WFPHA Executive Board Teleconference Call  
Tuesday, 19 April 2011  
Meeting Minutes

Present: Ulrich Laaser, James Chauvin, Tewabech Bishaw, Georges Benjamin, Bettina Borisch, Gabriel Scally, Cai Jiming (7 EB members), Alvaro Matida for Paulo Buss and Laetitia Bourquin (Elluminate moderator and rapporteur), Vina HuLamm and Workneh Kassie (observers)

Excused: Toshitaka Nakahara, Grettchen Flores-Sandi, Paulo Buss (3 EB members), P.Orris, M.Asnake

Absent: Madhumita Dobe, Hikmet Pekcan, Khairul Islam (3 EB members)

Informed: Rebecca Bailey, Hailegnaw Eshete, Theo Abelin, Mike Daube, Deborah.Klein-Walker, EhudMiron, Margaret Hilson, Marta Lomazzi

1) Welcome and roll call  
- Quorum reached  
- Phone calls could be integrated into Elluminate which gives Ethiopia the possibility to participate and be heard well.

2) Adoption of agenda  
The agenda is adopted unanimously.

3) Adoption of minutes from last meeting, 8 February 2011  
The minutes are unanimously adopted by the board.

4) Report of the President  
4.1 UL presents four new candidates for the ISC from Ethiopia:  
- Makonnen Asefa  
- Yeweyenhareg Feleke Gebreyes  
- Getnet Mitike Kassie  
- Yayehyirad Kitaw  

4.2 UL presents a letter received from Dr. Cuauhtemoc Ruiz Matus (Mexican Public Health Association) indicating its interest in being an active Federation member. UL invited the MPHA to attend the GA in Geneva.

4.3 Call for Awards  
- The Hugh R. Leavell Lecture Award: Proposition by the Ethiopian Public Health Association: Redda Tekle Haimanot  
UL proposes to negotiate a topic as a next step.  
- Life Time Achievement Award: Proposition by Ulrich Laaser: Margaret Hilson as founder of the SOPHA Program.  
- Organizational Award of Excellence: UL proposes to check the conditions and write to member PHA’s and wait for their proposals.

4.4 WHA attendance of WFPHA:  
G.Scally (UK delegation) will attend the WHA in 2011 and will report back to the EB. P.Buss will also attend and would be happy to meet with GS.  
JC proposes a WHA strategy for 2012 be planned beforehand, defining the purpose of WFPHA’s participation, who we want to meet and what we want to say and advocate for. GS proposes to take the lead on this following WHA in 2012. A.Matida mentions the WHO meeting on the SDH later this year and proposes to have a paper on this issue presented at the next GA.

4.5 Report on Congress Organization in Addis Ababa:  
Workneh Kassie  
Congress Website – WHO logo will be added. Critical path plan will be prepared, based on template provided by CPHA.  
Revenue generation – number of sources looked at, concept note ready to be distributed to diverse donors.
Local Scientific Committee - 40 identified, 19 positive answers, list will be transmitted soon. Budget reviewed a number of times, still being refined, will be shared soon.

*Tewabech Bishaw*

Fundraising – MoH agreed to send letters to donors in the country. A meeting with major donors (fundraising meeting) will take place in May/June. Fundraising Committee lead by M. Asnake is also very much involved in this process. Meeting with WHO Regional Director planned. MoH also willing to help having meeting rooms free of charge.

CDC already made concrete commitments. WHO may see a possibility to support financially the secretariat of the congress.

UL suggests to add the International Scientific Committee members on the website and to send the contacts of the Local Scientific Committee members and Reviewers to Vina.

UL reminds WK and TB to present a budget outline and fundraising strategy before the meetings in Geneva in May as well as a plan of action.

JC suggests having a coordinated WFPHA/EPHA approach to contacting donors. The office in Geneva could contact some local donors if coordinated by Ethiopia.

**Decisions**

- The four Ethiopian members of the ISC are unanimously adopted by the EB.
- Hugh R. Leavell Lecture Award nominee Redda Tekle Haimanot is unanimously adopted by the EB.
- Life Time Achievement Award nominee Margaret Hilson is unanimously adopted by the EB.

**Actions**

- UL and TB to negotiate a topic with Redda Tekle Haimanot
- UL to contact Margaret Hilson
- LB to check conditions of Organizational Award of Excellence and send out the call for award to all member PHA’s.
- GS, PB, BB and LB to prepare for the WHA 2012.
- WK to add International Scientific Committee members on the website.
- WK to provide the contact details of the Local Scientific Committee members and Reviewers to Vina.
- WK and TB to present the plan of action, budget outline and fundraising strategy before May 6th.
- WK and TB to provide a list of donors for joint submissions.

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

5.1 World Congress 2015: JC proposes to set up a formal committee made of 5 PHA’s (with no conflict of interests) for transparency and to send out to all members a draft selection process which will be ratified at the GA. The final decision will be announced in fall 2011 through the Newsletter.

5.2 MDG-Survey: JC sent out the concept paper to the IDRC, and awaits reply.

5.3 NCD Survey as input to NCD Summit Civil Society Taskforce: JC suggests a survey of WFPHA members be conducted on NCDs to identify gaps and challenges in addressing NCDs and to define the role of WFPHA. The results would supplement last January’s WFPHA NCD statement submitted at the WHO-EB meeting. JC will prepare a concept paper and suggests submitting it to the University of Toronto which might be able to provide a graduate student without cost to help with the development and conduct of the survey.

**Decision**

- The proposal for the World Congress 2015 selection process is unanimously adopted by the board.
- The concept of having a survey on NCDs is unanimously adopted by the board.
Actions
- JC to provide a draft selection process for the World Congress 2015 before the General Assembly.
- JC to write a concept paper about the NCD survey and confirm the availability of a student through J. Orbinski at UofT.

6) Report from the Office of the Secretariat in Geneva

6.1 Follow-up on decisions and follow-up action from February 8, 2011 EB telcon meeting
   Everything is included in the agenda.

6.2 BB mentions that this is a busy time for the office in Geneva as they get always more solicited, especially by new members.
   The invoices to all members have been sent out and the addresses updated which gives a much clearer view of the WFPHA membership and helped fostering links with them.

6.3 Two important meetings on NCD's will take place in 2011 and it is a pleasure having A. Demin represent the WFPHA in Moscow. It is important to prepare the WFPHA well for the meeting in New York and BB informs that one person from the office in Geneva would be willing to go.

6.4 Marta Lomazzi has started at the office in Geneva at 0.2 FTE and it is a pleasure working with her. She has worked actively on the membership update and on the new website, which will be ready (first draft) for presentation at the meeting in May.

6.5 The preparations of the meetings in May are doing well and we are looking forward to welcome everybody in Geneva. The Agenda’s with timelines are attached to the agenda.

6.6 Today we had a meeting with Rebecca Bailey about the lunch time seminar on May 13th.
   The goal of this seminar is to get the WFPHA known to co-workers of WHO. It will take place in the central building of WHO and C. Etienne has been asked to co-chair this seminar.

6.7 BB welcomes the ASPHA collaboration and suggests them to become officially in relation with the WFPHA.

   JC thanks the Geneva staff for the work done and the Newsletter. He will stay in Geneva for four days following the GA to help in the office in Geneva.

   UL proposes to see with G. Benjamin if he can attend the meeting on NCD in New York and ask the Finance Committee for funding for somebody from Geneva to attend.

   A. Matida will also be in Geneva on Friday.

Decision

   Agenda of meetings, EB-meeting and GA in May unanimously adopted.

Actions
- LB to ask A. Demin for a short report about the Moscow meeting on NCDs
- Prepare for the meeting on NCDs in New-York
- LB to send out the final version of the lunch time seminar

7) Report from the WPRLO Office by C. Jiming

Bali Conference: President Charles Surjadi from Indonesia PHA is doing a great job in the preparation of the meeting in Bali. He is well assisted by the WPRLO, Ulrich Laaser and the Geneva Office.

At the liaison office in Beijing everything is going smoothly, the working mechanisms are well established and WPRLO has a coordinator for member countries. All countries are very active and provide strong support, especially Japan, Indonesia and Vietnam.

The WPRPH conferences are now well established with Beijing (China) in 2009, Tokyo (Japan) in 2010, Bali (Indonesia) in 2011 and in 2012 in Hanoi (Vietnam).
8 WFPHA Advisory Board
   No report

9 Committees
9.1 Finance Committee
9.1.1 Draft recommendation report on membership fees reviewed by Finance Committee and recommendations will be ready for the meeting in May.
9.1.2 JC presents the Income/Expense Statement for the first trimester of 2011 which shows a healthy cash balance. In May JC will present some options on how to support our member PHA’s in some way.
9.1.3 Joan Bell Davenport submitted the Treasurer’s financial report and audited statement for 2010. JC recommends UL to send her a formal invitation to present this report to the next GA and receive an award (prepared kindly by APHA) in recognition of her work over the years.
9.1.4 A new audit company (Jacqueline de la Cruz) has been identified in Geneva for the same price as the previous auditor (250$).
9.1.5 2 nominations were received for the Treasurer position (Swiss Society of Public Health and Israel Public Health Association). The Nominations committee will have to send its recommendations to the EB.
   JC also proposes to revise the Treasurer’s terms of reference and will present a proposal for change in the by-laws in May.

Actions
- LB to remind the Nominations Committee (M. Asnake) to send its report.
- UL to send a formal invitation to Joan Bell Davenport
- JC to present to the EB in May:
   - Draft recommendation report on membership fees
   - 2010 financial report
   - Revised terms of reference for the treasurer position

9.2 Policy Committee
Two resolutions have been submitted:
- The Role of Public Health Practitioners, Academics, and Advocates in Relation to Armed Conflict and War, by A. Hagopian, APHA
- Public health leadership and the socially marginalized: making a difference, by A.Gatherer, UK

Actions
- BB/LB to prepare the Policy Committee report before the May meetings.

9.3 Nominations Committee
M.Asnake pleases to excuse his absence.
- Call for open EB positions were sent and responses received from PAHO and AFRO region.
- Call for Treasurer were sent and responses received from Swiss and Israel PHAs. In order to make a decision we are waiting for CVs of candidates.

All nomination responses were distributed for nomination committee members.

Actions
- LB to remind the Nominations Committee (M. Asnake) to send its report.
- LB to resend the nomination announcement for the EMRO Region.
- Consult with EB members for possible candidates to be nominated for the open position.
9.4 Membership/Awards Committee
A. Matida reports on the membership committee’s behalf.
8 applications were received:
- Afghanistan National Public Health Association
- Njala University Public Health Association of Sierra Leone
- Association of Public Health Physicians of Nigeria
- Nobel Medical Institute of Bangladesh
- Dubai Health Authority / Public Health Affairs Department
- Saudi Association for Public Health (SAPH)
- Taiwan Public Health Association
- The Gambia Association of Public Health Officers (GAPHO)

This committee recommends 7 sustaining memberships and one full membership (Afghanistan National Public Health Association).

Action
• PB/AM to send their report before the May meetings.

9.5 By-laws Committee
Report for the May EB-meeting received.

10 Working Groups
10.1 WG on Tobacco and Health:
BB asks JC if he can activate Mike Daube for this Working group.

10.2 WG on Environmental Health (Peter Orris):
No report. A meeting will take place in Geneva on May 13th.

10.3 WG on Global Health Equity:
BB reports on the Working Group Charter which has been established.
A call to all member associations has been sent out and several answers received.
A first meeting of the working group will take place in Geneva on May 13th and a report presented at the General assembly in May.

10.4 WG on Public Health Education
No report. A meeting will take place in Geneva on May 13th.

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

Action
• UL will write an e-mail to M. Dobe, K. Islam and H. Pekcan to insist on their presence at the EB meetings, or at least excuse themselves.

11 AOB
BB reports on todays meeting with R.Bailey. She spoke positively on the Public Health Education WG where she is very active.
BB wants to mention an important point she raised today: WHO is in full restructuration, which implies financial restraints and a reduction of 15% of co-workers (300/2000). All side-activities are looked at carefully and RB might have to cut back her DTO activity (not her core business). WHO is supportive to the WFPHA and is involved in the upcoming World Congress. It is important to think how to react once we know more from R.Bailey.

The next teleconference of the EB will take place in Geneva, at the Chateau de Penthes, on May 14, 2011

Rapporteur: Laetitia Bourquin