# APMEN

## ADVISORY BOARD MEETING MINUTES

**Date:** 21 January 2015 (MYT)

**Location:** Impiana KLCC Hotel, Kuala Lumpur, Malaysia / Teleconference

### Apologies:
Dr Leonard Ortega (WHO SEARO) and Dr Eva Maria Christophel (WHO WPRO) (Dr Rabindra Abeyasinghe as representative)
Ms Ana Becerra-Riveroll (Department of Foreign Affairs and Trade, Australia), Ms Helen McFarlane (Department of Foreign Affairs and Trade, Australia)

### Attendees:

<table>
<thead>
<tr>
<th>Location Country/City</th>
<th>Advisory Board Member Voting</th>
<th>Advisory Board Member Observer/Non Voting</th>
<th>APMEN Secretariat Observer/Non Voting</th>
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<tr>
<td>Impiana KLCC Hotel Kuala Lumpur, Malaysia</td>
<td>Dr Mario Baquilod (APMEN Country Partner: Infectious Disease Office, National Center for Disease Prevention &amp; Control, Department of Health, Philippines)</td>
<td>Dr Rabindra Abeyasinghe WHO WPRO</td>
<td>Prof Maxine Whittaker (University of Queensland – UQ)</td>
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<td>Dr Chea Nguon (APMEN Country Partner: Deputy Director of National Center for Parasitology, Entomology and Malaria Control (CNM), Ministry of Health, Cambodia)</td>
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<td>Arna Chancellor* (UQ)</td>
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<td>Mr Rinzin Namgay (APMEN Country Partner: Director Vector Borne Disease Control Program, Ministry of Health, Bhutan)</td>
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<td>Dr Chong Chee Kheong (APMEN Country Partner: Director, Disease Control Division Ministry Control Division, Ministry of Health, Malaysia)</td>
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<td>Dr Jetsumon Sattabongkot Prachumsri (APMEN Partner Institution: Mahidol Vivax Unit Faculty of Tropical Medicine, Mahidol University)</td>
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<td>Dhaka Bangladesh (via teleconf)</td>
<td>Prof Be Nazir (APMEN Country Partner: National Malaria Control Programme, Communicable Disease Control Division Directorate General of Health Services Ministry of Health &amp; Family Welfare, Bangladesh)</td>
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<td>Manila, Philippines (via teleconf)</td>
<td>Dr Effie Espino (APMEN Partner Institution: Research Institute for Tropical Medicine) *via teleconference</td>
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<td>San Francisco, USA (via teleconf)</td>
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<td>Dr Roly Gosling (University of California, San Francisco – UCSF) Cara Smith-Gueye* (UCSF) *via teleconf</td>
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*Not APMEN Advisory Board member
## Agenda for APMEN Advisory Board Mid-Year Meeting

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<td>Minutes from previous APMEN Advisory Board meeting held 13th March, 2014</td>
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<td>1. APMEN sustaining the network</td>
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<td>APLMA MOU</td>
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<td>1. Population Services International (PSI) and Medicines for Malaria Venture (MMV)</td>
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<td>2. Anticipated applications :India and ANU</td>
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<td>2. Evaluation</td>
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Meeting opened at 7am Malaysian time (MYT)

Voting for Chair and Vice-Chair
The voting members of the Advisory Board informed the meeting of the outcome of the vote for new Chair and Vice Chair which was mutually agreed to by all the voting members of the Advisory Board in a closed session.

New Chair: Dr Chong Chee Kheong: Malaysia Country Partner Representative
New Vice Chair: Dr Jetsumon Sattabongkot Prachumsri: Partner Institution Representative Mahidol Vivax Unit Faculty of Tropical Medicine, Mahidol University, Thailand

**AGENDA ITEM 1.0: CONFIRMATION OF PREVIOUS MEETING MINUTES**

Minutes from the previous meeting held in various locations occurred on 13 March 2014 in Manila and were circulated via email. No notable changes were made. The Chair on behalf of the Board ratified the minutes of the end of year mid-year Advisory Board meeting.

**AGENDA ITEM 2.0: BUSINESS ARISING FROM PREVIOUS MINUTES**

The Secretariat provided the Board with an update on the actions undertaken from the recommendations that resulted from the previous Board meeting.

The below following items were accepted:

**3.2.1 Strategic directions and funding arrangements**

Recommendation:
That the Secretariat continues to work with potential funders and encourages co-funding by those within the network of activities and or attendance at APMEN meetings

Update:
- One new funding stream sourced from APMEN Partner Institution PATH to co-fund a G6PD workshop in the Philippines in Feb 2015
- Continued co-funding by many APMEN Country Partners and Partner Institutions.
3.2.2 Governance

Recommendation:

That a review of the APMEN Governance is undertaken by a small working party of Advisory Board members lead by the University of Queensland Secretariat to identify new processes and structures for Phase 2 APMEN.

Update:

➢ Refer to new Agenda item 3.4

3.2.3 2015 Country Partner Host

Recommendation:

That the Advisory Board recommends that the Secretariat advocate, particularly to APLMA, the significance of Vietnam as Co-Chair of both APLMA and APMEN VII and prepares for the meeting.

Update:

➢ Pre meeting visits undertaken Refer to new agenda item 3.10

3.3: New Advisory Board process post June 30th 2014

Recommendation:

That the Secretariat undertakes an out of session vote for new Advisory Board Country Partners and Partner Institutions representatives in third quarter of 2014. This should occur following the results and recommended changes of the review being forwarded and voted on by the network (post Governance review). That the UQ Secretariat prepares for a face to face Advisory Board induction and meeting for at the end of year Board meeting at a coinciding regionally based meeting if possible.

Update:

➢ New Board voting undertaken in December and new representatives inducted prior to this meeting

3.4: Expressions of Interest to join APMEN

Recommendations:

That the APMEN Secretariat formally contacts Population Services International (PSI) and forward the relevant application forms for them to apply to become an APMEN Partner Institution.

The APMEN Secretariat should also start the process of application for Country Partner with Bangladesh.

Update:

➢ Bangladesh application received and voting occurred in August with a formal announcement on 3 September. This was followed by a formal ceremony in Bangladesh on 13 November.
➢ Emails from Secretariat to PSI resulted in formal application being received in January 2015. Refer to new agenda item 3.5

3.5: Contractual
Recommendation:
The Secretariat informs the Board of any updates on new contract discussions.

Update:
- APMEN Advisory Board informed and sent a copy of the deed of extension new contract with DFAT via email on 11 July. Refer to new agenda item 3.7

3.6: Advocacy for APMEN issues and for APMEN future support
Recommendation:
The Secretariat follows up immediately the request for information from Country Partners to advocate messaging for Global Fund.

Update:
- Briefing material were prepared (Global Health Group) and disseminated to all Country Partners the Impact of the Global Fund’s New Funding Model on Asia Pacific Malaria Elimination Network Countries.

AGENDA ITEM 3.0: MATTERS FOR CONSIDERATION

Prior to the formal matters for consideration were addressed, some general issues were brought up by the Board:
- It was noted that Malaysia would be the next host of the 2015 East Asia Summit.
- There was a discussion on APMEN definition of malaria elimination. The Secretariat clarified the national and sub national goals.
- Board members discussed the induction for new APMEN Country Partners and Partner Institutions. It was agreed that prior to APMEN VII meeting a structured induction would be offered to all new participants.
- Dr Jetsumon also mentioned the possibility of APMEN working with other networks and she sees synergies with other groups and meetings. She discussed the possibility of a version of ASTMH being incorporated / undertaken alongside the JITMM annual meeting in Bangkok.
- Dr Abeyasinghe noted that PNG was working towards a new Strategic national plan which incorporates an elimination agenda. It was noted by the secretariat that early discussions have been conducted with PNG.
- Dr Chea also mentioned the need for any research grants that would like to use the “brand” APMEN or be endorsed or note APMEN as a partner, need to be clearly outlined and elevated to the Secretariat and Board. The Board agreed that a formal letter of endorsement may be required for any funding applications. The Board agreed that preserving the brand APMEN is very important.

AGENDA ITEM 3.1: Update from Department of Foreign Affairs and Trade (Australian Aid program)

Representatives from DFAT were unfortunately unavailable to attend. Professor Maxine Whittaker noted that that the funding environment remains very uncertain. She also noted that the network is working very closely with formal partners APLMA and that they see APMEN as critical in supporting countries to deliver on the yet to be agreed road map for 2030 elimination.

Recommendation:
That the APMEN Secretariat contact DFAT for an update on future funding and that this information will then be provided to the APMEN Advisory Board prior to the Vietnam Annual Business and Technical meeting
This was voted and agreed to by all members of the Board.

**AGENDA ITEM 3.2: APMEN Funding and Sustainability**

Professor Maxine Whitaker discussed the current state of APMEN funding, which includes no secured funding from DFAT after June 30th 2015. She explained the need as a payment milestone to prepare a sustainability plan for DFAT and the difficulties now that it appears evident that the “option of the Trust fund- ADB taking on APMEN seemingly have not eventuated. She presented the following 4 scenarios;

(Refer to additional supporting documents provided immediately prior to the meeting Appendix 1)

1. Keeping the Doors Open
2. No frills
3. Maintain the Status Quo
4. Growth

The Board agreed that continued core funding for Secretariat and annual meeting is the basic funding required to keep the network functioning and viable.

Ms Cara Smith Gueye (Global Health Group) updated the Advisory Board on the Network’s funding from the Bill and Melinda Gates Foundation (BMGF). This funding extends through until Dec 31st 2016 and provides support for a percentage of Dr Roly Gosling and Ms Cara Smith Gueye time, for the coordination of the Surveillance and Response Working Group and its 2015 and 2016 meetings. There has also been secured additional BMGF funding for advocacy work in APMEN.

APMEN key input is to catalyze interest for other group and organisations to take on board and pursue. There was discussion regarding combining activities if required with others such as JITMM meeting (annual conference held end of year -Bangkok).

**Recommendation:**
That the APMEN Secretariat will inform the Board of the Sustainability Plan progress as information comes to hand.

That The APMEN Secretariat will inform the Board of news regarding the engagement of a consultant and any Terms of Reference proposed.

This was voted and agreed to by all members of the Board.

**Dr Effie Espino’s teleconference connection dropped out at this stage of the meeting, and she was unable to be called back in.**

**AGENDA ITEM 3.3: Partnerships**

The Board noted the presented Letter of understanding with APLMA dated 17 October 2014. Professor Maxine Whittaker discussed the ongoing discussions regarding signing an agreement with WPRO and thereafter SEARO.
Recommendation:
That the APMEN Secretariat will inform the Board of development in the WPRO Letter of Understanding.

This was voted and agreed to by all members of the Board.

AGENDA ITEM 3.4: Governance

The previously advised process of establishing a APMEN Governance working Group did not eventuate as planned and the Board noted that a staged governance review (which will identify potential changes in processes and structures for Phase 2 APMEN) is undertaken by the University of Queensland Secretariat and then be reviewed in Vietnam by the Board.

Recommendations:
That a review of the APMEN Governance is undertaken by the University of Queensland Secretariat and then presented to the APMEN Advisory Board members via email prior to APMEN VII meeting with a 2 week review period to allow for any suggestions to included and then presented to the business meeting during APMEN VII meeting.

This was voted and agreed to by all members of the Board.

AGENDA ITEM 3.5: Expressions of Interest to join APMEN

The recently received Expressions of interest to join APMEN from 3 new Partner Institutions and one new Country Partners were briefly discussed

1. Population Services International (PSI)
2. Medicines for Malaria Venture (MMV)
3. Anticipated applications : ANU
4. India

It was noted that very preliminary discussions have occurred with both Myanmar and PNG. It was also noted that Timor Leste, Myanmar and PNG who are developing their strategic plans with elimination goals at least at sub national levels will be invited as observers to APMEN VII. This is based on meetings already held and communications with these three countries.

Recommendations:
That the Secretariat continues to process the applications from Population Services International (PSI) and Medicines for Malaria Venture (MMV) and Country Partner application from India as per the current Governance process.

That the Secretariat processes the anticipated application the Research School of Population Health (RSPH), ANU Canberra before APMEN VII.

This was voted and agreed to by all members of the Board.
AGENDA ITEM 3.6: Recommendations for Friends of APMEN

There was a discussion on the category “Friends of APMEN” as individuals who have previously been involved in the leadership of malaria elimination efforts in the region and who have retired or moved from their APMEN Country Partner or Partner Institution to another region or role. In principle the 3 recommendations under this category were warmly welcomed as good candidates but it was decided that the network needed a process in place (i.e. the governance document) to outline the process for their formal nomination and awarding of this status /title into the network. It was agreed that it was timely to add this to the anticipated Governance review.

Recommendation:
That the Advisory Board directs the Secretariat to wait for redrafted governance document to be approved and include in this process to clearly define the roles and responsibilities of the friends of APMEN before formally notifying the identified individuals of their new APMEN status.

This was voted and agreed to by all members of the Board.

AGENDA ITEM 3.7: Contractual

The Board noted the conclusion in 2014 of the DFAT contract to APMEN (June 30 2014) and the successful completion of negotiations to secure UQ-APMEN funding 2014- 2015 as a costed extension until June 30 2015.

It was also noted that Menzies has an extension following the DFAT extension.

Finalisation of the Bill and Melinda Gates Foundation funding for APMEN activities through the Global Health Group also noted alongside the resultant JIPD Sub contract for Surveillance and Response Working Groups.

Recommendation:
The Secretariat informs the Board of any updates on new contract discussions.

This was voted and agreed to by all members of the Board.

AGENDA ITEM 3.8: Advocacy 2014/2015

A very brief review of advocacy presented including the contacts made and partnerships underway with various key regional and global organisations despite the limited budget available for this activity. The Secretariat reported that they had been able to continue to secure in kind support and significant technical advice from key malaria global advocacy groups.

The APMEN Advocacy Workshop December 2015 (25 attendees from Indonesia, Philippines, Malaysia, Thailand and Sri Lanka) was also noted as an important activity alongside the continued production of APMEN Advocacy Materials, New APMEN Fact Sheet, APMEN Infographic, continued media releases, media interview, website refresh and announcements, tweets and monthly E newsletter format.

Recommendation:
That the Secretariat continues its advocacy efforts and partnerships and focuses on future funding activities for both the regional and country elimination programmes as well as for the network.

This was voted and agreed to by all members of the Board.

AGENDA ITEM 3.9: Presentation of recent reports

The Board praised the work of the Secretariat in working with the Roll Back Malaria team to support and assist in this important malaria elimination publication- for the Progress and Impact series. The Draft 5 Year report was presented but not discussed due to time issues.

The Board noted the APMEN publications and those they will be useful in terms of future advocacy efforts.

- Evaluation Report
- Vivax Working Group Report
- Fellowship program Report

Recommendation:
That the Secretariat ensures wide distribution of these valuable reports.

AGENDA ITEM 3.10: APMEN VII Draft Agenda

Very limited discussion time available due to time constraints. Brief explanations of the two main proposed themes were presented as:

- Asia Pacific 2030 Elimination: What is needed to achieve this goal: Technical, Financial and Operational considerations
- Ensuring healthy populations for malaria freedom - Border Health and mobile populations

Recommendation:
That if Board members have issues they are to be raised directly to Secretariat.

AGENDA ITEM 4.0: GENERAL BUSINESS (BOARD RAISED ISSUES)

AGENDA ITEM 5.0: MATTERS FOR NOTING

APPENDIX 1: Additional supporting documentation provided prior to during the meeting