APMEN
ADVISORY BOARD MEETING MINUTES
Date: Friday 27 March 2015, 18:00 (ICT)
Location: Palm Gardens Resort and Spa, Hoi An, Vietnam

Apologies:
- Dr Chong Chee Kheong (APMEN Country Partner: Director, Disease Control Division Ministry Control Division, Ministry of Health, Malaysia), represented by Dr Rose Nani Binti Mudin.
- Dr Mario Baquilod (APMEN Country Partner: Medical Officer V/ OIC – Director III, Disease Prevention & Control Bureau, Department of Health, Philippines) represented by Dr Effie Espino in his absence. (Dr Espino is also an APMEN (Partner Institution) Advisory Board member).
- Ms Arna Chancellor, APMEN Secretariat Program Manager.

Attendees:

<table>
<thead>
<tr>
<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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<tbody>
<tr>
<td>Dr Jetsumon Sattabongkot Prachumsri (APMEN Partner Institution: Mahidol Vivax Unit Faculty of Tropical Medicine, Mahidol University)</td>
<td>Dr Eva Maria Christophel (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>
<td>Dr Leonard Ortega (WHO SEARO)</td>
<td>Dr Roly Gosling (Global Health Group – GHG, University of California, San Francisco – UCSF)</td>
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<td>Mr Rinzin Namgay (APMEN Country Partner: Director Vector Borne Disease Control Program, Ministry of Health, Bhutan)</td>
<td>Ms Bronwyn Duce (Department of Foreign Affairs and Trade, Australia)</td>
<td>Ms Cara Smith-Gueye* (GHG, UCSF)</td>
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<tr>
<td>Dr Rose Nani Binti Mudin representing Dr Chong Chee Kheong (APMEN Country Partner: Director, Disease Control Division Ministry Control Division, Ministry of Health, Malaysia)</td>
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<td>Ms Amanda Lee* (UQ)</td>
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<td>Prof Abul Khair Mohammad Shamsuzzaman (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>Dr Effie Espino (APMEN Partner Institution: Research Institute for Tropical Medicine)</td>
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*Not APMEN Advisory Board member
**Meeting opened at 18.45 pm (ICT)**

**Noting of Chair for meeting**
Due to the absence of the Advisory Board Chair (Dr Chong Chee Kheong APMEN Country Partner: Director, Disease Control Division Ministry Control Division, Ministry of Health, Malaysia) in the meeting, the Chair of the meeting was noted as Advisory Board Vice Chair Dr Jetsumon Sattabongkot Prachumsri (APMEN Partner Institution: Mahidol Vivax Unit Faculty of Tropical Medicine, Mahidol University).

**AGENDA ITEM 1.0: CONFIRMATION OF PREVIOUS MEETING MINUTES**
Draft minutes from the previous meeting which was held on 21 January, 2015, Kuala Lumpur, Malaysia were circulated via email on 19 March 2015 for Advisory Board members to review.

It was noted that the representative from the Department of Foreign Affairs and Trade, Australia, would abstain from ratifying the minutes as DFAT was not represented at that meeting.

These meeting minutes were confirmed and ratified by the remaining Board members.

**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 updates were presented to the meeting participants:

3.1: **Update from Department of Foreign Affairs and Trade (Australian Aid program)**
**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.

Update:
- Discussions conducted with UQ Secretariat relating to the submission of the payment milestone (current contract) for the APMEN Sustainability Plan. All voting Board members contacted via email accepted the APMEN Sustainability Plan which was submitted to DFAT.
- Meetings took place between APMEN and DFAT to be conducted immediately prior to APMEN VII in Hanoi.

Further discussion and updates on this item were deferred to later agenda item 3.1.

3.2: APMEN Funding and Sustainability

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.

Update:
- Discussions conducted with UQ Secretariat relating to the submission of the payment milestone (current contract) for the APMEN Sustainability Plan. All voting Board members contacted via email to respond and agree to the submission of the APMEN Sustainability Plan to DFAT.
- All Board members notified that at this stage a consultant was not engaged received copy of submission document.

Further discussion and updates on this item were deferred to later agenda item 3.1.

3.3: Partnerships

Recommendation:
That the APMEN Secretariat will inform the Board of development in the WHO WPRO Letter of Understanding.

Update:
- UQ Secretariat has contacted WPRO and agreed to continue this process to establish LOU.

Board members were advised that the Letter of Understanding was currently undergoing a legal clarification process within the WHO.

3.4: Governance

Recommendation
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.

Update: This document due to time pressure was not prepared for circulation before APMEN VII. It was planned to be presented to the APMEN VII Business meeting and will be discussed during this Advisory Board meeting.
The Secretariat advised the Board that updates to the document was not yet completed due to do further funding limitations and the subsequent architecture changes related to these restrictions.

The continued relevance/utility of the existing Governance document was queried and the Secretariat clarified the evolving nature of the Governance document since APMEN’s inception and that it remains supportive of existing requirements.

3.5: Expressions of Interest to join APMEN

**Recommendation:**
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.

**Update:**
- Voting occurred in March for the 3 new Partner Institutions (Population Services International (PSI), Medicines for Malaria Venture (MMV) and Research School of Population Health (RSPH)) to join APMEN and was agreed to by the relevant constituencies.
- Voting occurred in March for new Country Partner- India to join APMEN and was agreed to by relevant constituencies.

The Secretariat reiterated that any new requests to join APMEN were presented to the Advisory Board for discussion prior to being put forward to the Network for consideration and voting.

3.6: Recommendations for Friends of APMEN

**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 formerly notifying the identified individuals of their new APMEN status.

**Update:**
- The suggested draft of governance document is included in this meeting’s agenda items and was also presented to the APMEN VII Business meeting

No further discussion.

3.8: Advocacy 2014/2015

**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.

- **Update:** Discussions held with MMV and Bayer for possibilities for funding for network activities.

The Secretariat provided an update on discussions held with MMV and Bayer. Funds received from Sumitomo were queried by a Board member and the Secretariat explained that it was a US$150,000 gift provided to APMEN through the Global Health Group. Some of these funds have been committed to capacity building and a small consultation meeting with key partners was held at the end of the Vector Control Working Group meeting in January 2015.

3.9: Presentation of recent reports

**Recommendation:**
That the Secretariat ensures wide distribution of these valuable reports.
Update: Circulation continues to Network participants and potential future funders and further copies made available during APMEN VII meeting

No further discussion.

### AGENDA ITEM 3.0: MATTERS FOR CONSIDERATION (ISSUES RAISED DURING APMEN VII)

The following items were presented to the Advisory Board members, as issues arising from the preceding APMEN VII Meeting:

- Network Sustainability and Funding
- Prioritising of Existing APMEN Work Plan
- Governance – Issues and Possible Solutions
- 2016 Meeting, Country Partner Host

### AGENDA ITEM 3.1: SUSTAINABILITY AND FUNDING

The Secretariat noted that the Sustainability Plan had been recently circulated to Advisory Board members in February and quickly reviewed and ratified as it was a requirement of a payment milestone from DFAT.

The Secretariat brought the Board’s attention to the Network’s funding distribution tables on page 21 of the Sustainability Plan and highlighted the evolving trend of the Network’s funding. It noted the increase of the overall funding total for the Network, as well as the decrease in the proportion of the foundation donor in this total.

The ‘in-kind’ support to APMEN was queried. The Secretariat clarified that it composed of the pro-bono work that many individuals provide to the Network, such as in the form of meeting and workshop facilitation and supervising and mentoring Fellowship recipients as examples. It was questioned whether these activities (and money expended on the human resources) would have occurred if this in-kind support had not been offered. The Secretariat noted that the activities questioned would have had to have proceeded and paid at market rates as they were explicitly linked to the approved APMEN Work Plan.

The Secretariat discussed the tables presented on page 27/28 of the Sustainability Plan which outlined the different future funding options and outcome scenarios for the Network.

Clarification was provided on the advocacy efforts for the 2014 East Asia Summit.

The Secretariat reiterated that when it came to sourcing funding for the Network that its focus was to bring more funds to malaria, rather than competing for existing money. It highlighted the importance to be careful with messaging and to compliment others efforts. The Secretariat advised that the Network was trying to find additional types of funding and still approaching regional governments.

There was further discussion around the activities that the Network’s foundation donor DFAT currently support, which included Secretariat functions, Annual Network Meetings, Vivax Working Group (which is subcontracted to Menzies School of Health Research), Fellowship Program, Vector Control Working Group, Communications (including website), Advocacy and Capacity Building activities.

The representative from the DFAT provided an overview on their remaining funding arrangements with APMEN, which totaled AUD$500,000, broken into two tranches, the first which was on receipt of the Sustainability Plan and is currently being paid, and the second which is upon receipt of the minutes from this Advisory Board meeting. It was noted that there may be potential for a no-cost extension to be granted beyond June to allow the Network to expend these remaining funds. The value of the APMEN was
recognised by DFAT, in particular the support the Network provides at country level and it would like to see the Network continue to thrive. However the foundation funding for APMEN from the Australian Government was provided as ‘transitional’ funding, with the aim of the Network working towards a sustainable funding model. The possibility of funding through DFAT beyond June 2015 was unknown.

The Secretariat advised the Board that it was still exploring other regional locations for the APMEN Secretariat and is continually sourcing alternative and further funding sources. It advised that additional funds have been secured by the Secretariat for Vivax Working Group workshop activities (from MMV) and that the Vector Control Working Group was looking into complimentary funding options. It advised that China had provided funds for the recent Surveillance and Response Training Programme for capacity building in malaria diagnosis, and that the Republic of Korea had also contributed a small grant of earmarked funds for the Network.

The representative from WHO WPRO emphasized the critical need to surveillance training in the Greater Mekong Subregion at both a regional and in-country level. It was stressed that APMEN and other regional partners need to join forces. This was agreed to by the Board.

The Secretariat agreed with that APMEN needed to leverage with partners to meet this joint agenda.

The Chair of the Board discussed the importance of the Secretariat for the Network’s functioning and emphasised that it would be difficult for many of APMEN’s activities to continue without this administrative support. The Board agreed that maintaining a working Secretariat must be a priority in resource allocation.

The Secretariat discussed previous trials to outsource some of the Secretariat functions to the Asia Pacific region in order to have a regional base as well as to reduce operational costs. It advised that on this occasion the local organisation was not able to sustain the work that was required and that any future attempts should focus on relocating the Secretariat as a ‘whole package’ rather than as individual components.

The Secretariat informed the Board that there were ongoing discussions with Pilipinas Shell Foundation around sponsoring APMEN Fellowship recipients. A Board member discussed further the issue of partnerships with the private sector and also highlighted the interest in the Vector Control Working Group activities from chemical companies such as Sumitomo and Bayer. They raised that it was important for APMEN to try and work through company foundations, rather than directly with the companies themselves, due to the potential conflict of interest concerns when using funds straight from a private company.

The evolution of Bill and Melinda Gates Foundation (BMGF) funding to APMEN was queried. The Secretariat highlighted that that over the past 5 years, BMGF have risen to become a significant funding partner of the Network and now provide direct named support to APMEN through the Global Health Group and discussions are continuing over future funding opportunities. The BMGF interest in the Greater Mekong Subregion was noted.

Discussions focused on the need for all APMEN members to co assist in fund raising and advocacy for APMEN to continue. The Secretariat will continue to inform the Board of funding related matters.

There was a discussion around the organisation and logistics of the Annual Network Meetings. There was strong support amongst the Board for the annual APMEN meeting and its uniqueness was highly regarded. Members valued the opportunity and collaboration of Country Partners and Partner/Research Institutions at the meetings and noted that this mix was not available in other regional forums. It was also noted that it was an honour for Country’s to host an Annual Network Meeting. The Secretariat mentioned that APMEN has previously timed and located its meetings/workshops where possible to coincide with other partners meetings to reduce travel costs and to minimize the impact and inconvenience of travel on participants.
**AGENDA ITEM 3.2: PRIORITISING OF EXISTING APMEN WORK PLAN**

Discussed under precious agenda item 3.1.

**AGENDA ITEM 3.3: GOVERNANCE – ISSUES AND POSSIBLE SOLUTIONS**

No issues were raised.

**AGENDA ITEM 3.4: 2016 APMEN MEETING – COUNTRY PARTNER HOST**

The concept of a “Malaria Week” was presented during the APMEN VII Meeting, which would aim for regional malaria partners to host their meetings/events in conjunction with one another during the first half of 2016 at a regional location. Further discussion the timing and logistics of this idea would be discussed further with all relevant partners.

Recommendation:
That APMEN through the Secretariat and the WHO actively pursue the idea of the joint-meeting “Malaria Week 2016” and develop a concept note to share with the Advisory Board for advice and feedback.

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

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

The importance of the recent joining of India as an APMEN Country Partner was discussed and noted. The Board also recommended that the Network actively pursue relationships with organisations within India that may be of benefit to the Network.

**AGENDA ITEM 5.0: MATTERS FOR NOTING**

No matters were raised.

**AGENDA ITEM 6.0: NEXT MEETING**

To be advised.