

APMEN

Business Meeting Minutes

Earl's Regency Hotel, Kandy, Sri Lanka

Thursday February 18, 2010



AGENDA			
No.	TIME AND SESSION	CHAIR	PRESENTER
Thursday, February 18, 13:00 – 14:30 Session 8: APMEN BUSINESS		Dr. Rita Kusriastuti	Professor Maxine Whittaker
1.0	Review of Management and Guidance Structure		
2.0	Review of APMEN Advisory Board		
Thursday, February 18, 14:30 – 15:00 Coffee & Tea			
Thursday, February 18, 15:00 – 16:00 Session 9: APMEN Business		Ms. Cecil Hugo	Dr. Michelle Hsiang
3.0	Review of Annual Work Plan		
Thursday, February 18, 19:00 – 20:30 Country Partner Advisory Board members meeting with Country Partners			
Friday, February 19, 11:00 – 12:00 Voting on the recommendations and amendments of the Thursday Business meeting			

Country Parnters present: Bhutan, China, Indonesia, Malaysia, Republic of Korea, Sri Lanka, Solomon Islands, and The Philippines.

Apologies: Democratic People's Republic of Korea, Vanuatu (*it was noted that Dr Lasse Vestsergaard from WHO, Vanuatu was present as part of the Vanuatu delegation as the two official Country Partners were not available*).

The Meeting participants welcome Mr Richard Moore, Deputy Director General of AusAID to the meeting.

1.0 Review of Management and Guidance Structure

Several documents were pre-circulated to Meeting participants 1 week before the Meeting, and are included in the Meeting pack.

These included:

- Governance of APMEN
- Small Research grants guidelines (being considered by break out group on research grants)
- Intellectual Property Policy
- Fraud and Corruption Management policy
- Equity and Diversity policy

The proposed management and guidance structure of APMEN was presented. The ten participating countries were provided the opportunity to approve, approve with revision, or disapprove any/all of the suggested items. It was decided to not make these decisions on the Thursday, but a session was held aside on the final day to allow voting on the recommendations. These minutes reflect the combined Business Meeting over these 2 days.

Major items for discussion and approval included identifying co-chairs, process for vetting and inducting new country and Institutional Partners, and the Advisory Board structure, role, and initial members.

There was overall support for the proposed management and guidance structure, with a few suggestions for amendments/clarifications:

- The Advisory Board should play a role in advising and conflict resolution, **not** decision making which should be done by the Network at the Business Meetings. It should be called an Advisory Board
- New Country Partners should have a visible commitment to progress towards elimination, while the Network is open to observers from countries in the region. The advantages of being a Country Partner (versus an observer) should be developed into a document. There needs to be a clear application process by which countries that wish to join APMEN can apply. Suggested that any country that has a policy decisions for national/sub national eliminated be invited to consider becoming a Country Partner. There must be a formal statement on this intent. Once that document and a letter of intent to join are received by APMEN, via the APMEN Program Manager, the process can be endorsed by the Annual Business meeting (through Country partner vote)
- Similar process needs to be developed for Partner Institutions joining.
- There should also be clarification on what activities observer countries can take part in. This will be further discussed at the Advisory Board meeting and a proposal developed from these discussions by the secretariat for circulation
- Study tours – Secretariat should provide a list of useful sites and objectives for consideration in 2011

The Governance document with these amendments was accepted unanimously by the Country Partner's present. It was noted that these documents are living documents and should evolve as required over time. They are to be open for modification through the process defined in the governance document – i.e. approval by Country Partners.

The Secretariat was asked to make these changes by the end of March, and circulate for review before finalisation before end of April.

Other discussions revolved around:

- The need for all Country Partners to be actively engaged in APMEN functions
- APMEN should be and needs to be open, collegiate, identify its value add to an already crowded field
- The Secretariat serves as a communication channel between and among the Network and the Working Groups

2.0 Review of APMEN Advisory Board

No separate discussions were held on this topic – was covered in discussions above.

3.0 Review of Annual Work Plan

The process of development and endorsement of the workplan was reiterated. Every year, the Network will receive a report-back on activities from previous year and planning for the next year. Budget for each year is indicative only. There is a cap on the expenditures on the annual meeting and Secretariat. All else is flexible based on the Network's input as to priorities for the workplan and sign off by the Country Partners at the Business meeting. Work detailed in the work plan must be done by Network partners with local responsibility for implementation. The Secretariat only coordinates the work.

APMEN work plan for 2010 was explained in detail. Much of the APMEN budget will go toward the Vivax Working Group, which was approved for the 2010 activities, because vivax activities were identified as a major priority at the Brisbane Inaugural Meeting.

There was overall support for the proposed workplan, with a few suggestions for amendments/clarifications:

- It was suggested that APMEN should have an activity or event for World Malaria Day 2010
- A range of case studies may be most useful, such as one following a high-burden country as it moves toward and through elimination, as well as focusing on countries that have already been successful. A study of all ten countries on one issue, such as cross-border elimination, would be a useful exercise. Further development of the case study framework was also mentioned. The protocol for case studies needs to be shared
- A revised work plan, in consideration of these discussions and reporting from breakout session groups, will be circulated after the meeting – proposed timeframe the end of March
- As a voice of many countries aiming to eliminate, APMEN has great potential in the role of advocacy. Suggested activities included advocacy for the development of Tafenoquine as well as capacity building for Country Partners to advocate within their own countries at government level
- Need to think about how to communicate with policy makers – perhaps APMEN could develop a 2 page document that is suitable for local in-country advocacy work
- Need to ensure capacity building in programme management to support the re-orientation of malaria programmes towards progressively moving to elimination will be necessary
- Need to link any needs for training modules and activities to those of other groups eg ACTMalaria training programs, WHO upcoming technical meeting on vector control in Geneva
- Country Partners can help ensure that APMEN workplan can support/be integrated into Country Partners' own annual malaria plans (harmonised)
- There is a strong call for helping countries build their capacities – and we need to ensure this focus across the approaches to work plans, and the awarding of grants and fellowships etc
- Must continue to ensure administrative costs of the network do not cost the capacity building and research efforts of the Network

- Need to provide detail on the expectations/roles and responsibilities of annual APMEN meeting hosts

4.0 Inception Report

Major activities in the Jul-Dec 2009 inception phase included (note: this include activities from July 2009 to current activities including presentations and working group meetings being held at APMEN II)(AusAID inception report required for period Nov-Dec 2009):

- development and submission of funding proposals (AusAID, and Bill and Melinda Gates Foundation for GHG support to APMEN). AusAID grant has been approved
- APMEN advocacy begun and now APMEN is recognized amongst the global malaria community
- website established
- collection and sharing of national strategic plans has begun
- Sri Lanka case study began
- Planning and conduct of this meeting
- Development of draft governance and policy documents presented at this meeting

5.0 Additional Comments

AusAID noted that it was encouraged by the discussions witnessed during the Business Meeting, and it was pleased to support a Network using its technical and policy expertise to support country programmes progress towards elimination