

## International Special Interest Group Members Forum

27<sup>th</sup> January 2010 10am – 2.30pm

Chadwick Court, London

Present		Apologies
Les Milne (Chair)		Terry Nevin
Sarah Johns (Sec)		David Purchon
Barrie Whitehead		Peter Minhinnett
Mark Elliott		Rowan Hughes
Claire Turbutt		Andrew Banfield
Tony Bride		Teresa Isaacs
Alan Page		Viv Mason
David Purchon		Andrew Mathieson

### Meeting minutes

Ref.		ACTIONS
1.	<b>Minutes from previous meeting 15 September 2009</b> Actions to be discussed as separate individual items.	<b>Noted</b>
2.	<b>ISIG Business Plan 2010</b> Draft Business Planning document out for consultation until 1 <sup>st</sup> March 2010 – comments to CIEH. Agreed to organise 2 CPD events. May/June – RedR/Emergency. Nov – Commonwealth Fellows. DP agreed to look at co-ordinating session with Best of the Best. SJ to draft Business	<b>Actions:</b> All to comment  <b>Actions:</b> TB to contact RedR. DP to contact CIEH
3.	<b>CIEH International Strategy</b> Agreed to circulate draft document to MB, Tim Everett, David Newsum & Rob Couch via IDEA Community of Practice website for comments by mid Feb. Aim to submit pathfinder report to March PDB meeting with final report to June PDB. BW to circulate information on twinnings – MB to add in any	<b>Actions:</b> SJ/ME to upload consultation. BW to circulate twinning information – MB to add to..

	missing information.	
<b>4.</b>	<p><b>Finances update</b></p> <p>Finance sheet have been submitted to CIEH HQ. £4263.67 31 December 2009 balance. Funding to be received of £5060.. Not balancing and Treasurer ascertaining position. Claims to Treasurer in accordance with CIEH policy.</p> <p>Finances in the process of being transferred to the Treasurer.</p>	<b>Noted</b>
<b>5.</b>	<p><b>Constitution and Election of Officers</b></p> <p>Agreed for max 15 members on MB to include Chair, Secretary, Vice-Chair &amp; Treasurer. Agreed term of office to run for 2 years from 1<sup>st</sup> January 2011. Agreed</p> <p>Chair – Mark Elliott Vice-chair - Tony Bride Secretary – Sarah Johns Treasurer – David Purchon. Peter Minhinnett - President Barrie Whitehead - Communications Secretary</p> <p>Other ISIG MB members 2010 – Andrew Mathieson Alan Page Andrew Banfield Terry Nevin Les Milne Viv Mason Teresa Isaacs Rowan Hughes Claire Turbutt Charlotte Landeg Helen Perry (Total 17 members) SJ to email IFEH reps (LM, Peter Archer &amp; Steve Cooper) re improving communication.</p>	<p><b>Noted</b></p> <p><b>Actions:</b> SJ to contact IFEH reps</p>

<b>6.</b>	<p><b>ISIG Members</b></p> <p>Currently 251 members which receive Newsletters.</p> <p>LM to contact Jon Butolph re ISIG members flyer with next November membership fees letter to raise awareness of ISIG.</p>	<p><b>Noted</b></p> <p><b>Actions:</b> LM to contact Jon Butolph</p>
<b>7.</b>	<p><b>ISIG President</b></p> <p>Peter Minhinnett elected as President until end of December 2011.</p>	<p><b>Noted</b></p>
<b>8.</b>	<p><b>ISIG representatives on CIEH Boards</b></p> <p>ME to enquire governance arrangements re SIG representations on Boards.</p>	<p><b>Actions:</b> ME to enquire.</p>
<b>9.</b>	<p><b>Commonwealth Fellows</b></p> <p>PM lead officer for applications. Criteria changed. Max 4 Fellowships. Deadline 30<sup>th</sup> April 2010. Agreed to submit more than 4 applications &amp; SCS to decide. Region's interested to contact PM directly.</p>	<p><b>Actions:</b> All</p>
<b>10.</b>	<p><b>Mapping of Regional Twinning</b></p> <p>Information to now feed into International Strategy.</p>	<p><b>Noted</b></p>
<b>11.</b>	<p><b>BUILD Membership</b></p> <p>Consider at next meeting. MB to submit business case for each organisation.</p>	<p><b>Actions:</b> All to submit information &amp; agenda item for next meeting.</p>
<b>12.</b>	<p><b>All Parliamentary EH Group</b></p> <p>Update at next meeting.</p>	<p><b>Actions:</b> Agenda item for next meeting.</p>
<b>13.</b>	<p><b>Training Matrix</b></p> <p>Limited progress. Agreed to remove from agenda.</p>	<p><b>Noted</b></p>
<b>14.</b>	<p><b>Communication Strategy</b></p> <p>ME to progress this with assistance from Teresa Isaacs (as</p>	<p><b>Actions:</b> ME/Teresa Isaacs</p>

	per previous minutes).	to draft
15.	<b>Website</b> Peter Minhinnett/Rowan Hughes to review information on website (as per previous minutes).	<b>Actions:</b> Peter Minhinnett/Rowan Hughes to progress
16.	<b>Membership e-newsletter</b> BW to contact Jonathan Lewis with Newsletter information.	<b>Actions:</b> BW
17.	<b>Facebook</b> BW to promote via Newsletter.	<b>Actions:</b> BW
18.	<b>Promotional Material</b> DP to enquire with CIEH HQ.	<b>Actions:</b> DP
19.	<b>IDEA Community of Practice</b> ME to set up ISIG Community website. All MB to register on site.	<b>Actions:</b> ME to set up. All to register.
20.	<b>AOB</b>  (i) <b>EHN article</b> – deadline 26 Nov. CT agreed to write article.  (ii) <b>Joint ISIG/Port Health SIG event 24<sup>th</sup> Feb</b> – open invitation for MB to attend. Notify Secretary if attending.  (iii) <b>Request for funding to attend pan African Congress by Andrew Mathieson</b> - Agreed not to support application at this time. Agenda item for next meeting to discuss bursary/requests for funding principles. Secretary to notify AM.  (iv) <b>Regional Policy Co-ordination Group meeting 3<sup>rd</sup> February</b> – DP agreed to attend on behalf of	<b>Actions:</b> SJ to notify Stuart Spear. CT to draft article.  <b>Actions:</b> All to notify Secretary.  <b>Actions:</b> Secretary to notify AM. Agenda item for next ISIG meeting  <b>Agreed:</b> DP to attend

	ISIG.	
	<b>Date of next ISIG Management Board meeting w/c 15<sup>th</sup> or 22<sup>nd</sup> March 2010 at CIEH Chadwick Court, London – to be confirmed.</b>	

**Sarah Johns**

**Secretary ISIG Management Board**

**27<sup>th</sup> January 2010**