WFPHA Executive Board Teleconference Call  
Tuesday, 27 September 2011  
Meeting Minutes

**Present:** Georges Benjamin, Tewabech Bishaw, Bettina Borisch, James Chauvin, Madhumita Dobe, Ulrich Laaser, Gabriel Scally and Laetitia Bourquin (Elluminate moderator and rapporteur), Workneh Kassie (observers) and P.Orris

**Excused:** Laetitia Rispel, Toshitaka Nakahara, Markus Kaufmann, Deborah Kleinwalker, Marta Lomazzi, Cai Jiming

**Absent:** Paulo Buss, Luiz Facchini, Khairul Islam, Hikmet Pekcan

**Informed:** Theo Abelin, Mengistu Asnake, Mike Daube, Hailegnaw Eshete, Margaret Hilson, Vina HuLamm, Workneh Kassie, Markus Kaufmann, Alvaro Matida, Ehud Miron, Peter Orris

1) **Welcome and roll call**
   - Quorum reached after one hour (Report of the President before the voting)

2) **Adoption of agenda**
   
The agenda is adopted unanimously.

BB proposes for the Bureau of the Executive Board to have short monthly meetings to avoid such heavy agendas. The EB meetings will take place every three months.

   **Actions**
   - LB to send out a schedule for monthly meetings of the Bureau.

3) **Adoption of Minutes**
   
   - Minutes from EB meeting in Geneva, 14 May 2011
   - Minutes from General Assembly, 15 May 2011
   - Minutes from last EB meeting, 14 June 2011

   The minutes are unanimously adopted by the board.

4) **Report of the President**

   4.1 Ulrich Laaser visited Geneva and the Office and had fruitful meetings
   4.2 Rebecca Bailey left WHO and Ruediger Krech has been asked to be the new DTO at WHO. He accepts the offer but has to be appointed officially by WHO. BB called him and the decision is still with M.Chan, but most probably there shouldn’t be any problems.
   4.3 UL prefers the term “Bureau of the Executive Board” instead of “Executive Committee” to avoid confusions and the board agrees.
   4.4 An OCG meeting is planned in Addis Ababa in January with Alvaro Matida, Ulrich laaser, Jim Chauvin, Vina Hulamm, Laetitia Bourquin and our colleagues from Ethiopia. A budget is being prepared and will be presented at the next Bureau meeting.
   4.5 The AFPHA has been launched on August 31st, in Yamassoukro, Côte d’Yvoire, 27 countries attended and UL was present. The constitution and by-laws have been adopted. The secretariat in Addis Ababa within the Ethiopian PHA, is ready to initiate the first phase of the secretariat until it becomes independent.
   4.6 Two meetings are planned with Colgate Palmolive, one with UL on September 28 and one with a wider participation on October 28.
   4.7 **Report on Congress Organization in Addis Ababa** : Tewabech Bishaw and Workneh Kassie

   The new program is shaping up and looks much cleaner and will be finalized in January during the OCG meeting.
   The EPHA is trying to improve the electronic tools for communication.
   The registration proposal with exemptions and 10% discounts is agreed upon and will be implemented as presented on the file.
Fundraising –  
UNICEF 50'000$ confirmed  
UNFPA 10'000$ confirmed  
Grant application will be submitted to Packard Foundation (already in close contact)  
USAID and CDC in discussion on how much financial assistance they will provide each, as both from US.

UL underlines that serious work has been done on fundraising and that he has a very positive feeling about the upcoming congress and its fundraising. There is a 90% chance of a balanced budget.  
He has had himself contacts with Siemens which are ready to sponsor the congress.  
Cai Jiming will also try to have some additional funding.

JC agrees on the budget which looks good now. He reports about the promised IDRC support. GB has also close contacts with AETNA foundation and Pfizer.

JC reminds everybody about the sponsorship policy of the WFPHA and to look at it before accepting any funding from private corporations. All funding proposals should be reviewed by the FC and all information provided to the Geneva Office.

TB mentions that the general organization is working well. The Awards can be done in AA.  
WK is working on the exhibition and events organization with the event organizer and it should be finalized and on the website next week.  
Poster sessions and conference rooms are identified.

Decisions
- *The registration fee proposal is agreed upon by all EB members*
- *The EB members approve the idea to have the awards made in AA*
- *The proposed budget is agreed upon by all EB members*

Actions
- LB to prepare budget for OCG meeting in January.
- LB to ask Hailegnaw for the constitution and by-laws of the AFPHA
- JC to draft a Funding Donation and Sponsorship Assessment Template
- WK to have all updated information on website

5) Report of the Vice-President
The Bid selection Committee for the World Congress 2015 has been launched.  
4 Member Associations have sent out their bids.  
The deadline for the Committee to send out their final choice is November the 15th and will be communicated to the EB in December.

JC has been invited to attend the WHO conference on SDH in October in Rio de Janeiro. A survey has been launched on SDH and PHAs and the results will be used for JC’s presentation.  
12 PHAs already answered.  
LB will also be in Rio to represent the WFPHA.  
JC asks if anybody else from the EB will be attending the conference. GB has someone from APHA attending and will send his contact details to JC.

SOPHA is ending and the results are significant over 25 years in 31 countries. An end of program evaluation is being set up in collaboration with APHA and WFPHA which have agreed to support.  
Dr. Omar Khan form APHA and Dr. D.K.Sekimpi from Uganda are members of this evaluation team. The evaluation of the field components will take place in late November/early December. The results of this evaluation will be used to market SOPHA in the future.
Actions
• LB to prepare Bid selection result for the December EB meeting.
• GB to send contact details of APHA member attending the SDH Conference.
• LB and JC to follow up after Rio (Newsletter)

6) Report from the Office of the Secretariat in Geneva
6.1 The survey which has been launched from the office in Geneva has been a success and gave interesting results. 19 new associations showed interest in the WFPHA. This also shows that the survey was a good marketing tool.

The active PHEducation WG already responds to the preoccupations of point “B” in the survey results (Public Health Education, 58.1 %). Ehud Miron has been informed of the survey results and a proposal to have a targeted survey for his group has been proposed.

The Tobacco group needs to be activated in order to respond to “C” (Tobacco use, 51.6%). To answer to the main topic of importance to our member associations “A” (Health Policy Development, 64.5%), a second survey will be sent out to inquire what kind of policies they want so that the PC can see what and how they can help our members.

For “D” and “E” we can offer our member PHAs the expertise and platform to lead evaluations in their country.

GS finds the survey interesting and is interested but reminds to remain careful with results, as the survey was sent out to members of the Federation and cannot reflect all the needs of other associations not existing or not members yet.

The expectations from our members from the WFPHA are close to the WFPHA goals. We should go on with our own strategic goals keeping in mind the information of the survey.

In common we have the Workforce and PHEducation and this should remind us that one of our goals should be to get WHO adopt a Workforce strategy.

JC congratulates for this survey and finds commonality with SOPHA members.

6.2 Marta Lomazzi will represent the Federation at the EUPHA meeting on funds from the University of Geneva. She will present a poster on the WFPHA’s activities and meet with European PHAs to get them interested in the membership of the Federation.

UL will speak with Dineke about possible joint membership fees.

6.3 R. Bailey is leaving WHO and will no longer be our DTO at WHO. BB had a telefon with R. Krech and hopes he will be appointed soon as our new DTO to WHO.

BB proposes for JC and LB to meet with R. Krech in Rio.

6.4 The strong Swiss Franc has consequences on the budget of the office. The office has started doing fundraising in Switzerland to find funds in Swiss francs to fill the gap. No answer has been received so far.

By now nobody is willing to do some fundraising for the Federation. A meeting is scheduled with Markus Kaufmann on October 28th to put our ideas together. The sponsorship guidelines will be followed, BB hopes for active fundraising.

JC proposes to create a small WG independent of the FC to do fundraising. He proposes to send out a message to all WFPHA members to find one or more international members. BB emphasizes on the need for quick action now and on the need for experienced members.

UL approves with this WG which should be established now and proposes for the secretariat to go ahead with this.

BB says we should wait for the feedback of the meeting with MK and asks all EB members to inquire if they have somebody they know, to ask them.

Actions
• LB and JC to follow up in Rio with Ruediger Krech
• ML to send out second survey concerning policy development.
• ML to present a summary of her meeting in Copenhagen (EUPHA) for next Newsletter
• After the meeting with MK, to establish a WG on fundraising.
• All EB members to ask their associations if somebody could be interested in fundraising for the Federation.

7) **Report from the WPRLO Office by C.Jiming**

C.Jiming encountered some problems with Elluminate and sent his report the day after. After Geneva’s annual conference in May, WPRLO cooperated with IPHA mainly focus on the Bali conference preparation. Such as to send out the invitation to all member states within the region, provinces PMA in China, call the abstracts from different institutes, discuss and finalize the agenda of the conference, abstracts review (Prof MaJun Beijing university takes the task) and confirm the Chinese participants for the Bali conference etc.

So far, CPMA will send 3 persons from headquarters, 3 from Guangxi, 3 from Inner Mongolia, 4 from Yunnan and 11 from Guangdong (those are confirmed). Among them, 6 are registered, 6 are going to register when the abstracts will be accepted, 16 under registering. The total participants from China will be at rough estimate 20.

UL will participate on behalf of the Federation. As they will have the Executive meeting of WPRLO in Bali he will see if a Pacific Federation could be created formally, including the West and East Pacific region.

He also suggests that the Geneva Office and Beijing Office have a direct discussion about the outsourcing issue. BB is happy to have help from Beijing under the condition that a decision be taken on the fee structure.

**Actions**

• UL to discuss in Bali the possibility of a Pacific Federation
• Geneva and Beijing Office to get in direct contact once fee structure 2012 is established

8) **WFPHA Advisory Board**

The Advisory Board will meet in Addis Ababa on April 22nd for the first time to discuss the strategic plan 2012-2017.

A TelCon via Skype is scheduled on the 3rd of October.

9) **Committees**

9.1 **Finance Committee**

JC presents the financial report till June 2011. The financial position in June is good, but there is an urgent need for fundraising, especially after 2012. The full report for 2011 will be presented at the next EB meeting with MK.

For the fee payments, they have to be reviewed and a new system recommended. The FC will put out a memo proposing a 10% fee increase for 2012 with a scaled membership fee structure. The promise for in kind contribution from some associations instead of payment has to be looked at too.

For the conjoint membership fee for regional associations, more study is needed in 2012 before it can be implemented in 2013.

JC proposes to send out a draft memo to the EB and then to the members taking into account the 2011 slight increase and asking them for comments.

UL insists on the urgency to have a fee policy.

BB reminds that the collaboration with the Beijing Office starts January 1st and that we need a clear and easy fee structure. She also points to the fact that it would be too long to send out to members asking for their comments. This can be decided between the FC and the EB.
The ToR of the Treasurer needs to be updated in the by-laws, as well as the ToRs of the Geneva Office and FC. A proposition will be sent to the by-laws committee. A TelCon will take place on October 10 to know if Markus Kaufmann is willing to chair the FC starting in January 2012.

**Actions**
- FC to present a memo on the fee increase and the scaled membership fee structure by the end of 2011.
- FC to send a proposition of ToR to the by-laws committee before the General Assembly in April in AA2012
- To look closely at the possibility of a conjoint membership fee with Regional Associations in 2012.

### 9.2 Policy Committee

All policies are online and can be seen on the website. At the General Assembly last May the PC accepted the Prison Health Resolution with some amendments. The resolution has been resubmitted with the requested amendments and the PC recommends to the EB to accept the resolution.

A student could revise all resolutions and classify them to see what we want to do with them and where we want to go.

**Decisions**
- *The Prison Health resolution is accepted*

**Actions**
- LB to write to Alex Gatherer and inform him about the acceptance of his resolution

### 9.3 Nominations Committee

A call for VP/President elect has been sent out to all members with a deadline on October 31st. If we have no answer by then, another e-mail will be sent out with a new deadline.

All EB-members finishing their first term in 2012 have been asked if they want to go for a second term. The deadline is October 31st.

For the other vacant seats on the EB a targeted invitation will be sent out to our members.

AFPHA and CPMA have already done two terms on the EB, but should remain on the EB. It has to be discussed how to maintain them on the EB at the next meeting of the bureau.

### 9.4 Membership/Awards Committee

19 new associations showed their interest in becoming members after the survey. One application has been received so far.

The call for the Organizational Award has been sent out with a deadline on October 31st.

### 9.5 By-laws Committee

The By-laws committee recommends that the EB accepts the amended By-laws 2011.

**Decisions**
- *The amended by-laws are accepted by the EB*

### 10 Working Groups

#### 10.1 WG on Tobacco and Health:
No report

10.2 WG on Environmental Health (Peter Orris):
- Climate change meeting in Durban with HCWH and WFPHA, WMA, WHO, etc. there is the potential for a declaration at the end.
- Chemicals management is going ahead and funding is beginning to move to this topic.
- There is a CICOM Belgrade meeting in November and PO would like to know if somebody from the office in Geneva could attend. UL might be in Belgrade at this time and interested to attend.

Actions

- PO to send date and contact of CICOM meeting to Ulrich Laaser.

10.3 WG on Global Health Equity:
A few surveys are planned within this group. A student should start in January 2012 in Geneva so that first results could be presented in AA2012.
BB is in connection with Debbie and will come back to the EB with more details at the next EB meeting.
MDG’s will be included in the survey and linked to Equity and policy development.

10.4 WG on Public Health Education
No report

11) Report from the Region (SEARO/Madhumita Dobe)
UL suggests eliminating this point from now on.

12) AOB

JC suggests having the next EB meeting on Tuesday 13th of December before the OCG meeting in Addis Ababa in January.

The next teleconference of the EB will take place through Elluminate on December 13, 2012

Rapporteur: Laetitia Bourquin