Lessons Learnt from the Prince Mahidol Award Conference 2021 from the Rapporteurs' Perspectives

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Abstract

Prince Mahidol Award Conference (PMAC) is a well-known international conference organized annually by the Prince Mahidol Award Foundation and the Royal Thai Government with collaboration from multiple partners to share experiences focusing on policy-related public health issues among the global community. Due to COVID-19 pandemic, the PMAC 2021 under the theme "COVID-19: Advancing towards an Equitable and Healthy World" was held virtually with significant changes made to its program and management. The rapporteur system, a main component of the program conference synthesis, was also adjusted to fit with an online platform. This paper aimed to draw lessons learnt from the PMAC 2021 by the viewpoint of the rapporteur team, including lead rapporteur, rapporteur coordinator, and session rapporteur, covering three main points; (i) the structure of rapporteur team, (ii) the process of work, and (iii) the output of the rapporteur system. This paper provides useful ideas to any organization that organizes an international conference requiring accurate and comprehensive conference synthesis.

Keywords: PMAC, rapporteur, COVID-19, virtual conference, lesson learnt

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าเทคัดย่อ

การประชุมวิชาการรางวัลสมเด็จเจ้าฟ้ามหิดล (Prince Mahidol Award Conference: PMAC) เป็นการประชุม วิชาการนานาชาติประจำปีที่มีชื่อเสียงและได้รับการยอมรับจากทั่วโลกในฐานะเวทีแลกเปลี่ยนความคิดเห็นเกี่ยวกับประเด็น นโยบายด้านสุขภาพระดับนานาชาติ ซึ่งจัดขึ้นโดยมูลนิธิรางวัลสมเด็จเจ้าฟ้ามหิดลร่วมกับรัฐบาลไทยภายใต้ความร่วมมือของ หน่วยงานทั้งในและต่างประเทศ จากสถานการณ์การแพร่ระบาดของโรคโคโรนาไวรัส 2019 (โควิด-19) ทำให้การประชุมใน ปี พ.ศ. 2564 ภายใต้หัวข้อ "COVID-19: มุ่งสร้างโลกที่มีสุขภาวะและความเท่าเทียม" ได้รับการจัดขึ้นในรูปแบบใหม่ผ่าน การประชุมระบบออนไลน์ ระบบการจดบันทึกรายงานการประชุม (rapporteur system) ซึ่งถือว่าเป็นองค์ประกอบสำคัญ ของการจัดประชุม ได้ถูกปรับเปลี่ยนรูปแบบและแนวทางการทำงานให้สอดคล้องกับการประชุมในระบบออนไลน์เช่นกัน บทความนี้มีวัตถุประสงค์เพื่อถอดบทเรียนจากการประชุม PMAC 2021 ผ่านมุมมองของผู้ทำหน้าที่ผู้จดบันทึกรายงานการ ประชุม ครอบคลุม 3 หัวข้อ ได้แก่ (i) โครงสร้างของทีมผู้จดบันทึกรายงานการประชุม (ii) กระบวนการทำงาน และ (iii) ผลผลิตจากทีมผู้จดบันทึกรายงานการประชุม บทความนี้จะเป็นประโยชน์ต่อองค์กรอื่นๆ ที่มีหน้าที่จัดประชุมวิชาการ ระดับนานาชาติในอนาคต

คำสำคัญ: การประชุมวิชาการนานาชาติประจำปีรางวัลสมเด็จเจ้าฟ้ามหิดล, ผู้จดบันทึกรายงานการประชุม, โควิด-19, การประชุมออนไลน์, บทเรียน

Introduction

he Prince Mahidol Award Conference (PMAC) is an international conference organized annually for sharing international knowledge and experiences, focusing on policy related global public health issue. The PMAC has been convened annually since 2007 as the main activity alongside the bestowing of the Prince Mahidol Award, an international award conferred to the most outstanding researchers or practitioners in the field of medicine or public health who have contributed to the benefits of mankind. The Conference is co-hosted by the Prince Mahidol Award

Foundation, the Royal Thai Government and other global partners including the World Health Organization (WHO), the World Bank, the United States Agency for International Development, the Japan International Cooperation Agency, the Rockefeller Foundation, the China Medical Board, and other UN agencies relating to the theme of each annual meeting.⁽¹⁾

It is customary that each year the PMAC ended with the synthesis session in order to provide participants with the conference summary focusing on lesson learnt and significant academic contents retrieved during the whole program. One

of the most important components that attributes to successful organization and summary of PMAC each year is the rapporteur system. It has been created to support the high-quality notetaking, which is used as input for the conference synthesis and provide an opportunity to build capacities and create networks of domestic and international public health experts who attend the conference. The rapporteur system composes of three groups of rapporteurs, including lead rapporteur team, rapporteur coordinator team, and session rapporteur team, working together to ensure that all contents presented and discussed in each session during the conference are correctly recorded and academically synthesized. (3)

Due to the pandemic of coronavirus diseases

(COVID-19) and its devastating effects towards entire global population, the PMAC 2021 was held under the theme 'COVID-19: Advancing towards an Equitable and Healthy World'. (1) The Conference was organized in virtual platform composing of 2 major parts: (1) the pre-conference sessions consisted of side meetings, virtual field trips, webinar series and keynote speeches by two Prince Mahidol Award laureates during 21st October 2020 and 28th January 2021, and (2) the main conference consisted of opening session and plenary sessions during 29th January and 3rd February 2021. In total, 28 webinar sessions were held, as shown in Figure 1. There were 138 speakers from 35 countries, mainly from Europe, and 1,612 participants from 87 countries, joining the Conference. (4)

PMAC 2021 Program overview

DATE	TIME	SESSION	FORMAT
Oct 2020 - Jan 2021	Schedule on the conference website	Series of Webinar Sessions (21 sessions)	Webinar Session
Thursday 28 Jan 2021	21.00-21.40 BKK time	Keynote speeches by 2 PMA Laureates	Webinar Session
Friday 29 January 2021	19.30-20.30 BKK time	Opening Session and Armchair Conversation	Webinar Session
	21.00-22.00 BKK time	Plenary Session 0 Politics, Political Economy, and History: Major Trends Shaping the COVID-19 Pandemic	Webinar Session
Saturday 30 January 2021	19.00-20.30 BKK time	Plenary Session 1 What has the world learned/is learning from COVID-19?	Webinar Session
Sunday 31 January 2021	19.00-20.30 BKK time	Plenary Session 2 How are we dealing with COVID-19?	Webinar Session
Monday 1 February 2021	19.00-20.30 BKK time	Plenary Session 3 Investing In The Future: Ensuring The World Will Never Be Vulnerable To Another "COVID-19" Threat	Webinar Session
Tuesday 2 February 2021	19.00-20.30 BKK time	Plenary Session 4 Global Health Security in a Post-COVID world	Webinar Session
Wednesday 3 February 2021	19.00-20.30 BKK time	Synthesis Session	Webinar Session

Figure 1 Prince Mahidol Award Conference 2021 program overview

The organization of the PMAC 2021 as virtual program required numerous adjustments, including the modification of rapporteur system. The rapporteur teams faced a great number of challenges created by the new normal of rapporteur system due to an absence of face-to-face working platform. However, the COVID-19 pandemic lasts for many years. Travel restrictions caused most of international conferences to be re-arranged to fit with a new normal of online conference including subsequent PMACs. This article aimed to draw lessons learnt from the PMAC 2021 by the view-points of those who served as lead rapporteurs, rapporteur coordinators, and session rapporteurs

covering three main points; (i) the structure of rapporteur team, (ii) the process of work, and (iii) the output of the rapporteur system.

Contents

i. The structure of rapporteur team

A rapporteur is a responsible person who ensures that the proceedings and outcomes of the Conference are clearly and accurately recorded. There are three groups of rapporteurs working for the PMAC each year including; (1) the session rapporteur team, (2) the rapporteur coordinator team, and (3) the lead rapporteur team, see Figure 2.

The rapporteur team

Deliverables Roles and Responsibilities Final text to deliver at the Synthesize key summary from synthesis session 3.Lead all sessions and deliver it in the The Conference Proceedings Rapporteur synthesis session for PMAC 2021 Compilation of PPT and Assign session rapporteurs to summary record from plenaries 2.Rapporteur plenaries and webinar sessions and webinar sessions Coordinator Coordinate with Lead and The Conference Proceedings for session rapporteurs **PMAC 2021** Work in team to summarize 1.Session Four PowerPoint slides key messages from assigned 1,000 words summary record Rapporteur sessions

PMAC = Prince Mahidol Award Conference, PPT = PowerPoint file

Figure 2 The structure of the rapporteur team

- 1) The session rapporteur team is the team of notetakers who records data and information presented or discussed in all sessions of the Conference. Each session rapporteur was recruited based on voluntary basis and a selection process set by the rapporteur coordinator team with few criteria, focusing on ability of English communication and work experiences on health system, public health, global health, research, and policy. Rapporteurs are required to have an experience or expertise in relevant fields such as health professionals, public health experts, lecturers, researchers, and officers in international organizations. Around three to five session rapporteurs are assigned to work as a team responsible for one particular session. To ensure diversity of expertise, session rapporteurs in one session are from different organizations or countries. This session rapporteur allocation approach also helps building new network across disciplines and countries.
- 2) The rapporteur coordinator team is in charge of planning the whole process of rapporteur system taking into consideration the program timeline and expected deliverables. This team designs the workflow and the outline of the record, combines outputs of each session, and supports the lead rapporteur team in preparing the conference synthesis. The team composes of three to four people mainly from the International Health Policy Program, Ministry of Public Health, Thailand.

3) The lead rapporteur team is a group of global health experts responsible for analyzing and synthesizing all contents recorded by the session rapporteurs into a conference synthesis and presenting it to the participants on the last day of the program. There are four to six people, with at least one Thai experts, working in a lead rapporteur team. (5,6) The lead rapporteur is invited to join the team based on his/her expertise related to each year's theme.

In the PMAC 2021, although the structure of rapporteur system was similar to the previous years, there were significant differences in some aspects. First, the number of session rapporteurs in the PMAC 2021- totally 55 people- was sharply dropped from previous years of approximately 80-100 rapporteurs. (5,6) Second, the number of international experts joining as rapporteurs was very few. Third, the composition of the lead rapporteur team differed much from the previous conferences; there was only one international expert joining the team while the rest were Thai. Furthermore, it was the first time that the lead rapporteurs invited a representative from young generation to be a part of the team; one lead rapporteur was a junior medical Thai student from International Federation of Medical Students Association (IFMSA). The comparison of rapporteur system of the previous years and the PMAC 2021 was summarized in Table 1.

Table 1 The comparison of the rapporteur team between PMAC in the previous years and the PMAC 2021

Components	The previous years	The PMAC 2021		
Structure of the rapporteur team				
Number of rapporteurs	Approximately 80-100 (PMAC 2020: 5 lead, 3 coordinator and 71 session rapporteurs)	60 (5 lead, 3 coordinator and 55 session rapporteurs)		
Proportion of international rapporteurs	30-50%	10%		
Process of work				
Before the conference	An on-site briefing meeting on the day before the conference started	Online meeting for Thai rapporteurs only. The international rapporteurs could not join due to time zone difference.		
During the conference	Daily intra-action review	Only one intra-action review		
	The report by session rapporteurs submitted to the rapporteur coordinator team within 24 hours after the session	The report submitted to the group of speakers and panelists for validation before submitting to the rapporteur coordinator team		
After the conference	Debriefing meeting	No debriefing meeting		
Output of the rapporteur system	Indifference			

PMAC = Prince Mahidol Award Conference

ii. Processes of work of the rapporteur team

The process of work of rapporteur teams was divided into three phases: (1) before the conference, (2) during the conference, and (3) after the conference. Since the PMAC 2021 program was extended by the three-month-pre-conference sessions, the rapporteur teams of the PMAC 2021 were involved in the work process for almost six to seven months instead of an average of four

months as in the past. Thus, there were numerous changes in the process of work of rapporteur system between the previous year and the PMAC 2021.

1) The work process in the previous years

Before the conference began, the rapporteur coordinator team was a leading team who set the timeline and process of work for all rapporteur teams, launched an invitation of rapporteur recruitment to partners and potential organizations,

completed the session rapporteur selection and allocation, and then set up rapporteur briefing session. The rapporteur briefing session was counted as the first important meeting for all rapporteurs as they were explained about their roles and responsibilities, expected deliverables, PMAC programs, and the communication channel with other rapporteurs throughout the whole process of work. This briefing session was normally held on the day before the Conference begin to ensure that all information was mostly updated and all rapporteurs could join the meeting in person. In addition, session information providing general background, objectives, speakers' information, and session format were available on the PMAC website and for some sessions, the presentation files from the speakers were also provided to session rapporteurs before the event.

During the Conference, the session rapporteurs had to attend the assigned sessions together as a team and delivered their summary records within 24 hours after the end of each session. Then, the session rapporteur was invited to join the daily intra-action review meeting convened at the end of the last session every evening. The series of meetings provided an important opportunity to all rapporteurs to share their lessons learnt taken from the assigned sessions and learnt from others. The representative of lead rapporteur team joined all daily intra-action review sessions and helped facilitate ideas and discussions among session rapporteurs. The lead rapporteur team collected data and information from all session

rapporteurs and synthesized it into a conference synthesis. The conference synthesis was then presented by the lead rapporteur in the last day of the Conference.

After the Conference ended, the rapporteur coordinator team prepared short summary and proceedings of the Conference using the conference synthesis and reports from all session rapporteurs as inputs. Then, the rapporteur coordinator team convened the debriefing meeting as the last meeting of the work process. This meeting was an opportunity for all rapporteurs to wrap up their lesson learnt taken from the PMAC program and made suggestion for improving the work flow of an upcoming year PMAC. This meeting was normally conducted as one-day program.

2) The work process in the PMAC 2021

All steps of the work process of the PMAC 2021 had to be convened through telecommunication and online platform due to limitation of face-to-face activities. All rapporteurs communicated through emails as a formal channel. The major changes made to the process of work were the design of all briefing and debriefing sessions and the work flow of report submission.

The briefing session was held on 9th October 2020 through Zoom program, only Thai rapporteurs could join whereas all international rapporteurs were briefed through the document. For the debriefing session, it was firstly planned as an on-site meeting, however, it was cancelled due to the re-implementation of lockdown policy in Bangkok.

As the Conference in the previous years was held for one week with four to five sessions conducted in parallels in each time slot, there was no time for any speakers or moderators to validate the accuracy of the summary report. The work flow for report submission in PMAC 2021 was then re-designed by adding one more step for report validation; after the session rapporteurs complet-

ed their report, they were requested to submit it to the group of speakers and moderators of the session, through lead session coordinator - the coordinator of all speakers and panelists in each session, for re-checking and giving feedback to the report, see Figure 3. This additional step helped ensure the accuracy and quality of all summary reports.

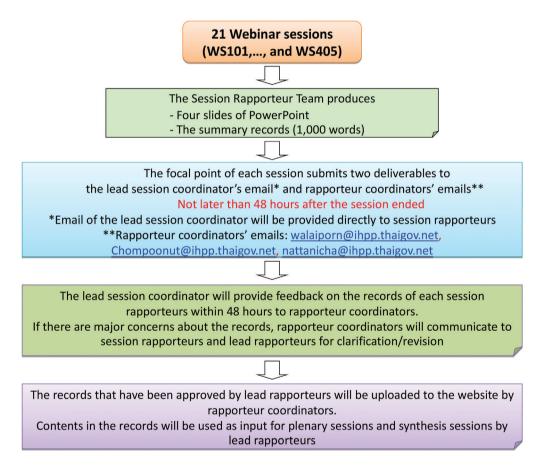


Figure 3 Procedure of lead and session rapporteur team of webinar sessions

iii. Outputs of the rapporteur system

The main outputs of the rapporteur teams in the PMAC 2021 did not differ from the previous years by its format. There were three main outputs including a summary report of each session, a conference synthesis, and the conference proceedings. The summary report of each session was outlined with four key components including the key messages of the session, the major problems or issues raised in the session, the suggested solutions, and the quotations of the speakers or panelists, see Figure 4. The conference synthesis and

the proceedings were constructed in accordance with key scientific contents and major concerns of the theme. They were prepared based on information given by summary record from all sessions and backed up by additional evidence retrieved through publications and global databases. The

conference synthesis was presented in Power-Point template while the proceedings published full papers as Word documents. The conference synthesis and the proceedings can be found at the PMAC 2021 website at https://pmac2021.com/.

•	Title session: PL/PS			
•	Session Rapporteur Team			
	1)[Focal Point]			
	2)			
•	 Word count: words (No more than 1,000 words) 			
•	Summary:			
	1. Key message of the session			
	2. Major problems & issues raised / discussed			
	3. Suggested solutions			
	4. Quotations			

PL = Plenary session, PS = Parallel session

Figure 4 Template for summary record of each session

In terms of contents, the lesson learnt from the PMAC 2021 was outlined in four key themes as described below.⁽⁴⁾

1) Challenges prior to the COVID-19 pandemic

The COVID-19 pandemic uncovered the fragility of global community that lasted for centuries in terms of unfair global context, global unreadiness

for pandemic responses, and health system vulnerability. Prior to COVID-19, global community was facing extreme inequity in all dimensions at all levels. These pre-existing contexts created barriers to some groups of people unable to access basic social welfare and health services, both before and during COVID-19 pandemic. COVID-19 exposed inequity gap with greatest impact and losses to

the vulnerable. (9)

Also, the neglect in combating climate change and ecological system deterioration results in human, animal and environmental imbalance, which subsequently raises the risk of emerging and re-emerging diseases as wild animals migrate to live in human habitats. In terms of global readiness for pandemic responses, the global community, especially low- and middle-income countries, still have insufficient capacity to monitor, response, and manage COVID-19. Meanwhile, the capacity of each country to maintain essential health care services in parallel with providing resources for pandemic response is limited, although the world had experienced to several pandemics in the past.

2) Impact of the COVID-19 pandemic

The direct impact from COVID-19 was shown as diverse health outcomes. As of February 2021, there were more than one hundred million confirmed cases and more than two million deaths worldwide. Although the numbers of infected cases and deaths seemed to have no end, (14) the deaths and infection rate were disproportionately higher among vulnerable populations. They were people living in urban areas where hygiene is poor and social preventive measures were unable to be implemented; aging people with comorbidities or unhealthy conditions; socially excluded people and migrants who have no access to health services or social protection; and children and women. (7,9,15) The impacts of COVID-19 are multi-dimensional that goes beyond health and well-being as the pandemic controlling measures disrupted

all systems that related to people's daily lives, such as businesses, food, health services and medical supplies. Moreover, the impact of COVID-19 leads to regressive human development in the future because most mothers and children are unable to access to health and education services due to disruptions of antenatal care, child immunization care, and school. (16,17)

3) What we were doing during the COVID-19 pandemic

At global level, the WHO recommended three keys principles for COVID-19 pandemic responses: preventing local transmission via social and public health measures; ensuring sufficient physical, human, and financial resources to maintain health services; and governance arrangements to ensure whole-government prompt actions on pandemic management and effective risk communications. (12) The international health regulation (IHR) was universally implemented in parallel with the rearrangement of global mechanism to distributed resources and medical supplies, for example, COVAX, the facility that is co-led by GAVI, the Coalition for Epidemic Preparedness Innovations (CEPI) and WHO with the aim to help all countries to equitably access to COVID-19 vaccines. However, the existing global governance seemed to be inadequate to respond to global public health crisis in effective and timely manner. Lack of evidence-based decision making, unfair resource allocation, and ineffective risk communication are the challenges for improvements in the future. (18) At national level, countries responded to COVID-19 differently in accordance with country's context



and culture. (19) Countries with universal health coverage helped people access to health services better than countries with no health insurance. (20) Countries that applied advanced technologies in COVID-19 responses in management system seemed to have a good control on outbreak surveillances and tracking system, and good progress on the development of drug and vaccine. This pandemic was counted as 'the Digital Health Pandemic' as it rapidly deployed technological solutions in health system.

4) What we should do for the future

The PMAC 2021 outlined possible global solutions for the post COVID-19 era that should be taken into consideration and action. Firstly, the global coordinating mechanism should be revitalized to be more effective in enhancing global solidarity. The on-going monitoring and early warning system using the One Health Approach, which comprehensively integrates human health, animal health and environment, should be strengthened and monitored. Also, the surveillance system and response to the new emerging disease, and a reliable mechanism to manage mis- and dis-information in timely manner, should be intensively improved. (11)

The COVID-19 pandemic underlined how essential health system is for all nations. The advocacy and implementation of universal health coverage and health system strengthening is urgently needed. The primary health care and benefit packages covering essential services of health promotion and prevention should be invested. The health governance and administra-

tion system should be re-designed to be more resilient amid disruption or crises. The application of technology in health can potentially improve the health systems and services through efficient surveillance system. (12) It was critical for the whole world to realize pre-existing challenges and take immediate actions to manage them in order to move forward the global sustainable community. Policies dealing with climate change should be seriously discussed and widely implemented. Inequity and poverty should be recognized and eliminated. (9,10) Local community and youth should be empowered and engaged in re-building global community as they are key persons for driving the world towards healthy and equitable community.

Discussion

Although the changes made in the PMAC 2021, mainly online platform, did not affect the quality of outputs from rapporteur teams, there were some changes in the rapporteur system and lesson learnt that should be considered as challenges and benefits, in comparison with an arrangement of PMAC in the previous years.

i. The structure of the rapporteur team

Since all outputs were met at required standard, the structure and roles of the rapporteur teams seemed suitably designed and should be maintained for future PMAC. Further management may need to focus on how to invite greater numbers of international partners to join the rapporteur team, either as a session rapporteur or a lead rapporteur in online program. The higher numbers of international rapporteurs potentially help

expand rapporteurs' network that could benefit public health academic society. Additionally, it is worth mentioning that the PMAC 2021 had set a new admirable norm for the selection of lead rapporteur team by having a younger public health expert joining the team. This significant change was a great opportunity to build capacity of younger generations and empower them to play important role in a global health community in the future.

ii. The process of work of rapporteur team

The most challenges faced during the PMAC 2021 were the process of work of the session rapporteurs. Since the arrangement of the PMAC 2021 was scheduled at the late evening for almost all sessions, this timetable created some difficulties for Thai rapporteurs to continue working for a long period. Some rapporteurs had to attend the sessions and completed the report, they also had to fulfil their regular duties at daytime. Although all rapporteurs did not have any complaints about the additional work load attributed by the PMAC, it would be better for the organizer to consider the next year program with a shorter period. In addition, some teams by which involved international rapporteurs had to work altogether across time zones. This time zone difference was an obstacle for the rapporteur team to have a discussion in group. As a result, they mostly decided to work without a discussion. Hence, their learning opportunities previously broadened from open discussion to some extent were limited.

However, the PMAC 2021 held as online conference allowed each session rapporteur team to design their own working styles and venues. It

was observed that the absence of face-to-face meeting had no effects on rapporteur teams when applications and technologies were available. Some session rapporteur teams set a separated channel using LINE application, Zoom program, or mail group to create better communication and discussion among the team. Some teams even set up a briefing meeting among the team to study all available documents altogether before the session started and after the session ended. Some session rapporteur teams used google documents as a shared platform for all team members to record, edit, and finalize the summary report at the same time and did not convene any meeting among the team. Some rapporteurs used an application to transcribe all speeches and presentation verbatim at real time so that they could finish the report within a few hours after the session instead of 24 hours as in the past, while some teams appointed one member to be a leader to draft the outline of the report in which all members could fill in all details and make revision.

Since all sessions were held through Zoom program and were recorded, the record was shared with the session rapporteur team the day after the session ended. Therefore, the rapporteur team could repeatedly watch the session and recheck every point, in particular the 'must have' quotation. By doing this, an accuracy and quality of the report of all sessions were improved and guaranteed.

In addition, the PMAC 2021 provided longer time for the lead rapporteurs to work on the conference synthesis. Instead of working tremen-



dously over the nights in order to produce the conference synthesis, the lead rapporteurs and rapporteur coordinators began to review all summaries and gleaned significant information since October 2020, and finally synthesized them during the main conference. This process helped the team to complete the synthesis in more comprehensive and accurate way without exhaustion.

iii. The output of the rapporteur team

The output of the rapporteur team was not affected by an online arrangement of the PMAC program. The format of the output could be maintained for the future conference as it had provided clear and concise summary of the conference synthesis.

In terms of content, lesson learnt taken by the PMAC 2021 was essential for policy makers, research institutes, and all individual health experts for the preparation and management of post COVID-19 pandemic era. Full report of key contents should be disseminated in wider community through relevant stakeholders of the PMAC organizers and co-sponsors. These contents help identify needs for further studies about the COVID-19, especially the development of COVID-19 vaccines and drugs, trans-national policy on global pandemic preparedness and public health, and the way to mitigate the impact of COVID-19 pandemic.

Conclusion

The PMAC is one of the most well-known international conference held by the strong collaboration of various Thai and international orga-

nizations for decades. It was a great opportune for the PMAC 2021 to review and discuss about the lessons learnt drawn from global community regarding the impacts of, responses to, and recommendation for dealing with COVID-19 pandemic. Lesson learnt from comparing the rapporteur system facilitating the online PMAC 2021 with traditional PMAC prior to COVID-19 was very useful for any organization responsible for organizing an international large-scale academic conference in the future.

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