Executive Committee Work Plan  
April 2018 to March 2019

PREAMBLE

This document outlines the agreed annual work plan of the WPHNA Executive Committee (EC) for 2018-2019.

The work plan and its specific areas are fully owned by relevant EC members, a group of elected volunteers who took office with enthusiasm in January 2017. However, the plan needs the active involvement of WPHNA members. The Association needs volunteers and we urge members to come forward to join the EC members’ teams as indicated below. Write to the General Secretary Betty Sterken at secretariat@wphna.org stating what you are willing to do and in what area.

Current EC members

Margaret Miller (Australia) President
Betty Sterken (Canada) General secretary
Regina Keith (UK) Treasurer
Brooke Aksnes (USA) Professional affairs secretary
Sara Garduno (Kuwait) Membership secretary
Angela Carriedo (UK) Communications secretary
Ted Greiner (Brazil) Publications secretary
Jessa Pis-an (Philippines) Conferences secretary
Linda Ethangatta* (Kenya) Regional secretary, Africa
Claudio Schuhtan (Vietnam) External affairs secretary
Olivia Yambi (Tanzania) Projects and policy secretary

* Kaleab Baye (Ethiopia) coopted as her deputy
WPHNA aims

WPHNA has three main general aims:

One is to ensure the competence and raise the standards, status and opportunities of public health nutritionists and the profession generally, worldwide and especially in the global South.

Two is to promote rational policies and effective actions in the public interest so as to protect and improve the state of public health nutrition at all levels from global to local.

Three is to support the profession and to promote the cause of public health nutrition including work with other organizations, at all levels from global to local.

WPHNA functions

The EC sees the Association’s role as centered on six functions:

1. **Communications:** WPHNA will promote exchange of relevant information, knowledge and ideas by mounting conferences; keeping an up-to-date website, newsletter, and communications through social media; and publishing an international scientific journal that champions nutrition in the contexts of social, economic, political, environmental and biological sciences, as well as in ethics and human rights.

2. **Acting as a watchdog:** WPHNA will monitor and watch the UN system organizations, the World Bank, the International Monetary Fund, international and national philanthropies, industry and national governments and respond to and share information on pertinent events.

3. **Strengthening its members’ professional status:** Includes defining, promoting and developing competencies and a holistic understanding of public health nutrition (PHN) and its role. The Association will strive to increase its brand recognition.

4. **Analysis:** WPHNA will strive to become a respected think tank and resource center. It will monitor and analyze international and important national PHN policies. Its analysis will be independent and will invite out-of-the-box thinking. It will speak up when UN or similar agencies are unduly controlled by their funders and it will challenge injustice and inequity that impact the PHN field.

5. **Practical policy implementation:** WPHNA will engage with members as much as possible, particularly listening to their community-based approaches and
experiences, and will foster the sharing of these experiences -- successes and failures -- seeking improvement in public health nutrition practice.

6. **Advocacy**: With support from the membership, the Association will aim at positioning PHN high in global agendas; it will act decisively for the ethical and political advancement of PHN; it will strive to position food sovereignty in global agendas; it will work towards reorienting the predominant prevailing food system; it will link PHN with human rights and social justice organizations and partner and engage with them; and it will have a clear position on conflicts of interest.

There is much work to be done in each of the areas listed above. The EC is assigning priority to specific objectives and activities in its second annual work plan based on the importance, opportunities and capacity available to tackle each area.

The purpose of what follows is to show what the WPHNA EC, in each of its Secretariats and in partnership with the membership, is determined to pursue in the coming year.
EC 2018/2019 OBJECTIVES AND WORK PLAN

Objectives for the period ending in March 2019

1. Keep the Association’s governance agile and its financial base strong
2. Add more members who are financially up-to-date, as well as more members world-wide in the fee-waived category, aiming at All members being active and engaged in the Association’s work
3. Be responsive and timely in its communications with members
4. Maintain the quarterly publication of World Nutrition
5. Sponsor knowledge and information exchanges including the organization of conferences, webinars, press releases, keeping an active website and a strengthened response capacity to queries from members
6. Provide support to members to advance their careers and to advance the in-country status-of and capacities-in PHN
7. Establish new and strengthened worldwide strategic partnerships
8. Develop and promote WPHNA policy positions including its conflict of interest policy.

To quote the late Urban Jonsson, WPHNA will continue to be the custodian of the science of nutrition problems in society.

Throughout, WPHNA will uphold the highest ethical standards and will call for and demand firm ethical standards of its members and of any strategic partners, including nutrition societies that have links with conflicted industry.

The EC aims to work efficiently and effectively together as a team and will gather additional support as specified below. Our success depends on an informed, active and engaged membership, and the plans below indicate how this can be achieved.

Objective 1

Keep the Association’s governance agile and its financial base strong

WPHNA administrative and financial matters are the responsibility of the EC as a whole, representing the membership, and guided by the Association’s Governing Document and previous EC decisions. Its governing document is available to members. Responsibilities of specific members of the EC are set out in the application forms for election to the EC published on the website and are generally not repeated here. The Association has its bank account and a tax-exempt status in the UK.
1. Elections

Nominations will be called for any new vacancies within 2 months of notification of the vacancy. Nominations for the vacant Professional affairs secretary position were called in February 2018. The newly elected EC member will be in post by May 2018.

Responsible: General secretary, Communications secretary, President.

2. Terms of office

The term of office for EC members is four years, open for re-election for a further four years. Initial terms of office will be staggered, so that members serve initially for three, or four, or five years. No positions are due for re-election in 2018.

Responsible: General secretary

3. Appointment of EC deputies and assistants

All EC secretaries are required to be team leaders. They are expected to have a deputy, to be approved by the EC, who must be an active WPHNA member. Deputies can stand in for specific EC secretaries at EC meetings, although only the elected secretary can vote on decisions. Deputies will receive agendas and minutes of meetings regardless of participation in EC meetings. Secretaries may also call on assistants for specific tasks (ideally but not necessarily WPHNA members). The President will also have a deputy, drawn from and approved by the EC. Deputies and teams are all to be in place by September 2018.

Responsible: General secretary and all EC members

4. Task forces

Task forces with specified objectives, outcomes and timelines will be set up to progress areas that need special attention. These will usually correspond to specific EC members’ responsibilities and will be chaired either by them or by the President or the President’s deputy. They will usually involve other EC members and other WPHNA members. Task forces will arrange their own meetings. Their progress will be reported quarterly to the EC and once agreed and their reports suitably edited, will be posted on the WPHNA home page and newsletters as appropriate. Task forces and responsible EC members so far proposed are mentioned in various sections below.
5. Staff appointments

Appointment of long-term administrative staff is needed but is not an option in 2018. Individuals may be contracted for specific short-term tasks related to the work plan as need and capacity arise.

Responsible: General secretary and all EC members

6. Fund raising taskforce

The Association’s income is derived from membership subscriptions, conferences and occasional consultancies. Its financial situation is sound, but more income is needed for activities to expand. A task force will be set up, chaired by the Treasurer, to make recommendations for fund-raising and income generally. Fund-raising should involve all EC members. It will report by August 2018.

Responsible: Treasurer and all EC members

Objective 2

Add more members who are financially up-to-date, as well as more members world-wide in the fee-waived category, aiming at All members being active and engaged in the Association’s work.

WPHNA has approximately 270 paid members on its register in Feb 2018. This represents a fraction of the total who have joined the Association since 2006. Membership payments are essential for the financial viability of the Association and to support expanded activities. Active members are crucial to achieving the functions of WPHNA. Timely EC responsiveness to member inquiries and needs is also needed to maintain member engagement (see Communications).

Student memberships and introductory waiver of membership fees for two years for applicants from LMICs were introduced in 2017. Individuals in both categories are asked to ‘pay in kind’ by becoming assistants to an EC member. A new category of Institutional membership was defined in 2017 and will be promoted in 2018.

Responsible: Membership secretary, Communications secretary, External affairs secretary, Treasurer
7. **Student memberships**

Students from undergraduate through to PhD level from anywhere in the world will continue to be admitted free of charge. Proof of being a student will be required. Students will be asked to 'pay in kind', by becoming assistants to an EC member.

During this current plan, the student membership category will be promoted, the process for applying for Student Membership will be made clearer on the website and the latter requirement will be reinforced. These strategies will be in place by July 2018.

*Responsible: Membership secretary, all EC members*

8. **Introductory waiver of membership fees**

People from low-income and lower middle-income countries (as defined by the World Bank) will be admitted free of charge for the first two years, *on condition* of ‘payment in kind’ by becoming assistants to an EC member. If not fulfilling this condition, they will be asked to pay €20 (euros) a year. After the two years of waiver these members will all pay €20 (euros) a year.

During this current plan, this new membership category will be promoted, the process for applying and becoming an assistant will be made clearer on the website and the latter requirement will be reinforced. These strategies will be in place by July 2018.

*Responsible: Membership secretary, Treasurer, all EC members*

9. **Standard memberships**

All applicants are required to complete a profile using an existing standard format by which their status and qualifications to become a member will be judged. Once approved by the membership secretary, their names will be posted on the WPHNA website. Applicants with potential conflicts of interest will be reviewed by the EC before deciding whether membership is approved.

Applicants may pay a one year or five year membership fee. People from upper-middle income countries will pay €30 (euros) a year. People from higher income countries will pay €50 (euros) a year.

Targets are proposed of 350 full paid-up members by February 2019.
10. Institutional membership

Institutional membership is intended to assist institutions with developing, supporting and sustaining their members engaged in the field of PHN. Universities, NGOs, research centres and community organizations are eligible for membership pending WPHNA EC approval.

Institutional membership will cost 3 times the individual rate, with the rate based on country income as for individual members. Institutions may join for 1 or 3 years and nominate 3 complimentary memberships.

During this current plan, this new membership category will be promoted, the process for applying will be clearly defined on the website, and criteria for EC approval of applications documented. These strategies will be in place by August 2018.

11. Regional chapters of WPHNA

It is also proposed to set up WPHNA members’ chapters, ideally organized by those who become membership assistants. The idea is to develop membership groups in specific countries or regions that handle local issues and support all WPHNA activities. It is proposed to begin in the Africa, Western Pacific, and in South Asia, (where opportunities exist such as conferences being held there). If opportunities arise elsewhere, other chapters may be formed. So far, such an attempt has been initiated for Africa where now lists exist of PH nutritionists and organizations in good part of the continent. The effort will continue this year plus similar efforts for other regions, including follow-up of interest generated at the 2018 conference in India. A process and guidelines for establishing regional chapters will be developed by December 2018.

12. Taskforce on membership expansion

A task force chaired by the Membership Secretary will develop an aggressive plan for expanding and optimizing WPHNA membership in all categories. This will include strategies for re-engaging past financial members as well as attracting new members. It will include review of the frequency and process for membership renewal and establishment of a clear process for engagement of student and fee
waived members in WPHNA activities. It will assess expectations and satisfaction with membership, develop and distribute marketing materials and establish a monitoring process to determine what activities successfully increase membership. It will include consideration of the role of regional chapters (see 11) as a focus for member engagement and support.

The taskforce will provide an interim plan by September 2018 and report by February 2019.

Responsible: Membership secretary, Communications secretary, Professional Affairs secretary, Treasury, in regular consultation with all of EC

Objective 3

Be responsive and timely in its communications with members, keeping an active website and a strengthened response capacity to queries from members

The role of WPHNA communications is to promote the Association and to report on WPHNA and its activities. It also is to keep members and associates up to date on public health nutrition events, on news and findings, as well as to communicate with our members. Our communication channels include the WPHNA website, its home page and the WPHNA social media (Facebook with 5,800 users and Twitter with 1,400 users), as well as the publication of a regular WPHNA newsletter (with a mailing list of 3000, including members and non-members) and direct email access to EC members.

13. Communications task force

A task force was set up in 2017 to ensure that communications are current and channels remain accessible and up to date. The website was redesigned and contents updated, including email contacts for relevant EC members. Work commenced on a webpage to focus on education and advocacy about conflict of interest. Regular Facebook, Twitter and newsletter communication was maintained. All this is ongoing and will continue. The task force will also continue to compile and share with the EC members suggestions made by our followers and members through our website and communication tools.

Responsible: Communications secretary, General secretary, all EC members

Objective 4

Maintain quarterly publication of World Nutrition

World Nutrition is an international scientific on-line journal that supports the pursuit of good nutrition for all. It is published by the World Public Health Nutrition
Association, and is independently managed by its Editor who is an EC member; the editor is already supported by a deputy and an editorial advisory board will be set up in 2018. It will generally be responsible for the quality and integrity of the journal. During 2017 two issues were published and the aim is to continue quarterly provided an adequate number of quality articles are received.

14. World Nutrition task force

World Nutrition was re-launched in 2017. It will becomes quarterly and has its own website cross-linked with the WPHNA website. It will continue to include all previous WN contributions (back to 2010) in its archive. The migration of 4 additional years of archives will be completed this year. The editorial advisory board will be set up by October 2018. This board will be chaired by the Editor and will include the WPHNA President and Communications secretary amongst its members.

Responsible: Publications secretary, President, Communications secretary, Projects and policy secretary

Objective 5

Sponsor knowledge and information exchanges including the organization of conferences, webinars, press releases and social media

WPHNA World Congresses of Nutrition are scheduled every four years, beginning in 2012 with the congress in Rio de Janeiro and then in 2016 with the congress in Cape Town. The next World Nutrition congress is already fixed to take place in 2020 in Australia, hosted by the Public Health Association of Australia (PHAA). WPHNA has also aimed to conduct or co-sponsor smaller meetings, at least bi-annually; the first was held in England (Oxford 2014) and a second in India in March 2018. More frequent meetings have been requested by members, therefore opportunities for co-sponsoring smaller meetings will be considered as they arise and webinars will be introduced as a new way to inform and engage members. All WPHNA events are planned and acknowledged as being held without conflicting sponsorship. Meetings will not be planned in countries that, at that time, forbid entry of people of entire religions or nations.

15. Planning the 2020 World Nutrition Congress

Planning for the 2020 Congress will accelerate as an important task for 2018, including a review of the South Africa/Cape Town conference procedures and guidelines, establishment of a Conference Committee with the Australian hosts, decision on and preliminary promotion of the date and venue and identification of
potential themes and invited speakers. Formal agreements and plans for action will be established with the hosts. All of this will be in place by November 2018.

*Responsible: Conferences secretary, External relations secretary, Professional affairs secretary, President, Treasurer, Communications secretary, Publications secretary, Projects and policy secretary*

**16. Leadership and advocacy for conferences without conflicting sponsorships**

WPHNA will continue providing leadership in advocating this approach (and other ethical positions) to our public health partners, supported by the policy statement and guidelines on conflicts of interest on our website.

*Responsible: President, External relations secretary, Conferences secretary*

**17. Webinars task force**

Webinars offer an inexpensive, convenient and timely means between conferences to provide professional updates and a forum for member discussion on key topics and policies. A taskforce led by the Professional affairs secretary will be established to identify a platform and to plan a format and trial for these events. Engagement of student members and fee waived assistants in these events will be encouraged. The task force will present a plan to the EC by August 2018, with at least one trial webinar by November 2018, and recommendations for a 2019 program of events by February 2019.

*Responsible: Professional affairs secretary, Conferences secretary, Communications Secretary, Publications secretary, Projects and policy secretary*

**Objective 6**

**Provide support to members to advance their careers and to advance the in-country status of and capacities in PHN**

From its foundation, one of WPHNA’ s main purposes has been to strengthen the capacity and status of the profession of public health nutrition worldwide, and especially in the global South. Competency standards for public health nutrition professionals and a member certification scheme have been established. A position paper on scaling up public health nutrition capacity in LMIC has been published. An EC position with a focus on the Africa region has been established. Work to promote and expand these activities is now needed. The new WPHNA professional affairs secretary will revitalize the individual accreditation of our members and progress
work towards accrediting PHN courses. Notices of job advertisements relevant to PHN will be posted on the WPHNA website and other social media, as well as in our newsletter.

18. **Certification promotion campaign**

The WPHNA individual certification scheme was started in 2013 to assist professionalism of the public health nutrition workforce, given very few countries have a national individual registration or certification scheme for public health nutritionists. A new reason to promote certification is the Global Nutrition Monitoring Framework operational guidance to use professional registration or certification as a key method to monitor nutrition professionals density\(^1\). The existing certification scheme will be reviewed (including fee structure) and an active campaign to promote certification to members and to the broader community of policy and decision makers will be initiated via the newsletter and website by July 2018.

*Responsible: Professional affairs secretary, Communications secretary, Regional secretary for Africa, Policy and projects secretary, Membership secretary, Treasurer, President*

19. **Task force on scaling up public health nutrition capacity in lower and middle income countries**

A task force chaired by the Professional affairs secretary or deputy will review work commenced at the Cape Town World Nutrition Congress to provide guidelines for competency standards and delivery modes for curriculum to scale up public health nutrition at community level. Other agencies are now engaged with this agenda, therefore the task force will consider the role of WPHNA and report on plans to advance or discontinue this work by October 2018.

*Responsible: Professional affairs secretary, Regional secretary for Africa, Policy and projects secretary*

20. **Register of online PHN training courses**

A registry of online courses that address key content areas and competency standards for public health nutrition will be established and maintained on the WPHNA website as a service to members. This activity will be a useful way to engage student or fee waived member assistants. The registry will identify potential

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target groups for the courses, (for example, PHN professionals, nutrition managers, frontline workers), but initially will not provide critical reviews. The registry may be a forerunner to a future course accreditation scheme. The proposed format of the registry will be reported in September 2018 and live on the website by December 2018.

Responsible: Professional affairs secretary, Communications secretary, Regional secretary for Africa, all EC

21. Task force on PHN Course accreditation

A new task force will be established in 2018 to review opportunities for establishment of PHN course accreditation. This will include review of a draft process developed in 2015, scoping exercise to identify potential demand and price elasticity; and ongoing dialogue with other providers/potential partners contacted in 2017. The task force will present a business case by December 2018.

Responsible: Professional affairs secretary, Communications secretary, Regional secretary for Africa, External Affairs secretary, Treasurer, President

22. Task force on opportunities and needs in Africa

A task force was set up in 2017 to examine opportunities and needs in Africa. Task force members include WPHNA members from Africa or with extensive experience in/of Africa. It will progressively attempt to include members from North, East, West, Central and Southern Africa and to increase Africa-based members, members’ certification and regular contributions to the WPHNA home page and to WN. It will also work with the Professional Affairs task force to address needs for capacity building and promotion of recognized credentials for the profession. This work is ongoing and will be pursued further in 2018, reporting on progress in December 2018.

Responsible: Regional secretary for Africa, Professional affairs secretary, Membership secretary

Objective 7

Establish new and strengthened worldwide strategic partnerships

External affairs involves aiming for and maintaining good relations with chosen global, national and regional organizations, including UN agencies, grass roots and public interest civil society organizations and other professional organizations
including research and training centres. This has already included contacts to promote good mutual understanding, sharing website and journal links, joint media releases and submissions, co-sponsoring meetings and eventual joint development and promotion of public policy positions. Efforts will continue this year, with more focus on strategic partnerships in association with specific projects or policies.

**23. Strategic partnerships plan**

In 2017 the External Affairs secretary lead a consultation with EC and WPHNA members to identify priorities and opportunities for proactive development of strategic partnerships to advance the aims and objectives of the Association. Letters were sent to potential partners calling for joint planned actions during 2018 and beyond. In 2018, the Secretary and EC will engage on specific projects to further build relationships.

*Responsible: External affairs secretary, President, Policy secretary, All EC members*

**24. Monitoring and response to global and other relevant affairs**

Proactive plans will be made in partnership with other organizations in response to emerging issues. All EC and WPHNA members are encouraged to continuously monitor global, national and regional events to identify partnership opportunities that may be pursued following the aims of the Association. The External affairs secretary in consultation with other EC members will provide a quarterly forecast of emerging issues and events.

*Responsible: External affairs secretary, President, Policy secretary, All EC members*

**Objective 8**

**Develop and promote WPHNA policy positions including its conflict of interest policy**

On an ongoing basis, this work will involve the development and promotion of policy papers usually in response to or in anticipation of public events, and often in partnership with other organizations. WPHNA will also provide regular attention to ongoing issues, such as the UN Decade of Nutrition, using the website, the newsletter, its social media outlets and WN. WPHNA will not seek to take the lead in any areas already worked on well by other organizations but, instead, in those cases, be supportive and lend support. WPHNA will not work in partnership with organizations whose interests are severely conflicted or are in serious competition with the goals of public health nutrition. The EC will always be consulted before
Members and associates are encouraged to raise relevant issues with the EC and activities will be regularly reported to members via our newsletter.

25. Policy statement and guidelines on conflicts of interest

The EC has developed and published on our website a policy statement and guidelines on conflicts of interest. The EC will provide leadership in advocating this approach (and other ethical positions) to our public health partners. In 2018, WPHNA will work with partner organisations and individuals to develop and launch a page on the WPHNA website to identify examples of COI. This will be launched by June 2018.

Responsible: President, Policy and projects secretary, All EC members

26. Defining policy priorities

The task before us this year is to identify which, among the vast number of policy areas, the Association should initiate action on. Those listed here for consideration and discussion are generally those in which the Association has already been engaged in, including in the form of regular commentaries and other coverage in World Nutrition on issues pertaining to the social, economic, political and environmental, as well as the biological and behavioral determinants of nutrition. Other topics listed here were suggested in our consultation with members in 2016. They are not presented in any particular order. They are already too many to focus on effectively simultaneously. The projects and policy secretary will work with the EC to identify at least one new policy area from the 2016 shortlist (shown with an asterisk*) to more actively work on for the year. This will be identified by October 2018. Progress will only be made in this and any other areas if an EC member or somebody else appointed by the EC champions them. Policy debate will be encouraged through webinars and WN journal articles.

- Food sovereignty
- People`s movements
- The right to adequate food and nutrition *
- Poverty and its implications
- Breastfeeding
- Vitamin A and the universal supplementation program *
- Big Food, Big Soda and Big Sugar *
- Transnational corporations
- Ultra-processing *
- The causes of obesity and diabetes *
- Ready to use therapeutic foods
• Sustainable food-based programs, policies, and dietary guidelines *
• Climate disruption and its effects
• PHN and environmental considerations
• The needs of displaced populations
• The UN Decade of Nutrition and the Sustainable Development Goals *
• SUN (Scaling Up Nutrition) *
• Philanthrocapitalism
• The governance of UN agencies
• Deliberations of the Codex Alimentarius

* Responsible: Policy and projects secretary, Journal Editor, Professional affairs secretary, President, All EC members or delegates
## EC Work Plan Working Group outcomes/reporting Timeline

**April 2018 to March 2019**

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<thead>
<tr>
<th>Month</th>
<th>Project/outcome</th>
<th>Lead secretariat</th>
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<tbody>
<tr>
<td>April 2017</td>
<td>Quarterly membership review</td>
<td>Membership</td>
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<tr>
<td>May</td>
<td>New Professional affairs secretary in post</td>
<td>Secretariat</td>
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<td>June</td>
<td>Website COI page launched</td>
<td>Communications</td>
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<td>June</td>
<td>Quarterly forecast strategic events</td>
<td>External affairs</td>
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<td>July</td>
<td>Student/fee-waived membership promotion and engagement processes in place</td>
<td>Membership</td>
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<td>July</td>
<td>Re-launch campaign to promote individual PHN Certification</td>
<td>Professional affairs</td>
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<td>July</td>
<td>Quarterly membership review</td>
<td>Membership</td>
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<td>August</td>
<td>Webinar format proposal</td>
<td>Professional affairs</td>
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<td>August</td>
<td>Fund raising task force to report</td>
<td>Treasury</td>
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<tr>
<td>September</td>
<td>Deputies in place</td>
<td>All</td>
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<td>September</td>
<td>Membership expansion plan report</td>
<td>Membership</td>
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<td>September</td>
<td>Proposal for format of online PHN training course register</td>
<td>Professional affairs</td>
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<td>October</td>
<td>WN editorial board established</td>
<td>Publications</td>
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<td>October</td>
<td>Scaling up task force to report</td>
<td>Professional affairs</td>
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<tr>
<td>October</td>
<td>Next policy focus defined</td>
<td>Policy and projects</td>
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<tr>
<td>October</td>
<td>Quarterly forecast strategic events</td>
<td>External affairs</td>
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<tr>
<td>November</td>
<td>Conference venue, dates, committees, themes, contracts in place</td>
<td>Conferences</td>
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<td>November</td>
<td>Trial webinar</td>
<td>Professional affairs</td>
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<td>November</td>
<td>Quarterly membership review</td>
<td>Membership</td>
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<td>December</td>
<td>Business case for PHN course accreditation</td>
<td>Professional affairs</td>
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<td>December</td>
<td>Taskforce on Africa/Process and guidelines for establishing regional chapters</td>
<td>Africa</td>
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<td>January 2018</td>
<td>Quarterly forecast strategic events</td>
<td>External affairs</td>
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<tr>
<td>January 2018</td>
<td>Start consultation on new one year plan</td>
<td>President</td>
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<td>February</td>
<td>Membership expansion report</td>
<td>Membership</td>
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<td>February</td>
<td>Launch Webinar program for 2019</td>
<td>Professional affairs</td>
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<td>March</td>
<td>Registry of online courses on the website</td>
<td>Professional affairs</td>
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<tr>
<td>March</td>
<td>Launch one year plan 2018-19</td>
<td>President</td>
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ADDENDUM ONLY FOR EC MEMBERS

Financial support

EC members whose responsibilities may include justified expenses will be granted advances as agreed by the EC for necessary expenses. They will report on expenditures in their quarterly reports to the Treasurer and to the EC (see below).

Responsible: Treasurer, all

Meetings

EC meetings are by Skype and will be held monthly for 90 minutes, with times for agenda items specified. All EC members are asked to introduce items related to their responsibilities and are asked to provide timely written reports related to milestones. Once discussed and agreed by the EC these progress reports will be edited for inclusion in the newsletter and/or the WPHNA website.

Agenda and agenda papers for meetings need to be circulated by the Executive Secretary three days before meetings and notes of meetings with decisions for action should be circulated in the week following meetings. Decisions will be by consensus. Disagreements will, if necessary, lead to postponement to a later meeting for resolution.

EC members are expected to attend all meetings. If a member is not able to attend a meeting, and does not have a deputy, the general secretary or President should be notified as early as possible, and the member should send comments on the agenda and decisions for action.

Responsible: General secretary, all

Membership lists

Membership lists will be kept up to date and circulated quarterly to all EC members.

Responsible: Membership secretary, Treasurer

Documentation

Key documents that record the decisions, policies and actions of the EC and its secretariats and working groups such as EC meeting minutes, work plans, working group reports and recommendations should be stored in the WPHNA Dropbox.

Responsible: General secretary, Treasurer, President, All EC