IANPHI Executive Board Meeting, Thursday, April 8, 2010 at 8.30
WHO Library Meeting room, Geneva, Switzerland
MINUTES

Present:
Jeffrey Koplan, President, USA
Pekka Puska (beginning and end). Vice-President, Finland
Mohammed Hassar, Morocco
Geir Stene-Larsen, Norway
Pathom Sawanpanyalert, Thailand
Yu Wang, China

Pekka Jousilahti, Secretary General
Courtenay Dusenbury, Director, IANPHI US Secretariat
Katja Heikkiläinen, Project Manager, IANPHI Secretariat
Ramesh Shademani, IANPHI Focal Point, WHO

Apologies:
Marc Sprenger, the Netherlands
Barry Schoub, South Africa
Paolo Buss, Brazil
Tsehaynesh Messele, Ethiopia

1 Opening of the meeting
Jeffrey Koplan opened the meeting, welcoming Executive Board members to Geneva.

2 Projects
Courtenay Dusenbury informed the Executive Board about the no cost extension for IANPHI Gates grant having been approved by the Bill and Melinda Gates Foundation. This means that limited funds will be available for a sixth year, primarily for long-term projects. The budget for the following years has been amended accordingly, and measures for cutting costs have been taken. Jeffrey Koplan reminded the EB of the importance in finding new sources of funding to be able to sustain the work. Jousilahti informed the EB that external technical experts are also invited to give comments on project proposals that need inputs from content experts.

Dusenbury and Pekka Jousilahti presented the update on current long term projects managed form Atlanta and Helsinki and possible new projects in Togo and Malawi.

Jousilahti informed the EB on the short term project grants and research seed grants: six applications for research seed grants were received by deadline in March. The Evaluation Committee approved three proposals for funding. Four short term grant applications were sent to IANPHI by deadline in March. The Review Committee consisting of members of the Secretariat approved three applications and have requested more information on one application still pending. As it is possible to fund short term projects throughout a budget year, applications can be sent for review after the initial deadline and they will be distributed to reviewers for evaluation accordingly. The process is coordinated in Helsinki.
Jousilahti informed the EB of change of member needed in the Evaluation Committee for Research Seed Grants, as Juhani Eskola (THL) is no longer able to continue at the Committee due to other engagements. It was decided that Jousilahti is to coordinate the selection of a new Evaluation Committee member.

3 Annual Meeting

Jeffrey Koplan presented the plans for the Annual Meeting taking place in Atlanta 31 October - 2 November for comments and discussion. The EB members recommended limiting the number of planned parallel sessions to maximum of two. Also, the importance of time keeping and moderating to allow for discussion after the presentations was stressed. Koplan informed the EB about effect of strengthened entry procedures to US and the security measures at the US CDC to the Annual Meeting arrangements. An invitation letter will be sent soon.

An African regional meeting is scheduled after the Annual Meeting for logistical reasons, and the meeting is open to all attendants of the Annual Meeting.

A new draft of the Annual Meeting program will be distributed to EB members for comments.

4 Revision of constitution

Courtenay Dusenbury introduced the proposed revisions to the IANPHI constitution. The Secretariat had proposed an amendment to constitution section 13 (General Assembly) on voting, a technical amendment of grammar, and an amendment on Section 5 (Annual Contribution). The board discussed the need to formalize the voting procedures to the constitution. The board decided the suggested amendment to be rephrased and approved via e-mail. Dusenbury will distribute the revised wording to EB.

EB agreed on grammatical and technical errors to be corrected. Any further comments to the proposed technical amendments to the constitution are to be sent to Dusenbury via e-mail.

The annual contribution was discussed as a separate topic (5) of the Board meeting.

5 Membership fee

It was decided at the Executive Board meeting in Johannesburg 3 November 2009 that a working group of Executive Board members coordinated by Pekka Jousilahti was to draft a proposal for collecting a membership fee as approved by the General Assembly 2009. Jousilahti presented the plan for defining the fee according to member country size and World Bank country classification by income. EB decided that the country population has no relevance to membership fee. Also, EB proposed the two middle income categories to be merged into one, and there being three fee categories of 500USD, 1500USD and 3000USD depending on the country classification. EB can decide on waiving the fee on request. EB suggested there being a lowered fee for institutes from the same country, as the country only has one vote in General Assembly despite the number of member institutes. Associate members pay a lower fee, 50% of the full fee, but this is possible only for a limited time.

Jousilahti is to revise the proposal accordingly and distribute it to EB for comments.

6 Membership applications

Seven membership applications had been sent to IANPHI Secretary General Pekka Jousilahti since last General Assembly. Jousilahti presented the EB the applicant institutes for provisional approval. The EB has approved provisional membership for Ghana, El Salvador through e-mail communication, and the applications of Togo, Kingdom of Saudi Arabia, Israel and Papua New Guinea (Associate membership) were approved in the meeting. It was suggested that Institut National d'Hygiene of Togo should apply for Institutional membership as would be eligible for that. It was decided that more background information is required form the applicant institute from Nepal and that provisional membership
cannot be granted. Currently associate member Guinea Bissau had applied for institutional membership and was approved. Secretary General is to coordinate the membership process.

7 Collaboration with WHO and other partners
Jeffrey Koplan thanked Ramesh Shademani for arranging for acting as IANPHI's focal point at WHO and arranging for the meeting and meeting with WHO Director General Margaret Chan. Shademani will distribute IANPHI-WHO Memorandum of Understanding to WHO regional offices to formally facilitate collaboration in country level.

Pekka Puska informed EB about IANPHI's relations with EU. Puska, Marc Sprenger, Justin McCracken and Pekka Jousilahti visited Robert Madelin in Brussels at the beginning of the year to discuss future collaboration possibilities and EC funding for IANPHI activities. Puska also reminded EB of the support for IANPHI from Zsuzsanna Jakab of ECDC, and Marc Sprenger recently nominated as director of WHO/Euro.

Courtenay Dusenbury informed EB that Kathy Cahill is currently compiling a list of possible partnerships for IANPHI. EB will be updated on the process.

8 IANPHI’s future
Jeffrey Koplan noted that the most topics regarding IANPHI’s future had already been discussed alongside other topics on the agenda, but pointed out that finding new sources for funding and attracting financial collaboration for IANPHI projects is very important, and asked the EB members to further advocate for IANPHI and inform the Secretariat of any possible sources for funding for IANPHI.

9 Other issues
Courtenay Dusenbury and Katja Heikkiläinen informed the EB about the Secretariat’s wish to further strengthen the communication between the Secretariat and EB. The internal Secretariat Update is to be distributed to EB in the future for information with an accompanying letter of current topics of interest or action.

Jeffrey Koplan will coordinate compiling a NPHI fact sheet for WHO as requested by Margaret Chan.

Pathom Sawanpanyalert asked Mohammed Hassar to summarize the experience from Pasteur Institute on fees and budgeting for the EB to avail for background information for revising the proposal for IANPHI membership fee.

Pekka Jousilahti will coordinate the election process of new EB members prior to the Annual Meeting.

10 Closing of the meeting
Jeffrey Koplan thanked the Executive Board for their contribution and welcomed the Board to Atlanta in October for the next EB meeting and Annual Meeting.