



International Network of Health Promoting Hospitals and Health Services (HPH)

CONSTITUTION

PREAMBLE

The International Network of Health Promoting Hospitals and Health Services was initiated by the World Health Organization to put into action the WHO principles of health promotion, which concern patients, staff, community and the environment of hospitals and health services. The Network has now come to a stage of sustainability enabling it to become a legal entity and a main partner for collaboration with WHO.

Through this Constitution, the International HPH Network states its purpose and objectives, describes the rules for decisions for statutory bodies as well as the relationship with its members and international partners.

Article I NAME, AIMS, HEADQUARTERS

1. Mission

The Health Promoting Hospitals and Health Services of the International Network shall work towards incorporating the concepts, values, strategies and standards or indicators of health promotion into the organizational structure and culture of the hospital/health service. The goal is better health gain by improving the quality of health care, the relationship between hospitals/health services, the community and the environment, and the conditions for and satisfaction of patients, relatives and staff.

The International Network of Health Promoting Hospitals and Health Services, hereafter referred to as the International HPH Network, follows the principles of WHO regarding health promotion as written down in the Ottawa Charter (1986), the Budapest declaration (1991), the Vienna recommendations (1997), the Bangkok Charter (2006) and the Standards for Health Promotion in Hospitals (2004). The International HPH Network will collaborate with international organizations such as European Commission and WHO to support the implementation of health promotion strategies, e.g. Patient Safety (2004) and Prevention and control of non-communicable diseases in the WHO European Region (2006).

2. Purpose

The International HPH Network shall promote and assist the dissemination of the concept of health promotion in hospitals and health services (as defined in the mission above) and support implementation within countries and regions, internationally, through technical support to members and the initiation of new national / regional networks.

3. Objectives

- To provide leadership on matters critical to health promotion in hospitals and health services and engaging in partnership where joint action is needed
- To shape the research agenda and stimulate the generation, translation and dissemination of valuable knowledge
- To set norms and standards and promote and monitor their implementation



- To articulate ethical and evidence-based policy options
- To provide technical support, catalyse change and build sustainable institutional capacity
- To monitor the development of health promotion in hospitals and health services.

4. Law of reference

The International HPH Network is constituted under Article 60 ff of the Civil Law Code of Switzerland, which is the basic law of the International HPH Network. A decision to change the law of reference shall require a two-thirds majority of present votes in the General Assembly (Art.V § 6).

5. The International HPH Secretariat

The International HPH Secretariat may be located in any member country as determined by the General Assembly. A decision to move the International HPH Secretariat shall require a two-thirds majority of present votes in the General Assembly (Art.V § 6).

The International HPH Secretariat shall normally be located in a WHO Collaborating Centre. The functions of the Collaborating Centre and the member network(s) of the same country shall be separated.

Article II MEMBERSHIP AND VOTING RIGHTS

1. Corporate members of the International HPH Network

1.1. Eligibility

National / Regional HPH Networks, which support Article I § 1, shall be eligible for corporate membership.

1.2. Membership

The National / Regional HPH Networks constitute the corporate members of the International HPH Network.

1.3. Representation

A National / Regional HPH Network shall represent at least 3 hospitals or health services.

1.4. Mission and Obligations

The tasks of a National / Regional HPH Network are:

- To put the mission, purpose and objectives of WHO health promotion principles as described in Art. I § 1, 2 and 3 above into practise on national / regional level by supporting strategic thinking and planning, implementation of health promotion, development of communication systems and training and education
- To develop a strategy and action plan for implementation
- To designate a Coordinating Institution and assign a Coordinator
- To recruit and approve new member hospitals and health services to the National / Regional HPH Network and notify the International HPH Secretariat
- To collect the membership fee from all their members as defined by the General Assembly and to pay the total amount to the International HPH Secretariat according to the established deadlines
- To periodically deliver a progress report to the Governance Board



- To have the rules and functioning of the National / Regional HPH Network approved by their constituent members.

1.5. Approval

Membership of the International HPH Network shall be subject to the approval of the Governance Board.

An agreement running for 4 years shall be signed by the Coordinating Institution and the International HPH Secretariat.

1.6. Voting Right

National / Regional HPH Networks alone shall have the right to vote in the General Assembly. The coordinator will exercise this right or another person authorised by the National / Regional HPH Network. 1 vote per National / Regional HPH Network.

2. Individual members of the International HPH Network

- 2.1. Hospitals or Health Services, which are members of a National / Regional HPH Network, will become individual members of the International HPH Network by the Letter of Intent signed by the National / Regional HPH Network respecting the mission of this Constitution.¹
- 2.2. Exceptions are Hospitals and Health Services, in countries where no such network exists. These can become members of the International HPH Network defined as recognised by the International HPH Network as a Health Promoting Hospital or Health Service. They become members by signing the Letter of Intent with the International HPH Secretariat. The Governance Board will subsequently ratify their membership.
- 2.3. Individual members shall be represented at the General Assembly by an assigned National / Regional Coordinator or another authorised person of the designated National / Regional Coordinating Institution.
- 2.4. Individual members and members recognised by the International HPH Network as a Health Promoting Hospital or Health Service will benefit from the support of the International, national / regional HPH Network as described in the Constitution, and they may profit from reduced rates when participating in International HPH Network activities

3. Regulation

The General Assembly may issue a more detailed regulation on membership criteria.

Article III PARTNERSHIP WITH INTERNATIONAL ORGANIZATIONS

The International HPH Network entrusts its most important activities to WHO Collaborating Centres.

The International HPH Network will collaborate with international organizations such as European Commission and WHO to support the strategies related to health promotion as described in Art. I § 1.

Furthermore, the International HPH Network provides knowledge, tools and technical support to all member states with HPH members in their adoption of the strategy and in strengthening their national public health strategies and health systems towards increased opportunities for health promotion and disease control of non-communicable diseases as well as in ensuring access to



achieve equity in health and setting up accountable mechanisms for monitoring the implementation.

Article IV THE STATUTORY BODIES

The statutory bodies of the International HPH Network shall be the General Assembly and the Governance Board.

Article V THE GENERAL ASSEMBLY

1. The General Assembly is the Assembly of corporate members of the International HPH Network. It is the supreme statutory body of the International HPH Network.
2. The General Assembly must meet at least once a year and preferably in conjunction with the International HPH Conference.
3. Notice of a meeting with date and place, as determined by the Governance Board, shall be sent to all members at least three months in advance.
4. All corporate members and Task Force leaders of the International HPH Network shall be entitled to be present and speak at meetings of the General Assembly. Corporate members hold voting rights in the General Assembly. The voting right is described in Art. II § 1.6.
5. At its ordinary meetings, the General Assembly shall
 - 5.1. Elect members to the Governance Board according to this Constitution.
 - 5.2. Deal with strategic matters and approve of the strategic plans of the International HPH Network.
 - 5.3. Deal with the annual report of the Governance Board and the International HPH Secretariat.
 - 5.4. Approve the action plan for the coming year.
 - 5.5. Define the fees of individual member hospitals and health services. The current rates are published in an attachment of this Constitution.
 - 5.6. Approve the budget and accept the balance presented by the International HPH Secretariat.
 - 5.7. Terminate a membership according to Art. XIV.
 - 5.8. Approve a reimbursement policy for statutory bodies.
 - 5.9. Issue regulations, rules for procedure and membership criteria.
 - 5.10. Amend this Constitution with a two-thirds majority of the present votes according to Art. XVI and Art.V § 6.
 - 5.11. Decide the location of the Congress Secretariat and the International Secretariat upon the recommendations made by the Governance Board according to Art. I § 5 and Art. 6 § 10.
6. The quorum for a meeting of the General Assembly shall be constituted if more than half of all corporate members are present. The decisions of the General Assembly shall be taken by a simple majority of votes, except in so far as a change in law of reference or in location of the International HPH Secretariat (Art. I § 4, 5), the amendment of the Constitution (§ 5.10 above and Art. XVI) or the dissolution of the International HPH Network (Art. XVII) are concerned, which require a two thirds majority of present votes.



7. Members of the General Assembly can have motions submitted to the agenda. All motions should be sent to the International HPH Secretariat 8 weeks in advance of the meeting, and the agenda of the General Assembly must be sent to all members six weeks before the meeting.
No motion shall be submitted to the vote of the General Assembly unless it has been considered previously by the Governance Board, who shall report thereon to the General Assembly. However, new business that demands a voting decision and can be decided by a simple majority may be considered by the General Assembly upon approval by a two-thirds majority of the present votes (§ 6 above).
8. An extraordinary meeting of the General Assembly may be either called by the Governance Board or upon request of at least one-fifth of corporate members (Art. II §1.2).

Article VI GOVERNANCE BOARD

1. The Governance Board shall prepare and execute the decisions of the General Assembly and it shall run its business in the periods between the meetings of the General Assembly. It shall deal with all matters specified in this Constitution, which are not within the statutory powers of the General Assembly.
2. The Governance Board is composed of 7 members elected by the General Assembly and two permanent seats for WHO Collaborating Centres performing functions as described in Article VIII and IX. Members have voting rights, except where possible conflicts of interest of the members are identified.
 - 2.1. The Governance Board could include observers representing international organizations outside the International HPH Network, which have special agreements with the International HPH Network such as European Commission and WHO (Art. III)
3. The members of the Governance Board shall serve 2 years. They may be re-elected once.
4. After the election the Governance Board constitutes itself, elects a chair and a vice-chair.
5. The Governance Board meets at least twice a year.
6. Only persons representing National / Regional HPH Networks shall be eligible (Article II § 2.3).
7. The quorum for a meeting of the Governance Board shall be three members including the Chair. Its decisions shall be taken by a simple majority.
8. The Governance Board shall recommend to the General Assembly the location of the Congress Secretariat (normally located in a WHO Collaborating Centre.)
9. The Governance Board shall recommend to the General Assembly the location of the International HPH Secretariat (normally located in a WHO Collaborating Centre).
10. The Governance Board shall approve the Terms of References related to the functions of the International HPH Secretariat and the Congress Secretariat (Article VIII and IX). These Terms will be agreed with the competent organisations and normally be of a period of four years.

Article VII VOTING BY CORRESPONDENCE AND EMPOWERMENT OF VOTING

1. When a decision is required on a matter, which cannot be delayed until the next meeting of the Governance Board, as the case may be, the Chief Executive Officer of the International HPH Secretariat may be authorised by the chair of the Governance Board to ascertain by correspondence the opinions of the members concerned and take any action deemed necessary in accordance with the majority opinion.



2. The General Assembly shall not vote by correspondence.

A representational voting by one member for another in the General Assembly as well as in the Governance Board shall be excluded.

Article VIII INTERNATIONAL HPH SECRETARIAT

1. The International HPH Secretariat will work to meet the Terms of References including:
 - 1.1. Administration
 - 1.2. Developing Communication Strategy
 - 1.3. Facilitate internal and external communication
 - 1.4. Provide technical comments and respond to enquiries
 - 1.5. Advocate HPH
2. The International HPH Secretariat shall prepare and carry out the objectives of the International HPH Network as described in Article I § 3. It shall be in charge of the membership administration. It shall monitor payment of membership fees, develop budget and financial reports. It shall prepare the meetings of the General Assembly and Governance Board and shall keep the records as well as the accounts. It shall continuously develop the communication strategy and support its implementation by an interactive homepage for connecting members and exchanging experience and knowledge.
3. The International HPH Secretariat should normally be located in a WHO Collaborating Centre. The functions of the International HPH Secretariat should be used to the benefit for all members.
4. The Director of the WHO Collaborating Centre shall be the Chief Executive Officer of the International HPH Secretariat. In this capacity, he/she shall be accountable to the General Assembly and the Governance Board.

Article IX CONGRESS SECRETARIAT

1. The annual International HPH Conference shall normally be organised by the Congress Secretariat in cooperation with the hosting National / Regional HPH Network. They shall agree on a common budget subject to the approval of the Governance Board.
2. The Congress Secretariat shall offer its services to the National / Regional HPH network hosting the Conference. It shall moderate a Scientific Committee of volunteers recruited from the National / Regional HPH Networks and/or, the individual members, representatives of co-organisers and external scientific experts. The Scientific Committee shall advise as to topics, speakers and papers presented.
3. The Congress Secretariat shall normally be located in a WHO Collaborating Centre. The functions of the Congress Secretariat should be used to the benefit for all members.
4. The Congress Secretariat shall be accountable to the Governance Board.
5. The HPH Conference shall be primarily financed by participants' fees.

Article X TASK FORCES

Task Forces are recommended by the Governance Board and approved by the General Assembly. They are issue-specific teams with specific expertise within the framework of the general aims of



the International HPH Network. Task Forces work according to Terms of References and related action plans. They constitute a reference for technical, organisational and scientific support for specific issues of health promotion.

1. The topic of a Task Force is normally in accordance with HPH principles and values.
2. The Task Force members shall propose a Task Force Leader to the General Assembly, which will have the authority of approval. Task Force members should be members of the International HPH Network.
3. Task Forces are constituted by the General Assembly for a period of 4 years. Prolongation is possible.
4. The Task Force Leader reports to the Governance Board and delivers progress reports periodically.
5. Task Forces may meet during the International HPH Conference and Task Force Leaders shall be invited by the International HPH Secretariat to attend the General Assembly
6. Task Forces are primarily self-financed, but can ask the Governance Board for financial support presenting specified needs. The Governance Board will make recommendations and the General Assembly will have the authority of approval.

Article XI WORKING GROUPS

Working Groups are set up by the Governance Board or the General Assembly. Usually Working Groups are organized as a project with a defined period of time and clear deliverables contributing towards the achievement of the overall International HPH Network's objectives (Art. I § 3).

1. The topic of a Working Group is in accordance with HPH principles and values.
2. The members of the Working Group are members of the International HPH Network and representatives of various institutions like hospitals, university centres, public health institutions, and associations of volunteers.
3. By approval of the General Assembly a Working Group may continue, terminate or develop into a Task Force.
4. Working Groups report to the Governance Board and deliver progress reports periodically.
5. Working Groups are primarily self-financed, but can ask the Governance Board for financial support presenting specified needs. The Governance Board will make recommendations and the General Assembly will have the authority of approval.

Article XII FINANCE

1. The Governance Board shall annually have the financial statements of the International HPH Network audited by a recognised firm of chartered accountants. The audit shall be submitted to the ordinary meeting of the General Assembly (Art. V § 5.6, Art. VIII § 2). The fiscal year of the International HPH Network shall be the period from the 1 January to the 31 December.
2. Sources of incomes may be membership fees and others.

Article XIII WITHDRAWAL FROM CORPORATE MEMBERSHIP

1. A National / Regional HPH Network, not in arrears with its fees, may withdraw its membership from the International HPH Network by written notice to the Governance Board no later than 31

December and twelve months in advance of withdrawal. Any National / Regional HPH Network so withdrawing its membership shall receive formal acknowledgement from Governance Board. The National / Regional HPH Network shall relinquish all rights and responsibilities of membership at the end of the twelve-month period following notice of withdrawal.

Article XIV SUSPENSION AND TERMINATION OF CORPORATE MEMBERSHIP

The corporate members will, in case of missing payments, get 2 warnings – 1 per calendar year. The 2nd warning is followed by exclusion from voting in the General Assembly. If non-payment continues the member will be excluded from the International HPH Network at termination of agreement.

1. In extraordinary circumstances a corporate member will be suspended if it is unable to fulfil its core obligations (Art. II § 1.4).
2. The Governance Board shall study the specific case to decide the length of time and if such a Network is to be considered a suspended member.
3. The termination of any National / Regional HPH Network may be recommended by the Governance Board to the General Assembly if demonstrably violating the criteria for membership (Article II §1).

Article XV REINSTATEMENT AND/OR READMISSION PROCEDURES

1. Reinstatement following suspension
 - 1.1. The reinstatement process shall be preceded by fulfilment of membership obligations, including the payment of fee for the period of suspension.
 - 1.2. In case of suspension for more than 4 years, the corporate member shall be reinstated without payment of back fees provided it meets the criteria for membership and has paid one year's fees in advance.
 - 1.3. The General Assembly shall be informed of corporate member thus reinstated to membership.
2. Readmission following withdrawal or termination
 - 2.1. Following the withdrawal or termination the readmission process is the same as for admission (Art. II § 1) and the considerations set out below.
 - 2.2. A National / Regional HPH Network, which has withdrawn on its own initiative from membership and is not in arrears with its fees (Art. VIII), may apply for readmission providing that it meets the criteria for membership and has not been replaced by another National / Regional HPH Network from that country.
 - 2.3. Where termination was related to non-payment of fees, readmission is dependent upon payment of one year's fees in advance.

Article XVI AMENDMENT TO THE CONSTITUTION

Any proposal to alter this Constitution must be submitted in writing to the Governance Board at least six months before the next meeting of the General Assembly and such proposal shall only become effective after approval by a two-thirds majority of the votes present in the General Assembly (Art. V § 6).

Article XVII DISSOLUTION OF THE INTERNATIONAL HPH NETWORK



1. The dissolution of the International HPH Network shall not come into effect except as a result of 9 months notice by the Governance Board and by a two-thirds majority of the votes present (Art. V § 6).
2. In case of the International HPH Network being dissolved, the liquidation shall be carried out by the Governance Board, which shall determine the disposal of the assets of the International HPH Network and the proceeds of the liquidation in a manner consistent with the law under which the International HPH Network is constituted and as far as possible for the benefit of the international activities of the corporate and individual members.

Article XVIII COMING INTO EFFECT

The General Assembly of the International HPH Network put this Constitution into effect by a vote of a three quarters majority at the meeting of the General Assembly on 14 May 2008.

TRANSITIONAL RULE:

National / Regional HPH Networks that existed before this Constitution came into effect shall present a written policy and an implementation program on how to achieve the mission and obligations of Article II § 1.4 above. The Governance Board shall inform the National / Regional HPH Networks about the procedure.



The General Assembly of the International HPH Network put this Constitution into effect by a vote of a three quarters majority at the meeting of the General Assembly on 14 May 2008.

In witness whereof the following have signed the Constitution:

National / Regional Coordinators:

Austria, Christian Dietscher



Belgium, Jacques Dumont



Canada-Montreal, Louis Coté



Canada-Toronto, Susan Himel



Czech Rep., Milena Kalvachová



Estonia, Tiiu Härm



Finland, Virpi Honkala



France, Pierre Buttet



Germany, Elimar Brandt



Germany, Felix Bruder



Greece, Yannis Tountas



Ireland, Ann O'Riordan



No. Ireland, Barbara Porter



Italy Em.-Romana, Antonio Chiarenza



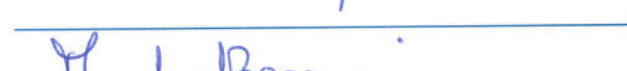
Italy Em.-Romana, Martini Mariella



Italy Aosta-Valley, Georgio Galli



Italy Piemonte, Luigi Resegotti



Italy Liguria, Roberto Predonzani



Italy Friuli Venezia, Manuela Baccarin



Italy Trentino, Emanuelle Torri



Italy Veneto, Simone Tasso



Italy Tuscany, Katalin Majer



Italy Lombardia, Antonio Mastroeni



Lithuania, Irena Miseviciene

[Handwritten signature]

Norway, Kerstin Fløtten

Kersti J.G. Fløtten

Poland, Robert Sloniewski

Russian Fed., Izolde Cherepanova

I. Cherepanova

Scotland, Lorna Renwick

Lorna Renwick

Slovakia, Zora Bruchacova

Zora Bruchacova

Spain, Cristina Iniesta Blasco

Cristina Iniesta

Sweden, ^{Ersell Nilsson} Margareta Kristenson

Margareta Kristenson

Switzerland, Nils Undritz

Nils Undritz

Taiwan, Shu-Ti Chiou

Shu-Ti Chiou

SARA DIAKARE

Sara Diakare

Task Force & Working Group Leaders:

Germany, Werner Schmidt

W. Schmidt

Germany, Hartmut Berger

H. Berger

Italy Tuscany, Fabrizio Simonelli

Fabrizio Simonelli

WHO-CC:

Austria, Jürgen Pelikan

~~*Jürgen Pelikan*~~

Denmark, Hanne Tønnesen

~~*Hanne Tønnesen*~~

Denmark, Majbritt Linneberg

~~*Majbritt Linneberg*~~

Denmark, Margrete Ripa

~~*Margrete Ripa*~~

Oberservers:

UK, Gary Cook

Gary Cook

USA, Matt Masiello

Matt Masiello