

APMEN

ADVISORY BOARD MEETING MINUTES

APMEN Advisory Board Meeting, Earl's Regency Hotel Congress Hall,
Kandy, Sri Lanka, 19th February 2010, 1pm-5pm



AGENDA			
No.	ITEM	DOCUMENTATION	ACTION
	Welcome		
	Meeting logistics		
	Apologies		
1.0	Minutes from the previous meeting (Nil for Feb meeting)	Minutes	Endorsement
2.0	MATTERS ARISING (Nil for Feb meeting)		
2.1	Advisory Board Action List – Note Actions from previous meeting	Advisory Board Action List	Noting
2.2	New Business		
3.0	PROCEDURAL ISSUES		
3.1	Review terms of reference and operating principles of the Advisory Board and Advisory Board Meetings	Briefing only	Endorsement
3.2	Acceptance of nomination by Advisory Board Members	Briefing only	Endorsement
3.3	Identification of Advisory Board Chair	Briefing only	Voting and endorsement
4.0	REPORTS		
4.1	APMEN 2010 workplan	Briefing only	Noting
4.2	APMEN 6 monthly report	Briefing only	Noting
4.3	Financial Reports	Briefing only	Noting
4.4	Other	Nil tabled	Discussion
5.0	OTHER BUSINESS		
5.1	Review of process for participation of new countries and institutions in APMEN	Brief	Discussion
5.2	Guidelines on who represents APMEN (the how, when, for what and where)	Brief	Discussion
5.3	Management of requests for APMEN endorsement	Brief	Discussion
5.4	Management of Secretariat performance issues raised by APMEN members	Brief	Discussion
5.5	Conflict management – between members, working groups and of potential conflict of interests	Brief	Discussion
5.6	Management of out-of-sessions issues	Brief	Discussion
5.7	Communications plan	Brief	Discussion
5.8	AOB		
5.9	Next Meeting – Planned for virtual meeting		
	MEETING CLOSED		

Meeting opened at 1.30pm

WELCOME

Brief welcome by Conference Chair, Dr Rabindra Abeyasinghe, as Interim Advisory Board chair.

APOLOGIES

Professor Graham Brown; Dr Eva Christophel; Dr Krongthong Thimasarn.

Noted that Dr AP Dash representing SEARO and Dr Lasse Vestergaard representing WPRO. These substitutes noted, however, that they would not be able to vote on matters given limited briefing on matters before attendance, and that they are awaiting advice from WHO Geneva regarding type of engagement on the Advisory Board.

AGENDA ITEM 1.0: MINUTES FROM PREVIOUS MEETING

This is the first Advisory Board meeting.

AGENDA ITEM 2.0: MATTERS ARISING

- | | | |
|------|----------------------------|-----------------|
| 1.1 | New Business | No new business |
| 1.2. | Advisory Board Action List | No Action List |

AGENDA ITEM 3.0: PROCEDURAL ISSUES

3.1 Review terms of reference and operating principles of the Advisory Board and Advisory Board Meetings

Draft terms of reference and operating principles provided in the governance papers tabled at the Network and Advisory Board meetings, and pre-circulated to Advisory Board and network members.

Discussed that the Advisory Board does not sign off. It plays a role of review of decisions made by Working Groups and provides advice to the Secretariat or Network on the decisions. It plays a role in conflict resolution where required.

Proposed that the process for conflict resolution is:

If a problem is perceived or has been brought to the Secretariat's attention, the Secretariat will develop a briefing summarizing the problem, circumstances surrounding the problem, and proposed manner of managing the issue. This will be sent in the first place to the Chairman of the Advisory Board for deliberation. If a meeting of the Advisory Board is recommended, the secretariat shall arrange the "virtual process" required. The aim shall be to reach resolution within 2 weeks from notification to the Board.

Noted that observer status meant:

- Involved in Advisory Board discussions, but consensus decisions to be made by Advisory Board members, according to the roles and responsibilities of the Advisory Board.
- Can interact in all and any meeting.

Noted that engagement of WHO felt to be important at Advisory Board level to ensure complementarity of APMEN to the broader global role of WHO.

Noted AusAID should be an observer as the Development Partner representative. May keep these as two Development Partner representatives for the future. Noted that the BMGF did not want to be involved in the Board.

Recommendation:

3.1 *That the Advisory Board accepts the draft terms of reference and operating principles of the Advisory Board with the following changes:*

- a. That duration of all Advisory Board members terms be only 2 years in duration and rotational.*
- b. Country partners select their representatives.*
- c. Minutes of Advisory Board meetings, decisions made or advice provided should be circulated by the Secretariat to all country partners.*

Accepted unanimously.

3.2 Acceptance of nomination by Advisory Board Members

Recommendation

3.2 *That the Nominations for Advisory Board members are accepted*

Accepted unanimously.

3.3 Identification of Advisory Board Chair

Recommendation by the 3 Country Partner members, that Dr Rabindra Abeyasinghe be the Chairman of the Advisory Board, and that this be for a 2 year term only.

Recommendation

3.3 *That the proposed Chair of the Advisory Board, Dr Abeyasinghe, and duration of term, i.e. 2 years is accepted.*

Accepted unanimously.

AGENDA ITEM 4.0: REPORTS

4.1 APMEN 2010 workplan

Noted that this is an indicative plan as presently presented. Updated workplan to be finalised in March and circulated to Country Partners by end of March. Changes to be made include: recommendations from meeting breakout groups and working groups including on funding allocations and new focus areas and the discussions during the main meeting on their proposed plans, recommendations from the breakout groups, re-allocation of funds according to expenditure for APMEN to date.

WPRO requested clarification of whether the Observer status at APMEN Advisory Board Meetings can be covered under the budget. The usual practice is to request cost-sharing if possible, however the budget could cover this cost. Costs for Virtual meetings will be fully borne by the budget.

No further discussion.

Recommendation

4.1 *That the revised workplan draft as presented at the Business meeting be finalized by the middle of March, circulated to the Country partners for review by end of March and sent to the Advisory Board for endorsement by the end of April.*

Accepted unanimously.

4.2 APMEN 6 monthly report

Noted that the first report will only be for the Inception Phase: July – December 2009. It will be based on presentation provided in Business meeting. Thereafter every 6 monthly a report will be provided – and these presented as drafts at the APMN Annual Business meeting for the period up to the Business meeting date. There will only be 2 full progress reports a year: Jan 1- Jun 30 and Jul 1 – Dec 31.

Recommendation

4.2 *That the draft Inception Phase report is accepted and the final report to be finalized by the middle of March, circulated to the Country partners for review by end of March and sent to the Advisory Board for endorsement by the end of April.*

Accepted unanimously.

4.3 Financial Reports

A verbal report only was provided by the secretariat. It was noted the main expenditures have been for the Annual meeting, and that, on preliminary figures there are likely to be savings in this budget. The reconciliation is likely to take a few weeks and a final financial report will be provided as part of the first 6 monthly report.

Recommendation

4.3 *That the interim financial report (verbal) is noted and the Secretariat is requested to finalise this report for Advisory Board review by the end of March before circulation to Country Partners.*

Accepted unanimously.

AGENDA ITEM 5.0: OTHER BUSINESS

5.1 Review of process for participation of new countries and institutions in APMEN

Based on the discussions this morning at the open Network meeting the following was proposed as the process of new countries and institutions becoming Network members.

As other malarious countries in the APMEN region formally endorse progressively moving towards national or sub-national elimination as part of their national malaria programs, they can write to the Chair of the APMEN Advisory Board c/- APMEN Program Manager with a letter of interest. The Chair 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 workplan, budget and other resources will be developed and presented to the Country Partners at the time of submission of recommendation regarding the new country's application.

They will be invited to attend the next Network meeting as an Observer, and be proposed to the Country Partners as a future member at that APMEN Network Meeting. Nominated countries will be invited to become full members upon approval by the Country partners.

New partner institutions will be approved by consensus of the Network co-chairs, paying heed to the APMEN principle of maintaining a focused and efficient network. The Network co-chairs invite these people. Country partners are able to recommend Partner Institutions for consideration by the group of existing Partner Institutions and subsequent inclusion in the network.

The Advisory Board requests the Secretariat to make these amendments in the final governance documents of APMEN and circulate in March/April to all Country Partners Advisory Board members, and network participants.

Recommendation

5.1 *The Advisory Board accepts the tabled process for new partners to the APMEN. The Secretariat will make these amendments to the Governance documents of the APMEN and circulate as above.*

Accepted unanimously.

5.2 Guidelines on who represents APMEN (the how, when, for what and where)

Requests do come in requesting APMEN participation in meetings. Decisions need to be made about when it is appropriate to attend and who can represent APMEN.

Following discussions regarding the diverse nature of the various groups and activities to which APMEN may be invited, and the principle of APMEN needing to complement and build upon and into other networks and alliance, it was agreed that APMEN should be attending when invited. However, the Advisory Board recommends that Country partner and/or Partner Institution representatives who may be attending meetings to which APMEN is invited can represent the network. The Secretariat will provide documents and information support to their participation.

People who may already be attending that meeting should carry the portfolio for APMEN. If we need to send someone as no-one is already attending, the Country Partners should be approached as first choice, or if a more technical meeting, a partner institution. The principle should be what representation is most beneficial for the APMEN, clearly defining why we are attending and the benefits to the APMEN. If funding needed to support this attendance, sponsorship by the inviting group should be explored, then the possibility of cost sharing. If neither is possible, then budget may be found.

The person/s representing the APMEN should provide a report back to the Network via the APMEN Program Manager (UQ) which can then be shared with the Network. In the 6 monthly reports a report on the meetings attended, who were the representatives (including country partner/partner institution, and gender) and outcomes of the meeting and APMEN participation should be developed by the Secretariat.

The Secretariat was requested to develop a forward list of meetings etc in the appropriate malaria fields which APMEN may be requested to, and feels appropriate to be represented. The secretariat could develop a roster of who may be attending these identified meetings and will share this with Advisory Board members for comment on list and processes before finalization for Country Partners.

Recommendation

5.2.1 *The Advisory Board recommends that Country Partner and/or Partner Institution representatives on the Advisory Board who may be attending meetings to which APMEN is invited can represent the Network. The Secretariat will provide documents and information support to their participation. The person/s representing the APMEN should*

provide a report back to the Network via the APMEN Program Manager which can then be shared with the Network. The principles as detailed in the discussions should be adhered to in the decision making and implementation of the request.

5.2.2 *The Secretariat shall develop a forward list of meetings etc in the appropriate malaria fields which APMEN may be requested to, and feels appropriate to be represented.*

Accepted unanimously.

5.3 Management of requests for APMEN endorsement

Requests come from time to time asking for APMEN endorsement of proposals eg. for a research grant request to a third party, or for a policy proposal.

The Advisory Board noted that it was sometimes important for APMEN to provide this endorsement. Was also noted that APMEN recognized that WHO is the leading technical authority, so APMEN endorsement should not contradict nor replace WHO or WPRO/SEARO points of view.

It was felt that if the activity for which endorsement was being requested was linked to the APMEN workplan or an APMEN identified need and reflects the interests of APMEN, then it was appropriate for APMEN to endorse. The Secretariat can make this decision.

If it was not in the workplan, but the Secretariat felt it may reflect the interests of the network, this should be sent to the Advisory Board members as an out-of-session paper.

If it was a pure lobbying role, this was not encouraged. If the Secretariat is uncertain, the Chair of the Advisory Board should be consulted.

Recommendation

5.3 *The Advisory Board only supports APMEN providing letters of support or endorsements to individuals, consortia or others requesting such support according to the guidelines listed above.*

Accepted unanimously.

5.4 Management of Secretariat performance issues raised by APMEN members

- In the first case, 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 Advisory 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 that the Network implement some interim arrangements until a full time solution can be developed.
- Resolution of the matter shall be communicated to network members.

Recommendation

5.4 *The Advisory Board accepts the proposed process of the Management of Secretariat performance issues raised by APMEN members*

Accepted unanimously.

5.5 Conflict management – between members, working groups and of potential conflict of interests

- If conflicts arise, network members will alert the Joint-Secretariat, which will investigate and prepare information for the Advisory Board.
- The Advisory Board chair would decide whether to convene a special session or communicate the details to the Advisory Board for the next scheduled meeting.
- A consensus on the matter will be reached, but if there is no consensus, decisions will be made by a two-thirds vote.
- The Advisory Board will provide the decision to the Joint-Secretariat, which is tasked with communicating the results to individual and all Network members as appropriate.
- APMEN network members, individually or as a group, may approach members of the Advisory Board directly if they see fit – this clause will allow members to raise issues or concerns about the Joint-Secretariat.

Recommendation

5.5 *The Advisory Board accepts the tabled process for conflict resolution within the APMEN.*

Accepted unanimously.

5.6 Management of out-of-sessions issues

If issues arise out-of-session, the following process was discussed by the Advisory Board:

- The Joint Secretariat will contact the Advisory Board Chair when significant out-of session issues are brought to their attention, by whatever means.
- The Chair develops a process for the Secretariat to action.
- The Secretariat communicates this recommendation 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 to the Advisory Board. The resolution will then be communicated to the Network.

Recommendation

5.6 *That the above process for managing out-of-session issue/s shall be included in governance documents.*

Accepted unanimously.

5.7 Communications plan

A draft document was circulated and discussed (Annex 1). The Advisory board requested an internal and external communications plan be developed. Other amendments as shown in Annex as track changes were requested.

It discussed the need for use of all appropriate technologies to maintain communications between Advisory board and secretariat and the most cost effective channels. It was noted that any press related communications planned by APMEN should be communicated beforehand with AusAID to allow them time to prepare briefings for the Minister before it is submitted and then appears in the press. The Advisory Board noted that if any new major thematic content or there were questions about what should be included on the website, the Advisory Board should be called upon for advice. One addition to the web should be Country Success Stories.

Recommendation

5.7 *That an update communications plan reflecting the above be finalised by the secretariat and circulated to Country Partners, Advisory Board members and network participants by the end of March.*

5.8 Any Other Business

5.8.1 Concerns by the Chinese network participants about the Advisory Board selection process and who can and should engage in what activities.

Discussions were held about concerns raised at the November 2009 Malaria Elimination Group meetings by several Chinese participants about the process of choosing Advisory Board members and China's ability to be represented in meetings. Unfortunately the dates of the Network Meeting this month also coincided with Chinese New Year and prevented China from full representation. AB members noted that any barriers to participation had been unintentional, and that any miscommunications regarding processes or participation may have been due to the fact that emails regarding participation had reached only the primary email contact as representative of the Chinese participants, and may not have been forwarded internally to those attending.

It was discussed that the Chair of the Advisory Board should actively engage in discussions as a follow-up with the Chinese participants of the Network – those present and not present at this meeting, to ensure equity and clarity around processes and participation.

Recommendation

5.8.1 *That the above process of follow-up with the Chinese APMEN participants – country partners and partner institution should be undertaken as soon as possible.*

Accepted unanimously.

5.8.2 Standing orders for the Advisory Board meetings.

It was agreed that more detailed standing orders for the Advisory Board meeting should be developed.

Recommendation

The Secretariat should develop draft Standing Orders for the Advisory Board meetings, and circulate for comment to Country Partners and Advisory Board Members. The Final draft should be formally tabled for the next APMEN Business meeting 2011.

5.8.3 Network Co-Chairs

As noted in the governance documents, there should be 2 network Co-chairs – one from the Country partner who shall host the next APMEN Annual Meeting and one partner institution.

Malaysia offered and the Country Partners accepted its offer to host the 2011 meeting. Therefore Malaysia becomes a Network Co-Chair.

Dr Abeyasinghe proposed Global Health Group, with Sir Richard Feachem as the Co-Chair. This was accepted unanimously.

AusAID sought clarity re Gates Foundation funding – Michelle explained that Gates had neither sought or agreed to fund APMEN directly, but rather the Gates Funding allocated broadly to GHG would be used by GHG to support the Network.

UQ noted that other donors had assisted some participants to attend (e.g. USAID for Thai participants and UNICEF for Aceh participants). AusAID noted they consider the Network a good forum for Countries to share lessons and research, and anticipate that the Network will seek/attract additional donor funding as it progresses over the next few years.

5.8.4 Governance documents

The need for a simplified document of the terms of reference of all committees and working groups (and membership) within APMEN be developed as soon as possible. The governance document should be adapted accordingly.

Recommendation

The Secretariat should develop this document.

5.8.5 Document circulation and endorsement processes.

The need for open and transparent communication and decision making was stressed as an important operating principle for APMEN. The primacy of the decision making role of the Country Partners was also stressed.

The Advisory Board requested the secretariat to ensure that the workplan and governance and policy documents be circulated as draft ASAP (end March) to all Country partners, with a requested for them to review and provide feedback as to whether these are a true reflection of the proceedings. If any country partner has not replied within that timeframe a follow-up call by the Secretariat shall be made. The final versions should then be placed on the Web.

5.9 Next Meeting – Planned for virtual meeting

The agenda for the next Advisory Board meeting should be:

- Review the Working group decisions about 2011 priorities for the workplan;
- Review any draft documents required for the next APMEN Annual Meeting

The Secretariat was asked to determine a suitable timeframe and notify Advisory Board members accordingly.

Meeting closed at 4.30pm

Annex 1

DRAFT FOR DISCUSSION **APMEN Communication Objectives**

The APMEN Communication Objectives and Communication Work Plan stem from the fourth overall objective of the network, which is to “provide leadership and advocacy for malaria elimination in the region by expanding international and domestic awareness, funding, and support.” While internal network communication is vitally important, this plan focuses on external communication about the Network. The UQ and GHG Secretariats will lead and manage different objectives as indicated. **ADD IN:** *The Address for the APMEN including the Advisory Board shall be c/- APMEN Program Manager, Office of the APMEN Secretariat etc.*

Objective 1: Organizational Branding, Lead: UQ

In the early phases of the network’s establishment, it is important to create and strengthen a consistent brand for APMEN to communicate its composition, objectives, and advantages it brings to the region’s eliminating countries. Activities include developing a letterhead, logo, and style sheet for key terms and objectives of the Network. These tools will be used by participating countries and institutions as well as by the Joint-Secretariat in all communication. *AusAID’s funding should be acknowledged in these communications, according to style provided by AusAID.*

Objective 2: Advocacy, Lead: GHG

Advocacy for the Network will engage the global health community, and potentially funders, in the work of APMEN. Activities include material development, such as one-pagers and, as well as events to which an APMEN representative will attend. If a representative from APMEN is unable to attend, materials will be sent to be made available at the conference or meeting. A regularly updated list of relevant and important meetings and events will be maintained by the GHG Secretariat.

Objective 3: Web development, Lead: UQ

A major goal of the network is to increase APMEN web presence and facilitate information-sharing to participants and beyond. A temporary APMEN website (www.apmen.org) was established and hosted by GHG, but a permanent site has now been established **ADD IN:** *with the same web address.* It is important that the website synergized and linked with other relevant websites appropriately. Also, it is important that documents and materials be made open access and easily accessible. The UQ Secretariat will develop a proposal on the content of the website, access issues, as well as processes on development and approval of new content.

Objective 4: Press coverage, Lead: GHG

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. Information about the Network as grant recipients, or sub-recipients should be made public.

Objective 5: Funder Updates, Lead: UQ/GHG

In order to ensure communication to funders about Network progress and activities, an annual report will be drafted at the start of each year, to be finalized by the Network with input from the Advisory Board. Final communication of the annual report will occur by end of March annually. Other reports will be completed as needed including 6 monthly progress to funders. The Advisory Board will sign off on these reports.