

Iodine Network Board Meeting
Feb. 22 & 23, 2007
Summary of Decisions, Actions and Deadlines

1) The Network Work-plan:

The work-plan was accepted as a “visionary work-plan”. Further elaboration of the specific activities in each Program Focus Area will be articulated by the working groups then redistributed to the Board members for final approval. The Secretariat segment of the work-plan should also include an estimate of the level of effort required by each Program Focus Area and deliverables.

Action:

The up-dated Work-plan for the Network will be distributed by **May 16, 2007**.

2) Working Groups:

A) Communication and Advocacy Working Group

The Communications Strategy Guidance Document presented at the meeting was generally accepted. The Working Group should move forward with plans for:

- WHA: with ICCIDD in the lead, coordinating with Bruno
- UNGASS II: coordinating with UNICEF to establish Network strategy for UNGASS II and proposing actions and timelines for implementation
- Tool Kit : Begin the effort as a consolidation exercise and identify gaps for which new materials need to be created
- Reports & Studies: as per guidance document
- Website: moderate changes given the budget and including FortAf link
- Newsletter columns

For the other items identified in the guidance document (Board Meetings and Global Iodine Award) the Working Group should elaborate these communications opportunities for further consideration by the Board.

The Working Group requested to have representation from UNICEF and Kiwanis on the working group.

Action:

1. UNICEF and Kiwanis are asked to identify a representative of the respective organizations for this working group by **March 15, 2007**

2. For the above items, the Working Group should develop a work-plan with timelines as well as an up-dated budget and have it ready for **March 31, 2007**.

3. In addition, the Working Group should outline the communication efforts regarding the up-coming Study on the Use of Iodized Salt in Processed Foods and have it ready by **May 31, 2007**.

4. A progress report on the work-plan and a recommendation of how to proceed with the outstanding items (board meeting and award) is to be prepared by **June 30, 2007**.

B) Priority National Actions

This Working Group's scope includes focus on priority countries; building on the Network's advocacy initiatives (ie. regional meetings, national coalitions); and, analyzing and facilitating responses to gaps in USI progress.

GAIN has been asked to name someone to replace the former organizational representative. Kiwanis has been asked if this would be another working group within which to have representation.

Action:

1. GAIN and Kiwanis have been asked to identify someone to represent the respective organizations in this working group by **March 15, 2007**.

2. This Working Group is to develop a work-plan and an outline of its resource implications by **April 30, 2007**.

The Work-plan should include:

- A review of the Priority Countries List
- A follow-up on the "Next Steps" in the paper on Procurement Support and Sustaining USI (Haxton/ Mannar)
- Coordination w/ UNICEF to follow up on the potential priority country actions arising out of the follow-up to the Dubai meeting that Network resources could address
- Follow-up on the paper on National Coalitions with a review and documentation of best practices for achieving as well as sustaining USI (ie. case studies including from countries where USI has been achieved).

3. A progress report on the work-plan and outcomes is to be prepared by **June 30, 2007**.

C) Network Common Actions

This Working Group's scope includes country assessments; as well as advocacy missions and their follow-up; and, linking with in-country/ region initiatives.

Given the country assessment component, the Board felt it would be important to have WHO representation on this working group. All members have been asked to review the list of countries and propose the countries which their information indicated would be ready for assessment.

Action:

1. WHO has been asked to identify a representative for this working group by **March 15, 2007**.
2. Network Members are to send in their proposed countries for assessment to be added to the list by **March 15, 2007**.
3. ICCIDD will follow up on the request for assessment letter from Iran, as there seems to be no record of it in the UNICEF nor Network files, by **April 30, 2007**.
4. This Working Group is to develop a work-plan and an outline of its resource implications by **April 30, 2007**.

The Work-plan should include:

- A review of the list of countries identified for potential assessment
 - A review and modification, as needed, of the Country Assessment Guidelines
 - A documentation of the lessons learned from assessments done so far
 - Follow-up to the Haiti Mission, including addressing the mission report's recommendations
 - Follow-up on proposed next steps regarding Network link with FortAF, including coordination with the Communications & Advocacy Working Group
5. Report on the work-plan progress is to be ready by **June 30, 2007**.

D) Information Sharing, Documentation & Tracking

This Working Group's scope includes oversight of the Network's data collection/ dissemination/ interpretation; monitoring of studies undertaken and/or reports produced by the Network; as well as coordination with the other working groups on the aforementioned items.

The point person of this working group (Bruno/ WHO) was selected in absentia at the Feb 2006 meeting when the groups were first created and, thus, needs to be reconfirmed.

Action:

1. The Coordinator is to contact Bruno to confirm his acceptance of this role by **March 15, 2007**.
2. This Working Group is to develop a work-plan and an outline of its resource implications by **April 30, 2007**.

The Work-plan should include:

- Addressing any data issues relating to the Global Scorecard, up-dating country profiles etc. with the Secretariat providing a coordinating function.
- Providing feedback and following progress of the Study of the Use of Iodized Salt in Processed Foods (As per RFP, a report of initial findings is due June 1/07)
- Coordinating with the Communications & Advocacy Working Group regarding:
 - the fact/ date materials needed for WHA and UNGASS II events
 - Up-dating of Global Scorecard on website
 - Study on Use of Iodized Salt

3. Report on the work-plan progress is to be ready by **June 30, 2007**.

3) Communications Strategy:

The Board accepted the Communication & Advocacy Working Group's guidance document, the specific decisions are noted under the Working Groups, noted above.

4) Procurement Support and Sustaining USI:

The Board has placed the follow-up to the next steps of the concept paper for action by the Priority National Actions Working Group, as noted above.

5) Salt Consumption and USI:

The Network Board reaffirms that USI is a safe, cost-effective and sustainable strategy to ensure the optimum iodine nutrition of the population. The Network would also like to convey the need to include iodized salt in processed foods as well as ensure that recommendations on salt consumption be coordinated to provide consistent nutrition education and policies and take steps to improve the consumers' comprehension necessary to achieve good health..

Action:

1. Salt Institute is to connect with the Institute of Food Technologists concerning possible objections or potential obstacles to promoting the use of iodized salt in processed foods.
2. The Coordinator will draft a note to Bruno/ WHO outlining the Network's perspectives and affirming the Network's support for the goal of global USI. A draft is to be circulated to the Board and the final note to be sent to Bruno/WHO by **February 28, 2007**.

6) Intensification of USI:

As per the presentation from UNICEF, although 40 new data sets will be available by mid 2007, the interpretation of data given the variations in the time points which the data reflect as well as the time it takes for consumption changes to be reported, setting new goals for achieving global USI may be difficult.

Action:

1. The Communications & Advocacy Working Group as well as the Information Sharing, Documentation and Tracking Working Group need to take these developments into account in their respective work.

7) Country Assessments:

The Board has assigned the follow-up to Country Assessments to the Network Common Actions Working Group, as noted above.

8) National Coalitions:

The Board has assigned the follow-up to the discussion on National Coalitions to the Priority National Actions Working Group, specific decisions noted above.

9) Haiti Mission:

The Mission Report's recommendations were not specifically addressed. In addition, the presentations at the board meeting pointed to an urgent need for immediate action in relation to advocacy and for the immediate distribution of iodized oil capsules to children and women.

The Board has assigned the follow-up to the Haiti Mission to the Network Common Actions, as noted above.

10) IDD Experts Meeting:

No Action or decision is required at this time.

11) Linking IDD Network with FortAf Network:

The Board has assigned the follow-up to the proposed next steps to the Network Common Actions Working Group (in coordination with the Communication & Advocacy Working Group, as noted above.

12) Salt in Processed Foods:

As the importance of this issue surfaced repeatedly during the meeting, the Board has accepted that the study proceed as per the RFP timelines. Follow-up to the study has been assigned to the working groups as noted above.

A report of the initial findings is expected by **June 1, 2007**.

13) Budget:

The Executive Committee accepted the budget and agreed that funding would be provided through a limited number of the Network member organizations for a two year period. It is expected that the budget would be reviewed pending the Working Groups' estimates of resource implications of their activities.

The Board has asked that there be a dollar estimate of in-kind contributions from the member organizations to reflect their value as well.

Action:

1. MI/ Secretariat will submit a proposal for funding to UNICEF by April 1, 2007.
2. Member organizations are asked to give a broad estimate of their in-kind contributions to the Network activities by **June 1, 2007**.
3. Budget is to be reviewed after resource implications developed by the working groups have been submitted.

13) Board Membership Dues:

As there was a lack of consensus among the Board Members on this matter, action was deferred to a later date.

14) Board Membership Policies:

The Board has agreed that the Network develop two- tier constituency groups (board members and network affiliated members) which would allow for the expansion of the Network but keep the organizational aspects manageable. The Board also agreed a document outlining the general Board policies needs articulation especially if the Network plans to expand.

Action:

1. The Coordinator will prepare a draft document outlining the board membership constituencies as well as general board policies by **May 31, 2007**.
2. The Board is to provide revisions and feedback by **June 30, 2007**.

15) New Members:

In light of the above discussion, the Coordinator, soliciting in puts from Board Members, is to compile a list of potential organizations to be approached for new membership.

Action:

1. The Board will review this list of potential members in light of the above policies and letters of invitation will be sent out **July/ August, 2007.**

16) Summer 2007 Board Meeting:

China Salt has offered to host the summer board meeting in Gansu Province, China. The meeting would include a day field/ advocacy trip in the province as well as a side trip to Tibet. The possible dates include July and August.

Action:

1. The Coordinator will coordinate the selection of the date for the Board meeting so a final date can be set by **March 9, 2007.**