

**Minutes
Of
Meeting of the International Federation of Environmental Health
Montego Bay, Jamaica
22nd October 2017 & 23rd October 2017
Montego Bay, Jamaica**

In Attendance:

| Name | Organisation | Country |
|------------------|---------------------|-----------------------------------|
| Selva Mudaly | SAIEH | South Africa |
| Steve Cooper | IFEH | Northern Ireland (UK) |
| Roderick House | IFEH | Scotland (UK) |
| Henning Hansen | EnviNA | Denmark |
| Susana Paixao | Estes | Portugal |
| Rawlance Ndejjo | UEHWAU | Uganda |
| David Musoke | UEHWA | Uganda |
| Karen Brown | JAPHI | Jamaica |
| Rowan Stephens | JAPHI | Jamaica |
| Steve Morris | JAPHI | Jamaica |
| Henroy Scarlett | JAPHI | Jamaica |
| James Wood | EHA | Australia |
| Jean Simos | FSOEH | France |
| Priscilla Oliver | NEHA | USA |
| David Dyjack | NEHA | USA |
| David Riggs | NEHA | USA |
| Chuck Treser | IFEH | USA |
| Tim Everett | CIEH | England, Wales & Northern Ireland |
| Steven Taulo | MEHA | Malawi |

Observers

| | |
|-----------------|-------------------|
| Karen Critchlow | Tobago & Trinidad |
| Carolyn Harvey | USA |
| Vonia Grabeel | USA |

1. Welcome, Introductions & Practical Arrangements

Selva Mudaly, President Elect welcomed everyone to the meeting and thanked colleagues from Jamaica for kindly hosting the Council Meeting and the World Academic Conference.

Selva informed the meeting that he was presiding over the meeting in the absence of our President, Peter Archer. Peter is currently undergoing treatment for cancer but is progressing well and fully intends to fulfil his duties as President in Auckland in March 2018. The meeting in response wished Peter well in his treatment and recovery and looked forward to his attendance in Auckland.

Following these good wishes a short video message from Peter was played to the meeting. The meeting asked the Hon Secretary to convey their thanks to Peter for his message.

2. Agree Agenda

The meeting agreed the Agenda

3. Apologies for Absence - Note any Proxy Votes Submitted

| Name | Organisation | Country |
|--------------------|---------------------|---------------------------------------|
| Peter Archer | CIEH | England Wales & Northern Ireland (UK) |
| Bernard Forteath | REHIS | Scotland (UK) |
| Colin Wallace | REHIS | Scotland (UK) |
| Martin Fitzpatrick | EHA | Ireland |
| Jan Homma | HET | Netherlands |
| Rasheed Ahmed | ME Region | Saudi Arabia |
| Ole Christensen | EnviNA | Denmark |
| Jesper Christensen | EnviNA | Denmark |
| Isah Adamu | EHOAN | Nigeria |
| Tee Eng Ong | MEHA | Malaysia |
| Mark Dwyer | EHA | Australia |
| Jerry Chaka | SAIEH | South Africa |
| Gary Brown | EKU | USA |

Proxies were submitted from:

| | | |
|--------------------|--------|--------------|
| Ole Christensen | EnviNA | Denmark |
| Jesper Christensen | EnviNA | Denmark |
| Peter Archer | CIEH | England (UK) |
| Mark Dwyer | EHA | Australia |

4. Declarations of Interest

Selva declared an interest regarding item 13 Hedgerow Bursary.

5. Appointment of Minutes Panel

The meeting agreed to appoint Rod House, Steve Cooper, Selva Mudaly and Henroy Scarlet.

6. Updates from Member Organisations

The meeting received the following updates and more detail is in the attached appendix. The Hon Secretary thanked those members who supported his efforts by providing an electronic copy in advance of the meeting.

Denmark - Henning Hansen

- His Association covers a range of environmental health responsibilities but excluding food
- 2,200 members
- Organises annually a large number of training courses
- Legislation and controls are in compliance with EU rules
- The economy still provides challenges to the profession with the number of enforcement officers being reduced

Portugal - Susana Paixao

- Managing a project in partnership with IFEH to consider educational standards in member countries of the IFEH
- Medical waste formed part of the 2017 WEHD celebrations along with air quality

Trinidad & Tobago - Karen Critchlow

- Looking to become members of the Federation
- Hoping to grow the Professional Association in Trinidad & Tobago
- Thanked the meeting for the opportunity to attend the meeting and observe proceedings.

Uganda - Rawlance Ndejjo

- Celebrated WEHD with a week of activities including public lectures
- Public ceremony to celebrate WEHD supported by students
- Ceremony on Indoor and outdoor air pollution
- Celebrations concluded with a dinner which was attended by the Minister of Health and a range of Environmental Health professionals
- Celebrated National Hand Washing Day

Jamaica - Rowan Stephens

- Happy to host the World Academic Conference
- The Conference has attracted a wide range of speakers and topics
- Active programme of professional training for Public Health Officers
- Partnerships with other Environmental Health Professional bodies such as NEHA and IFEH
- 300 members in the Association

Australia - James Wood

- Membership slightly down on recent years
- Recently held the Association's Annual Conference
- 5 Universities training student officers

France - Jean Simos

- The Society has 200 members
- Not Practitioners but scientific experts in the field of Environmental Health knowledge
- Practitioners are members of other Professional Associations
- Society organises a range of educational and training events annually
- Holds an Annual Conference

USA - David Dyjack

- 7,000 members
- NEHA undergoing change
- An Independent Agency has been commissioned to promote the changes
- Looking to share knowledge and best practice.
- Annual Conference this year was digital without paper
- Focusing on the individual practitioner and the support required to meet the challenges regionally and nationally

Faculty Forum - Chuck Treser

- A loose partnership of Universities
- Looking to establish Regions similar to the IFEH
- Acknowledged the Federation Webmaster's assistance in developing a page within the IFEH website
- Looking to encourage Forum members to become Academic Members of the Federation

England, Wales & NI (UK) - Tim Everett

- Looking at improving governance structures
- Refreshing professional training products
- Driving to increase membership
- Considering the challenge of European legislation coming back to the UK following the UK decision to leave the EU.
- Air pollution levels in cities causing concern and presenting challenges for the profession
- Looking at the issue of mental health as part of the public health challenge

South Africa - Selva Mudaly

- Undergoing changes in operation of the Professional body
- Now taking a more activist approach to good practice
- Quantifying the cost of providing an Environmental Health Service at local and provincial level
- Audited the service at local level over the past 4 years and this information is now being used to develop the profession locally
- Register of expertise provided across the country
- Developed a quarterly newsletter which highlights activities locally and nationally
- Celebrated WEHD with a live air quality monitoring programme using mobile equipment

In conclusion to the updates the Chairman reminded delegates that they should be submitting full updates as requested to the Hon Secretary in advance of the meeting. Otherwise we cannot accurately record the valuable work being undertaken by our members.

Henning Hansen offered to draft a template to assist in the process of providing updates.

Action: Henning Hansen to produce a member update template

7. Minutes of the meeting held in Lilongwe, May 2016

The Minutes of the meeting were unanimously approved.

8. Matters Arising from the above meeting - if not already on this Agenda

There were no matters arising

9. Actions from meeting held in Lilongwe 2016 - (Hon Sec)

The Hon Secretary reported that the actions from the last Council Meeting were circulated with the meeting papers and referred to the following:

- The Action relating to Remote Access Participation has not been progressed but Martin Fitzpatrick has offered to take this matter forward. Following discussion the meeting agreed, that while this matter in principle, may be a valuable option, it should be continued until the next Council Meeting in Auckland.

Action: Ask Martin Fitzpatrick to bring forward an outline proposal at the next Council Meeting.

10. Minutes of the Meeting of the Board of Directors

1. July 2016
2. November 2016
3. February 2017
4. July 2017

The meeting noted that the Minutes were previously circulated to all members and are posted on the IFEH Website.

Matters Arising from the above meetings - if not already on this Agenda

There were no matters arising

11. Finance - (Hon Treas)

1. Annual Report & Financial Statement for year ended 31st December 2016

The Hon Treasurer presented the accounts for the year to 31st December 2016 and asked the meeting to approve the formal accounts.

The meeting noted Steve's report and unanimously approved the Financial Statement for formal approval at tomorrow's AGM.

2. Budget for 2018 - Report by Hon Treasurer

The Hon Treasurer presented the budget for 2018 taking account of anticipated expenditure.

He highlighted specific budget lines in relation expenditure covering meeting costs and Regional Group funding. The meeting asked that the funding applied to each Region be separately listed for clarity.

The meeting unanimously approved the budget.

3. Membership Fees 2018

The Hon Treasurer informed the meeting that because of the low levels of inflation he recommended a small increase of 2% of the current fee level.

Following discussion and further clarification from the Hon Treasurer the meeting agreed to this proposal.

4. Sponsorship, Hedgerow Bursary, Roy Emerson Award, Eric Foskett Award

The Hon Treasurer presented the following to the meeting:

Hedgerow Bursary £4,100

Present at this meeting will be sponsored Council representatives from Uganda, Malawi, South Africa, Nigeria and Trinidad & Tobago. It would not be possible for these colleagues to attend without this support. Their attendance benefits the Council meeting by increasing worldwide membership participation in IFEH affairs. This Bursary is sponsored by Hedgerow Software Ltd.

Roy Emerson Award £1,500

This award is in memory of Roy Emerson, the first President of IFEH and is for an undergraduate student from one of our Academic Associate Universities or a University in a Member country. The Award is sponsored by Highfield ABC and RIAMS. The competition is based around an essay topic set by the Board and assessed by a Board panel. The prize is the opportunity to present the winning paper at the IFEH International Academic and Research Conference with all expenses paid from the sponsorship.

Eric Foskett Award - £1,000

Many members of Council will remember Eric Foskett as the first Secretary of IFEH and the developer of the initial concept of an international association of environmental health professional bodies. The award is given to an individual or organisation who has given outstanding service to the organisation and it is awarded at each World Congress. The award is sponsored by the Chartered Institute of Environmental Health.

12. Policy Matters

1. Data Protection Act - (Hon Sec)

The Hon Secretary referred to the report that he had previously circulated and highlighted the following points:

- Following the initial e mail Hoax he had immediately warned members of the scam and not to respond to the e mails. Despite this warning one member passed over money in the good intention of helping a fellow member.
- Within 24 hours all communication is now by using the BCC window to minimise risk, this action is also being applied to all Board and Regional Group correspondence.
- Since the initial hoax there have been several more of similar nature and the Hon Secretary has issued warnings immediately on these coming to his attention.
- Tim Everett and Henning Hansen are working with the The Hon Secretary and the Hon Treasurer to ensure compliance with the DPA and developing process to minimise any future risk.

Following questions and comment the meeting noted that a full report will be submitted to the Council Meeting in Auckland for consideration and approval.

Action: The Hon Secretary to produce a report for the Council Meeting in Auckland

13. Hedgerow Bursary - Report on Amendments and Update to Bursary Conditions - (Hon Sec)

The Hon Secretary referred to the Report that he had previously circulated and highlighted the following points:

- Priority is to be given to the countries in the lower bands of the World Bank Listing.
- The paragraph relating to other eligible categories had been deleted
- The paragraph relating to applications being considered on a “first come first basis” has been amended to take account of the lower income countries being given preference.

Following discussion the meeting approved the amendments and agreed to the Hon Secretary amending the Procedures Manual accordingly.

Action: The Hon Secretary to update the Procedures Manual accordingly.

14. Roy Emerson Award - (Hon Sec & Hon Treas)

The Hon Secretary referred to the Report that he had previously circulated and highlighted the following points:

- 18 entries were received
- The Evaluation Panel was Chaired by our President, Peter Archer and he advised that the quality of the entries was excellent.
- The winner is present at the Academic Conference and Members were requested to ensure the attended the session and supported the presentation.

15. Activities & Projects

1. IFEH Sponsored Project Malawi 2016 - (Hon Treas)

The Hon Treasurer referred to his report that he had been previously circulated and highlighted the following points:

- The Federation had previously agreed to support the water and sanitation project at Chigolo Primary school in the Salima district of Malawi.
- An appeal to Federation members raised the sum of £2,437 and the balance of £3,050 is being paid from IFEH Reserves,
- The donations from members were - REHIS £1,500, EHAI £660 and SAIEH £277
- The Malawi Environmental Health Association are managing the project on behalf of the Federation.

The meeting noted the report and thanked the three member associations for their generous support. As a result of this report the meeting thought it may be appropriate to support a similar project in Jamaica. It was agreed that colleagues from Jamaica should bring forward a project for future evaluation by the Federation.

2. IFEH Partnership with the UNISDR on Disaster Risk Reduction - (Henning Hansen, Hon VP)

Henning referred to his detailed report which was previously circulated to members and informed the meeting that we are now closely co-operating with the UN office and have partnership working. As a result of this partnership we are now being invited to UN sponsored activities related to Disaster Risk Management (DRM).

In addition the following matters were noted:

- The Meeting supports the formal partnership which runs for a 4 year term
- Henning leads the IFEH DRR Committee which reports to the IFEH Board. Members of the Group include Peter Archer, Steve Cooper, Jerry Chaka, Peter Davey, David Dyjack and Tim Hatch
- Any future actions which may have a financial implication will require Board approval prior to any action
- The DRR Committee has up to 3 representatives from the IFEH Regions and can have representation and the Faculty Forum
- Where appropriate, set up Regional Group DRR Committees
- The DRR Committee will develop work programmes with the primary focus on sharing knowledge and information
- The DRR Committee aims to develop a work programmes to strengthen participation and include more members from the academic and scientific community

Henning asked the meeting for approval in principle for his proposals.

Following discussion and clarification the meeting made the following comments:

- Henning was thanked for his energy and drive in taking this matter forward
- The meeting agreed that Henning should continue to lead the DRR Committee
- The meeting was of the view that the proposed Committee representation was too large and that the Committee should, if possible, be no more than 12 members
- The committee should draw on the expertise of Environmental Health Practitioners within the Federation

In conclusion the meeting thanked Henning for his work and approved the proposal in principle with the caveat that Henning with his Committee refines his definitive proposals in light of the comments of the meeting.

16. Communications & Public Relations

1. Website - Update from Webmaster

Henning informed the meeting of the following matters:

- Website - IT security will be taken care of as quickly as possible, there may be a slight cost.
- Wide range of SIGs now available moderated and chaired by Henning, selective in that only members or members of national organisations can join.
- WEH day - lots of information on the site, some events posted from countries who are not IFEH members.

2. IFEH Journal - Update from Editor

The meeting noted that the Journal was now in publication again but there was no update available to the meeting. Members are asked to support the editor with new papers for future publication.

3. Newsletter - Update from Editor

The meeting noted that the newsletter is being issued on a regular basis but there was no update available to the meeting. Members were asked to support the editor with new short articles for future publication.

The meeting thanked the Webmaster and both editors for there valued work on behalf of the Federation.

17. World Environmental Health Day 2017 - Indoor & Outdoor Air Quality'

The Hon Secretary informed the meeting that support for WEHD had again generated interest from members in all regions of the Federation however this interest was not uniform across all of the Federation Regions.

Henning Hansen informed the meeting that all the projects and celebrations for WEHD are posted on the WEHD page of the Federation Website.

18. World Congress & Academic Conferences - Updates

1. 2018 - 15th World Congress - Update from Stephen Bell NZIEH

Stephen was unable to attend the meeting but it was noted that arrangements are in now in place and members can now register for the congress and make the necessary accommodation arrangements.

2. 2019 - 3rd World Academic Conference

David Musoke informed the meeting that would be delighted if the meeting would agree to Makerere University, Uganda hosting the Council Meeting/AGM and 3rd Academic Conference. He proposed that the Meetings and Conference would take place on April 2019.

The meeting was delighted to accept this offer and looked forward to meeting with Ugandan colleagues in 2019.

David will now liaise with the Hon Secretary and Hon Treasurer to make the necessary arrangements.

Action: The Hon Secretary to officially inform David Musoke that the offer was approved and accepted.

3. 2020 - 16th World Congress - Submission of Bid from TEE Eng Ong MEAH

Due to unfortunate absence of TEE at the meeting the Hon Secretary referred to the Submission which had been previously circulated. He further advised that the bid had been evaluated by the Board in advance of the Council Meeting and that the bid from Malaysia was the sole bid which was received following a call for bids from all Member Associations.

The meeting agreed that this was an excellent bid which was thorough and covered all areas for a successful Congress.

In conclusion the meeting unanimously approved the Bid from Malaysia to hold the IFEH World Congress in Malaysia in 2020.

Action: Hon Secretary to officially inform the Malaysian Association that the Bid was approved and accepted.

19. Membership

1. Report from Hon Treasurer on: New Members, Individual Members, Corporate Membership, Student Membership, Resignations & Removals, Arrears in Subscriptions.

The Hon Treasurer referred to the Report that he previously circulated and highlighted the following:

- New Members –

Full – Association of Sanitary Engineering Bosnia and Herzegovina

Academic – John Moore's University, Liverpool UK; Makerere University School of Public Health, Uganda; University of the West of Scotland.

Associate/Affiliate - Aluline Ltd; Food Safety and Quality Consultancy Ltd.

Individual Associates – Kellie Williams (Aus), Bekkah Marshall (USA), Dr Samuil – Ashton Satu (Sarawak), Rodoya Robinson Alleyne (Turks and Caicos Islands), Abelkassim Bashir (Ethiopia)

- Resignations – None

- Removals

Following renewed contact with the Indonesian Environmental Health Specialist Association all arrears have been cleared and they remain in full membership.

The Lithuanian Union of Hygienists and Epidemiologists are 3 years in arrears. Attempts to make contact have been unanswered and it is therefore recommend the removal of their membership in accordance with Paragraph 6d of the IFEH Articles of Association.

University of Indonesia – Attempts to make contact have been unanswered and it is therefore recommend the removal of their membership in accordance with Paragraph 6d of the IFEH Articles of Association.

Manchester Metropolitan University - 3 years in arrears. Attempts to make contact have been unanswered and it is therefore recommend the removal of their membership in accordance with Paragraph 6d of the IFEH Articles of Association.

Arrears –

Members – Jamaican Association of Public Health Inspectors – 1 year (2016); Croatian Chamber of Health Professionals - Department of Environmental and Public Health Professionals – 1 year (2016); Korean Society of Environmental Health - 1 year (2016); Macedonian Association for European Cooperation – 1 year (2016)

Academic Members - Dublin Institute of Technology (2 years),

The meeting noted the report and agreed to the recommendation that the membership of Associations listed under “Removals” be terminated.

20. Administrative Matters

1. Calendar of Future Council Meetings - (Hon Sec)

2018 - Auckland New Zealand

–2019 - Makerere University, Uganda

–2020 Malaysia

- David Dyjack asked the meeting if we had information on the impact, both positive and negative on the Member Association hosting the event. Following a full discussion the meeting acknowledged that hosting a conference or congress had risks and benefits and every effort should be made by both the host and the Federation to minimise these risks. In addition it was also agreed that the Federation should be highlighting positive impact, achievements and benefits that arise from hosting a Congress or Conference in a specific area.
- The meeting agreed that the Hosts from 2014 - 2017 should be asked to submit a short report on the highlights and benefits from their respective events which will be collated and published in the Newsletter and on the Website.
- The meeting asked NEHA (2014), Coimbra (2015), MEHA (2016), JAPHI (2017) to produce a short highlight report to be submitted to the President Elect no later than 1st December 2017 for collation and publication in the Newsletter.

Action: Hon Secretary to write to the Member Associations and request the update/outcome reports as listed.

20. Any Other Competent Business

• Use of IFEH Logo - Selva Mudaly

The President Elect raised this matter where the logo had been used without prior permission from the Federation.

The meeting agreed that prior permission should always be required and accepted the offer from Tim Everett to investigate the legality of this matter in relation to UK Company law.

Action: Tim Everett to provide legal opinion on this Matter

Close of Meeting

There being no further business the meeting was closed

The President Elect thanked everyone for their contributions and looked forward to a successful Academic Conference.

In response the President Elect was thanked for his work in chairing the meeting.

Rod House
Honorary Secretary