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EU-Africa Alliance for Drug
Discovery & Global Health

Global Health Mentorship Program Mentor and Mentee Guidelines

Legal Disclaimer



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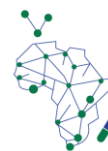
Introduction

Successful mentoring is built on trust, an open mindset and is most effective if the relationship between mentor and mentee is built on principles of confidentiality and integrity.

While mentoring has several important and diverse goals, for the purposes of Global Health Mentorship Program, mentors and mentees are requested to structure their relationship within the following categories based on the needs of the mentee:

- 1) **the scientific process**: Contextualising interactions within the broader methodology for scientific investigation; Guiding critical thinking on the questions that are technically able-to-be-answered and which would have answers that are relevant for the next stage towards product development; Providing experiential context in the discipline; Identification of major contributions and contributors; encouraging the development of critical evaluation of the quality of one's own and other (internal and external scientist's) research;
- 2) **scientific communication**: Enhancing formal, informal, oral and written communication skills via review, practice and role-play
- 3) **personal interactions**: Sounding board and role-play partner to enhance day-to-day business interactions; facilitating introductions to a wider network of subject matter experts





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4) **career progression**: Encouraging the development of a career plan; providing advice and counsel regarding career development decisions

5) **scientific responsibility**: Providing an ethical and legal framework for the conduct of research and dealing with collaborations

Matching Mentors and Mentees

Careful matching of mentors and mentees is important to ensure mutual benefit from the relationship. In the Global Health Mentorship Program, the program team uses the following tactics to facilitate this process.

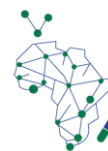
- Mentees rank their mentorship needs according to the 5 thematic areas.
- Mentors and mentees describe themselves using the provided slide profile template, their curriculum vitae and/or professional social media links such as LinkedIn or Google Scholar.
- Mentees submit a confidential ranking of their choice of mentor to the program team who make the final allocation of mentor and mentee pairs based on the rank, interests and scientific discipline.
- Finally, all participants are offered the opportunity to change their partner after an initial trial period.
- At any point in the program, mentors and mentees are welcome to reach out to the program organizers if the relationship is not working and they would like to switch mentors.

Monitoring and Evaluation

The Global Health Mentorship Program is actively monitored and evaluated by the program team, who collect information while maintaining confidentiality of the content discussed during the meetings. The following tools and techniques are used.

- On-line surveys of participants at regular intervals to gather quantitative evidence of the frequency and method by which mentors and mentees interact.
- Spontaneous, ad hoc feedback from time-to-time.





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- At the end of the program, recorded virtual interviews of mentors and mentees (separately or together) using a structured interview format. All interviews are conducted by the same person to ensure consistency.

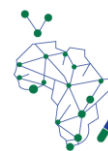
Guidelines for Mentors

A mentor is a person who has achieved success in his or her career and counsels and guides another for the purpose of helping him or her achieve similar success – faster or more efficiently. The mentoring of junior, emerging and mid-career scientists is one of the most important obligations of senior scientists, and is often one of the most memorable and personally fulfilling roles.

The sponsors of Global Health Mentorship program offer the following guidelines for this mentor-mentee relationship.

- Mentors should have a desire to learn and understand the research and development (R&D) context in Africa and have a strong personal commitment to share their knowledge and expertise for the future success of the continent.
- The mentor should be readily available to the mentee to answer **questions about research** and discuss results and future research directions. This availability implies meeting using agreed social media/distance communication methods with the mentee at least every 4 weeks.
- In addition, by mutual agreement on what constitutes “urgent”, the mentor should respond within 24 hours to specific urgent research requests initiated by the mentee.
- The mentor should work closely with the mentee in the preparation of oral presentations of their research and the preparation of papers and abstracts.
- The mentor should advise the mentee about the best fora for presenting their research and should strive to introduce the mentee to important contributors to research in the field.
- The soft topics on **personal interactions and career progression** should be covered during the regular scheduled meetings. In this regards, the mentor and mentee should set goals and expectations about this at the beginning of the mentor-mentee relationship. These meetings should include discussions on the mentee's professional goals, mentor's feedback on their





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appropriateness, and planning and preparation for career decisions within and outside their current place of employment.

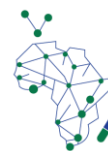
- At regular intervals (e.g. twice per year), the mentor should provide the mentee with an oral and written assessment of the mentee's progress, strengths, and areas requiring improvement.

Guidelines for Mentees

The mentee and mentor must work together to develop a relationship that fosters freedom of inquiry, critical evaluations, and personal and professional integrity. Mentees must take the initiative to build a strong relationship based on mutual trust and respect. They must strive for the excellence that will merit the intensive involvement of their mentor in their future success. Mentees have certain responsibilities that will enhance their mentoring and training experiences while in this program.

- The program sponsors consider the following guidelines as the minimum requirements for mentees to meet:
- Mentees must have a commitment to the work and success of their workplace and to the achievement of their group's research goals.
- Mentees should initiate meetings with their mentor at least every 4 weeks to discuss research findings, and for guidance on their mutually agreed soft skills development needs of personal interactions with colleagues (internal and external scientists) and career advice.
- They have a responsibility to structure their mentorship relationship to align with maximising their daily work as well as their training and career goals.
- Mentees are encouraged to identify additional mentors. Such mentors will facilitate the professional networking that is key to advancement of their career goals.
- Mentees must be aware of the legal and ethical aspects and responsibilities that underlie their research. They need to develop an understanding of the behaviors that are considered ethical and unethical within the scientific community. They must exercise the highest integrity in collecting, analyzing, and presenting research data.
- They should use their mentor as a sounding board to clarify any uncertainties or ambiguity.





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- Mentees should make their satisfactions, dissatisfactions, and needs known to their mentor clearly and seek advice and guidance on how to bring this to the attention of their colleagues and supervisors at their work environment.

Confidentiality

While successful mentoring is built on developing trust, and the principles of confidentiality and integrity, nevertheless, it is acknowledged that the participants in this program are working within larger organisations and on novel drug discovery and development compounds. In light of this, participants complete a Memorandum of Understanding that outlines the principles of Non-Disclosure of sensitive project information and the spirit of the mentorship relationship. If the mentor-mentee pair find the need to discuss sensitive project information, particularly if there is mutual interest to initiate formal collaborations between the mentee and mentor organizations, then they have the option to enter into a formal confidentiality agreement. The mentee/mentor can reach out to the program managers for guidance on this.

References and Acknowledgements

NIH mentor guidelines: <https://oir.nih.gov/sourcebook/mentoring-training/guidelines-mentors-nih>

