# APMEN
## ADVISORY BOARD MEETING MINUTES

**Date:** 7 March 2013  
**Location:** InterContinental Resort Bali, Republic of Indonesia

**Apologies:**  
Dr Christina Rundi (Country Partner Malaysia), represented by Dr Rose Nani Mudin  
Dr Leonard Ortega (WHO SEARO), represented by Dr Md Mushfiqur Rahman  
Dr Eva Maria Christophel (WHO WPRO), represented by Dr Rabindra Abeyasinghe  
Dr Bouasy Hongvanthong (Partner Institution ACTMalaria), represented by Dr Simone Nambanya

### Attendees:

<table>
<thead>
<tr>
<th>Advisory Board Member</th>
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<th>APMEN Secretariat</th>
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<tbody>
<tr>
<td><strong>Voting</strong></td>
<td><strong>Observer/Non Voting</strong></td>
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<tr>
<td>Dr Wichai Satimai <em>(APMEN Advisory Board Chair, APMEN Country Partner: Director Bureau of Vector Borne Disease, Ministry of Public Health, Thailand)</em></td>
<td>Dr Rabindra Abeyasinghe <em>(WHO WPRO)</em></td>
<td>Prof Maxine Whittaker <em>(University of Queensland – UQ)</em></td>
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<td>Prof Gao Qi <em>(APMEN Advisory Board Vice Chair, APMEN Country Partner: Director of Jiangsu Institute of Parasitic Diseases /Director of National Key Laboratory on Technique Research of Parasitic Diseases, China)</em></td>
<td>Dr Md Mushfiqur Rahman <em>(WHO SEARO)</em></td>
<td>Dr Roly Gosling <em>(University of California, San Francisco – UCSF)</em></td>
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<td>Dr Mario Baquilod <em>(APMEN Country Partner: Infectious Disease Office, National Center for Disease Prevention &amp; Control, Department of Health, Philippines)</em></td>
<td>Ms Helen McFarlane <em>(AusAID)</em></td>
<td>Arna Chancellor* <em>(UQ)</em></td>
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<td>Dr Rose Nani Mudin <em>(APMEN Country Partner: Head of Vector Borne Disease Sector, Disease Control Division, Ministry of Health, Malaysia)</em></td>
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<td>Cara Smith-Gueye* <em>(UCSF)</em></td>
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<td>Mr Albino Bobogare <em>(APMEN Country Partner: Director Vector Borne Disease Control Program, Solomon Islands)</em></td>
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<td>Amanda Lee* <em>(UQ)</em></td>
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<td>Prof Dennis Shanks <em>(APMEN Partner Institution: Australian Army Malaria Institute)</em></td>
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<td>Melanie Kawa* <em>(UQ)</em></td>
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<td>Dr Simone Nambanya <em>(APMEN Partner Institution: ACTMalaria)</em></td>
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*Not APMEN Advisory Board member*
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<tr>
<th>Number</th>
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<td>-</td>
<td>Identify Meeting Chair</td>
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<td>Introduction and Welcome of Participants</td>
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<td>Meeting Logistics</td>
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<td>Apologies</td>
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<tr>
<td>1.0</td>
<td>Confirmation of Previous Meeting Minutes</td>
<td>Minutes from previous APMEN Advisory Board meeting held 30th October, 2012</td>
<td>For ratification</td>
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<tr>
<td>2.0</td>
<td>Business Arising from the Previous Minutes</td>
<td>Minutes from previous APMEN Advisory Board meeting held 30th October, 2012</td>
<td>For noting</td>
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<tr>
<td>3.0</td>
<td>Matters for Consideration</td>
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<td>3.1</td>
<td>Update from AusAID</td>
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<td>3.2</td>
<td>APMEN Monitoring and Evaluation- interim results</td>
<td>Briefing to APMEN Network meeting</td>
<td>For discussion</td>
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<td>3.3</td>
<td>Strategic directions - 5 Year Plan</td>
<td>2012 Annual Report -</td>
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<td>3.4</td>
<td>Issues arising from APMEN V meeting</td>
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<td>3.5</td>
<td>Process for next Country Partner Host</td>
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<td>3.6</td>
<td>Applications to join APMEN</td>
<td>Application from QIMR for the Asia Pacific Malaria Elimination Network (APMEN) Partner Insitution</td>
<td>For discussion</td>
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<td>3.7</td>
<td>Contractual – Menzies, ACTMalaria, extension</td>
<td>Draft Deed of Amendment( if available)-</td>
<td>For discussion</td>
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<td>3.8</td>
<td>Advocacy efforts</td>
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<td>For discussion</td>
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<td>4.0</td>
<td>General business (Board Raised Issues)</td>
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<td>Matters for Noting</td>
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Meeting opened at 17:30PM WITA time

AGENDA ITEM 1.0: CONFIRMATION OF PREVIOUS MEETING MINUTES

Minutes from the previous meeting held in Sydney, Australia on 30 October, 2012 were circulated via email and are awaiting confirmation from the Advisory Board. The Board confirmed the minutes and requested that the Secretariat distribute the finalised document via its usual processes.

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.

In the previous Board meeting, the Board asked the Secretariat to advocate to the Global Fund for continued support in the Asia Pacific region. The Secretariat advised that various discussions occurred during the Malaria 2012 Conference and subsequent MEG meeting in December. The Global Fund was approached to participate in the APMEN V meeting which resulted in confirmed attendance from a representative and a presentation during the meeting. Louis de Gama has also been providing advice through his role as a member of the community delegation on the Global Fund Board, keeping us aware of the issues and providing advice. The Secretariat advised that the next Global Fund Board meeting is in Sri Lanka in June which will present an advocacy opportunity for the Network.

AGENDA ITEM 3.0: MATTERS FOR CONSIDERATION

3.1 Update from AusAID

Ms Helen McFarlane thanked the Advisory Board for the invitation to attend and opportunity to present at the Board meeting. Ms McFarlane also thanked APMEN for the support it provided to AusAID in the lead up to and during the Malaria2012 meeting in Sydney and expressed encouragement by the level of support and commitment that the Network had demonstrated. Since the Malaria 2012 Conference, AusAID has been active in building high level political leadership for elimination in the Asia Pacific region and drug resistance in the greater Mekong sub region. Progress in gaining regional political support for malaria continued at the East Asia Summit in November 2012, where a declaration was adopted to address malaria control and resistance to antimalarial medicines. AusAID is currently working with countries and the Technical Advisory Group on Terms of Reference for the high-level alliance, which is currently at the consultation and feedback stage.

Ms McFarlane noted AusAID’s intention to undertake a strategic review on APMEN to guide the next step and will work with the Secretariat on the development of the Terms of Reference. AusAID recognised that continuity was important for the immediate future of the Network and its activities. The Bill and Melinda Gates Foundation were identified as an important partner and AusAID would seek input from the Gates
Foundation into the strategic review of APMEN.

The Board queried how the Network would find out about any decisions by AusAID on APMEN funding and were advised that in light of the upcoming Australian Federal election in September 2013, the earliest indication would most likely be in June/July. AusAID advised that the Terms of Reference would be shared with the Secretariat to be forwarded onto the Advisory Board.

The Secretariat also advised that it would prepare a 5-year strategic plan with the Board and Network over the next few months and share this with AusAID. There was some discussion around the timeframes and procedure around being informed of any continuing funding from AusAID towards the Network. The Board expressed the importance of obtaining a long-term commitment to ensure quality and sustainability of activity areas. Ms McFarlane reconfirmed that malaria was considered a priority area for AusAID and that it was advocating for it at all high level meetings.

The development of the high level Asia Pacific leader’s alliance on malaria, as announced at the Malaria 2012 Conference is currently being established and further details would be announced in the coming months. The Board offered APMEN’s support to the alliance and queried whether there was a role for APMEN within this new structure. AusAID advised that the alliance was being developed through diplomatic mission channels.

Secretariat noted that an APMEN delegation met with KOICA during the APMEN meetings in Republic of Korea in 2012 and that Malaria No More Japan and Sumitomo representatives had attended the recent APMEN V meeting.

**Recommendations**
That the Secretariat facilitates the development of the Strategic Plan document and forward to AusAID once available as well circulating the AusAID Evaluation Terms of Reference when provided by AusAID.

**3.2 Monitoring and Evaluation**

The Secretariat referred to the Monitoring and Evaluation presentation and update that was provided to the network during the APMEN V business meeting.

APMEN was currently continuing its internal review that included the focus groups which were held in conjunction with the APMEN V meeting in Seoul, one-on-one phone interviews with APMEN Fellowship/Research Grant recipients, participants of APMEN workshops as well as APMEN Country Partners, Partner Institutions (including WHO partners). The Secretariat anticipated that the review would be completed by the end of May, 2012.

The Secretariat advised that it would put out an expression of interest for the Network’s Evaluation Committee shortly as a number of members of the original committee have moved onto other roles.

As part of the evaluation process, APMEN strategically needs to evaluate all its resourcing sources, including voluntary in kind contributions. The Secretariat also highlighted the importance of collecting examples on how the Network influences policy decision making within Country Partners and document these examples in a
robust and independent manner. The Board also discussed the potential to map the ongoing effects and benefits the Network’s activities (such as the Fellowship and Research Grant Program) provides to Program’s over an extended period of time and to analyse the value of this impact.

There was general agreement that more awareness of APMEN from within the Network’s Countries and Partners was needed with broader ownership and understanding of the Network. A Country Partner member of the Advisory Board emphasised that Country Partner’s needed to take responsibility to promote APMEN’s activities and opportunities within their respective countries. The suggestion of translating APMEN promotional documents into the local languages was proposed to make the materials more accessible.

Some of the preliminarily findings from the evaluation process highlighted challenges with the APMEN Fellowships and determining the appropriate length of time for the placements as well as the difficulty and time delays in identifying Host Mentor Institutions for the award recipients. Challenges were also noted in the Research Grant Program; particularly the process involved for many Countries in gaining in-country approvals which has resulted in significant delays in grant work commencing.

The Secretariat provided clarification around the current application process for the APMEN Fellowship Committee and confirmed that all Fellowship Program applications must obtain approval and sign off from their country’s National Program Manager. The Board agreed that National Program Manager’s had a responsibility to ensure that proposals and intended outcomes would be useful for their country’s program. The Secretariat also noted a drop in the number of female applicants in the 2012 Fellowship round.

There was positive feedback around demonstrating the Network’s activities and achievements on video.

**Recommendation**
That the Secretariat put out a call for expressions of interest for the Network’s Evaluation Committee.

### 3.3 Strategic Directions: 2014 and beyond

The Secretariat sought advice over how to use the evaluation information to assist the Network to move forward and inform the strategic plan process.

The Secretariat advised that it would collate the feedback and suggestions put forth during this meeting and the APMEN V meeting and incorporate it into the post-2014 APMEN Strategic Plan. The Board identified that flexibility in the plan was important as well as the concept of adding value to the elimination efforts and not duplicating or confusing the landscape. The Board agreed that continuing to increase consultation with Network Partners would be play a key role in this. There was also a call to strengthen the indicators framework in the work plan as well as focus on intensifying activities and emerging themes.

Challenges raised during the APMEN V meetings that were considered for the strategic direction for the Network included the healthy tension between research and program implementation as well as the views of the problems that are been faced in the immediate future versus the challenges and issues that we can anticipate in the next 5 years that will require answers.
The Secretariat advised that it would facilitate a strategic planning process over the next few months, which will develop a flexible 5-year plan, with a more detailed 1-year plan with indicative activities with costs. This would enable the Network to engage with development partners, potential funders and philanthropic individuals and institutions to identify funding areas and gaps.

The Advisory Board noted the underrepresentation of female applicants in the 2012 Fellowship Program round, was would be raised further in Agenda Item 4.0.

**Recommendation**

That the Secretariat continues to update the Board and the Network

### 3.4 Issues arising from APMEN V meeting

The Advisory Board noted the increased interest in Mass Drug Administration (MDA) which arose during the Vivax Working Group and APMEN V meeting. MDA was also a topic raised and discussed during the Partner Institution breakfast.

The promotion and marketing of the Network was also raised with confirmation on the expansion of Network’s communication channels, extending to social media outlets such as Facebook.

The status and definition of APMEN Partner Institutions was further discussed. It was proposed that Partner Institutions should go through a renewal or review process as it was noted that engagement from some Institutions has decreased over time. The Board agreed it was the Network’s collective responsibility to ensure continuity of engagement with Partners, particularly when a primary representative moves onto to another role. The Secretariat advised that it follows up with both the outgoing and incoming representative when it is aware that there is a role change.

The Board agreed that findings from the current evaluation may provide further insight into the role of Partner Institutions (as well as Country Partners) within the Network. There was also consensus that Partner Institutions should be encouraged to contribute to the Network in some form, in particular those from higher income countries. The Secretariat provided clarification to the Board around the increase of numbers at this year’s Vivax Working Group meeting and advised that many of the additional participants were self funded, Guest Speakers or Observers, rather than Partner Institution representatives. The Board recognised the risks of over-restricting participation by Partner Institutions in the Network and its activities, which could endanger potentially important and creative input and engagement from key regional and global partners. The Board agreed that the Network needed to better define what the problem was that APMEN needed to manage in respect to its Partner Institutions, in order to develop a suitable solution for the issue.

The Board acknowledged the complexity of the issues around managing the size of the Network and agreed further discussions were needed to define what the problem the Network wanted to managed was, in order to then develop a solution. The issue of private sector engagement was also raised which the Chair deferred to Agenda Item 4.0 for further discussion.
Recommendation

That the Secretariat continues to expand marketing and communications to a broad range of stakeholders and that a meeting summary statement is developed that can be passed onto to Director Generals and Ministers of Health of APMEN countries.

3.5 Process for the 2014 Annual Meeting Host Country

It was confirmed during APMEN V that that host for the 2014 APMEN Annual Network Meeting was the Philippines (pending funding/contract extension).

Philippines advised that the Secretariat would be required to write to the Secretary of Health in regards to the meeting. The Secretariat would also liaise further with the Philippines to discuss the location and timing of the meeting. It was noted that the meeting dates should be identified taking into consideration the 2014 World Health Assembly and World Malaria Days and also be set prior to the June rainy season in the Philippines.

There were renewed calls to shorten the duration of the meeting. The Secretariat advised that based on feedback received during and following the APMEN IV meeting, more space was created in the APMEN V agenda for greater (formal and informal) consideration and discussion time.

Recommendation
That the Secretariat liaise further with the Philippines Country Partner representatives around the organization and logistical arrangements for the 2014 APMEN VI meeting.

*Ms Helen McFarlane departed the meeting*

3.6 New APMEN Partner Institution Applications

An application to become an APMEN Partner Institution had been received from Queensland Institute of Medical Research (QIMR) in February and from International Centre for Diarrhoeal Disease Research, Bangladesh (ICDDR, b) just prior to the APMEN V meeting. Initial positive feedback was provided from the Board for both these applications.

A query was raised around the criteria and review process of the applications received and it was explained that the Secretariat undertakes an in-depth analysis of the application once it is received which it presents to the Advisory Board and thereafter the relevant Country Partner/Partner Institution and.

The APMEN Secretariat has received an Expression of Interest from Laos to become an APMEN Country Partner. The Secretariat will follow up with the National Program of Laos following this meeting.

Recommendation
That the ICDDR, b analysis is undertaken by the Secretariat and forwarded to the Board and thereafter both
applications to be voted on by the relevant groups according to the APMEN governance guidelines.

3.7 **Legal/Contract Updates**

The Secretariat provided an update on the APMEN Head Contract with AusAID, the sub-contract with Menzies School of Health Research and the proposed subcontract arrangement with ACTMalaria.

The Board was informed that current APMEN head contract with AusAID is due for completion at the end of December, 2013. Discussions are currently underway regarding the possibility of an extension and work plan will need to be flexible to allow for the impact a new contract arrangement will have on the spend rate and Networks’ activities. The Secretariat is also continuing to explore gap financing options with other potential donors.

The Secretariat is currently in negotiations to prepare a new agreement between the University of Queensland (UQ) and Menzies School of Health Research for subcontracting arrangement for services related to the Vivax Working Group and research program. This contract was expected to be completed in December 2012, however due to legal delays, it is now anticipated that it will be finalised in April 2013.

**Recommendation**

That the Secretariat informs the Board of the finalization of the Agents agreement between UQ and Menzies and provides updates on the progress of the arrangements between ACTMalaria and the AusAID Head Contract.

3.8 **Advocacy Efforts**

The Advisory Board noted broader support for regional collaboration efforts such as APMEN and Network’s which are country-led. There was a call for increased promotion and publication of Network activities such as updates on Research Grant progress. A Board member highlighted one of APMEN’s core values is providing a unique forum for policy makers, program implementers and researchers to engage and collaborate. This opportunity provides Program Managers the capacity to better produce key policy messages to take to their Ministries.

The Secretariat updated that it was in the process of putting an application in to join the Roll Back Malaria Partnership, following discussions during last Advisory Board meeting prior to Malaria 2012 in Sydney.

**Recommendation**

That the Secretariat updates the Network and Advisory Board on the continuing Advocacy efforts and activities being undertaken and that the Secretariat finalises and submits the application to join RBM.

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**AGENDA ITEM 4.0: GENERAL BUSINESS (BOARD RAISED ISSUES)**

The Chair recognised the additional issues raised during the Board meeting including – private sector engagement and the decrease in female applications in the Fellowship round. The Board acknowledged that
the matter of private sector engagement had been discussed previously and that there was reluctance around commercial nature of potential engagement. The Board agreed that any private sector communication needed to have a clear purpose and that the Network was not seen as endorsing particular products as a result of private enterprise representatives attending APMEN activities/meetings.

The matter of the decrease in Fellowship applications from women was discussed by the Board and it agreed that greater support was required from Program Managers and senior officers to encourage and support women in their organisations/programs to apply for these opportunities. The Board acknowledged that great effort was required to advertise these opportunities more widely to reach younger researchers and officers and that any training courses or opportunities that the Network offered promoted female leadership and attendance.

On a final matter the Secretariat sought advice from the Board around developing a Memorandum of Understanding between APMEN and the WHO on areas which the two bodies could work together. The Board and WHO representatives present advised that further discussions would be required around the governance and legal implications, but tentatively agreed that the Secretariat could continue these discussions on behalf of the Network.