

BYLAWS OF MALARIA RESEARCH NETWORK OF ETHIOPIA

ARTICLE I.

Nomenclature, PURPOSE AND OBJECTIVES

1. The name of the network shall be the Malaria Research Network of Ethiopia.
2. The Malaria Research Network of Ethiopia (MRNE) was established to create a platform for researchers, policy makers and other malaria stakeholders to strengthen the evidence-based decision process of the national malaria control program and to share knowledge and best practices, and to promote and enhance the impact of proven interventions against malaria morbidity and mortality.

At present many research activities are underway by many academic and other malaria community that justifies coordination of those efforts to be well organized and communicated with policy-makers and the end users. Briefly, this national platform is expected to facilitate and coordinate evidence generation and synthesis for better utilization. The network was established based upon the consensus of all stakeholders documented on May 7, 2010 at the initial consultative meeting as indicated in the terms of reference (see Annex 1).

- 3 The objectives of the network include:
 - To create a platform for exchange of malaria research findings and related knowledge among all malaria stakeholders.
 - To facilitate coordination and collaboration among malaria research stakeholders.
 - to promote quality research undertaking on malaria
 - to advocate for use of malaria research findings in planning and implementation of malaria programs at all level.
 - To identify key knowledge and research gap/need of the country in malaria
 - To support the NMCP by providing advice on technical and strategic issues in malaria control and elimination efforts
 - To build the capacity of researchers and institutions on research undertakings
 - To establish research data basis to facilitate availability of research output for partners on malaria

ARTICLE II

OFFICES

1. *Principal Office:* The secretariat of the network shall be housed in Ethiopian Public Health Institute, Addis Ababa, Ethiopia.
2. *Other Offices.* The network may have focal persons at the universities as the affairs of the network may require from time to time.

ARTICLE III.

MEMBERS OF THE NETWORK

1. *General Powers:* The business and affairs of the network shall be managed by general assembly of the network.
2. *Number and Term:* Members can be individuals or institutions; the number of members constituting the network is unlimited.
3. *Representatives from Member institutes:* Each member institution of the network shall delegate one designee to represent the institute in regular and extra ordinary meetings of the network.
4. *Requirements of membership:* Membership will be wide and inclusive at all levels of experience. Thus, membership would be open to any person with a *bona fide* involvement in malaria research, training, treatment, prevention and control and community services. These will include but not limited to:
 - Professionals working in academics, government, and voluntary sector organizations, or in commercial organizations undertaking social or health research
 - Researchers working independently (e.g. as consultants or sole practitioners)
 - Early career researchers and post-graduate studentsIndividuals shall apply for membership using the standard forms developed by the secretary of the network.
5. *Duties and Benefits of membership:*

Duties

- Should be willing to share research information/ with the network
- Should contribute to the development of the national malaria research, dissemination and establishment of database
- Should be willing to carry-out other additional tasks related to the net work
- Should be governed by the network's bylaw

Benefits

- Have the right to receive all benefits of members which are mentioned in this bylaw
- Access to database and written documents (proceedings, manuals, guidelines, etc.,..) issued by the network
- Access to any funding opportunity coming through the network on competitive

basis

- 6 *Coordinating committee (CC) of the network and its term:* The committee shall consist of a chair, a Vice chair, a secretary, and 7 members that were appointed at a workshop held during January 2014 (Mekelle meeting) August 2015 (Arbaminch meeting). The chair of the CC is agreed upon to be the Ethiopian Public Health Institute, which is a technical arm of the Federal Ministry of Health of Ethiopia. Additionally, EPHI is mandated to coordinate and create a research platform in other diseases of public health significance.

The members of the Coordinating Committee includes:

- Ethiopian Public Health Institute(chair)
- Addis Ababa University /School of Public Health (Co-chair)
- Addis Continental Institute of Public Health (secretary)
- Jimma University (Member of CC)
- Mekelle University (Member of CC)
- Arbaminch University (Member of CC)
- Haramaya University (Member of CC)
- Akililu Lemma Institute of Pathology (Member of CC)
- Malaria Consortium (Member of CC)
- PMI (USAID/CDC)-Ethiopia (Member of CC)
- ICAP (Member of CC)
- Ethiopian Public Health Association (Member of CC)

Term of Coordinating committee: The CC will serve for a maximum of two consecutive years. The coordinating member institution will remain the same however; individual members from respective institute would be replaced every two years. If any member of the CC is re-elected by the general assembly, he/she can serve for the second term only.

Responsibility of the CC:

- 7.
- Set up structures for maintaining the network
 - Develop detailed rules and regulations of the network
 - Develop guidelines and manuals
 - Prepare business plan for the network
 - Establish link with other professional societies/associations
 - Organize regular consultative and review meetings
 - Develop strategic plan of the network
 - Design the annual plans, and set research priorities in consultation with general assembly
 - Overseeing the planning of network events and other activities, according to agreed priorities
 - Conducting regular reviews of the network's operation against its objectives
 - Solicit funding to allow the Network to operate beyond the development phase

Chair.

- 7.1. The chair, of the network, shall be a representative from Ethiopian Public Health Institute and shall have the following duties and responsibilities.
- 7.2. Shall supervise all of the business and affairs of the network.
- 7.3. Shall, when present, preside at meetings of the network.
- 7.4. Shall review any deeds, contracts, or other activities which the members of the network have authorized to be executed.
8. 7.5. Have charge and custody of and be responsible for all funds and securities of the network; receive and give receipts and vouchers for funds due and payable to the network from any source whatsoever, and deposit all such moneys in the networks bank account.
- 7.7. Shall approve financial requests and sign checks with the assigned member from the coordinating committee for withdrawal of money.
- 7.7. Shall sign any deeds, contracts, agreements or other activities which the members of the network have authorized to be executed.
- 7.9. Shall perform all duties incident to the office of Chair and such other duties as they may be prescribed by the members of the network from time to time.
9. 7.10. Accept membership request and present to CC for approval.
- 7.11. Represent the network and work towards strengthening the contribution and representation of the network locally and globally.

Vice chair.

- 8.1. The vice chair, shall be elected from one of the coordinating institutions by the general assembly; this position is now filled by Addis Ababa University school of Public Health.
10. 8.2. Shall perform the duties of the Chair, upon delegation by the chair or in the event of inability, unless otherwise determined by the members of the network and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair.
- 8.3. Shall perform such other duties as from time to time may be assigned to him/her by the Chair of the network.

Members of CC.

- 9.1. CC members will be elected from coordinating institutions listed in the Article3 number 6

9.2. Shall oversee projects and proposals that will be executed by the network

9.3. Shall attend the regular meetings and have a right to vote or be voted

9.4. Shall give technical support in the projects and proposal development as well as implementation, monitoring and evaluation

Project Coordinator

10.1. The project coordinator shall be an individual who will be hired by the network

10.2. Shall organize the office using **MRNE logo** and letter heading under the supervision of the chair.

10.3. Keep the minutes of the meetings of the network and be custodian of the records.

10.4. See that all notices are duly given in accordance with the provisions of these bylaws

10.5. Shall administer the employees hired under the network.

10.7. In general perform all duties incident to the office of the network and such other duties as from time to time may be assigned to him/her by the chair or by CC of the network.

Secretary

The coordinating committee shall elect the secretary from the member institutions every two years.

11.1. The secretary shall be an individual delegated by the member institution

11.2. Shall lead the organization of regular and extraordinary meetings

11.3. Shall assign reporters during all meetings

11.4. Shall compile the quarterly and annual reports of the network and present to the general assembly.

11.5. Shall supervise the day to day activity of the project coordinator

ARTICLE IV.

MEETINGS

1. *Regular Meetings:* A regular meeting of the CC members of the network shall be held monthly at an agreed upon time and place.
2. *Extraordinary Meetings:* Special meetings of the EC may be called by the chair up on request.
3. *Annual Meeting:* All members of the network will have a annual meeting to update on recently published and unpublished malaria researches in the country
4. *Notice.* Regular meetings are held with a notice at least 15 days before the meeting; with written notice sent by e-mail to each member at his/her address as shown by the records of the network.
5. *Quorum.* A majority (more than 51%) of the CC members or general assembly of network shall constitute a quorum for any decision at any meeting of the network.
7. *Manner of Acting.* Except as otherwise mentioned in these bylaws, the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the network.
7. *Presumption of Assent.* A member of the network, who is present at a meeting , at which action on any matter is taken shall be presumed to have assented to the action taken unless his contrary vote is recorded or his dissent is otherwise entered in the minutes of the meeting or unless he shall file his written dissent to such action with the person acting as the project coordinator of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the project coordinator of the network immediately after the adjournment of the meeting.

ARTICLE V.

OBLIGATIONS AND PENALTIES

1. *Absences:* A representative of member institution has the obligation to attend every meeting. He/she shall be dropped for excess absences from the network if he or she has three unexcused absences from meetings in a year.
2. *Membership Fee.* Membership is free of charge however individuals and institutes can willingly donate for the cause of the network.
3. *Notification on Representation.* If a member organization notifies the network that their representative no longer represents the member organization, the person is no longer a representative of the organization or institute. A representative of an institution is expected to present an official letter confirming his/her status and should notify as soon as leaving the institution. Thus, another representative shall be sent similarly. Still institutional representatives and individual members should be malaria researchers or professors in cross-cutting fields of study who could support in research design, analysis

and interpretation as well as research syntheses to inform decision.

ARTICLE VI.

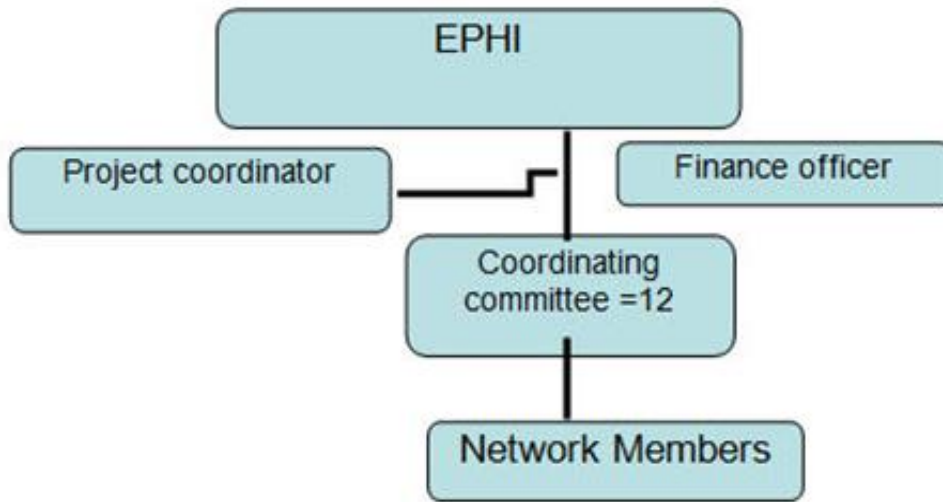
CONTRACTS, FUND ADMINISTRATION

Contracts. EPHI shall go into contract agreement.

Fund administration: Funds obtained from various sources for the activities of the network shall be administered according to the EPHI's internal system and the country's financial regulations. Payments shall be managed according to agreements/MOU reached/signed between EPHI and collaborating parties.

ARTICLE VII

MALARIA RESEARCH NETWORK ORGANIZATIONAL STRUCTURE



ARTICLE VIII.

REPORT

1. *Biannual and/or Quarterly Report.* The quarterly and/or biannual report shall be prepared by the project coordinator of the network.
2. The report shall be reviewed by CC members.

ARTICLE IX.

GENERAL PROVISIONS

General Provision includes: fiscal year of the network, amendments and record keeping.

1. *Fiscal Year.* The fiscal year of the network shall start from July 01 and end on 30th of June.
2. *Amendments.* Except as otherwise provided herein, these bylaws or the network's articles may be amended or repealed and new bylaws (or amended articles of the network) may be adopted by the affirmative vote of two thirds of the members then holding office at any regular or special meeting of the network at which a quorum is present, provided that at least ten working days written notice is given of intention to alter, amend, repeal or adopt new Bylaws (or articles of in network) at such meeting.
3. *Records.* The network shall keep correct and complete records and shall also keep minutes of the proceedings of meeting and workshops. The records and papers of the network shall be at all times, during reasonable business hours, being subject to inspection.

ARTICLE X.

EFFECTIVE TIME OF THE NETWORK

1. The network shall be effective as long as needed

ARTICLE XI

EFFECTIVE TIME OF THE BYLAW

Effective date: This bylaw will be in force starting _____, date of signing of the same by members of the CC.

Annex I

Terms of Reference for Malaria Research Network of Ethiopia (MRNE)

Introduction

Malaria is one of the major public health problems in Ethiopia. The Federal Ministry of Health (FMOH) has been implementing different strategies to prevent and control malaria. However, there only have been limited efforts to use local findings and outputs of research studies to inform national malaria policy or affect the implementation of the national malaria control program (e.g. exception has been the development of a new treatment guideline in 1998 and 2004 and the country's shift to sulfadoxine pyrimethamine and ACTs respectively as first line drug for *P.falciparum* malaria). Currently, much malaria research is being conducted by different in-country stakeholders, including government (e.g. EPHI), NGOs (e.g. Carter Center) and academic institutions. Unfortunately, this research is poorly coordinated amongst these stakeholders as well as the FMOH and often findings / results are not disseminated appropriately. Thus, there is a chronic gap between the output of malaria research and use of its findings / outcomes by the national malaria control program, researchers, practitioners, policymakers and organizations involved in malaria prevention and control.

In response to address the above problems, Addis Ababa University in collaboration with the USAID/PMI-Ethiopia conducted a workshop on May 7, 2010 at Ghion Hotel, Addis Ababa, Ethiopia. The workshop resulted in the establishment of a Malaria Research Network of Ethiopia, which will create a platform for researchers, policy makers and other stakeholders to strengthen malaria research and create plat form to exchange information for evidence-based decision making to sustain control and move towards elimination.

Vision: To see the increased use of malaria research findings for operational programming of malaria prevention, control and elimination interventions in Ethiopia.

Mission: To promote quality of malaria research, better coordination and collaboration among malaria research stakeholders in Ethiopia.

Goal: To make malaria research available for use by policy makers and the program for malaria prevention, control and elimination in Ethiopia.

Objectives:

- to create a platform for exchange of malaria research findings among all malaria stakeholders.
- to facilitate coordination and collaboration among malaria research stakeholders
- to promote quality research undertaking on malaria
- to advocate for use of malaria research finding in planning and implementation of malaria prevention and control program at all level.
- Capacity building and strengthening the network
- To identify key knowledge and research gap/need of the country in malaria

Tasks: The network will

- Organize workshops for regular exchange of ideas, plans and research findings
- Organize training sessions on relevant research methodology, data analysis and writing research papers
- Establish links with national and international research centers, institutions involved in malaria research
- Liaise between regional centers, national and international stakeholders,
- Secure funding for preparation of diagnostic kits, manuals, and other materials of research outputs and pool researchers when funding for large scale projects comes its way and
- Oversee the establishment of Malaria Resource Center, which could maintain a Database of:
 - Published and grey scientific literature on malaria in Ethiopia and other relevant publications, esp. those published in sub-Saharan Africa;
 - All those involved in malaria research in the country and create a group mail to exchange info – e.g., calls for proposals, etc.
 - Maintain a collection of working documents, manuals, guidelines, technical reports, keys,, teaching resources, offset publications (e.g., WHO), etc.
 - Transfer of requested information – hard copies or electronic

- Produce and disseminate videos, written & other instructional media pertaining to malaria transmission, control / prevention to different stakeholders;

Membership of the MRNE

Two types of membership:

Individual: researchers with expertise and capability to share and transfer malaria research findings.

Institutional: GOs, NGOs, academic institutions, and research institutes involved in malaria research

Coordinating Committee of the MRNE

The role of the coordinating committee will be to develop the annual plan of activities, facilitate, monitor and evaluate its implementation, and identify opportunities for research collaborations, training, networking and funding.

1. FMOH/ Ethiopian Public Health Institute (**chair**)
2. Addis Ababa University /School of Public Health (Co-chair)
3. Addis Continental Institute of Public Health (secretariat)
4. Jimma University (**Member**)
5. Mekelle University (**Member**)
6. Haramaya University (**Member**)
7. Arba Minch University (Member)
8. Ethiopian Public Health Association (**Member**)
9. ICAP (**Member**)
10. Malaria Consortium (**Member**)
11. UUSAID/PMI-E (**Member**)
12. Aklilu Lemma Institute of Pathology (Member)

Annex II

List of Members

No	Name	Organization	Email	Telephone
1	Damlew Yadeta	ACIPH/OROB	yadetadg@yahoo.com	0911976746
2	Wendwesen Dibekkulu	Debre Birhan University	getwnde@gmail.com	0911396527
3	Mastewal Worku	Amhara Region Health B	womas01@yahoo.com	0913317056
4	Agonafer Tekalgne	Malaria Consortium	a.tekalgne@malaricontun	0911216102
5	Goitom Mehari	Tigray RHB	govtomehari@yahoo.com	0914732667
6	Kassahun Alemu	University of Gondar	alemukass@yahoo.com	0911752466
7	Wondimu Tesgera	Abt Associate INC.	wondimu_tesgesh@africalrs.net	0911786807
8	Adugna Woyessa	EPHI	adugnawayessa@gmail	0911454349
9	sindeo Mekasha	EPHI	mekashasindew@yahoo.com	0941380186
10	Worku Bekele	WHO	workub@who.int	0911500323
11	Dawit Getachew	Malaria Consortium	d.getacgew@malariacontun	0911408452
12	Yadeta Bessne	Harameya University	yha_de2005@yahoo.com	0911741054
13	Estifanos Bayabil	Health Dev't & AMA	ebayabilf@gmail	0911197875
14	Samual Girma	ICAP	592643@colmbia.edu	0911405567
15	Delenoraw Yewhdaw	Jimma Univeristy	delenasawye@yahoo.com	0917804352
16	Alemayehu Worku	ACIPH	alemayehuwy@yahoo.com	0911405652
17	Hiwot Teka	PMI/USAID	hteka@usaid.gov	0911614600
18	Behailu Merdekios	Arba Minch University	merdekib@tcd.ie	0910441888
19	Seife Bashaye	FMOH	hbashayeseite@gmail	0911882521
20	Taye Gari	Hawassa University	tayegari@gmail.com	0926276598
21	Fekadu Massebo	Arba Minch University	fekadu_massebo@yahoo.com	0911733885
22	Seblewengel Lemma	ACIPH	sebeve2007@gmail.com	0913013444
23	Ayele Zewede	ACIPH	ayelezewdew@gmail.com	0911764018
24	Tigest Shifraw	ACIPH	Tigestshiferaw@gmail.com	0911899996
25	Hanna Guluma	ACIPH	hannyegule@gmail.com	0912014185