

World Federation of Public Health Associations

800 I Street, NW, Washington DC 20001-3170 USA / Tel: +1.202.777.2490 Fax: +1.202.777.2533

MEMBERSHIP APPLICATION

1. Name of organization South-East Asian Public Health Education Institutes Network (SEAPHEIN)
2. Permanent Address c/o Faculty of Public Health, Mahidol University
420/1 Rajvithi Road, Ratchathewi
Bangkok 10400 Thailand
3. Telephone 66 2 354 8190 (Please include country and city codes)
Alternate Telephone 66 2 354 8529 (Please include country and city codes)
4. Fax 66 2 354 8190 (Please include country and city codes)
Alternate Fax 66 2 354 8227 (Please include country and city codes)
5. Email seaphein@gmail.com
Alternate Email seaphein@diamond.mahidol.ac.th
6. Date Legally Incorporated 7 April 2004
7. Membership Category Full **Regional** Sustaining (*If this category is checked, skip to Question 10.*)
8. Does the association fulfill the requirements of Articles I, II, III of the WFPHA Constitution? (*Please attach a copy of your organization's Constitution and By-laws.*)
 Yes No See attached charter.
9. Current officers and tenure of office
All officers have tenure of 2008-2012
President, Assoc. Prof. Dr. Phitaya Charupoonphol
President-Elect, Prof. Dr. Hasbullah Thabrany
Secretary-General, Prof. Dr. SD Gupta
Treasurer, Assoc. Prof. Dr. Orawan Kaewboonchoo

7. Most recent meeting of your organization (*Attach a copy of the program if available.*)
The 4th SEAPHEIN Annual Meeting was held in Jakarta, Indonesia August 8-10, 2008 in conjunction with WHO-SEARO conference on revitalizing primary health care. See attached meeting agenda.

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8. Publications issued during the past year (*Attach copies if feasible.*)

SEAPHEIN newsletter is published quarterly and is available by request or on our website www.seaphein.org.

9. Membership of the Association (*Give the number of members by professional/occupational categories, i.e. epidemiologists, health educators, health administrators, physicians, nurses, development workers, etc.*)

SEAPHEIN is comprised of 49 leading Public Health Education Institutions from 12 Countries. Representatives are from Bangladesh, Cambodia, India, Indonesia, Japan, Laos, Myanmar, Nepal, Sri Lanka, Thailand, USA, and Vietnam.


10. Other activities (*For sustaining members – give the main purpose of your organization.*)

SEAPHEIN undertakes activities to develop collaborative training and research partnerships between member institutions, promotes novel approaches to education, outlines training program provisions, works to standardize curricula, and assists in the development of country plans and strategies.

11. The applicant organization accepts the dues assessment. (Please do not send the dues payment at this time.)

Yes No

12. Signature:



Print name: Phitaya Charupoonphol, M.D.

13. Official Position in the Association: President

SEAPHEIN Charter

1.0 Name

The name of this organization is The South-East Asia Public Health Education Institutes Network and is referred to in this Charter as SEAPHEIN.

2.0 Purpose

The following definitions were officially adopted 7 April 2004 by SEAPHEIN members at the international forum in Bangkok, Thailand

2.1 Vision

To be a collaborative network of Public Health Education Institutes in the SE Asian region for strengthening public health capacity

2.2 Mission

To collaborate with SE Asian member countries in partnership to improve and sustain the quality and relevance of public health education to address the increasing challenges of health improvement

2.3 Objectives

SEAPHEIN seeks to share its resources in order to achieve the following eight objectives:

2.3.1 To make public health education programs relevant to meet the health challenges of individual countries in the region

2.3.2 To facilitate the development of health information systems in all countries

2.3.3 To establish collaborative programs in education and training

2.3.4 To provide evidence-based and new knowledge through research

2.3.5 To strengthen the capacity of members through faculty, student and information exchange, learning materials and methods

2.3.6 To facilitate the implementation of accreditation programs in public health education

2.3.7 To provide consultation, advocacy and technical advice to improve national public health programs of member countries

2.3.8 To promote leadership development in public health

a) 2.4 Strategies

The strategies of SEAPHEIN include:

- 2.4.1 Develop curriculum and continuing education programs, reorient learning methods and conduct research to refine curriculum
 - 2.4.2 Create information systems in line with education needs
 - 2.4.3 Form partnerships and assign focal points among public health institutes, strengthen existing programs including searching and learning materials and establish regional MPH programs
 - 2.4.4 Maintain an epidemiological database, prioritize and conduct cross-country research and build comprehensive capacity among stakeholders in all stages of research
 - 2.4.5 Institutionalize programs for capacity building, inventory available resources and learning material resources and identify needs for staff and student exchange
 - 2.4.6 Develop institutional accreditation mechanisms by establishing a regional accreditation council and devise strengthening strategies
 - 2.4.7 Organize consultation meetings on priority areas of public health programs and health care
 - 2.4.8 Promote leadership and management skills at national, state and district levels and generate learning organizations
- 3.0 Executive Committee
- The Executive Committee is composed of a Chair, Treasurer, Member Secretary and one representative for each country. The term of office shall be three years and is not renewable. Chair elected should be put in place. The Term of Office shall start and end at the closing of the Annual Meeting.
- 3.1 The Chair is responsible for calling and presiding at SEAPHEIN meetings and workshops, appointing committee members, presenting awards and all other SEAPHEIN duties. Any vacancy of an elected officer shall be filled by Chair appointment.
 - 3.2 The Treasurer, working with the Secretary shall collect and administer all SEAPHEIN funds and report on these matters.
 - 3.2.1 The Secretary shall head the SEAPHEIN Secretariat Office and is responsible for maintaining files, handling correspondence, preparing and circulating official agendas and minutes of the Annual Meeting and reports, assisting the

Treasurer in preparing the financial report and receiving and processing membership applications. Written notices of the Annual Meeting shall be sent two months prior to the date, specifying the time, place and agenda items to be considered. In addition, the Secretariat Office shall develop strategies for SEAPHEIN funding, fund raising, and organizing activities.

B. 3.3.1 Secretariat Office

The Office of the Secretariat of the SEAPHEIN Network is currently located at: Faculty of Public Health, Mahidol University
420/1 Rajvithi Road, Ratchathewi, Bangkok 10400
THAILAND
Telephone/Fax: 662 354 822
E-mail seaphein@diamond.mahidol.ac.th

4.0 General Assembly

The General Assembly shall be the primary policy making body of SEAPHEIN and approve the actions of the Executive Committee. Only Full Members may vote, each Full Member having one vote only.

4.1 The General Assembly shall elect the SEAPHEIN Executive Committee Officers, approve new members, determine membership fees and have the power to amend SEAPHEIN Charter provisions. One quarter of the full membership shall constitute a quorum provided that at least two thirds of the votes cast are in favor in order to pass a resolution. All votes shall be given personally or in the case of Charter amendments, personally or by proxy. Charter amendments must be recommended by the Executive Committee and be approved by at least half of the Full Membership. Voters must be valid, Full Members.

4.2 The SEAPHEIN General Meeting shall be held at least one in three years as designated by the General Assembly, prior to the end of the preceding General Meeting.

5.0 SEAPHEIN Committees

Standing and ad hoc committees and their Chairs shall be appointed by the Chair and announced at the General Meeting.

5.1 Each standing and ad hoc committee shall prepare an annual report for submission to the General Assembly at the General Meeting.

5.2. Each country should have its own national network of Public Health Education Institutes.

6.0 Membership

SEAPHEIN Membership is open to public health education institutes that subscribe to the SEAPHEIN vision, mission and objectives, have completed membership application procedures and have been duly nominated and approved by the General Assembly. Membership is open to countries outside the WHOSEA Region and is not limited by geographic boundary.

6.1 Members

- 6.1.1 A member institute is represented by its CEO or by a designee of the institute duly appointed by the CEO in writing.
- 6.1.2 Only full institutional members of SEAPHEIN shall constitute the SEAPHEIN General Assembly.
- 6.1.3 SEAPHEIN and its General Assembly shall facilitate the primary academic functions of its member institutes.

6.2 Membership Types

There shall be five types of membership: full, associate, personal, honorary and network.

- 6.2.1. Full Members are either original charter members or institutions whose application and nomination are unanimously approved by the General Assembly in due process and pay the Full Member Annual Fee.
- 6.2.2. Associate Members are academic health institutions or health related organizations, whose missions and objectives are consistent with the SEAPHEIN Mission and Objectives, but does not otherwise qualify for full membership, have the unanimous approval of the General Assembly and pay the Associate Member Annual Fee.
- 6.2.3. Individual Members are persons who work in the public health field, sympathetic to the SEAPHEIN Mission and Objectives, approved unanimously by the General Assembly and pay the Personal Member Annual Fee.
- 6.2.4. Honorary Members are individuals unanimously approved by the General Assembly who have contributed significant service to SEAPHEIN, wish to maintain their relationship with SEAPHEIN, agree to participate in SEAPHEIN activities at no cost to SEAPHEIN and may serve in an elected position with the unanimous approval of the General Assembly. Honorary Members are not required to pay the annual membership fee.
- 6.2.5. Network Members are public health networks whose missions and objectives are consistent with the SEAPHEIN Mission and Objectives approved unanimously by the General Assembly and pay the Network Member Annual Fee.

6.3. Member Rights

Only Full Members are eligible to submit nominations, be voting members of the General Assembly, hold elective office or be appointed to committees unless otherwise determined by the General Assembly.

6.4. Member Applications and Approval Procedures

Application for membership shall be submitted to the Secretariat Office at least one month prior to the SEAPHEIN General Meeting and must be sponsored by an existing Full Member. Applications are presented at the SEAPHEIN Executive Committee for approval and ratified by the next General Assembly.

6.5. Termination of Membership

Members in arrears will be placed on provisional status for one year at which point their membership will lapse. Members on provisional status may not vote or hold elective office, and must pay all arrears owing before Full Membership status is resumed.

6.6. Membership fees

Full, Associate, and Individual Members contribute the amount of US \$100 annually. The Institution which hosts the secretariat office is exempt from membership fee. Members are expected to ensure that their organizations have paid their annual fees.