Minutes of the Governing Council Meeting  
December 2nd, 2013

Participants

| James Chauvin, Ulrich Laaser, Javed Rhamanzai, Georges Benjamin, Ildefonso Hernandez-Aguado, Mengistu Asnake, Cai Jiming, Bettina Borisch, Markus Kaufmann, Peter Orris |
| Laetitia Bourquin, Vina HuLamm, Juan Zhao |

Regrets

| GC Members: Madhumita Dobe, Laetitia Rispel, Hideo Shinozaki, Victor Jesus, Mendez Dussan, Gabriel Scally, Luiz Agosto Facchini, Tewabech Bishaw, Deborah Klein-Walker |
| Observers: Ehud Miron, Alvaro Matida, Raman Bedi, Luis Caceres, Theo Abelin, Margaret Hilson |

Decisions/Actions

**Decisions**

Adoption of the Agenda  
UL asks to add an item for information on Essential Public Health functions of WHO EURO  
*Agenda adopted unanimously*

Minutes of GC Meeting, May 18th 2013  
*Minutes adopted unanimously*

2013 Report and 2014 Budget (MK) (att. B)  
Laetitia reports for 2013 income of US$83,500 (C-P grant, membership dues, plus $30,000 from IPHA to cover Congress planning-related expenses) against expenditures of US$206,000. WFPHA remains heavily dependent on its congress for income. Largest cost centers are Geneva office salaries and travel (largely related to ICOC meeting last February in Kolkata and travel for APHA conference). GC members informed of the expenditure in 2013 and projections for 2014 and 2015. MA points out the importance for Resource Generation in the coming years, as the income from the Congresses is not secured. JC mentions that a partnership with Pfizer is in discussion for 2014/2015, but would be a project-related grant.

GB confirms that APHA will cover travel-related expenses for Vina HuLamm and Peter Orris to attend ICOC meeting in Delhi in February.

2013 Report and 2014 Budget approved

50th Anniversary Planning Committee – do we establish one?  
A planning Committee will be established in the New Year. It will include the Chair of the Advisory Board. UL suggested also including representative of PHA hosting the 15th WCPH in 2017. A call to members will also be sent to our Members in January.  
*The idea to establish the WFPHA 50th Anniversary Planning Committee approved*

Annual fee exemption requests  
Burkina Faso, Costa Rica and Nicaragua asked for membership fee exemption, proposing in-kind contribution by doing translations in French/Spanish. It is proposed that they also support their Regional Association if one exists. We should also be examining the capacity of PHAs to pay their annual assessed membership fee when they make an application for a payment exemption – may become an excuse not to pay.  
*The fee exemption status for 2013 for these three PHAs approved*
ITEMS FOR INFORMATION

**Essential Public Health Functions of WHO EURO by UL**
The PET-WG will report on this item at the next GC.
UL has been invited to represent the WFPHA at panel 2 on EPHO7.

The GC approves and asks UL to confirm whether travel costs are to be covered by WFPHA.

**WFPHA Participation at IEA 2014**
Theo Abelin accepts to lead an ad hoc committee to prepare an abstract for the 2014 IEA Conference in Alaska. WFPHA will have to identify someone to represent it at this event – should liaise with APHA to see who might be going to Alaska conference and could represent WFPHA.

**14th WCPH**
- Update from ICOC (JC) (att. C)
  GC was informed of the ICOC status and the current fee structure. Fund-raising remains the focus for next steps. In-person meeting is scheduled in Delhi, India in February 2014.
- Update from SC (MA)
  Streams, plenaries and sub-themes are being finalized. Invited Speakers will be defined and invited by the end of the year.
- Leavell Lecture and Life Time Achievement Award (UL)
  The nomination for the Leavell Lecture Award will be discussed during the February ICOC meeting. The procedure for the nomination of the Life Time Achievement Award will be discussed during the next GC.

**15th WCoPH**
- Update on Bid Call (JC)
  Several associations have indicated an interest. Bid submission deadline is December 31, 2013.
- Update on Bid Selection Committee Call (LB)
  Mika Gissler has volunteered. P.Orris mentions the interest of the Cuban Association. JC proposes to invite ABRASCO and Ethiopia (as two PHAs which hosted previous Congresses successfully), as well as Vietnam, which hosted a successful 4th Asia-Pacific Public Health Conference. Peter Orris suggested contacting the Cuban Society of PH to see whether they would be interested. APHA will also nominate a member to sit on the committee.

Further comments to be sent to L. Bourquin by December 15. The Geneva Office will prepare a user-friendly complementary document in January 2014 prioritizing the proposed tasks.

**Current draft approved**

**Geneva Office News (BB)**
- Defining the Role of PH in Today’s Global Setting (project with WHO)
  A TelCon convened by WHO with main Public Health Institutes Representative’s is scheduled on 3rd Dec to form a concept. A first Delphi round discussion will follow early next year. Will form the basis for a WFPHA side event during the 2014 WHA.
- MoU with Geneva University
  The MoU is being renewed. GU makes a considerable in-kind contribution to WFPHA (a portion of Bettina’s salaried work time, office and IT equipment). A Master’s program in Global Health at the University of Geneva could be an interesting means to forge association with the WFPHA. GU GH students could be WFPHA interns and WFPHA reps could be invited lecturers in GH program MA sees here a great opportunity for capacity building activities with our member PHAs.
- MoU with EUPHA
  Was signed at EUPHA meeting in November. Congratulations to Ulrich and Marta for their efforts. UL suggested WFPHA explore similar MoU with AFPHA.
- Job-Share program
  Was launched recently and already received some informal interests. Selected candidates will conduct the program in Australia early next year and report back at the GA in May 2014.

**Finance Committee (MA)**
- Update on sponsorship/funding
More efforts need to be put in fundraising to find new partners (other than Colgate and Pfizer). JC has no news from J&J.

- **Membership fee update**
  Membership fee constitutes small portion of WFPHA revenues. Have to assess the benefit of increasing the fee versus – how much additional funds will it generate versus administrative burden.

- **Update on Fee structure**
  Deferred to next GC

### Development WG update (JR)

JR has contacted the members of the WG and they will look at the Strategic Plan to cost out proposed activities. MA proposes that the group holds a TelCon in early 2014. The DevWG would produce a prospective donors map - the list of potential sponsors for the Congress in Kolkata should also be shared with JR. JR also mentioned that DevWG will prepare a work plan to share with the GC.

### Membership Committee (AM)

- **Electronic form for members**
  Currently under development
- **New membership application form (including regional Association procedure)**
  Developed and will be posted on the website

### Nominations Committee (UL)

- **Call for President and VP/President Elect**
  Three nominations were received and the following recommendations made:

  1. **ACOSAP - Mercedes Lizano Vega**
     Recommendation: Should be involved in the GC and get familiar with the Governance of the WFPHA before her nomination put forward for VP/P-E.

  2. **PHAA - Michael Moore**
     Recommendation: Possesses considerable skills and experience, sits on the Strategic Plan Group of the WFPHA and on WCPH Scientific Program committee. Is from a Region which has not had a President for many years (last one was Alex Papilya in mid-1990s). Recommended by the Committee.

  3. **PHASA – Laetitia Rispel**
     Recommendation: Has required experience, sits on the GC and involved in Working groups and Committees. If elected, would be second back-to-back African VP/P-E. The Committee recommends her bid for 2016.

*As there is no quorum, a decision will be taken during the next GC.*

- **GC Second Term: PHASA (L.Rispel) and Brazil (L.A.Facchini)**

### ByLaws Committee (TA)

- **Proposed By-laws changes (Att. E)**
  GC was informed and electronic vote will be conducted.

### WFPHA Participation at Conferences

- **PHAA, Cdn Conference on Global Health (JC)**
  JC, MA and BB attended and made presentations.

- **PHASA (JC)**

- **APHA (MA)**
  Two concurrent sessions organized by WFPHA along with Global Public Health Leaders Breakfast, a meeting of the Federation, presentation of the Congress in Kolkata and diverse other presentations were made by members.

- **EUPHA (UL/ML)**
  UL and ML attended. MoU with EUPHA signed.

- **A-PPHC (Vietnam) (PO)**
  JC and PO attended and were impressed by the conference’s program and organization.

- **2013 Global Health Conference Taiwan (BB)**
  JC, MA and BB were invited to do presentations.
Jim has also been invited to attend the World Innovation Summit for Health (WISH) in Qatar in December. Will be an opportunity to contact potential funders for the Congress in Kolkata.

The next EMRO meeting is on “stand-by”. UL will inform the GC as he sits on the Scientific Committee.

The 5th Asia-Pacific Conference on Public Health will be hosted by the Korean Public Health Association on April 10 & 11 in Seoul (Korea). WFPHA President invited and travel costs to be paid by KPHA.

Next GC Telcon date
A date in late February 2014 will be proposed.

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<tr>
<th>ACTION POINTS</th>
<th>RESPONSIBILITY</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>Follow up with Pfizer</td>
<td>JC</td>
<td>Jan 2014</td>
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<td>Send a call for establishing the 50th Anniversary Planning Committee</td>
<td>GO/JC</td>
<td>Jan 2014</td>
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<td>Confirm fee exemption requests</td>
<td>GO</td>
<td>Dec 2013</td>
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<td>Procedure for Life Time Achievement Award</td>
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<td>Send invitations to sit on Bid Selection Committee</td>
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<td>Reshape Strategic Plan</td>
<td>GO</td>
<td>Jan 2014</td>
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<tr>
<td>Setup TelCon of Development WG</td>
<td>JR with GO</td>
<td>Jan 2014</td>
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<tr>
<td>New membership application form on Website</td>
<td>GO</td>
<td>Dec 2013</td>
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<tr>
<td>Set up electronic form for members</td>
<td>AM, GO</td>
<td>Early 2014</td>
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<tr>
<td>Electronic vote will be conducted on proposed By-laws changes</td>
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<td>Send Photos to LB for Annual Report 2013</td>
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Rapporteur: L. Bourquin