WFPHA Executive Board Teleconference Call  
Tuesday, 14 June 2011  
Meeting Minutes

Present: Georges Benjamin, Tewabech Bishaw, Madhumita Dobe, Cai Jiming, Ulrich Laaser, Laetitia Rispel, Gabriel Scally, (7 EB members) and Laetitia Bourquin (Elluminate moderator and rapporteur), Workneh Kassie (observers) and P. Orris

Excused: James Chauvin, Bettina Borisch, Luiz Facchini, Alvaro Matida, Paulo Buss.

Absent: Toshitaka Nakahara, Hikmet Pekcan, Khairul Islam

Informed: Rebecca Bailey, Hailegnaw Eshete, Theo Abelin, Mike Daube, Deborah. Klein-Walker, Ehud Miron, Margaret Hilson, Marta Lomazzi, M. Asnake, Vina HuLamm

1) Welcome and roll call
- Quorum reached
- Good quality through Elluminate for everybody.
- Welcome especially to L. Rispel and very happy to have M. Dobe attend.

2) Adoption of agenda
   The agenda is adopted unanimously.

3) Adoption of Minutes from last meeting, 14 May 2011
   The Minutes are for information and comments and should be adopted at the next TC.

4) Report of the President
4.1 The new membership list of the EB is agreed upon unanimously.
4.2 The first Executive Committee meeting will take place on the 6th of July. TB and VH (GB agrees) will be invited to attend to report on the evolution of the preparation of AA2012.
4.3 The EB meeting in AA 2012 will take place on Sunday 22nd of April, the day before the opening ceremony.
   - On Wednesday 25th of April will take place the GA and on Saturday 28th of April a complementary EB meeting to discuss the AA2012 meeting.
4.4 UL will visit AA at the end of August before the meeting in Abidjan (not Brazzaville finally) for the opening of the AFPHA.
4.5 UL has been invited to attend the IFMSA GA and proposes one of our Scandinavian members to represent the Federation.
4.6 UL proposes that BB submits a project to the FC to attend the UN-meeting on NCDs in September. An APHA member could also represent the WFPHA (GB or VH).
4.7 Report on Congress Organization in Addis Ababa:
   - Tewabech Bishaw
   - The budget has been revised and a list of funders established.
   - The promises are 100’000$ by the CDC, 500’000$ by USAID and a meeting with donors through the minister of Health is agended for June, but no date has been confirmed yet.
   - UL mentions the importance to have a maximum and minimum budget to be discussed at the Executive Committee in July, as the EB has to take a decision in September. He also urges TB to provide the list of donors and their contacts to LB.
   - LB should also check which donors were present in Istanbul.

   UL will provide a finalized program to the EB after the first meeting of the Executive Committee.

   TB reconfirms the Hugh Leavell Award being Redda Tekle Haimanot.

Actions
- UL to establish the Agenda for the Executive board meeting of July 6.
• LB will contact the Scandinavian members to see if they can attend the IFMSA GA.
• BB to provide an outline project to FC about her attendance to the NCD summit.
• TB to prepare a maximum and minimum budget.
• TB to provide a list of donors for joint submissions to LB.
• LB to check which donors were present in Istanbul.
• UL to provide finalized program of AA 2012 to EB.

5) Report of the Vice-President
   No report

6) Report from the Office of the Secretariat in Geneva
   After the Committee, WG and EB-meetings and General Assembly which took place in Geneva in May, a lot of work and follow up is being done at the office. Contacting bidding countries for 2015, non-elected board members, establishing the 2012 budget with the new treasurer, etc.
   One of the tasks in the future would be to define the Terms of References of all active members of the Federation (EB-members, WG and Committee chairs, officers, etc.)

   UL thanks the staff of the office and reminds to keep in close contact with the Beijing Office and the organization committee of AA2012.

   UL reminds that the next meeting in Bali in November is co-organized with the WPRLO, and that also associations from the SEARO region are invited. He proposes M.Dobe gets in contact with the organizing committee.

   Actions
   • UL and LB to establish contact between M.Dobe and Organizing Committee of the meeting in Bali.

7) Report from the WPRLO Office by C.Jiming
   Cai Jiming is interested about the 0.2 FTE to be outsourced to the WPRLO office and looks forward to get the list of tasks from LB and hopes this will provide closer links between the two offices.

   Concerning the meeting in Bali in November he will see to send out invitations to all SEARO member associations.

8) WFPHA Advisory Board
   UL mentions that a first meeting of the Advisory board will be organized in AA2012 on April 22. The scope would be to establish a new Strategic Plan (2012-2015).
   He proposes to contact Margaret Hilson to organize a TC as soon as possible.

   Actions
   • LB to contact M.Hilson to organize a TC.

9) Committees
9.1 Finance Committee
   UL reports
   A meeting of the FC has taken place recently. The minutes will be sent out to all EB-members soon.
   The conclusions are to continue with the office in Geneva at 0.6 FTE with an intention to increase to 0.8, pending the approval of the treasurer and FC on budget availability.
   More administrative work could be outsourced to the WPRLO (0.2 to begin with) or to the future AFPHA Office. LB and ML are working on a list of activities which could be outsourced.

   It would also be important to have BB and LB attend AA 2012, pending financial space.

   UL asks for principal approval of the points above and they are unanimously approved.
Actions
- JC to send minutes of FC meeting to all EB members.
- LB and ML to provide a list of activities which could be outsourced,

9.2 Policy Committee
Two resolutions have been accepted at the GA 2011 and the follow up is being done. A new member has been proposed by ABRASCO: Ligia Bahia

9.3 Nominations Committee
The letters of nomination for the EB positions in 2012 are ready to be sent out. It is important to note that a new VP/President elect is needed.

Actions
- LB to send out the letters for nominations 2012 in English, Spanish and French.

9.4 Membership/Awards Committee
Positive answers have been received by all members accepted. LB will send out the invoices. UL mentions the importance to have Khairul Islam being put in contact with the new association from Bangladesh wishing to become member.

Actions
- LB to send out invoices to new members.
- LB to get K.Islam in contact with the Nobel Medical Institute of Bangladesh.

9.5 By-laws Committee
The changes adopted at the GA in May 2011 are being integrated in the By-laws.

10 Working Groups
10.1 WG on Tobacco and Health:
No report

10.2 WG on Environmental Health (Peter Orris):
Two new members have joined this group:
- N.Goulveia
- Dr. Scott nominated by G.Scally
A meeting will be organized through Elluminate in some weeks.

During the Climate Meeting in Durban in December 2011 a sidevent is proposed on the 4th of December by HCWH and WFPHA. The WMA and ICN have signed on and WHO is all excited about it and the University of Durban (Occupational Health) has engaged. The organization is moving ahead well and P.Orris is waiting for L.Rispels answer on additional help from PHASA.

A.Livschitz will organize the Elluminate meeting and continue with the Newsletter.

10.3 WG on Global Health Equity:
No report

10.4 WG on Public Health Education
A TC will be organized by the end of the month. UL explains that the first scope of the group is to harmonize essential core functions and competencies globally. He asks if some of the Board members would be interested to join the group. All members present are very interested.

Action
11) **Report from the Region (SEARO/Madhumita Dobe)**

K. Islam is not available anymore as his association is not functional at the moment.

M. Dobe reports about the IPHA:
- The last Annual conference was on the countdown to the MDG’s. She will report for the next Newsletter.
- The IPHA has started to put together with WHO a set of competencies for the SEARO. UL suggests getting in contact with E. Miron.
- A Regional consultation is predicted in 2013 with the scope to define better the roles of PHAs in the region. UL suggests getting in contact with C. Jiming to combine efforts in the region.
- Further points will be developed at the next TC. AFRO will also be invited to report.

Comments:
- C. Jiming looks forward to have more relationship between WPRO and SEARO and to future collaborations.
- UL suggests M. Dobe participate in the meeting in Bali and proposes C. Jiming to send an invitation letter.

**Action**
- LB to remind MD to write for next Newsletter.
- LB to get E. Miron in contact with M. Dobe.
- UL to get M. Dobe in contact with C. Jiming.
- LB to add on Agenda of next TC: Report SEARO and AFRO.
- C. Jiming to send invitation letter for Bali conference to M. Dobe.

12) **AOB**

- L. Rispel asks how she can participate on the programme for AA 2012. UL will send the revised program after the Executive Committee meeting to all EB-members for comments.
- UL invites all Board members to visit him in Berlin and stay at his place.

The next teleconference of the EB will take place through Elluminate on September 27, 2011

**Rapporteur:** Laetitia Bourquin