

# IFEH Strategic Action Plan - Working version

Revision: 30 January 2013

Strategic Action	Accountability	Current Status	Comment/ Recommended Action
<b>1. Budget/Finances</b>			
1.1 Establish a Finance Committee with the Honorary Treasurer and President to exam creating additional revenue streams.	Honorary Treasurer S Cooper	Ongoing	Finance Committee not required but Hon Treasurer will continue to look at revenue streams such as Corporate Membership/Sponsorship. Existing revenue streams include Membership Fees, Disaster Planning, etc.
1.2 Increase the human resource capacity of the Federation to increase annual revenues and allow for new organizational growth and energy. Target key areas for growth annually.	Board of Directors	Ongoing	Both the Hon Secretary and the Hon Treasurer are now retired and are willing to provide more administrative support to the Federation.
1.3 Revisit the bidding process for World Congresses with an aim to developing revenue sharing schemes between host countries and the IFEH to help increase revenues of the Federation.	Board of Directors	Ongoing	The current financial climate does not support this initiative and it is agreed to stay with the existing arrangement of a Capitation Fee or 4 free places at the Congress for the Office Bearers.
1.4 Discontinue the present 'mail' circulation of the Environmental & Health International journal, except for during World Congresses and rebrand the magazine in an electronic publishing format.	Board of Directors	Completed	No Further Action Required.
1.5 Acquire key sponsor/ advertisers for the electronic Environmental & Health International journal.	President P Davey	Ongoing	
1.6 Consider the possibility of a 'patron' for the Federation, a name that members and the public can relate and associate with.	President P Davey	Not Undertaken	Will consider, if a possible name is identified, but the individual requires to be world renowned.
1.7 Explore the possibility of creating new government partnerships for the creation of research projects and contracts.	Board of Directors	Not Undertaken	No further action at this time but promotion of research projects could be through our academic partners.

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1.8 Examine the revenue raising processes of member organization to ascertain best practices and revenue generating ideas and concepts.	Honorary Treasurer S Cooper/ Webmaster	Ongoing	Most revenue comes from membership fees and secure payment through the website will be investigated.
<b>2. Communications</b>			
2.1 Develop a Communications Committee with the Webmaster, Editor of the Journal & Public Relations Officer to move forward & strengthen and enhance the communications strategic actions.	President P Davey	Ongoing	Webmaster and PRO are in regular contact and when permanent Journal Editor is found this trio will function as an Communications Committee.
2.2 A Membership Committee should be established to develop material to help increase organizational membership.	President P Davey S Cooper/R House	Ongoing	Encourage and promote the benefits of Individual Membership and promote the use of the "letters" MIFEH. Hon Treasurer and Hon Secretary agreed to support this initiative.
2.3 Virtual' or teleconference meetings of the Communications Committee should be held 'routinely'.	President P Davey	In Process	Currently most communication is by e mail and Tele/Video-conference will be utilised as required.
2.4 Continue to work with the webmaster to enhance the website as the primary tool for communications with the various member groups Add one new item to the website monthly.	Board of Directors Webmaster	Ongoing	Webmaster continues to develop and enhance the website.
2.5 Continue organizational culture and transparency within the Federation.	Hon Secretary & Board of Directors	Ongoing	Demonstrated in our procedures and actions.
2.6 Consider the use of workshops or focus groups during World Congresses to ensure the 'organizational pulse' is focused on the correct deliverables.	<del>President &amp; Board of Directors</del>	<del>Not Undertaken</del>	May impact on Host Country's Arrangements however a wrap up session at the end of Congress may be a suitable alternative.

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2.7 All communication materials must continue to address the organizational diversity, skills, distinct regional variations and geographical diversity of the members.	Hon Secretary & Board of Directors	Ongoing	Now an intergral part of the Federation processes and procedures.
2.8 Continue the electronic newsletter under the primary function and lead accountability of the Public Relations Officer.	<del>PRO</del> & Board of Directors	<del>Completed</del>	No Further Action Required.
2.9 Publish the electronic newsletter should be published four (4) times a year and place on a members list for distribution.	PRO/Webmaster & Board of Directors	In Process	Webmaster to update website to allow members to subscribe to the electronic newsletter.
2.10 Better articulate the Policy Statements of the organization to the 'broader' environmental health community.	Hon Secretary & Board of Directors	Ongoing	Now an intergral part of the Federation processes and procedures and policies are published on the website.
2.11 Consider the development of an Advocacy Committee.	<del>Board of Directors</del>	<del>Not Undertaken</del>	No Further Action Required.
2.12 Work more closely with the Faculty Forum and its members, through ensuring direct input to the Board of Directors.	<del>Board of Directors</del>	<del>Not Undertaken</del>	Hon Treasurer has taken steps on this with B Delaney (Dublin) and BD is keen to develop stronger links with the Federation.
2.13 Continue with developing a membership brochure/document that clearly outlines the 'value' of membership in the IFEH.	Honorary Treasurer S Cooper	On Going	"Trifold" has been rewritten into a simpler format and final draft is to submitted to the January Board meeting for approval.
2.14 Continue the development of materials in other key languages. All IFEH materials should be developed in as many languages as possible.	Honorary Treasurer S Cooper	On Going	Currently only in English but can be translated into a number of languages. Member organisations can translate it into their own languages as appropriate. We have no members in Russia, China or France but I can get those translations done here fairly cheaply.
2.15 All IFEH members of the Board of Directors should use an IFEH domain name e-mail address for routine correspondence.	<del>Board of Directors</del>	<del>Not Undertaken</del>	The President, Hon Secretary & Hon Treasurer prefer to use personal E mail addresses which is made known to all Delegates and Member Associations and it was agreed that this could continue.

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2.16 Obtain agreement on roles and responsibilities of the committee members.	<del>President</del> P Davey	Completed	Officer Bearers Roles are listed in the Procedures Manual.
<b>3. Regional Meetings</b>			
3.1 Regions are encouraged to hold 'virtual meetings' at least twice a year, report and provide updates on these meetings for publication on the Federation website,	Regional Chairs & Board of Directors	In Progress	Regional Chairs will be required to submit reports on updates at each Board Meeting.
3.2 Ensure the regions are working in a collaborative manner with the Board of Directors to ensure better accountability.	Hon Secretary & Board of Directors	In Progress	Regional Chairs to provide evidence of regular meetings or collaborative working and submit to Webmaster for uploading on to the Federation website
3.3 Membership Committee should work directly with the regions, et al to identify new area of organizational growth and opportunity.	President-Elect H Hansen	On Going	Croatia as part of the EFEH have agreed to encourage East European neighbours to join the Federation. Similar examples are to be encouraged in the other Regions.
3.4 Understand the regional differences, scope and interests prior to the development of any new projects to initiatives.	President & Regional Chairs	On Going	Now an intergral part of the Federation processes and procedures.
3.5 Inter-regional meetings should be held routinely to transfer and disseminate information/knowledge and to build stronger bonds within the organization.	<del>Regional Chairs &amp; Board of Directors</del>	<del>Not Undertaken</del>	As a first step Regions must establish regular meetings then Inter-regional meetings should be arranged by video or tele-conference
<b>4. Office/Headquarters</b>			
4.1 The Finance Committee undertake the development of a business case/plan for acquiring office space and for the hiring of one part-time contractual employee.	<del>Honorary Treasurer</del> S Cooper	<del>Not Undertaken</del>	No Further Action Required.
4.2 The Federation Council consider the hiring of an Executive Director as that part time employee.	<del>Board of Directors</del>	<del>Not Undertaken</del>	The Hon Secretary and the Hon Treasurer are now retired and are prepared to increase personal administrative support for the Federation