



**General Assembly Meeting
1 October 2013 9.00 – 10.30
Meru Hall, Arusha, Tanzania
MINUTES**

1. Opening

IANPHI President Pekka Puska opened the General Assembly meeting. He thanked warmly IANPHI Annual Meeting host institute director, Dr. Mwele Malecela for her and her team's efforts in organizing the event.

It was noted that as per IANPHI Constitution, only Institutional members have voting rights at the General Assembly. The list of participants was noted.

2. Report of IANPHI Executive Board and report of the IANPHI Foundation

President Puska summarized the IANPHI activities undertaken by the Executive Board, the Secretariat and the US Office since the last IANPHI Annual Meeting in 2012.

IANPHI Executive Board has concentrated on advocating for IANPHI both globally and locally, seeking for funding for the Association and for new members and partners. The US Office has conducted fundraising activities as well as executed project work according to IANPHI's strategy, funded by Bill and Melinda Gates Foundation. The Secretariat, based at THL, Finland, has focused on the administration of IANPHI, membership issues and European fundraising and advocacy activities.

IANPHI Foundation was established in Finland in 2011 by THL Foundation to serve as a technical body to finance the IANPHI Executive Board decisions on activities of IANPHI. It has served as the technical legal entity for IANPHI Member dues collection, coordinated by the IANPHI Secretariat in Finland. The Foundation functions have been carried out according to Finnish law, reporting to the IANPHI Executive Board.

President Puska emphasized that even though the financial situation of IANPHI is currently good and the Association has sufficient funds for the coming year's functions, it is of high importance for members to show their commitment to IANPHI by paying their annual member dues. There is a considerable number of institutes who have neither paid their dues nor contacted the Secretariat in any manner to seek for a waiver, request for lowering of the dues sum, or to inform the Secretariat of reasons why it is not possible for the institute to financially contribute to IANPHI. The Executive Board has raised the need to consider the possibility to remove non-paying members who are not in any contact with the Secretariat regarding their dues. The Executive Board will further discuss the issue in its meetings next year. It was also pointed out by members that the General Assembly

is to be provided with a balance sheet of IANPHI finances for the next General Assembly, and a breakdown of dues payments received and pending.

3. New Members: Discussion and vote

The Executive Board had reviewed membership applications received, and proposed for the following institutes to be approved as IANPHI Members:

- *Republic of Korea*, Korea Centers for Disease Control and Prevention: *Institutional membership*
- *Kenya*, Kenya National Public Health Institute: *Associate membership*
- *Malawi*, Public Health Institute of Malawi (PHIM): *change of membership status from Associate (Ministry of Health) to Institutional (Public Health Institute of Malawi)*
- *Canada/Quebec*, Institut national de santé publique du Quebec: *Associate membership*
- *Bolivia*, Health Laboratories National Institute (INLASA): *Associate membership*
- *Australia*, Australian National Preventive Health Agency (ANPHA): *Associate membership*

The General Assembly accepted the Executive Board proposal on the new member institutes.

African Society of Laboratory Medicine (ASLM) had expressed willingness to formalize its partnership with IANPHI, which was accepted by the Executive Board and reported to the Assembly.

Many other national public health institutes and departments of ministries of health have shown interest in joining IANPHI. Several membership applications are expected to be submitted in 2014.

4. Election of New Executive Board members

President Puska gave an overview on the six open Executive Board member positions, some of which are based on the Board rotation cycle; some left open at the General Assembly 2012.

The call for nominations as candidates was opened in March 2013, and based on the nominations received, the Executive Board proposed the following slate of candidates to be approved by the General Assembly:

- EB member 1: Dr. Maris Jesse, Estonia
- EB member 2: Dr. Igbal Bashir, Sudan
- EB member 4: Dr. Amha Kebede, Ethiopia
- EB member 5: Dr. Cesar Cabezas, Peru
- EB member 6: Dr. Chauhan, India
- EB member 9: Dr. Mahmudur Rahman, Bangladesh

The General Assembly accepted the Executive Board proposal for new members to the Board and unanimously elected these candidates as new members of the Executive Board.

5. Member dues 2014

Executive Board proposed the IANPHI member dues for year 2014 to remain at the same level as 2013:

- Low income or low middle income countries: 500 \$ / 375 €
- Upper middle income countries: 3000 \$ / 2253 €
- High income countries: 9000 \$ / 6759 €

The Executive Board proposal was approved by the General Assembly. There was a request to review the principles of the membership dues structure.

6. IANPHI Secretariat relocation

President Puska provided the General Assembly with summary of the process of relocating the IANPHI Secretariat as per Executive Board decision during Annual Meeting 2012. The request for proposals to host IANPHI Secretariat was opened in January 2013, with deadline of 11 March 2013. The proposals received were reviewed by an independent Evaluation Committee, Dr. Geir Stene-Larsen, (Chair), Mohammed Hassar, Oni Idigbe and Jane Wilde. The Committee prepared an evaluation report, and made a recommendation for the joint proposal of INSP/InVS (Mexico/France) to be approved by the Executive Board as the new Secretariat.

In its meeting in Helsinki 14-15 June 2013, IANPHI EB decided on the Secretariat to be transferred to INSP/InVS (Mexico/France) as per Evaluation Committee recommendation. The current Secretariat, based at THL, Finland, was assigned to start preparations for the transfer. The new Secretariat will start operating 1. January 2014. The Executive Board has appointed Dr. Mauricio Hernandez Avila, Director of INSP, Mexico, as new Secretary General of IANPHI.

The current Secretariat will inform IANPHI members about issues related to the transfer during the end of year 2013.

7. IANPHI work plan and Secretariat work plan 2014

President Puska invited Dr. Mauricio Hernández-Avila from INSP, Mexico, to present the new Secretariat work plan to the General Assembly.

Dr. Hernández-Avila summarized the IANPHI Secretariat's main responsibilities being membership activities, collaboration with IANPHI Foundation, Annual Meeting arrangements, conducting the functions of IANPHI Executive Board, and advocacy and fundraising for IANPHI. Also, the new Secretariat has conducted a membership survey to identify areas for focus for the Secretariat work to add value to the network and its members in the coming years.

Dr. Hernández-Avila introduced the staff of the new Secretariat and thanked the current Secretariat for their work, and for the good collaboration during the transition period.

8. Awards

Dr. Innocent Ujah, director of NIMR, Nigeria, presented IANPHI with NIMR's "External Stakeholders Award for Year 2013" for IANPHI's strong capacity building collaboration efforts.

Dr. Wang Yu was presented the "IANPHI Exceptional Service Award" for his service as IANPHI Executive Board member since year 2006.

9. Date and place of next IANPHI meeting

President Puska invited Prof. Abderrahmane Maaroufi to present the proposal of Morocco to host the next Annual Meeting in 2014. The Executive Board has unanimously supported Morocco to host the Annual Meeting 2014, making it the first IANPHI Annual Meeting in the WHO EMRO region. Prof. Maaroufi welcomed IANPHI members to Marrakech next year, with the tentative timing being the beginning of November. The exact dates will be communicated to all IANPHI members once agreed on.

10. Other business

Dr. Felix Rosenberg wished it to be noted in the minutes that due to a technical mistake he had not been included in the list of representatives of IANPHI Institutional members present at the General Assembly, and was noted as official representative of FIOCRUZ, Brazil.

No other topics were brought to discussion.

11. Adjournment

President Puska thanked the General Assembly and the meeting was adjourned at 11:00.

List of institutional member attendees

Name	Country	Institute	
Dr. Mwele Malecela	Tanzania	National Institute for Medical Research (NIMR)	
Prof. Pekka Puska	Finland	National Institute for Health and Welfare	
Dr Johan Peeters	Belgium	Scientific Institute of Public Health	
Dr Zacarias José da Silva	G. Bissau	National Institute of Public Health (INASA)	
Prof. Muhammad Amanullah Khan	Pakistan	Institute of Public Health	
Prof. Innocent Ujah	Nigeria	Nigerian Institute of Medical Research (NIMR)	
Prof. Reinhard Burger	Germany	Robert Koch Institut	
Dr. Abiba Kere Banla	Togo	Institut National d'Hygiene (INH)	
Dr. Egbal Abukaraig	Sudan	Public Health Institute	
Dr. Bashir Noormal	Afghanistan	Afghan Public Health Institute	
Dr. Dinard Kouassi	Cote d'Ivoire	Institut National de Santé Publique	
Dr. Ilesh Jani	Mozambique	National Institute of Health	
Prof Mahmudur Rahman	Bangladesh	Institute of Epidemiology, Disease Control & Research	
Prof Abdulsalami Nasidi	Nigeria	Nigeria Centre for Disease Control	
Dr Dragan Llic	Serbia	Institute of Public Health of Serbia	
Dr Mohamed Rhajaoui	Morocco	National Institute of Hygiene	
Dr. Maris Jesse	Estonia	National Institute for Health and Development	
Dr Maurico Hernandez	Mexico	Instituto Nacional de Salud Publica (INSP)	
Dr Sarah Wamala	Sweden	National Institute of Public Health	
Dr Fernando de la Hoz Restrepo	Colombia	Instituto Nacional de Salud	
Dr Amha Kebede Habtemichael	Ethiopia	Ethiopian Health & Nutrition Research Institute	
Dr Lakhbir Singh Chauhan	India	India National Centre for Disease Control	
Dr. Thomas Kenyon	USA	Center for Disease Control & Prevention (CDC)	<i>Representative</i>
Dr. Sopheab Heng	Cambodia	National Institute of Public Health	<i>Representative</i>
Dr Marcel Van Raaij	The Netherlands	National Institute for Public Health & the Environment (RIVM)	<i>Representative</i>

Dr George Mulakazi Miiro	Uganda	Uganda Virus Research Institute (UVRI)	<i>Representative</i>
Dr Maria Eliette Valladares-Cardoza	El Salvador	Instituto Nacional de Salud	<i>Representative</i>
Prof. Silveria Henrique	Portugal	Instituto de Higiene e Medicina Tropical (IHMT)	<i>Representative</i>
Prof. Lucille Blumberg	South Africa	National Institute for Communicable Diseases (NICD)	<i>Representative</i>
Dr Austin Mnthambala	Malawi	Community Health Sciences Unit/MOH	<i>Representative</i>
Prof Jorge Machado	Portugal	Instituto Nacional de Saúde (INSA)	<i>Representative</i>
Dr. Felix Rosenberg	Brazil	FIOCRUZ (Oswaldo Cruz Foundation)	<i>Representative</i>