



**ITTC**

International Technology Transfer Center  
A program of the International Consortium of Universities  
for Drug Demand Reduction

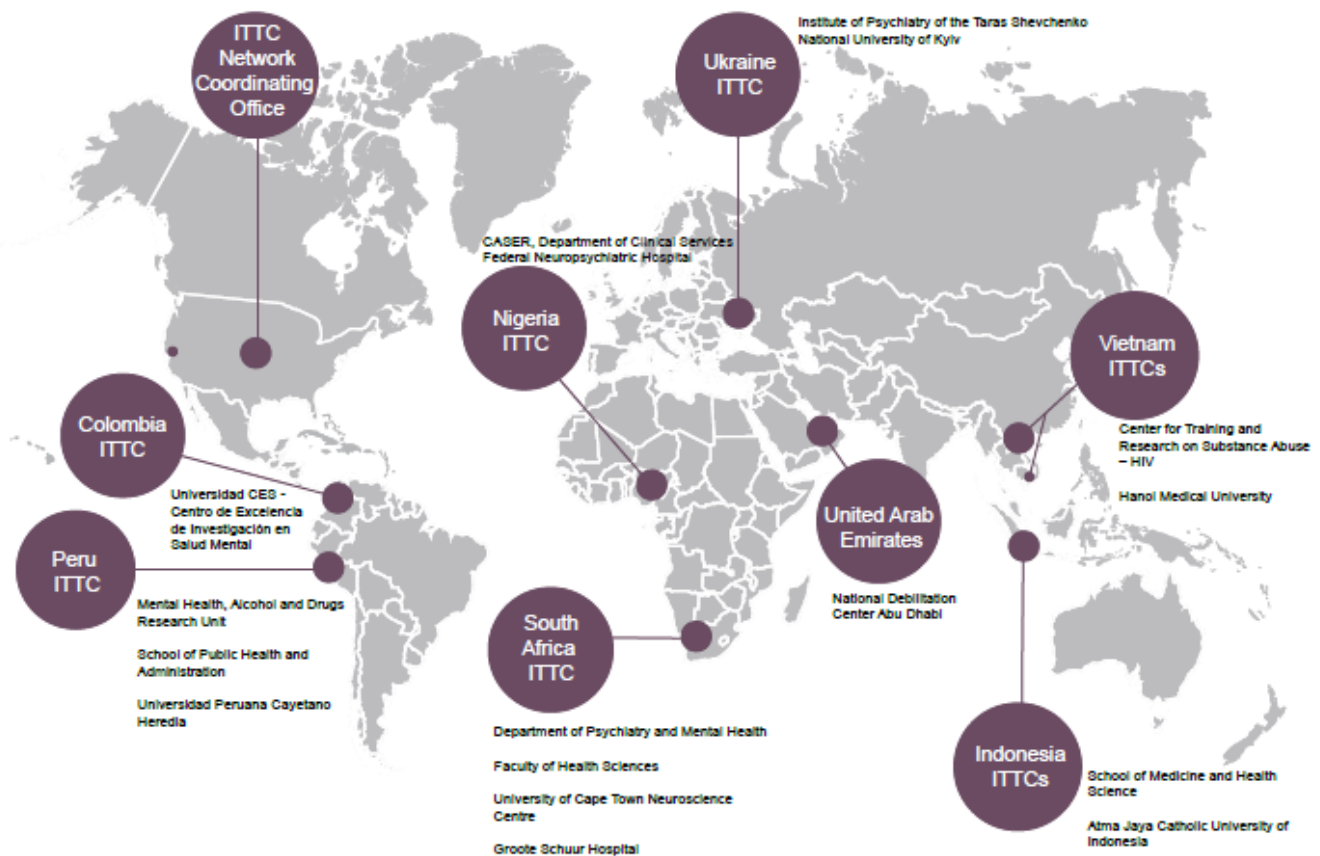
## Regional Country Engagement Coordinator

### Role Description

The International Technology Transfer Center (ITTC) Network is comprised of seven country-specific chapters located within the following regions: The Americas, Europe, Africa & Middle East, or Asia & Oceania. The ITTC Network Coordinating Office (NCO) will assign a regional coordinator for each region. A regional country engagement coordinator will provide support to the chapters located within their assigned region, from onboarding to implementation, to maintenance.

Regional country engagement coordinators will:

1. Support the establishment and maintenance of the ITTCs in assigned region.
2. Provide technical assistance, build capacity, and support sustainability planning.
3. Help build and promote the ITTC Network.



### ITTC Regions

Americas  
Europe  
Africa and Middle East  
Asia & Oceania

## ROLES AND RESPONSIBILITIES

Role Description: The role of the Regional Engagement Coordinator (REC) is to serve as a link between the different regional ITTCs and the central office. The REC will serve as the liaison between the ITTC site and the NCO, guiding site development, supporting strategic planning and communication, identifying and acquiring key resources, and strengthening sustainability of the ITTC site and its integration into the regional network.

### 1. Support the establishment and maintenance of the assigned region.

#### Orientation and onboarding of new ITTC

- Assist with the application process of potential ITTCs in assigned region
- Help lead orientation sessions for the new ITTCs, as needed
- With the support of the NCO team, guide the ITTC in the onboarding process (see onboarding packet) and encourage **active** engagement in orientation sessions

#### Community Advisory Board

- Provide suggestions to the ITTC, as needed, on how to reconfigure their ITTC Advisory Groups
- Provide technical assistance on best practices for ITTC Advisory Groups
- Attend Advisory Group meetings virtually
- Represent NCO and Network
- Give presentations upon request

#### Administration

##### Meetings

- Attend bi-weekly internal UMKC and Core team meetings and monthly calls (see below: Required Meetings)
- Attend and participate in quarterly meetings with ITTC NCO, key partners, and country-specific ITTC Directors
- Attend monthly INL calls
- Represent NCO and report Network-wide updates
- Follow-up on action items

##### Evaluating, Reporting and Record-Keeping

- Review reports submitted by ITTCs
  - a. Ensure projects and stated activities align with Network's mission and goals;
  - b. Provide feedback on ITTC submitted reports in assigned region; ensure timely submission
  - c. Look for opportunities to showcase accomplishments highlighted in reports through ITTC communications platforms; support promotional communications (bulletin, social media, website) from each ITTC in assigned region

- d. Provide on-going input, information, and materials that support both internal and external communication efforts.
- e. Support accurate record-keeping and data collection, including documentation of rosters, meeting notes, meeting attendance, survey results, and other reporting documentation.
- f. Engage ITTC leadership at regional sites in developing an ITTC evaluation design, indicators and metrics approach

#### Other Administrative Duties

- Support Coordinator with language access services for meetings and other Network events; support translation and interpretation services, when needed

## **2. Provide technical assistance, build capacity, and support sustainability planning.**

#### Technical assistance and capacity building

- Provide TA to the ITTCs in the assigned region as needed. Topics may include:
  - Technology transfer, change management, implementation science and strategies
  - Support ITTCs in identifying engagement opportunities
  - Development of environmental needs assessments and service mappings
  - Development of strategic plans and connecting strategic plans to work plans
  - Substance use specific topics, such as medications for opioid use disorder treatment
- Review the work plan of the ITTCs in the assigned region and provide feedback (see Reporting above)
- Connect the ITTCs in the assigned region with relevant resources, international organizations, international experts, and conferences that may be appropriate to attend and/or submit abstracts for presentations
- Have periodic one-on-one calls and/or attend team calls periodically
- Upon request, review and provide feedback on journal article submissions, training materials, and other documents to support the use of evidence-based practices and information.

#### Sustainability planning

- Support and encourage strategic sustainability planning to operate without INL funding in the future
- Highlight possible funding opportunities
- Review grant applications and provide feedback

## **3. Help to build the ITTC Network.**

Required meetings (see details on page 4 and 5) (see Meetings above)

- Attend **quarterly** Network and Partners Meetings
- Attend **quarterly** Regional Meetings (3<sup>rd</sup> Thursday of the month)
- Attend **bimonthly** all ITTC Directors meeting
- Create a shared work agenda between the ITTCs of the region in charge: identify common objectives, strategic alliances

#### Communications/marketing/branding

- Support the use of ITTC Network branding
- Participate in or present at national and international conferences, as needed
- Facilitate sharing of resources and knowledge across the ITTCs, including encouraging discussion on the ITTC listserv
- Connect the ITTC to the appropriate NCO team members as needed (e.g., Molly for branding, Greg for social media, Erin for website)
- Promote the involvement of INL/CP in the development processes of each ITTC within the framework of the assigned region

## KNOWLEDGE & SKILLS

- Ability to be flexible in a fast-paced and sometimes ambiguous environment
- Manage multiple activities and priorities simultaneously and complete tasks in a timely manner
- Professional, organized, courteous
- Excellent written and verbal communication skills
- Work effectively with a variety of people and personalities
- Consistent in quality and quantity of work
- Ability to work both independently and collaboratively on a team
- Ability to work effectively with individuals with diverse cultural and educational backgrounds
- Ability to understand relationships between tasks and intended outcomes
- Well versed in using Microsoft Office applications and ability to learn and adopt new software technologies

## 2023 REGIONAL ASSIGNMENTS

Region	Regional Coordinator(s)
Americas	Julia Alvarado
Europe	TBD
Africa & Middle East	TBD
Asia & Oceania	Sherry Larkins

## REQUIRED MEETINGS CALENDAR

MONTH	MEETING	PURPOSE	HOST	PARTICIPANTS
<b>January 3<sup>rd</sup> week 8am- 10amCT</b>	Annual ITTC Network – Directors and all staff	Discuss ideas for collaboration and/or learning opportunities, pain points, emerging trends in research, important events/products, and policy.	ITTC NCO	ITTC NCO, RCs, Directors and all staff, INL, CP, ICUDDR
<b>February</b>	Regional ITTC Meetings	Check-in meeting to discuss region specific updates, upcoming events, accomplishments, RC to share updates from ITTC NCO & INL/CP etc.	ITTC NCO	Each ITTC within a region, ITTC NCO, INL, CP, ICUDDR
<b>March</b> <b>*NOTE: Quarterly report due</b>	Informal Individual ITTC Meetings	Check-in meeting to discuss updates, reminders, upcoming events, accomplishments, RC to share updates from ITTC NCO & INL/CP etc.	Regional Engagement Coordinator	RCs meet individually with each ITTC team
<b>April</b>	Informal Individual ITTC Meetings	Check-in meeting to discuss updates, reminders, upcoming events, accomplishments, RC to share updates from ITTC NCO & INL/CP etc.	Regional Engagement Coordinator	RCs meet individually with each ITTC team
<b>April 90 minutes</b>	Business meeting - directors	Strategic planning meetings to discuss Network development, vision, and regional goals, etc.	ITTC NCO	ITTC NCO, RCs, Directors, INL, CP, ICUDDR
<b>May</b>	Regional ITTC Meetings	Check-in meeting to discuss region specific updates, upcoming events, accomplishments, RE to share	ITTC NCO	Each ITTC within a region, ITTC NCO, INL, CP, ICUDDR

		updates from ITTC NCO & INL/CP etc.		
<b>June</b>  <b>NOTE: Quarterly report due</b>	Informal Individual ITTC Meetings	Check-in meeting to discuss region specific updates, upcoming events, accomplishments, RC to share updates from ITTC NCO & INL/CP etc.	Regional Coordinator	RCs meet individually with each ITTC team
<b>July</b>	Informal Individual ITTC Meetings	Check-in meeting to discuss region specific updates, upcoming events, accomplishments, RC to share updates from ITTC NCO & INL/CP etc.	Regional Coordinator	RCs meet individually with each ITTC team
<b>August</b>	Regional ITTC Meetings	Check-in meeting to discuss region specific updates, upcoming events, accomplishments, RE to share updates from ITTC NCO & INL/CP etc.	ITTC NCO	Each ITTC within a region, ITTC NCO, INL, CP, ICUDDR
<b>September Quarterly report due</b>	Informal Individual ITTC Meetings	Check-in meeting to discuss region specific updates, upcoming events, accomplishments, RC to share updates from ITTC NCO & INL/CP etc.	Regional Coordinator	RCs meet individually with each ITTC team
<b>October 90 minutes</b>	Each ITTC prepare a case study  Directors Business	Check-in meeting to discuss region specific updates, upcoming events, accomplishments, RC to share updates from ITTC NCO & INL/CP etc.	ITTC NCO	ITTC NCO, RCs, Directors, INL, CP, ICUDDR
<b>November</b>	Regional ITTC Meetings	Check-in meeting to discuss region specific updates, upcoming events, accomplishments, RC to share	ITTC NCO	Each ITTC within a region, ITTC NCO, INL, CP, ICUDDR

		updates from ITTC NCO & INL/CP etc.		
<b>December</b>	Informal Individual ITTC Meetings	Check-in meeting to discuss region specific updates, upcoming events, accomplishments, RC to share updates from ITTC NCO & INL/CP etc.	Regional Coordinator	RCs meet individually with each ITTC team