



Executive Committee Meeting

Minutes

Date: Tuesday 23rd and Wednesday 24th September 2008

Time: 1-2pm each day

Format: Face to face, Teaching and Learning Forum, University House, Canberra.

Executive Committee Meeting Agenda:

1. Welcome and apologies

1.1. Present

Vivian Lin	La Trobe University
Catherine Bennett	The University of Melbourne
Elizabeth Geelhoed	University of Western Australia
Karen Freedman	DoHA
John Moss	The University of Adelaide
Kate Senior	Menzies School of Health Research
Elizabeth Parker	Queensland University of Technology
Marguerite Sendall	Queensland University of Technology

1.2. Apologies

MaryLou Flemming	Queensland University of Technology
Judy Simpson	University of Sydney

* The meeting was chaired by the Vivian Lin in Marylou Fleming's absence.

2. Previous minutes

2.1. Comments on previous minutes

2.1.1. The committee decided the minutes should not attribute comments to person but to an action instead.

ACTION: Margo will redraft August minutes.

3. DoHA update

3.1. PHERP review

- The PHERP review is subject to Ministerial and/or Executive approval. To date a decision has not been made. It will be important to seek input from the PHERP and ANAPHI on the review over the coming months. It is therefore timely for there to be some discussion on the scope, process, methodology and timelines for the review. Last sentence deleted.

ACTION: DoHa to update the full membership of PHERP to discuss further the PHERP review when a decision is made.

3.2. Reporting

- In discussion, there are a range of administrative issues in the assessment of reports that need further discussion between DoHa and the PHERP. There are also efficiency issues in relation to the burden of reporting. It was suggested that ANAPHI have some input into assisting with improving and/streamlining the reporting processes.
ACTION: A teleconference will be planned to discuss quality improvement issues for reporting between ANAPHI, core PHERP and DoHa. DoHa will provide a letter including guidelines for reporting and feedback to institutions prior to the teleconference.
- 3.3. ANAPHI contract has been to the Executive and will go to the Minister soon.
- Relevance for dates and how work can be progressed because it is a one year contract.
ACTION: update to be provided at the next meeting.
4. T&L forum review
- 4.1. In discussion, a good number of delegates on second day, engagement of other interested parties such as NSW Health and an engaging structure with a diversity of themes. Maybe there could be a focus for special interest groups, such as teaching public health in medical degrees, within the structure/themes.
5. Nutbeam review of public health research
- 5.1. In discussion, ANAPHI should monitor when the NHMRC releases the Nutbeam review so it can be discussed.
6. ERA
- 6.1. In discussion, engage with Terry Nolan more specifically and is there is a deed of confidentiality? Possibly invite Terry and/or Don Nutbeam to attend a teleconference.
ACTION: Contact Terry Nolan about when he could be available to brief ANAPHI.
- 6.2. In discussion, there are currently about 5 position papers, about issues such as systems development, surveillance and a national agency, which have been commissioned by the preventative taskforce, some due relatively soon.
ACTION: DoHa will provide a timetable of key initiatives / strategies of the Preventative Health Taskforce and when these reports are due to be released.
7. Correspondence from Ian Anderson
- 7.1. Correspondence circulated at meeting. Melbourne University and Koori education at Deakin have been doing work around the Indigenous National framework. A network of interested people had evolved and Ian Anderson proposes ANAPHI would be a good 'home'.
- 7.2. In discussion, it was suggested that a special interest group workshop be added to functions and some further brief discussion about who should operationalise that?
- 7.3. In discussion, secretarial support would stay with the Indigenous network and ANAPHI would simply be a host, e.g. website and other strategies to help mobilise this 'community of practice'.
ACTION: Executive committee accepted Ian Anderson proposal. A formal response to be forwarded to Ian.

8. Email distribution list

8.1. In discussion, some delegates had noted they were not aware of ANAPHI which raises issues about contacts and dissemination information.

ACTION: Margo to send email to current ANAPHI representative's requesting a list of key people/course coordinators with in their institution for the email distribution list.

ACTION: ANAPHI to prompt each institution once a year to update email address list.

9. State by state report

9.1. Northern Territory: Kate moving to another position at Menzies but will remain as ANAPHI representative in the meantime

9.2. South Australia:

9.2.1. UA will be having its university review of the MPH program and maybe some Commonwealth input would be helpful.

ACTION: DoHa can provide input to reviews and is available for pre and post review interviews on the request of the PHERP institutions. John Moss to write to DoHa requesting input prior to the review and requesting post-review follow-up. (NB Under the Funding Agreements, institutions are required to provide DoHa with copies of internal and external evaluations)

9.2.2. UA should be able to offer all MPH places as Commonwealth Supported Places.

9.3. Queensland

9.4. Western Australia

9.5. Victoria

10. Other business

10.1. ANAPHI does not support attendance of the executive at the T&L Forum but in the past funds have been available for additional representatives at the T&L forum.

Next Meeting:

Teleconference on Wednesday 12th November 2008 at 3pm EST.