

Summary Report of MBDS Foundation Board

Date: 4th Oct 2012

Venue: Rockefeller Foundation Asia Office and USAID Regional Office, Bangkok

Activities: Interview for Foundation Director position

Meeting with Rockefeller Foundation for MBDS Launch ceremony during PMAC 2013

Board meeting for MBDS Foundation operation mechanism

Meeting with USAID for collaboration with MBDS

Members of Board: Dr Bounlay Phommasack , Laos (Chair)

Dr Kumnuan Ungchusak , Thailand(Treasurer)

Dr Sok Touch, Cambodia

Dr Nguyen Dang Vung , Vietnam

Representatives from Rockefeller: Dr Mushtaque and Ms Natalie

Agenda for 4th October 2012:

8:30 to 9:30: Interview to Dr Scott Bamber

9:30 to 10:00: Meeting with RF for preparation of MBDS launch during PMAC

10:00 to 11:00: Interview to Ms Anita

11:00 to 11:30: Board discussion

11:30 to 12:30: Lunch

13:00 to 14:00: Meeting at USAID

(14:00 to 15:00) Meeting between Chair and NEIDCO persons from USAID

MBDS Foundation Board Members and representatives from Rockefeller Foundation interviewed 2 candidates for MBDS Director position during 08:30-09:30 and 10:00 to 11:00 at Rockefeller Foundation Asia office.



Results of interview of candidates

After interviewing those 2 candidates, all interviewers agreed to nominate Ms Anita for Director position, based on her resource mobilization experience, previous working relationship with MBDS and RF, sound interest to mobilize fund to MBDS from potential donors and her well-prepared presentation.

MBDS Board will share this information along with Ms Anita's CV and proposed presentation to all Board member for agreement and planning to start hiring on before end of Oct 2012.

Preparation for MBDS Launch during PMAC 2013

From 09:30 to 10:00, and 11:00 to 13:00, MBDS Board discussed the preparation for MBDS launch during PMAC 2013 with Rockefeller.

MBDS Foundation Launching Ceremony

Date: 29 January 2013

Time: 09:00 to 12:00

Participants:

- ***Honorary participants (Panelists): Dr Kate, Dr Sarah and Dr Suwit***
- ***Proposed participants from MBDS Countries:*** 1 person from each member country
- ***Proposed invitees list from partners:***
 1. ADB
 2. ACMEC
 3. AFD France
 4. ASEAN

5. ASEF
6. AusAID
7. CAREID
8. KIA
9. US CDC
10. WB
11. USAID (BKK)
12. USAID (Dr Ariel Pablo)
13. EU
14. JICA
15. Pasteur Institute
16. RAND
17. NTI
18. Fondation Merieux
19. Wellcome Trust
20. Skoll global threat
21. Dr.Sarah Macfarlane
22. Dr. Katherine Bond
23. Dr. Ann Marie Kimball
24. Dr. Richard Coker
25. WHO (WPRO)
26. WHO (SEARO)
27. Safety Net
28. TELFINET
29. Dr Terry Taylor
30. Dr. Louise Gresham
31. RF
32. Dr Marjorie
33. Dr Pratap and/or Dr Sandra
35. TLL

Seating plan: 6 Country Board members, RF, Dr Kate, Dr Suwit and Dr Sarah will be seated on stage
Board would like to propose Dr Suwit as MC and Moderator

Proposed Agenda:

08:45-09:00: Registration

09:00- 12:00

Dr Kate, Dr Sarah and Dr Suwit will start with Introduction, and Highlight on MBDS

Followed by Demonstration of Case study from MBDS

- H5N1 (Thailand – Laos) Dr Kumnuan and Dr Bounlay
- Cholera (Cambodia- Vietnam) Dr Sok Touch and Dr Vung

- Malaria (Vietnam – Laos) Dr Vung and Dr Bounlay

Present and future collaboration in the region

- FETP Dr Kumnuan, Dr Vung, Dr Sok Touch and Dr Bounlay

Q & A Session

Donor's perspective

Official Launch and Poster session

Documentation for MBDS Foundation Launching Ceremony

- ***3 documents from Lao P.D.R*** Advocacy and resource mobilization purpose (allocated budget from MBDS Secretariat)

Documents Number 1

Provide an opportunity to Development Partners to aware about the achievements of MBDS in the last 10 years (2001-2011).

Methods: Publish a booklet approximately 30 pages, summarizing the evolution and success of the MBDS in dealing with surveillance and disease control.

Target audiences: To be distributed to all stakeholders.

Usefulness: Can be used for resource mobilization.

Number of copies: 200-500

Documents Number 2

MBDS and the Way Forward in line with the Regional Challenges on EIDs. This can be used for Resource Mobilization.

Methods: Newsletters, summarizing key policy and strategies dealing with regional health security.

Target audiences: All Development Partners, and each of the MBDS country.

Usefulness: Can be used for resource mobilization.

Number of copies: 500-1000

Documents Number 3

Guidelines for effective implementation of Cross border health collaboration

Methods of production: Contents of the guidelines will be put on A4 paper fold in 3 parts, each part describe different steps for implementing cross border health collaboration.

Target audiences: All stakeholders dealing with cross border health collaboration.

Usefulness: Can be used by staff dealing with cross border health collaboration.

Whole society can also use these guidelines.

Number of copies: 1000-5000

- *2 documents from Cambodia* (MBDS & IHR and lessons learned)

Document Number 1

MBDS is the complementarily to the IHR (2005) implementation at both national and regional levels

Number of copies: 500

Document Number 2

Scenario development for the Rapid Containment at MBDS cross border areas (within a close community)

Number of copies: 500

Poster presentation:

Each member country has to prepare one poster with MBDS related activities for that ceremony

Ms Natalie suggested looking for academic researchers for writing articles in journals and Dr Mushtaqe proposed inviting media peoples for public awareness.

Dr Kumnuan suggested that PMAC has been arranging media group and could get some information from PMAC Secretariat.

Air Tickets for Dr Katherine & Dr Sarah (previous RF Associate Directors)

During that meeting, Board and RF discussed supporting Business air tickets for previous RF Associate directors, Dr Kate and Dr Sarah to participate in MBDS launch activity.

Ms Natalie has proposed to use remaining budget from recruitment agency for Director position, which could cover Economy tickets for both Dr Kate and Dr Sarah.

However, to cover business class air tickets, it still needs around 7,000 USD, which could be reallocated from other budget items.

Chair proposed to reallocate around 1,100 USD from individual country budget in order to meet with those budget requirement and other Board members agreed with Chair proposal. RF also has no objection on Board agreement.

After that, MBDS Board discussed about operation mechanism of Foundation.

Readjustment of SO operation mechanism

Starting from Oct 1st, Foundation operation mechanism is totally moved out from Bureau of Epidemiology (BOE), MOPH and separately under Foundation Board management.

Previously, Dr Pasakorn, Director of BOE is overseeing the MBDS Coordinating office, and budget approval. Staffs submitted memo first to get approval in withdrawing budget for expenses, which were approved by Chair. Coordinating staffs paid office expenses by own first and reimbursed at the end of every month.

Chair requested Treasurer to taking care of financial and signing documents in place of Dr Pasakorn.

After registering as MBDS Foundation, Foundation secretariat has submitted regular report as well as internal Monday Morning meeting report to Chair every week.

- Staff contract
- Sick leave
- Vacation leave
- Duty Travel
- Meeting arrangement
 - International
 - Local
- Budget Transfer
- Activities for previous week and coming week

Those all items are included in every week report to Chair for approval.

For withdrawing expenses:

- Salary
- Office expenses
 - Telephone
 - Internet
 - Stationary
 - Documentation
 - WEB Hosting
 - Office equipments
 - Taxi fees
- Monthly account
- Social security
- Staffs Visa and work permit
- Staff duty travel
- Staff retreat
- Budget transfer to member countries

From the above items, except salary, Monthly account and budget transfer to member countries, other expenses are paid first by Secretariat office staffs and later reimbursed at the end of the month.

Chair, Treasurer and Dr Sok Touch suggested to keep petty-cash at Secretariat office according to charter and bylaws and pay those expenses first until finished and present all receipts of the amount used to Treasurer for checking and submit to Chair for approval. Foundation secretary explained to Treasurer concerning current financial management system for coordinating office: all budget items are in line with approved budget justification from Rockefeller and monthly accounts were done by Thai Government registered account company as well as yearly auditing for practice of MBDS Foundation. Yearly report later submitted to Ministry of Interior to comply with Thai Government rules.

All Board and RF agreed on this Foundation operation mechanism.



Meeting with USAID from 1300 to 1415 at USAID Regional office

Participants from MBDS: Dr Bounlay, Dr Kumnuan, Dr Sok Touch, Dr Vung and

Dr Moe

Participants from USAID: Dr Aye Aye Thwin (Director, Office of Public health)

Christopher Barrett (Health Development Officer)

Dr Wayne Stinson (Regional Malaria Advisor)

Ms Nora Madrigal

Dr Bounlay introduced MBDS team and briefed about MBDS Foundation development process to USAID.

Dr Aye Aye discussed about MBDS program, interested in Foundation process and shared experiences for registration with TICA for getting benefits such as tax exemption and visa status for Board members.

She also suggested MBDS to think of long-term sustainability and broader scope of vision including collaboration with Universities for publication and technical support as scientific platform for capacity building.

She also explained regarding USAID supported regional programs, such as Lower Mekong Initiative (LMI) and Roll Back Malaria program.

LMI and MBDS platforms are important for collaboration and also commented civil society and private sectors equally important for sustainability of Foundation.

She also requested Dr Sok Touch, who is also LMI Chair to add one agenda for MBDS at LMI side meeting during PMAC 2013.

Foundation Chair requested USAID to support to MBDS with small projects and invite USAID to participate in MBDS Launch during PMAC 2013.

The meeting was concluded at 1415 hrs.

Prepared by: Dr Moe Ko Oo (Foundation Secretary)

Revised & Approved by: Dr Bounlay Phommasack (Chair of MBDS Foundation)