WFPHA Executive Board Teleconference Call
Thursday, 9 December 2010
Meeting Minutes

Present: Bettina Borisch(BB), James Chauvin(JC), Cai Jiming(CJ), Ulrich Laaser(UL),
Toshitaka Nakahara(TN), Gabriel Scally(GS), Laetitia Bourquin(LB), Vina
Hulamm(VHL), Hailegnaw Eshete(HE), P.Orris(PO)

Excused: Paulo Buss(PB), Georges Benjamin(GB), Tewabech Bishaw(TB)

Absent: Madhumita Dobe(MD), Khairul Islam(KI), Hikmet Pekcan(HP), Grettchen
Flores-Sandi(GFS)

1) Welcome and roll call
   - First time using Elluminate system. Encountered a few problems with
     microphones.
   - Quorum is not reached and LB will circulate a voting form.

2) Adoption of agenda
   The agenda is adopted unanimously. Topics underlined were voted upon.

3) Adoption of minutes from last meeting, 12 October 2010
   The Minutes from the October 12th 2010 meeting have already been adopted via
   electronic vote.

4) Report of the President
   4.1 - UL reports on the availability of the Confex abstract system for
       USD13,000 for the 2012 congress. This cost will have to be integrated into
       the congress budget.
       - Once available the “Call for Abstracts” will be published immediately.
       - UL will draft the program for the 2012 congress and already has some
         important input following his visit to Asia, especially proposals on
         regional cooperation. He will report more precisely on a draft program for
         the following TC.
       - UL will also draft a letter with TB for the members of the advisory section
         and define a core group of the scientific committee.

   4.2 UL reports shortly on the WFPHA Workshop on the EU Role in Global Public
       Health: Amsterdam November 11, 2012, on his attendance to the “European
       Academic Alliance for Global Health (EAGHA)” and on the co-signing of the
       WFPHA of the declaration of the 2nd Summit of School of Public Health.

   4.3 UL presents his letter for the December WFPHA Newsletter.

Decision

*The Confex abstract system is unanimously adopted by the board.*
Action

- UL to prepare and circulate to EB members a draft program of Addis Ababa 2012 for the next TC.
- TB to send the list of Ethiopian colleagues (with short CV) for the Advisory Section 2012 to LB (to be voted at next TC). She will also send the CV of H. Eshete.
- UL and TB to draft an e-mail to be sent to the members of the Advisory section outlining their tasks and inviting them to attend the Congress in Ethiopia.
- UL to define a core group of the scientific committee, which will be proposed to EB members and put on the official website.

5) **Report of the Vice-President**

5.1 JC announced the signing of the MoU between the Swiss Public Health Association and the WFPHA and the confirmation of the position of the WFPHA Program Manager (LB). He also reported the signing of the MoU between the WFPHA and EPHA for the 2012 World Congress 2012. As well, an MoU between the WFPHA and APHA has also been signed.

5.2 Report about WFPHA participation at the APHA Conference (JC, HE):

HE thanks the WFPHA to have given him and two other Ethiopian colleagues the opportunity to attend the APHA meeting, where they had great exchanges and meetings. They also had the opportunity to staff the WFPHA stand and promote the 2012 Congress in Ethiopia.

JC attended on behalf of WFPHA several key events (including an all-day pre-conference session on the new US health reform legislation (which has public health written into it). He chaired a session organized by RSPHA member Alex Gatherer on prison health. A draft resolution on this issue will likely be submitted to WFPHA for its consideration before its next AGM. JC also met with members of the EPHA to discuss Congress-related issues, as well as with delegates from the Mongolian PHA which became a WFPHA member in May 2010. He will send them the contact information for CJ, as this association is interested in joining the West Pacific Regional PHA.

GS reminds everybody to be careful on what resolutions we accept and consider what we can really do and what follow up can be given.

Action

- Circulate a summary of the new US health reform legislation to our members.

6) **Report from the Office of the Secretariat in Geneva**

6.1 Follow-up on decisions and follow-up action from Oct 12, 2010 EB telcon meeting

- UL to send a report on the regional cooperation in Baltic and/or South Eastern European States.
- JC to provide revised MDG survey concept.
- JC to report on the workshop on Global Health Diplomacy.
Finance Committee to propose funding strategies for February 8, 2011 EB meeting.

6.2 WFPHA Website: Considering the cost and the complexity of the Avectra system (many functions not useful for WFPHA) for the management of the WFPHA Website, the Geneva office proposes to use an easier and cost-free tool which would enable a more dynamic management of the website. Questions asked as to who would manage the WFPHA website. BB says we would need 20% more staff at the office for this. JC proposes to have a member PHA help. BB thinks it is a good idea once the new website is in place. LB will send a more precise report about advantages of the new website.

6.3 Follow up on Colgate Palmolive
Signature by WFPHA of the letter of invitation to join the Alliance for a Cavity-Free Future approved. LB to communicate this decision to C-P.

6.4 The office of the secretariat receives many meeting invitations and will after a first “filtering” add them to the newsletters. More specific invitations will be sent more personally to members of working groups or committees.
Anybody attending meetings on behalf of the WFPHA have to be assigned first by the EB.

6.5 Lunch Meeting on the 13th May at WHO (just before our EB-meeting)
Topics proposed by UL: Involvement of WHO in Addis Ababa and information about the development in the Pacific region.
A more precise proposal will be submitted to the next TC.

6.6 Communication with the Beijing regional office for west Pacific
The secretariat proposes to have clear terms of reference and communication with the Beijing Office. One proposition is to add on the Agenda “Report from the Beijing Office” as an item so that they can report on their activities and submit topics for voting to the EB.

6.7 Additional Staff
LB works at 40% (2 working days) and as the workload increases, the office of the secretariat would need at least one person more at 20%. A demand has been submitted in Switzerland, but has been refused. BB asks the EB if they would in principle agree on this idea and asks JC to look into financing possibilities.
In general UL reminds that it is urgent (beginning of 2011) to put together some promotional material to approach donors (Standard information folder about WFPHA, projects, etc.). BB reminds that it has to be professional. UL is ready to help and GS proposes also his help for the English and design.

6.8 128th WHO-EB-Meeting (January 2011) statement:
BB went through the program and proposes that the WFPHA submits a statement on the items of HSS (Provisional Agenda 4.5) and NCDs (Provisional Agenda 4.14) on the importance of the public health workforce. A draft statement should be done before the end of the year with the help of Rebecca Bailey. GS also proposes his help.
Migration of the WFPHA Website from Avectra to free Swiss software is unanimously adopted by the board.

Action
- LB to send a report about the advantages/disadvantages of the new website
- LB to add UL’s signature and send the letter to join the Alliance for a Cavity-Free Future to Colgate Palmolive
- Items to be added to next EB meeting agenda: (1) Proposed topics for the WHO lunch meeting in May 2011; (2) Report from the Beijing Office- LB to send proposal to CJ on how to work together
- LB to send JC a job description with the costing of proposed additional staff person so that a decision can be taken at the next EB meeting.
- Get together some promotional material to approach donors (LB, GS, and UL). UL will compose a first draft.
- Draft a statement for the WHO EB meeting (BB, GS, RB and UL)

7 WFPHA Advisory Board
7.1 No new proposed members, but UL proposes to appoint Margaret Hilson as Chair of this Board.
7.2 Theo Abelin proposes a retreat at the Institut Brochet to do a follow-up on the WFPHA Strategic Plan. LB will follow up on what is required to go there and a project proposal has to be written.

Appointment of Margaret Hilson as chair of the Advisory Board is unanimously adopted by the board.

Action
- UL will write a letter to Margaret Hilson
- LB will get information about the Institut Brochet and write a draft project proposal

8 Committees
8.1 Finance Committee
8.1.1 JC to provide a report of the revenue-expense flowchart to help Board members understand the Federation’s financial situation and to take decisions knowing what is affordable.
- Closing balance on hand in the two WFPHA Geneva bank accounts as of November 30, 2010: US$61,759.59
JC expects WFPHA will receive around USD35,000 as supplemental grant from Rockefeller Foundation which will cover travel-related expenses for several individuals supported by WFPHA to attend 12th World Congress.

8.1.2 Joan Bell Davenport confirmed her decision to step down as WFPHA Treasurer. New Treasurer: JC proposes to appoint BB as interim treasurer form
January 1st 2011 until the next GA. At the next GA in May, a new treasurer will be voted on from a list of nominees proposed by member associations.

8.1.3 A new auditor should be appointed from Switzerland.

**Decision**

*Appointment of Bettina Borisch as interim treasurer from January 1st 2011 to the May General Assembly is unanimously adopted by the board.*

**Action**

Send out a call for the Treasure position to our member PHA’s

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**8.2 Policy Committee**

8.2.1 BB mentions the Cancun statement and how the WFPHA had only two days to get organized to sign this statement. She proposes not to act like this anymore and respect the deadlines for submission. Peter Orris thinks it is very important that the WFPHA can get mobilized to respond quickly to external requests to endorse statements and positions on important topics (especially when the WFPHA is already involved) and thanks the WFPHA for this mobilization. He also thinks it is sometimes better to sign statements initiated by others and relevant than have only our statements, most of them not leading to any concrete action.

8.2.2 Amy Hagopian accepted to rephrase the APHA statement on war and public health to make it more international and broader and will submit it to the Policy Committee for review, for possible consideration at the next GA.

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**8.3 Nominations Committee**

Theo Abelin proposes to free the seat of the Swiss Public Health Association (as it is involved with the Secretariat Office) so that another African public health association could have a place on the EB. Accepted by EB members present. A call is to be sent out for nominations for an additional AFRO seat on the EB, for consideration at the next GA.

**Decision**

*To free the seat of the Swiss Public Health Association (as it is involved with the Secretariat Office) on the EB for another African public health association is unanimously adopted by the board.*

**Action**

Send out a call for a new African PHA seat on the EB to our member PHA’s

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**8.4 Membership/Awards Committee**

Francisco Cabo, through AMOSAPU, informed the WFPHA that he has no longer time to chair this committee. In the by-laws it should be the former president to chair this committee, so it should be Paulo Buss. UL proposes to appoint PB until the next GA, during which a co-chair could be appointed.
Decision

Appointment of Paulo Buss as chair of the Membership/Awards Committee and agreement to have a co-chair is unanimously adopted by the board.

Action

- UL will write to PB to advise him that he will be chair of Membership/Awards Committee
- Send out a call for a co-chair position at the Membership/Awards Committee

8.5 By-laws Committee

There is not enough time for this topic; it will be discussed at the next EB meeting.

9) Working Groups

- Regulations for WGs (UL) presented by UL.
- Regulation for Individual Membership as proposed by Theo Abelin and Ulrich Laaser. UL proposes to have a closer look into T. Abelin’s proposal and to have a final proposition to be presented at the GA.

Decision

Regulations for Working groups as proposed by Ulrich Laaser unanimously adopted by the board.

9.1 WG on Tobacco and Health:

No report

9.2 WG on Environmental Health (Peter Orris):

Peter Orris tried to get members from member PHA’s involved in this working group. 17 PHA’s showed an interest but nobody became actively involved. The present committee is composed of Peter Orris and Alejandra Livschitz from HCWH. He wishes to have two subcommittees, one on climate change and one on toxic substances in which he is involved. He proposes to ask GS if somebody of his group would be interested to take over the climate change part.

UL proposes to try to find members like with the Education Working group. LB and PO will draft a letter to send to member PHA’s to inquire if they can nominate someone for this working group.

The issue of mercury moves ahead with negotiations every 6 months, which will eventually lead to a treaty. The next meeting is scheduled at the end of January in Tokyo. PO asks if the Board agrees that he continue representing WFPHA on the mercury issue.

There are continued initiatives on the strategic approach to chemicals and chemical use and PO would like to have the approval of the board to continue in this direction.
The issue on the banning of Asbestos is becoming of interest again and it could be the time to get a new statement together. The board is in general agreement with Peter Orris’ activity on Mercury and involvement in the strategic approach to chemicals and chemical use.

**Action**
- Ask GS if somebody from his group would accept to co-chair the climate change activity.
- LB and PO will draft a letter to get members from PHA’s appointed to this group.

**9.3 WG on Global Health Equity**
No report

**Action**
- LB and BB will draft a letter to get members from PHA’s appointed to this group.

**9.4 WG on Public Health Education**
UL informs EB that Israeli PHA member Ehud Miron is the new chair of this working group. Several members have been proposed for this group (regular members and consultant members).

**Decision**

Appointment of Ehud Miron as chair of the Education working group and of the members presented by their National Public health Associations as well as of the consultant members unanimously adopted by the board.

**10) Report from the Region (SEARO/Madhumita Dobe and/or Khairul Islam)**
No report.

**Action**
- UL will contact M.Dhobe and K.Islam to see if they can report on the next EB meeting.

**11) AOB**
The By-laws Committee recommends to introduce a “bureau of the Executive Board” to deal with frequent and urgent matters so that the quorum of the EB does not have to be reached at every meeting. Every member of the EB is welcome to attend the meetings but does not have to and has no voting right. The invitation and minutes go to all members of EB in any case.

UL proposes to include in this core group: JC, UL, BB, TB, CJ and LB (ex-officio).

For the proxy voting, the By-laws Committee proposes that proxy votes should be distributed such that any EB member should not have more than two votes in addition to his/her own vote. Adopted by the EB-members present.
Decision

*Introduction of a “bureau of the Executive Board” to deal with frequent and urgent matters unanimously adopted by the board.*

Action

LB and UL will write a proposition for a bureau of the executive board to be presented during the next GA.

The next teleconference of the EB is proposed for February 8, 2010 and will be performed via Elluminate.

Rapporteur: Laetitia Bourquin