Minutes of the General Assembly 2015

June 10th, 2015 – Oslo, Norway

Type of meeting: In person and online meeting from 12.30 -13.30

Attendance: In person: Rudi Gasser (Victoria, Australia), Kirstan Corben, (Victoria, Australia), Astrid Loidolt (Austria), Sinikka Krogerus (Finland), Christa Rustler (Germany), Sabine Scheifhacken (Germany), Miriam Gunning (Ireland), Ann ORiordan (Ireland), Sabine Scheifhacken (Germany), Miriam Gunning (Ireland), Ann ORiordan (Ireland), Gry Kjevik (Norway), Daniel J López Vega (Andalusia, Spain), Elin Lingman (Sweden), David Chalom (Sweden), Susann Koalick (Switzerland), Yi Chun Hu (Taiwan).

On line: Shu-Ying Lo (Taiwan), Esteve Fernández (Catalonia, Spain).

By proxy or in writing: Adelaida Lozano Polo (Murcia, Spain), María Luz Peña González (Basque Country, Spain), Jacques Dumont (Belgium Fr), Tiu Harn (Estonia), Lourdes Lázaro Asegurado (Burgos-Spain), Gary Bickerstaffe (Bolton – UK)

Non Attendance: Eva Poncová (Czech Republic), Lenka Stepankova (Czech Republic), George Bakhturidze (Georgia), Ioana Munteanu (Romania), Marta Alquézar Fernández (Argaon, Spain), Encarnación Montes Valdunciel, (Salamanca – Spain), Kimber Richter (USA).

1. Welcome and Introduction.

Miriam Gunning (Chair) opened the meeting and warmly welcomed all participants, particularly those joining online via the Gotomeeting facility. After a general introduction and confirmation of the meeting agenda, the meeting got underway.

2. Governance & Legal

Minutes of the last meeting: The minutes of the last General Assembly November 2014 were approved and signed as correct (attached). It was agreed that all matter arising would be covered on the agenda.

Financial Report: The financial statement was presented by Rudi Gasser (Treasurer) and covered the period since the previous General Assembly November 2014 until May 31st 2015. A query was made in relation to the amount recorded for admin/salaries (Esteve, Catalonia, Spain). This was clarified as the amount agreed by the Board to provide for the interim administration of the Coordinating Centre for the six months post after December
31st 2014. The financial statement (attached) was accepted and approved for signature by Miriam Gunning (chair) and Rudi Gasser (Treasurer).

**Closure of ENSH-Global under Belgium registration:** The steps taken to fulfill the mandate given to the Board at the last General Assembly 2014 were outlined. Sinikka (Finland) requested clarification on why the change was recommended. The main reasons outlined were the annual registration/translation requirements under Belgium law, particular in the absence of a Belgium representative on the Board and difficulties and financial burden incurred when making necessary amendments to the Statutes.

The ballot on this matter was then taken in accordance with article 12. Outcome - of the 15 corporate members eligible to vote, 14 approved and 1 abstained. With a majority approval achieved, the motion was carried. The decision to close the ENSH-Global Network under Belgium registration was officially approved.

**Confirmation of Statutes under Swiss law:** Members were asked for any final comments and/or amendments to the ENSH-Global Statutes under Swiss law presented. An omission under article 11 (Administration) was noted. This was to the effect that the “Board had authority to co-opt members when necessary and establish working groups when required”. This inclusion was agreed. Gry (Norway) queried the need to include a stipulation that proxy votes or instructions should be given in writing. After some discussion the amendment was deemed unnecessary at this time. The ballot was taken and unanimously approved, subject to the minor amendments being made.

**Outgoing Board** - A vote of thanks was given to all outgoing Board members. Special thanks was given to Christa Rustler (Germany) for outstanding contribute to ENSH-Global, particular for the development of the GOLD Forum Process, her brain child.

**Introduction and election of Board members:** In addition to the brief professionals statements previously circulated, all nominated candidates for election to the Board were given an opportunity to introduce themselves prior to the collection of the ballot paper.

**David Chalom (Sweden)** announced his strong commitment to working for the elimination of tobacco in all its forms, previous membership of the Board and a desire to recruit Swedish members to ENSH-Global.

**Rudi Gasser (Victoria-Australia)** spoke about an early recognition of the value of the ENSH-Global concept and network. He pledged his active support and commitment to the spread of the concept to more healthcare services and the future growth and development of the international network.

**Susann Koalick (Switzerland)** outlined her background in nicotine cessation support and strong commitment to ENSH-Global. Her input into the promotion and development of the Swiss network and close working relationship with the German speaking networks in Austria and Germany. She presented a biscuit tin train celebrating 100 years that expressed the hope that ENSH-Global would celebrate 100 years, similar to her gift.
Shu-Ying Lo (Taiwan) recounted her work and role in the instigation of the ENSH-Global concept in Taiwan and development and growth of the Taiwanese Network. A personal commitment to quality improvement within Taiwanese members was stated with the object of raising the level of tobacco management in all healthcare service to Gold.

Daniel J López Vega (Andalusia, Spain) reported on the strong commitment within Andalusia to tobacco control and to participation and promotion of ENSH-Global. He outlined the need to create and support greater multidisciplinary team working for effective tobacco control in the achievement of quality Public Health.

Miriam Gunning (Ireland) spoke of her long association and commitment to ENSH-Global. She noted that a lot could be learnt from the tools/concept/membership of ENSH-Global, especially the belief that people make a difference. To this end, ENSH-Global aids achievement and ENSH-Global gains through the spread and exchange of experiences.

Ioana Munteanu (Romania) was unable to attend.

Ballot outcome: All seven nominated candidates were corporate member nominations, so only corporate members were eligible to vote. All ballots were collected and combined with written and proxy ballots. Outcome - Rudi Gasser (11), Miriam Gunning (10), Daniel J López Vega (10), David Chalom (9), Shu-Ying Lo (9), Susann Koalick (7) and Ioana Munteanu (5). As an ENSH-Global Board is formed with a minimum of three and a maximum of seven members, all seven candidates were deemed elected and invited to form the next Board. The Board is constituted at the first meeting when offices are elected.

3. Coordinating Centre – the basic activity of the interim CC was a membership audit. Only a broad definition of membership was used (ie response to email, clarification of status and confirmation of contact details). Based on this definition membership currently stands at: Total 31 members: (21) Corporate/Network members, (8) Associate/Individual Healthcare services, (2) Associate Organisations. (2) UNRESPONSIVE – Bulgaria, Egypt.

Recommendations: clarification on MEMBER obligations of members and removal of Bulgaria (Associate HC) Egypt (Associate HC).

Vote of thanks was expressed for the interim Coordination of ENSH-Global.

New Coordinating Centre: Rudi was invited to present on behalf of his organisation Barwon Health - University Hospital, Geelong an offer to operate the ENSH-Global CC for the next 3 years.

Rudi pointed out that the Coordinating Centre would work to the direction of the Board. He noted that the Board had responsibility under the Statutes to establish the Strategic Direction of the Global Network and thus the workplan for the CC. If the offer was accepted, he noted that one of the first undertakings should be the redevelopment of the
website to bring it more into line with current requirements and the clarifications of the roles within the CC.

In answer to the question raised by Christa (Germany) as to “who would be the face of the CC? “ Rudi replied that while the roles had yet to be clarified, he would assume responsibility for the CC. In reply to a further question of the relationship between the Smokefree Victorian Network and ENSH-Global Network, they would be operated completely separately. The view expressed was that this opportunity of support could be used to achieve sustainability of ENSH-Global Network into the future.

*Transfer of the Coordinating Centre to Victoria – Australia was unanimously approved.*

4. **ENSH-Global activity 2014/15**

**Participation at the HPH GA meeting:** Miriam Gunning reported that she had been invited and had represented ENSH-Global at the HPH General Meeting. Two main outcomes were raised. *E-cigarette Declaration* was endorsed by HPH with the caveat that they could only recommend implementation to their members. This was accepted with the agreement that the Declaration be co-signed formally by the chairs of both networks.

*Extension of the existing MoU between ENSH-Global and HPH* was agreed in principle for a further 3 years. HPH requested to see the ENSH-Global strategy with a view to identifying a suitable focus for a possible joint working relationship.

*Revised ENSH-Global Standards:* The review process is now complete. The revised standards were signed off and are now ready for circulation to members for translation into local languages. Following discussion on the updating of the Self Audit Questionnaire (SAQ), it was agreed that next steps would be a main item for clarification by the new Board. It was anticipated that completion of the whole package (ie Standards, implementation criteria, SAQ) would not be achieved until the end of the year. Members were recommended to continue with existing standards and SAQ and work to complete the translation of the new documents. Given this rough timeframe, the change over to the new Standards and implementation criteria was set for January 2016.

With this in mind, a **GOLD Forum Process** was postponed for the present and will be reviewed when all tools are updated.

5. **Membership development and management**

The meaning and obligations of ENSH-Global membership were discussed. Basic membership requirements were outlined as - letter of intent, audit, development of a plan and annual report. It was acknowledged that the submission of the annual activity report and update plan had not been a regular feature in recent years and would need to be addressed.

A round table discussion followed on the different strategies used by member networks to recruit and maintain membership. Suggestions such as the importance of members input into setting priorities, making processes simple and a value to participation, linking to
other tobacco related activities, establishing good communication pathways and an informed interactive website.

5. Other Business: Due to pressure of time no other business was raised.

The meeting was formally closed by Miriam Gunning (chair) and everyone was thanked for their attendance and participation, especially those who had joined online despite the technical and time difficulties.

Signed as approved

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Miriam Gunning

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ENSH-Global Board (Chair) Date