



Mekong Basin Disease Surveillance (MBDS) Foundation

c/o MOPH, Department of Disease Control

(Rajprachasamasai Building) No. 8, 4th floor,

Ministry of Public Health, Tiwanond Road, Nonthaburi 11000 Thailand.

Phone: **662-590-3343**, Fax **662-590-3324**

Email :**mbds@mbdsoffice.com**, Web: <http://www.mbdsoffice.com>

Mekong Basin Disease Surveillance Foundation
Board Meeting
7-8 June 2012, Bangkok, Thailand

Attendees:

MBDS Member Countries:

Cambodia:

Dr. Sok Touch

Representative for Board

Country Coordinator

China:

Dr. Jia Bo

Representative for China

Lao PDR:

Dr. Bounlay Phommasack

Chair, MBDS Foundation

Dr. Sibounhom Archkhawongs

Representative for Country Coordinator

Myanmar:

Prof. Saw Lwin

Vice Chair, MBDS Foundation

Prof. Soe Lwin Nyein

Country coordinator

Thailand:

Dr. Kumnuan Ungchusak

Treasurer and Board, MBDS Foundation

Vietnam :

Dr. Nguyen Dang Vung

Board, MBDS Foundation

Dr. Le Trung Kien

Representative for Country Coordinator

The Rockefeller Foundation:

Dr. Ashvin DAYAL

Managing Director

Dr. Mushtaque Chowdhury

Associate Director

Ms. Natalie Phaholyothin

Programme Manager

MBDS Foundation secretariat:

Dr. Moe Ko Oo

Secretary, MBDS Foundation

Ms. Nattanun Siridiraseth

MBDS Admin Officer

Ms. Hnin Pwint Phyu

ICT Collaboration Specialist

Ms. Jitra Thajeen

Data Analyst

1. Summary of Proceedings

Representatives of six MBDS member countries participated in the MBDS Foundation Board Meeting convened at Arnoma Hotel, Bangkok, Thailand on 7th - 8th June, 2012. The participants included Representative Board of Cambodia, Representative of China, Foundation Board Members from Lao PDR, Myanmar, Thailand and Vietnam, Representative of Country Coordinator from Lao PDR and Vietnam, Country Coordinator from Myanmar, Managing Director, Associate Director and Program Manager from The Rockefeller Foundation and MBDS Secretariat staff members.

2. Opening Session of MBDS Foundation Board Meeting (7th-8th June, 2012)

The MBDS Foundation Board Meeting commenced with welcome remarks by Dr. Bounlay Phommasack, Chair of MBDS Foundation Board, Dr. Kamnuan Ungchusak, MBDS Foundation Board of Thailand and Mr. Ashvin Dayal, Managing Director, The Rockefeller Foundation and Dr. Moe Ko Oo, MBDS Foundation Secretary reviewed the agenda and presented the discussion points of the meeting.

Dr. Bounlay expressed his gratitude to all member countries for their devote time to attend the MBDS Board Meeting and raised the issue of a mandate of MBDS Foundation which is how to make MBDS Foundation and MBDS Cooperation work as one common Secretariat Office efficiently.

Dr. Kamnuan welcomed all members and development partners from Thailand and mentioned that MBDS Foundation impacts our work, activities of member countries. It is not only a disease surveillance network but also our relationship and our collaboration.

Mr. Ashvin Dayal commented that this is an important meeting as it is now as a Foundation which is different from the past with much more specific incidence and success has already been seen. To discuss how this region is going to change by MBDS and how to make the platform stronger in order to attract the funding agencies to cooperate and support for the activities.

3. Discussion and Agreement from Foundation Board

- MBDS Foundation and MBDS Cooperation linkage
- Fund raising mechanism
- Continue and maintain minimum activities of MBDS
- TOR of Director of MBDS Foundation
- Agree on Foundation Board / Honorary Board
- Foundation Sub Committee
- PMAC Preparation
- Next Meeting preparation
- Country Budget
- Rotation of Chair
- Collaboration with CORDS and ASEAN + 3 FETN

Each and every participant eagerly contributed their opinion concern with how to strengthen and sustain MBDS Foundation. They discussed how to establish the linkage between MBDS Foundation and MBDS Cooperation.

After some times of discussion, all the members agreed that coordinating office will serve as one common Secretariat Office (SO) for both Foundation and Cooperation and follow existing MOU where MBDS Foundation is working for Fund raising and MBDS Cooperation is for Program Implementation.

SO has roles and responsibilities of Fund Raising, Coordination and Collaboration among stakeholders, M&E, Organizing Foundation and Cooperation meetings, Financial Management and Data Analysis.

According to The Rockefeller Foundation's proposal, lead in the area of resource mobilization, all board members agree to recruit one person as a Foundation Director to take care of only in the resource mobilization area with authority from Foundation Board and existing SO will keep working on the current administrative and coordination mechanism.

After that, all the members work together on the TOR of Foundation Director position and finalized it. **(Please see Annex A: Agreed TOR of Foundation Director)**

All Board discussed and developed timeline for Recruitment of Director of MBDS Foundation as follows: Search Firm; Selection of Firm; Advertisement; Prioritize Categories of Candidates; Screening Committee; Interview Process; Decision Making Process; Approval Meeting for Foundation Director and Probation Period Assessment. **(Please see Annex B)**

Dr. Vung presented a full list of supporting information for recruitment process to provide the private search firm. **(Please see Annex C)**

According to the MBDS EB's agreement at previous Executive Board Meeting, MBDS Foundation is registered on 17 January, 2012 with the following Board members: Prof. Sann Chan Soeung; Dr. Wang Liji; Dr. Bounlay Phommasack (Chair); Prof. Saw Lwin (Vice Chair); Dr. Kumnuan Ungchusak (Treasurer); Dr. Nguyen Dang Vung and Dr. Moe Ko Oo (Secretary).

As stated by MBDS Foundation Charter and By-Laws Item 4.1, MBDS foundation can invite up to 4 honorary board members, MBDS Foundation Board agreed to propose Dr. Mustaque from The Rockefeller Foundation as an honorary board member. Once after receiving the approval from China, Dr. Moustaque will be an honorary board member of MBDS Foundation.

All Foundation Boards also agreed to nominate the Director of Foundation as an honorary board member after the successful completion of probation period and will decide later for the 2 more seats of honorary board members.

Mr. Jia Bo suggested to add some paragraph to the MBDS Foundation TOR in order to avoid confusion which is as follows:

“This TOR of Foundation is stipulated in order to specify the responsibility of the Foundation Committee, Board Members, Treasurer and Secretary.

If there is any divergence/ difference of interpretation of this TOR and the MOU of MBDS and the By-Laws of MBDS Foundation, the MOU of MBDS and the By-Laws of MBDS Foundation will prevail.”

(Please Annex D for revised MBDS TOR with MBDS Foundation Board Members)

Dr. Bounlay presented the subcommittee concern with component of Resource Mobilization Committee (RMC) which can be done more effectively by a subcommittee and so as Monitoring & Evaluation (M&E) together with TOR for both subcommittees. It will be discussed more in detail in the upcoming meeting. **(Please see Annex E)**

To continue and maintain minimum activities of MBDS core strategies implementation and to mobilize some budget to maintain those activities such as sharing XB information, XB cluster meeting, animal-human collaboration and workshops, Dr. Mushtaque agreed that The Rockefeller Foundation can allow reallocating the countries budget from 150,000USD up to 200,000USD from other appropriate items. SO will follow up with The Rockefeller Foundation for the budget reallocation.

MBDS SO will prepare MBDS Commissioned Monograph (1999-2011) for documentation for resource mobilization and advocacy purpose to present at PMAC, 2013.

Next meeting agenda was prepared during the meeting and drafted by all participants which is as follows:

Time: Mid of October, 2012

Venue: Bangkok

Objective: Planning for MBDS Foundation Fund Raising by Director of Foundation
Funding Mechanism to MBDS Cooperation by Boards
RMC Composition
M&E Composition
Preparation of PMAC 2013 by Boards, Director and SO

Participants: MBDS Boards, CCs, SO and RF

All Boards proposed and agreed Dr. Bounlay to be the Foundation's First Chair up to June, 2013.

Dr. Bounlay Phommasack, Chair of MBDS Foundation announced closing of MBDS Foundation Board Meeting.

The meeting adjourned at 12:00AM on 8th June, 2012.