

WFPHA Executive Board
Meeting Minutes
Thursday, March 4, 2010

Present: Ulrich Laaser, Jim Chauvin, Laetitia Bourquin (for Bettina Borisch), Binyam Ayele (for Mengistu Asnake), Alvaro Matida (for Paulo Buss), Paulo Buss, Cai Jiming, Gabriel Scally.

1) Welcome (Paulo Buss)

- Roll call

A quorum was still not achieved. Some EB members had connection difficulties or were not able to join until later in the call.
- Adopt agenda
 - a. A decision was made to follow through with the agenda. Items requiring the decision of the majority EB will be highlighted and placed on the electronic voting form to be circulated to all.
 - b. Additional issue on “proceedings” was added to item 3.
- Adopt minutes from the last meetings
 - a. October, December 2009; February 2010—Minutes from the past 3 meetings will be circulated among EB members for electronic voting on whether to adopt all.
 - b. Status of Istanbul Declaration—important. The status of the report? Check with Bettina, Laetitia, and Alvaro.

2) Report of the President (Paulo Buss)

Paulo discussed the advances made in the structure and membership of the Federation within the past year. For example, the newly obtained Colgate-Palmolive grant will be a good financial starting point for the WFPHA. However, certain restrictions do create some difficulties with using this grant. We have established a good office in Geneva. The Federation should reflect on the best of the past in order to look to the future. However, we also need to focus on improved connections with national associations as current communications are not sufficient. In order to reorganize and reinforce the presence of the Federation on both the national and international levels, we must reflect on the Federation as a whole.

WHO confirmed WFPHA as an organization with official relations for the upcoming two years. Paulo proposes the Federation participate on the international board of the 2011 Social Determinants of Health conference that will take place in Brazil. Our presence can mobilize national public health associations to participate.

3) Report of the Vice-President (Ulrich Laaser)

- Workshop by Jane Freemantle

Jane is proposing to organize a workshop for 2012 in Ethiopia. This idea will be addressed in the May (?) Addis Ababa visit.
- Beijing Office (Cai Jiming)

The Beijing and Geneva offices will establish communications and exchange contact information. Last year, Ulrich and Morgan supported a successful 1st annual Western Pacific Regional Public Health conference and meeting. Cai will

prepare and present a more formal report at the Annual Meeting in Geneva. Comments were submitted from Vietnam and Japan on the structure and task profile for the Beijing office. Both countries plan to hold an Asia regional conference on Oct 28 and 29, 2010 in Tokyo. The 2nd WPRO conference will also be held jointly.

- Next conferences in Japan (Urbanisation & small cities/Khairul)
 - a. Establish a direct connection between the two.
- Follow-up conferences proposed?
 - a. Hong Kong, 6-8 November 2010. A small travel stipend is offered but not enough for Ulrich's travel costs. Who can represent from the Federation? Ulrich will send information to Cai who may possibly attend.
 - b. IUHPE Conference in Geneva. Will Bettina represent the Federation? We will need to confirm.
- Proceedings/issues
 - a. Revised terms of reference for Morgan's job description—A reminder will be sent to Georges to follow up.
 - b. Electronic voting—with no response meaning a yes. We will need to present this proposal to the General Assembly as it will be a change to the Constitution and By-Laws.

4) Interim Finance Committee (Jim Chauvin)

The interim Finance Committee recently met to discuss the financial issues of the Federation. Members of this committee include: Georges Benjamin, Bettina Borisch, Gabriel Scally, Jim Chauvin, and Joan Bell Davenport (Honorary Treasurer).

- Terms of Reference (TOR)

The members reviewed and agreed to the committee's terms of reference. Currently, the committee is trying to determine the status of the Federation's finances at the moment. Joan is putting together a 2009 finance report detailing cash on hand, current debts, and savings.
- Status of the Rockefeller Grant

Currently, the final report submitted by Barbara Hatcher last year, is in question by Rockefeller on certain items claimed against the grant. There may be a chance that we may or may not receive this money back. We are expecting this money to pay back the funds that were borrowed for the Istanbul Congress. Jim will follow up with APHA.
- Colgate-Palmolive Grant

We are expecting the money from Colgate-Palmolive soon. While the grant is largely unrestricted the following is not allowed: 1) travel expenses of any kind, 2) honorariums. Ulrich asks the Finance Committee to determine how these funds will be used. The question is, how does WFPHA want to program this money? We need ideas and a structured program. This point will be added on the agenda for the next EB meeting.
- WFPHA Finance Policy

Jim is developing language for a WFPHA finance policy to present for the spring meeting. The committee is also developing a corporate sponsorship policy to be

adopted in Geneva as well.

- **Membership Dues**

The problem of non-paying dues members needs to be addressed. Despite Joan's emails, some countries are still in arrears. Traditionally, some dues were paid in cash at the Annual Meeting. The Finance Committee plans to find these members at the Annual Meeting to collect dues. Those who have not paid or communicated will need to have their membership cancelled.

- **Geneva Office Budget (Laetitia Bourquin)**

Please see attachments (Terms of Reference and Activity Report). We will need to have 40% (part-time) of Laetitia's position funded for the rest of the year. Currently, this is paid until May 31, 2010. The Office's projected budgets for June 2010 and 2011 have been sent. Ulrich will attend Geneva in April and will be discussed further. Jim will follow up with the committee to see if Colgate funds may be used towards the Geneva Office.

5) WFPHA Annual Meeting (14-17 May 2010) (Laetitia Bourquin and Vina HuLamm)

- Approval of arrangements and costs. Geneva Office has arranged the meeting venue and hotel.
- How many EB members will attend and how many WFPHA members will attend the general assembly?

We will need to send emails to membership and the EB to determine how many people will attend the AM. For those who are unable to attend, we should see if there is a way for them to connect electronically. If we are unable to make arrangements in time for this meeting, we will know for the next meeting.

We should do more research into alternative ways of holding meetings since many can not attend and determine a structured, electronic voting system. The University of Iowa is willing to sign a MOU to use a similar KM4PH software for the Canadian Public Health Association. If it works out, we have a possibility of using this software for future EB meetings.

Colgate-Palmolive money may possibly fund a teleconference for the Annual Meeting. Also, WHO may already have a room equipped with teleconferencing equipment. Laetitia will check with Rebecca Bailey and Château de Penthes. Jim, Laetitia, and Vina will work on a message to the members and EB to ask if they will attend.

May 14, 2010- Château de Penthes

- *Committees (Nominations/Awards, Membership, Finance, Policy)*
- *Working Groups (Environment, Tobacco Control, others?)*

May 15, 2010- Château de Penthes

- *Executive Board Meetings—proposed for first half of the day.*
- *Congress Planning—proposed for the second half of the day.*

May 16, 2010- Graduate Institute

- 1 *General Assembly meeting- For lunch, everyone will pay for themselves.*

- 2 *Social Reception at the Graduate Institute- Given the current financial situation, the social reception is excluded from the agenda.*

May 17, 2010- WHO

- 1 *Workshop (?)*

- 2 *Peter Orris proposes a side event/panel on, "After Copenhagen: Public Health and Climate Change." He will organize the speakers.*

- Accommodations- 10 rooms are currently reserved at Hotel Bel Espérance.

http://www.hotel-bel-esperance.ch/gb/frames_pre.html

4 rooms NON SMOKING, one Person at 98.00 per night

6 rooms NON SMOKING, one person at 122.00 per night

(Swiss francs equal dollars)

Check-in: 13 May 2010

Check-out: 22 May 2010

*For EB members interested in reserving a room, please send an email to Laetitia.

- Agendas-- Vina is preparing draft agendas for all meetings and will circulate to the EB for input.
- Nominations—The Call for Nominations and position descriptions for Vice-President/President-Elect and 2 positions on the Executive Board (WPRO and EMRO) have been sent out.
- Awards (?)-- None
- Invitation Letters—Outside of the WFPHA membership, who will we need to formally invite?

6) 2012 Congress (Binyam Ayele)

Mengistu circulated the 2012 World Congress Guiding Framework (also attached). Ulrich thinks one national and one International Committee is sufficient with no more than 2 committees. The EB should define who will take part in the international committee as well as the rules and terms. The national committee and local organizing agency will need to work together with a defined framework. Paulo and Ulrich may visit Addis after the AGM meeting. Specific terms of reference will need to be developed for each committee.

7) Update on the Tobacco Control Working Group (Jim Chauvin)

Jim worked with Theo Abelin to have group established. Includes PHAs on Tanzania, Turkey, Serbia, Bosnia and Herzegovina, Vietnam, and CPHA. Presence of last meeting in Istanbul. Letters sent to members with TOR for this group. Waiting for replies for members in agreement. Hope to have draft workplan ready for EB meeting and AGM in May.

8) Working Groups

Current

- ❖ Tobacco and Health
- ❖ Environmental Health

Proposed

- ❖ GEO? (Samir Banoob?)
- ❖ Trade? Declaration (Ellen Shaffer?)
- ❖ Justice? (Michele Forzley?)
- ❖ PH in transition countries? (Vesna Bjegovic?)

Despite building structures we need to have a workplan. For the proposed working groups, what will they produce and what will they need to produce for the Federation? How are they linked to the Federation? The working groups should be linked to the Federation with key plans or priorities in line with the Strategic Plan. In general, why do working groups exist and how they are going to support the Federation? Are they of little benefit to the Federation? The issue is postponed to further discussion at the May meeting in Geneva.

We also should rethink the provision for individual membership. This topic will be on the agenda for the Executive Board meeting in Geneva. More elaboration is needed.

9) AOB

Next teleconference: Wednesday, 14 April 2010 at 8:00AM Eastern time.

Action Items:

- 1) Working group procedures draft
 - Jim will circulate his draft (used for the tobacco working group) for adoption at the next board meeting.
- 2) Jim, Laetitia and Vina will work on message to members and EB to ask if they will attend.
- 3) Status of the report for the Istanbul Declaration?—(Bettina, Laetitia, and Alvaro).
- 4) Finance Committee
 - Jim will follow up with the committee to see if Colgate funds may be used towards the Geneva Office.
- 5) Geneva Office
 - Based on the adjustments to the Annual Meeting schedule, Laetitia will send the new budget with figures.
 - Laetitia will check with Rebecca Bailey and Château de Penthes on teleconferencing equipment with the rooms.
- 6) Secretariat Office:
 - Reminder to Georges regarding the terms of reference for Morgan's vacant position.
 - Advisory Board: letters sent to Theo, Margaret, Debbie, IUHPE, IANPHI, WHO?
 - Individual memberships of WFPHA-- link individual memberships with working groups?
 - Outcome of the trainings in Beijing and Cape Town financed by Pfizer
 - Electronic voting form
 - Letters to the German PHAs sent? 3 German organizations—one voting draft.
 - Committee chairs—procedures for successors?

Ongoing Issues/EB News for Information Sharing (working list):

March 4, 2010

- 1) WFPHA's Nomination of CPHA for the Global Health Council's Gates Award
 - Application and nomination form has been submitted to Global Health Council.
 - Results will be announced in spring 2010 prior to the Global Health Council's
 - annual conference in June.
- 2) Other Committees
 - Policy Committee
 - 1. Global Health Forum
 2. Istanbul Declaration
 - Nominations Committee
 - Membership/Awards Committee-
 - Development of criteria list for new institutional members
 1. i.e. International AIDS Society
 2. Proceedings as regards individual memberships
 3. New chair (Khairul?)
- 3) Report from the Geneva Office (Laetitia Bourquin)
 - World Health Assembly
 - a. Statement by the WFPHA (proposition by April?).
 - Global Health Forum 2010 in Geneva
 - a. WFPHA will participate in a parallel session on "Global Health Initiatives and their impact on Human Resources."
 - b. WFPHA will participate in the exhibition.
 - WFPHA will co-sponsor a session with GAPA (Global Alcohol Policy Alliance). This is an alcohol policy briefing in Geneva on the afternoon of April 20th with GAPA as well as a few other organizations. WFPHA will lend its name and logo for invitations and notices.
 - Istanbul Declaration
 - a. To be followed by a student (workplan is being established)
 - Visit of Ms Lamarre of the IUHPE, info. (see attachment*)
 - a. Do we exchange membership list?
- 4) Update from the Secretariat Office
 - With Morgan's resignation, Vina will temporarily assume Morgan's responsibilities.
 - Annual Meeting—Vina will work with the Geneva Office for the planning.
 - E-Newsletter—The next issue will be sent in 6 weeks. Please forward any news/announcements to Vina.
 - New member applications→ WFPHA has received several. Vina will follow up.
 - Avectra--Vina is continuing to build the WFPHA's account and website.