

**Minutes
Of
Meeting of the International Federation of Environmental Health
Auckland, New Zealand
18th March 2018 & 19th March 2018**

In Attendance:

Name	Organisation	Country
Peter Archer	CIEH	England, Wales & Northern Ireland (UK)
Selva Mudaly	SAIEH	South Africa
Steve Cooper	IFEH	Northern Ireland
Roderick House	IFEH	Scotland (UK)
Jan Homma	HET	Netherlands
Martin Fitzpatrick	EHA	Ireland
Loraine MacGillivray	REHIS	Scotland (UK)
Bernard Forteath	REHIS	Scotland (UK)
Colin Wallace	REHIS	Scotland (UK)
Andres Ovca	CSO	Slovenia
Jesper Christensen	ENVINA	Denmark
Henning Hansen	ENVINA	Denmark
Anne Godfrey	CIEH	England, Wales & Northern Ireland
Dawn Welham	CIEH	England Wales & Northern Ireland
David Musoke	EHWAU	Uganda
Megat Azman	MAEH	Malaysia
Mohamad Ridzuan	MAEH	Malaysia
TEE E Ong (Day 2)	MAEH	Malaysia
Vic Andrich	EHA	Australia
Darryl Thomson	NZIEH	New Zealand
Stephen Bell (Day 2)	NZIEH	New Zealand
Bontle Mbongwe	BEHOA	Botswana
Susana Paixao	ESTES	Portugal
Adam London(Day 2)	NEHA	USA
Vince Stephens(Day 2)	EHA	Australia
David Netmakonde	SAIEH	South Africa

Observers:

Chuck Tresser	IEHFF	USA (Observer)
Rosemary Lee	IFEH	England (Observer)

1. Welcome, Introductions & Practical Arrangements

Peter Archer, President welcomed everyone to the meeting and thanked colleagues from New Zealand for kindly hosting the Council Meeting and World Congress

The President referred to the members required to make the meeting quorate. The President advised that when Susana arrives the 12 delegates make the meeting quorate.

He also referred to the Jamaica meeting which wasn't quorate and asked for views on the validity of the decisions taken at the meeting.

Colin Wallace asked the meeting to agree that the meeting homologate the decisions taken in Jamaica.

The meeting had further detailed discussion on the matter and agreed that the meeting in Jamaica was not quorate and therefore agreed in order to allow business concerned to move forward, the decisions taken were homologated.

2. Agree Agenda

The meeting agreed the Agenda

3. Apologies for Absence - Note any Proxy Votes Submitted

Name	Organisation	Country
Ole Christensen	EnviNA	Denmark
David Dyjack	NEHA	USA
Robert Bradbury	IFEH	Canada
Bright Khumalu	SAIEH	South Africa
Jerry Chaka	SAIEH	South Africa
Vince Stephens (Day 1)	EHA	Australia
Stephen Bell (Day 1)	NZIEH	New Zealand

Proxies were submitted from:

Ole Christensen	EnviNA	Denmark
Bright Khumalo	SAIEH	South Africa

4. Declarations of Interest

There were no declarations of interest

5. Appointment of Minutes Panel

The meeting agreed to appoint Rod House, Steve Cooper, Peter Archer and David Musoke

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

- 2,300 Members
- Annual Congress with 400 delegates
- Full training programme with 50/60 courses each year
- Profession is like others, under pressure but available posts holding up in local councils
- Have special interest groups to look at key issues
- International Conference being held in May 2018

England, Wales & Northern Ireland - Anne Godfrey

- Membership for EH in Public Sector but somewhat balanced by increasing number of EHPs working in the private sector
- 8,000 members
- Will not in future be a fully Graduate Profession and looking at Trainee Apprenticeships
- Practitioner Register will be tying competence to membership
- Promoting profession and what it does to protect the environment.
- Lost money over the past ten years but looking to break even next year
- Investing in staff and now working with a leaner core staff

David Musoke - Uganda

- Attracting members and now around 250
- Annual Conference in Kampala in April 2018
- Promoting WEHD
- Looking forward to hosting the IFEH Academic Conference in 2019

New Zealand - Darryl Thomson

- 360 members
- Working towards hosting this years World Congress
- Looking to the Congress operating at a considerable loss due to the small attendance and lack of sponsorship
- Legislation dramatically changed over the past 12 months
- Verification now being adopted rather than compliance inspection
- Councils are struggling in terms of staffing

Australia - Vic Andritch

- 1,000 Members and increasing
- Annual Conference later this year Perth
- Training programmes are organised by each state
- Association financially secure
- EHA office re established in Victoria
- National online training
- Interested in hosting 2022 World Congress

Megat Azman - Malaysia

- Megat is Vice President
- Members 500
- EHOs formally monitored in performance
- EHOs also work in private sector but mainly in public Sector
- Involved in Tobacco control and Agenda 21
- Organise training courses for members on appropriate legislation
- Looking forward to hosting 2020 World Congress and has the support of National Government

Andres Ovca - Slovenia

- Approximately 200 members
- Membership is voluntary
- Organising a national conference

IFEH Council Meeting - Auckland 2018

- Organising small training course for 15 delegates at a time
- Collaboration at national and regional level inviting neighbouring countries to participate
- Liaising with National Government on student training

Chuck Treser - Faculty Forum

- Approximately 115 universities linked to Forum
- Full day of meeting tomorrow
- Chuck may possibly be standing down as Chair

Martin Fitzpatrick - Ireland

- 500 members
- 2 full members of staff
- Public Sector and private sector
- Conference in May 2018 in Sligo
- Economy is now growing again after 10 years depression
- Recruiting EHOs again
- Brexit is an issue which requires preparation for future arrangements
- Alcohol & Health Bill going through parliament and EHAI involved in preparation
- Further controls on tobacco sales coming into force
- Housing still a major issue and more EHOs now involved

Colin Wallace - Scotland

A more detailed report is attached to this minute

- 900 Members
- Annual Environmental Health Forum in Stirling in April 2018
- Introducing Minimum Alcohol pricing in May 2018
- Brexit is also an issue for Scotland as the UK prepares to withdraw from the European Union
- New course for eating well for older people which is designed for carers working in the community.
- New Food Hygiene game has been developed to promote Food Hygiene in the community.

Jan Homma - Netherlands

- 150 members
- Food Safety is regulated through a National Authority
- Officers work from home
- Ministry of Food & Agriculture has been re-established.
- Department split into Agriculture, Veterinary & Food Safety and includes tobacco control
- Risked based approach to controls
- Hosted the EFEH meeting in Amsterdam in December 2017
- Organised e commerce control across Europe
- EU derogation on amount of manure that can be produced and compliance is an issue

Selva Mudaly - South Africa

A more detailed report is attached to this minute

- 702 members and growing
- CPD activities are provided at no cost to members
- WEHD very successful and has government support
- Hosted the Municipal summit on Environmental Health. The outcome report is being posted on the Federation website
- Large outbreak of Listeriosis with over 900 cases
- Currently undertaking a costing exercise for environmental Health regulation and when the final report is published it will be posted on the Federation Website
- Successful national Conference which was attended by the President of IFEH
- Now publishing a regular newsletter which promotes good practice
- Close liaison with government departments
- Established a WhatsApp group directed at younger members
- With the new National President the future of South Africa looks much more positive

Bontle Mbongwe - Botswana

- Approximately 200 Members
- Association is under reorganising to improve outputs
- BSC Programme in Environmental Health for student EHOs
- Developing Post Graduate programme for Environmental Health

Susana Paixao - Portugal

- Association being re-vitalised
- Dealing with an outbreak of measles imported from France
- Measuring impact of forest fires which recently occurred
- Some water supplies were affected and currently are not potable

Malawi

A more detailed report is attached to this minute

- MEHA has a new Executive
- Association being rejuvenated
- Strategic Plan developed to guide MEHA over next 5 years
- Partnered Amref Health in new project called Health Systems Strengthening
- Managing Sewage spillage and protecting local water supply
- Chigolo Project now complete

Saudi Arabia

- Working within the Royal Commission of Jubail and Yanbu, Saudi Arabia
- Responsible for food safety, environmental health, pollution control etc
- Looking for support for Environmental Health
- Saudi Food & Drug Agency recently created
- A separate Commission for the Environment

Adam London - USA

- 5,000 Members and membership is still growing
- 2018 Annual Conference in Los Angeles
- Building links with Mexico
- Looking to forge links with other similar associations across the world

7. Minutes of the meeting held in Montego Bay 2017

In reference to previous discussion the meeting agreed, that as the Council meeting in Jamaica was not quorate, the Minutes of the Council Meeting could not be officially approved.

On recommendation of Colin Wallace, it was agreed that the Minutes were an accurate record of the Council Meeting and the decisions taken should be homologated to allow Federation business to move forward.

A correction for the Malaysian colleagues listed apologies was agreed to read from MEHA to MAEH.

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

Item 20 - Use IFEH Logo - Following information on the use of our IFEH Logo without prior permission Tim Everet, CIEH Past President offered to look into the issues surrounding registering the Logo to protect future inappropriate use. Following consideration by Tim he has advised that the costs associated with registration are considerable and is of the opinion that any benefit would be outweighed by the cost involved. He also advised that since unauthorised use was rare it would be a better option the ensure that all Members were informed that before they allowed the use of the Logo locally they must seek permission of the Board before doing so.

In thanking Tim for this advice, the meeting noted this information and supported the recommendation

Action: Hon Secretary to write to all members to ensure that any request for future use by third parties requires IFEH Board approval.

9. Actions from meeting held in Montego Bay 2017- (Hon Sec)

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

All actions as listed had been completed with exception of providing a Members' Update Template which is still in preparation.

Outstanding Outcomes Reports from previous Congresses & Conferences to be pursued from 2014 - 2018 with exception of 2016 as Malawi has previously submitted a report. This requirement is clearly highlighted in the Requirements List which is issued to Hosts by the Hon Secretary.

Action: The Hon Secretary to write to the hosts requesting this information which will be forwarded to Selva and posted on the IFEH website accommodation.

10. Minutes of the Meeting of the Board of Directors

1. 27th November 2017
2. 30th January 2018

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 2017

The Hon Treasurer presented the accounts for the year to 31st December 2017 and asked the meeting to approve the formal accounts with the following balances:

Current A/C: £15,091

Deposit A/C: £28,628

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

2. Budget for 2019

The Hon Treasurer presented the budget for 2019 taking account of anticipated expenditure.

Following discussion and clarification the meeting unanimously approved the budget.

3. Membership Fees 2019

The Hon Treasurer informed the meeting that because of the low levels of inflation he recommended a small increase of 3.9% of the current fee level.

The Hon Treasurer also referred to Member Associations who, due to the high number of members within the Association, are paying a disproportionate higher level of fees to the Federation. He therefore proposed that a limit of £4,000 be set for fees against any one Member Association.

Following discussion and further clarification from the Hon Treasurer the meeting unanimously agreed both proposals.

The meeting agreed that at a future meeting the current arrangements for Member Associations should be reviewed. This matter was remitted to the Board to consider.

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

The Hon Treasurer presented the following to the meeting

Hedgerow Bursary

Given the short time period between the 2017 meeting in Montego Bay and the 2018 meeting in Auckland it was agreed with Hedgerow Software that the next sponsorship period would be in late 2018 for support to the 2019 Council Meeting in Kampala, hosted by Makerere University School of Public Health and the Environmental Health Workers Association of Uganda.

Eric Foskett Award

This award is sponsored by the Chartered Institute of Environmental Health in the name of Eric Foskett, Past President and Chairman of the CIEH Council and the first Honorary Secretary of the Federation. The award is to be made to an individual or organisation who have made a significant contribution to the work of the Federation. The 2018 recipient will be announced later on the agenda. It is awarded on a biennial basis.

Roy Emerson Award

Highfield ABC and RIAMS sponsor this award which is intended for undergraduate students in the field of environmental health. The award is based on an essay competition on a topic set by IFEH. The award is presented at IFEH World Academic Conferences.

Undergraduate students from an IFEH associate university or from a university in a member country are eligible to enter the competition.

The topic for the 2019 competition will be set towards the end of 2018 and circulated through the membership. It is awarded on a biennial basis.

IFEH greatly appreciates the support of our sponsors.

5. Regional Group Funding

The Hon Treasurer advised the meeting that each Regional Group has a budget of up to £750 and proposed the following procedure for application funds:

1. Funding will only be available after 1st April each year.
2. Applications to be made by the Regional Chair/Secretary
3. Funds to be held in a dedicated account which can be set up within, but separate to, a member organisation's accounts within the Group.
4. A statement showing application for funds in the previous years plus receipts (scanned) must accompany the application, except where the applications are being made for the first time.
5. Any positive balance showing on submission of the application will be taken into account when making up the funds available to £750. i.e. there will be no more than £750 available to a Group in any one year.

Following discussion the meeting approved the procedure outlined by the Hon Treasurer.

12. Policy Matters

1. Data Protection Act Update - (Hon Sec)

The Hon Secretary informed the meeting that following the Council Meeting in Jamaica, Tim Everet agreed to prepare the required documentation to ensure that the Federation is compliance with the new legislation coming into effect in May 2018. Henning Hansen has also been supporting Tim in ensuring we are also in compliance in relation to our website.

The Hon Secretary also advised that once in receipt of the documentation, members will be contacted to register their consent for the Federation to hold personal information such as name, e mail address etc.

The Hon Secretary thanked Tim and Henning for their extensive work and support in this matter.

Henning advised the meeting that the Federation Website will have the required secure layer with 14 days of this meeting.

The meeting noted the information and agreed that all Members must support the Board in this matter.

13. Environmental Health Standards Related to Displaced People

The meeting noted the report and the ensuing comments were made

Bernard Forteath reminded the meeting that the Federation was not an NGO or a Branch of the UN and suggested that individual Member Associations can make direct arrangements locally.

Martin Fitzpatrick followed by informing the meeting that Fred has had a long standing interest in this area and he had talked to Fred prior to the meeting on the matter. Martin agreed that this is an ambitious project but advised that disaster management courses are now available to Federation members.

Martin advised that Fred would be happy for the Federation to write to UNCHR highlighting that IFEH has members across the globe and can be of assistance locally in an event occurs which includes displaced people.

Following further discussion, the meeting agreed that a letter should be sent to UNCHR and Martin undertook to prepare a letter for the President to sign on behalf of the Federation.

14. President Elect - (Hon Sec)

The Hon Secretary informed the meeting that following a call for Nominations for President Elect, he received a sole nomination from the Portuguese Association supporting Susana Paixao. There being no election the meeting was asked to approve Susana's nomination which would be officially approved at tomorrow's AGM.

The meeting unanimously supported Susana taking the position of President Elect.

15. Eric Foskett Award- (Hon Sec)

The Hon Secretary informed the meeting that following a call for Nominations for the Eric Foskett Award, he received a sole nomination from the Danish Association supporting Henning Hansen. The Board is responsible for approving this award and there being no other nomination the Board were more than delighted to give this award to Henning.

The meeting agreed that Henning was worthy recipient as he had given numerous years of service to the Federation, not only serving as President, but also through his work as Webmaster and disaster risk management through UNISDR.

Henning thanked the meeting for the good wishes and support.

16. Activities & Projects

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

The Hon Treasurer referred to the report issued prior to the meeting. The meeting noted that the project was now completed and agreed that the impact will be very positive.

This project was started in 2015 with a planning period of one year and the location was agreed at the World Congress in Lilongwe in 2016. During the following period work was completed under the direction of the Malawi Environmental Health Association and in addition to Federation funding was supported by REHIS, SAIEH & EHA.

The meeting congratulated Temwa Mzengeza who was the individual Project Lead Malawi and this should be recorded with a letter of thanks and a Certificate of Contribution.

Action: Hon Treasurer to send letter of thanks and Certificate of Contribution.

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

Henning referred to the paper he presented at the meeting in Jamaica and the paper tabled at today's meeting is the same paper with several updates included.

This paper concentrates on Disaster Risk Reduction and is aimed at minimising the risk of future natural environmental impact events.

The IFEH is now a formal partner of UNISDR and this initial partnership is for a 4 year period.

The IFEH DRR Committee is chaired by Henning and this Committee, which includes representation for the Federation Regional Groups and the Faculty Forum, will be the conduit between the Federation and UNISDR.

Henning advised that the next step will be to draft a road map on how the work and outputs can best be achieved. This preparatory work will be completed over the next 3/4 months and will demonstrate the work already being undertaken locally across the Federation.

In conclusion the meeting thanked Henning for the work to date and looked forward to progress being made.

3. Remote Access to Council Meetings & AGM - Martin Fitzpatrick

Martin Fitzpatrick referred to the report previously circulated. Martin explained that over past years meeting attendance is very similar with the same organisations attending.

Martin is keen that the Federation should ensure attendance of our wider membership and proposed that technology could be used to support remote access to our wider membership which would enrich the Federation.

Martin felt that members would still attend personally but suggested that using technology would allow others who cannot afford to personally attend to allow participate.

He also asked the Board to examine the current minimum participation requirement to ensure meetings are quorate while bench test remote access technology.

Currently there are commercial options to consider testing with the Board and interested members.

Bernard commented that attendances at similar organisations have experienced similar reductions but supported that testing should be undertaken. He expressed concern at how the meeting could be effectively managed with a significant number of remote participants.

Dawn Welham informed the meeting that she was conversant with this type of communication and was of the opinion that the project would work and should be explored.

Chuck Treser acknowledged that using remote access technology was the routine tool for the younger generation and was the way forward for the future.

Selva asked Martin what particular meetings he was targeting. Martin responded that initially it should be the Council Meeting and AGM. Selva expressed concern at the logistics which need to be addressed. He supported the proposal but expressed caution that it should be a stepped process to ensure appropriate progress.

Selva proposed that the Federation should aim to trial remote access for the next Council Meeting on 7th & 8th April 2019 and Martin agreed to take the lead on developing the project with Board support.

4. Report on IFEH's Partnership with the World Federation of Public Health Associations (WFPHAs) – President

The President informed the meeting that the Global Charter for Public Health which included a tool kit and section on Environmental Health had been initially published in June 2016. The tool kit is still in development and is designed to identify outcomes in individual countries. Progress is slow but worthwhile in global terms.

When more information is to hand Peter will update the Federation accordingly.

5. Report on Proposed Special Projects Protocol - (Hon Sec & Hon Treas)

The Hon Secretary referred to his report which had been previously issued:

He advised the meeting that the purpose of the report was to provide a framework for any future proposed projects and ensure that there was not disproportionate drain on Federation Funds.

He referred to the the Malawi Project which took two and half years to fund and complete from conception in 2015 and the proposal at the last Council Meeting to do a similar Project in Jamaica and likewise in other countries that hosted the Council Meeting. This project also had substantial financial support from Federation funds as only three Member Associations donated to the project despite a call going out to all Member Associations to do so.

If the Federation was to continue on this basis, existing funds would be seriously depleted without a significant increase in members fees which if applied, could result in a drop in membership.

Following discussion the meeting agreed that there should be structure to any future projects and supported the report as outlined.

David Musoke outlined possible projects which could be undertaken in Uganda as part of the 2019 Council Meeting and Academic Conference.

In response the Hon Treasurer said as the report had been accepted it would not be possible to approve funding in advance of the Council Meeting 2019 as there would need to be a detailed submission on the proposed project including costs. David agreed to prepare the appropriate submission for future consideration.

17. Communications & Public Relations

1. Website - Update from Webmaster

Henning informed the meeting that the website is functioning satisfactorily and information is regularly updated. Henning advised that he is happy to upload Members' projects etc. Special Interest Groups (SIGs) are now operational with an average of 20 members in each Group. Some Groups are more active than others and Henning asked Members to promote the SIGs locally within their Associations.

Jan asked Henning if there could be a link from the IFEH Facebook page to the Website.

The meeting thanked Henning for his continued work and support to the Federation.

2. IFEH Journal - Update from Editor

The Editor was not present to provide an update but the meeting noted that the last Journal issue was in December. The meeting agreed that Congress/Conference papers should be published where appropriate in the Journal.

3. Newsletter - Update from Editor

Jesper informed the meeting that Newsletters are being issued on regular basis. In each issue he ensures there is an update from the President and hopes he can encourage Regional Groups to contribute on a regular basis.

Selva appealed for all members including Regional Chairs to support Jesper and submit reports for the Newsletter when requested.

The meeting thanked Jesper for his continued work as Editor.

18. World Environmental Health Day

The President reminded members that the topic for 2018 had been issued to all Member Associations and he hoped that details of local projects and celebrations would be sent to the PRO and Webmaster for listing on the Federation website.

He encouraged all Members to participate and continue to grow WEHD as it has since inception in 2011.

In conclusion he thanked Rasheed and Selva for developing the topic prior to issue to Member Associations

19. World Congress & Academic Conferences - Updates

1. 2019 - 3rd World Academic Conference - David Musoke

David informed the meeting that the Conference will take place in Hotel Africana, Kampala, Uganda from 9th - 11th April 2019. The Council Meeting will take place on 7th & 8th April 2019. The Organising Committee are working to schedule in preparation for the conference and the Conference Website is operational and being further improved.

The meeting thanked David for the update and looked forward to visiting Uganda in 2019.

2. 2020 - 16th World Congress - TEE Eng Ong

Tee informed the meeting that Kuala Lumpur is preparing for the Congress, organisation is going well and has National Government support. The Congress will run from 10th -12th August 2020 with the Council Meeting taking place on 8th & 9th August 2020.

The meeting thanked Tee for the update and looked forward to visiting Malaysia in 20120

3. 2022 - 17th World Congress - Registration of Interest

The Hon Secretary asked if members had an interest in hosting the Congress. In response Vince Stephens of the EHA, Australia registered his Association's interest which was welcomed by the meeting.

20. 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 was previously issued and highlighted the following:

- New Members

Academic – Josip Juraj Strossmayer University of Osijek - Faculty of Food, Croatia,

Resignations - Macedonia Public Health Institute – Centre for PH

- Removals

Dublin Institute of Technology – 3 years in arrears. Attempts to make contact have been unanswered. Steve advised the meeting that he has since had contact and expects fee payment be made in due course. Following discussion the meeting agreed that membership should be removed until full payment of arrears has been made.

- Arrears

Members – Macedonian Association for European Cooperation –2 years (2016 and 2017) and should now be removed from membership, Environmental Health Officers Association of Nigeria – 1 year, Liberia Association of Public Health Inspectors – 1 year; Portuguese Society of Environmental Health – 1 year, Swedish Association of Environmental Health Professionals – 1 year.

Academic Members - University of Wales Institute Cardiff – 1 year, Department of Environmental and Occupational Health, Defence Medical Service – 1 year.

- Subscription Issues

The 2017 subscription for the South African Institute of Environmental Health for 2017 has not been lodged to the IFEH account despite the payment being made by SAIEH to the South African bank to facilitate the transfer. The SAIEH and IFEH treasurers are working with both banks to resolve the matter.

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

21. Administrative Matters

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

*Council requires to agree extension of period between Council Meetings
(Normally set at a maximum of 15 Months)

-7th & 8th April 2019, Uganda

-8th & 9th August 2020, Malaysia

-2021 TBC

-2022 TBC (possibly Australia)

The meeting noted that the term between Uganda and Malaysia is 16 months and the meeting agreed the stated term of 15 months should be exceeded on this occasion.

20. Any Other Competent Business

- **South East Asia Members** - Tee asked if any other countries in South East Asia were members. In response the Hon Treasurer advised that we had several members in the region and he could supply contacts after the close of the meeting.
- **Mapping EH Practitioners** - Dawn asked if work in this area had been undertaken and identified gaps in Regions. The Hon Treasurer advised that some work had been carried out and gaps have been identified but the challenge is how we fill the gaps. The meeting agreed that this could be further explored.
- **Draft Scoping Strategy** - The meeting agreed to have a scoping session following the AGM and the outputs from the session are appended to this Minute.

Close of Meeting

There being no further business the meeting was closed

The President thanked everyone for their contributions and looked forward to a successful Congress.

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

Rod House
Honorary Secretary