



## REGIONAL NETWORKS

### GUIDELINES

2018

#### 1. Background

The International Association of National Public Health Institutes (IANPHI) brings together the directors (or equivalent leaders) of over 100 National Public Health Institutes (NPHIs) in a robust global network focused on NPHI-strengthening activities.

IANPHI encourages the establishment of Regional Networks as indicated in the IANPHI constitution.

#### 2. Members

Members of the IANPHI Regional Networks are National Public Health Institutes which are national members or associate members of IANPHI represented by their Directors.

A Director may wish to delegate a member of his/her senior management team (deputies or equivalent) to participate to the operational activities of the networks.

#### 3. Objective

IANPHI Regional Networks bring together Directors of the National Public Health Institutes, members of IANPHI with the aim to develop regional collaboration, to facilitate the provision of mutual support and technical assistance and to strengthen each other capacities.

Regional Networks facilitate knowledge exchange, the sharing of expertise, experiences and best practices to achieve the common goal of improving public health in the countries by formulating and communicating actions in regional and global health underlying issues. These networks enable to discuss the national public health priorities in the context of regional and global priorities, the role and positioning of NPHIs in the different countries.

Regional Networks can help building regional partnerships that benefits to the network and its members (e.g., with WHO regional offices, supranational agencies etc.).

#### 4. Organization

IANPHI has four Regional Networks: Africa, Asia, Europe, Latin America & the Caribbean. According to IANPHI Statutes, regional structures shall be coordinated and chaired by a

National Member. They shall operate under the supervision and authority of the Executive Board to which they report.

## 1) Chair and Vice Chair

### *Election of the Chair and Vice Chair*

Each Regional Network may decide to elect a chair (and a Vice-Chair if so decided) or to delegate to the Secretariat the coordination of the activities of the regional network.

The Chair and Vice Chair shall be a Director or a member of the Executive team of a national member. Chair and vice chair are elected with a simple majority vote of the national members present, with one vote per country.

The Chair (and a Vice-Chair if so decided) shall be elected by the regional members for a period of two years renewable.

### *Responsibilities of the Chair and Vice Chair*

**Chair:** The Chair is the focal point of the regional network and will be responsible for its coordination and good functioning. The Chair shall represent the regional network with the regional members and the IANPHI Executive Board. The Chair shall preside the meetings, rule on points of order, direct the discussion, put questions into consideration, announce decisions and be an initiator of collaborative programs among members. The Chair shall be responsible for the monitoring and the presentation of reports to the members of the network and to the IANPHI Executive Board. He/she shall have the right to take part in the discussions and decisions. He/she shall exercise all other functions given to him by the regional members. The Chair may delegate the Vice-Chair to represent in his/her absence.

**Vice-chair:** The vice-chair shall assume and perform the duties and responsibilities of the Chair during the Chair's absence. Additionally, he/she shall organize the meetings, keep the agenda and minutes of the Regional Network meetings, send the information to the regional members, and inform them about call for applications. The Vice-Chair may perform other duties that may be requested by the regional members and the Chair.

**Accountability and duties:** The Chair and Vice-Chair of the Regional Networks are accountable to the IANPHI Executive Board and shall report on their activities at least twice a year in a written document to be sent to the IANPHI Secretariat at least two weeks prior to the IANPHI Executive Board meeting during which their report will be presented. All documents and reports resulting from the Regional Network activities shall be communicated to all members of the regional network and sent to the IANPHI Secretariat in charge of communicating them to the Executive Board. Any initiative, either activity, project or collaboration, involving the use of IANPHI name or logo should be previously presented to the Executive Board for information and approval.

## 2) Language

The language of the discussions during the regional meetings is chosen by the members of the networks. Language should be chosen so that all participants can actively contribute to the discussions and activities. All documents and reports resulting from the Regional Network activities shall be English.

## 5. Meetings and network activities

The Regional Networks are encouraged to hold face-to-face annual meeting taking advantages of the possibility to hold back to back meetings with another event. The participation of Directors at the annual and regional meeting is expected and recommended by the Executive Board.

Regional Networks shall conduct a minimum of two meetings per year, using all available communication channels, to discuss and plan collaborative activities such as trainings, joint research, and participation or organization of events related to their needs in building their capacities and to discuss regional public health priorities. They might also undertake studies to guide policy and technical understanding in public health issues. Regional opportunities such as meetings, projects, agreements, trainings should be an opportunity to liaise with the Regional Network and to share information. One face-to-face meeting can be held back to back during the Annual Meeting, when funding is available and participants in a sufficient number.

Each member is committed to contribute to the activities of the regional network. The agenda and minutes from each meeting shall be communicate to all members.

## 6. Funding

Regional network should seek funding or be self-funded. If private funding is sought the Executive Board should be informed and approve it.

## 7. Partnerships / Agreements

Given that the Regional Network is not a legal entity, the Executive Board of the IANPHI Association is the only authority formally entitled to engage IANPHI in a project or an activity with partners.