



# CHPA

## Commonwealth Health Professions Alliance

Commonwealth Association for Health and Disability  
Commonwealth Association for Paediatric Gastroenterology and Nutrition  
Commonwealth Dental Association  
Commonwealth HIV and AIDS Action Group  
Commonwealth Medical Association  
Commonwealth Nurses Federation  
Commonwealth Pharmacists Association

### MINUTES

Meeting 14 May 2011 Geneva

**Present:** Dr Sundaram Arulraj (CMA) Chairperson; Dr Gordon Caruana-Dingli (CMA); Dr Oheneba Owusu-Danso (CMA); Mr Raymond Anderson (CPA); Ms Betty Falconbridge (CPA); Dr Hilary Cooray (CDA); Mr John Walker-Smith (CAPGAN); Jill Iliffe (CNF)

**Apologies:** Dr Kathryn Currow (COMHAD); Ulrike Matthesius (CDA); Mr Anthony Kravitz (CDA)

#### 1. Confirmation of minutes of last meeting May 2010

The minutes of the meeting of 12 May 2010 were confirmed as a true record of the meeting

Moved: Dr Oheneba Owusu-Danso (CMA); Seconded: Ms Betty Falconbridge (CPA)

#### 2. Feedback from CACH meetings

Dr Arulraj, Chairperson of CHPA will give feedback from the CACH meeting 13 May 2011

Dr Arulraj provided feedback from the meeting of the CACH 13 May 2011 which he attended representing CHPA.

(a) Dr Arulraj advised that the first part of the meeting focused on governance issues. Membership of CACH was increased from 15 to 16 to include an additional member from the Asia/Pacific Region although no specific organisation was identified; the Commonwealth Secretariat was charged with finding an appropriate representative. Dr Arulraj commented that, apart from himself, there was no other civil society representative. A representative from the Commonwealth Foundation was not present. Dr Arulraj suggested that CHPA write to the Commonwealth Secretariat and to find out if any other civil society organisation had been invited and to ask that CHPA have the opportunity to nominate the two civil society members to the CACH. Jill Iliffe suggested that writing the letter to the Commonwealth Secretariat be delayed until after the CHPA had received their accreditation to the Commonwealth when CHPA would be in a much stronger position to argue their case. This was agreed. Dr Arulraj also requested that the letter include a comment that the CHPA preference for timing of the CACH meeting is Saturday pm rather than Friday pm as an extra day in Geneva is difficult for civil society representatives in terms of time and cost. This was also agreed.

(b) The CACH communiqué to the CHMM was discussed in detail at the meeting. From the CHMM meeting the communiqué will go forward to the Perth CHOGM.

(c) The theme for the CHMM 2012 was discussed. Two themes were put forward: (1) mental health; and (2) the links between communicable and non communicable diseases - synergy and successes. No decision was reached regarding the theme to be recommended.

#### 3. Feedback from pre-CHMM Partners' Forum

General discussion about the pre-CHMM Partners' Forum Saturday 14 May 2011

The general consensus was the pre-CHMM Partners' Forum was a great success. Jill Iliffe advised of the difficulties in convincing the Commonwealth Secretariat that the CHPA should have a major role in hosting one of the two forums. Because of the success of the meeting and the input of the CHPA during the preparations, Jill considered that next year there would not be the same difficulties. Jill suggested that the CHPA (a) write to the Commonwealth Secretariat and Sight and Life to congratulate them on the success of the meeting; and (b) make all presentations available to participants (Jill agreed to put them on the CNF website on a CHPA page and forward them to other

CHPA members to do the same if they wished). This was agreed. It was suggested that for the Partner's Forum next year, all professions represented on the CHPA have an opportunity to present (eg doctors, dentists, pharmacists and nurses). This was agreed. Other suggestions included: sending out the flyer about the meeting much earlier, making it clear that anyone can attend; ensuring there are name tags for participants; and inviting poster presentations on the theme. It was further suggested that a CHPA report on the Partners' Meeting be prepared, published and circulated. This was agreed and Jill undertook to write the report.

#### **4. Preparations for CHMM**

Circulation of CHPA information to delegations attending CHMM

Jill reported that the Commonwealth Secretariat had not provided an opportunity for her to see the article submitted by CHPA for the 2011 Commonwealth Health Ministers' Update book prior to printing despite repeated requests. CHPA members noted that one vignette (Malta - breast cancer) had been excluded as had all the pictures. Jill suggested that next year it might be more effective for the CHPA to print their article as a stand-alone document and request the Commonwealth Secretariat to include it, and a brochure about the CHPA, in the conference satchel. This was agreed.

#### **5. Accreditation of CHPA**

Discussion of CHPA application to Commonwealth for accreditation

CHPA members agreed that, now that the CHPA Constitution had been endorsed and elections held, the CHPA should proceed as a matter of urgency to seek accreditation to the Commonwealth. Jill agreed to submit the accreditation application as a priority.

#### **6. Meetings of CHPA**

Discussion and decisions regarding timing of future electronic and face to face meetings of CHPA  
CHPA members agreed to have at least one face to face meeting each year in conjunction with the Commonwealth Health Ministers' meeting and for all other communication and decisions to be undertaken by email.

#### **7. Logo for CHPA**

Generation of ideas for a CHPA logo

CHPA members discussed options for a CHPA logo. Preference was for the logo to include the easily recognisable Commonwealth logo but to have the full name of CHPA (Commonwealth Health Professions Alliance) spelt out as the initials CHPA are insufficient. The preference was for two colours, the major one being blue combined with dark red or grey. Jill agreed to obtain two or three options and circulate them to CHPA members for comment.

#### **8. Website for CHPA**

Discussion and decisions regarding a website for CHPA

CHPA members agreed that a website for CHPA was a priority. Jill advised that the first step is to obtain a domain name, however the domain names chpa.com; chpa.net and chpa.org were already taken. CHPA members agreed that the domain name commonwealthhealthprofessionsalliance.com was too long. The majority of CHPA members considered that the domain name commonwealthhpa.com was confusing and did not look aesthetically pleasing. After discussion around a range of options it was agreed to use the domain name chpa.co which was available. Jill agreed on behalf of CHPA, to purchase this domain name; purchase web space and commission a simple website for CHPA and software for website maintenance, preferably with more than one license. It was suggested that each CHPA member could have a page on the website which would contain their contact details which they would be responsible for keeping current. CHPA members agreed that the CNF would be reimbursed for any expenditure incurred in establishing a CHPA website but that CHPA members be advised of all potential expenditure prior to that expenditure being incurred.

#### **9. New members**

Discussion regarding seeking new membership of CHPA

Jill advised that two other health related organisations had expressed an interest in joining CHPA: dieticians and social workers. There was general discussion about CHPA membership and balancing the responsibility to limit membership to 'health professions' and being inclusive. It was agreed that potential new members would have to demonstrate that they met the membership criteria outlined in the CHPA Constitution. Jill was asked to write to the two organisations and ask them to put in an application for membership in writing so that the application can be circulated to CHPA members for consideration and decision.

## **10. Subscriptions**

Discussion regarding subscription fees for CHPA

After discussion it was agreed that a symbolic membership fee should be paid by CHPA members. It was agreed that this membership fee would be £100 for two years covering the period commencing 1 January 2011 and concluding 31 December 2012; the same fee to apply to Associate Members. It was agreed that the Treasurer should send out an invoice to each CHPA member once a CHPA bank account has been established. It was further agreed that the membership fee be used in the first instance to offset expenses related to the CHPA website.

## **11. Opening CHPA bank account and signatories**

Decisions regarding bank and signatories and process for managing accounts

The CHPA Treasurer is to be requested to open a CHPA bank account. The preferred bank is HSBC. The signatories to the account were proposed to be the Chairperson, Secretary and Treasurer with any two to sign. It was agreed that in most instances all transactions should be electronic with protocols established to obtain consent for any expenditure prior to that expenditure being undertaken.

## **12. Funding application to Commonwealth Foundation**

Discussion regarding prior and future applications to the Commonwealth Foundation for funding for CHPA activities

Jill advised that in the 2010-2011 Commonwealth Foundation funding round the CHPA had put in a funding application covering: core administrative functions; capacity training for CHPA members; the development of a health compact as outlined in the Trinidad and Tobago CHOGM statement; and the development of a website. The CHPA had been granted £10,000 however this money was not being made available until CHPA achieved Commonwealth accreditation. No funding application had been submitted for the 2011-2012 funding round. Jill agreed to meet with the Commonwealth Foundation with other members of the CHPA who might be available, to see whether a late application could be submitted covering expenses for some core administrative functions (such as secretariat support and development of a website) and attendance at the 2012 CHMM and participation in a pre-CHMM civil society activity. It was further agreed that an application be developed and submitted for the 2012-2013 funding round which would include core funding, attendance at the 2013 CHMM, involvement in a pre-CHMM civil society activity, holding a CHPA regional forum, and some capacity building for CHPA members. Jill agreed to develop such an application, circulate to CHPA members, and submit in time for the 2012-2013 funding round (closing date for applications was advised to be 15 December 2011).

## **13. Feedback from Commonwealth CSO consultation 13 May**

Feedback from those CHPA members who attended the Commonwealth CSO consultation in London 13 May

Jill and Gordon provided feedback from the Commonwealth CSO consultation in London 13 May.

(a) The civil society statement to CHOGM will be developed in time for submission to the Commonwealth Foreign Ministers' meeting on 22 September 2011 in New York where the Commonwealth Foundation will have a place on the agenda to make a formal submission. Regional consultations are being held in order to develop the statement. The dates and venues are supposed to be available on the Commonwealth Foundation website however it did not appear that they were. The Commonwealth Foundation was strongly criticised for the very short notice being given about the dates and venues of the regional consultations. CHPA members were urged to advise the Commonwealth Foundation if they wanted any of their members invited who were located in the venues where the regional consultation were being held (24-25 May Sydney; 7-8 June Delhi; 21-22 June Johannesburg; 28-29 June Guyana: the European consultation was held 10-11 May with only one week's notice). The draft civil society statement for CHOGM will be circulated early August for civil society input however CHPA members are encouraged to make a submission to the Commonwealth Foundation as soon as possible regarding its priorities. Jill suggested that CHPA should make a submission as health is never a high priority for the Commonwealth Foundation and it was agreed that this will be done by email. The deadline is the end of June. Jill will ensure that the Commonwealth Foundation has the email addresses of all current CHPA members.

(b) The theme for the Commonwealth People's Forum is: *Driving change for a dynamic Commonwealth*. The CPF will be held 25-27 October 2011 at the Hilton Hotel which is opposite to the CHOGM venue, the Perth Conference and Exhibition Centre (PCEC). There will be a media centre and a CSO lounge in the PCEC. Launch of the CPF will take place on 18 May and then

online registrations will open. The cost for attendance at the CPF will be \$550.00 Australian dollars. There will be eight one day forums (four consecutive forums on each of the two days). The themes are: gender; economic development; governance and democracy; indigenous people; climate change (including environment and disaster management); education and technology; human rights; and cultural diversity. None of these themes are specific to health. CHPA members requested Jill write to the Commonwealth Foundation and express CHPA interest in participating in and presenting at the following forums: gender, indigenous people, climate change, and education and technology.

- (c) CHOGM will take place 28-30 October 2011 with the Foreign Ministers' meeting taking place 26-27 October (the roundtable with civil society will be on Friday afternoon). The Committee of the Whole (COW) meeting will take place in Perth 24-25 October. Unlike previous years, the COW will not be taking civil society submissions and these should be directed to the Commonwealth Foundation for inclusion in their civil society statement. Agenda items for CHOGM expected to include: EPG review; review of CMAG; economic sustainability particularly for small states; leveraging the collective strength of the Commonwealth to input into global issues; better interface with G20; women; and youth.
- (d) The Eminent Persons Group has released a set of recommendations for public comment. The recommendations are on the Commonwealth Secretariat website. CHPA members were encouraged to access the recommendations and make an appropriate response. The recommendations in relation to civil society appear very inadequate. Additionally there are no recommendations in relation to structural changes within the Commonwealth Secretariat or Commonwealth Foundation or the way they work together and with civil society either together or separately.
- (e) The Secretary General advised that a new electronic platform for the Commonwealth was being developed titled: Commonwealth Connect. It was unclear when the new platform will be launched. Civil society organisations were encouraged to contact the developer if they required any further information ([r.simpson@commonwealth.int](mailto:r.simpson@commonwealth.int)).

#### **14. Future activities**

Discussion and decisions regarding future activities for CHPA

Future activities for CHPA which were proposed include:

- (a) Involvement in CHMM and pre-CHMM civil society activities
- (b) Holding regional forums
- (c) Undertaking research specific to the health professions

#### **15. Other business**

Jill advised that she had been approached by the Commonwealth Association of Planners asking if the CHPA was interested in holding a joint forum later in the year to explore whether joint activities between the built environment and health could be undertaken: a specific interest was food security. Jill agreed to circulate the proposal by email to CHPA members for comment.

There being no other business the Chairperson closed the meeting.