instructions

WHAT ARE WE REQUESTING YOUR VIDEOS FOR?

- As part of your IDF Centre application, we request all applicants to record a few minutes video introducing their institute, its facilities and the work of its medical team in the field of diabetes.

HOW SHOULD YOUR VIDEO LOOK LIKE?

- At the opening of the video, we would like to have your institute’s logo and an external view of your building.
- Ideally, the video will include:
  1. A brief presentation of your institute (location, number of sites/campuses, number of beds, number of employees, name of different departments, number of patients received monthly and/or annually...)  
  2. An overview of your institute’s premises/facilities  
  3. The different diabetes-related diseases treated  
  4. A presentation made by the head of department/division and/or a professor/associate professor  
  5. Staff working in their day-to-day practice with its patients  
  6. An explanation of how the staff works  
  7. The type of technology used

- Here are a few examples of what we are expecting:
  - https://www.youtube.com/watch?v=y6pyndvauzM
  - https://www.youtube.com/watch?v=GodfbYwuxtE
  - https://www.youtube.com/watch?v=7xqeCp2ntvE
  - https://www.youtube.com/watch?v=7LH8q3DHpS0

IN WHICH LANGUAGE SHOULD YOU FILM YOUR VIDEO?

- We encourage you to use your native language.
- In this case, we request you to add English subtitles.
WHERE SHOULD YOU FILM YOUR VIDEO?

- The video should be filmed inside your institute.

HOW SHOULD YOU FILM YOUR VIDEO?

- The video must be filmed in landscape mode (horizontal, not vertical)
- When the head of department (or other medical personnel) is speaking, he/she should appear from waist up: you can either ask someone to film you, or place your camera on a flat surface at an appropriate distance.
- Do not speak too fast or with a very low voice – if needed, make a couple of tests to see if you need to adapt your speaking speed and volume.

HOW TO SEND YOUR VIDEOS TO IDF?

- Please, name your video the following way: – IDF Centre Video_Name of your institute_Country and submit it to centres@idf.org
- If the videos are too heavy to submit them via email, you can send them to centres@idf.org using the file sharing service of your preference. If you have never used one before, we recommend you WeTransfer – you will be able to submit all your videos at once easily for free.
- Please, write the English transcript in a Word document, and send it to us.

HOW WILL IDF USE ALL THE VIDEOS RECEIVED?

- If your application has been selected to join the international network of IDF Centres, your video will be published in IDF website, alongside all newly recognized Centres of Excellence for 2022-20203 term.

For any queries, please email us at centres@idf.org, using the following subject line: “IDF Centre Application Query - <Name of your institute> - <Country Name>”
Thank you for your interest in the IDF Centres network. For any queries regarding the application form, please email us at centres@idf.org, using the following subject line:

“IDF Centre Application Query - <Name of your institute> - <Country Name>”