WFPHA Executive Board Teleconference Call  
Tuesday, 8 February 2011  
Meeting Minutes

Present: Ulrich Laaser, James Chauvin, Tewabech Bishaw, Khairul Islam, Georges Benjamin (5 EB members) and Laetitia Bourquin (Elluminate moderator and rapporteur), Hailegnaw Eshete, Vina HuLamm, Workneh Kassie (observers)

Excused: Toshitaka Nakahara, Bettina Borisch, Gabriel Scally, Grettchen Flores-Sandi, Paulo Buss (5 EB members)

Absent: Madhumita Dobe, Cai Jiming, Hikmet Pekcan (3 EB members)

Informed:
Rebecca Bailey, Theo Abelín, Mike Daube, Mengistu Asnake, Peter Orris, Debbie Klein-Walker, Ehud Miron, Alvaro Matida

1) Welcome and roll call
- Quorum is not reached

Follow-up Action:
- LB will circulate a voting form to non-participating EB members.
- Bad connection with Ethiopia. LB to see how to integrate phone calls for countries encountering bad connections.

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

3) Adoption of minutes from last meeting, 9 December 2010
The minutes are unanimously adopted by the board.

4) Report of the President
4.1 UL reports on the Kobe Call to Action issued by the WHO Urbanisation and Health Campaign. He asks EB for agreement to answer positively and to send the information and call for action out to all members.
JC proposes that UL ask Kobe to identify what the WFPHA could do to help and see if funds could be made available to support member PHAs to carry out activities related to this issue.

4.2 Nomination of Leavell Lecturer and of Lifetime Achievement Award:
UL proposes an open nomination process for individuals. He proposes the call for nominations to go out from EPHA through the Awards committee.
The travel costs of the Leavell lecturer and the Lifetime achievement award winner could be covered by the WFPHA, but would have to be discussed case by case.

4.3 Report on Congress Organization in Addis Ababa:
Very bad connection with Addis Ababa. This problem has to be solved for the next TC. UL points out the importance to get the Congress Logo by the end of the week.
TB's written report:
- The logo will be ready by end of this week.
- TB will send the write-up for the Newsletter by the 18th of February
- Fundraising joint letter: Has been sent by EPHA and Ethiopia to JC.
- Fund raising: The Secretariat has scheduled meetings with local donors including AU, UNDP and a UN Heads of Agencies Group, GTZ, USAID and others. A meeting is also
being scheduled with the Minister of Health. There is a confirmed meeting on the 30\textsuperscript{th} of March with Dr. Sambo (Regional Director of WHO Afro).
- A comprehensive budget is being compiled by the Secretariat and will soon be finalized as a working document to serve as a basis for fund raising.
- Further Strengthening of the Congress Secretariat is a key concern.
- An EPHA team will attend the meeting in Geneva.

4.4 Final Call for Abstracts: Report by VH
As of the EB call, EPHA and ABRASCO are working on finalizing the Congress logo (which was recently completed, 2/14). After the submission to Confex, we anticipate the wide dissemination of the Call for Abstracts by late next week (February 18\textsuperscript{th}). Concurrently, we are also working on an online site to allow reviewers to submit their names and information to become a reviewer. Similar to the last Congress, we will require potential reviewers to have at the minimum, some graduate education to qualify as a reviewer. Once the deadline for abstracts has been reached, we will have a review system in place and be able to start the process immediately.

We will also begin exploring different mechanisms to advertise the Congress. Perhaps a further discussion is needed to brainstorm on ways we can publicize the Congress through various other information channels. APHA is willing to do in-house ads through its membership e-newsletter, American Journal of Public Health, The Nation's Health (newspaper), and the events calendar (on APHA’s website). Additional comments/suggestions are welcomed.

Decisions
- \textit{Ethiopian members of Advisory section are unanimously adopted by the board.}
- \textit{WHO Kobe Action call follow up is unanimously adopted by the board.}

Actions
- UL to contact Kobe and ask how to get WFPHA members involved and prepare a letter on the Kobe Call to Action to be sent to all members.
- TB to provide final Logo by the end of the week.
- TB to provide an editorial for the next Newsletter by the 18\textsuperscript{th} of February.
- JC to get finalized fundraising letter back to TB
- TB to send CVs of Ethiopian members of Scientific Advisory Committee
- TB to provide comprehensive budget
- Find solutions to strengthen the Congress Secretariat
- Wide dissemination of the Call for abstract by the 18\textsuperscript{th} of February
- VH to explore different mechanisms to advertise the Congress
- Membership/Awards committee and EPHA to finalize the call for nomination of Leavell lecturer and of Lifetime Achievement Award. Some clarification needed about the process and cost-uptake.

5) Report of the Vice-President
5.1 JC presented the MDG survey concept and asked EB for consensus to move ahead. Once approved by EB, need to identify prospective funding agencies and submit final version of proposal to them. UL fully supports this project. Comments on proposal are welcome.

JC asks EB members to identify potential funders within their countries and send their contact details to him.

5.2 Selection of the next congress site for 2015 should be announced at GA 2011.
Call for nominations are ready, but host organization has to understand its responsibility for fund raising. This will be highlighted in bold letters in the letter.

JC suggests the creation of a small working group (selection committee) made of 3 people. JC will send a proposal suggesting Ethiopia as a member and two additional countries which are not candidates to bid.
Decision

- Consensus to move ahead with MDG survey concept is unanimously adopted by the board.

Actions

- EB members to send comments about MDG survey and potential funder’s contacts to JC by February 20.
- LB to send out call for bids to host 2015 Congress (once highlighted) also in French and Spanish.
- JC to provide a proposition for the creation of the selection committee.

6) Report from the Office of the Secretariat in Geneva

6.1 Follow-up on decisions and follow-up action from Dec 9, 2010 EB telcon meeting
Everything is included in the agenda.
6.2 LB presents the tentative schedule of events for the WFPHA Meetings in 2011.
UL asks the full delegation of Ethiopia to be present on Friday 13th of May 2011.
6.3 Several call for nominations have to be sent out:
- The auditor position will be recruited in Geneva.
- JC proposes his help to draft the letter for the call for a treasurer.
- LB will contact Mengistu Asnake (chair of nominations committee) to send out call for nominations for the free African, EMRO and AMRO/PAHO seat on the EB.
6.4 LB presents the program of the Lunch meeting scheduled at WHO on the 13th of May to present the WFPHA and its projects.
6.5 The draft Annual Report 2010 is in preparation
6.6 The transition of the website to Geneva is in preparation
6.7 The idea to have a Strategic retreat at the Fondation Brocher (in Geneva) has been mentioned by Théo Abelin. The call for projects is in March.
6.8 The draft of the Bureau of the Executive Board (UL, JC, BB, TB, CJ, (LB)) will be submitted to the by-laws committee which will come up with a proposition at the GA in May.
6.9 The Membership directory will be updated once LB and JC have put all their data together.

Decision

Schedule of events of EB-meeting and GA in May is unanimously adopted by the board.

Actions

- LB to send contact details of new Auditor
- JC to send LB the letter for the call for nomination of the treasurer. LB to send it out translated into French and Spanish.
- LB to contact M.Asnake about the free seats on EB.
- LB to follow up the call for projects of the Fondation Brocher.
- By-laws committee to prepare a proposition of a bureau of the executive board.
- Membership directory to be updated as soon as possible.

7 Report from the WPRLO Office by UL
Indonesia will host the the next West Pacific Regional meeting on “HEALTH RESEARCH AND DEVELOPMENT TO ADDRESS HEALTH INEQUALITY”
Date 17-19 November 2011, Venue Bali at Sanur Paradise
The 2nd Meeting of the WFPHA West-Pacific Regional Coordinating Committee will be hold during this meeting.

8 WFPHA Advisory Board
Margaret Hilson has accepted to chair this committee.
9 Committees
9.1 Finance Committee
9.1.1 JC presented the Income/Expense Statement for 2010 which shows a healthy cash balance (85,000 USD). A final version will be presented at the TC in April and during the GA in May.

Income/Expense Statement for 2010: no recommendations.

9.1.2 Colgate-Palmolive (C-P) restricted grant: 11,000 USD are transferred from 2010 to 2011 and a request has to be sent out this month by Geneva office to C-P to get the next 50,000 USD in March 2011. C-P grant can be allocated to EB-meetings and GA and set aside some of these funds as allocation to cofund the MDG project (to show potential funders that the WFPHA is very interested to implement this project).

9.1.3 Financial projections for 2011 are good thanks to additional APHA and C-P grants to come. 3 recommendations:
- That the EB give approval to the hiring of an additional 0.2 full-time-equivalent (FTE) for the Geneva office Program Manager position
- That the need for and the value-added to WFPHA of a 0.6 FTE PM position be reviewed in September 2011
- That the EB approve the setting aside of up to $25,000 from the 2011 budget as co-funding for a possible project to assess the status of the MDGs in low and middle-income countries and that these funds be allocated against the Colgate-Palmolive grant for 2011.

9.1.4 WFPHA Treasurer and Auditor: A call for nominations for the Treasurer position will be sent out soon, in English, French and Spanish. JC will provide a brief overview of the status of these two issues at the next TC.

9.1.5 Development of WFPHA Revenue Generation Strategy: JC will provide for the next TC in April a draft paper on ideas on how to generate funds.

9.1.6 UL reminds the importance to find funds for the congress in Ethiopia. JC will provide by the end of the week the revised fundraising letter of request. The FC members express their concern about the status of revenue generation and preparations for the 2012 Congress. We are one year away from the Congress and the FC has not been advised about the status of fund raising. We appreciate that the fund raising letter is still being prepared. But we are concerned that prospective donors have already made their commitments for 2011/2012 and we may not be able to raise sufficient funds.
- **Recommendation:** the EPHA submit to the April and May EB meetings a detailed status report and plan of action (with timelines and proposed milestones) on revenue generation for the Congress.
- **Recommendation:** the EB set a cut-off date by which time if we have not reached a certain level of promised or committed funds from donors, the EB will have to consider options regarding the Congress in 2012.

9.1.7 Membership Fees:
- **Recommendation:** that the EB approval using the existing membership fee structure for 2011
- **Recommendation:** that the EB ask the Finance Committee to prepare an "options” paper on membership fee restructuring which will be presented to the May 2011 EB and to the GA for approval in May 2011

UL proposes to use the WB ranking and asks the other EB members to send their propositions to JC.

9.1.8 Working Groups: the FC discussed the idea of providing modest funds to the WGs, as a means of helping them launch and consolidate their activities.
- **Recommendation:** the WFPHA allocate up to $5,000 for each of the three existing WGs (environment, tobacco and education) for the purpose of supporting travel by the WG Chair or a delegated member of the WG to attend on behalf of WFPHA an important event/meeting related to the WG topic.
Decisions

- **Hiring of an additional 0.2 full-time-equivalent (FTE) for the Geneva office Program Manager position is unanimously adopted by the board.**
- **Setting aside up to $25,000 from the 2011 budget as co-funding for a possible project to assess the status of the MDGs in low and middle-income countries is unanimously adopted by the board.**
- **The EB approves unanimously using the existing membership fee structure for 2011.**
- **The EB unanimously asks the Finance Committee to prepare an "options" paper on membership fee restructuring which will be presented to the May 2011 EB and to the GA for approval in May 2011.**
- **The WFPHA allocate up to $5,000 for each of the three existing WGs (environment, tobacco and education) for the purpose of supporting travel by the WG Chair or a delegated member of the WG to attend on behalf of WFPHA an important event/meeting related to the WG topic. This is unanimously adopted by the board.**

Actions

- **JC to provide final version of Income/Expense statement for next TC in April and GA.**
- **LB to send C-P an invoice for the 50,000 USD for 2011.**
- **LB to prepare contract for additional 0.2 FTE position at Geneva office.**
- **Monitoring of additional 0.2 FTE until September 2011.**
- **JC to provide an overview on where the FC stands regarding the auditor and treasurer position at next TC.**
- **JC to provide for next TC a draft paper on the Revenue Generation Strategy of the WFPHA**
- **JC to send to TB the funding strategy letter for the congress in Ethiopia**
- **TB to submit to the April and May EB meetings a detailed status report and plan of action (with timelines and proposed milestones) on revenue generation for the Congress.**
- **To set a cut-off date by which time if we have not reached a certain level of promised or committed funds from donors, the EB will have to consider options regarding holding the Congress in 2012.**

9.2 Policy Committee

9.2.1 LB presents the statement on NCD’s prepared by the WFPHA for the 128th WHO-EB Meeting. The statement will be translated into the 5 official UN languages and disseminated as largely as possible.

9.2.2 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.

9.2.3 Alex Gatherer will also resubmit his position paper on prison and health.

Action

- **LB to get the translations of the NCD statement and diffuse it as largely as possible with the help of the WFPHA members.**

9.3 Nominations Committee

LB to invite Mengistu Asnake to report at the next TC.

9.4 Membership/Awards Committee

LB to invite Paulo Buss/Alvaro Matida to report at the next TC.

9.5 By-laws Committee

No report
10 Working Groups
10.1 WG on Tobacco and Health:
   The Observer status at FCTC has been maintained.

10.2 WG on Environmental Health (Peter Orris):
   No report

10.3 WG on Global Health Equity
   Report deferred to the next TC.

10.4 WG on Public Health Education
   Ehud Miron will be invited to report at the next EB-meeting in April. LB reports that a
   first Elluminate meeting with R.Bailey and E.Miron will take place in two days. UL
   reports that E.Miron is also closely connected to ASPHER.

10 Report from the Region (SEARO/Madhumita Dobe and/or Khairul Islam)
   Khairul Islam will report during the next TC. UL and LB have tried to get in contact with
   Madhumita Dobe, but without success.

Action
   • LB to invite Ehud Miron to report at the next TC.
   • LB to try and get in contact with M.Dobe

The next teleconference of the EB is proposed for April 19, 2011
and will be performed via Elluminate and telephone.

Rapporteur: Laetitia Bourquin