WFPHA Agenda
Executive Board Teleconference Call
Wednesday, October 14, 2009

Present: Georges Benjamin, Bettina Borisch, Laetitia Bourquin, Jim Chauvin, Markus Kaufmann, Gabriel Scally

1) Welcome
In the absence of the President and President-elect, Jim chaired. Since not enough EB members were present on the call to have a quorum, agenda items requiring decisions were deferred to the next teleconference call.

2) Adopt agenda- Deferred.

3) Adopt minutes from last meeting (attachment)
Decision to adopt—deferred. Additions to existing minutes:
- 11.2 Final bullet point- Gabriel working on forward strategy still working.
- Jim drafting TOR and sponsorship guidelines for EB approval.
- 8.1 Policy Committee will help to monitor the Istanbul Declaration but currently, the committee is not fully enabled to do so at this point yet.

4) Report of the President- Deferred.

5) Report of the Vice-President- Deferred
5.1 Visit to Beijing and Jakarta
5.2 Visit to Addis Ababa in preparation of 2012 (financing of visit?)

6) Report of the Director of the Secretariat Office
6.1 Avectra
We signed with Avectra, a membership management software company to keep track of members as well as host the WFPHA website. Vina will work with them to set up the system to have it operational by January.

6.2 APHA Annual Meeting
WFPHA will host a breakfast to share updates about the Federation with APHA’s members interested in international health. We also have a booth and are anticipating the participation of members from Japan, UK, Ethiopia, and Canada.

6.3 E-Newsletter
The next issue will be ready and distributed soon.

6.4 GEO Meeting
Morgan will participate in the GEO workshop in Washington DC in November about user communities and representing the Federation at the annual GEO plenary meeting in late November. Morgan and Samir Banoob will arrange
presentations for the workshop as well as the plenary meeting to discuss the Federation’s relations with GEO.

6.5 Formation of Advisory Board, first steps - Deferred

6.6 Individual memberships of WFPHA - Deferred

7) Interim Finance Committee

7.1 Update from the Secretariat Office
We currently have two major sources of funding. The Geneva bank account includes the member dues as well as the $25,000 in savings. This can be used to support the activities of the Federation if the Board decides to do so. APHA has set up an operations account for the Secretariat office to carry out basic administrative business. We will need to work out with the Finance committee a mechanism to accept future donations from sponsors such as Colgate.

Dr. Benjamin provided an update on the closeout with Dr. Hatcher relating to the Rockefeller and World Justice Forum accounts. The World Justice account will be closed by the end of the year with a final webinar project on health and human Rights. The Rockefeller account was used for the strategic planning retreat in Italy and bringing WFPHA EB members to meetings. Rockefeller had some concerns about some expenses; all questions have been resolved. We are currently waiting for them to sign off on the final report and provide additional funding to cover the expenses from the Istanbul Congress. These funds are expected to replenish the funds borrowed from the Geneva account to finance the Congress.

WFPHA should consider consolidating all finances into one account in Geneva. APHA would have difficulty transferring funds to/from a Geneva account due to restrictions with Homeland Security and anti-terrorism laws. The Finance Committee should prepare a policy/mechanism for the management of funds in the Geneva account (eg, signature by at least two of three people – The Secretariat Director, and/or the Chair of the Finance Committee and/or the Treasurer on all requests to utilize funds in the Geneva account). APHA will still provide the in-kind contributions towards the functioning of the Secretariat.

A suggestion was made for the Colgate money to be transferred directly by Colgate into the Geneva account, with the Secretariat managing the utilization of these funds. This will be confirmed with Colgate.

Bettina mentioned the City of Geneva offering administrative support to NGOs as a possible resource to consider.

7.2 Draft Terms of Reference
Jim circulated the most recent draft copy and requests input from EB members. NOTE: Jim will circulate a newer version to EB members before the end of
October that will include a statement for the management of WFPHA funds in the Geneva account.

7.3 Corporate Sponsorship/Funding Policy
a. Jim will draft a sponsorship policy, based on APHA and CPHA corporate sponsorship policies, for review by EB.
b. Follow up on Colgate grant: We should carefully monitor Colgate’s used of WFPHA logo due to their use of grantees for aggressive marketing.

7.4 Budget—Treasurer’s Report (Joan)- Deferred

7.5 Approval for Terms of Reference- Deferred

1. Oversight of expenditures.

7.6 Confirm nomination of Jim as Chair through May 2010 EB meeting- Deferred

a. Call for nominations will be need to be sent out and a new Chair to confirm in May.

8) Other Committees/Working Groups

8.1 Policy Committee
Bettina and Ulrich will work to organize the Geneva Health Forum on global health initiatives planned for 2010 prior to the World Health Assembly.
The office will also need a terms of reference on how to act on behalf of the Federation.

Bettina provided an update on the recent activities of the Geneva Office. The office has attended a number of meetings here in Geneva and has placed all relevant information on the website. Some of these meetings call for an answer or an investment or a signature of the federation. With many activities taking place, we would like to reference a terms of reference for the Geneva office. Laetitia Bourquin will circulate an e-mail to all members of the Executive Board to summarize the office launch as well as the meetings attended thus far. If anyone would like to follow up and become involved, please feel free to contact the Geneva office.

Official opening of the Geneva office: Bettina announced the official launch of the Geneva office this afternoon. Presenters include the Director of the Swiss Office of Health, the Swiss ambassador, Ilona Kickbusch, and approximately 40 guests from embassies and NGOs. The small press conference occurred in the morning. The materials obtained from the other organizations will be circulated on the website.

For anyone visiting Geneva, please feel free to visit the office or drop a line to Bettina/Laetitia.

8.2 Nominations Committee- Deferred
8.3 Membership/Awards Committee- Deferred
   a. Development of criteria list for new institutional members—
      i.e. International AIDS Society- continue to keep on agenda.

8.4 Tobacco Control Working Group- Deferred
   a. Agenda currently stalled—need assistance of EB to push forward.
   b. See attached report for the proposed work plan and restructuring of the
      WFPHA’s tobacco control working group. Draft plan of action needs to
      be prepared before end April for decision at May 2010 EB meeting.
   c. Gabriel Scally agreed to join this working group.

9) Interim By-Laws and Constitution Committee- Deferred
   9.1 Adopt Theo Abelin as Chair

10) Update on Strategic Plan- Deferred
   10.1 Mid-way Report
   10.2 WPRO Update

11) AOB
   11. 1 Proceeding with GHWA and IUPHE (Bettina is a member of organizing
        committee).
   11. 2 CPHA and the nomination for the Global Health Council’s Gates Award

   11. 3 Next TC – Due to the time sensitivity of certain items requiring EB
        decisions, the next conference is proposed for October 22 at 8:00am
        Washington, DC time.

Action Items/Suggestions:
   1) Suggestion for the President/VP to circulate the reports ahead of time to help save
      time on conference calls and to help lead more focused discussions.