

MEETING REPORT

In attendance:

PARTICIPANTS (NAME, LOCATION AS STATED BY PARTICIPANT)

CW	Chan WaiMan, China
CQ	Chen QiChao, China
RX	Prof. Ren Xuefeng, China
YZ	Prof. Yanhui Zou, China
MH	Marianne Hochet, France
NB	Dr. Nicolas Bonnet, France
HS	Dr. H Suherman, Indonesia
DLZ	Prof Diane Levin-Zamir, Israel
AG	Dr. Cristina Aguzzoli, Italy
AC	Dr. Antonio Chiarenza, Italy
GF	Dr. Giulio Fornero, Italy
IS	Dr. Ilaria Simonelli, Italy
MF	Dr. Mitsuhiko Funakoshi, Japan
WZB	Prof. Bożena Walewska-Zielecka, Poland
GW	Gladys Wong, Singapore
MS	Dr. Manel Santiñà, Spain
RH	Dr. Ralf Harlid, Sweden
STC	Prof. Shu-Ti Chiou, Taiwan

CONGRESS SECRETARIAT

JP	Prof. Dr. Jürgen Pelikan, Austria
BM	Birgit Metzler, Austria

HPH GOVERNANCE BOARD

MK	Dr. Margareta Kristenson, GB Chair, Sweden
SF	Dr. Sally Fawkes, GB Vice-Chair, Australia
AC	Dr. Antonio Chiarenza, Italy
HH	Dr. Heli Hätönen, Finland
CIB	Dr. Cristina Iniesta Blasco, Spain
MNL	Dr. Ming-Nan Lin, Taiwan
AS	Alan Siu, Hong Kong

INTERNATIONAL HPH SECRETARIAT

OG	Dr. Oliver Groene, HPH CEO, Germany
KK	Kerriin Katsaros, HPH Coordinator, Germany

Orientation *HPH Secretariat*

KK outlines recommendations and rules for the online meeting, including using the chat function to provide feedback, raising hand to request to speak, and keeping microphones on mute.

GENERAL ASSEMBLY SESSION I

Welcome *GB Chair, M Kristenson*

MK welcomes everyone. Each of the 26 participants present at the start of the meeting introduce themselves and where they are from. The 2020 June GA meeting report and agenda for the present meeting are approved.

Report from the Governance Board (attachment 1) *GB Chair, M Kristenson*

MK presents and introduces the topics of the meeting. Monthly GB meetings have been conducted virtually and there is a positive working relationship with the International Secretariat. Network activities will focus on creating more value for membership. The essence of HPH during the COVID-19 crisis is especially relevant.

MK confirms that the independent audit conducted from the previous Secretariat in Copenhagen has been approved, all remaining funds have been transferred and the process has ended.

HPH Constitution (attachments 2,3) *H Hätönen*

HH introduces HPH Constitution and clarifies that attachment 2, which was circulated, is not the final document, but is the most up to date version. HH provides the following explanations for the further amendments in attachment 3:

Article I NAME, AIMS, HEADQUARTERS: Sentences related to the WHO Collaborating Centre have been deleted, as we are no longer formally connected to the WHO.

Article V THE GENERAL ASSEMBLY: General Assemblies were previously annual and held in connection with HPH Conferences. Changes have been made to allow for more discussion and flexibility in scheduling GA meetings.

Article VI GOVERNANCE BOARD: Changes were made since the previous GA in June. One permanent seat for the past Chair has been added for continuity on the Board.

Article VIII INTERNATIONAL SECRETARIAT: all new

Article IX INTERNATIONAL CONFERENCE SECRETARIAT: The following sentence will be added: "They shall agree on a contract including division of tasks and on a common budget subject to approval of the Governance Board."

Article XII STANDING OBSERVERS: all new, it is important to include outside expertise

The next steps for updating the Constitution are explained. A schedule of one year is proposed for the next update, until the GA in November 2021. The new GB is to decide on a working group by inviting members. The GB is to supervise the work of the new working group.

Discussion

RH notices that the definition of HPH's mission in Article I and the definition in the Global Strategy are different. HH responds that work on a number of aspects of the Constitution, including the first sections, will be undertaken in 2021.

The future relationship between the HPH network and the WHO is raised as WHO is now not mentioned in the new. The Constitution is strictly a work of the International HPH Network, as an independent organization with its own Constitution. However, we wish to re-establish a relationship with WHO in 2021 by applying for FENSA (WHO Framework of Engagement with Non-State Actors).

Further development of the Constitution will be as participatory and transparent as possible.

Decision

The GA accepts the approval of the Constitution amendments and schedule for revision/editing, including the formation of a working group.

Short Break

The new HPH Global Strategy 2021-2025 (attachments 4 ,5) *S Fawkes and C Iniesta Blasco*

SF and CIB present slides on the draft GS and Action Plan 2021-2025. As all GA members received both the draft Global Strategy and Action Plan as attachments in GA document pack, they will not be discussed in detail at this meeting. SF clarifies that the priorities for 2021 specifically are listed in the Action Plan and feedback on these.

SF thanks all Working Group Members for their time and valuable contributions. The process of developing both documents was participatory and effort was made to include members from different continents. Members were: C. Aguzzoli (Italy), D. Parnama (Indonesia), H. Hätönen (Finland), I. Simonelli (Italy/TF Children and Adolescents), A. Ju-Hee (Republic of Korea), M-N Lin (Taiwan), R. Christ (Austria), Z. Yanhui (China), S. Fawkes (Co-Convenor, Australia), C. Iniesta Blasco (Co-Convenor, Spain).

Suggestions from the GA are requested by Dec 7th. The GA is asked to email specific feedback regarding the priorities identified by the Working Group for 2021 in the 2021 Action Plan:

Goal 1: To influence governance, policy, and partnerships so that health systems and health services can reorient to health, wellbeing and health equity outcomes

- Grow the membership and presence of the HPH Network in each region
- Gain Non-State Actor status under the WHO Framework of Engagement with Non-State Actors (FENSA)
- Contribute to selected conferences, network events, forums, and communities of practice on priority issues

Goal 2: To build capacity of hospitals and health services to reorient by creating commitment, and adapting and sharing evidence, tools, methods, and resources.

- Deliver online HPH masterclasses to build capacity for: designing and implementing vision and mission statements; organizational governance arrangement, policies, objectives, and structures; and quality management processes and tools

Goal 3: To cultivate the next generation of HPH leadership

- Initiate opportunities for mentoring next generation leaders through HPH Taskforces and Working Groups and the Secretariat

The International Hospital Federation (IHF) has expressed interest in partnering closely with our network. They would like to look at the GS and Action Plan drafts to assist in aligning the goals of our organizations.

Discussion

STC asks who was involved in assigning the priority goals. It is clarified that priorities are draft for consideration by GA members and that Working Group members, as well as the International Secretariat were involved in the drafting of both documents. The GA is invited to provide their feedback. It is further clarified that the HPH Network's priorities do not dictate what individual N/R Networks do.

Decision

The GA has until December 7th to submit comments and suggestions regarding the priorities identified in the 2021 Action Plan to the Secretariat at info@hphnet.org. Priority items are to be rated from 1 (low priority) to 7 (high priority).

New HPH Standards (attachment 6) *O Groene*

OG presents slides outlining the development process of the new umbrella Standards. Many people were involved to get the standards into a final form.

Attachment 9, slides 9-16 outline the development process in detail. Key components of the process included: an initial analysis on the "umbrella standards" by Antonio Chiarenza, a two-stage Delphi panel to review scope and statements for the standards, and various working group consultations and refinements.

The final version of the new Standards includes 5 domains, 18 subdomains and 86 standards. The five domains are:

1. Demonstrating organization commitment for HPH
2. Ensuring access to the service
3. Enhancing people-centered health care and user involvement
4. Creating a healthy workplace and healthy setting
5. Promoting health in the wider society

Measurable elements are not yet included and should be developed. Further processes include self-assessment tools, complementary tools, a web-based application with interactive content, and an annual, standards review panel to update the Standards based on feedback provided through Coordinators and the HPH Community. OG asks the GA if they agree with these activities and if there is further feedback.

Discussion

STC comments that the development of the Standards was very methodical.

The GA discusses the possibility of a web-based application and asks when such a tool might be available. OG answers that a fully functional tool might be available towards the last quarter (September) of 2021. Collecting information, input, translations, will be timely; all GA members will be invited to contribute. The Secretariat can take the lead in designing a process for the drafting of the tool. Many GA members comment in the meeting chatroom that they are excited to participate in the drafting of the online tool.

HH asks how a standing committee might be selected. The Secretariat together with the GB will identify people for this committee. The network must first define exactly what we would like to do. The Secretariat can propose the functions of the standing committee for consideration by the GB.

The translation of documents is discussed. The Secretariat is able to provide templates of documents to Coordinators and then assist with the formatting of documents. All translations are arranged through the networks and not individual members. MNL offers translation into Chinese.

The GA discusses the new Standards in relation to accreditation mechanisms. OG clarifies that the Standards have not been designed to be used in an external accreditation mechanism and that they should not be looked at as a checklist. The pros and cons of considering external accreditation mechanisms should be discussed. Some items are difficult to quantify.

GA members express their views on the new Standards: they can be used to promote discussion and mutual understanding, they are important for presenting HPH to new members and organizations to showcase the essence of HPH, they can be used to show how you can operationalize the HPH vision in daily routines, and the Standards are drivers of organizational creativity. Many GA members give a special thanks to Antonio Chiarenza in the meeting chatroom for initiating the Standards development process.

Decision

The GA agrees that the Secretariat can build on the Standards work by designing a process for the drafting of a self-assessment tool, supports the proposal to develop an online tool, and agrees to the establishment of a standing committee for the annual review of the standards.

Long Break

GENERAL ASSEMBLY SESSION II

27 Participants are present, a group photo is taken (see annex 1).

Election of Governance Board Members (attachment 7) *M Kristenson, S Fawkes, A Siu, K Katsaros*

MK and SF introduce the election process and the need to vote new members to the Governance Board. Sally Fawkes (Australia), Ming-Nan Lin (Taiwan), and Alan Siu (Hong Kong) have served their two-year terms and are not eligible for re-election. 6 Candidates are presented to the GA.

Each of the 6 candidates introduce themselves and what experience they can bring to the HPH Governance Board (refer to Attachment 7):

- Heli Hätönen - National Coordinator for Finland HPH Network
- Cristina Iniesta Blasco, Catalonia, Spain - Regional Coordinator for Catalan HPH Network, Spain
- Zou Yanhui, Regional Coordinator for the Hunan HPH Network, China
- Nicolas Bonnet, for the French HPH Network, France
- Ilaria Simonelli, Regional Coordinator for the Trentino HPH Network, Italy
- Bozena Walewska-Zielecka, National Coordinator for the Polish HPH Network, Poland

Discussion

It is asked why AC is no longer listed as a candidate. AC described that he withdrew his candidacy to give the place for the next generation of HPH leadership. AC thanks the GA and the GB for their support and work that has been achieved in the previous two years.

There is discussion regarding the number of GB members required. The number of GB members is 7, as stated in the constitution. There should be a further discussion regarding the need to fill this number and also about the geographical representation of Governance Board members. MK asks the GA if they agree to a second election being held in 2021 to fill the remaining space. It is speculated that due to the Covid-19 pandemic, there were fewer candidates than in previous years.

Decision

All six candidates are elected as GB members. The new GB is announced and welcomed by the GA.

HH will amend the Constitution to say “up to 7” in regard to the number of Governance Board members.

Discussion of Task Forces and Working Groups (attachment 8) *M Kristensen*

Four Task Force and Working Groups had submitted forms to reinstate their agreements with the network. Each leader introduces themselves and their group's highlights:

- Task Force on HPH and Age-Friendly Healthcare, Leader: Shu-Ti Chiou
 - Invited to join IHF's "Beyond Covid-19" Task Force, participated in numerous seminars, conferences, and forums
- Working Group on HPH and Health Literate Healthcare Organizations, Leader: Jürgen Pelikan
 - JP informs the GA that a tool has been created and the group is working towards working closer together with WHO and HPH Coordinators to translate the English version of the tool into many languages
- Task Force on HPH and Environment, Leader: Ming-Nan Lin
 - Collaboration with HWH to produce a webinar, yearly HPH symposium
- Task Force on Children and Adolescents, Leader: Ilaria Simonelli
 - New standards have been developed including an online training tool for professionals, collaboration with ECHO and EACH

Discussion

There is a discussion regarding an HPH-certification for age-friendly healthcare. STC clarifies that there is no official certification system. There are Standards, which have been produced and translated into multiple languages. The English version has gone through many processes.

The GB is satisfied with the work of each group. MK asks the GA if they approve for each TF/WG to be renewed.

Decision

Each of the 4 working groups will be prolonged. The new GB shall discuss the new contracts and time period: one group will be dissolved: HPH and Patient and Family Engaged Health Care, Leader: Susan Frampton.

A follow-up will be made with the HPH Task Force on Migration, Equity and Diversity, led by Antonio Chiarenza, as he had not submitted the forms,

International HPH Secretariat Update (attachment 9) *O Groene, K Katsaros*

KK introduces herself and the International Secretariat Team.

An update is given: there are 590 HPH members¹. Since the last GA meeting 30 membership applications have been ratified, including the re-establishment of 2 networks: HPH Piemonte and HPH Trentino. There are 33 countries represented.

Main activities of the Secretariat have been new definition of HPH for the WHO Health Promotion Glossary, drafting of concepts for the eLearning platform, representation at numerous conferences, partnership meetings with WHO and IHF, and supporting the drafting of Global Strategy and Action Plan documents.

HPH Definition- OG elaborates that the new definition sets a vision for the HPH network and orients our work. JP adds that the definition includes sustainable societies, which are important topics at the

¹ The number of HPH members reported at the GA meeting was inaccurate. The current number of HPH members is actually 614.

moment. The definition was accepted by the main editor, Don Nutbeam, and the editorial committee and will be published shortly.

Partnerships- OG reports that the International Network has established a relationship with WHO-Euro. Now that we are able to present a clear workplan and grounds for collaboration, we are moving in the right direction to forming connections to WHO. Dr. Azzopardi-Muscat has shown a clear interest in collaborating with our network and demonstrated this by speaking at the Baltic Regional conference. She has also been very clear in stating that there will be an active communication effort in the future. Various talks have taken place with both the outgoing and incoming CEO of IHF. We have agreed to work very closely together. A baseline study has been planned to identify common grounds for collaboration. Their network is larger than ours and they have been helpful in spreading collaboration together. They will be sent our Global Strategy 2021-2025 and Action Plan documents and asked for their feedback.

Finances- The 2020 HPH-Secretariat budget was made to be significantly lower than in previous years and lower than anticipated incoming fees. This was done in order to have more sustainable financing for the network and a surplus to be used for supporting network activities. A surplus of over 20K was planned for 2020 and we have reached this target.

Invoices for 2021 will be sent in January-February and it is hoped that members pay fees on time. Funds that were budgeted towards travel in 2020 (10K €) have not been spent and OG requests to transfer this to 2021 for use on agreed priorities including eLearning and network-wide activities. The Secretariat should discuss with the GB how to spend surplus funds.

Transparency is important in the spending of membership fees. What hasn't been clear in the past is the approval of annual financial reports. To increase transparency, OG suggests that the role of HPH Treasurer is created. This person will be responsible for reviewing accounts with the Secretariat and reporting on finances at the General Assembly Meetings. It is requested that the Treasurer and GB develop options for use of funds in line with network-wide activities and priorities.

KK reports on additional pending activities for 2021: the introduction of project management software for member management, intensifying partnerships, a webinar/discussion series with TF/WG and launching an eLearning and implementation platform.

Discussion

Delegates congratulate OG and team on a job well done.

The GA agrees that the Treasurer would not substitute for an independent external audit, but would strengthen transparent financial practice. OG informs the GA the HPH Network is an international organization by Swiss law. However, due to the Swiss requirements for small associations it doesn't meet the code of German (EU) tax law and consequently the HPH account remains to be imbedded as sub-account of OptiMedis. OG suggest that in the coming years the HPH should be established as a fully independent association with its own tax accounts.

MK proposed SF to act as treasurer, as she is leaving the GB and has a clear overview of the network. SF agrees to take on this responsibly if the GA approves.

Decision

The GA approves of creating a HPH Treasurer role and approves SF to act in the capacity of HPH Treasurer.

The activities 2020 budget and planned 2021 budget of the Secretariat, including the transfer to 2020 travel funds, are approved by the GA.

Conference Secretariat Update *J Pelikan, B Metzler*

JP introduces the Conference Secretariat. Changes in the team have taken place and BM has taken over many responsibilities and has been in close contact with the GB.

MH shares a presentation introducing RESPADD, the host of the 28th International HPH Conference in Paris in 2021. RESPADD consists of over 600 health structures (hospitals, clinics, addiction-dedicated institutions) and has been the coordinating institution for the French HPH network since 2018. They partner with the French Public Health Agency.

A proposed hybrid conference format is introduced:

- 8:00-16:00 CET
- 2 plenary sessions
- 30, 1-hour workshops (6 slots of 5 parallel sessions)
- live chats
- 350 posters
- partner stands
- 700 participants
- Interactive replay conference for 15 days (recorded once and available for 15 days)

MH proposes a date between (October and November 2021). Invitations to attend will be sent during the first half of 2021, with the registration being available in March 2021.

The suggested conference topic is: Development of health-oriented health care management systems

- There are several more specific ideas: magnet hospitals, lean management, dedicated actions and consultations for healthcare professionals, improved skills, self-confidence, feeling of self-efficacy, and the importance of architecture.

The proposed budget of the conference is 212,000€ with the following breakdown:

Item	Amount
Professional conference organizer (registration, fees, booking, venue decoration ...)	36 000 €
Venue for the "TV set"	5 000 €
Technical aspects (web app, translation, conference access, digital design ...)	96 000 €
RESPADD involvement	30 000 €
Graphics and printing (invitation, logo ...)	5 000 €
Contract with International HPH Conference Secretariat (in this special case the ICS will finance the missing 20.000 EUR by additional Austrian funding)	40 000 €
TOTAL	212 000 €

MH adds that the conference is mainly financed by conference registration fees and that the budget is based off of 700 participants. Fees allow for global access to the entire conference, including live stream and replay options.

Discussion

The GA expresses concern about individual registration fees and dates. Fees should differ significantly to an in-person conference for those participating virtually, right now they are quite high. Fees are high due to limited locations being available and also to accommodate for multiple live stream options. The dates of the conference should not be made close to other Public Health conferences to increase likelihood of participation.

The GA questions how a 15-day conference work works. MH clarifies that links to recorded conferences are available to registrants for 15 days. One day will be live and the following days will be interactive with chat. This will allow all participants to participate, regardless of time zones and limitation to travel.

Decision

The General Assembly approves further planning of the Paris 2021 Conference.

AOB

No items were suggested.

Closure *M Kristenson*

MK thanks the General Assembly for a productive meeting and for their support during her two years serving as the GB Chair, especially Sally Fawkes.

The General Assembly closed at 12:05 CEST.

Action Items

Action	Assigned
Form working group to develop Constitution	Governance Board
Provide comments on Global Strategy 2021-2025 and Action Plan	All
Design process for the drafting of a self-assessment tool based on the new Standards.	International Secretariat
Establish standing committee for the annual review of the Standards	Governance Board
Amend Article VI §2 of the Constitution: “The GB is composed of <i>up to 7</i> members...”	HH
Process TF/WG agreements and follow up on non-responsive TF/WG with GB	International Secretariat

Annex 1

HPH General Assembly group photo

