

APMEN

ADVISORY BOARD MEETING MINUTES



Date: 12 May 2011

Apologies:

Prof Graham Brown, APMEN Advisory Board Member
 Dr Eva Maria Christophel, APMEN Advisory Board Member.

Attendees:

| Location Country/City/Time | Advisory Board Member Voting | Advisory Board Member Observer/Non Voting | APMEN Secretariat Observer/Non Voting |
|-------------------------------------|---|--|---|
| Malaysia, Kota Kinabalu: 14:30PM | <p>Dr Rabindra Abeyasinghe. APMEN Advisory Board Chair (<i>APMEN Country Partner: Ministry of Health, Sri Lanka</i>)</p> <p>Dr Mario Baquilod (<i>APMEN Country Partner: Infectious Disease Office, National Center for Disease Prevention & Control, Department of Health, Philippines</i>)</p> <p>Dr Rita Kusriastuti (<i>APMEN Country Partner: Office of Communicable Disease and Environmental Health, Ministry of Health, Republic of Indonesia</i>)</p> <p>Prof Dennis Shanks (<i>APMEN Partner Institution: Australian Army Malaria Institute</i>)</p> | <p>Dr. John Ehrenberg (<i>for Dr Eva Maria Christophel (WHO WPRO)</i>)</p> <p>Dr. Leonard Ortega (WHO SEARO)</p> | <p>Prof Maxine Whittaker (<i>University of Queensland – UQ</i>)</p> <p>Arna Chancellor* (<i>UQ</i>)</p> <p>Amanda Lee* (<i>UQ</i>)</p> <p>Dr. Michelle Hsiang (<i>University of California, San Francisco – UCSF</i>)</p> <p>Dr. Roly Gosling* (<i>UCSF</i>)</p> <p>Cara Smith Gueye* (<i>UCSF</i>)</p> |
| Australia, Canberra: 16:30PM | | Beth Slatyer (AusAID) (via Teleconference) | |

*Not APMEN Advisory Board member

AGENDA

| NO. | ITEM | DOCUMENTATION | ACTION |
|--------------|--|---|-------------------|
| | Welcome by the APMEN Advisory Board Chair | | |
| | Introduction of participants | | |
| | Meeting logistics | | |
| | Apologies | | |
| 1.0 | CONFIRMATION OF PREVIOUS MEETING MINUTES | Minutes from meeting held 14 December, 2010 | For noting |
| 2.0 | BUSINESS ARISING FROM THE PREVIOUS MINUTES | | For discussion |
| 2.1 | Changes to APMEN Governance document | | For noting |
| 2.2 | Standing Orders for APMEN Advisory Board meetings | Draft Standing Orders for APMEN Advisory Board meetings | For noting |
| 2.3 | Invitation To WHO To Join The APMEN Vivax Working Group | | For noting |
| 2.4 | Deed Of Amendment To Head Contract | Deed of Amendment | For noting |
| 2.5 | APMEN Partner Institution's role and eligibility status within the Network | | For discussion |
| 2.6 | APMEN Advisory Board Meetings Video Conference Locations Alternative | | For discussion |
| 3.0 | MATTERS FOR CONSIDERATION | | |
| 3.1 | Issues Arising From Implementation Of The 2011-2012 Work Plan | | |
| 3.1.1 | Deed of Amendment to Head Contract - no cost extension | Deed of Amendment | For noting |
| 3.1.2 | UQ / Menzies Contract for renewal June | UQ/Menzies Agents Agreement | For discussion |
| 3.1.3 | Issues Raised During APMEN III | | For discussion |
| 3.1.4 | Changes Agreed to at APMEN III Meeting | | For discussion |
| 3.1.5 | Deed of Amendment to head contract | | For discussion |
| 3.2 | Governance issues | | |
| 3.2.1 | Changes To APMEN Governance Documents Recommended during APMEN III | | For discussion |
| 3.2.2 | Participation In APMEN | Brief analysis of increased participation in the network | For discussion |
| 3.2.3 | Renewal Of APMEN Advisory Board Members | | For discussion |
| 3.3 | Planned AusAID Review Of The APMEN Establishment Program | Slides from Rob Condon (AusAID) presentation at APMEN III | For discussion |
| 3.4 | APMEN IV Themes And Meeting Structure | | For discussion |
| 3.5 | Development of 2012 Work plan | | For discussion |
| 4.0 | GENERAL BUSINESS (BOARD RAISED ISSUES) | | |
| 5.0 | MATTERS FOR NOTING | | |
| 6.0 | NEXT MEETING | | |
| | MEETING CLOSED | | |

Meeting opened at 14.30 MYT.

WELCOME

Dr Rabindra Abeyasinghe, the APMEN Advisory Board chair, welcomed all Advisory Board members.

APOLOGIES

Apologies were received from Prof Graham Brown, APMEN Advisory Board Member
Dr Eva Maria Christophel, APMEN Advisory Board Member.

AGENDA ITEM 1.0: CONFIRMATION OF PREVIOUS MEETING MINUTES

The minutes of the December 14 2010 Advisory Board meeting were distributed and agreed to by the Advisory Board in January/February 2011.

Recommendation:

That the Advisory Board acknowledges that the minutes have been previously agreed to via an email process in January/February 2011.

Accepted unanimously.

AGENDA ITEM 2.0: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 CHANGES TO APMEN GOVERNANCE DOCUMENT

No items had been raised by Country Partners pre APMEN III for any specific changes to the APMEN governance.

Recommendation:

That the Secretariat will identify and circulate to Country Partners and the Network any governance changes suggested during APMEN III.

Accepted unanimously.

2.2 STANDING ORDERS FOR APMEN ADVISORY BOARD MEETINGS

Recommendation 2.2 from the Advisory Board meeting minutes from 19th February, 2010 were that the APMEN Secretariat develop draft Standing Orders for the Advisory Board meetings to circulate for comment to the Advisory Board members and Country Partners. The developed draft Standing Orders were discussed at the Advisory Board meeting conducted on 15 December, 2010. The Board recommended this draft be presented to the Country Partners before/at the annual Network meeting. These were presented to the Country Partners and Network at APMEN III and a voting process will be organised by the Secretariat as soon as feasible.

Recommendation:

That the Secretariat circulate the Standing Orders for an email vote (with a one week turn around voting time) within the next 4 weeks

Accepted unanimously.

2.3 INVITATION TO WHO TO JOIN THE APMEN VIVAX WORKING GROUP

Previous minutes requested discussion with the WHO for WHO representation in Vivax Working Group. It was noted by the Board that the engagement and participation at APMEN III by the WHO has been significant and has led to greater understanding and collaboration between APMEN and the WHO.

Recommendation:

The Advisory Board acknowledges completion of this item with full participation of WHO representatives at both the Vivax and Vector Control Working group meetings.

Accepted unanimously.

2.4 DEED OF AMENDMENT TO HEAD CONTRACT

The Advisory Board reviewed the recommendation from the previous Advisory Board meeting minutes (from 15 December 2010) which requested that the Secretariat inform the Network of the change to the AusAID/UQ-APMEN Establishment Program Head Contract. These changes were sought as it was identified that Intellectual Property (IP) issues were not opportune under the existing Head contracts and that changes were required to enable APMEN Research Grants recipients to retain intellectual property rights but still ensure that AusAID retained IP rights as per the Head Contract concurrently.

The Board noted that the Deed of Amendment had been brought to the attention of the Network during APMEN III. The document will be forwarded to the Network for noting before the end of June.

Recommendation:

The Advisory Board acknowledges completion of this item now that the Network has been informed of the Deed of Amendment to the head contract. The copy of this document will be circulated by the Secretariat to Country Partners post APMEN III for noting.

Accepted unanimously.

2.5 APMEN PARTNER INSTITUTIONS ROLE AND ELIGIBILITY STATUS WITHIN THE NETWORK

This issue was not completed due to the increased engagement by regional observer countries namely Vietnam, Cambodia and Nepal. Discussions have been conducted during the separate Country Partners meeting during APMEN III regarding some of the issues related to non APMEN Partner Institutions. This item was discussed more fully under agenda item 3.2.2.

Recommendation:

Refer to 3.2.2 for discussion on this item.

Accepted unanimously.

2.6 APMEN ADVISORY BOARD MEETINGS VIDEO CONFERENCE LOCATIONS ALTERNATIVE

A brief analysis of video conferencing options for future Advisory Board meetings was prepared by the Secretariat and discussed. Agreement to trialing the use of three locations for the next Advisory Board meeting was reached. Proposed group locations will be in Brisbane (for Prof Graham Brown, Prof Dennis Shanks, Aus AID representatives and UQ Secretariat), San Francisco (for GHG Secretariat) and one in a central South-East Asian location (Dr Rabindra Abeyasinghe, Dr Rita Kusriastuti, Dr Mario Baquilod and WHO representatives) with a 3-way video conference link up. It was noted that Thailand has offered support to identify a videoconferencing provider in Thailand and host the videoconferencing if this becomes a cheaper option, as they regularly use videoconferencing and at a reasonable price.

Recommendation:

That that Secretariat proceeds with the new logistical arrangements for the December 2011 virtual Advisory Board meeting.

Accepted unanimously.

AGENDA ITEM 3.0: MATTERS FOR CONSIDERATION

3.1.1 Deed of Amendment to Head Contract - no cost extension

The current APMEN head contract with the major funding body AusAID was due for completion in June 2011. A midterm program review will be conducted before continuation of the committed AusAID funds occurs. Impacting on the utility of the midterm review is the delayed start up time frames of APMEN which have resulted in inadequate time to implement activities and thereby achieve some of the desired outcomes of the Network. The midterm review of the APMEN program has been scheduled for the latter part of 2011, most likely in July/August. This review may provide reflections upon the design, budget, governance and monitoring and evaluation framework of the APMEN and may develop by the APMEN and donors. (See 3.3 for more discussion of the details of the review)

During this interim period UQ sought a no cost extension until December 2011. This was approved following an analysis of the financial implications which determined that planned 2011 Network activities could be completed within the remaining funds. Notification of the Deed of Amendment was provided to the Network by the Secretariat during the Business Meeting at APMEN III.

Recommendation:

That the Secretariat circulates the Deed of Amendment to the AusAID Head Contract to the Network before the end of June for noting.

Accepted unanimously.

3.1.2 UQ / MENZIES CONTRACT FOR RENEWAL JUNE

On December 1, 2010 a subcontracting agreement was signed between UQ and Menzies Institute of Health Research Darwin for services related to the Vivax Working Group and research program. This contract concludes on June 30 2011 and is subject to a midterm review for continuation.

Recommendation:

That the Secretariat works to align the Agents Agreement UQ Menzies with the no cost extension for the APMEN Establishment program and extend the contract until December 2011. Following this, the Network will review the current arrangements upon the findings of the midterm review.

Accepted unanimously.

3.1.3 ISSUES RAISED DURING APMEN III

The Board noted that during the APMEN Business meeting a presentation of Voting and Recommendations related to issues raised in the Vivax and Vector working group meetings, breakout sessions and other technical meetings was conducted. The implications for the budget and network need to be examined and the network needs to confirm agreement to the some of the suggestion voted on during this session.

Recommendation:

That the Secretariat will analyse the implications on budget and provide these details to the network for comment and approval by the end of June 2011.

3.1.4 CHANGES AGREED TO AT APMEN III MEETING

Based upon the draft minutes of the two Working Group meetings and the Technical and Business meetings, some significant changes were identified. These included,

- reducing the number of Vivax research key themes from 5 to 2 ,
- identifying members of working groups by Country Partner or Partner Institution,
- changes to Research Grants to divide the funding into two, with 50% of funds available for small grants and a 50% for an additional type of grant including multi centre grants.

Recommendation:

That the Secretariat will identify and circulate to Country Partners and the Network any governance changes suggested during APMEN III for comment and approval by the end of June 2011.

AGENDA ITEM 3.2: GOVERNANCE ISSUES

3.2.1 CHANGES TO APMEN GOVERNANCE DOCUMENTS RECOMMENDED DURING APMEN III

The Secretariat advised that there had been some suggested minor changes to the Governance document during the APMEN Technical, Business and Country Partners meeting. These will be documented by the Secretariat during the next month and circulated to the Board. Following this, the changes will then be circulated to the Network.

One recommended change to Governance was the inclusion of greater Country Partner consultations to be held before the two annual Advisory Board meetings. This proposed suggestion would see the addition of a Country Partner Business meeting within the annual Network meeting and a virtual meeting (discussed further in 3.2.2). It was suggested that any changes to Governance could be voted on during these additional consultation opportunities. These meetings would also review the draft work plan developed through the consultative process defined in the Governance documents.

The Board also discussed the Country Partners' meeting recommendation that there needed to be active encouragement of more Partner Institutions from existing APMEN Country Partner countries to join as fully fledged members of APMEN.

Recommendation:

That the Secretariat should draft the suggested changes to the APMEN Governance document arising from the APMEN III meeting and circulate to the network for comment and approval by the end of June.

Accepted unanimously.

3.2.2 PARTICIPATION IN APMEN

APMEN in its second year as a formal network has seen an increase in a number of non-APMEN countries attending the Annual Business and technical meeting (Vietnam, Cambodia and Nepal attended APMEN III meeting in 2011 as Observer Countries) and also an increased interest by Partner institutions and the wider malaria community in attending. Factors such as more countries declaring an elimination objective, an increased number of participants and technical specialists who desire to stay on after the Vivax or Vector Working Group meetings, invitations offered to APMEN Fellows and Research Grant recipients to present and participate as part of their capacity development, increased number of technical agencies working in the region and attendance of potential funders of the Network. It is expected that some of this interest will translate into formal applications to join the network.

The Board noted the following comments from the Country Partners meeting concerning the potential effect that an increasing size may have on APMEN in particular on the Country Partner ownership and decision making within the Network.

That the requested solutions to enhance country ownership included:

- An additional Country Partner business meeting during the annual network meeting as well as a regional Country Partner meeting (over 3 regional locations and linked via video conferencing)
- Regional meetings to coincide with the annual development of work plans to ensure that Country Partner's issues and positions are developed and formalised.
- Strengthened feedback from Working Group meetings prior to the APMEN annual meetings to enable Country Partners to come to the Business meetings more informed and strengthen procedures and the role of the Country Partners.

The issue of awarding APMEN Fellowships and APMEN Research Grants to non APMEN Country Partners and Partner Institutions was discussed. The Board concurred with the Country Partners meeting feedback that no APMEN Fellowships or APMEN Research Grants be awarded to Partner Institutions from Non APMEN Countries. There was no conflict of interest seen in Partner Institutions from APMEN Country Partner countries applying. The Board agreed that Partner Institutions from current APMEN Country Partner countries should be encouraged to join APMEN.

A discussion ensued regarding the use of individual names verses institutions in the Governance documents. This issue was highlighted during APMEN III, where a substitute representative from a Country Partner representative was formally named as the Country Partner's representative. It was suggested by the Board that this issue is to be documented by the Secretariat reviewed by the Board and then sent to the Country Partners for changes and agreement.

It was noted that the Country Partners present at APMEN III were satisfied with the current format of membership and do not want to see any changes to the definitions of the various participants in APMEN. It was also noted that the Country Partners were supportive of observers attending the meetings.

Recommendation:

That the Secretariat documents the issues discussed in this item for arising from the APMEN III meeting and circulate to the network for comment and approval by the end of June.

Accepted unanimously.

3.2.3: RENEWAL OF APMEN ADVISORY BOARD MEMBERS

During the development of the APMEN Governance documents the composition of the APMEN Advisory Board was determined. The Governance document states that Advisory Board members will serve a two year term and that they may be elected for more than one term. The Governance document notes the intention that renewal of these positions be rotational to stagger retirement of board members and reduce the possibility of a whole board membership change.

This process is complicated now the annual meetings dates have moved out of sync with the two year terms of office (i.e. is retirement of the Board at the end of the calendar year, and the Business meetings likely to remain in April/May every year) and may result in the need for another out-of-session voting process. There were detailed discussions around the following options:

- Replacing the whole Board at the end of the 2 year term,
- For this term only increasing the duration of the term until May 2012
- Voting on half the positions in 2012 and half in 2013
- Creating a new position on the Board of past Chair as a nonvoting member to mentor the new Board and provide continuity to the deliberations.

The Advisory Board advised that the Country Partner's opinions be sought on regarding the suggestion that the present Board members remain in position until the next annual meeting which is planned for May 2012 in order to align the terms of the Advisory Board members to annual meeting timeframes.

In the first half of 2012, a call for members will need to be announced and based on the results of that call, voting papers be developed for voting at the business meeting APMEN IV 2012. The process of voting needs to be discussed with the Country Partners. The roles and responsibilities of the Board members may also be reviewed as part of this process, with some focus upon Board meeting attendance and engagement in out-of-session discussions.

It was also noted that this area of Governance may also be examined as part of the midterm review process.

Recommendation:

That the Secretariat draft and distribute to the APMEN Advisory Board the suggestions discussed and proposed for the renewal of Advisory Board members. Based on their review a final document regarding the membership and replacement of the Board be pre-circulated as an agenda item for the planned Country Partners meeting to be conducted pre December 2011 with a vote taken at this meeting

Accepted unanimously.

3.3: PLANNED AUSAID REVIEW OF THE APMEN ESTABLISHMENT PROGRAM

The original APMEN Program Establishment design document identified that a mid-term review would occur during 2011. Beth Slatyer confirmed the intention of AusAID to conduct a midterm review and that AusAID was in the beginning stages of planning for this review.

Discussion regarding the nature of this review followed along the lines of the presentation to the Network by Dr Rob Condon which noted that the terms of reference and scope of this review is yet to be determined. Possible aspects for review include: the performance of the Secretariat, nature of the Network, Country Partner ownership, governance and supporting arrangements, the role of the Advisory Board, the role of AusAID as the contract manager and observer on the Board as well as role of other funding bodies. There was discussion that the review could potentially mainly involve a review of the performance of the UQ Secretariat according to the head Contract or could broaden to encompass a more comprehensive review of APMEN in its entirety. At this stage in the Network's development, it was noted that a hybrid approach seems more likely which would require contact with Country Partners and Partner Institutions as opposed to a comprehensive review but that AusAID was still deliberating on these issues and approaches.

To ensure that the APMEN 2012 work plan and preparation for 2012 annual meeting preparations occur, the best timing for the review would be in the month's July and August 2011. AusAID noted that it was not possible to receive another tranche of funding beyond the one provided in June 2011 until the review had been undertaken.

AusAID advised that they will update the Network on the timeframe and scope of the midterm review prior to the review commencing. The Advisory Board stressed that the timing of the review is crucial for the Network and its activities.

Recommendation:

That the Secretariat continues to liaise with AusAID in regards to the planning and processes around the mid-term review and that the Secretariat keep the Advisory Board and Network updated in regards to the actions to be taken for the mid-term review and when the dates and terms of reference for the review are finalized through consultation with APMEN.

That the Secretariat informs the Board who will determine the need for an additional Advisory Board meeting to discuss the preparation for this review.

Accepted unanimously.

3.4: APMEN IV THEMES AND MEETING STRUCTURE

Historically APMEN participants meet once annually for the Annual Network Business and Technical Meeting, which is hosted by a Country Partner. The third annual APMEN Technical and Business meeting saw both the Vivax and Vector Working Groups meet prior to the annual Network meeting. The Vivax Working Group meeting conducted a capacity building workshop on genotyping. These technical sessions provide a venue for information sharing and knowledge exchange about malaria elimination activities and facilitated exposure of more Country Partner National Malaria Control Program managers to both the technical and business side of APMEN. This is in line with the unique nature of this Network which allows access of senior managers to the Vivax and Vector working groups. The Board discussed briefly the removal of capacity building sessions (such as the genotyping workshop) from the Working Group meetings.

Another issue raised for consideration was to separate the Working Groups meetings from the main Network meeting to allow for work plan discussions to occur in the later part of the year, at the time when the following year's work plan is being developed. Given that the Country partners in their meeting did not recommend any changes to the present meetings structures, the Board advised no changes be initiated for Country partner consideration at this point In time..

Recommendation:

To keep the current format of Vector and Vivax Working Group meeting's preceding the Annual Business and technical meeting.

To allow for a Business session immediately after the Working Group meetings (and prior to main Network meeting) to allow for Country Partners to more fully understand the implications of the outcomes of these meetings.

Accepted unanimously.

3.5: DEVELOPMENT OF 2012 WORKPLAN

Discussion occurred regarding the formulation of the APMEN 2012 work plan. Agreement to continue to strengthen the consultation process with Country Partners and utilize the regional country partner meetings to facilitate agreement on the 2012 work plan was discussed. It was noted that the Country partner meetings strongly supported that the presentation of APMEN case study/studies as a regular feature of the Annual Technical meetings.

Recommendation:

That the current process of work plan consultation continues and that recommendations arising from the planned Country Partner meetings (pre December) are sought and incorporated into the 2012 work plan.

Accepted unanimously.

AGENDA ITEM 4.0: GENERAL BUSINESS (BOARD RAISED ISSUES)

No matters raised.

AGENDA ITEM 5.0: MATTERS FOR NOTING

The Advisory Board requested that a draft of the meeting minutes be circulated to the Board members by early June for review and approval.

AGENDA ITEM 6.0: NEXT MEETING

Dr Abeyasinghe thanked the Advisory Board members and participants for their attendance and contributions to the meeting. Dr Abeyasinghe thanked the Secretariat for their preparation efforts for the APMEN III meeting and the Board meeting and AusAID for their continued support and interest in APMEN.

The Board members and meeting participants thanked the Advisory Board Chair, Dr Abeyasinghe for his role.

Meeting closed at 16:00PM MYT.