



IDF Centres of Excellence in Diabetes Care Application Guidelines 2024

PRACTICAL INFORMATION

Thank you for your interest in the IDF Centres network. We request you to read the application guidelines carefully before applying online: <https://idfschoolofdiabetes.typeform.com/centres-2024>

Key Dates

Application Review: December 2023-January 2024

Application Outcome: February 2024

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>"

Two-year application fee

Centre of Excellence

Type of Institution	Fees ¹
Government, NGO, Not-For-Profit, Public University	2,500 Euros
Private Institution	3,750 Euros

¹ Payable once to cover the period from January 2024 until and including December 2025.

Payable by: Credit/debit card or Bank transfer



DURATION AND EXPIRY OF DESIGNATION

The period of designation starts on **1 January 2024**, and ends on **31 December 2025**.

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 to the Centre at least three months in advance.

Each Centre will have to submit an annual report online, by **31 December 2024**. The IDF Diabetes Education Committee will consider the annual report and recommendation(s). A decision on the continued designation of the institution as a Centre will be taken accordingly.



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1. IDF Background

The International Diabetes Federation (IDF) is an umbrella organisation of over 240 national diabetes associations in 160 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 160 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 condition as possible.

IDF's vision is to "access to affordable, quality diabetes care and education worldwide".

IDF's mission is "to improve the lives of people living with diabetes and prevent diabetes in those at risk".

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 to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
- Acting responsibly and being accountable for personal and corporate actions and decisions.

For more information, please visit: <https://idf.org/who-we-are/about-idf/>

2. Introduction to Centres

IDF Centres of Excellence (CoE) are designated clinical or research institutes that form part of a voluntary international network. They offer specialised care and support to people with diabetes, helping them manage their condition for better health outcomes.

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 etc.).
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.

Advocacy¹: 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.

Education²: Opportunities for collaboration and recognition include:

- Opportunities to nominate 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 Congress³ abstract review process, through the nomination of experts in relevant fields.
- Opportunities to collaborate in the design and delivery of IDF Face-to-Face training workshops and the Master Series Programme.

World Diabetes Day and Diabetes Awareness Month⁴

- Opportunities to participate in initiatives that inform campaign activities (e.g. case studies, testimonials, video production).
- 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 for 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 magazine⁵

- Opportunities to profile the activities of your Centre through 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)

1. IDF Advocacy Activities - <https://idf.org/what-we-do/advocacy/advocacy-activities/>
2. IDF Education Activities - <https://idf.org/what-we-do/education/>
3. IDF Diabetes Congress - <https://idf.org/events/idf-congress/>
4. World Diabetes Day and Diabetes Awareness Month- <https://worlddiabetesday.org/>
5. Diabetes Voice- <https://diabetesvoice.org/en/>

2.2 Application Eligibility Criteria

Before starting your application, please ensure your institution satisfies the following criteria to become an IDF 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.
- Have 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.
- Have contributed to recent research studies.
- Capable of paying the applicable fee

If you answered “No” to any of the above criteria, your institution does not meet the eligibility criteria to become an IDF Centre of Excellence.

2.2 Roles and Responsibilities of Centres

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

- Abide by IDF values and beliefs as outlined on page 4 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 advance notification.

- Be involved in activities from the IDF School of Diabetes whenever required (<https://www.idfdiabeteschool.org>).
- Provide advice and guidance as appropriate to IDF on the needs of health professionals and people with diabetes in regard to diabetes education and care.
- Assist in the development and review of diabetes education material for health professionals and people with diabetes by offering guidance and advice in regard to content, layout, and dissemination.
- Assist in adapting global resources to a local setting and its translation.
- Nominate expert on request from IDF to be part of a working group or committee.
- Provide, published and non-published diabetes prevalence data for the IDF Diabetes Atlas, by the deadline for submission.
- Assist the IDF Diabetes Atlas team in translation and review as required.
- Conduct training on scientific data collection of diabetes-related data with IDF guidance and direction.
- Collaborate with IDF in project planning and implementation.
- Be an IDF ambassador to promote and support IDF education activities and projects.
- Assist IDF in promoting World Diabetes Day activities.
- Nominate multidisciplinary expert for local, regional, and international IDF associated events and webinars.
- Respect the use of the name and logo of the International Diabetes Federation.
- Provide short video profiling Centre activities, for the IDF Website.
- Promote IDF projects through social media platforms where appropriate and link to IDF open access materials on Centre website.

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 site visit assessment (if required).
- Submit documents requested related to the organisation's role as an IDF Centre.
- Submit for approval all documents in a draft form that will display the IDF Centre logo.
- Any other responsibilities required to support the network and satisfy the Memorandum of Agreement signed between the International Diabetes Federation and the Centre.

2.4 Annual Evaluation

The Centre representative is responsible for submitting an annual report by 31 December 2024, 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.

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 short video (3-5 minutes) introducing their institute, its facilities and the work of its medical team in the field of diabetes.

HOW SHOULD YOUR VIDEO LOOK?

- The opening of the video should feature 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 patients
 6. An explanation of how the staff works
 7. The type of technology used
- Here are a few examples of what we expect:
 - <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 should be filmed in landscape mode (horizontal, not vertical).



- When the head of department (or other medical personnel) is speaking, they 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 talking speed and volume.

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 on the IDF website, with those of designated Centres of Excellence for the 2024-2025 term.

Thank You

Thank you for your interest in the network of IDF Centres of Excellence in Diabetes Care.

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