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## Development and Adoption of WFPHA Resolutions, Position Papers, and Technical Papers

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*(As Approved by the General Assembly, May 1993)*

### Definitions

*Policy Resolution* - A WFPHA policy resolution is a concise statement of the Federation's stance on a particular policy issue affecting the health of the world's people. It describes and endorses a defined course of action, directed toward a particular individual, organization, or event. A resolution is differentiated from a position paper by its limited focus on a particular issue, and its succinct call for defined action toward a specific objective.

*Position Paper* - A WFPHA position paper is a major exposition of the Federation's viewpoint on a broad policy issue affecting the health of the world's people. It may call for action, although it need not do so. A position paper is differentiated from a resolution by the more general nature of the issue considered, the broader audience addressed, the more extensive elaboration and documentation presented, and the lesser emphasis upon defined action.

*Technical Paper* - A WFPHA technical paper is a statement of the WFPHA's position on technical standards, professional qualifications, evaluation criteria, or other non-policy issues. It thoroughly examines and documents the issue, utilizing and referencing existing scientific literature. It describes and endorses goals and methods for achieving them. It may call for action, although it need not do so.

*Non-policy resolution* - A WFPHA non-policy resolution is a concise statement on non-policy matters, such as the commemoration of a significant event.

### Preparation

*Origination* - Any WFPHA member association or the Executive Board may submit a proposed resolution, position paper, or technical paper for consideration. Drafts of proposed statements should be submitted in writing to the WFPHA Secretariat. All proposed statements must be accompanied by sufficient supporting documentation to facilitate review by the policy committee and debate by the General Assembly. All statements must be received by the Secretariat by 1 January in order to be considered at the next Annual Meeting.

*Format* - The recommended format for resolutions is that of the World Health Organization; resolutions should be no longer than 500 words. Position papers and technical papers could consist of at least the following:

1. documented information relating to the public health issue addressed;
2. goals to be endorsed by WFPHA; and
3. methods recommended to achieve progress on the issue.

Position and technical papers should be no longer than 3000 words. All resolutions, position papers, and technical papers should include specific suggestions for implementation by WFPHA of the resolution, position paper, or technical paper. These suggestions will help the WFPHA Policy Committee to implement the policy statement. Implementation suggestions can include, for example, writing letters to appropriate international or national agencies or to governments, lobbying representatives to the World Health Assembly, or speaking before relevant forums on the issue.



## **Review**

*Policy committee* - The Secretariat will refer each proposed resolution and paper received to a policy committee to be appointed by the Executive Board. The functions of the policy committee will include:

1. To stimulate the development of resolutions and papers;
2. To perform an initial assessment of proposed statements;
3. To recommend action to the General Assembly with respect to the statements and facilitate debate at the Annual Meeting; and
4. To initiate and monitor follow-up action on all approved statements as indicated and report periodically to the General Assembly on the status of the resolutions and papers.

*Initial assessment* - All proposed statements will be assessed by the policy committee, which will decide whether or not the submitted statement will be accepted for presentation to the General Assembly. Statements may be referred to appropriate knowledgeable persons for review and comment at the discretion of the policy committee. The committee can reject resolutions or papers if they are not consistent with the objectives of the Federation, if they are not relevant, or if they have been presented in a similar manner previously. The policy committee can make—or request the originator to make—preliminary modifications prior to presentation to the General Assembly.

*Appeal* - Any proposals rejected by the policy committee can be appealed to the General Assembly. Requests for such appeal should be made in writing to the President at least one week prior to the Annual Meeting. The General Assembly will consider such appeals, along with the policy committee's recommendation, at the Annual Meeting. A positive response by the General Assembly will return the proposal to the Secretariat for continuation in the policy process.

*Publication or distribution* - Each accepted proposed resolution, position paper, or technical paper will be published in the WFPHA Report or, if constrained by time or space in the newsletter, distributed in a mailing to all WFPHA members, at least two months in advance of the next Annual Meeting.

*Written comment* - Comments on all proposed statements can be made in writing to the Secretariat, and must arrive at least one week prior to the Annual Meeting. Comments will be forwarded to the originator and also made available to all WFPHA members, either in advance of the Annual Meeting or as part of the meeting materials.

## **Adoption**

*Discussion* - Each proposed statement will be discussed by the General Assembly at the Annual Meeting. Written comments by WFPHA members not able to attend the Annual Meeting will be shared.

*Revisions* - The General Assembly can revise the proposed statement. If deemed advisable, the proposed statement can be referred back to the originator or policy committee for major modifications, in which case the proposal will be re-examined at the following Annual Meeting.

*Adoption* - The General Assembly can, by majority vote, adopt the proposed statement. A compendium of WFPHA resolutions, position papers, and technical papers will be maintained by the Secretariat and published periodically.

*Late-breakers* - In general, only resolutions that have gone through the review process will be considered by the General Assembly. However, provision is made for consideration and adoption of "late-breaking" resolutions



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which relate directly to important, emergent events. Late-breaking resolutions can be submitted in writing to the General Assembly at the time of the Annual Meeting. The President will judge the eligibility of late-breaking proposals, applying the criteria of timeliness (any event that occurred subsequent to the deadline for submission of resolutions) and relevance (having significant public health implications).