



INTERNATIONAL FEDERATION OF ENVIRONMENTAL HEALTH
MINUTES OF THE MEETING OF THE COUNCIL OF THE FEDERATION

Date: Saturday 17th & Sunday 18th June 2006
 Venue: Dublin Castle Conference Centre, Dublin, Ireland

PRESENT

NOTE: Officer titles refer those bearing the titles at start of the meeting

Member Organisation	Representatives
Australian Institute of Environmental Health (AIEH)	Fleur Cousins Peter Davey
Botswana Environmental Health Officers' Association	Bontle Mbongwe
Canadian Institute of Public Health Inspectors (CIPHI)	Claudia Kurzac Domenic Losito
Association of Public Health Inspectors (Cyprus)	Evangelos Evangelou
Danish Association of Environmental Protection Officers (FMK)	Steen Fogde Henning Hansen (IFEH joint Webmaster) Jan Joergensen (IFEH joint Webmaster)
Chartered Institute of Environmental Health (CIEH) (UK)	Peter Archer Stephen Cooper (IFEH Honorary Treasurer) Ann Goodwin Graham Jukes (IFEH Company Secretary) Carlene Thomas
Finnish Association of Environmental Health & Protection	Matti Karuvaara
German Association of Food Inspectors (BVLK)	Kati Gruewald Hans Hohenleitner Ina Lenzing Rainer Nuss #
Environmental Health Officers' Association (Ireland)	Raymond Ellard Ann Marie Part # Colm Smyth (IFEH President Elect)
Association of Public Health Officers (Kenya)	Mohamed Karama Richard W Walukano
Lithuanian Union of Epidemiologists & Hygienists (LUHE)	Marius Urbonas
Malaysian Association of Environmental Health	Hashim Ahmad Abd. Rahim Dal * Rodziah Ismail Megat Azman Mokhtar *
Malta Association of Environmental Health Officers	Hadrian Bonello
College van Keurmeesters (Netherlands)	Jan Homma
New Zealand Institute of Environmental Health (NZIEH)	Terence Moody Isobel Stout Stephen Stout *
Forum for Miljo og Helse (FMK)	Marianne Langedal
South African Institute of Environmental Health (SAIEH)	Jerry Chaka (IFEH President) Francois Nel *
Royal Environmental Health Institute of Scotland (REHIS)	Bernard J. Forteach Michael Halls (IFEH Honorary Secretary) John R. Stirling (IFEH Honorary Editor)
Society of Environmental Health (Singapore)	Koh Geok Beng
Association of Environmental Health Professionals (YMH) (Sweden)	Ingrid Horner Kia Regner (IFEH Honorary Public Relations Officer)

Associate Member Organisations	Representatives
California Association of Environmental Health (USA)	Vicki Everly
Royal Commission for Jubail & Yanbu (Saudi Arabia)	Rasheed Ahmed Ahmed A. Al-Amer Dr Mohammed A. Alolaibi #
University of the West of England	Andrew Mathieson *
Water for Kids (United Kingdom)	Caryn L. Hall *
Honorary Vice Presidents	
IFEH	Roy Emerson Frederick P. O'Brien

* = did not attend on Sunday 18th # = attended only on Sunday 18th

1. WELCOME, INTRODUCTIONS & PRACTICAL ARRANGEMENTS

Jerry Chaka (President) welcomed everyone to the meeting of the IFEH Council and remarked that the number attending was perhaps a record for such a meeting. He hoped that all delegates would benefit from their attendance and looked forward to stimulating discussions

2. AGENDA, RUNNING ORDER AND GUIDELINES FOR MEETINGS

The guidelines were noted. It was unanimously agreed that the running order of the agenda should allow for the Council to approve (for reference to the Annual General Meeting, to be held later in the day) the Annual Report & Financial Statement for 2005.

3. APOLOGIES FOR ABSENCE – PROXIES SUBMITTED

It was noted that a proxy held by Marius Urbonas in respect of Ingrida Zurlyte of LUHE had been duly submitted and the Council agreed to accept a proxy held by Kia Regner in respect of Magnus Hahne (YMH). It was agreed that, in future, proxies should be submitted in accordance with the wording on the form of proxy if they are to be accepted as valid.

ACTION: Honorary Secretary & Company Secretary

(a) Proxy Votes

Considered: request on behalf of the Swedish Association, supported by the Danish Association, that the system of proxy voting should be revised, so that proxies could be submitted and held to be valid right up to the start of the meeting for which they had been given, rather than the present system which stipulates that they had to be received by the Honorary Secretary one week prior to such a meeting.

Noted: the view of the outgoing Honorary Secretary that the current system had operated well. He also reminded Council that if the system is to be changed, this could be done only at an Extraordinary General Meeting or as Special Business at an Annual General Meeting.

Agreed: to ask the Board to investigate this matter and to report back to the next Council meeting.

ACTION: the Board

4. DECLARATIONS OF INTEREST

None

5. APPOINTMENT OF MINUTES PANEL

Jerry Chaka, Bernard Forteath, Claudia Kurzac & Kia Regner agreed to form the minutes panel.

6. Minutes of Council meeting - Vancouver, Canada in October 2005

The minutes of the above Council meeting were accepted.

(a) Matters arising

Noted: the problems which caused the delay in admitting the Royal Commission of Jubail & Yanbu, from Saudi Arabia into associate membership are now resolved

7. MINUTES BOARD OF DIRECTORS' MEETING - DUBLIN JANUARY 2006

The minutes were noted.

(a) Matters arising not covered in the Agenda

Agreed: that the role of the Regions should be discussed during the debate on the strategy and that the Honorary Secretary should remind members and regions of the need to recruit new members.

ACTION: Honorary Secretary

8. ANNUAL REPORT & FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2005

Agreed: that the Council approve the document for submission to the Federation's Annual General Meeting.

9. FINANCE

(a) Income & Expenditure for the current year

The report by the Honorary Treasurer was noted as was the satisfactory situation apparent from the figures supplied.

(b) Budget for 2007

Considered: report by Honorary Treasurer, which had been circulated

Noted: the view of the Honorary Treasurer that there was no need to increase subscriptions for the year 2007. He also pointed out that the Development Fund currently stands at just over UK£30,000.

Agreed: All member organisations are to inform the Honorary Treasurer, as to the number of individual members within their organisation, so that accurate assessments can be made of the level of subscriptions due to be paid to IFEH.

It was also agreed that a small working group should be formed which could meet during the week in Dublin to discuss how to raise funds for IFEH. It was also agreed that the Regional Groups should be asked to look into this matter.

ACTION: all member organisations, all Regional Groups & Honorary Treasurer

(c) Grants from the Development Fund

The Council considered a set of revised proposals prepared by Board of Directors, which had been circulated with the agenda

Noted: that the changes suggested by the Board appeared to clarify the situation.

Agreed: that the Board should issue invitations to member organisations to submit bids using the amended criteria.

ACTION: Honorary Secretary

10. OVERALL IFEH STRATEGY

From 0930am on Saturday 17th June, the Council facilitated by Mr Jim Cumiskey spent the remainder of the day in plenary sessions and in workshops developing a strategy for IFEH.

After discussion the following day it was agreed that, once Mr Cumiskey had provided his preliminary findings to Raymond Ellard, Ray would circulate a copy to all member organisations.

It was agreed that a Strategy Working Group (SWG) should be set up to prepare a draft strategic plan within a period of 2/3 months of this meeting and that the SWG should comprise Raymond Ellard (representing the Board of Directors (BoD) and at least one representative of each Regional Group. Each Group was asked to meet during the forthcoming week and to advise Raymond of who its representative (s) is (are).

The SWG will carry out its task by email and, if necessary, conference telephone calls, so as to speed up the process towards the adoption of a final strategy. The Council was of the view that the strategy should be finalised and ready for implementation, at the latest, by the date of the next Council meeting – that is, by 25th August 2007.

The sequence to be adopted was agreed as follows:

1. SWG would consider Mr Cumiskey's findings and, after discussion, issue its preliminary report to all full member organisations (MO), all associate members (AM) and to all Regional Groups (RG):

2. Within a time frame laid down by the SWG, responses from the above bodies should be made to the SWG and, thereafter, revised proposals should be submitted to all of the aforementioned bodies and to the BoD.
3. Once the SWG had considered all submissions, its final report would be sent to the Board, who would refer the report (with or without comment) to the Council in August 2007, in the hope that a consensus could be reached on the way forward.
4. Investigations should be undertaken to ascertain if it would be possible to approve the resultant strategy by postal ballot prior to August 2007

ACTION: Raymond Ellard, Strategy Working Group & all member organisations.

11. POLICY MATTERS

(a) Climate Change

Considered: item 18 b of the Vancouver Council minutes and the London Board minutes at Item 6d. The Council also considered a report prepared by Isobel Stout (NZIEH) on behalf of a working group.

Agreed: that the group, which had been charged with producing the first draft, should meet during the following week and that several additional volunteers should be allowed to join the group's discussions. It was also agreed that if the policy produced by the above group was finalised in time it could be referred to the World Congress, failing which, it could be the subject of a postal ballot

ACTION: Honorary Secretary, Isobel Stout and her working group

(b) Disaster Preparedness

Considered: the minutes at item 18c of the meeting of the Council held in Vancouver and a report prepared by the Honorary Secretary & representatives of the Canadian Institute (CIPHI)

Noted: that there had been a disappointing response from members to an enquiry sent out by the Honorary Secretary.

Several delegates intimated that their organisations had experience in such matters and it was generally felt that the role of environmental health professionals in this field was very important and needed to be brought to the attention of Aid Agencies etc.

Agreed: that the draft policy should be developed further by the Canadian Institute and that the President Elect, Colm Smyth, should be involved in the process with a view to another version being submitted for approval at the Council meeting in 2007.

ACTION President Elect & CIPHI

(c) Codex Alimentarius Commission

Noted: that the system of using a number of advisors who examined proposals emanating from the Commission seemed to be working well although very few responses had been made to the Commission on behalf of IFEH. It was also noted that at some stage the Committee dealing with additives & contaminants would be formed into 2 separate Committees, one dealing with additives and the other with contaminants. Jan Homma of the Netherlands association indicated that when this split took place, he would be happy to continue to handle contaminants but that someone else should be recruited to deal with additives.

Agreed: to remind those persons who acted for IFEH in regard to Codex that regular reports should be made to the Council. It was also agreed that a presentation on the work of the Commission should be arranged for the next Council meeting and, furthermore that Jan Homma and the Webmasters should discuss how to utilise the web site in regard to Codex matters.

ACTION: Webmasters & Jan Homma

(d) Corporate Environmental Policy

Considered: the draft guidelines requested at the Vancouver Council meeting and prepared by the Honorary PRO

Agreed: to add the policy to the Procedures Manual so that members could have regard to it when planning meetings etc.

ACTION: Honorary Secretary

12. EDUCATIONAL MATTERS

(a) Liaison with Faculty Forum & (b) Educational Conference 2006

Considered: verbal report by Education Liaison Officer, Isobel Stout

Noted: that the International Faculty Forum (IFF) was meeting in Dublin Institute of Technology on the same day as the Council meeting

Agreed: to continue the liaison arrangements currently in place and to remind the Forum that it could have its own section on the IFEH web site, provided it appointed an editor to work with the Webmasters.

ACTION: Education Liaison Officer

(c) Competencies/validation

Considered: Vancouver Council minutes (item 16d) and London Board minutes item 9a.

Noted: that the IFF was to discuss the question of competencies and that a report would be made to the Federation in due course. It was noted that the AIEH had no plans for a similar IFF to take place in Brisbane in 2008 but instead that academics would be encouraged to present their papers as part of the World Congress. Several delegates suggested that it was extremely important that environmental health practitioners should be involved as much as possible in any proposal emanating from academics on the Forum.

Agreed: to await the report from the Faculty Forum and to approve the ideas of the AIEH in so far as 2008 was concerned.

ACTION: Education Liaison Officer, AIEH and Honorary Secretary.

(d) African Academy

Considered: verbal comments from a number of delegates from member organisations based in Africa.

Noted: that the process of setting up the academy should be completed by the date of the Council meeting in Kenya in 2007.

Agreed: to ask the Africa Group to continue to handle this issue on behalf of IFEH and to ask the Group to report on progress at the Council meeting in Nairobi in August 2007.

ACTION: Africa Group

13. WORLD CONGRESSES

(a) Dublin 2006

Considered: Verbal report on the week's activities by representatives of EHOA (Ireland)

(b) Brisbane 2008

Considered: Report from the Australian Institute, which was circulated with the agenda

Noted: good progress was being made with arrangements, that AIEH had promises of sponsorship and that funds to assist in preparations for the event were allocated.

It was hoped that to have reduced registration fees for those from developing countries and that recruitment activity by AIEH and its partner organisations in the Asia & the Pacific Region would bring more members into IFEH; for instance, approaches were being made in Cambodia, Laos and Viet Nam

It was proposed that part of the Congress in Brisbane would be a session during which members of IFEH would report on environmental health projects in their countries and investigations were ongoing to ascertain if a one-day workshop could be held in Perth, Western Australia as part of the Brisbane Congress.

(c) Vancouver 2010

Considered: Report by representatives of the Canadian Institute, which had been circulated with the agenda.

Noted: the CIPHI delegates reported that the Institute already had Can\$70,000 sponsorship in place, that a group of over twenty volunteers were already committed to assisting in preparations and seven of them were in Dublin to assist in publicity which was based on a stand in the exhibition area.

(d) Bids for 2012

Considered: presentations from the Lithuanian Union of Hygienists & Epidemiologists and the Malta Association of Environmental Health, outlining the proposals for the organisations holding the World Congress in 2012 in either Vilnius or Valetta.

Noted: the professional presentation of the bids and the hard work which had gone into the process. Voting was by secret ballot during the meeting which resulted in 23 votes in favour of the bid from the Lithuanian Union and 16 votes for the bid from the Malta Association.

Agreed: that the Twelfth World Congress on Environmental Health will be hosted by the Lithuanian Union of Hygienists and Epidemiologists and will take place in Vilnius from 21-27 May, 2012

ACTION: Honorary Secretary

(e) Complimentary registration for IFEH President

Considered: suggestion from EHOA (Ireland) that henceforth the organisation hosting a World Congress should invite the President of IFEH to attend as its guest and that no registration fee would be levied. There was widespread support for the suggestion.

Agreed: that the IFEH Procedures Manual and particularly Section 9 and Appendix 15 thereof, that is the guidelines and protocol set down to guide member organisations holding World Congresses, should be amended to incorporate the above decision.

ACTION: Honorary Secretary

14. PROJECT WORK

(a) Liaison with IISD

Considered: report by Henning Hansen following the decision taken at the Vancouver Council meeting, see minutes item 15j and at the London Board minutes - see item 6b.

Noted: the appreciation by all who attended for the amount of work that Henning had put into this project and there was general support for the recommendations that he had made in the report

Agreed:

- that Henning should prepare a final report on the project and that that would be considered at the next Council meeting;
- that Henning should make a final call for further examples to be submitted by 1st October 2006;
- that once the above date has passed a new project should be started in conjunction with IISD and
- that a new action plan should be agreed jointly by IFEH & IISD by the end of 2006, if possible.

ACTION: Henning Hansen

(b) Liaison with WHO

Noted: the difficulty that the President had had in making progress due principally to his inability to identify one person who was responsible for environmental health.

Agreed: that Jerry Chaka and Kia Regner should work on this matter together and report back to the next Council meeting.

ACTION: President & Honorary PRO

(c) Register of volunteers for disasters & emergencies (EHIDE)

Considered: London Board minutes at item 8c and a report by President Elect

Noted: that 30 persons had already been trained at courses funded by EHOA (Ireland) and that 6 of these were registered for more advanced training. Further seminars are to be held in the United Kingdom. One of the important aspects of this project is that volunteers require to be ready to travel to a disaster area at very short notice, hence it is essential to ensure that employers are supportive and that as well as being trained, volunteers are up to date in so far as vaccinations are concerned. Contributions from the delegates revealed that there was a feeling that this initiative should be under the auspices of the IFEH now that the first steps had been taken and it was generally agreed that IFEH should contribute financially to the scheme.

Agreed: it was agreed that IFEH should make the sum of GB£1,000 available to EhiDE and that the Federation's interests in the scheme should be the responsibility of the President Elect and the Honorary Treasurer, both of whom had been involved in the scheme since its inception.

ACTION: President Elect & Honorary Treasurer

(d) Practitioner exchanges

Considered: verbal report by Honorary Secretary & Steen Fogde of FMK (Denmark) in which they referred to the Vancouver Council minutes item 11h and London Board minutes item 7g

Noted: that a number of member organisations had responded to the request from the Honorary Secretary in which he asked for each to nominate a person to act as co-ordinator to manage the proposed exchange scheme but the he had still to hear from the majority of members.

Agreed: to continue to press ahead with the scheme and to ask Steen and Jan Homma of the Netherlands Association to work with the Webmasters to get it up and running.

ACTION: Steen Fogde & Jan Homma

(e) Twinning activity

Considered: verbal report by representatives of the CIEH referring to item 7 of the Council minutes from Vancouver

Noted: that the CIEH had set up a “special interest group” to look into this topic and that, as a consequence progress should be made very soon.

Agreed: to ask the CIEH to report to the next Council meeting.

ACTION: CIEH

15. PUBLIC RELATIONS & PUBLICITY

(a) Web site

Noted: from a report by the Webmasters that the reconstruction of the site was very nearly completed, with just a few minor adjustments to be made. Delegates expressed their congratulations to the Webmasters for all the hard work that they and the working group had put into the project.

Agreed: that the following recommendations of the Webmasters should be implemented:

- Each Regional Group should appoint a Regional Web Editor to work with the Webmasters in respect of the regional web pages;
- On a regular basis, the site should feature one member organisation and the Honorary PRO should be responsible for this aspect;
- The Honorary PRO should work with the Webmasters on promoting the site.

ACTION: Honorary PRO & Webmasters

(b) “Environmental Health International”

Noted: that the latest edition of the magazine (Volume 8 Number 2) was available at the Federation’s stand in the Exhibition Hall and that it would save money in mailing costs if representatives were to collect the allocation for their organisations.

Agreed: to thank the Editor for his efforts in producing another fine edition. The Editor was given a hearty round of applause. It was also agreed that all officers and all member organisations should endeavour to solicit articles and papers for future editions.

ACTION: All

(c) Annual Report for 2005

Considered: Verbal report by Honorary Secretary in which he indicated that copies of the 2005 Annual Report were available on the IFEH stand in the Exhibition Hall and he suggested that the same arrangements should be implemented for reports as had been made for the magazines.

(d) Durban Resolutions

Noted: Ray Ellard had yet to finalise his work on the matter but he undertook to a draft available consideration by the Regional Groups at their meetings during the week.

Agreed: Ray’s final paper should be considered by the Board as soon as possible with a view to this item being finalised by the end of 2006.

ACTION: Honorary Secretary

(e) Work Programme

Considered: the minutes of the Council meeting in Vancouver (item 19d) and the minutes of the meeting of the London Board (item 6f) together with a report by Honorary PRO

Noted: the view expressed in the above report that the need for a work programme was still proved but that such a programme would flow from the IFEH’s strategy and the action plans which would follow.

Agreed: that the preparation and maintenance of a separate work programme was now required and that the action plan, which is prepared as part of the strategic review would take its place.

ACTION: Board & Strategy Working Group

(f) IFEH 20th anniversary

Noted: general agreement that the opportunity to celebrate the 20th anniversary of the Federation had passed but that the next “significant anniversary should be marked somehow.

Agreed: that the Board should investigate how and when to mount a celebration and report to the next Council meeting

ACTION: Board of Directors

17. REGIONAL ACTIVITY

(a) Africa

Considered: verbal report from the President who is also Chairmen of the Group

Noted: that a very successful Group meeting had been held in Kenya in August 2005 concurrent with Kenya Association Conference. The Group had resolved to improve communications between members and to investigate the preparation of guides to good practice. The Group also aimed to finalise the Constitution for the Africa Academy and would make a concerted efforts to recruit more members with particular attention being paid to Francophone countries. A call for papers would soon be issued for the All-Africa Conference, which is to be held immediately after the Council meeting in August 2007 in Nairobi, Kenya.

Agreed: that the Group should maintain a close relationship with the Board between now and the 2007 Council meeting to ensure that the Group had all the support that it needed.

ACTION: Africa Group and Board

(b) Americas

It as accepted that this Group was essentially moribund but there was a desire to reinvigorate it.

Agreed: that the Canadian Institute should attempt to revive the Group by enlisting the support of CEHA in approaching other members, notably NEHA (USA) and JAPHI (Jamaica).

ACTION: Canadian Institute of Public Health Inspectors.

(c) Asia & the Pacific

Considered: a report on activities undertaken by the Group had been circulated and representatives from Australia, Malaysia and New Zealand added comments

Noted: that a very successful conference had been organised by the Malaysian association working in partnership with other IFEH members in the region and a report on the conference would be put onto the IFEH web site soon. The Group was also attempting to recruit new members in the region

Agreed: to congratulate the Group on its activities and to lend such support as necessary to the efforts to recruit more members.

ACTION: Asia & the Pacific Group

(d) EFEH

Considered: minutes circulated of meetings of EFEH held in Malta in April 2005 and in London in November 2005.

Noted: the continuing frustration felt by the Group in failing to convince the European Union and other agencies of the need to provide financial support to enable the Group to undertake projects and to employ staff to assist in these schemes.

Agreed: to continue to support EFEH’s efforts to obtain funding.

ACTION: Board of Directors & EFEH

(e) Establishment of a Middle East Regional Group

Considered: a report by Honorary Secretary, which had been circulated with the agenda in which he reported that the Board had come to the conclusion that the time had arrived when the Federation should set up a Middle East Regional Group.

Noted: that the Royal Commission for Jubail & Yanbu, which had joined IFEH as an Associate Member was willing to take responsibility for establishing such a Group but that, in the past, the impetus to form a regional group had come from organisations in full membership of IFEH. There was some debate as to what geographical area would be covered by such a group.

Agreed: that the Royal Commission should be admitted to full membership as soon as possible and thereafter it should work with the Board and the other IFEH member in the area (College of the North Atlantic, Qatar) to set up a Middle East Group comprising, in the first instance, those countries otherwise known as "The Gulf States".

ACTION: Royal Commission for Jubail & Yanbu and the Board

18. MEMBERSHIP

(a) New members

Considered: a verbal report by the Honorary Secretary indicating the contacts with potential members he had since his last report to Council

Noted: that applications were received for Academic Associate membership from the University of Birmingham, England and that one was expected from the University of Uganda. An application for full membership was anticipated from Ghana. Contact had been made with an organisation in China identified by Peter Davey but no response had yet been received. Similarly he had contacted the Indonesian Association (HAKLI) on the basis of advice from Peter and had informed HAKLI of the decision taken by the Board on the matter of its failure to pay its subscription in the past. No reply had been received.

The Honorary Secretary also advised the Council that he had received an application for Associate membership from the Environmental Health Association (Tasmania) and, as is usual in such cases he had referred the application to the full member organisation in Australia (AIEH). He reported that AIEH had advised him that support for granting the Tasmanian Association associate status could not be supported for reasons, which had been laid out in a submission from AIEH. The AIEH representatives expressed their thanks for the stand taken by the Council in this matter.

Agreed: that if & when applications were received from the any potential new member the system of referring these to the Board worked well and should be continued. It was also agreed to accept the reject the application from Tasmania.

ACTION: Honorary Secretary

(b) Resignations and removals

Noted: that E H Overseas had not paid its subscription for a number of years.

Agreed: to remove the organisation from membership.

ACTION: Honorary Secretary

(c) Arrears of subscriptions

Noted: several organisations were in arrears but they were being pursued for payment.

Agreed: that the Honorary Treasurer should continue to receive payment from those in arrears.

ACTION: Honorary Treasurer

(d) Recruitment

Considered: the minutes of the Council meeting held in Vancouver (item 11g) and the London Board minutes item 7d

Noted: the imperative that IFEH continue to grow and the responsibility of all officers and members to try to recruit more members.

Agreed: to remind all members and officers of the need to grasp every opportunity to recruit more members.

ACTION: All member organisations and all officers

(e) Membership certificates

Considered: verbal report by Honorary Secretary in which he advised the Council that certificates had now been prepared for every member, that most had been passed on to the organisations concerned but that several remained to be distributed.

Agreed: that the remaining certificates should be sent out as soon as possible.

ACTION: Honorary Secretary

(f) Subscription formula

Considered: Honorary Treasurer's report, circulated with the agenda.

Noted: that, if the revised GDP/C figures were applied with effect from the year 2007, several full member organisations would have to pay substantially more in annual subscriptions.

Agreed: that this matter be considered urgently by the Board with a view to a revision to the formula being effective for the year 2008 at the earliest. Meanwhile, all member organisations were urged to advise the Honorary Treasurer of the up to date figures on their individual members, so that the Board had accurate information on which to base their deliberations.

ACTION: Honorary Treasurer & Board of Directors

(g) Recruitment of Individual Associate Members

Considered: verbal comments by the outgoing Honorary Secretary in which he noted that several delegates had signed up to be Individual Associate members (IAM) of IFEH.

Agreed: to ask all delegates to consider assisting IFEH by becoming IAMs.

ACTION: All

19. ADMINISTRATIVE MATTERS

(a) Support Personnel for IFEH

Noted: that CIEH agreed to make available one third of the time of one of its officers to assist the Federation in its work. EFEH would discuss, at its meeting later in the week, how to make best use of this new resource.

Agreed: to accept the very generous offer made by the CIEH and to express the Federation's appreciation for this gesture. It was also agreed that EFEH should act as the conduit for any funding received from the EU.

ACTION: Honorary Secretary, EFEH and CIEH.

(b) Arrangements for Council meeting in 2007

Noted: that arrangements are in hand for the meeting to take place on 25/26 August 2007 in Nairobi, Kenya, prior to the start of the All-Africa Conference

ACTION: Board of Directors & Association of Public Health Officers (Kenya)

(c) Calendar of future meetings

Considered: circulated report by Honorary Secretary.

Noted: that the dates for the Council meeting in 2008 should be 10/11 May. It was also noted that a venue for the 2009 Council meeting was still required and that the Malta Association of Environmental Health Officers would welcome the chance to host that meeting.

Agreed: to confirm the dates & venues shown in the above report (as amended). The offer from Malta to host the 2009 meeting was noted, but, in order to be seen to be fair, the Honorary Secretary is to contact all member organisations advising them that the Council was open to invitations to hold its 2009 meeting.

ACTION: Honorary Secretary

(d) Terms of Reference & composition of the Board of Directors

Noted: that, in view of the fact that the Terms of Reference of the Board allowed for the co-option of others on to the Board for specific subjects, the existing terms were felt to be adequate.

Agreed: the terms of reference should be approved.

ACTION: Board of Directors

(e) Position of Honorary Secretary

Noted: that the current Secretary Michael Halls would prepare the minutes of this meeting together with an action list and that the handover to the new Secretary should proceed at a pace to suit both persons.

ACTION: Honorary Secretary

(f) Appointment of Honorary Vice President

Noted: the custom whereby the outgoing President is nominated by the Council to be elected as an Honorary Vice President of the Federation.

Agreed: unanimously to appoint Jerry Chaka as an Honorary Vice President

ACTION: Honorary Secretary

(g) Procedures Manual

Noted: that hitherto the manual had been kept up to date by the current Honorary Secretary and the Past President (Diane Evans) but that in the near future neither would be in a position to continue to do so.

Agreed: to ask the present compilers to amend the manual to take account of decisions taken at this meeting and to ask the Board to devise a method for keeping the manual up to date thereafter.

ACTION: Diane Evans, Michael Halls & the Board

20. ANY OTHER BUSINESS

(a) Nomination of Officers

Noted: the view expressed by the representatives of the Swedish Association (YMH) that it felt that the present system of nominating person to fill posts as officers of the IFEH was in need of revision. YMH was of the view that when several nominations are made, a special committee should be set up and that the members of that committee should be persons who are not currently involved IFEH business.

YMH felt that a system whereby nominations were put forward by way of a Nominations Committee would be fairer. Other delegates expressed the view that the system advocated by the YMH was far from transparent and could be held to encourage "cronyism"

Agreed: to ask YMH to submit its ideas in writing to the Board which would investigate this idea and to report back to a future meeting of the Council.

ACTION: YMH & the Board