



APMEN

Asia Pacific Malaria Elimination Network

Governance Document

Date created: June 2010

TABLE OF CONTENTS

TABLE OF CONTENTS	1
BACKGROUND TO THE APMEN GOVERNANCE DEVELOPMENT PROCESS	3
1. INTRODUCTION TO THE GOVERNANCE OF APMEN	4
2. STRUCTURE OF APMEN	5
2.1. APMEN PARTICIPANTS	6
2.1.A. COUNTRY PARTNERS	6
2.1.B. PARTNER INSTITUTIONS	6
2.1.C. OBSERVERS	6
2.2. ROLE OF PARTICIPANTS	7
2.3. NEW PARTICIPANTS	7
2.4. REPRESENTING APMEN	7
2.5. APMEN ENDORSEMENT	7
3. ANNUAL NETWORK BUSINESS AND TECHNICAL MEETING	9
3.1. MANAGEMENT OF OUT OF SESSION ISSUES	9
4. APMEN CO-CHAIRS	9
5. APMEN ADVISORY BOARD	10
5.1. COMPOSITION OF THE ADVISORY BOARD	10
5.2. VOTING PROCEDURES FOR ADVISORY BOARD ELECTIONS	10
5.3. TERMS OF OFFICE	10
5.4. ADVISORY BOARD MEMBER ROLE	10
6. APMEN SECRETARIAT	11
6.1. ROLE OF SECRETARIAT	11
6.2. COORDINATION BETWEEN JOINT SECRETARIAT	11
6.2. JOINT SECRETARIAT DUTIES	11
7. COMMUNICATIONS	14
8. APMEN WORKING GROUPS AND COMMITTEES	14
8.1. MEMBERS	14
8.2. ROLES AND RESPONSIBILITIES OF WORKING GROUPS	14
8.3. DISPUTE RESOLUTION	14
9. RELATED POLICIES AND PROTOCOLS	15
ANNEX 1. DISPUTE RESOLUTION PROTOCOL	16
ANNEX 2. EQUITY AND DIVERSITY POLICY	18
ANNEX 3. FRAUD AND CORRUPTION MANAGEMENT POLICY	20
ANNEX 4. INTELLECTUAL PROPERTY POLICY	23

TABLE OF CONTENTS

9. RELATED POLICIES AND PROTOCOLS

CONTINUED

ANNEX 5. CONFLICT OF INTEREST PROTOCOL	26
ANNEX 6. ENVIRONMENTAL MANAGEMENT PROTOCOL	28
ANNEX 7. NEW PARTICIPANT PROTOCOL	30
ANNEX 8. PRIVACY AND CONFIDENTIALITY POLICY	33
ANNEX 9. COMMUNICATIONS FRAMEWORK AND PLAN	35
ANNEX 10. TERMS OF REFERENCE FOR VIVAX WORKING GROUP	39
ANNEX 11. TERMS OF REFERENCE FOR VECTOR WORKING GROUP	41
ANNEX 12. VECTOR WORKING GROUP OBJECTIVES AND GOVERNANCE	43
ANNEX 13. VIVAX WORKING GROUP OBJECTIVES AND GOVERNANCE	50
ANNEX 14. FELLOWSHIP PROGRAM GUIDELINES 2010	62
ANNEX 15. CODE OF CONDUCT – <i>TO BE FINALISED</i>	70

Background to the APMEN Governance Development Process

One of the primary duties of the second annual APMEN Business and Technical Meeting (APMEN II) was to establish the Network's governance processes. On 18 February 2010, a Governance Proposal was presented to the Network and approved by all the voting APMEN Country Partners at the meeting. The Proposal now constitutes the Governance Document for APMEN and sets the basic guidelines for the functioning of the Network. This Governance document is an evolving document and as the Network continues to develop changes may occur to it in the future.

Draft Governance documents were initially drafted in December 2009 -January 2010, with the aim to identify the main issues and options for the governance structure for the Network. These documents were circulated via email to the Network prior to APMEN II for a period of open comment and review. The documents provided a framework for APMEN participants to engage with different ideas for building the Network; to identify areas of consensus and decision-making; and to solicit additional input.

During APMEN II in Feb 2010, a discussion session on Governance was held in order to give participants the opportunity to engage with these ideas and suggestions in a group process. The Secretariat, during March to June 2010, was requested to incorporate the changes and develop further policies that were requested by the Network or required by the AusAID contract. Following a final consensus vote via email from the Country Partners and Advisory Board, the Secretariat then presented this final Governance Document via email and web posting to the Network.

The Governance Proposal was adopted and it establishes the basic structure, goals and ways of working for the Network. The adoption of the Governance Document completes a process which was enriched by the input and work of many APMEN participants.

Institutionally, the adoption of the Governance Document represents an important step for APMEN and the conclusion of a definitional period. As the Network moves forward, it will carry on working with an ever increasing number of committed organizations and individuals. The processes outlined in the document will ensure APMEN continues to increase its capacity to respond to the needs of its participants and to be a supportive structure for strengthening the elimination of malaria.

The Secretariat will thus continue to need inputs, comments, recommendations and overall continued participation to transform and strengthen the Network as needed. Representatives and collaborators of the Network are therefore encouraged to provide input on any existing and new agenda items and processes. The Secretariat can be contacted at apmen@sph.eq.edu.au.

1. Introduction to the Governance of APMEN

The Asia Pacific Malaria Elimination Network (APMEN) is a cohesive Network of national and international public health professionals with an interest and skills in malaria research and elimination in the Asia Pacific region. The goal of the Asia Pacific Malaria Elimination Network (APMEN) is to develop and sustain a Network of Country Partners and Partner Institutions to work collaboratively to address the challenges of malaria elimination in the Asia Pacific Region, with particular focus on the unique challenges for the region such as *P. vivax*.

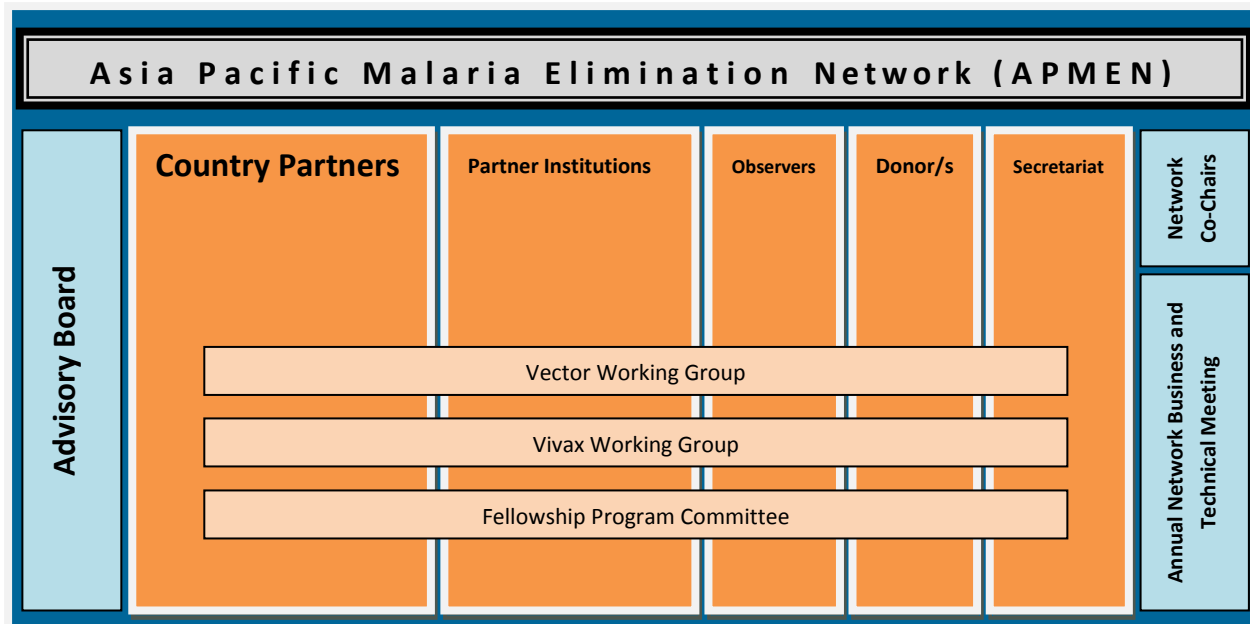
This document describes the Governance Plan for the Asia Pacific Malaria Elimination Network (APMEN). The Governance Document establishes the basic structure, and goals of the Network. In addition, it establishes the roles, rights and responsibilities of participants, the Advisory Board, and the Secretariat focusing on its decision-making structure. It also addresses the role of working groups, representation of the Network as well as the function of the yearly the work plan as a means of collective action. It is envisioned that as the Network continues to grow in capacity, participants and scope, the governance structure will be amended to reflect that growth and to address the needs that in turn arise.

An APMEN Advisory Board and Secretariat exist within the Network to develop the governance and management structures needed to sustain long-term support to Country Partners pursuing elimination programs. These governance bodies are the “glue” that will guide and manage implementation of APMEN Annual Work Plans as APMEN participants meet there own work commitments.

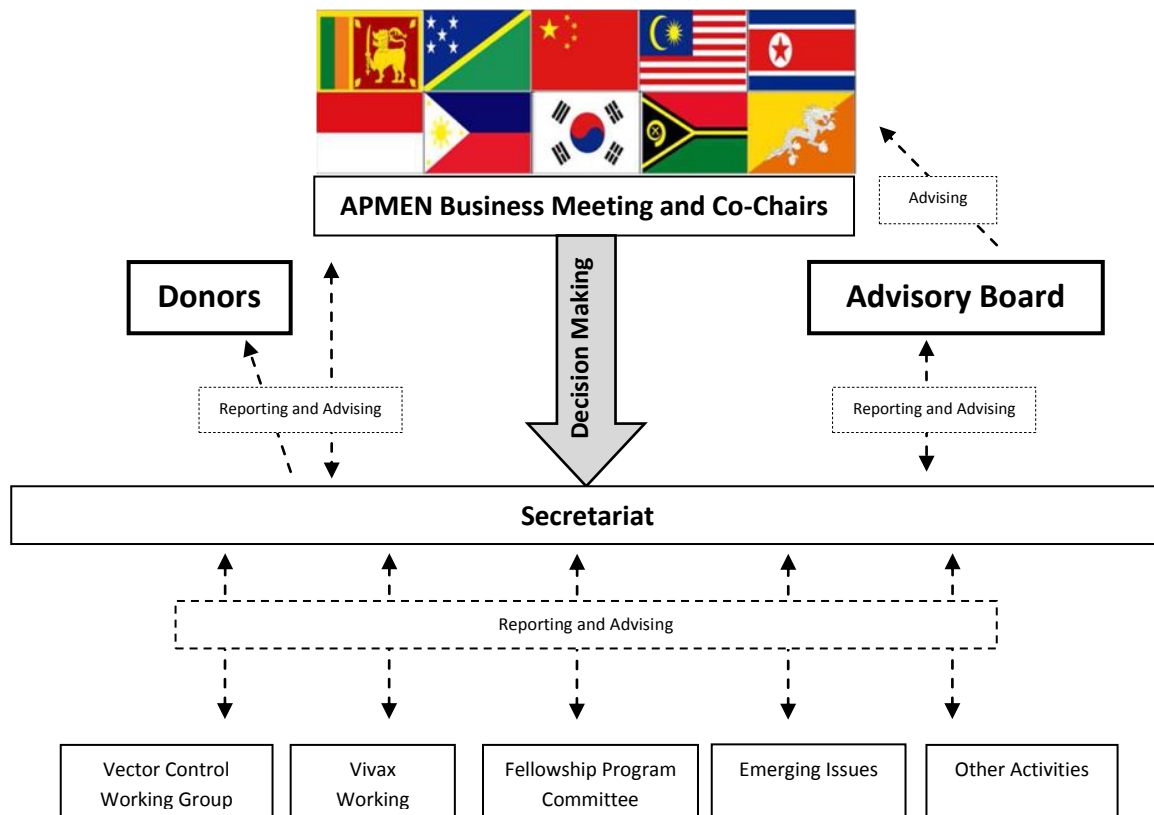
The development and endorsement of the APMEN Annual Work Plan is the central focus of the Network’s responsibilities. The creation of the Work Plan must be a transparent process in order to avoid a situation in which agencies fund and undertake research that is not relevant and/or not supported by the Country Partners. To avoid conflicts of interest in the identification and funding of Network activities, the Secretariat and individual Working Groups and Committees have developed a clear decision making and budget allocation processes (refer to Section 8). All research activities proposed in an APMEN Annual Work Plan for APMEN funding will be referred to the APMEN Advisory Board.

2. Structure of APMEN

The diagram below shows the elements of the Network:



The diagram below represents the APMEN relationship and decision making structure:



2.1. APMEN Participants

A major goal of APMEN is to maintain a focused and efficient Network. Participation is limited and consists of recognized representatives of APMEN Country Partners and Partner Institutions formalized by popular consensus at the APMEN I Meeting in February 2009. The APMEN Network consists of three main participant groups; Country Partners, Partner Institutions and observers.

2.1.A. Country Partners

Country Partners are countries in the Asia Pacific Region (WHO regions for South-East Asia and Western Pacific Regions) which have declared, within their national malaria plans or similar national plan document, the goal of embarking on malaria elimination at a national or sub-national level; and in whose national jurisdiction APMEN participants may propose both research and elimination activities. The ten founding Country Partners are Bhutan, China, Democratic People's Republic of Korea (DPRK), Indonesia, Malaysia, Philippines, Republic of Korea (ROK), Solomon Islands, Sri Lanka, and Vanuatu.

To ensure that APMEN's goals and activities support Country Partner priorities, only Country Partners will have rights to vote on the final approval of the APMEN Work Plan, governance arrangements, progress reports and reviews. Participating Country Partners are represented in the Network by two representatives per country, selected by the country's Ministry of Health or National Malaria Control Program. Country Partners are allowed one vote per country.

Out of respect for sovereignty, it is further proposed that APMEN Country Partners have the right to Veto any activity in an APMEN Annual Work Plan proposed for their national jurisdiction which they cannot agree to. Upon applying their Veto, the APMEN activity may be adjusted to implement in other jurisdictions, but not in that of the vetoing Country Partner.

2.1.B. Partner Institutions

Partner Institutions are drawn from public health, academic, and public and private sector institutions that operate within the Asia Pacific region that have a strong focus on malaria and malaria elimination. They have indicated their willingness to participate in, fund, support (e.g. through technical assistance, harmonisation of their activities), and/or undertake joint or complementary research and elimination activities. These partners are expected to provide input and feedback to Network work plans and activities at and in between meetings. Representatives are selected for their individual contributions to the Network.

Partner Institutions are encouraged to provide input on the Annual Work Plan and Progress Reports but are not able to cast the final vote in the final approval of the Work Plan.

2.1.C. Observers

Observers may be representatives from other institutions from the region, and/or malarious Asia Pacific countries that have not yet established national elimination policies and targets, but are considering doing so as part of their National Malaria Control Program.

Observers may be invited by the APMEN Network co-chairs to attend and/or participate in APMEN proceedings or activities, but participation by Observers is not binding on APMEN except by consensus amongst APMEN participants.

Observers are encouraged to provide input on the Annual Work Plan and Progress Reports but are not able to vote in the final approval of the Work Plan or any APMEN matters.

2.2 Role of Participants

The roles and responsibilities of APMEN participants can include, but are not limited to:

- Representing their country or institution
- Supporting development and approval of the APMEN Annual Work Plan; including providing input on prioritisation of Work Plan activities
- Providing input, and endorse or object to governance structure issues
- To engage in and support or manage implementation of the APMEN Work Plan, including activities in APMEN Country Partners
- Attending and participating in annual Network meetings (substitutes are heavily discouraged)
- Reviewing progress reports and performance reports of the Network;
- Communicating and being an advocate for the Network;
- Sharing information and to communicate progress and lessons learned within own country or institution
- Participating in Working Groups and Committees

2.3 New Participants

As other malarious countries in the APMEN region formally endorse progressively moving towards national or sub-national elimination as part of their national malaria control programs, they can write to the Chair of the APMEN Advisory Board care of the APMEN Program Manager (Secretariat) with an expression of interest in joining APMEN.

Institutions that are interested in becoming Partner Institutions with APMEN can also follow this process to express an interest in joining APMEN or may also be recommended to join by APMEN Co-Chairs, Country Partners or Partner Institutions.

For further information on New Participants, refer to *Annex 7 – APMEN New Participant Protocol*.

2.4 Representing APMEN

APMEN Country Partners, Partner Institutions, Advisory Board members and Secretariat are encouraged to represent APMEN at meetings and conferences where appropriate.

Refer to *Annex 9 – APMEN Communications Framework*.

2.5 APMEN Endorsement

All requests for APMEN endorsement for policy, proposals or letters of support to individuals, consortia need to be considered carefully. APMEN acknowledges that the WHO is the leading technical authority, and that APMEN endorsement should not contradict nor replace WHO/WPRO/SEARO positions.

The Secretariat may endorse requests, following a joint Secretariat discussion that are directly linked to the APMEN work plan, identified APMEN need and or reflects the interests of APMEN. Solicited endorsements that are not identified in the work plan, but are identified as reflecting the interests of APMEN should be sent to the Advisory Board as an out-of-session brief (refer to item 3.1). Pure lobbying support is not encouraged and should be referred by the Secretariat to the Chair of the Advisory Board.

3. Annual Network Business and Technical Meeting

APMEN participants meet once annually for the Annual Network Business and Technical Meeting, which is hosted by a Country Partner.

The annual Network meeting consists of a Business and Technical component as well as time for the various working groups and committees to meet. The Business and Technical elements of the annual meeting run for 2 ½ days. The Technical meeting provides a venue for information sharing and knowledge exchange about malaria elimination activities.

During the Business meeting, the APMEN co-chairs will present/discuss the annual Work Plan to the Network with the assistance of the Secretariat. The business meeting will also focus on planning and decision-making.

Agreement by majority consensus is required for all decisions presented during the meeting. Unresolved disputes shall be forwarded to the Advisory Board for investigation and resolution. Minutes are taken by the Secretariat and approved via email by Network meeting Participants. After this approval is received, all final documents will be distributed to APMEN participants and posted on the APMEN website.

3.1 APMEN Management of out-of-sessions issues

If issues arise out of the Annual Network meeting sessions, the following process is to be followed:

- The Secretariat will contact in writing the Advisory Board Chair when significant out-of-session issues are brought to their attention.
- The Chair develops a process for the Secretariat to action.
- The Secretariat communicates this recommendation in writing to other Advisory Board members. Urgent issues will require a 48 hour response to this recommendation, to allow timely action. Telephone/email will be used.
- The Secretariat reports back in writing to the Advisory Board once the issue has been resolved. The resolution may then be communicated to the Network.

4. APMEN Co-Chairs

APMEN will have two Co-chairs: one Country Partner representative and one Partner Institution representative. Each Co-chair will be selected by their constituency within the Network. The Country Partner representative will be from the country which shall host the next APMEN Annual Business and Technical Meeting.

Co-chairs will be elected at the annual meeting by a two-thirds vote of the APMEN participants (only Country Partners and Partner Institutions), and will serve a one year term.

The role of the Co-chairs is to oversee planning for the Annual Business and Technical meeting. They will also serve as chairs of the annual meetings. Between meetings, the Co Chairs will represent the Network in consultation with the Advisory Board and Secretariat. Co-chairs may also be responsible for providing recommendations for potential Partner Institutions to join the Network.

5. APMEN Advisory Board

5.1 Composition of the Advisory Board

The Board will consist of five voting members and five non-voting members:

- 3 Country Partners – representatives to be drawn from current APMEN participant National Malaria Control Programs (NMCP) or other appropriate representative. Members will nominate NMCPs, not individuals, in order to avoid disruption of service if there are staff changes. However, one representative from the selected NMCP is expected to serve the entire two-year period unless they leave their position.
- 2 Partner Institutions – drawn from current APMEN Partner Institutions.
- 2 representatives of WHO (WPRO/SEARO) – serving as non-voting members*.
- 2 representatives of the APMEN Joint-Secretariat – serving as non-voting members.
- 1-2 donor representatives – serving as non-voting member/s.

5.2 Voting Procedures for Advisory Board Elections

The Secretariat will call for nominations for the Advisory Board positions prior to each voting year at the Annual Network Business and Technical meeting. Country Partners will nominate Country Partner representatives and Partner Institutions will nominate Partner Institution representatives only. Self-nominations are accepted. Each Country Partner and Partner Institution has the right to one vote per country/institution (even though they will/may each have more than one representative). At least 25% of APMEN participants eligible to vote are required to submit nominations for the process to be valid. The Secretariat calls for additional rounds of nominations until the threshold has been reached and approved. Following this process, the Country Partners and Partner Institutions with the most nominations are selected.

5.3 Terms of Office

Board members will serve a two year term. An election process will occur at the end of each term at the Annual Network Business and Technical meeting to select the next term of Board members. It is the intention that these positions shall be rotational however existing members may be re-nominated to serve another term. There is no limit to the number of terms an individual or Country Partner/Partner Institution can serve.

5.4 Advisory Board Member Role

The Advisory Board will work with both the Network and the Secretariat to stay informed of current initiatives and monitor progress of the Work Plan activities. The Advisory Board is a consultative mechanism and only makes decisions regarding dispute resolution within the Network. Outside of this dispute resolution function, the Board will not provide ultimate direction to the Network and Secretariat: the Network will make all other decisions. For further information on dispute resolution procedures within APMEN, refer to *Annex 1 – Dispute Resolution policy*. Other roles of Advisory Board members include but are not limited to:

- To provide input and insight
- Attend bi-annual meetings of the Board (one face-to-face at annual APMEN meeting and one virtual meeting)

* The WHO representatives' full voting rights are pending WHO organisational approval

- Provide input on APMEN strategy and implementation; expert review of Annual Work Plan; peer review of APMEN activities; oversee APMEN working groups
- Resolve conflicts that arise between or among members or working groups
- Identify and liaise with potential donors
- Engage additional outside experts as needed

6. APMEN Secretariat

The APMEN Secretariat consists of representatives from the University of Queensland (UQ), Brisbane and the Global Health Group (GHG), University of California, San Francisco. These two bodies were given a mandate at APMEN I in 2009 to jointly plan, facilitate and report on APMEN activities.

Their role is initially dependent upon Donor support from AusAID (for the University of Queensland) and from the UCSF Global Health Group (who receive their funding from the Bill & Melinda Gates Foundation). It is proposed that Foundation Donors will fund the Secretariat for an initial five-year term as part of their overall Foundation funding for APMEN.

In the event of the Network or new donors wish to appoint different host/s for the Secretariat, the Secretariat placement will undergo a review process by the Advisory Board to determine the proper placement of this coordinating body and fund manager. The Board will be responsible for managing the transition process and will act as interim Secretariat until establishment of new Secretariat.

6.1 Role of Secretariat

The APMEN Secretariat is responsible for supporting, facilitating and harmonizing all APMEN activities and works alongside the Advisory Board to guide and manage the implementation of all activities.

The Secretariat will operate under the principle of transparency to ensure that decision making and allocation of APMEN funds are understood and supported by Network Participants. In addition, both the Secretariat and Advisory Board play a crucial role in APMEN's consensus-based approach to decision making. It is neither desirable nor practical to have annual Network meetings or out-of-session circulars that either fail to reach consensus on proposals, or require extended periods of internal dialogue to do so. The most effective strategy to this potential issue is to focus on advance dialogue and reach in-principle agreement on all major proposals during the lead-up preparations to any annual Work Plan and meeting, as per the established process to date.

A key role for the Advisory Board and Secretariat is to ensure that APMEN participants are properly briefed and already engaged in the process of consultation well before being asked to provide their consensus views.

The Secretariat at the University of Queensland will provide lead coordination and fund management for activities and subcontracts funded by AusAID. The UCSF Global Health Group Secretariat will do the same for activities funded with support from the Gates Foundation. Funds from other donors will be managed through either Secretariat, determined on a case to case basis. The University of Queensland primarily coordinates meetings, working groups, and capacity

building work, while the UCSF Global Health Group takes the lead in connecting APMEN with global efforts and plays a significant role in advocacy for the Network. All parties of the Secretariat play key roles in ensuring implementation of evidence building and information sharing activities.

6.2 Coordination between Joint-Secretariats:

Strong communication will be critical to avoid duplication of efforts or conflicts between the Joint-Secretariats. Secretariat staff will jointly assign roles, responsibilities and timeframes to progress the APMEN work plan. The Secretariat staff will meet regularly through monthly planning meetings and frequent email and phone contact and will meet at least once annually in person.

6.3 Joint Secretariat duties

The University of Queensland will take the lead responsibility for the following activities in the work plan:

- Managing funds provided to the University as the APMEN Secretariat for research grants, fellowships, study tours, Annual Business Meeting and scientific meeting and Secretariat management functions
- Training program management
- Knowledge management including maintenance of an APMEN website
- Contracts management related to research grants
- Maintenance of in-house management capacity at the UQ SPH including reporting functions
- Develop guiding principles, governance structure, and procedures for APMEN to be reviewed and endorsed by the Network
- Prepare annual Work Plan in consultation with Network participants, Advisory Board and Working Groups and ensure regular communication; facilitate Work Plan review and approval process
- Support culture of knowledge management during and in between meetings, accomplished through a web-based learning community that will serve to keep the APMEN participants, Observers, and Board informed and up to date on current activities and decisions. Decisions made by the Network or Board will be posted on Network websites and distributed to each interested party by UQ as one of its functions as Joint-Secretariat
- Annual APMEN meeting organisation (with host country) and management; and provide Secretariat support APMEN Business Meeting and Co-Chairs
- Support Advisory Board (e.g. prepare materials for regularly scheduled and special session Advisory Board meetings, etc)

The Global Health Group will take the lead responsibility for:

- Advocacy
- Linking APMEN with the international malaria and global health community
- Case study documentation and document translation
- Drawing upon input from APMEN participants and WHO to help develop the agenda for the annual meeting
- Funding for GHG related activities to be sought from a separate Foundation donor/s
- Seek ongoing donor funding and manage relationships and contracts with new donors
- Coordinate certain activities in APMEN's emerging priorities work stream

Both the UQ and GHG based Secretariats will share responsibility for the following activities:

- Coordinate meetings in partnership with country or institution co-host; ensure strong meeting preparation, oversee contracts and budget, and ensure all bills paid on timely basis
- Coordinate and support implementation of Work Plan through:
 - 1) management and allocation of funds in accordance with all agreements;
 - 2) implementation and management of contracts or sub-awards
 - 3) approval of expenses and bill paying
 - 4) provision of administrative support to meetings and working groups

Each member of the Joint- Secretariat will manage according to the activity group and related funding agency (GHG for BMGF and UQ for AusAID)
- Manage relationships with other malaria agencies and partnerships by developing and formalising terms of reference depicting the scope of work and details of the relationship – these contracts (if finances are involved) or agreements will be ratified by the Network at the annual meeting. Each member of the Joint- Secretariat will manage according to the activity group and related funding agency (GHG for BMGF and UQ for AusAID)
- Manage reporting of APMEN-approved activities; prepare and present the Joint-Secretariat Annual Report at the APMEN Annual Meeting (each member of the Joint-Secretariat will manage according to the activity group and related funding agency)
- Investigate dispute resolution issues and forward to Board for resolution

The Secretariat will assist with the development of discussion papers to be presented to the APMEN Business Meeting and Board for review and approval. During the inception phase these included papers on governance structures of APMEN, website development and use, facilitation of discussions and proposals for APMEN support and the process of support to vivax and vector control working groups, and the process of the fellowships, research support and study tour programmes.

The aforementioned roles of Joint-Secretariat, and hosts of the Joint-Secretariat, shall be independently appraised and evaluated by APMEN during and at the end of the initial five year term; after which, the University may be engaged to continue, and/ or share the Joint-Secretariat role with other candidates; and be funded in this role by AusAID, and/or other institutions.

APMEN Joint-Secretariat Organisational Chart	
University of Queensland (Brisbane)	University of California San Francisco – Global Health Group Secretariat (San Francisco)
Head of the School of Population Health, UQ	Director of the Global Health Group, UCSF
APMEN Co-coordinator	APMEN Co-coordinator
APMEN Program Manager	Program Analyst
APMEN Project Officer	

7. Communications

The nature of a geographically dispersed Network necessitates the use of cost effective and appropriate technologies to maintain communications between the Network, Advisory Board and Secretariat. Any press related communications planned by APMEN are required to be forwarded in a timely manner by the UQ Secretariat to AusAID for consideration (and approval where required).

Any new major thematic content or web site material needs to be advised by the Secretariat to the Advisory Board.

8. APMEN Working Groups and Committees

At the inaugural APMEN meeting in 2009, APMEN participants identified the need for Working Groups and Committees to meet regularly and oversee decision making and implementation of key activities, particularly operational research. Whilst each Working Group and Committee has developed its own Terms of References and Objectives and Governance documents (*refer to Annex 10, 11, 12, 13, 14*), the following general principles will apply. The Working Groups consist of the following: Vivax Working Group, Vector Working Group. Three committees were formed Fellowship Program Committee and the Emerging Issues (Community Participation and Community Participation) Committees

8.1 Members

Members of a Working Group or Committee may be Country Partners, Partner Institutions, and/or external experts. These groups are intended to remain small in order to be efficient and functional. Each working group will be led by a chair selected by the working group members. The Chair reports annually to the Advisory Board on behalf of the Network.

8.2 Roles and Responsibilities of Working Groups

The APMEN Annual Work Plan calls for the establishment and initial funding of two working groups, Vector Working Group. Vivax Working Group and other groups may be established in the future. The creation and funding of Working Groups is endorsed by the Network – activities and proposed budget are presented to the Network and approved on an annual basis with input from the Advisory Board. The Joint-Secretariat then allocates funds as sub-awards.

Each Working Group has Terms of Reference which has been developed with input and guidance from the Advisory Board. These Terms of Reference have been approved by the Network. All funded projects are to be reviewed and approved by the Network and Advisory Board. The Working Groups will operate under the principle of transparency in order to avoid conflicts of interest.

8.3 Dispute resolution

Any disputes pertaining to a Working Group will follow the *Annex 1 – APMEN Dispute Resolution Protocol*.

9. Related Policies and Protocols

This governance document is annexed with the policies and protocols that uphold the integrity of the Network and underlie all of APMEN's activities.

Dispute Resolution Protocol (Annex 1)
Equity and Diversity Policy (Annex 2)
Fraud and Corruption Policy (Annex 3)
Intellectual Property Policy (Annex 4)
Conflict of Interest Protocol (Annex 5)
Environmental Management Protocol (Annex 6)
New Participant Protocol (Annex 7)
Privacy and Confidentiality Policy (Annex 8)
Communications Framework (Annex 9)
Terms of reference Vivax Working Group (Annex 10)
Terms of Reference Vector Working Group (Annex 11)
Vector Working Group Objectives and Governance (Annex 12)
Vivax Working Group Objectives and Governance (Annex 13)
Fellowship Program Guidelines (Annex 14)
Code of Conduct - *to be finalised* (Annex 15)

Annex 1

APMEN

DISPUTE RESOLUTION PROTOCOL



Date created: April 2010

Date of review:

1. Introduction

APMEN is committed to fair, equitable and prompt resolution of any disputes or complaints. APMEN participants need to recognise the inevitability of conflict occurring. It is their individual and collective responsibility to ensure that any conflict that may arise is dealt with in a professional manner.

2. Purpose

This policy is designed to set out the process for resolution of disputes or grievances amongst APMEN participants.

3. Guiding Principles

In the interest of maintaining harmonious relationships, the APMEN Network agrees to be guided by the following principles in approaching disputes that may arise:

- Co-operation and consultation
- Fairness
- Cultural sensitivity
- Open communication
- Timely and efficient resolution of disputes;

4. Policy

This policy refers to disputes between all APMEN participants including Secretariat, Working Groups and the Advisory Board.

5. Dispute resolution Procedure

The following outlines the procedures to be followed in relation to dispute resolution within APMEN:

1. Formal responsibility for dispute resolution lies with the APMEN Advisory Board.
2. If conflicts arise where no solution to the issue has been agreed upon by all involved parties the following steps should be taken to resolve the issue or come to an agreement:
 - a. The dispute must be notified verbally or in writing to the Secretariat.
 - b. The Secretariat will investigate and prepare a briefing summarising the problem, circumstances surrounding the problem and proposed manner of managing the issue for the APMEN Advisory Board Chair.
 - c. The APMEN Advisory Board chair will decide whether to convene a special session or communicate the details to the APMEN Advisory Board for the next scheduled meeting.

- d. The chair will call a motion from the APMEN Advisory Board and consensus on the matter will be reached.
- e. If there is no consensus found then the decision will be made by a two-thirds vote.
- f. The matter should be heard with a quorum of APMEN Advisory Board Participants present.

The APMEN Advisory Board will hand down the decision to the Joint-Secretariat, which is tasked with communicating the results to those concerned individuals and all Network Participants as deemed appropriate.

3. The aim is to attain resolution of the issue within 2 weeks of notification to the Advisory Board.
4. APMEN undertakes to maintain confidentiality as far as is possible. Only the relevant parties will be involved in the dispute resolution process. An APMEN Participant that has a dispute will be encouraged to observe confidentiality also, as this is likely to achieve the fairest result for all concerned
5. If a dispute or concern is about the Joint-Secretariat, the APMEN participants, individually or as a group, may approach members of the Board directly if they see fit. The Chair of the Advisory Board shall hold discussions with the Secretariat to identify any issues behind the concerns. The Chair shall develop for the Board a recommended plan of action and timeframe in consultation with the Secretariat and shall oversee, or delegate another Advisory Board member to oversee the implementation of the plan of action. This person shall report back to the Advisory Board within the specified timeframe. If the issues are irreconcilable, then the Advisory Board may communicate with the Network its recommendation to implement some interim arrangements until a full time solution can be developed.
6. Resolution of the matter shall be communicated to APMEN participants.

[Related Documents](#)

Conflict of Interest Protocol
Privacy and Confidentiality Protocol
Equity and Diversity Policy
Code of Conduct
Intellectual Property Policy
Fraud and Corruption Policy

Annex 2

APMEN

EQUITY AND DIVERSITY POLICY



Date created: April 2010

Date of review:

1. Introduction

APMEN is committed to being fair, equitable and sensitive to the diverse needs of its members in all its policies and practices and to supporting access by disadvantaged groups with due regard and respect for the sensitivities of all APMEN stakeholders

The APMEN is committed to providing equal opportunity of access, participation and advancement in employment/involvement and APMEN program delivery and developing an environment that is free of discrimination and harassment.

In providing equal opportunity, the APMEN recognises that specific measures such as programs, resources and accommodations may be provided to particular groups to enable them to participate on an equitable basis with others. This policy notes that APMEN is committed to equal representation of women in leadership and membership of decision-making bodies within APMEN.

2. Purpose

This policy is designed to set out the standards of operating for equity and diversity for the APMEN.

3. Guiding Principles

The principles which have been taken into account in the formation of this Equity and Diversity Policy are:

- Responsiveness and sensitivity to the needs of individuals from diverse backgrounds
- Accountability for implementing equity and diversity objectives for its members.
- Access for individuals free from any form of discrimination on the grounds of: Race, colour, national or ethnic origin, nationality; Sex or gender, lawful sexual activity, marital status, pregnancy or potential pregnancy, breastfeeding, status as a parent or carer; Religious or political belief or activity, industrial activity; Age, physical features, disability (past, present or imputed), medical record.

4. Policy

APMEN will ensure that it creates an environment where members are able to work and communicate effectively, without fear of discrimination or harassment.

APMEN in its role as a Network will ensure all committees, working groups and positions within APMEN will have adequate male and female participation.

APMEN shall institute a complaints mechanism that enables individuals to address issues and raise concerns about its performance.

That the Countries hosting the Secretariat will during recruitment and selection and employment conform to the provisions of their relevant country legislative framework.

APMEN will encourage and facilitate equal access of women and men to all training, APMEN Fellowships and other professional development opportunities supported through the Network.

APMEN will encourage and facilitate equal access of women and men to Research Grants especially younger team members of the scientific /public health community.

APMEN will use non-discriminatory, inclusive language and practices. Inclusiveness ensures diversity of cultures, genders, perspectives and experiences are represented and an absence of stereotypes, discrimination or harassment.

APMEN will ensure that all APMEN participants have access to information, benefits and programs in an equitable manner.

APMEN shall where feasible provide information in languages other than English, and through print, electronic media, and disability-appropriate methods of communication.

APMEN shall promote diversity in the membership of its Advisory Board and working groups.

APMEN shall, where appropriate, keep records on the proportional take-up rates of APMEN Fellowships and APMEN Research Grant recipients categorised by their gender and country of birth or their cultural or linguistic background.

All complaints will be forwarded to the APMEN Advisory Board via the Secretariat to resolve any equal opportunity-related complaints.

5. Responsibility

It shall be the responsibility of the APMEN Advisory Board via the Secretariat to ensure that this policy is complied with. This policy shall be reviewed annually by the APMEN Advisory Board to ensure that it continues to comply with the AusAID contract and any relevant legislation.

Related Documents

Dispute Resolution Protocol

Conflict of Interest Protocol

Privacy and Confidentiality Policy

Code of Conduct

Annex 3



APMEN

FRAUD AND CORRUPTION MANAGEMENT POLICY

Date created: April 2010

Date of review:

1. Introduction

APMEN recognises that fraud and corruption management is an integral part of good governance and management practice. APMEN has a zero-tolerance stance on fraud and corruption and is committed to maintaining an organisational culture which will ensure that effective prevention of fraud and corruption is an integral part of all APMEN activities.

Corruption is defined as behaviour that may involve fraud, theft, misuse of position or authority or other acts that are unacceptable to an organisation and which may cause loss to the organisation, its clients or the general community. It may also include such elements as breaches of trust and confidentiality.

Fraud is a deliberate, intentional and premeditated dishonest act or omission acted out for the purpose of deceiving to gain advantage from a position of trust or authority. It includes acts such as theft, making false statements or representations, evasion, manipulation of information, criminal deception and abuse of property or time.

Maladministration is defined as an administrative action that is unlawful, arbitrary, unjust, oppressive, and improperly discriminatory or taken for an improper purpose and which substantially and adversely affects someone's interests.

Official Misconduct is the performance of a dishonest (not impartial) act, breach of trust or misuse of information or material acquired.

2. Purpose

This fraud and corruption management policy is designed to:

- Ensure that all participants are aware of their responsibilities for identifying exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activity and/or detecting such fraudulent activity when it occurs
- Provide guidance to APMEN participants as to action which should be taken where they suspect any fraudulent activity
- Provide a clear statement to APMEN participants forbidding any illegal activity, including fraud for the benefit of any individual/organisation
- Provide assurance that any and all suspected fraudulent activity will be fully investigated

3. Guiding Principles

APMEN staff and its participants are committed to the following **key principles** in its effort to prevent, detect and remediate fraud and corruption:

- Demonstrating Integrity and professionalism
- Accountability
- Conduct that is honest fair and equitable
- Protection of APMEN assets, interests and reputation
- Safeguarding the reputation of all personnel and collaborators
- Ethical behaviour
- Natural Justice

4. Responsibility for Fraud and Corruption Management Procedure

The APMEN Advisory Board via the Secretariat is responsible for the implementation of this policy through an appropriate fraud and corruption management framework and an effective internal control structure.

The APMEN Secretariat will be committed to the pro-active prevention of corrupt and fraudulent conduct in a systematic way to enhance the operation and reputation of APMEN. The Secretariat is responsible for referring to or notifying relevant external agencies of fraudulent and corrupt behaviour, as required by law.

The Advisory Board and Secretariat will ensure that they:

- display an appropriate attitude towards compliance with laws, rules and regulations;
- are aware of indicators/symptoms of fraudulent and corrupt conduct, and other wrongful acts and respond appropriately to such indicators; and
- establish and maintain good internal controls that provide for the security and accountability of APMEN resources and prevent/reduce the opportunity for inappropriate behaviour.

All APMEN participants have a responsibility to report corrupt and fraudulent activity. Any APMEN participant who suspects such activity should immediately notify the APMEN Secretariat. In situations where the Secretariat is suspected of involvement in corrupt and fraudulent activity, the matter should be notified to the Advisory Board.

5. Framework for Fraud and Corruption Management

The following outlines the key components of the framework which will inform fraud and corruption management:

- Annual re-assessment of the risks of fraud and corruption will be undertaken by the APMEN Secretariat and forwarded to the Advisory Board.
- The APMEN Secretariat is responsible for the establishment of a cost-effective internal control structure for APMEN. Financial, administrative, information systems and project /academic internal controls will be undertaken by the Secretariat.
- All APMEN participants are to report verbally or in writing to the Secretariat any suspected or actual fraud and corruption using the relevant form. The Secretariat will investigate and prepare information for the APMEN Advisory Board.
- The APMEN Advisory Board chair will decide whether to convene a special session or communicate the details to the APMEN Advisory Board for the next scheduled meeting.
- A formal record of all reports made and how they were addressed is to be forwarded to the APMEN Advisory Board annually.
- All public interest disclosures made by APMEN participants will be APMEN provided protection for individuals making a disclosure and natural justice for those who are the subject of disclosures.

- The APMEN will provide resources, where necessary for the conduct of investigations of various types. All complaints of suspected fraudulent behaviour will be investigated whilst also providing for the protection of those individuals making the complaint and natural justice to those individuals being the subject of any such complaint.
- Code of Conduct: Any fraud or corrupt activities by any APMEN participants shall constitute grounds for removal from the APMEN Network. All APMEN participants shall comply with the policy and conduct themselves with the highest standards of honesty, fairness and propriety enhancing public confidence in the integrity of APMEN.
- Public Awareness: The APMEN will communicate to its stakeholders and funding agencies that it operates under the guise of a Code of Conduct, policies and procedures and quality assurance mechanisms.

Related Documents

Dispute Resolution Protocol

Conflict of Interest Protocol

Privacy and Confidentiality Policy

Equity and Diversity Policy

Code of Conduct

Annex 4

APMEN

Intellectual Property Policy



Date created: April 2010

Date of review:

1. Introduction

APMEN is responsible for managing its assets, including its intellectual assets, in such a way as to maximise their contribution to the goals of the Network. Subject to these responsibilities, APMEN is committed to the widest possible dissemination of its ideas and findings where these may assist others.

Intellectual Property is a category of property rights recognised under the laws of Australia and can be defined as those rights arising from the output of the human intellect. Intellectual Property rights arise in relation to certain types of subject matter and those rights can be sold, purchased and licensed.

Types of Intellectual Property include, but are not limited to:

- Patents
- Copyright
- Trademarks.
- Design Rights
- Circuit Layout Rights
- Plant Breeder's Rights
- Confidential Information (consisting of trade secrets, know-how or other proprietary information and background knowledge that attracts an obligation of confidentiality) – protected by the Common Law.

APMEN will comply with the Australian [National Principles of Intellectual Property Management for Publicly Funded Research](#) as an Australian government funded program but is cognisant that IP is primarily rooted in domestic law, but is increasingly driven by international treaties that seek to harmonise IP registration, rights and enforcement as economies integrate. Two key agreements that APMEN acknowledges are The Agreement on the Trade-Related Aspects of Intellectual Property Rights TRIPS Agreement and the 1996 The WIPO Copyright Treaty.

2. Purpose

The purpose of this Intellectual Property (IP) Policy is to provide consistent and sustainable guidelines for the protection and management of APMEN IP and provide specific guidance to APMEN participants on IP-related matters.

APMEN recognises the need for the underlying interests of its participants and the wider community to be taken into account when dealing with its intellectual property.

In the context of APMEN-supported research IP of most relevance would generally relate to copyright and confidential information (through the exchange of valuable information and material).

3. Guiding Principles

The principles guiding the Intellectual Property policy are as follows:

- Promotion of innovation
- Promotion of technology diffusion
- Encouragement of the transfer of knowledge and technology
- Consistency
- Secure environment for investment in innovation
- Effective and timely protection of APMEN material
- Acknowledgement of Moral Rights
(Moral rights protect the right of a creator of original copyright works to be recognised as the creator of those works (Right of Attribution) and the right to object to the derogatory treatment of those works (Right of Integrity). These rights are personal rather than proprietary in nature and as such cannot be sold, licensed or assigned. Moral rights vest in the creator irrespective of his/her employment status and the ownership of the copyright in the work)

4. Procedures

This policy refers to IP and relates to all APMEN Participants, Secretariat, Working Groups, Fellows and Research Grantees and the Advisory Board.

Any dispute between APMEN participants on issues of intellectual property shall be determined by the APMEN's dispute resolution procedures in light of the AusAID contract.

Production of copyright material

Contracts made by APMEN with third parties shall specify in writing the copyright status of any material produced under that agreement.

Ownership of Intellectual Property

APMEN participants, Fellows and research grant awardees in the course of their APMEN related involvement and activities grants to AusAID a permanent, irrevocable, royalty-free worldwide, non-exclusive licence to:

- (a) use;
- (b) reproduce; and
- (c) with the prior written consent of the Organisation, adapt:

the Contract Material including any Prior Material in conjunction with Contract Material for non-commercial purposes. APMEN does not seek to claim ownership over any IP created by APMEN participants, Fellows and research grant awardees outside the course of their involvement in APMEN related projects and funded activities.

Collaborators are required to disclose any IP with commercial potential that they create while at APMEN.

Identifying Intellectual Property

The protection, management and commercial exploitation of APMEN IP depends on its early identification and protection. It is essential that research projects/fellowships and other APMEN activities are carefully monitored and their outcomes reviewed by the APMEN Advisory Board.

Protecting Intellectual Property

APMEN Fellowship/research grant awardees and participants have a continuing obligation to report the creation of IP to APMEN. This disclosure must include all particulars, data, results, findings and commercial interactions associated with the IP to enable fully-informed decision making by APMEN.

After a disclosure has been made, APMEN will determine whether it wishes to protect and/or commercially exploit the IP. While this takes place, those concerned who have contributed to the creation of the IP must take all reasonable steps to protect that IP by avoiding public disclosure, for example through publication or academic conferences.

Where the decision is made not to proceed with the protection or commercialisation of IP, or if a decision is made to cease commercialising at a later stage, APMEN may permit inventors themselves the opportunity to seek funding and commercial partners. This will not, however, affect APMEN's right to seek a share of commercial revenue from any such commercialisation by the contributor.

Related Documents

Dispute resolution Protocol
Conflict of Interest Protocol
Privacy and Confidentiality Policy
Code of Conduct
Fraud and Corruption Policy

Annex 5

APMEN

CONFLICT OF INTEREST PROTOCOL



Date Created: April 2010

Date of Review:

1. Introduction

APMEN is committed to ensuring that its participants are acutely aware and sensitive to potential, actual or perceived conflicts of interest in all APMEN activities, decisions and research and effective in managing these situations. APMEN also acknowledges that conflicts of interest arise naturally and the existence of a conflict of interest does not necessarily imply wrong doing on anyone's part. Awareness and sensitivity to conflicts of interest is essential to maintain the trust and confidence in the Network by all of its participants and the wider community. APMEN will ensure that it's organisational and research decisions are made in an impartial way based on a reasonable judgement of what is best for the Network and wider community. In the context of a Network and research/fellowship environment that all phases in APMEN activities (i.e. research, implementation and evaluation stages) are carried out in an impartial and independent manner and are not compromised.

2. Purpose

This Conflict of interest policy is designed to:

- ensure that all parties are aware of their responsibilities for identifying conflict of interest
- provide guidance to APMEN participants as to action and procedures which should be taken where they may be in a conflict of interest situation

3. Guiding principles

Conflicts of interest include any circumstances where an individual APMEN participant (or group) has a real, perceived or potential opportunity to prefer their own interests, or those of any other person or organisation, to the interests of the APMEN.

The conflict may compromise, or have the appearance of compromising, a participant's professional judgment in decision making and conducting, evaluating, or reporting on research.

APMEN participants, including staff, are committed to the following principles:

- conduct that is honest, fair and equitable
- demonstrating integrity and professionalism
- demonstrating intellectual honesty;
- effectively and transparently manage conflicts of interest or potential conflicts of interest
- research methods and results that are open to scrutiny and debate

4. Responsibility for Managing Conflict of Interest

To ensure Conflicts of Interest are managed, APMEN recognises that specific measures need to be in place.

The responsibility for identifying, understanding and managing a conflict of interest rests, in the first instance, with the individual. Full disclosure must be made by individuals to the respective

Chairs of any APMEN Working Group or committees. The Chairs must call for any conflicts of interest when issues are being discussed and when decision are being made, and record these in the minutes of the meeting. Any conflicts of interest need to be forwarded to the Secretariat who will then notify the APMEN Advisory Board and keep the conflict register.

APMEN requires that strategies for addressing perceived or actual conflicts of interest be discussed, agreed, documented and monitored for all APMEN funded research and fellowships.

A failure to disclose conflicts of interest, or cases where a conflict of interest might reasonably be perceived to exist, shall constitute grounds for removal from the APMEN Network.

APMEN Secretariat has developed a form to facilitate the identification and evaluation of potential conflicts of interest. APMEN mandates the use of this as written documentation of disclosure and the agreed management process is compulsory under the Code of Conduct.

[Related Documents](#)

Conflict of Interest Notification Form

Dispute Resolution Protocol

Privacy and Confidentiality Policy

Equity and Diversity Policy

Code of Conduct

Annex 6



APMEN ENVIRONMENTAL MANAGEMENT PROTOCOL

Date created: April 2010

Date of review:

1. Introduction

APMEN aspires to minimise its impact on the environment through utilising the most effective and efficient use of resources. APMEN strives to achieve this by increasing communication and awareness of its efforts in accordance with this policy and fostering responsible environmental behaviour relating to APMEN activities.

2. Purpose

This Environmental Policy is intended to provide a framework to ensure all actual or potential environmental impacts relating to APMEN activities whether direct or indirect, are assessed and managed to avoid or mitigate negative impacts and promote positive effects.

It aims to integrate a philosophy of sustainable development into all the APMEN's activities and to establish and promote sound environmental practice in its operations.

3. Guiding Principles

The following principles inform this policy:

- Conserving natural resources
- Waste minimisation
- Encouraging and engaging all APMEN participants in environmental sustainability practices

4. Policy

APMEN believes in the responsible integration of environmental and economic considerations in all decisions effecting its operations. APMEN commits itself to minimising its impact on our environment through:

- Creating an environmentally aware culture where responsibility is assigned and understood
- To minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where feasible
- Participating in efforts to improve environmental protection and understanding and actively seeking ways to reduce its impact on the environment
- Promote and encourage environmental awareness and responsibility among all members of APMEN
- Strive for continuous improvement of environmental performance by identifying and addressing environmental risk in all activities
- Decision making processes to effectively integrate both long-term and short-term environmental, considerations

5. Procedures

The following outlines the procedures to be followed by APMEN participants to implement the Environmental Management policy:

1. APMEN will, where cost effective, give preference to recycled products (or those with recycled packaging) over non-recycled items
2. APMEN will encourage the practice of recycling or re-using items where possible, in waste disposal
3. APMEN will in its operations conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
4. APMEN will, where appropriate, utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.
5. APMEN will maintain an open and honest dialogue with its participants and the public about the environmental, health and safety performance of our project related activities and operations.

6. Responsibilities

It shall be the responsibility of the APMEN Advisory Board via the APMEN Secretariat to establish and maintain policies and procedures to bring these procedures into effect.

Related Documents

Code of Conduct

Annex 7

APMEN NEW PARTICIPANT PROTOCOL



Date created: April 2010

Date of review:

1. Introduction

APMEN wishes to maintain a focused and efficient Network amongst Country Partners and Partner Institutions whose national or organisational policy is aimed at elimination of malaria. As other malarious countries in the Asia Pacific region formally endorse progressively moving towards national or sub-national elimination as part of their national malaria programs, they may apply to become an APMEN Country Partner. Likewise, if eligible institutions wish to become an active participant in APMEN, they too may also apply (or be recommended) to join the Network.

2. Purpose

The nomination and selection of new Country Partners and Partner Institutions is the prerogative of the APMEN through the selection process. Policies and procedures must facilitate the selection of those countries and Partner Institutions that meet the criteria of the Network. This policy is designed to set out the process for accepting new Country Partners and Partner Institutions into the APMEN.

3. Criteria

Below outlines the criteria for APMEN Country Partners and Partner Institutions*:

Country Partners are countries in the Asia Pacific Region, (countries defined within the World Health Organization's South-East Asia and Western Pacific Regions), which have declared (within their national malaria plans or similar national plan document) a goal of embarking on malaria elimination at the national or sub-national level; and in whose national jurisdiction APMEN participants may propose both research and elimination activities.

New Country Partners should have already achieved significant progress toward elimination within their country's borders and should be able to show careful consideration of elimination feasibility. They must also be able to demonstrate significant political commitment to the goal of national elimination.

Partner Institutions are from public health, academic, and private sector institutions in the Asia Pacific region that have a strong focus on malaria and malaria elimination. They have indicated their willingness to participate in, fund, support (e.g. through technical assistance, harmonisation of their activities), and/or undertake joint or complementary research and elimination activities. These Partner Institutions are expected to provide input and feedback to Network work plans and activities at and in between meetings. Representatives are selected for their individual contributions to the Network.

*To maintain the focused nature of APMEN, APMEN reserves the right to refuse or postpone an application by a country or institution for participation.

4. Participant Responsibilities

The role and responsibilities of APMEN Participants is described below:

- Represent their Country Program or institution
- Support development and approval of the APMEN Annual Work Plan; including providing input on prioritization of Work Plan activities
- Provide input, and endorse or object to governance structure issues
- Engage in and support or manage implementation of the APMEN Work Plan, including activities in APMEN countries
- Attend and participate in annual Network meetings (substitutes are heavily discouraged)
- Review progress reports and performance reports of the Network;
- Communicate and advocate for the Network;
- Share information and communicate progress and lessons learned within own country or institution

5. Guiding Principles

In the interest of maintaining harmonious relationships, the APMEN Network agrees to be guided by the following principles in approaching new participants to the APMEN:

- Collaboration
- Inclusiveness
- Information Sharing
- Transparency
- Representation
- Equity and Access

6. New Country Partner Approval Process

- Prospective countries in the Asia Pacific region will write to the Chair of the APMEN Advisory Board care of the APMEN Program Manager with an expression of interest in joining APMEN
- The Chair of the Advisory Board will work with the Secretariat to provide further details of the process to the country requesting participant status
- An analysis of the implications for APMEN for work plan, budget and other resources will be developed by the Secretariat
- The applicant will be invited to attend the next Network Business and Technical meeting as an Observer, and be presented to the Country Partners as a future participant at that APMEN Network Meeting
- The analysis of the implications for the APMEN work plan, budget and other resources will be presented to the Country Partners at the time of submission of recommendation regarding the new country's application
- Nominated countries will be invited to become full participants upon approval by the Country Partners by the Annual Business meeting (through Country Partner vote). The process for joining APMEN for prospective Country Partners may also be undertaken via an out of session vote by the relevant APMEN participants, if required.

- It shall be the responsibility of the Secretariat to ensure that any nominees, candidates, or new participants are acquainted with the organisation’s purposes, policies, and procedures

7. New Partner Institution Approval Process

- Prospective Partner Institutions can write to the Chair of the APMEN Advisory Board care of the APMEN Program Manager with an expression of interest in joining APMEN. Potential Partner Institutions can also be recommended for inclusion in APMEN by the Network co chairs, Country Partners and existing Partner Institutions
- The Chair of the Advisory Board will work with the Secretariat to provide further details of the process to the institution requesting participant status
- An analysis of the implications for APMEN for work plan, budget and other resources will be developed by the Secretariat
- The applicant will be invited to attend the next Network Business and Technical meeting as an Observer, and be presented to the Network as a future participant at that APMEN Network Meeting
- The analysis of the implications for the APMEN work plan, budget and other resources will be presented to Country Partners and Partner Institutions at the time of submission of recommendation regarding the new Partner Institution’s application
- Nominated Partner Institutions will be invited to become full participants upon approval by the Network in the Annual Business meeting (through Country Partner and Partner Institution vote). The process for joining APMEN for prospective Partner Institutions may also be undertaken via an out of session vote by the relevant APMEN participants, if required.
- It shall be the responsibility of the Secretariat to ensure that any nominees, candidates, or new participants are acquainted with the organisation’s purposes, policies, and procedures

Related Documents

Conflict of Interest Protocol
 Privacy and Confidentiality Policy
 Equity and Diversity Policy
 Code of Conduct

Annex 8

APMEN

Privacy and Confidentiality Policy



Date created: April 2010

Date of review:

1. Introduction

APMEN recognises the need to responsibly manage the information provided to APMEN by individuals and organisations.

APMEN collects and administers a range of personal information for the purposes of APMEN related activities. APMEN is committed to protecting the privacy of personal information it collects, holds and administers.

Personal Information is defined as “information about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion” which is maintained electronically, on video or in written/printed form; and/or verbal information given about an individual.

APMEN will apply the same principles to the collection of information about organisations.

APMEN representing many nations has adopted the respective Privacy Principles contained in Australian legislation as minimum standards in relation to handling personal information.

In broad terms this means that we:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person’s consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

2. Purpose

The purpose of this document is to provide a framework for APMEN in dealing with privacy considerations.

3. Guiding Principles

The following principles guide the Privacy and Confidentiality policy:

- Respect for the privacy of individuals and organisations
- APMEN regards having the confidence of individuals/organisations as a privilege
- Acknowledge the right to be informed of who has access to information
- Acknowledge the right of individuals and organisation to challenge the accuracy of personal information recorded about them

4. [Procedures](#)

APMEN will adhere to the Procedures outlined below:

- Only collect information that is necessary for the performance and primary function of APMEN
- Notify stakeholders about why information is collected and how it is administered
- Notify stakeholders that this information is accessible to them
- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose
- For other uses APMEN will obtain consent from the affected person.
- Take reasonable steps to ensure the information collected is accurate, complete, up-to-date, and relevant to the functions APMEN perform.
- Safeguard the information collected and store against misuse, loss, unauthorised access and modification
- Destroy records in a safe manner
- Ensure stakeholders are aware of APMEN's Privacy and Confidentiality policy and its purposes
- Make this information freely available in relevant publications and on the APMEN's website
- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date
- Give stakeholders the option of not identifying themselves when completing evaluation forms or opinion surveys
- Only release personal information about a person with that person's expressed permission.
- Can release information to third parties where it is requested by the person concerned

5. [Responsibility](#)

The APMEN is responsible for adopting this policy.

The APMEN participants and its Advisory Board are responsible for the implementation of this policy.

[Related Documents](#)

Code of conduct

Annex 9

APMEN

Communications Framework and Plan



Date created: April 2010

Date of review:

1. APMEN Communications Principles and Objectives

The **guiding principles** listed below were drawn from the Governance discussion at the 2010 APMEN II technical and business meeting in Kandy, Sri Lanka. These accepted principles provide a set of standards which underlies all external and internal communications:

- Decision making processes that reflect: country ownership, transparency, accountability, order, and are not too onerous
- APMEN decisions and findings must be effectively communicated to the Network to ensure open and appropriate processes, buy-in and support, including timely and complete sharing of research and technical findings amongst all stakeholders
- Knowledge and ideas should be made widely available for public benefit
- Adherence to the highest standards of ethical behavior
- Avoidance of any conflict of interest
- Use of APMEN Country Partners, Partner Institutions and human resources to the maximum extent feasible
- Demonstrate how to maintain constructive relationships with donors and the public, based on mutual respect, candour and confidentiality

The APMEN Communications Framework and Plan has also been developed to meet the fourth overall objective of APMEN, which is to “provide leadership and advocacy for malaria elimination in the region by expanding international and domestic awareness, funding, and support.”

From these principles, the following **objectives** of both internal and external communications have been established:

- facilitate information sharing and encourage dialogue
- distribute Network news and activities
- promote increased awareness of APMEN
- connect participants
- strengthen collaborative partnerships between Country Partners, Partner Institutions and others within the Network
- gain support and involvement for the Network both internally and externally
- facilitate a feedback process
- utilizing cost-effective communication methods
- sustaining and increasing financial support

The UQ and GHG APMEN Secretariats will lead and manage different objectives as indicated in this document.

2. Organisational Branding (Lead: UQ)

The aim of a style guide is to promote uniformity and consistency in the format and design across all documents etc that APMEN produces. APMEN has adopted a simple style guide which is to be followed for all internal and external communication documents which the Network produces.

Standard font used in APMEN internal and external documents is Calibri.

APMEN documents incorporate three key colours:

Blue: for web: #74ACC3, for print: C=55 M=19 Y=16 K=0

Orange: for web: #F26522, for print: C=0 M=75 M=99 K=0

Black.

Orange is used for primary/beginning of document headings and titles where the blue is used for sub-headings within documents as well as the outline for any tables used.

On all APMEN produced documents, the APMEN logo is to be featured on the top right hand corner of the front page.

If a document is larger than one page, page numbers must be inserted in the bottom left hand of the footer of each page (using Accent Bar 4).

To ensure maximum accessibility to documents all outgoing Microsoft Office documents (i.e. Word and Excel) are to be 2003 version compatible.

3. Internal Communications

Internal communication refers to communications via the list of modes outlined below in this section, which occurs between APMEN participants (Country Partners, Partner Institutions, Secretariat, Observers, Working Groups and Donors). It refers to an interchange of communication which can occur between any combination of Participating groups or individuals and in any direction.

Internal communication can occur through a variety of modes. These currently include, but are not limited to:

- Email
- Telephone
- Face to face
- APMEN website
- Annual technical and business meeting
- Working group meetings
- Web forum
- Skype
- Teleconference
- Annual Report

Future channels of communication may include:

- Twitter
- Huddle
- Doodle
- Periodic online and print newsletter

- Surveys

Communication within a given Working Group and the Advisory Board is to be typically initiated by the Chair of the respective Group/Board or the Secretariat representative. Additional communication strategies and objectives within APMEN's Working Groups are further outlined in their respective Guidelines and Terms of Reference.

Communication that involves the entire Network or multiple groups of Participants must be sent via the Secretariat for review and distribution. The Secretariat (UQ) is responsible for maintaining an updated list of contact details of APMEN participants.

4. Press coverage (Lead: GHG)

Purpose of acquiring media coverage is to gain exposure and increase awareness of APMEN activities and achievements. Planning and implementation for timely press coverage is important to ensure media coverage of APMEN meetings, publications or other relevant research at national and international levels. It is the APMEN Secretariat's responsibility to proactively seek media coverage for such events and to produce media releases for circulation to relevant news agencies, related industry/research bodies and APMEN Participants. Country Partners and Partner Institutions will also be involved in local circulation of such releases.

Information about the Network as grant recipients, or sub-recipients should be made public. Major donors must be recognized and informed about APMEN media coverage.

A database of media organizations and contacts and website administrators will be established and managed by Secretariat (GHG). It is also the responsibility of the APMEN Secretariat to maintain an awareness of media activities and other related events occurring in which APMEN can contribute or respond to.

5. Advocacy and Liaising (Lead: GHG)

Advocacy and liaising for the Network will engage the global and national-level health communities, including potential donors, and is aimed at increasing exposure of APMEN and its objectives. An Advocacy Plan is being developed for the APMEN and will outline the key objectives, activities, and messages. Examples of activities included in the plan are: representation at relevant global or regional meetings and conferences, garnering of international and local political and financial support for APMEN and its objectives through meetings and media.

Advocacy tools which will be available for the Network include (but not limited to) materials such as one-pagers, general talking points, and a generic APMEN slide deck to facilitate presentations about APMEN and broadly about malaria elimination efforts in the Asia Pacific.

6. Representing APMEN

APMEN will encourage a representative of the Network to be present at relevant conferences and meetings. While it would be ideal for APMEN to be represented by a Country Partner or Partner Institutions or the Secretariat may also represent the Network. Ideally, attendance at these meetings will be "opportunistic" in that the representative is already funded by other organizations represented by this person. However, there may be other APMEN Secretariat funds available for these events. Feedback from any events attended by an APMEN representative will be conveyed to the Advisory Board and in updates to the Network through emails and at the annual meeting. If a representative from APMEN is unable to attend a meeting, materials can be

sent to be made available. A regularly updated list of relevant meetings and events will be maintained by the Secretariat (GHG).

7. Web development (Lead: UQ)

The primary functions of the APMEN website (www.apmen.org) is to:

- Disseminate APMEN news to participants and the general public
- (*Proposed function*) Provide a space in a secured section where APMEN members only can access more sensitive APMEN documents such as agendas, draft documents etc
- Promote APMEN activities and work to APMEN participants and the general public
- Acknowledge news and media coverage of APMEN activities and work
- Site where documents and information relating to the APMEN Fellowship Program and APMEN research grants can be accessed and downloaded by interested and potential candidates
- Provide links to other relevant websites?

Related Documents

Privacy and Confidentiality

Equity and Diversity

Dispute Resolution

Annex 10

APMEN

Vivax Working Group

Terms of Reference



Governing Body

Asia Pacific Malaria Elimination Network

Purpose

The APMEN Vivax Working Group (VxWG) has been established to develop and coordinate operational research that will provide the evidence base for the successful control and ultimate elimination of *P. vivax* in APMEN countries and the greater Asia-Pacific.

Functions

The functions of the APMEN Vivax Working Group in accordance with AusAID APMEN Contract Schedule and the APMEN agreed annual work plan, include:

- **Assist in pre proposal advise and feedback to RG applicants**
- **Maintain** an ongoing list via the APMEN Secretariat of Research Grant topics for applicants to consider in their proposals
- **Evaluate the research grants applications** and assess the quality of research grants applications and provide feedback to unsuccessful applicants
- **Make recommendations** to the APMEN Advisory Board of the nominated research grant awardees
- **Receive and accept** the Research Grant final reports
- **Assess the Vivax RG processes and report** with any recommendations to the APMEN Advisory Board and APMEN Network

Membership

VxWG will be coordinated through the Menzies School of Health Research (MSHR) in Darwin .The working group consist of representatives from each of the 10 founding APMEN country partners national malaria control programmes, research institutions, WHO and the APMEN secretariat. Members participate as volunteers. The following positions form the APMEN Vivax Working Group:

Country Program members x 10
Coordinating team members X3 (one of whom is the Chair)
Secretariat X1 (UQ representative)
Partner Institutions x7

The APMEN Vivax Working Group will call upon external reviewers for grants over 50,000 with expertise in a given field of an applicant's proposed study. These experts will be identified by the APMEN Vivax Working Group and will ideally be located in an APMEN Partner Institution. These experts will be made aware of their responsibilities and obligations in respect to APMEN's Privacy and Confidentiality policy.

All members of APMEN are invited to join the working group. Members will be appointed through an annual call to membership at the annual APMEN meeting.

Quorum

A quorum comprises 75% of appointed members.

Frequency

The APMEN Vivax Working Group will meet in person prior to the annual APMEN meeting. In 2010 the inaugural Fellowship year the APMEN Vivax Working Group will meet virtually, or at an opportunistic meeting.

Reporting Structure and Process

The APMEN Vivax Working Group will provide an annual report to the Advisory Board regarding activities or at such earlier time as so directed by the Advisory Board.

The APMEN Vivax Working Group will make available a report to the APMEN Network at the annual meeting or at least once in each period of 12 months.

The APMEN Vivax Working Group will via the UQ Secretariat personally inform all successful and unsuccessful applicants of APMEN Research Grants. Notification will also occur to the Network via email, web postings and to the APMEN Network members at the annual APMEN meeting.

Recording of Proceedings

Where practical, the agenda together with reports and documents that relate to the Vivax Working Group will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate Minutes will be kept of each meeting of the APMEN Vivax Working Group by the coordinating team member (Menzi's Project Officer) representative. The Minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee. When confirmed, the Minutes shall be signed by the Chairperson and forwarded to the UQ secretariat who will then forward to the APMEN Advisory Board.

Obligations of Committee Members and Persons Assisting the Committee

All members of the APMEN Vivax Working Group will:

- comply with the Committee's terms of reference
- declare conflicts of interest at the commencement of each meeting and abstain from decision making on candidates where conflict exists
- abide by the equity and diversity Policy ratified at APMEN II
- comply with APMEN's *Privacy and Confidentiality policy*
- Identify successful applications by majority vote
- Ensure appropriate and balanced regional representation of Fellows within APMEN Network

Annex 11

APMEN

Vector Control Working Group

Terms of Reference



Governing Body

Asia Pacific Malaria Elimination Network

Purpose

The APMEN Vector Control Working Group (VcWG) has been established to:

- Advocate for the level of vector control capacity at regional and country level required to attain and maintain malaria elimination
- Stimulate and where possible coordinate operational research on questions directly related to intensified malaria control and elimination

Functions

The functions of the APMEN Vector Control Working Group in accordance with AusAID APMEN Contract Schedule and the APMEN agreed annual work plan, include:

- **Maintain** an up to date list via the APMEN Secretariat of entomologists and organisations for use by the APMEN
- **Report on progress from the APMEN Vector Control Working Group** with any recommendations to the APMEN Advisory Board and APMEN Network
- **Develop, contribute to and maintain** database of existing research and information on Vector Control methods in the region

Membership

All members of APMEN are invited to join the working group. Members will be appointed through an annual call to membership at the annual APMEN Network Meeting. The chair will be elected from the group members.

Chair

Secretariat member

Quorum

A quorum comprises 75% of members.

Frequency

The APMEN Vector Control Working Group will meet in person prior to the annual APMEN meeting. In 2010 the APMEN Vector Control Working Group will meet face to face, or at an opportunistic meeting to confer regarding the planning for 2011 research priorities. Other meetings will be virtual and on a quarterly basis unless more frequent meetings are required.

Reporting Structure and Process

The APMEN Vector Control Working Group will provide an annual report to the Advisory Board regarding activities or at such earlier time as so directed by the Advisory Board.

The APMEN Vector Control Working Group will make available a report to the APMEN Network at the annual meeting or at least once in each period of 12 months.

Recording of Proceedings

Where practical, the agenda together with reports and documents that relate to the APMEN Vector Control Working Group will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate minutes will be kept of each meeting of the APMEN Vector Control Working Group by the APMEN Secretariat representative. The Minutes of the meeting shall be submitted to APMEN Vector Control Working Group members for ratification at the next subsequent meeting of the VCWG. When confirmed, the Minutes shall be signed by the Chairperson and forwarded to the APMEN Secretariat who will then forward to the APMEN Advisory Board.

Obligations of Committee Members and Persons Assisting the Committee

All members of the APMEN Vector Working Group will:

- Comply with the Committee's Terms of Reference
- Declare conflicts of interest at the commencement of each meeting and abide by APMEN's *Equity and Diversity policy*
- Comply with APMEN's *Privacy and confidentiality Policy*

Annex 12

APMEN **Vector Working Group (VcWG)**



Background

Malaria transmission rates and risks can be greatly reduced by vector control, mitigating high malaria incidence and prevalence rates. However despite national and global efforts to control malaria, the disease burden remains high. Vector control remains the most generally effective measure to prevent malaria transmission. The principal objective of vector control is the reduction of malaria morbidity and mortality by reducing the levels of transmission. Vector control methods vary considerably in their applicability, cost and sustainability of their results.

The need to review the current vector control strategies, interventions and their effectiveness in various operational and eco-epidemiological settings is a key focus for the Asia Pacific Malaria Elimination Network (APMEN). This also includes identifying the challenges for implementation in the different country programs

In order to make recommendations compatible with best practice and the latest research findings, the APMEN Vector Control Working group (VcWG) requires a detailed understanding of what the Country Partners are currently doing. VcWG aims to be able to design indicators for data collection and provide support for operational research that will focus on epidemiological situations where the present interventions are not being effective.

Another aspect that the VcWG deems important is that despite the fact that vector control such as, long lasting insecticidal nets (LLIN) and Indoor Residual Spraying (IRS) constitute major components of elimination strategies many malaria programs lack qualified entomologists and or vector control specialists.

The Aim of the Vector Working Group Working Group (VcWG)

Objectives:

- To advocate for the level of vector control capacity at regional and country level required to attain and maintain malaria elimination.
- To stimulate and where possible coordinate operational research on questions directly related to intensified malaria control and elimination.

Members

The working group will consist of representatives from the APMEN Country Partners National Malaria Control Programs, research institutions, WHO and the APMEN secretariat. Members participate as volunteers. A chair will be elected from the group for a one year term.

Each APMEN Country Partner is expected to contribute to the information sharing which will provide the departure point for the VcWG. The working group will coordinate the collecting of information and implementation activities and disseminate reports and progress updates to the Country Partners via the Secretariat.

Country Representatives	
Sri Lanka	Rabindra Abeyasinghe
Malaysia	Hasan B. Abdul Rahman
Vanuatu	George Taleo
Solomon Islands	Albino Bobogare
Research Institutions	
CDC	Tom Burkot
Pacific Malaria Initiative Support Centre	Kevin Palmer
WHO Philippines	Jeffrey Hii
WHO- Vanuatu	Moh Seng Chang
CDC seconded to UNICEF	William Hawley
ACTMalaria	Cecil Hugo
AFRIMS	Jetsumon Prachumsri
Secretariat	
UQ	Arna Chancellor

Partners:

Collaboration with other partners will ensure that knowledge generated by VcWG will be synthesised and interpreted within the wider context of regional malaria control programmes and associated stakeholders. Identified key partners include but are not limited to:

WHO
CDC
ACTMalaria
AFRIMS

Communication Strategy

Communication activities will include:

- Annual meeting timed to coincide with the APMEN annual Business and Technical Meeting.
- Six monthly bulletins to: VcWG members, member countries and the APMEN Board and key partners and stakeholders. These will consist of updates on activities of the group, funding of projects and any final reports from funded projects.
- Travel budget permitting the VcWG will conduct one face to face meeting in 2010 and all remaining communication will be through telecommunications (email, video and telecon) and news bulletins. Opportunistic meetings may occur at major international conferences.
- The APMEN website will be updated regularly with VcWG activities for view by APMEN members, colleagues in endemic countries, research community, media and general public.
- Online provision of reports, publications, and resources.

Governance

The VcWG annual report and proposed yearly work plan will be presented to APMEN Network for review and approval. An evaluation of the governance and coordination process and activities will be reviewed by Network eighteen months after inception.

Priorities

At the Vector Control Working Group round table meeting in Colombo, Sri Lanka (14-15th February 2010) discussions and priority areas were established for 2010 (see Appendix I).

Funding

The VcWG has an annual indicative budget of AUD\$216,000 to support various projects that will be required to meet its objectives. These costs tentatively include economy travel to Manila for a one off meeting and the economy travel costs (including per diem and accommodation based on UQ rates) to source additional information from all country partners.

Year 1 Deliverables

1. Define the role of entomology and entomologists in malaria elimination, including vector control policies and activities, existing initiatives and partners involved
2. Compile inventories
 - Entomologists and vector control specialists in both the public and private sectors
 - Training institutions
 - Training materials
 - Research institutions and their research agendas/interests/strengths
 - Strategies being used including effectiveness of alternative methods such as repellents, environmental management, window screen, curtain etc.
3. Review methodologies
 - Critically evaluate current surveillance methods/tools
 - Survey/Literature review
 - Advocate/stimulate new technologies
4. Commence collation of existing information on malaria vectors including; habits, transmission potential and resistance to insecticides
 - Existing knowledge
 - Map distribution
 - Identify gaps and recommend further research

YEAR 1

Work Plan Activities	Date
Establish Identity and Work Agenda	
Convene first meeting of vector working group and report to Network, and prepare written document	Feb 2010
Produce a consensus document laying out the VcWG Terms of Reference, governance and work plan	April 2010
Establish mechanism to further obtain and collate information	April 2010
Research Activities	
Review current vector programs activities, entomological services vector surveillance and control systems at the country and regional levels in APMEN countries. Through literature review and survey and possible visits to obtain more in-depth information.	June-July 2010
Identify existing knowledge gaps in the effectiveness of vector control interventions /combinations of interventions, management, and surveillance of <i>P. vivax</i> and define operational research priorities for 2011.	June-October 2010
Vector WG meeting (possibly face to face) to identify gaps and prioritize research for 2011 (to be decided at time of analysis above)	September-October 2010
Capacity Building	
Undertake entomologist work force review and compile training inventories.	April-October 2010
Reporting Activities	
Short report on Operational Research Priorities for vector control to support intensified malaria control and elimination in the Asia Pacific Region for 2011. May be a publication.	November –December 2010
Provide six monthly updates on working group progress	Ongoing

Appendix I

Vector Working Group Areas of Priority

These priorities were identified by the Vector Working Group panel at round table discussions at a meeting in Colombo, Sri Lanka on the 14-15th February 2010

Area	Notes
Area1. Capacity Building: Entomologists	
Analysis of Current roles 2010	Define the rolls and skills of the entomologists in the Vivax and elimination contexts Identify what needs to be changed
Inventory of vector control specialists 2010	From the region From both public and private sectors Based on survey
Compile list of training institutions 2010	Collate a comprehensive list of all the relevant individuals/organizations in each country , in the Asia Pacific region including contact with WHO, Ministries, Research organizations and universities Based on survey
Compile list of trainers and facilitators 2010	Once complied to be disseminated Based on survey
Curriculum development including linking with Act Malaria and WPRO/SEARO and national country malaria annual plans	Review and provide support for changes in existing training courses Assist in development of training modules – peer review Provide facilitators for international and national level training
Preparatory work for a review of training of new entomologists and /technicians. This work would link with ActMalaria and WPRO/SEARO and national country malaria annual plans and be undertaken in 2011	Technicians at Bachelors or Diploma level Medical entomologists at Masters or PHD level
Preparatory work on the retraining of existing entomologists and /technicians. This work would link with ActMalaria and WPRO/SEARO and national country malaria annual plans and be undertaken in 2011	Short courses to update knowledge and skills

Area 2. Basic Biology	
Ongoing work towards defining the transmission dynamics of <i>P. viva</i> The major component of this work will be undertaken in 2011	How it might differ from <i>P. falciparum</i> , and the potential impact on vector control for elimination
Evaluate possible changes in vector behavior The major component of this work will be undertaken in 2011	Focus on situations of low or zero malaria transmission
Area 3. Review of Methodologies	
Compile existing information on malaria vectors – habits, transmission potential and resistance to insecticides from full coverage of interventions to no vector control (just surveillance and outbreak response in low transmission areas).	Existing knowledge Map distribution Link to MAP project Collect all National Malaria Control Plans and Country National Vector Control Strategies Monitoring and evaluation indicators for national vector control strategies Based on survey results
Design of a Questionnaire/checklist to be send to relevant individuals/bodies and Country Partners	Collate a comprehensive list of all the relevant individuals/organizations (WHO, Ministries, Research/Uni)in each APMEN country partner and within Asia Pacific region to contact
Review the collected and existing information on Malaria vectors	Identify gaps and recommend further areas where information is required to be obtained Engage a Research assistant to support this work
Identify gaps in knowledge – determine need for in country follow up	Explore possibility of WPRO /SEARO /Dr Dash funding that comes under integrated vector management Based on analysis in May-August
Explore need for Research Assistant /Student / APMEN fellow to collect this information from country partners and /or to explore gaps in this information	See above
Document areas for 2011 for research	Draft document on vector control operational research priorities for elimination in the Asia Pacific

Area 4. Information on new technologies

Source information on new technologies research undertaken by others including:

- Bed net measures
- Repellents(, Eijkman use of personal insect repellent(Work in Indonesia)
- environmental management
- window screen/curtain

Potentially in 2011 APMEN countries may be identified as future field sites in others research.

Annex 13

APMEN

Vivax Working Group (VxWG)

Objectives and Governance



Created: 14 – 15 February 2010, Kandy, Sri Lanka

Background

The global efforts towards the control and elimination of malaria are based upon two key strategies: early diagnosis and prompt treatment (EDT) and a reduction in transmission of infection from the mosquito host. The deployment of artemisinin combination therapy (ACT), impregnated bed nets and strengthening of healthcare infrastructure, have led to significant reductions in the burden of malaria reported in many parts of the malaria endemic world. These successes have been documented mainly for infection with *Plasmodium falciparum*. Outside of Africa, the transmission intensity of malaria is generally low, however *P. falciparum* almost invariably co-exists with *Plasmodium vivax*, the most widely transmitted of the human plasmodia. *P. vivax* threatens almost 40% of the world's population and causes more than half of all malaria cases outside of Africa with an estimated 132 - 391 million clinical episodes of vivax malaria each year. The public health importance of *P. vivax* is usually underestimated.

Effective control of falciparum malaria in vivax endemic areas usually reveals a substantial hidden burden of vivax malaria. Indeed in areas where intensive control measures have been implemented, the relative proportion of malaria due to *P. vivax* usually increases compared to that from *P. falciparum*. *Plasmodium vivax* is notoriously difficult to eliminate. Our ability to prevent and treat vivax malaria is limited by a poor understanding of the fundamental biology, pathogenesis, transmission, and management of *P. vivax*, which lags far behind that of *P. falciparum*. Under-diagnosis and ineffective treatment impede effective control and clinical management of vivax malaria. Immediate critical challenges for control of *P. vivax* are increasing resistance to chloroquine, with the emerging threat of multidrug resistance, a limited ability to provide radical cure of dormant liver stages, and a poor epidemiologic assessment measures.

At the inaugural meeting of the APMEN (APMEN I) in Brisbane in February 2009, presentations from all national malaria control programs highlighted *P. vivax* as the major challenge for malaria elimination in the region. The ultimate goal of the global elimination of malaria will not be achieved without a better understanding of the biology of this complex and resilient parasite, and new tools for its assessment, prevention and treatment. However major advances in rationalising malaria control programs are feasible through the use of existing tools, and a major collaborative approach between country programs, researchers, and policy makers.

The Aim of the Vivax Working Group (VxWG)

*Develop and coordinate operational research that will provide the evidence base for the successful control and ultimate elimination of *P. vivax* in APMEN Country Partners and the greater Asia-Pacific.*

Objectives:

- Identify knowledge gaps and operational research priorities necessary for the optimal control and elimination of vivax malaria
- Share research and operational experience between APMEN Country Partners to maximise synergistic activities and minimise unnecessary duplication
 - e.g. study design, standard operating procedure and other research methodologies.
 - A document reviewing research activities, assets, collaborators currently being undertaken in Country Partners.
- Fund catalytic research projects to address key knowledge gaps, and facilitate their implementation, analysis and feedback to the Network.
- Develop partnerships with key stakeholder involved in the regional elimination for vivax malaria (including but not limited to WHO, Malaria Atlas Project (MAP), WorldWide Antimalarial Resistance Network (WWARN), Malaria Elimination Group (MEG), Foundation for Innovative New Diagnostics (FIND), Asian Vivax Network, research institutions, funding bodies) in order to:
 - Facilitate surveillance strategies to define, monitor, and collate the burden of vivax in APMEN Country Partners.
 - Provide evidence for rational diagnostic and treatment guidelines for *P. vivax*.
- Work with APMEN Country Partners and Partner Institutions to develop a series of integrated translational research programs, apply for external funding and facilitate their implementation.
- Work through APMEN to advocate for improved funding of *P. vivax* control and research activities.
- Promote collaborative research partnerships amongst APMEN Country Partners

Impact and attributed benefits

The overall goal of this Vivax Working Group is to provide an evidence base to inform decision making about optimal vivax surveillance, prevention, and case management. Research to inform better use of existing tools will result in considerable progress on the road to ultimate elimination of malaria. Because of the burden of *P. vivax* associated morbidity in infants and pregnant women, the proposed agenda will have direct relevance towards achieving the Millennium Development Goals 4, 5 and 6. The proposed agenda is also in alignment with the Global Malaria Action Plan, which encourages support of countries pursuing elimination through collection and dissemination of best-practice approaches, research & development for new tools, and funding and technical assistance by partners.

Membership

VxWG brings together Country Partner's National Malaria Control Programs with partner research institutions, giving it significant credibility in supporting translational research. The VxWG will consist of representatives from the 10 APMEN Country Partners National Malaria Control Programs, partner research institutions, WHO and the APMEN Secretariat. Members of the VxWG participate as volunteers.

Each APMEN Country Partner will be represented within the VxWG both to contribute to the coordination of research and implementation activities, and disseminate reports and progress updates to their respective countries.

Country Partner Representatives	
Sri Lanka	Gawrie Nirdoshi Galappaththy
Bhutan	Karma Lhazeen
China	Gao Qi
ROK	Jung-Yeon Kim
DPRK	Kim Yun Chol
Philippines	Marina Dorina Bustos
Malaysia	Junaiden Mohamad Zain
Indonesia	Rita Kusriastuti
Vanuatu	George Taleo
Solomon Islands	Albino Bobogare
Partner Research Institutions	
MSHR	Nick Anstey
AMI	Dennis Shanks / Qin Cheng
QIMR / UQ	James McCarthy
Burnett	John Reeder
Ejkmann Oxford	Kevin Baird
PNGIMR	Inoni Betuela / Ivo Mueller
Karolinska Institute	Akira Kaneko
Coordinating Team	
VxWG Chair	Ric Price (chair)
Clinical Coordinator	Lorenz von Seidlein
Project Manager	Vijaya Joshi
Secretariat	
UQ	Arna Chancellor
GHG	Michelle Hsiang

Partners

The Vivax Working Group will collaborate with APMEN Partner Research Institutions and other key organisations which will ensure that knowledge generated by VxWG will be synthesised and interpreted within the wider context of regional malaria control programs and associated stakeholders.

Identified key organisations include but are not limited to:

WHO	SEARO and WPRO
The Malaria Atlas Project	MAP
Worldwide Antimalarial Resistance Network	WWARN
Foundation for Innovative New Diagnostics	FIND
Asian Vivax Network	
Medicines for Malaria Venture	MMV
Walter Reid Army Institute of Research	WRAIR

Coordinating Team

VxWG will be coordinated through the Menzies School of Health Research (MSHR) in Darwin, identified at APMEN I as an Australian institute with expertise in vivax research and commitment to APMEN.

Funding has been made available to maintain a support group of full time / part time equivalent staff.

This was deemed necessary to:

- Develop a coordinated agenda within the group
- Ensure activities executed in timely manner
- Manage research grants
- Ensure quality of work
- Provide liaison between the VxWG and APMEN participants

Vivax Working group Coordinating Team will include:

- A full time clinical coordinator
- Full or part time research officer(s)
- Administrative officer

Communication Strategy

The VxWG will endeavour to maintain close communication and dialogue between its partners, the Coordinating Team, the APMEN Country partners and partner research institutions and the APMEN Advisory board. To minimize travel expenses this communication will mainly be through telecommunications (email, video and telecon) and news bulletins, although face to face meetings will be held at least once per year. The APMEN Secretariat will also be kept informed of news items and updates and will communicate these to the Network via the APMEN website.

Communication activities will include:

- Annual meeting timed to coincide with the APMEN annual technical meeting.
- Six monthly bulletins to: VxWG partners, Partner Countries and the APMEN Board and key partners and stakeholders. These will consist of updates on activities of the group, funding of projects and any final reports from funded projects.
- Opportunistic meetings at major international conferences. Travel budget permitting the VxWG will endeavor to bring key stakeholders to these meetings who wouldn't otherwise be attending.
- The APMEN website will be updated regularly with VxWG activities for view by APMEN partners, colleagues in endemic countries, research community, media and general public.
- Online provision of reports, publications, and resources (e.g. open access SOPs)

Governance

The VxWG annual report and proposed yearly work plan will be presented to the APMEN Network for review and approval. Any complaints about the due process will be referred from the Secretariat to the APMEN Advisory Board for resolution.

The coordinating institution will submit 6 monthly financial reports and 12 monthly progress reports to APMEN and financing partners (including AusAID) through the APMEN Secretariat UQ.

An evaluation of the governance and coordination process and activities will be reviewed by the Network eighteen months after inception.

Research Priorities

At the Vivax Working Group round table discussions in Colombo, Sri Lanka (14-15th February 2010), five themes of research were identified for 2010 (see Appendix I). These were endorsed by the APMEN Country Partners in the Business meeting:

- i) Optimizing the treatment of blood stage
- ii) Understanding relapse and achieving radical cure
- iii) G6PD deficiency - Risks, prevalence and diagnostics
- iv) Diagnostics for case management and population surveillance
- v) Public Health, Monitoring and Evaluation

These priorities represent the key issues that need to be addressed for the optimal control of vivax malaria from the perspective of the National Malaria Control Programs. This list of priorities sets the scope of the research activities that will be undertaken and coordinated through the VxWG. The list will be reviewed and revised at each annual meeting.

Funding / Review Process

The VxWG has an annual indicative budget of AUS \$300,000 to support small to midsize operational catalytic research projects. Proposals will come from the 10 APMEN Country Partners (Bhutan, China, Democratic People's Republic of Korea, Indonesia, Malaysia, Philippines, Republic of Korea, Sri Lanka, the Solomon Islands and Vanuatu) and be endorsed by the National Malaria Control Program. They should address one of the five research priorities listed above and also in *Appendix I*.

In 2010, there will be three funding bands for the Vivax Working Group research grants:

- Grants up to AUD\$10,000 (to be completed within 6 months)
- Grants between AUD\$10,001 – AUD\$49,999 (to be completed within 18 months)
- Grants for greater than AUD\$50,000 (to be completed within 2 years)

The funding process, review and grant allocation will adhere to the APMEN directives as laid out in the **APMEN Research Grants Guidelines** document.

A 3-step review process is envisioned:

1. Soliciting pre-proposals

APMEN countries will be requested to submit a brief (4 page) outline of proposals to be conducted in the coming 48 months. The pre-proposals form is in a standard format and needs to address the following:

1. Title
2. Theme the project will address
3. Institution/Collaborative Partners
4. Contact person (email)
5. Outline of the proposal (400 words)
6. Proposed Budget with justification

Pre-proposals should be sent to the VxWG Working Group Coordinator apmenvivax@menzies.edu.au. The Coordinating Team will assure that as many research priorities as possible will be addressed and that as many of the partner countries as possible can participate.

2. Requesting further development of proposals

Initial **Feedback** on each proposal will be provided by the VxWG Coordinating Team within one month of receiving the pre proposals

The VxWG Coordinating Team will recommend and assist in the further development of priority proposals.

The format for the **full proposal** will follow the approved APMEN Research Grants format, (maximum 6 A4 pages, budget, and budget justification). A template will be provided by the Coordinating Team via the APMEN website.

3. Approval process

Reviewers

Proposals will be reviewed by members of the APMEN Vivax Working Group. Selection of reviewers will be called from within the VxWG. Proposals will be reviewed by two reviewers: one from an APMEN country partner, and the other from a partner research institution or a member of

the coordinating team. The allocation of reviewers to proposals will be coordinated so as to match the most suitable reviewers with proposals while avoiding conflicts of interests.

The proposals will be reviewed differently for the three funding bands:

- Grants up to AUD\$10,000 can be approved directly by the 3 members of the VxWG Coordinating Team
- Grants between AUD\$10,001 – AUD\$49,999 will be reviewed by 2 internal WG members (one Country Partner and one Partner Institution)
- Grants for greater than AUD\$50,000 will be reviewed 2 internal VxWG reviewers (one Country Partner and one Partner Institution) and at least one external content specialist who may be a non APMEN participant.

Applications will be graded 1-5 by the Vivax Working Group reviewers based on the below criterion. The composite score from the reviewers will be used by the research review panel to prioritise funding.

Once the review process is complete the recommendations will be forwarded to the Research review panel which consists of Menzies- Vivax working Group Chair (Ric Price,) APMEN Project Co coordinator-Director (Maxine Whittaker) Vivax Working Group Clinical Coordinator (Lorenz von Seidlein).

This panel will review the reviewer's recommendations in light of available funds, distribution of research grants within the network and make the final decisions. The review panel will endeavour to fund all themes that fulfil the criteria funding permitting. Where this is not possible because the budget is not sufficient the VxWG Coordinating team will work with applicants /countries to develop proposals for external funding.

If there is lack of consensus amongst the research review panel, the Advisory Board may be consulted for advice and dispute resolution.

Applicants will be informed of the outcome of their application by the Vivax Co-coordinating Team.

The following criteria will act as guidelines for prioritising the funding of research projects:

- Policy Relevance
- Significance
- Capacity Building
- Research design and Methods
- Research team
- Communication and Engagement
- Budget

The Coordinating Team will endeavour to fund all themes that fulfil these criteria funding permitting. Where this is not possible because the budget is not sufficient the VxWG will work with countries to develop proposals for external funding.

Ethical Issues

Project must adhere to the ethics guidelines established for APMEN research grants. Internal review board approval must be obtained in the country where the project will take places, as well as from collaborating research institutions according to the institutional guidelines.

Arbitration

Any issues with due process or complaints will be referred by the APMEN Secretariat to the APMEN Advisory Board for resolution according to the Board terms of reference and processes.

Year 1 Deliverables

1. Consensus on the VxWG Terms of Reference, structure and governance will be expressed through acceptance of the final version of this document.
2. Drafting of a manuscript which summarises the discussions of the working group: "Operational Research Priorities for Elimination of P. vivax in the Asia Pacific Region". The manuscript will be submitted for publication in a peer reviewed journal, e.g. malaria journal.
3. Review and documentation of current status of research activities, collaborators and partners in APMEN Country Partners. The VxWG will review data from several sources, regarding research activities, partners, assets and collaborators in each Country Partner. This will include a systematic review of the published literature as well as grey, unpublished literature, country reports etc.
4. Commission/grant and begin work on 5-10 catalytic operational research projects.
5. End of year report of VxWG activities.

YEAR 1

Activities	Date
Establish Identity and Work Agenda	
Convene first meeting of Vivax Working Group and report to Network, and prepare written document	Feb 2010
Produce a consensus document laying out the VxWG Terms of reference , structure and governance	Feb/March 2010
Establish Coordinating Team /administrative core	Feb / March 2010
Identify knowledge gaps in the optimal diagnosis, management, and surveillance of <i>P. vivax</i> and define operational research priorities	Feb 2010
Establish mechanism to fund and support catalytic operational research projects.	Feb -March2010
First Round of Funding	
Develop a transparent and equitable funding process agreeable to all APMEN Country Partner and initiate first call for pre-proposals	March-April 2010
Deadline for first round Pre Proposals submissions	31st May 2010
Receive and review initial Letters of Intent (LOI) for grant submission.	April-May
Review proposals, give feedback and assist in developing full applications	June-July
Deadline for submission of full proposal	1st August 2010
Review Process of Applications	August
Funding decision on first round applications	1 st September

Research Activities	
Review current vivax research programs and activities in APMEN Country Partners.	March/April/May 2010
Begin synthesis and retrospective projects.	April 2010
Begin funded prospective projects.	September 2010
Reporting Activities	
Short report and flyer on Operational Research Priorities for Elimination of P. vivax in the Asia Pacific Region	Feb/March 2010
Coordinating Team keeps APMEN informed of external funding possibilities	Ongoing
Monthly telecom with APMEN Secretariat	
Provide updates on project progress	
Annual progress report and financial report submitted to APMEN Secretariat UQ per calendar year	1 November 2010
Six monthly financial report submitted to APMEN Secretariat UQ	1 November 2010 1 May 2011

Appendix I Research Priorities

These research priorities were identified by the Vivax Working Group panel at round table discussions at a meeting in Colombo, Sri Lanka on the 14-15th February 2010.

Those line items shaded in grey were recognised as being the top priorities for funding and coordination within the APMEN VxWG.

Theme	Notes
Theme 1. Optimizing the treatment of blood stage	
In vivo efficacy studies of first line treatment	E.g. opportunistic testing like Day7 CQ levels, support efficacy studies (CQ, ACT) that are already funded such as with GF funding
In vitro efficacy studies	funded through other sources
Seed funds to develop larger clinical trials	E.g. support comparative studies that are funded through other sources like GF grants
Chemoprophylaxis in high risk groups	Seed funds to support prelim data for ITPi ITPp proposals
Theme 2. Understanding relapse and achieving radical cure	
Defining relapse patterns in each country	Special populations returning to non/low endemic areas
Genotyping to determine relapse from new infection	
Primaquine safety & tolerability	In all risk groups, for use of high doses/short course or low dose/long course in MDA settings
Seed funds to develop PQ efficacy and effectiveness studies	Seek external funding
Mass primaquine administration	
Theme 3. G6PD deficiency - Risks, prevalence and diagnostics	
Review pros/cons of available rapid G6PD deficiency tests	
Compare G6PD deficiency test results -rapid, phenotypic assays, and genotyping	
Define G6PD deficiency prevalence	School or Household surveys

Theme	Notes
Theme 4. Other Diagnostics	
<i>Case management</i>	
Review the performance of different RDTs	
Evaluate sensitivity and specificity of high potential RDTs using microscopy and PCR (prospective studies in different settings)	3 available in Round 1, 2 available in Round 2 (only is Pv only), can be in health facility or in cross sectional surveys, liaise closely with companies to improve RDTs for field/ elimination settings
<i>Population Surveillance</i>	
Use of high throughput PCR to identify infective asymptomatic carriers	E.g. in prevalence surveys, mass screening and treatment of high risk populations, case investigations around reported cases
Genotyping to look at allele diversity	Population structure and dynamics, distinguish new vs. recrudescence vs. relapse, imported vs. local
Role of serology to inform transmission intensity and asymptomatic carriers	Prevalence surveys to show progress toward elimination, identify transmission foci and sites for clinical trials
Theme 5. Public Health, Monitoring and Evaluation	
<i>Monitoring and Evaluation</i>	
Mapping Pv transmission at country level and among APMEN Country Partners	Facilitate prevalence surveys, also mapping of relapse patterns, G6PD def / MAP
Standardising protocols for demographic and prevalence surveys	Community/household/school surveys, age stratification, sampling
Mathematical models for assessing interventions and predicting optimal elimination strategies	Perhaps more role of research community, MalERA, but can provide links to countries. Pf and Pv dynamics
<i>Burden of disease, disease severity</i>	
Pv economic burden	Burden of disease, costing and cost effectiveness of Pv elimination; leave more for greater APMEN, MEG
Characterize Pv disease severity	Case definitions, and hospital surveillance

Annex 14

APMEN FELLOWSHIP PROGRAM GUIDELINES 2010



Background

In February 2009, at the Inaugural Meeting of the Asia Pacific Malaria Elimination Network (APMEN) there was a call made for the development of a Fellowship Program. Capacity building was identified as a key objective for the Network and it was envisioned that the Fellowship Program would help to equip the next generation of leaders and health workers from low and middle-income malaria-endemic regions with the tools and training to guide malaria elimination in the critical coming decades. It would also strengthen the exchanges and lesson sharing among country programs and academic institutions in the region.

Since the Inaugural Meeting, funding for the APMEN Fellowship Program was secured as part of the overall APMEN grant from AusAID. A draft proposal was prepared by the APMEN Joint Secretariat in preparation for the Second Annual APMEN meeting in February 2010. It proposed an overview and operating procedures for the Fellowship Program. This document was distributed among all APMEN participants then discussed both in a Breakout Session and in plenary at the Breakout Session Report Back. There was overall support for the draft proposal with a few suggestions for edits which have since been integrated into this document. Therefore this document provides the structure and operating procedures to enable the program to become operational in 2010.

Guiding Principles

APMEN Fellowships are to provide opportunities for short-term field work, professional development and advanced training in issues and techniques in the public health fields that are important to malaria elimination but not customarily available in the Fellows home country. The skills and knowledge acquired by the Fellow will benefit the National Malaria Control Program of the Fellow's home country. APMEN Fellowships will also help promote cooperation and exchange of scientific knowledge relating to malaria elimination between APMEN institutions. While host institutions are expected to provide a supportive and educational environment, a successful APMEN Fellowship experience will depend heavily on the Fellow's independent initiative to engage with resources and mentors in the host country placement site. Following completion of the program, it is expected that Fellows will return to their home country to share their learning and newfound expertise.

APMEN Fellowships Framework

Annual funds of \$50,000 AUD a year have been budgeted as requested by the Network. APMEN can support up to 5 Fellowships a year, providing each Fellow with \$8,000 AUD. Funding to Fellow's can be used for the following purposes: international travel (economy class), travel within the country of study (at local government/Ministry of Health or WHO office rates), a daily living allowance (at WHO county office rates), and health insurance coverage if required by the country of study, project expenses and other expenditures related to the Fellowship. Outside funding sources are acceptable to complement the Fellowship award and can be applied to the Fellow's proposal program of study. Given the short-term duration of a Fellowship, Fellows should normally not require more than the \$8,000 AUD from the funding allotment.

However, should fewer than 5 APMEN Fellowships be awarded in any given year, the APMEN Fellowship Program Committee may want to, but shall not be obliged to, consider increasing the amount of funding available to each candidate based on individual or total demonstrated need. Once notified of their acceptance into the program, Fellows will prepare and submit a more detailed budget in order to project how they expect to use their funds. Funds will be dispensed directly to the Fellow in two instalments managed by the UQ Secretariat. Certain costs may also be paid directly by the UQ Secretariat (i.e. travel – airfares, accommodation).

A further \$2,000 AUD is available to the host institutions. These funds will help subsidise time and direct costs relating to training for the Fellowship. If the host institution is applying for these funds, a prospective budget must be included in the host mentor's letter of support.

The APMEN Fellowships are to be short-term training opportunities, lasting for 1 to 3 months. The Fellowship must be completed within one year of receiving the award.

Fellows must be from an APMEN Country Partner and have endorsement from their National Malaria Control Program. Because one goal of the program is to foster exchange and cooperation between APMEN participants, host mentors should be from an APMEN country program or partner institution. However, there may be situations when the appropriate training opportunity is at an institution not affiliated with APMEN. The applicant must justify such requests in their application, for consideration by the APMEN Fellowship Program Committee. All Fellow's are required to have a home mentor, support from the National Malaria Control Program of their home country and a host mentor for the duration of their Fellowship.

The Fellowship topic must be relevant to the needs of the National Malaria Control Program of the applicant. While the training experience may involve a research project, this is not a requirement. The primary objective should be one of learning and training. APMEN encourages Fellows to produce a manuscript to be submitted for publication and/or give a scientific poster or presentation at an international meeting.

Application Process

Candidates must use the application to build an argument of how an APMEN Fellowship opportunity will enrich their expertise and support elimination efforts in their country. It is preferable that candidates apply with a specific training topic in mind and host mentor already identified. In this situation, the applicant must demonstrate that learning objectives can be met in the proposed duration of time.

Candidates may also apply if they have a topic of interest, but have not identified a specific host institution or mentor. If such candidates are selected, the APMEN Fellowship Program Committee will help to link the accepted Fellow with an appropriate host mentor. Candidates should be as specific as possible about their topic of interest, as this will help to meet the identified needs of the home country program, as well as facilitate links to a host institution.

Lastly, there may be situations when the appropriate training opportunity is at an institution not affiliated with APMEN. The applicant must justify such requests in their application, for consideration by the APMEN Fellowship Program Committee.

Home mentor/Host Mentor

In the application proposal, candidates must identify a mentor from their home institution. All candidates must have a mentor at the host institution before beginning the project.

Role of the Home Mentor

Applicants are required to nominate a home mentor in their application. The home mentor should provide guidance and supervision to the Fellow during the proposal development and at regular intervals throughout the duration of the Fellowship. Towards the conclusion of the Fellowship, the home mentor should help to ensure a quality report. They should also help the Fellow apply lessons learned to the benefit of the national malaria control program.

Role of Host Mentor

The host mentor will provide similar support to that of the home mentor, but will focus particularly on facilitating the completion of training in the host country. Host mentors should be knowledgeable about the area of study, accessible, engaged and helpful in connecting Fellow's with relevant resources and contacts in the host country. The host mentors work should correspond with the proposed study and training of the Fellow.

Host mentors should be from an APMEN Country Partner or Partner Institution. However, in situations where the appropriate training opportunity is at an institution not affiliated with APMEN, the applicant is required to provide a detailed explanation in their application which will be considered by the APMEN Fellowship Program Committee.

It is ideal that a host mentor is identified in the application stage. However, if no host mentor can be identified by the applicant, the APMEN secretariat can assist in linking the applicant with a suitable host mentor.

Conditions of Fellowship

- Candidates must return to their country of origin and apply their newly acquired skills and services in the year following their Fellowship.
- APMEN Fellowships will not provide or aim to provide a direct commercial benefit to any company or consortium
- APMEN Fellowships will not fund activities that have already commenced
- In situations where an applicant incurs a serious illness/medical condition or another issue arises which prevents further participation in the APMEN Fellowship program and wishes to withdraw, a request for withdrawal must be sent via email to the Secretariat.

Application Process

Applicants will be required to complete an application form which includes a short statement of purpose and description of the project (no more than 1000 words), a preliminary budget summary and a description of activities the applicant would plan to undertake upon completion of the Fellowship and return to their home country. Applicants must also submit a CV (no more than 2 pages), letters of support from the home mentor and host mentor (if identified), a letter of endorsement from the National Malaria Control program, copy of front 4 pages of current passport and any current and relevant Visa, copy of qualifications (academic transcripts) and documentation of eligibility to undertake clinical practice if applicable.

Reporting Requirements

Upon completion of the Fellowship, Fellows will be required to prepare a written report (outline will be provided by the APMEN Secretariat) to share with the APMEN Fellowship Program Committee and APMEN participants. This report will describe the Fellow's experiences and will

demonstrate how, upon return to their home country, they will apply lessons learned to the benefit of the national malaria control program. When appropriate, Fellows are also encouraged to produce some other concrete deliverable informed by their experience (e.g. a mapping training experience would result in generated malaria risk maps of applicant's home country, or another experience which could inform the development of a policy recommendation to the home National Malaria Control Program or Ministry of Health).

Fellows will also be required to provide a complete financial acquittal on completion of their Fellowship which will include an itemised list of their expenditures.

Selection and Award Process

Fellows will be selected based on the merit of their written application by the Fellowship Program Committee. Applicants as well as home mentors and host mentors may be contacted by the Fellowship Program Committee as part of the selection process. Equal opportunity for women and men to be involved in the program will be supported. A balanced mix from APMEN Country Partners will also be selected if possible.

All applicants (successful and non-successful) will be notified in writing by the APMEN secretariat of the outcome of their application. The successful applicants will also be advertised on the APMEN website. Non-successful applicants are encouraged to contact the APMEN Secretariat to request feedback from the Fellowship Program Committee on their application.

The following is a list of eligibility criteria and selection criteria which must be met and addressed respectively in each candidate's application:

Eligibility Criteria

1. Candidates must be from an APMEN Country Partner and endorsed by their National Malaria Control Program
2. Candidates must have a home mentor
3. Candidates must be currently engaged in medical or health work in their national health organization or at a research or educational institution
4. Candidates must demonstrate that they have completed at least undergraduate training and have at least one year of professional experience in working with malaria
5. Candidates must comply with the host country's regulations and licenses to practice relating to any proposed clinical placements during their Fellowship
6. Candidates must be able to understand, speak and write the proposed language of training sufficiently to pursue their studies successfully
7. Candidates must note their eligibility to satisfy nominated host country visa requirements

Selection Criteria

1. Proposed topic of study is malaria elimination focused
2. Proposed training opportunity is not customarily available in the Fellow's home country
3. Strength and feasibility of mentoring relationship
4. Clear learning objectives are identified and feasibility that these goals can be achieved within the scope of the Fellowship experience
5. Consistency of the proposal with nationally approved priorities in the context of malaria elimination
6. Learnings can be translated into clear deliverables that will facilitate elimination in the home country program
7. Candidate has a strong educational background as well as experiences and accomplishments that reflect a commitment to malaria elimination in their country

8. Candidate demonstrates commitment to a future career in malaria in their home country
9. Outline appropriate use of Fellowship funds

APMEN Fellowship Program Committee

The APMEN Fellowship Program Committee is the designated body to review and screen Fellowship proposals from the applicant pool. The APMEN Fellowship Program Committee will be comprised of 3 representatives from APMEN Country Partners, 1 representative from a Partner Institution, as well as one representative from the APMEN Secretariat. The APMEN Fellowship Program Committee may call upon external reviewers (with expertise in a given field of an applicant's proposed study if this expertise is not available within the APMEN Fellowship Program Committee) who will provide comments specifically on the technical feasibility of the proposal. These experts will be identified by the APMEN Fellowship Program Committee and will ideally be located in an APMEN Partner Institution.

APMEN Fellowship Program Committee members will be appointed by an email voting process conducted by the APMEN (UQ) Secretariat. The members will be elected for 2 years. Membership on the committee is voluntary. APMEN Fellowship Program Committee members must reveal any conflicts of interest and abstain from decision making on proposals in which there is such a conflict. The APMEN Fellowship Program Committee will nominate applicants who will then be confirmed and given final approval by the APMEN Advisory Board. In future application (not current 2010) rounds successful applicants will be announced at the annual APMEN meeting. Any concerns about the conduct of the selection process that cannot be resolved by the APMEN Fellowship Program Committee will be forwarded to the Advisory Board for resolution.

The terms of reference of the APMEN Fellowship Program Committee are:

- To link Fellowship applicants (with a chosen topic of study) without an identified host mentor to an appropriate organisation/site
- To maintain an ongoing list via the APMEN Secretariat of host sponsors (including a description of the training opportunity that can be provided) for applicants to consider in their proposals
- To evaluate the Fellows applications and assess the quality of Fellowship applicants and provide feedback to unsuccessful applicants
- Make recommendations to the APMEN Advisory Board of the nominated Fellowship awardees
- Receive and accept the Fellows final report
- Assess the Fellows Programs processes and report with any recommendations to the APMEN Advisory Board and APMEN Network

The APMEN Fellowship Program Committee will meet in person just prior to each annual APMEN meeting. During the first year, the review committee will meet virtually, or at an opportunistic meeting. Successful applications will be identified by consensus. The Secretariat will be responsible for maintaining an ongoing list of host mentors (including a description of the training opportunity that can be provided) for applicants to consider in their proposals. In situations where applications have identified a topic of study but have not identified a host institution, the Fellowship Program Committee can help link the application with an appropriate site.

Administration of the APMEN Fellowship Program

The APMEN Secretariat will ensure that all the relevant application forms and guidelines are posted to the APMEN website within a reasonable timeframe. An email and web announcement

of the closing date of the APMEN Fellowship Program applications will also be communicated to all interested parties.

Applications will be received by email to the APMEN (UQ) secretariat who will then record and be responsible for forwarding all applications to the Fellowship Program Committee members. Successful Fellows will be identified by the APMEN Fellowship Program Committee and a list of the awardees will be forwarded via the Secretariat to the APMEN Advisory Board. The APMEN Secretariat will manage personalised notifications to both successful and unsuccessful applicants, inform the APMEN Network at the annual Network meeting and all other communications including announcements posted on the web of the Fellowships awarded. All records of the Fellowship program will be administered by the APMEN (UQ) secretariat including Fellowship applications, contracts, and submission of Fellow's final report and acquittal of expenditure by the Fellow and host institutions funds.

The APMEN Secretariat will also call for nominations for the APMEN Fellowship Program Committee and conduct a self nomination process and then an email voting campaign for these positions, if required. The APMEN Secretariat will ensure that the APMEN Fellowship Program Committee composition follows that agreed by the APMEN Network. Any conflict of interest or issues relating to the awarding of Fellowships will be formally notified to the APMEN Secretariat who will inform the APMEN Advisory Board. The APMEN Secretariat will assist the APMEN Fellowship Program Committee with collating a list of host mentors for applicants to consider. Upon completion of a Fellowship the APMEN Secretariat will be responsible for forwarding on details of the APMEN Fellowship alumni Network.

Evaluation

Basic data will be collected via the application process of applicants such as home country, host country, age, educational and employment characteristics, focus/area for training-Fellowship which will assist in an annual review of the APMEN Fellowship program by the APMEN Fellowship Program Committee.

Within three months of completion of the APMEN Fellowship's the Secretariat will also conduct a brief survey of all Fellows, host mentors and host mentors and Heads of National Malaria Country programs. Data already collected via the application form of awardees will be supplemented by more qualitative information about the actual Fellowship experience.

An annual report including financial and Fellowship program management feedback will be completed by the APMEN (UQ) Secretariat for the APMEN Fellowship Program Committee. This report may inform any future changes to the APMEN Fellowship Program. In the longer term APMEN needs to determine the value to both sides of this symbiotic relationship and to ascertain if the Fellowship Program meets the aim to equip the next generation of leaders and health workers from low and middle income –endemic regions with the tools and training to guide malaria elimination in the critical coming decades.

Establishment of an APMEN Fellowship Alumni Network

Upon completion of the APMEN Fellowship Program, Fellow's will automatically become members of the APMEN Fellowship Alumni. The aim of the Alumni is to promote sustained information sharing and collaboration on malaria elimination related work and to encourage continued engagement with APMEN.

Timeline / Work plan

Task	Date
Development of APMEN Fellowship Program Proposal	January/February, 2010
Proposal shared and reviewed at APMEN II	February 16-19, 2010
Secretariat finalises APMEN Fellowship Guidelines and Operating Procedures and forms	April, 2010
Fellowship host mentors solicited from APMEN country programs	April, 2010
Establishment of Fellowship Program Committee	April, 2010
Solicit applications for 2010	April, 2010
Application Deadline 2010	End May, 2010
Fellowship Program Committee reviews proposals	June, 2010
Awards granted for 2010	By end of June, 2010
Review of 2010 experience and edits to APMEN Fellowship Guidelines and Operating Procedures as needed	December 2010
Begin soliciting applications for 2011	December, 2010
Application Deadline 2011	March 2011
Fellowship Program Committee reviews proposals at a special session before the APMEN III Technical meeting	March/April, 2011

Appendix 1

Evaluation Criteria for APMEN Fellowships

	Criteria	Documentation	Rationale
1	Topic is malaria elimination focused	Clear description of focus in training Fellowship proposal.	Evidence that it meets the APMEN objectives of malaria elimination.
2	Proposed training is not customarily available in the Fellow's home country	Clear explanation in proposal that describes the value added by an external training Fellowship.	That sharing amongst Country Partners and Partner Institutions will be strengthened by external Fellowships.
3	Capacity of home mentor	Letter of Support from home mentor.	LOS should support proposed activity.
4	Clear learning objectives are identified and feasibility that these goals can be achieved within the 1-3 months timeframes.	Clear description of learning objectives and timeframe	That the Fellowship should be realistic and attain its objectives
5	Consistent with the National Malaria Control Program	Clear description in proposal that describes the alignment with Home country NMCP. Letter of endorsement from the NMCP.	That the Fellowships will strengthen the Fellow's capacity building in their home country.
6 & 8	Transfer and sustainability of learning's and experience to home country	Clear description of what activities the Fellow intends to undertake upon return. Completed Application Form.	The Fellow should apply knowledge in their home country National Malaria Control Program.
7	Candidate has a strong educational background as well as experiences and accomplishments that reflect a commitment to malaria elimination in their country	Completed CV and Application Form.	That a new generation of leaders and health care professionals will be developed to guide malaria elimination in the future.
9	Appropriate Use of Fellowship Funds	Preliminary Budget Summary completed in application form	Budget should support proposed activity

Annex 15

CODE OF CONDUCT
TO BE FINALISED