

**ASSOCIATION OF SCHOOLS OF PUBLIC HEALTH
IN THE EUROPEAN REGION**

ASPHER

Strategic Plan 2016-2020: ASPHER 2020

Annexes

LIST OF ANNEXES

1.	ASPHER'S STATUTES	II
2.	RULES OF PROCEDURE FOR MANAGEMENT OF ASPHER	VIII
3.	ASPHER'S FUNDING, DONATIONS AND SPONSORSHIP POLICY	XVI
4.	ASPHER'S MEMBERSHIP BENEFITS AND FEE STRUCTURE	XIX
5.	ASPHER'S GUIDELINES REGARDING WORKING GROUPS	XXI
6.	LIST OF MEMBERS	XXIII
7.	LIST OF PARTNERS	XXVII

ANNEX 1. ASPHER'S STATUTES

ASSOCIATION OF SCHOOLS OF PUBLIC HEALTH OF THE EUROPEAN REGION (ASPHER)

Association Internationale Sans But Lucratif
Av. de l'Armée 10
à 1040 Bruxelles

STATUTES

I. NAME, REGISTERED OFFICE, PURPOSE AND VISION

Article 1

“The Association of Schools of Public Health in the European Region” (in abbreviation ASPHER) hereafter referred to as “The Association” or “ASPHER”, is hereby constituted and incorporated as an International Non Profit Association, in accordance with the Belgian law of 27 June 1921 (Title III).

Article 2

The Association has its registered office in Belgium, 1040 Brussels, avenue de l'Armée 10. It may be transferred to any other location in Belgium by simple decision of the Executive Board, published within the month in the *Annexes au Moniteur Belge*.

The Association is constituted for an indefinite period. In case of dissolution, article 12.2. shall apply.

Article 3

The Association is a non-profit organisation.

ASPHER is the key independent European organisation dedicated to strengthening the role of public health by improving education and training of public health professionals for both practice and research.

The main functions of the Association are:

- To support the professionalisation of the public health workforce in Europe, whilst respecting the diversity of national and regional contexts in which each school of public health operates, and thus;
- To sustain capacity building in public health, so that it balances with national and European population health challenges and threats, and is supported by best standards of public health education and training, scientific research and practice.

The general objectives of ASPHER are:

- To sustain, in theory and practice, member schools in achieving their missions of education, training, scientific research and service;
- To develop models for public health education and training at all academic and professional levels, and the interaction of education and training with population health, health systems and services;
- To promote structured processes of sharing evidence-based public health models of innovation and good practice;
- To build coalitions with other programmes and organisations whose mission is to improve public health, specifically in an effort to put forth high standards in an strengthen public health education and training and to improve the quality of the public health workforce in Europe and its competitiveness globally.

II. MEMBERS

Article 4

4.1. The following shall be eligible for full membership in the Association: schools/teaching institutions, scientific/research institutes, and other structures, (i) with a role in education and/or training in public health, (ii) established within the European Region, as defined by World Health Organization.

4.2. (i) Individuals and (ii) institutions which do not meet the criteria for admission as elaborated in article 4.1., with a legitimate interest in public health education and/or training, and willing to support ASPHER in its mission as outlined in article 3., shall be eligible for associate membership.

Associate members will have no voting right whatsoever. They will be invited to participate in selected activities about matters that concern their field of expertise.

4.3. Full and associate members must be accepted by the General Assembly. Applications for full or associate membership of the Association must be submitted in writing to the Executive Board, which will examine them and decide whether the applicants meet the criteria for admission. If so, the applications are then submitted to the General Assembly for decision.

The Executive Board may decide to grant to the applicants a candidate member status. Candidate members will be invited to participate in selected activities of the Association but will have no voting rights until their membership is officially approved by the General Assembly.

The Executive Board decides what information should be included in the applications for membership.

4.4. The members' main obligations will be the following: (i) to cooperate to the best of their ability in the achievement of the Association's goals; (ii) to refrain from all activities contrary to these statutes or which may jeopardize the achievement of the Association's goals; (iii) to pay the membership fees determined by the General Assembly.

Article 5

5.1. A member may resign from the Association at any time of any calendar year by addressing a registered letter to the President of the Association.

Any member who ceases to be part of the Association shall have no right to any part of the assets of the Association.

5.2. A member can be excluded from the Association by the General Assembly: (i) if such a member fails to comply with the membership obligations; (ii) if a member acts in violation of the law, the statutes, the decision of the General Assembly or more generally the general interest of the Association; (iii) if a member engages in practices which might engage the Association's civil or criminal liability; (iv) if a member has been declared bankrupt.

A member whose exclusion is proposed will be heard by the Executive Board before a final decision is made. The exclusion is proposed by the Executive Board to the General Assembly.

Article 6

Members are liable for the debts and obligations of the Association only to the extent of funds or assets contributed or otherwise made available to the Association.

Any commitment entered into by the Association in its name shall be binding upon the Association and shall not create any legal rights or obligations which may extend to its members.

Article 7

Membership fees of full members and associate members shall be approved annually by the General Assembly by a majority of two thirds of the voting members, on the basis of the annual budget that has been approved for the following year.

Candidate members shall pay pro rata the membership fee of full members as from the date of their appointment as candidate members.

III. ORGANISATION AND OPERATION

Article 8

The affairs of the Association shall be conducted by: (i) General Assembly; (ii) Executive Board; (iii) Director of the Secretariat

Article 9

9.1. The General Assembly is the governing body of the Association.

9.2. The General Assembly shall be composed of the Association's full members. Each full member can appoint two representatives to the General Assembly meetings. However, he shall be entitled to one vote. A member may confer upon another member the right to represent it at the meetings. Such proxy must be in writing and must be delivered to the Director of the Secretariat in advance of each meeting. One member cannot hold more than two proxies. Exceptionally, the full member to which the President of the Association belongs may hold as many as ten proxies, and those to which other members of the Executive Board belong can hold as many as five.

The associate members of the Association may be called by the President to attend the General Assembly with a consultative voice.

9.3. The General Assembly shall be convened each year, by the Executive Board, on the day, time and place mentioned on the convening. The General Assembly has an exclusive power to make the following decisions: (i) approval or exclusion of members; (ii) electing the President; (iii) electing members of the Executive Board; (iv) amending the statutes; (v) approving the annual work programme and the budget for the next financial year; (vi) approving the financial accounts and discharging the Executive Board from its responsibilities of the previous financial year; (vii) dissolving the Association; (viii) transacting any other business competent to General Assembly in accordance with these statutes; (ix) any other decision specifically entrusted to the General Assembly pursuant to these statutes.

9.4. Extraordinary meetings of the General Assembly may be called at any time by the President of the Association, and must be called within two months upon receipt of a request made in writing to the President of the Association by at least one fourth of the Association's full members.

9.5. Notice of the annual meeting and of any extraordinary meeting, together with a copy of the agenda, shall be sent by email by the President of the Association to all members at least two weeks before the date of the proposed meeting. If the object of the meeting is to amend the statutes, the agenda and all relevant accompanying documents must be sent at least four weeks before the date of the proposed meeting.

9.6. The Executive Board will draw up the agenda that will only include propositions made by the Executive Board itself and propositions that were brought to its attention at least four weeks prior to the meeting, bearing the signature of at least one tenth of the Association's full members.

9.7. The General Assembly is chaired by the President of the Association or, in his absence by the Vice-President. In the absence of both, another member of the Executive Board will be elected to chair the meeting. S/he will appoint a secretary of the General Assembly.

9.8. An attendance sheet shall be filled out and signed by the members of the Association upon their arrival and shall be attached to the minutes.

9.9. The quorum for any meeting of the General Assembly shall consist of at least half of the Association's full members. Except where these statutes state otherwise, decisions of the General

Assembly shall be adopted by a simple majority of the votes expressed by the full members present or represented.

If the quorum is not reached, a new General Assembly shall be convened with an immediate effect, which will decide as to the outcome of the points on the agenda, irrespective of whether or not the quorum is reached. In order to conclusively validate the decisions, the minutes from the meeting must be voted and approved by the required majority.

In the event of a deadlock, the resolution shall be deemed to be rejected by the General Assembly.

9.10. The resolutions of the General Assembly shall be recorded in minutes drafted by the person who has been appointed to serve as secretary of the General Assembly. The draft minutes shall be circulated for comments to all members within two weeks after the General Assembly. Members shall have up to two weeks to comment, and the final draft shall be confirmed at the next meeting of the Executive Board and signed by the President of the Association.

9.11. In case of urgent matters which necessitate a rapid decision in the interest of the Association, the Executive Board can request the General Assembly to vote by email. Only the Executive Board shall be able to decide on the urgent character of the situation. The same quorum and voting requirements apply as set forth in article 9.9.

Article 10

10.1. The Executive Board shall be composed of maximum nine members, including: (i) President of the Association, (ii) Vice-President of the Association, and (iii) seven members at large elected by secret ballot at the General Assembly.

No more than two members of the Executive Board shall come from the institutions established in the same country, and no more than one from any given institution.

10.2. Members at large shall be elected for a period of three years, each year representing the time between two yearly General Assemblies, and shall be eligible for one further consecutive three year term, a total of six consecutive years.

The members at large shall be elected by the General Assembly. Nominations shall be received by the Director of the Secretariat at least two weeks before the General Assembly. Each nomination requires support of two different full members other than that to which a candidate belongs. Only full members may make nominations.

The voting procedure for the election of the Executive Board members at large will be as follows: (i) candidates are elected based on the highest number of votes obtained (plurality system). In case of a tie between two candidates for only one available seat the full member to which the person chairing the meeting belongs has a casting vote; (ii) should there be only one candidate or more vacant seats than nominated candidates, the person chairing the meeting proposes to accept the candidate/s by acclamation.

10.3. The President of the Association shall preside over the Executive Board. The President will be responsible for carrying out the resolutions of the Executive Board and for the good functioning of the Association.

The Vice-President shall deputise for the President as required. Also, should the President cease to hold office for whatever reason, the Vice-President shall act as President until a new President is appointed.

The President is elected by the General Assembly one year prior to taking office. S/he will become a member of the Executive Board for four years: one as President-Elect (Vice-President), two as President and as Chair of the Executive Board, and one as Immediate Past-President (Vice-President). No immediate re-election of the President of the Association is allowed.

Only full members may nominate candidates. Nominations shall be received by the Director of the Secretariat at least two weeks before the General Assembly. The nomination requires support of two different full members other than that to which a candidate belongs.

The voting procedure for the election of the President/Vice-President will be as follows: (i) candidates are elected with an absolute majority (i.e. half of the valid votes plus at least one) after a confidential vote (secret ballot). Should there be only one candidate, the person chairing the meeting proposes to accept the candidate by acclamation; (ii) if any candidate does not receive more than half of the votes on the first count, there shall be a second ballot with the two candidates that received highest number of votes on the first count. In case of a tie between two candidates the full member to which the person chairing the meeting belongs has a casting vote.

10.4. One member of the Executive Board will serve as Treasurer. The Treasurer will be responsible for the monitoring of the Association's accounts and their presentation at the annual General Assembly meetings.

The Treasurer shall be designated from among the Executive Board members by secret ballot. The President shall have a deliberative and casting vote.

10.5. The Executive Board shall meet at least once a year and each time, when necessary, it shall be convened by the President of the Association.

The agenda shall be set by the President.

The presence of at least one third of the members shall be required for the validity of the resolutions of the Executive Board. A member of the Executive Board cannot be represented by another member; no proxies are allowed.

The Executive Board shall make its decisions in a collegial manner. In case no consensus can be reached on one or more issues and a vote is necessary, the resolution shall be passed with the simple majority of votes of the members who are present, each member having one voting right. In case of division of votes, the President will have a casting vote.

10.6. The resolutions of the Executive Board shall be recorded in minutes. The draft minutes shall be circulated for comments to all members of the Executive Board, confirmed at the next meeting, and further signed by the President of the Association.

10.7. The Executive Board is responsible for the overall direction and management of the interests of the Association and for making all decisions not specifically reserved to the General Assembly by these statutes. It shall ensure the proper implementation of the decisions of the General Assembly.

Specifically, the Executive Board: (i) reports to the General Assembly on the execution of the Association's work programme and submits relevant accounts; (ii) submits to the General Assembly proposal regarding the annual work programme and the budget of the Association for the next financial year; (iii) shall propose changes in the Association's statutes to the General Assembly when this is in the interest of the Association; (iv) is responsible for the appointment, dismissal, and remuneration of the Director of the Secretariat.

The Executive Board may be assisted by any Committee, Working Group and/or Task Force of its choice; it sets their goals and composition, and their attribution will always be consultative.

10.8. Legal actions, whether as plaintiff or as defendant are pursued by the Executive Board, represented by the President of the Association.

10.9. The members of the Executive Board may not personally get any kind of remuneration in consideration of their missions.

The sole reimbursement of costs will be possible; each time, it shall be subject to a resolution of the Executive Board.

Article 11

The Director of the Secretariat will be responsible for the effective day to day management of the Association, under the leadership of the President of the Association.

S/he will organise and direct the Secretariat of the Association, and s/he will assist and represent the President of the Association in his/her work for the Association, upon his/her request and within the limits set by the Executive Board.

IV. AMENDMENTS TO THE STATUTES AND DISSOLUTION

Article 12

12.1 The present statutes can be amended at any time by the General Assembly, at an annual meeting or at an extraordinary meeting, convened by the President of the General Assembly for that purpose. No amendment shall be adopted by the General Assembly unless at least half of the members are present or represented, and unless the modification is approved by a majority of at least two thirds of the voting members, present or represented.

Amendments to the statutes will not take effect until approved by the competent Authorities under Article 50 § 3 of the Law and until they have been published in the *Annexes au Moniteur Belge* in accordance with Article 51 § 3 of the Law of 27 June 1921.

12.2 The rules of article 12.1 above will also be applicable in the case of a proposed dissolution of the Association, in which case however the resolution of the General Assembly must be adopted unanimously. In that case the General Assembly shall determine the modalities of dissolution and liquidation of the Association.

In case of a dissolution pronounced by a General Assembly, the General Assembly shall appoint one or several referees in charge of winding-up the assets of the Association in ways congruent with the objectives of the Association.

V. ANNUAL ACCOUNTS AND BUDGETS

Article 13

The Director of the Secretariat will keep a record of incomes and expenditures of the Association.

The Executive Board shall submit to the General Assembly the annual accounts of the past year and an annual budget of the following year.

Article 14

The financial year of the Association shall be the calendar year.

VI. MISCELLANEOUS

Article 15

The official language of the Association will be the French language. The working language of the Association will be the English language.

Article 16

Matters not covered by these statutes, including publications in the *Annexes au Moniteur Belge*, will be governed by the provision of the law of 27 June 1921.

ANNEX 2. RULES OF PROCEDURE FOR MANAGEMENT OF ASPHER

- I. MEMBERSHIP AND GENERAL ASSEMBLY
- II. EXECUTIVE BOARD AND PRESIDENT
- III. DIRECTOR OF THE SECRETARIAT AND OTHER STAFF
- IV. DEANS' AND DIRECTORS' RETREAT AND ANNUAL FORUM
- V. ANDRIJA STAMPAR MEDAL
- VI. HONOURS COMMITTEE AND AMBASSADOR FUNCTION
- VII. FINANCIAL MANAGEMENT

I. MEMBERSHIP AND GENERAL ASSEMBLY

RULE 1: MEMBERSHIP – CATEGORIES OF MEMBERSHIP AND APPLICATION

*“The following shall be eligible for **full membership** in the Association: schools/teaching institutions, scientific/research institutes, and other structures, (i) with a role in education and/or training in public health, (ii) established within the European Region, as defined by World Health Organization” (4.1).*

*“(i) Individuals and (ii) institutions which do not meet the criteria for admission as elaborated in article 4.1., with a legitimate interest in public health education and/or training, and willing to support ASPHER in its mission (...), shall be eligible for **associate membership** (...)” (4.2).*

*“Full and associate members must be accepted by the General Assembly. Applications for full or associate membership of the Association must be submitted in writing to the Executive Board (...). The Executive Board may decide to grant to the applicants a **candidate member status** (...). The Executive Board decides what information should be included in the applications for membership” (4.3).*

Members' main obligations include: (i) cooperation to the best of their ability in the achievement of the Association's goals; (ii) refrainment from all activities contrary to ASPHER's statutes or which may jeopardize the achievement of the Association's goals; (iii) payment of the membership fees.

See also: *ASPHER'S MEMBERSHIP BENEFITS AND FEE STRUCTURE* (Annex 4).

RULE 2: MEMBERSHIP – RESIGNING AND EXCLUDING FROM THE ASSOCIATION

“A member may resign from the Association at any time by addressing a registered letter to the President of the Association (...)” (5.1).

“A member can be excluded from the Association by the General Assembly: (i) if such a member fails to comply with the membership obligations; [and] (ii) if a member acts in violation of the law (...) [and] the general interest of the Association (...). A member whose exclusion is proposed will be heard by the Executive Board before a final decision is made. The exclusion is proposed by the Executive Board to the General Assembly” (5.2).

RULE 3: MEMBERSHIP – FEES AND LIABILITY

“Membership fees of full members and associate members shall be approved annually by the General Assembly by a majority of two thirds of the voting member (...). Candidate members shall pay pro rata the membership fee of full members as from the date of their appointment as candidate members” (7).

The Secretariat circulates the membership fee invoices to members during the 1st quarter of the year. In case it is not paid, a reminder is sent to request the payment before the annual General Assembly meeting in May/June. In case the payment remains due at the time of the meeting the voting rights of the

given member are suspended and the final reminder is issued with the deadline for payment on September 1st. Further the case is being transferred for consideration of the Executive Board.

“Members are liable for the debts and obligations of the Association only to the extent of funds or assets contributed or otherwise made available to the Association. Any commitment entered into by the Association in its name shall be binding upon the Association and shall not create any legal rights or obligations which may extend to its members.” (6)

“(...) Any member who ceases to be part of the Association shall have no right to any part of the assets of the Association.” (5.1)

RULE 4: GENERAL ASSEMBLY – COMPOSITION AND POWERS

“The General Assembly is the governing body of the Association” (9.1).

“The General Assembly shall be composed of the Association’s full members (...).The associate members of the Association may be called by the President to attend the General Assembly with a consultative voice” (9.2).

The General Assembly has an exclusive power to make the following key decisions: (i) approval or exclusion of members; (ii) electing the President; (iii) electing members of the Executive Board; (iv) amending the statutes; (v) approving the annual work programme and the budget for the next financial year; (vi) approving the financial accounts and discharging the Executive Board from its responsibilities of the previous financial year; (vii) dissolving the Association.

RULE 5: GENERAL ASSEMBLY – MEETINGS AND DECISION-MAKING

“The General Assembly shall be convened each year, by the Executive Board, on the day, time and place mentioned on the convening (...)” 9.3.

The annual General Assembly takes place in the context of the ASPHER Deans’ and Directors’ meetings in May/June.

“Extraordinary meetings of the General Assembly may be called at any time by the President of the Association, and must be called within two months upon receipt of a request made in writing to the President of the Association by at least one fourth of the Association’s full members” (9.4).

“In case of urgent matters which necessitate a rapid decision in the interest of the Association, the Executive Board can request the General Assembly to vote by email. Only the Executive Board shall be able to decide on the urgent character of the situation (...)” (9.11).

“The Executive Board will draw up the agenda that will only include propositions made by the Executive Board itself and propositions that were brought to its attention at least four weeks prior to the meeting, bearing the signature of at least one tenth of the Association’s full members” (9.6).

“Notice of the annual meeting and of any extraordinary meeting, together with a copy of the agenda, shall be sent by email by the President of the Association to all members at least two weeks before the date of the proposed meeting. If the object of the meeting is to amend the statutes, the agenda and all relevant accompanying documents must be sent at least four weeks before the date of the proposed meeting” (9.5).

The draft agenda of the annual ordinary General Assembly meeting shall be circulated by the Secretariat on behalf of the President to all members in March; the final agenda shall be circulated not later than 2 weeks before the meeting. The latter applies also to the agenda of the extraordinary General Assembly

meetings. If the meeting assumes the amendment of the statutes, the agenda with relevant background documentation should be circulated at least 4 weeks before the date of the meeting.

“The General Assembly is chaired by the President of the Association or, in his absence by the Vice-President. In the absence of both, another member of the Executive Board will be elected to chair the meeting. S/he will appoint a secretary of the General Assembly” (9.7).

“An attendance sheet shall be filled out and signed by the members of the Association upon their arrival and shall be attached to the minutes” (9.8).

“Each full member can appoint two representatives to the General Assembly meetings. However, it shall be entitled to one vote. A member may confer upon another member the right to represent it at the meetings. Such proxy must be in writing and must be delivered to the Director of the Secretariat in advance of each meeting. One member cannot hold more than two proxies. Exceptionally, the full member to which the President of the Association belongs may hold as many as ten proxies, and those to which other members of the Executive Board belong can hold as many as five” (9.2).

Quorum for any meeting of the General Assembly: 1/2 of the Association’s full members; proxies are allowed (ref. 9.2). If the quorum is not reached, a new General Assembly shall be convened with an immediate effect, which will decide as to the outcome of the points on the agenda, irrespective of whether or not the quorum is reached. In order to conclusively validate the decisions, the minutes from the meeting must be voted and approved by the needed majority. In the event of a deadlock, the resolution shall be deemed to be rejected by the General Assembly.

Decision-making: except where the statutes state otherwise, decisions of the General Assembly shall be adopted by a simple majority of the votes expressed by the full members present or represented.

Only full members have voting rights. Candidate members have no voting rights until their (full) membership is officially approved by the General Assembly.

The resolutions of the General Assembly shall be recorded in minutes drafted by the person who has been appointed to serve as secretary of the General Assembly. The draft minutes shall be circulated for comments to all members within 2 weeks after the General Assembly. Members shall have up to 2 weeks to comment, and the final draft shall be confirmed at the next meeting of the Executive Board and signed by the President of the Association.

II. EXECUTIVE BOARD AND PRESIDENT

RULE 6: EXECUTIVE BOARD – COMPOSITION AND POWERS

“The Executive Board is responsible for the overall direction and management of the interests of the Association and for making all decisions not specifically reserved to the General Assembly (...). The Executive Board may be assisted by any Committee, Working Group and/or Task Force of its choice; it sets their goals and composition, and their attribution will always be consultative” (10.7).

“The Executive Board shall be composed of maximum nine members, including (i) President of the Association, (ii) Vice-President of the Association, and (iii) seven members at large elected by secret ballot at the General Assembly. No more than two members of the Executive Board shall come from the institutions established in the same country, and no more than one from any given institution” (10.1).

“One member of the Executive Board will serve as Treasurer (...)” (10.4).

The Executive Board is granted the widest powers to act on behalf of the Association and to do or authorize all operations allowed by the Association and that are not reserved to the General Assembly.

The Executive Board ensures also the proper implementation of the decisions of the General Assembly to which it is accountable. The President and the Treasurer report on the activities of the Association and the Association's finances on behalf of the Executive Board to the members during the General Assembly.

See also: ASPHER'S GUIDELINES REGARDING WORKING GROUPS (Annex 5).

RULE 7: EXECUTIVE BOARD – MEETINGS AND DECISION-MAKING

“The Executive Board shall meet at least once a year and each time, whenever necessary, it shall be convened by the President of the Association (...). The Executive Board may be assisted by any Committee, Working Group and/or Task force of its choice; it sets their goals and composition, and their attribution will always be consultative” (10.5).

The Executive Board shall seek to meet four times a year, supported with telephone conferences whenever necessary; the minimum number of meetings is one per year.

Quorum for the validity of the resolutions: 1/3 of the Executive Board members; no proxies allowed.

Decision-making in collegial manner; if voting is necessary, simple majority of votes of the members who are present shall apply, with each member having one voting right and the President – a casting vote. The resolutions of the Executive Board shall be recorded in minutes.

The Executive Board may invite specialists, observers and other guests of its choosing to its meetings.

RULE 8: EXECUTIVE BOARD – ELECTIONS

“Members at large shall be elected for a period of three years, each year representing the time between two yearly General Assemblies, and shall be eligible for one further consecutive three year term, a total of six consecutive years. The members at large shall be elected by the General Assembly (...)” (10.2).

Maximum number of terms: 2 consecutive (6 years), otherwise unlimited.

Eligibility to run in the elections: any individual supported by 2 full members of the Association.

Nominations: by full members only; each nomination requires support of two different full members other than that to which a candidate belongs. Should be received by the Director of the Secretariat at least two weeks before the elections.

Voting procedure (secret ballot): plurality system (i.e., candidates are elected based on the highest number of votes obtained), in case of a tie – the full member to which the person chairing the meeting belongs has a casting vote; acceptance by acclamation should apply if there is more or same number of vacant seats than/as nominated candidates.

RULE 9: PRESIDENT – POWERS

“The President of the Association shall preside over the Executive Board. The President will be responsible for carrying out the resolutions of the Executive Board and for the good functioning of the Association. Vice-President shall deputise for the President as required (...)” (10.3).

The President is the head of the Association. The President can delegate competences and tasks to the Director of the Secretariat and other members of the Executive Board.

RULE 10: PRESIDENT – ELECTIONS

“(...) The President is elected by the General Assembly one year prior to taking office. S/he will become member of the Executive Board for four years; one as President-Elect (Vice-President), two as President and as Chair of the Executive Board, and one as Immediate Past-President (Vice-President). No immediate re-election of the President of the Association is allowed” (10.3).

Maximum number of terms: unlimited, no immediate re-election is allowed though.

Eligibility to run in the elections: any individual supported by 2 full members of the Association

Nominations: by full members only; each nomination requires support of two different full members other than that to which a candidate belongs. Should be received by the Director of the Secretariat at least two weeks before the elections.

Voting procedure (secret ballot): absolute majority system (i.e., successful candidate needs to obtain half of the valid votes plus one), in case any candidate does not receive more than half of the votes on the first count there shall be a second ballot with the 2 candidates that received highest number of votes on the first count; acceptance by acclamation should apply if there is only one candidate.

In the event that no nominations are received 3 months before the General Assembly/elections, a Search Committee will be established whose purpose will be to identify an individual willing to run in the election and whose composition will be determined by the Executive Board.

III. DIRECTOR OF THE SECRETARIAT AND OTHER STAFF

RULE 11: DIRECTOR OF THE SECRETARIAT – POWERS AND APPOINTMENT

“The Director of the Secretariat will be responsible for the effective day to day management of the Association, under the leadership of the President of the Association. S/he will organize and direct the Secretariat of the Association, and s/he will assist and represent the President of the Association in his/her work for the Association, upon his/her request and within the limits set by the Executive Board” (11).

The Director of the Secretariat, recruited by the Executive Board to which s/he remains accountable, acts as the key representative of the Association in its day-to-day operation. The Director of the Secretariat attends the Executive Board meetings as advisor, and is a member ex-officio of the Association’s Committees, Working Groups and Task Forces.

The Association may employ extra members of staff and/or engage consultants as needed and subject to the available budget; the Director of the Secretariat coordinates the relevant recruitment processes.

IV. DEANS’ AND DIRECTORS’ RETREAT AND ANNUAL FORUM

RULE 12: DEANS’ AND DIRECTORS’ RETREAT – AGENDA AND ORGANISATION

The ASPHER Deans’ and Directors’ Retreat shall take place each year in May-June in various locations of the membership network, gathering senior representatives of all members of the Association. Individual associate members are also welcome to attend the meeting, as well as representatives of partner organisations and other key stakeholders of relevance to the agenda.

It is advisable that the preparatory meeting is held in the location of the retreat early in the given year, involving the local team and representatives of the Secretariat and the Executive Board.

The provisional agenda of the Retreat shall be set by the Executive Board in consultation with the host member school and circulated to all members in January. The final agenda with all background documentation shall be circulated at least 2 weeks before the Retreat. The agenda of the annual Deans' and Directors' Retreat must reflect the current business, management and future planning of the Association. The Retreat hosts the annual General Assembly of the Association.

The main responsibility of the organization of the Retreat lies with the host member school. The host member school may however rely on the Secretariat and the Executive Board support. Financial support remains subject to available funds and authorization of the Executive Board following the proposal of the Treasurer and the Director of the Secretariat.

The annual Deans' and Directors' Retreat consists of 3-4 days. During the 1st day, the annual ordinary General Assembly takes place, followed by 2 days of the Retreat proceedings. The last day is devoted to satellite meetings, if any, and social programme activities.

The report from the Retreat shall be published on the Association's website.

RULE 13: ANNUAL FORUM

The ASPHER Annual Forum shall take place each year in the last quarter of the year. The Forum is fully integrated within the programme of the annual European Public Health (EPH) Conference.

The key sessions of the Forum include: pre-conference hosting the Andrija Stampar Medal Ceremony, the annual Young Researchers' Forum, and the ASPHER plenary during the EPH Conference. The programme of the Forum is complemented by workshops and satellite meetings taking place during the regular programme of the EPH Conference.

The provisional programme of the Annual Forum shall be set by the Executive Board and circulated to all members in June. The final programme shall be circulated at least 2 weeks before the EPH Conference. The Annual Forum hosts the Andrija Stampar Medal Ceremony.

The main responsibility of the organization of the Retreat lies with the Executive Board and the Secretariat. The funds are allocated each year in the annual budget towards the organization of the Annual Forum.

The Annual Forum consists of 4 days. During the 1st day, the Andrija Stampar Ceremony takes place, followed by 3 days determined by the EPH Conference scenario.

The report from the Annual Forum shall be published on the Association's website.

V. ANDRIJA STAMPAR MEDAL

RULE 14: ANDRIJA STAMPAR MEDAL

Each year, during its Annual Conference, ASPHER awards the prestigious Andrija Stampar Medal to a distinguished person for excellence in the field of Public Health.

Call for nomination is launched during the General Assembly and the annual Retreat of Deans' and Directors in the year preceding the year for which the medal is awarded. Nominations can be made by all members of the Association and partners.

The Executive Board makes the decision at its meeting prior to the annual forum (during the EPH Conference) in the year preceding the year for which the medal is awarded. The proposed medalist is being notified and confirmed accordingly.

The ceremony takes place during the annual forum of the Association year after the proposal is confirmed. The ceremony consists of the laudatio and the acceptance speech. The medalist is invited to take active part in the remaining programme of the annual forum.

The medalist becomes automatically a member of the Association's Honours' Committee.

VI. HONOURS COMMITTEE AND AMBASSADOR FUNCTION

RULE 15: HONOURS COMMITTEE

Stampar Medalists and Past Presidents represent a considerable wealth of experience and knowledge in terms of management of the Association and strategies for public health capacity development in Europe. The Association can benefit greatly from such a resource. The Honours Committee provides the framework and structure for the collaboration between ASPHER and its Past Presidents and the Stampar Medalists (members of the Committee).

The mission of The Honours Committee is to support ASPHER by: (i) Giving recommendations when requested to do so by the President or the Executive Board; (ii) Taking initiative to comment on and give advice on developments concerning the themes of ASPHER's mission, i.e. Public Health capacity building in Europe and in other parts of the world, and on ASPHER's present and future roles; (iii) By request and as far as possible participate in ASPHER's projects, programmes and activities, including the further development of accreditation, lists of competences, mentoring, etc.; (iv) Participating in Executive Board meetings by specific invitation; (v) Participating in ASPHER's General Assembly and Deans' and Directors' Retreat; (vi) Producing an annual report, to be presented by the Committee's chair and discussed at the General Assembly, and including two main components: a. A strategic report commenting on ASPHER's work during each year, from general assembly to general assembly; b. A report on the Committee's work.

Members of the Honours Committee are entitled to: (i) Participate in the General Assembly without any voting right, unless they represent their institution; (ii) Participate in the Deans' and Directors' Retreat without any voting right, unless they represent their institution; (iii) Participate in and decide about the collective work of the Honours Committee, including the production of the annual report; (iv) Communication of the annual report at the general assembly; (v) Receipt of the minutes from Executive Board meetings, by request.

The Committee is governed by a chair and a co-chair, the co-chair being the immediate Past President of ASPHER. By majority vote, Committee Members elect the chair for two years, with the possibility of re-election once. Election takes place every second year at the Committee's annual meeting. ASPHER's immediate Past President calls for candidates among committee members at the latest one month before the annual meeting in question. Each committee member has one vote with no right to delegate a member to represent him.

The Committee functions by: (i) Meeting once a year during the Deans' and Directors' Retreat. The annual meeting is called by the Chair; (ii) Communication at meetings and by use of teleconferences and mail, whether on paper or electronic.

Members of the Committee will pay the costs of the Committee's activities themselves, unless costs are covered by a specific external grant.

RULE 16: AMBASSADOR FUNCTION

Whereas paid consultancy by ASPHER is only possible in the framework of funded projects, senior public health professionals belonging to ASPHER should provide their rich experience on a strictly

honorary basis (except for travel and daily allowance): They should act as ASPHER Ambassadors in a network organised by ASPHER.

Mission of ASPHER Ambassadors: (i) To visit school of public health throughout Europe in order to strengthen the ties between ASPHER members, to provide free of charge advice on major problems, and to contribute to further harmonisation of training for research and service of Public Health in Europe; (ii) To function as advocates in other contexts, coordinated by ASPHER.

All members of the present Executive Board and of the Honours Committee can act as Ambassadors as well as other experts if needed. Their missions are coordinated by the elected co-chair of the Honours Committee and approved by the Executive Board of ASPHER. If appropriate, a specific mission is to be discussed and approved by the two co-chairs of the Honours Committee. After the mission a free report has to be delivered to the Honours Committee. The Honours Committee reports annually to the Executive Board or on request.

The initiative can be taken by eligible professionals, by the Executive Board, the Honours Committee or by a member institution in need of advice respectively by the responsible ministry. A short proposal has to be submitted by the initiating party, describing the problem, the expected support and the source of required funding for travel and accommodation. The mission can be defined as a one-time visit or as programme with repeated visits as long-term mentoring.

ASPHER's Ambassadors should have a clear understanding of their role. Their task is to help and to advice to their best knowledge. They are not decision makers, nor should they have a top down approach in discussing local problems, questions, and proposals. They must be proficient in communicating ASPHER's programmes and policies. Each mission should last at least two days. On the other hand their visit(s) must not have a touristic image (therefore the accommodation should usually be e.g. at 3 star hotel, not a hotel of 4 or 5 stars).

The elected co-chair of the Honours Committee is keeping a list of all qualified public health professionals who declared their principal interest in voluntary missions and their area of expertise. The list will be published on ASPHER's website.

VII. FINANCIAL MANAGEMENT

RULE 17: RELEVANT FUNCTIONS

The General Assembly approves the financial report from the previous year and approves the budget overview for the following one; it approves the reporting from the Treasurer.

The Treasurer is responsible for the monitoring and the presentation of the financial standing of the Association to the annual ordinary General Assembly. The Director of the Secretariat oversees the financial management of the Association on day-to-day basis.

RULE 18: REIMBURSEMENTS

“The members of the Executive Board may not personally get any kind of remuneration in consideration of their mission. The sole reimbursement of costs will be possible; each time, it shall be subject to a resolution of the Executive Board” (10.9).

The Executive Board members are expected to secure funding for any activities linked to their position in the Executive Board. Any possible support from the Association must be authorized by the Treasurer in consultation with the Director of the Secretariat.

See also: ASPHER'S FUNDING, DONATIONS AND SPONSORSHIP POLICY (Annex 3)

ANNEX 3. ASPHER'S FUNDING, DONATIONS AND SPONSORSHIP POLICY

I. INTRODUCTION

To fulfil its mission, ASPHER in addition to the contribution from its members has to secure resources from external sources, be these UN or other multilateral bodies, governments and their affiliated agencies or bodies, foundations, not-for-profit organizations or the corporate sector.

This "Funding, Donations and Sponsorship Policy" describes the criteria and a review and oversight process for evaluating potential relationships with external funding entities (EFE). This Policy is intended to protect ASPHER's mission and integrity while supporting its revenue-generating efforts.

The Policy was drafted with the following considerations in mind:

- Relationships with EFE's should be considered as opportunities to build alliances, partnerships and support for public health for the long term.
- The criteria for review should be reasonable and realistic.
- The review and oversight process should not be overly cumbersome.
- Over time, the review process will build a body of knowledge for accepting and soliciting funding, donations and sponsorships.
- The Policy will be reassessed after one year and thereafter as necessary.

This Policy applies to ASPHER and as well to all member associations or organizations which carry out ASPHER-sponsored events or activities, wherein ASPHER's name, logo or any other identification is used, or wherein there is a contractual arrangement between ASPHER and another association or organization to carry out an activity or event on behalf of either entity.

II. DEFINITIONS

For the purposes of this Policy, the following definitions will be used:

Donation: A philanthropic contribution or gift.

Endorsement: An explicit approval or a promotional statement for a product or service.

External Funding Entity (EFE): Any organization, body, agency, foundation or corporation that is not related to or governed by ASPHER and which could invest in the Association's activities, events and projects.

Grant/Contribution: A financial or in-kind investment by an EFE that may or may not be restricted or conditional.

Matching: A requirement by some EFE ASPHER co-invest either through cash or in-kind.

Sponsorship: A business arrangement whereby the EFE commits resources (monies and/or in-kind) to support a specific project, event or activity, but does not share in the profits or underlying risks of the project. The entity contributes funds to an event, activity or even a capital project and receives a benefit (e.g., specific image and marketing opportunities) from the associated publicity. Sponsorship does not include paid advertising in ASPHER publications or on its website.

III. PRINCIPLES AND GENERAL ASSUMPTIONS

Any and all external support to ASPHER activities, events and projects are governed by the following Principles for Funding, Donations and Sponsorship.

- ASPHER will solicit and accept support only for projects, events and activities that are consistent with ASPHER's mission.
- Such arrangements must enhance, and shall not impede, ASPHER's independence and ability to act in the best interest of its members and the public at all times.
- ASPHER's name, logo and other intangible intellectual assets must be protected at all times.

- ASPHER will accept funds for informational and educational activities only when the content is to be determined or verified by ASPHER or an independent body of public health professionals designated by ASPHER.
- ASPHER will maintain complete control of all funds provided from commercial supporters for educational activities.
- ASPHER will not permit commercial product promotions as part of a continuing education activity.
- It is the policy of ASPHER not to provide product or service endorsements.
- Acknowledgments for commercial support will be limited to company name, logos or slogans which are an established part of the supporter's identity, trade names, addresses and telephone numbers.
- ASPHER's intangible intellectual assets, including the Association's name and logo, will be protected at all times. Sponsors will not be permitted to use ASPHER's name or logo for any commercial purpose or in connection with the promotion of any product.
- Any situation that may be an exception to this Policy or these Principles will be reviewed by the President and/or President-Elect and the Treasurer in consultation with the Executive Board.

IV. REVIEW CRITERIA

The purpose of the review of funding, donation and sponsorship opportunities is to determine the balance of the benefit to ASPHER, its members and to the public in relation to the risks and costs of collaborating with an EFE. The conditions determining the benefits and risks of accepting funding, a donation or a sponsorship are set out as follows:

- A. Are the specified proposed uses of the funding, donation or sponsorship congruent with ASPHER's mission and priorities? Issues to consider in determining this congruence include:
1. How do the proposed uses of the funding, donation or sponsorship relate to ASPHER's mission and priorities?
 2. Why does the EFE want to fund, make a donation to or sponsor ASPHER?
 3. Will the benefits to be derived from the intended purpose of the funding, donation or sponsorship justify the resources required from ASPHER to fulfil the intended purpose?
 4. Do the practices of the EFE fit with the adopted public policies of ASPHER?

Under no circumstances will ASPHER accept advertising, funding, donations or sponsorship from tobacco or alcohol companies, manufacturers and merchants of firearms and weapons of mass destruction and entities that have been sanctioned or deemed inappropriate by the World Health Organization or other UN bodies (unless such sanctions have been lifted). This implies also to companies which are part of a conglomerate with ties to such products.

Recognizing that socially responsible practices are a cornerstone of ASPHER's policies, and that good citizenship should embody socially responsible practices, the following are the issues that should be considered in assessing the benefits and the risks of accepting funding, a donation or sponsorships from external entities, especially corporations: (i) The types of core products or services produced or provided; (ii) Occupational health and safety conditions under which products or services are produced; (iii) Employment practices, including commitment to diversity and a living wage; (iv) Commitment to protection of the environment; (v) Record of regulatory compliance; (vi) Marketing and advertising practices; (vii) Research and development policy and practices; (viii) Human rights record; (ix) Funder's, donor's or sponsor's relevant public policy positions; (x) Record of support to public health organizations or public health-related issues and organizations; (xi) Other past activities will be weighed in relation to ASPHER's public policies and public reputation.

All opportunities will be assessed on a case-by-case basis.

- B. Are the funder's, donor's or sponsor's expectations pertaining to control, oversight, and outcome(s) of the sponsorship and/or project to which the funds are applied acceptable to ASPHER? As stated in the Principles for Funding, Donations and Sponsorship, ASPHER will accept funds only when

ASPHER has control of the content of the activity and when ASPHER has and maintains complete control of all funds. Issues to consider:

1. Does ASPHER have editorial control over the content of educational materials and publications and input into their dissemination?
 2. Will ASPHER be able to review and approve public statements about the project, its findings and/or implications?
 3. Will ASPHER be in control of the funds at all times?
 4. Are expectations on outcome, responsibilities, methods of implementation, and duration of funding feasible and agreeable? (Any special expectations of the sponsor need to be explicit and documented).
- C. Are the funder's, donor's or sponsor's expectations regarding recognition or acknowledgment of their support acceptable to ASPHER? Acknowledgments will be limited to the EFE's name, logos, slogans which are an established part of the supporter's identity, trade names, addresses and telephone numbers. Issues to consider:
1. Is the extent to which the name of the EFE is affiliated with ASPHER and the proposed project defined by ASPHER acceptable to the EFE?
 2. What public recognition is expected by the EFE?
 3. Is the recognition appropriate for the amount of the funding, donation or sponsorship?
 4. Is there an appearance of product endorsement?
- D. Would acceptance of the funding, donation or sponsorship create any real or apparent conflicts of interest, and would the impact and/or benefits of accepting it outweigh the risks of partnering with the EFE? In considering the following issues, ASPHER recognizes the need to adhere to its principles and to weigh the benefits and risks of accepting the funding, donation or sponsorship from the EFE as opposed to not accepting the actual financial or in-kind contribution. Issues to consider:
1. Are there any personal, financial, or professional gains for ASPHER staff, members or other volunteers, which create a conflict of interest?
 2. What is the impact of the funding, donation or sponsorship and benefits to the public and public health?
 3. Does the EFE's image support or detract from ASPHER?
 4. Do the impact and/or benefit outweigh the risks of collaborating with the potential funder, donor or sponsor?

V. REVIEW AND EVALUATION PROCESS

A discreet initial assessment by staff or an ASPHER Executive Board-designated member representative will be conducted when a prospect is identified or is self-identified as in the case of unsolicited requests to partner with ASPHER. The initial assessment includes a recommendation to the Executive Board of ASPHER for final decision. All funding, donation and sponsorship opportunities must be approved by ASPHER's Executive Board (EB). All reviews of funding, donation and sponsorship opportunities must be documented. Supervision and annual reviews of accepted funds are executed by ASPHER's Executive Director who reports every 6 months to the EB.

Public recognition of donors, benefactors and sponsors is encouraged. Acknowledgments will be limited to name of the EFE, logos, slogans which are an established part of the supporter's identity, trade names, addresses and telephone numbers. The following policies apply to recognition of external donors in print and electronic mediums:

- ASPHER's name and/or logo should appear first and be of equal or larger size than that of the EFE.
- ASPHER's name and/or logo should be equally as visible as the EFE's name and/or logo.
- It is suggested that variations of the following wording be used: "ASPHER gratefully acknowledges the support received for xyz."

ANNEX 4. ASPHER'S MEMBERSHIP BENEFITS AND FEE STRUCTURE

The following are benefits of ASPHER membership:

1. Being a part of the ASPHER network – community members

Being a part of the ASPHER community is a great *benefit* in itself. ASPHER will soon release the "European Public Health Reference Framework" that among other things, will enable mapping of schools' competence profiles and opportunities for further networking based on individual centres' strengths and weaknesses.

2. Taking part in consultation and further implementation of ASPHER 2020 strategic framework

This strategy will serve as a guide for ASPHER's operations through 2020. Once the strategy is adopted, ASPHER is planning to offer a series of seminars on topics relevant to individual strategic areas/objectives of ASPHER 2020.

3. Access to ASPHER working groups and partnerships

4. Access to ASPHER's premises in Brussels

ASPHER is hosted by Maastricht University Campus Brussels; all rooms/seminar rooms and facilities are available to Association's members free of charge, with office staff assistance onsite.

5. Fundraising support – joint project opportunities with ASPHER

ASPHER offers support to its members by joining their efforts in submitting project/fundraising proposals, usually serving as a partner for dissemination or evaluation; possibly other more specific tasks, subject to individual initiatives.

6. Invitation to Annual Retreat and Annual Forum of the Association

* ASPHER supports member schools that submit abstract/s for workshop/s to EPH Conference jointly with ASPHER by contributing towards covering relevant costs of the sessions' contributors.

7. Access to online platform / online community member

ASPHER website/online membership platform is currently undergoing major improvement. The new system will allow for dynamic networking and will be available in time for the EPH Conference – Milan 2015.

8. ASPHER Fellowship Programme for Junior Faculty and Students

ASPHER supports junior faculty/staff and students from its member schools by offering numerous opportunities for their academic and professional career development, through the following: Young Researchers' Forum (run by ASPHER in the context of the annual EPH Conference), HRPC Junior Faculty Scholars Programme (run by ASPHER in the context of its project in Human Rights in Patient Care), EHF Gastein Young Gasteiners Network (in partnership with EHF Gastein), Professional Development Programme (in partnership with EPHA), as well as an Internship scheme (Brussels-based) for students interested in gaining professional experience at ASPHER.

9. Access to Public Health Reviews, a journal published on behalf of ASPHER via BioMed Central

10. Access to APHEA accreditation at discounted rates; possibility to obtain support via ASPHER-APHEA QUIDS programme (Quality Improvement and Development Scheme)

Fee structure / basic scheme:

The annual membership fee is calculated based on the following 2 parameters: EFT/equivalent full time staff and GDP of the country of establishment.

EFT	1-9	10-29	30-59	> 60
GDP				
< 7500	518 EUR	748 EUR	920 EUR	1150 EUR
7500 – 12500	863 EUR	978 EUR	1150 EUR	1495 EUR
> 12500	1093 EUR	1323 EUR	1725 EUR	2300 EUR

ASPHER will revise its membership fee policy in 2015/2016. The proposal will be consulted with the Association's members and presented for approval at the 2016 General Assembly meeting.

The revision will assume:

1. Adjustment of the basic scheme to balance the GDP groups.
2. Replacement of the EFT parameter with "structure type" (*current proposal*: programme, department/small structure within a larger institution, faculty/big structure within a larger institution, autonomus structure/school, network of schools).
3. Introduction of fees applying to associate membership (*current proposal*: non-school like – 1000 EUR flat rate/free for alumni networks, school like – 50% of the basic scheme rates, individuals – 20 EUR flat rate).
4. Introduction of the extraordinary contribution scheme.
5. Introduction of the solidarity scheme (*current proposal*: from unused extraordinary contributions, also 5% membership fees from the preceding year – only if collected in at least 80%).
6. Building reserves (*current proposal*: 5% membership fees from the preceding year).

ANNEX 5. ASPHER'S GUIDELINES REGARDING WORKING GROUPS

Working Groups work in areas related to ASPHER's mission and strategic plan.

These guidelines are subject to the ASPHER General Assembly for adoption and potential updates as needs appear. They cover four sections: 1) The establishment of new Working Groups; 2) The membership of Working Groups; 3) The tasks of Working Groups; and 4) The proceedings of Working Groups.

1. The establishment of new Working Groups

- 1.1 A proposal for a new ASPHER Working Group can be submitted to the Executive Board together with a plan of work by one or more institutional members of ASPHER (full or associate members), with the backing of the Honours' Committee of ASPHER.
- 1.2 The Proposal can be accepted by the Executive Board with majority on grounds of sections 2.0, 3.0, and 4.0 for a period of up to 3 years.
- 1.3 If the proposal is accepted by the Executive Board, the main submitter is the chair and one of the Executive Board members is nominated as the co-chair.
- 1.4 After the first year the chair has to be elected/re-elected for the remaining period of 2 years and then for subsequent 2-year periods. The co-chair is delegated by the Executive Board from its current members.

2. The membership of Working Groups

- 2.1 The membership is open in principle to delegates from all institutional ASPHER members on invitation or upon members' expressed interest.
- 2.2 The maximum number of Working Groups which can be joined by the same individual member is 2.
- 2.2 The minimum number of registered members is 5, excl. chair and co-chair.
- 2.3 Members from outside ASPHER can be invited as observers.
- 2.4 Already established Working Groups with less than 5 registered members or without substantial progress during the previous 2 years can be disbanded by the Executive Board.

3. The tasks of Working Groups

- 3.1 Working Groups work in areas related to ASPHER's mission and strategic plan.
- 3.2 The chair of the Working Group reports annually to the General Assembly on the Working Group's activity and progress during the last year.
- 3.3 The Working Group's activities and deliverables on defined projects authorized by ASPHER shall be disseminated via a) the organisation of workshops in the context of the ASPHER General Assembly and/or EPH Conference; b) publications of ASPHER either as abstract submissions or as research papers (original research, editorials, short communications, comments, reviews), and c) ASPHER guidelines or recommendations.
- 3.4 The Working Groups can propose the establishment of subsections for certain tasks in their realm, chaired by one of its members. The formation of subsections requires approval of the Executive Board. Their work is defined by these guidelines as they apply to the parent Working Group.

4. The proceedings of Working Groups

- 4.1 The members of the Working Groups communicate mainly via email or tele-conferencing (Skype or similar tools)
- 4.2 Voting is required for the election/re-election of the chair (see 1.4). Voting can be organized online (e.g. by email). Votes are either YES or NO or Abstain. Non-response (e.g. on email voting) is counted as YES in order to guaranty the quorum.

- 4.3 The costs for meetings in person have to be covered by the institutional members of ASPHER to whom members of the Working Group belong (unless funds are provided by external grant).
- 4.4 With regard to fund raising the Working Group must follow the sponsorship guidelines of ASPHER and report a complete financial account (as under 3.2) to the ASPHER General Assembly.
- 4.5 The Working Groups shall use the ASPHER logo and tagline for their work and materials (as related to 3.3).
- 4.6 Working Groups cannot act on behalf of ASPHER before the formal approval has been given by the Executive Board.

Amendment:

- A.1 These guidelines are valid also for the pre-existing ASPHER Working Groups except for 1.1, 1.2, and 1.3.

ANNEX 6. LIST OF MEMBERS (02.06.2015)

FULL MEMBERS

1. School of Public Health, University of Tirana, Tirana, Albania
2. College of Health Sciences, American University of Armenia, Yerevan, Armenia
3. School of Public Health, Medical University of Graz, Graz, Austria
4. Department of Public Health and Health Technology Assessment, UMIT – University for Health Sciences, Medical Informatics and Technology, Hall/Tyrol, Austria
5. Institute of Hygiene and Social Medicine, Medical University of Innsbruck, Innsbruck, Austria **
6. International Health and Social Management, Management Center Innsbruck, Innsbruck, Austria
7. School of Public Health, Faculty of Medicine, University of Liege, Liege, Belgium **
8. Faculty of Public Health, Medical University of Pleven, Pleven, Bulgaria
9. Faculty of Public Health, Medical University of Plovdiv, Plovdiv, Bulgaria
10. Faculty of Public Health, Medical University of Sofia, Sofia, Bulgaria
11. Faculty of Public Health, Medical University of Varna, Varna, Bulgaria
12. Cyprus International Institute of Environmental and Public Health, Limassol, Cyprus
13. Andrija Stampar School of Public Health, School of Medicine, University of Zagreb, Zagreb, Croatia
14. School of Public Health, Prague, Czech Republic
15. School of Public Health, University of Aarhus, Aarhus, Denmark
16. Department of Public Health, University of Copenhagen, Copenhagen, Denmark
17. Department of Public Health, University of Tartu, Tartu, Estonia
18. School of Public Health and Clinical Nutrition, Faculty of Health Sciences, University of Eastern Finland, Laskut/Kuopio, Finland
19. Tampere School of Public Health, University of Tampere, Tampere, Finland
20. ISPED School of Public Health, University Victor Segalen Bordeaux 2, Bordeaux, France
21. School of Public Health, Nancy, France
22. EHESP School of Public Health, Rennes, France
23. International School of Public Health, Tbilisi State Medical University, Tbilisi, Georgia
24. Berlin School of Public Health, Charité University Medical Center, Berlin, Germany
25. Bielefeld School of Public Health, Faculty of Health Sciences, University of Bielefeld, Bielefeld, Germany
26. Centre for Health, NRW Institute of Health and Work, Bielefeld, Germany
27. School of Public Health, Medical Faculty “Carl Gustav Carus”, Dresden University of Technology, Dresden, Germany
28. Institute of Medical Sociology, Heinrich-Heine University of Dusseldorf, Dusseldorf, Germany
29. Academy of Public Health, Health Promotion and Management, Dusseldorf, Germany
30. Hochschule Emden-Leer, FB Soziale Arbeit und Gesundheit, Emden, Germany
31. Studiengang “Angewandte Gesundheitswissenschaften”, Furtwangen University, Furtwangen, Germany
32. Faculty of Life Sciences, Hamburg University of Applied Sciences, Hamburg, Germany
33. Institute of Public Health, Medical School, Heidelberg University, Heidelberg, Germany

34. Institute for Applied Research, Protestant University of Applied Sciences, Ludwigsburg, Germany
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35. Centre for Applied Health Sciences, Leuphana University of Luneburg, Luneburg, Germany
36. Faculty of Social and Health Sciences, University of Applied Sciences, Magdeburg-Stendal, Magdeburg, Germany **
37. Munich Max von Petterkofer School of Public Health, Faculty of Medicine, Ludwig-Maximilian University, Munich, Germany
38. National School of Public Health, Ministry of Health, Athens, Greece
39. Faculty of Public Health, University of Debrecen, Debrecen, Hungary
40. School of Health and Education, University of Reykjavik, Reykjavik, Iceland **
41. School of Public Health, Physiotherapy and Population Science, University College Dublin, Dublin, Ireland
42. School of Public Health, University of Haifa, Haifa, Israel
43. Braun School of Public Health and Community Medicine, Hebrew University of Jerusalem – Haddasah, Jerusalem, Israel
44. Centre for Training and Research in Public Health (CEFPAS), Caltanissetta, Sicily, Italy
45. Postgraduate School of Hygiene and Preventive Medicine, University of Milan, Milan, Italy **
46. Postgraduate School of Hygiene and Preventive Medicine, University of Perugia, Perugia, Italy **
47. Postgraduate School of Hygiene and Preventive Medicine, University of Rome “La Sapienza”, Rome, Italy **
48. Postgraduate School of Hygiene and Preventive Medicine, University of Torino, Torino, Italy
49. Kazakhstan School of Public Health, Ministry of Health, Almaty, Kazakhstan
50. School of Public Health, Kh. Dosmukhamedov School of Public Health, S. Asfendiyarov Kazakh Medical National University, Almaty, Kazakhstan
51. National Institute of Public Health of Kosovo, Pristina, Kosovo
52. Faculty of Public Health, Riga Stradins University, Riga, Latvia
53. Faculty of Public Health, Lithuanian University of Health Sciences, Kaunas, Lithuania
54. Physical Activity and Public Health, Lithuanian Sports University, Kaunas, Lithuania
55. Department of Public Health, Faculty of Health Sciences, University of Klaipeda, Klaipeda, Lithuania
56. Institute of Public Health, Faculty of Medicine, University of Vilnius, Vilnius, Lithuania
57. Center School of Public Health, Faculty of Medicine, Ss. Cyril and Methodius University, Skopje, Macedonia
58. School of Public Health Management, State University of Medicine and Pharmacy “Nicolae Testemitanu”, Chisinau, Moldova
59. Institute of Health Sciences, Faculty of Earth and Life Sciences, VU University Amsterdam, Amsterdam, Netherlands **
60. Faculty of Health, Medicine and Life Sciences, Maastricht University, Maastricht, Netherlands
61. Netherlands Schools of Public and Occupational Health (NSPOH), Utrecht, Netherlands
62. Institute of Community Medicine, University of Tromso, Tromso, Norway
63. School of Public Health, Al-Quds University, Palestine
64. Department of Public Health and Social Medicine, Medical University of Gdansk, Gdansk, Poland
65. Faculty of Public Health, Medical University of Silesia, Poland

66. Institute of Public Health, Faculty of Health Sciences, Medical College, Jagiellonian University, Krakow, Poland
67. Department of Preventive Medicine, Faculty of Health Sciences, Poznan University of Medical Sciences, Poznan, Poland
68. Public Health Training Centre, National Institute of Public Health, Warsaw, Poland
69. National School of Public Health, New University Lisbon, Lisbon, Portugal
70. Institute of Preventive Medicine, Faculty of Medicine, University of Lisbon, Lisbon, Portugal
71. School of Public Health, University of Porto, Porto, Portugal
72. National School of Public Health, Management and Professional Development, Bucharest, Romania
73. Department of Public Health and Management, Faculty of Medicine, University of Medicine and Pharmacy “Carol Davila”, Bucharest, Romania
74. School of Public Health, Iuliu Hatieganu University of Medicine and Pharmacy, Cluj-Napoca, Romania
75. Centre for Health Policy and Public Health, Faculty of Political, Administrative and Communication Sciences, Babes-Bolyai University, Cluj-Napoca, Romania
76. Arkhangelsk International School of Public Health (ISPHA), Northern State Medical University, Arkhangelsk, Russia
77. Centre School of Public Health, School of Medicine, University of Belgrade, Belgrade, Serbia
78. Institute of Public Health of Vojvodina, Faculty of Medicine, University of Novi Sad, Novi Sad, Serbia
79. Faculty of Public Health, Slovak Medical University, Bratislava, Slovakia
80. Department of Public Health, University of Trnava, Trnava, Slovakia
81. Faculty of Health Care Jesenice, Jesenice, Slovenia
82. Faculty of Health Sciences, University of Primorska, Izola, Slovenia
83. School of Health Sciences Badajoz (EECS), Badajoz, Spain **
84. Andalusian School of Public Health (EASP), Granada, Spain
85. National School of Public Health, Institute of Health Carlos III, Madrid, Spain
86. Valencian School of Health Studies (EVES), Valencia, Spain
87. Nordic School of Public Health, Gothenburg, Sweden **
88. School of Health Sciences, Blekinge Institute of Technology, Karlskrona, Sweden
89. Division of Social Medicine and Public Health, University of Linköping, Linköping, Sweden
90. Social Medicine & Global Health, Department of Clinical Sciences, Faculty of Medicine, Lund University, Malmö, Sweden
91. Umeå International School of Public Health, Umeå University, Umeå, Sweden
92. Division of Public Health Sciences, School of Health Care and Social Welfare, Malardalen University, Västerås, Sweden **
93. Institute of Global Health, Faculty of Medicine, University of Geneva, Geneva, Switzerland **
94. Swiss School of Public Health+ (SSPH+), Zurich, Switzerland
95. Institute of Public Health, Hacettepe University, Ankara, Turkey
96. Department of Public Health, Faculty of Medicine, Adnan Menderes University, Aydın, Turkey **
97. Department of Public Health, Dokuz Eylül University Medical School, Izmir, Turkey

98. School of Public Health, Faculty of Social Sciences and Technologies, National University of Kiev “Kyiv-Mohyla Academy”, Kiev, Ukraine
99. Department of Health and Applied Social Studies, Faculty of Health and Life Sciences, University of the West of England, Bristol, United Kingdom
100. Department of Primary Care and Public Health, School of Medicine, University of Wales, Cardiff, United Kingdom
101. Division of Public Health and Policy, University of Liverpool, Liverpool, United Kingdom
102. London School of Hygiene and Tropical Medicine, University of London, London, United Kingdom
103. School of Health and Bioscience (HAB), University of East London, London, United Kingdom
104. School of Health and Related Research (SchARR), University of Sheffield, United Kingdom
105. Department of Health Sciences, University of York, York, United Kingdom

CANDIDATE MEMBERS (FULL MEMBERSHIP):

106. Institute of Public Health, Podgorica, Montenegro
107. Institute of Health Sciences, Portuguese Catholic University, Lisbon, Portugal
108. Graduate Programme in Health Economics & Pharmacoeconomics, University of Kragujevac, Serbia
109. Master in Public Health, Public University of Navarra, Pamplona, Spain
110. School of Health Sciences, University of Salford, Salford, United Kingdom

ASSOCIATE MEMBERS:

1. School of Public Health, Griffith University, Australia **
2. School of Public Health, University of Saskatchewan, Saskatoon, Canada
3. Centre for Preventive Medical Sciences, Chiba University, Japan
4. Faculty of Health Sciences, American University of Beirut, Lebanon
5. Malta Association of Public Health Medicine, Malta
6. National Institute of Public Health, Cuernavaca, Mexico
7. Centre for Strategic Health Studies, Damasacus, Syria **

CANDIDATE MEMBERS (ASSOCIATE MEMBERSHIP):

8. Board of Directors of the Italian Postgraduate Schools of Hygiene and Public Health, Italy
9. Department of Medical Law, Danylo Halytskyi Lviv National Medical University, Lviv, Ukraine
10. School of Health Sciences, Private University of Casablanca, Morocco
11. The Faculty of Public Health, United Kingdom
12. Department of Public Health and Health Sciences, University of Michigan-Flint, United States

ANNEX 7. LIST OF PARTNERS (02.06.2015)

1. Agency for Public Health Education Accreditation (APHEA)
2. European Public Health Association (EUPHA)
3. European Public Health Alliance (EPHA)
4. World Federation of Public Health Associations (WFPHA)
5. World Federation of Academic Institutions in Global Health (WFAIGH) with European Academic Global Health Alliance (EAGHA)

6. European Centre for Disease Prevention and Control (ECDC)
7. European Observatory on Health Systems and Policies (Observatory)
8. World Health Organization Regional Office for Europe (WHO Europe)
9. EU Health Policy Forum
10. Open Society Foundations (OSF)

11. Asian-Pacific Academic Consortium in Public Health (APACPH)
12. Association of Schools of Public Health in Africa (ASPHA)
13. Association of Schools and Programs of Public Health (ASSPH)
14. Canadian Institutes of Health Research – Institute of Population and Public Health (CIHR)

15. European Network of Medical Residents in Public Health (EURONET MRPH)
16. European Federation of Nurses (EFN)
17. European Union of Medical Specialists (UEMS)
18. International Union for Health Promotion and Education (IUHPE)

19. European Public Health Conference (EPH Conference)
20. European Health Forum Gastein (EHF Gastein)