GOVERNING COUNCIL (GC) MEETING MINUTES
3 September 2019, 1:00 – 3:00 pm (CET – Geneva Time) via Webex

PLEASE LET THE INTERNATIONAL OFFICE KNOW IF YOU WANT ANY ADDITIONS/AMENDMENTS BEFORE 4 OCTOBER 2019. ONCE PUBLISHED ONLINE THE DOCUMENT WILL BE CONSIDERED FINAL AND REVISED.

Attendance

<table>
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<tr>
<th>Governing Council Members</th>
<th>In Attendance</th>
<th>Apologies</th>
<th>Absent without Apologies</th>
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<tbody>
<tr>
<td>L. Rispel</td>
<td>E. De Cata</td>
<td>S. Gosh</td>
<td>M. Lombera</td>
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<td>G. Amofah</td>
<td>M. Lomazzi</td>
<td>W. Ricciardi</td>
<td>S. Perdes</td>
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<td>M. Moore</td>
<td>B. Borisch (from 14h20)</td>
<td>Y. Weizhong (through Y. Heya)</td>
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<td>G. Sverre Braut</td>
<td>Y. Heya</td>
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<td>I. Nicoulet (until 14h25)</td>
<td>L. Gilgunn</td>
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<td>D. Kondji Kondji (from 14h19)</td>
<td>A. J. Chanter</td>
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<td>A. Te Patu (from 14h19)</td>
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<td>H. Nieto (until 14h20)</td>
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<td>S. Buttigieg (until 14h35)</td>
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1.0 Session Opening (L. Rispel)
   ● L. Rispel welcomed meeting attendees

2.0 Adoption of the Agenda (L. Rispel)
   ● Additional agenda item added to 9.0 - Appointment of treasurer

3.0 Approval Minutes May GC * (L. Rispel)
   ● The Minutes of the GC meeting of 17th of May 2019 were approved by the GC (M. Moore moved for adoption and I. Nicolet seconded the adoption. G. Sverre commended the team on the style of the minutes in terms of clarity and easiness to follow, especially when a person has not been at the meeting.
4.0 Governance (L. Rispel)

- **Update on proposed governance review**
  - L. Rispel reported on the proposed WFPHA governance review. The matter was tabled initially in December 2018, and supported in February 2019, with comments. Following the May 2019 GC meeting, L. Rispel approached the South African Board of Health Care (Funders (BHF) for possible funding. They agreed, but the funding was conditional on utilising the services of Dr. Pearman, who is both a lawyer and a health economist. However, Dr. Pearman indicated that she cannot travel for health reasons, and suggested finding someone in Geneva, who was familiar with Swiss law. L. Rispel approached Theo Abelin, who put her in touch with Afshin Salamian. L. Rispel has written to Afshin Salamian to determine her willingness and availability to do the review, as well as to determine the costs of the review. M. Lomazzi requested a CV and information on the kind of work that A. Salamian does. L. Rispel undertook to circulate more details once she has heard from A. Salamian. She will also find out if the BHF would be willing to support the review. Further discussion will take place in November 2019.

4.2 Succession planning-end of term of executive director (ED) (L. Rispel)

- In terms of the bylaws, the Executive Director (ED) is eligible for two terms (max 10 years). This means that, if the current ED has started in 2010, B. Borisch’s tenure will end in May 2020. L. Rispel indicated that she had raised this matter with B. Borisch in a telephone conference in June 2019, and asked for proposals. M. Moore said that his recollection was that the amendment to the Constitution was in 2016, and that he was under the impression that her term only comes to an end in May 2021. L. Rispel indicated that the minutes should be looked at, but that it is a principle of good governance to plan for succession in advance of the end of tenure.
  - The relevant minutes will be reviewed by L. Rispel and the International Office. G. Sverre Braut suggested that the recruitment process could be starting in November.
  - L. Rispel encouraged an objective discussion on the matter, and to consider various options, which could include: non-paying position, 50% paid position, continue as is and extend B. Borisch’s term with the addition of some conditions (e.g. annual performance review).
  - M. Moore said that, according to the actual constitution, the ED has an Annual Review Clause. L. Rispel stated that this is not applied in practice, which again reflects on governance.
In conclusion, L. Rispel proposed to have a written document to be tabled for discussion among GC members.

4.3 Updated or new policies—reimbursement, travel, staffing

- L. Rispel indicated that policies are too vague and recommended a policy review and amendments based on GC member suggestions.
- Expenses reimbursement:
  - The existing reimbursement policy is vague and needs to be reworked (e.g. use of original invoices).
  - E. De Cata indicated that reimbursement policy was included in the governance workshop. She encouraged a need to comply, including the completion of available forms.
  - M. Moore offered to review the reimbursement policy.
- Travel:
  - Travel policy is non-existing and must be developed in line with good governance principles. A travel budget exists, but there is a need to put more emphasis on reporting and accountability, and possible changes in line with the precarious financial situation.
  - WFPHA must strengthen reporting so that value of travel is demonstrated prior to reimbursement.
  - H. Nieto questioned the criteria that are used, and suggested that these be included in these policies (ex: fix a maximum percentage of Travel on Total Expenses; guarantee equal participation from all regions, etc.)
  - M. Moore to review the travel policy, and table it for discussion at the next GC meeting.
- Staffing:
  - Staffing policy is non-existent and needs to be formulated according to ILO and Swiss law general practice
  - L. Rispel proposed to draft a brief staffing policy, for discussion at the next GC meeting.

4.4 Conference representation and number of people attending EUPHA conference

- L. Rispel questioned the appropriateness of having five WFPHA representatives at the EUPHA conference: M. Lomazzi, W. Ricciardi, B. Borisch, M. Moore, and S. Buttigieg. Some of them will also join the Congress organizational committees meetings having place there during EUPHA Conference.
M. Moore informed the group that his attendance is under the WFPHA Congress Travel line in the budget, for accommodation and flights. The discussion continued regarding funding source and confirmation that funds are allocated to cover travel are $30K for 3 years for all representatives travelling for WFPHA. If the 30K are not spent, they become WFPHA surplus.

HQ interns requested that participating members submit brief summary and pictures from the event to highlight in WFPHA webpage and social media.

5.0 G suite migration proposal * (S. Buttigieg)

- S. Buttigieg reported that the WFPHA has obtained non-profit status and free access to G Suite Basic by Stifter-Helfen.
- Earlier on this year, the WFPHA made an application and was accepted for the Google for Non-Profits Program and as part of this program, we are being offered G Suite Basic Package to an extended amount of users. G Suite is a set of integrated apps offered by Google (email system, videoconferencing, shared calendar, cloud for sharing documents, etc1).
- Main benefits:
  - Organize all our resources in one place
  - Auditing, Transparency and Accountability
  - It will help us in the onboarding process of new interns and new staff
  - Communicate more efficiently through tools such as Google Hangouts and Google
- Main challenges:
  - Migration from our current systems
  - Changing the way we work
- Google services will be personalized for WFPHA – Gmail, calendar, etc. Can also switch from Cisco WebEx to Google Hangouts.
- G. Sverre Braut and M. Moore supported the idea.
- GC Members raised the following comments and questions:
  - What will Google do with the data?
  - What is being used by National Public Health associations?
  - What is the long-term sustainability? What will happen when GC member term ends, and no knowledge/capacity for continuing the technology? Need to consider training for transitions between members and HQ.
  - What are the requirements for migrating from current system?
  - Can a simplified manual for using be created as part of induction?

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1 All the features and apps that will be available for us are outlined in the following page:
https://gsuite.google.com/compare-editions/
Is the package offered long-term?
What are the implications for the Federation, given that it is hosted on the University of Geneva platform?

Responses (by S. Buttigieg):
- Data privacy: G Suite offers best option for least amount of money for encrypted email. We have option to use email as currently used or encrypt email with password.
- The cost is zero.
- Servers in Euro region follows local laws. Right now, data is held in different email boxes around the world.
- From the pilot programme, there were no problems and recommend moving forward with use.
- Sustainability: IT infrastructure is mobile and does not depend on current structures reliant on other organizations. Need to move away from the use of personal emails and association with universities and towards a centralized approach specific to WFPHA. That way a copy of relevant emails in relation to WFPHA will be saved and not lost with member turnover.
- Migration: S. Buttigieg can do in-house. One consolidated infrastructure with multiple features.

Following the discussion, the GC agreed the following
- There is no urgency for the migration to happen before the November GC meeting.
- S. Buttigieg will liaise with M. Lomazzi to discuss technicalities and laws, as well as implications of migration from current platform
- He will be responsible for migration and will check whether there is a limit on the number of users (limit).
- S. Buttigieg will draft a Standard Operating Procedure before the November GC meeting.
- The final proposal will be circulated and discussed at the November GC meeting.

6.0 Policy committee – updates on the Advocacy Casebook (M. Lomazzi)
- Policy Committee WG is inviting all GC members to submit contributions for Advocacy Casebook (only one has been received).
- The Environmental Health WG has submitted a new policy in September (“A Call to Ban Coal for Electricity Production”). If the GC agrees, this is to be approved at the next General Assembly.
7.0 Members (M. Lomazzi)

7.1 New mutual partnership proposal

- M. Lomazzi highlighted that strengthening links with international federations with shared values and goals in Public Health is a focus. WFPHA is in discussion with many, one being the World Farmers Organization (WFO).
- She explained that mutual partnerships are agreements to facilitate joint advocacy and actions based on mutual trust. There are no membership fees to be paid from both parties.
- She introduced the WFO as representing the farmers’ voice, better farming for global food and nutrition security and sustainability, and advocacy for global dialogue on this topic.
- Comments were made that it was highly positive that the WFO wants to collaborate with the federation, to join forces for a ONE HEALTH approach.
- Critical concerns were raised by I. Nicoulet and L. Rispel around the partnership, since farmers could have different goals than those in public health. M. Lomazzi reminded the GC that mutual partnerships provide no rights to use WFPHA name or logo and the WFO must be approved by GC for the use any materials or collaborations. She reassured the GC that WFO official partners include the WHO, the FAO, UNDESA, and the WTO.
- M. Moore mentioned that some farmer’s organizations are interested in regenerative agriculture, climate change mitigation, sustainable food production and other things that contribute to improved health and thus align with the Federation’s objectives. But some other farmer’s organizations are more interested in industry lobbying, glyphosate and conventional corporate agri-food. It is important to ensure WFO has the former thinking before partnering.
- An in-depth assessment to be done by the International Office by end September 2019.
- There should be further discussion at the November 2019 GC meeting.

7.2 Management of inactive members

- The issue of inactive members in the vast majority of Africa was raised and discussed.
- L. Rispel proposed the approach of requesting the regional organizations to assist with determining the status of the inactive national associations, and their difficulties, and to offer assistance if needed.
- L. Rispel also proposed to write direct personal letters. If phone numbers are available it was proposed that it may be a better strategy to call than email. E. De Cata stated that the Federation has the phone numbers of some but not all African members.
- Conclusion: it was suggested, as a new protocol, to ask for phone numbers from new members when available.
8.0 Working Groups (B. Borisch)

- There was a specific request from some Working Groups to participate in the GC meetings.
- B. Borisch highlighted the benefits of facilitating communication and exchange between working groups. Although topics may vary, all groups have various levels of success and can learn from each other and exchange ideas on how they manage their respective working groups. E.g., funding strategies.
- There was general support to engage more effectively with working group teams.
- B. Borisch’s initial proposal was to facilitate a meeting with all WGs that is followed by a GC meeting. This meeting should allocate 50% of the time to the WGs with all WGs present instead of a select number of WGs, to maximize input and participation.
  - L. Rispel responded that the two are not mutually exclusive and indicated support for the broader idea of letting the WGs join the GC meetings.
  - M. Lomazzi highlighted time constraints given all the agenda items.
- It was discussed that the frequency of meetings, the involvement of the WGs with the GC meetings, and the logistical considerations need to be worked out by the WGs themselves based upon their wishes, resources and time that they can provide.
- Agreed that B. Borisch will liaise with the WGs, and get their opinions on how to strengthen WG efforts and enhance collaboration and reporting to GC. She will table a proposal at the next GC meeting.
- B. Borisch informed that J. Chauvin, co-Chair of the Tobacco Control Working Group, is stepping down from the chair position. She reported that the activities of last year were minimal but acknowledges that the topic of tobacco control is highly important.
- L. Rispel highlighted the need for an active working group, and the importance of the activities and role of the Tobacco Control WG to counter the powerful and very active tobacco industry.
- Suggestions for the co-Chair positions have been made and more are welcomed. L. Rispel recommended calls for recommendations for a young person passionate about tobacco control, who is driven and has the time and energy to keep the WG active. Both M. Moore and L. Rispel have certain names in mind to propose to be co-Chair of the WG and M. Moore will be responsible for talking with M. Daube via email and inform L. Rispel. A call will be organized to discuss more specifically about Tobacco WG.

OHWG webinars ² (M. Lomazzi)

- M. Lomazzi presented the upcoming webinar series on Oral Health #DPHTalks:
  - 1) Silver Diamine Fluoride – Transforming Community Dental Caries Programmes (Oct 10)
  - 2) Daily Tooth-Brushing as Part of a School-Based Education Curricula (Oct 17)

² More information and registration can be found on the WFPHA website: wfpha.org/events2/webinar/2019
3) The Importance of Integrating General & Oral Health (Nov 15)
   - M. Lomazzi reminded to subscribe for free on the website and invites all members to consider this opportunity.

### 9.0 Federation Finances

**9.1 Overview of revenue and expenditure** (B. Borisch)
- B. Borisch provided an overview of the closing up to August 31, and highlighted that 2019 is on track for budget.
- The application for the European Grant has been successful. 124K (euros) will be paid in years 2020 and 2021, but this is a restricted grant.
- There is a positive view on 2020 with expected income from the World Congress and the European Grant.
- Concerns raised regarding the current treasurer located in Ethiopia. It was stated that the Federation does theoretically possess a treasurer, but only in name.
  - Conclusion: To close the arrangement with the current treasurer, but do it in an amicable manner.
  - The Federation should appoint a treasurer closer to the Geneva office who can be called on for formal signing of documents.
  - LR proposed that this be dealt with by her and the Geneva office before the November GC meeting.

**9.2 Committee on membership/dues**
- A written report to be submitted for the November meeting by Deborah Walker, with a re-look at the grades of membership fees and a proposal to the GC.

**9.3 Fundraising updates** (L. Rispel and M. Lomazzi)
- L. Rispel had contacted the Open Society Foundation, but they have changed their target in funding non-profits. She will follow this up with possible other contacts.
- The Gates Foundation could not fund the May 2019 workshop, but L. Rispel highlighted that they were interested in the work of the Federation is doing.
- The European grant is welcome and celebrated. However, L. Rispel reminded the GC that the grant is restricted to a particular project. It is encouraging, but restricted and so long-term strategies still need to be put in place.

M. Lomazzi underlined that there are maybe similar opportunities elsewhere. If members are aware of any, they should let her know.

### 10.0 WCPH Rome 2020 update (M. Lomazzi)
- M. Lomazzi updated the GC that Congress is on track, and that the development of scientific content is underway. A promotional video to share will be available in one month.
- All members are invited to go onto the [World Congress official website](https://www.wfpha.org) under the Media Tool Kit and help advertise the Congress in their organization and region.
- World Congress videos will soon be sent to those interviewed, and will be shared on social media to facilitate awareness and increase registration and used by WFPHA to promote the Congress.
- M. Lomazzi invited any ideas to make the World Congress even more successful.

**11.0 2020 GC/GA meeting timing and dates**

- M. Moore had previously raised concerns around timing of the GA meeting being held at the same time as the WCPH but has now agreed with the idea of having them both in Oct 2020.
- Suggestions to hold the GC meeting just before the WCPH, and a proposal is to be put together for the GC November meeting.

**12.0 AOB**

- L. Rispel reminded the GC that governance is a serious business and requests that all GC members dedicate 2 hours to attend quarterly GC meetings.
- L. Rispel and M. Moore extended congratulations to E. De Cata, who will be on maternity leave in the coming months, and thanked her for her contribution to the Federation.
- Y. Heya informed the GC that Dr Y. Weizhong, currently in the WFPHA GC, is no longer the Director of CPMA (Chinese preventive Medicine Association). A new person has been appointed. Y. Heya will send the information that will be reviewed by M. Moore. There will be discussion on this issue in the November GC meeting, especially about the possibility of electing a different person. M. Moore will prepare a paper in consultation with the Nominations Committee.
- The meeting closed around 3 pm.

**For information:**

- New articles:
  - “Antimicrobial resistance – moving forward?” – one of the outcomes and implementation of 2018 AMR workshop – by M. Lomazzi, M. Moore, A. Johnson, M. Balasegaram, and B. Borisch has been published in BMC Public Health
  - “The challenge of integrating oral health promotion and public health – the dilemma created by the Sugar-Sweetened Beverage tax” by G. Bridge, M. Lomazzi, and R. Bedi has been accepted for publication by BDJ
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<td>L. Rispel and W. Ricciardi will attend the <strong>Global Vaccination</strong> Summit organized by WHO and EU commission on Sept. 12, 2019</td>
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<td>Speaks up available at <a href="https://www.wfpha.org/policy-and-advocacy/wfpha-speaks-up/2019-speak-up">https://www.wfpha.org/policy-and-advocacy/wfpha-speaks-up/2019-speak-up</a></td>
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