



**ASIA PACIFIC ASSOCIATION OF FORESTRY
RESEARCH INSTITUTIONS**

**MINUTES
SEVENTH GENERAL
ASSEMBLY**

**Sunday, 20 September 2015
Seri Pacific Hotel
Kuala Lumpur, Malaysia**

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THE SEVENTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Sunday, 20 September 2015
Seri Pacific Hotel
Kuala Lumpur, Malaysia

**MINUTES
OF
THE SEVENTH GENERAL ASSEMBLY**

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

SEVENTH GENERAL ASSEMBLY
Sunday, 20 September 2015
Seri Pacific Hotel, Kuala Lumpur, Malaysia

1. INTRODUCTION

The Seventh General Assembly of the Asia Pacific Association of Forestry Research Institutions (APAFRI) was held on 20 September 2015. A list of participants who attended the meeting is attached as Annex I.

Opening Remarks

Dr Abd Latif Mohmod, Chairman of the current Executive Committee, welcomed all the participants. While expressing his gratitude to the support shown by the member institutions sending their representatives to this General Assembly, he called upon them to continue participating actively and contributing inputs for the further development of APAFRI.

The Chairman thanked the current Executive Committee members who were present at this General Assembly – Dr NDR Weerawardane (Sri Lanka Forest Department) (the Immediate Past Chair), and members: Dr Hiroshi Tanaka of Forestry and Forest Products Research Institute (FFPRI) Japan, Dr Henry A. Adornado of Ecosystems Research and Development Bureau (ERDB) the Philippines, Dr Park JungHwan of Korea Forest Research Institute (KFRI), Dr B. N. Mohanty of the Indian Plywood Industries Research and Training Institute (IPIRTI), Mr Semi Dranibaka of the Department of Forestry, Fiji (Fiji FD), and Prof. Dr. Mohamed Zakaria Hussin of University Putra Malaysia (UPM).

He then invited the official representatives of the 19 member institutions present at this General Assembly to introduce themselves. He also welcomed all the others from several other institutions, who were present as observers.

The Chairman reported that the membership of APAFRI had reached 69 institutional members and 10 affiliate/individual members since it was established 20 years ago. Quite a number of member institutions had never paid membership fees for many years despite regular reminders from the Secretariat. A few had written to the Secretariat that they wished to terminate their membership, while many remained silent. Discounted all these, the current active members totaled 33. The Secretariat has, however continued to list these *non-paying* members in the registry, and had also continued to send them information and publications. Over the years, a few of these *non-paying* members had decided to rejoin for a few years, and later faded away again.

The Chairman concluded his opening remarks by thanking the funding agencies which had supported APAFRI all these years.

2. AGENDA ITEM 2.1: ADOPTION OF AGENDA

Several of those present proposed and seconded the adoption of agenda which is appended as Annex II.

3. AGENDA ITEM 2.2: APPROVAL OF THE MINUTES OF THE SIXTH GENERAL ASSEMBLY

The Chairman requested all present to go through the Agenda and Supporting Documents and propose the acceptance of the minutes of the past General Assembly. As there were no queries, the minutes of the Sixth General Assembly was accepted unanimously. The accepted Minutes of the Sixth General Assembly is as per Annex III.

4. AGENDA ITEM 2.3: MATTERS ARISING FROM THE MINUTES

The Chairman pointed out that the matters arising from the minutes of the Sixth General Assembly were as listed on Page 49 of the Agenda and Supporting Documents (Annex IV).

5. AGENDA ITEM 2.4: CHAIRMAN'S REPORT

The Chairman presented the report detailing the activities and programmes for the past three years. During the three-year period, the Executive Committee has met twice. The last meeting, the Twentieth was held in the morning of 20 September 2015. The minutes of these Executive Committee meetings were appended together in the report (Annex V). Dr Sim Heok-Choh, the Executive Secretary also took the General Assembly through a PowerPoint presentation, highlighting a number of high profile activities during the past years. He expressed his gratitude to various agencies and organizations which had assisted in organizing the numerous activities over the years. With a very small Secretariat, it would be highly unlikely to organize this large number of activities without the support and generous contributions from various donor agencies, regional organizations, member institutions and many others.

The Executive Secretary then continued to discuss the financial report. He explained to the General Assembly that the retained balance had shrunk very significantly during the past couple of years, mainly due to the increased number of activities, much reduced funding, and large fluctuation of exchange rates.

Summarizing his report, the Chairman noted that Korea Forest Research Institute (KFRI) has been a major funder for APAFRI activities during the past several years. KFRI's annual financial contributions had enable APAFRI to provide crucial support to member institutions in organizing activities in the region. The Forest Research Institute Malaysia (FRIM), being the largest funder of APAFRI, has hosted the APAFRI Secretariat since 2000. He then went on to thank the Asia-Pacific Network for Sustainable Forest Management and Rehabilitation (APFNet); the United Nations Food and Agriculture Organization (FAO); and all the other agencies, for their financial as well as in-kind contributions to APAFRI.

6. AGENDA ITEM 2.5: Other Businesses

Dr Sim Heok-Choh, the Executive Secretary, reported that FAO would be organizing the Third Asia Pacific Forestry Week (APFW) next year in the Philippines. APAFRI had participated actively in the past two APFW in Hanoi (2008) and in Beijing (2011), organized side events and setting up of exhibition and information booths. For the event next year, FAO has initiated discussion to engage APAFRI in organizing at least one side event. APAFRI, together with Bioversity International, would also propose to host a side event on forest genetic resources.

Dr Park JungHwan of KFRI informed the Assembly that the last IUFRO Council Meeting had accepted the proposal from the Chinese Academy of Forestry to host the First IUFRO Asia and Oceania Regional Congress next year. An important side event would be the Directors Forum which would gather all heads of forestry research from the region to share experiences and discuss emerging issues which are common to all in the region. He urged APAFRI to take a leading role in organizing this side event.

Dr Zhao Wenxia of RIFEEP-CAF then distributed a pamphlet on this IUFRO Regional Congress, which has been tentatively scheduled to convene in Beijing, 24–27 October 2016. She extended CAF's welcome and urged all institutions to participate in this very important regional event.

Dr Abd Latif Mohmod, Director General FRIM, informed the Assembly that the recent meeting of the FRIM governing board has offered to continue hosting APAFRI Secretariat in FRIM's Kepong campus with an annual maintenance budget of RM50 000, a five-fold increase from the RM10 000 previously. These are in addition to the in-kind contribution of assigning a senior

researcher with an administration assistant to manage the Secretariat, and all other office facilities.

7. AGENDA ITEM 3.1: DISSOLVING OF CURRENT EXECUTIVE COMMITTEE

In accordance with Article XII of the constitution, Executive Committee members who have already served two terms would not be eligible for re-election. The current Executive Committee members are:

Chairperson	Dato' Dr Abd Latif Mohmod	* FRIM
Vice Chairperson	Dr Ashwani Kumar	* ICFRE
Immediate Past Chairperson	Dr NDR Weerawardane	FD, Sri Lanka
Members (up to 6)	Dr Park JungHwan	KFRI, Korea
	Dr Hiroshi Tanaka	* FFPRI, Japan
	Mr. Semi Dranibaka	DFFiji
	Dr Henry A. Adornado	*ERDB, Philippines
	Dr BN Mohanty	IPIRTI
	Prof. Mohamed Zakaria Hussin	UPM

* not eligible for re-election

The Chairman expressed his appreciation to the Executive Committee members for their contributions and support during the term of office. He then declared that the term of the present committee terminated and the committee dissolved. As a token of appreciation, he presented a pewter plaque to each one of them. In return, the Immediate Past Chair, as represented by Dr NDR Weerawardane, also presented a plaque to Dr Abd Latif Mohmod.

7. AGENDA ITEM 3.2: ELECTION OF EXECUTIVE COMMITTEE 2015–2018

When the General Assembly resumed after a brief coffee break, the current Executive Secretary, proceeded with the election of the new Executive Committee for 2015–2018.

For the post of Chair of the Executive Committee, FRIM nominated KFRI and FPRDI nominated UPLB. Voting by show of hands elected KFRI. Dr Park JungHwan, the official representative of KFRI, shall serve as the Chair of the APAFRI Executive Committee 2015–2018.

ERDB nominated UPLB and IPB nominated FORDA to be the Vice-chair. The General Assembly, by show of hands, elected FORDA and the official representative, Dr Bambang Tri Hartono, shall serve as Vice-chair of the APAFRI Executive Committee 2015–2018.

Two member institutions, JIRCAS and TFRI (Taiwan), were nominated to the position of Executive Committee Member representing the East Asian sub-region. Voting by show of hands elected JIRCAS, which was represented by Dr Iwao Noda.

Two member institutions, FPRDI and UPM, were nominated for the position of Executive Committee Member representing the Southeast Asian sub-region. Prof. Mohamed Zakaria Hussin, representing UPM, was elected by show of hands.

Being the only representative from the Pacific sub-region, Mr Semi Dranibaka, representing Fiji Forest Department, shall therefore be the Executive Committee Member representing the Pacific sub-region in the APAFRI Executive Committee 2015–2018.

Two member institutions from the South Asia region were present at this General Assembly. Voting by show of hands elected IPIRTI. Dr BN Mohanty, representing IPIRTI, shall then be a member of the APAFRI Executive Committee 2015–2018.

There were three nominations: TFRI (Taiwan), RIFEED and UPLB, for the remaining two positions in the Executive Committee. Show of hands voted in TFRI represented by Dr Chen Yen-Chang, and RIFEED represented by Dr Zhao Wenxia.

The new Executive Committee of the Association for 2015–2018 elected by the Seventh General Assembly is per Annex VI.

7. AGENDA ITEM 3.3: APPOINTMENT OF INTERNAL AUDITORS 2015–2018

UPLB and FRC (Sabah) were unanimously elected to be the Internal Auditors 2015–2018.

8. ADDRESS BY INCOMING CHAIRMAN

Dr Park JungHwan thanked the members present for electing KFRI as the Chair of APAFRI Executive Committee 2015–2018. He would urge KFRI management to continue the annual financial contribution to APAFRI, very likely increase substantially with more activities during the coming years. He reminded all about the IUFRO Asia Oceania Regional Congress 2016, and urged APAFRI Secretariat to start planning as early as possible. KFRI, however, is not ready to host the Secretariat for the time being, and KFRI accepted FRIM's offer to continue hosting the Secretariat in Malaysia.

Dr Abd Latif Mohmod reiterated that the governing board: the Malaysian Forestry Research and Development Board and FRIM's top management had already approved the continued hosting and further strengthening of the APAFRI Secretariat. However, as the present contract of Dr Sim Heok-Choh is expiring end December, and he does not want to continue on a full-time basis; Dr Gan Kee-Seng, the Director of Forest Products Division, FRIM, would assume the position of Executive Secretary of APAFRI effective 1 January 2016.

9. CLOSING BY EXECUTIVE SECRETARY

Dr Sim Heok-Choh, the current Executive Secretary, expressed his sincere thanks and gratitude to all present for making this General Assembly a very successful and fruitful gathering of members. He also thanked the Immediate Past Chairman for the support that FRIM had rendered to the Secretariat all these years. While he would step down as the full-time Executive Secretary by end December, he would continue to assist the new Executive Secretary for at least several months in 2016.

With these remarks, he declared the Seventh General Assembly of APAFRI adjourned.

THE SEVENTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Sunday, 20 September 2015
Seri Pacific Hotel Kuala Lumpur

ANNEX I

**ATTENDANCE
AT
THE SEVENTH GENERAL ASSEMBLY**

ATTENDANCE AT THE SEVENTH GENERAL ASSEMBLY

Sunday, 20 September 2015
Seri Pacific Hotel
Kuala Lumpur, Malaysia

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THE SEVENTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Sunday, 20 September 2015
Seri Pacific Hotel Kuala Lumpur

ANNEX II

THE APPROVED AGENDA

THE ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

SEVENTH GENERAL ASSEMBLY

20 September 2015
Kuala Lumpur, Malaysia
1400–1700

PROGRAMME

- 1.0 Opening
 - 1.1 Remarks: Dr Abd Latif Mohmod, Chair, APAFRI Executive Committee 2012–2015
- 2.0 Agenda for Discussion
 - 2.1 Adoption of Agenda
 - 2.2 Approval of the Minutes of the Sixth General Assembly
 - 2.3 Matters Arising from the Minutes
 - 2.4 Chairperson’s Report
 - 2.5 Amendment to the Constitution
 - 2.6 Other Businesses
- 3.0 Dissolving of Current Executive Committee and Electing the New Committee
 - 3.1 Presentation of Tokens of Appreciation to Current Members of Executive Committee
 - 3.2 Election of New Executive Committee
 - 3.3 Appointment of Internal Auditors
- 4.0 Address by Incoming Chairperson
- 5.0 Closing Remarks

THE SEVENTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Sunday, 20 September 2015
Seri Pacific Hotel Kuala Lumpur

ANNEX III

**MINUTES
OF
THE SIXTH GENERAL ASSEMBLY**

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

SIXTH GENERAL ASSEMBLY
31 August 2012
Hotel Yanling, Guangzhou, China

1. INTRODUCTION

The Sixth General Assembly of the Asia Pacific Association of Forestry Research Institutions (APAFRI) was held on 31 August 2012. A list of participants who attended the meeting is attached as Annex III A.

Opening Remarks

Dr Abd Latif Mohmod, Chairman of the current Executive Committee, welcomed all the participants, especially representatives of member institutions, and called upon them to participate actively and to contribute inputs for the further development of APAFRI.

The Chairman thanked the current Executive Committee members who were present at this General Assembly – Dr VK Bahuguna, ICFRE (the Vice-chair), Mr KP Ariyadasa (Sri Lanka Forest Department) (the Immediate Past Chair), and members: Dr Xu Daping of Research Institute of Tropical Forestry (RITF) China, Dr Isamu Okochi of Forestry and Forest Products Research Institute (FFPRI) Japan, and Dr Aida Baja-Lapis of Ecosystems Research and Development Bureau (ERDB) the Philippines. Three members were absent: Prof Simon Saulei of Forest Research Institute Papua New Guinea (PNG FRI), and representatives from FORDA Indonesia and Institute of Forestry and Environmental Sciences, Bangladesh.

He then invited the official representatives of the 25 member institutions present at this General Assembly to introduce themselves. He also welcomed all the others, from FAO, APFNet, and several other institutions, who were present as observers.

The Chairman reported that the membership of APAFRI had reached 66 institutional members and 10 affiliate/individual members. However, only about 40 of these members have been actively involved in APAFRI activities over the years.

He concluded his opening remarks by thanking Dr Xu Daping and his Research Institute of Tropical Forestry staff, Dr Li Mei and her team, for hosting and organizing this General Assembly. He also thanked the funding agencies which had supported APAFRI all these years.

Presentation of the Dr Y.S. Rao Forestry Research Award

The Executive Secretary, Dr Sim Heok-Choh, briefed the General Assembly about the Dr Y.S. Rao Forestry Research Award. This award was established to commemorate the late Dr Y.S. Rao, a well-known forester in the region and the Senior Programme Advisor for the Forestry Research Support Programme for Asia and the Pacific (FORSPA), prior to his tragic death in March 1993. Dr Sim then read out a citation of the recipient of the award this year, Dr Ke Shuifa, a lecturer from the Renmin University China. Dr Ke has made significant scientific contributions in the field of forestry economics.

The Chairman presented the award, in the form of a certificate and a pewter plaque, to Dr Ke Shuifa.

2. AGENDA ITEM 2.1: ADOPTION OF AGENDA

Several of those present proposed and seconded the adoption of agenda.

3. AGENDA ITEM 2.2: APPROVAL OF THE MINUTES OF THE FIFTH GENERAL ASSEMBLY

The Chairman requested all present to go through the rather voluminous document and propose the acceptance of the minutes of the past General Assembly. As there were no queries, the minutes of the Fifth General Assembly was accepted unanimously.

4. AGENDA ITEM 2.3: MATTERS ARISING FROM THE MINUTES

The Chairman pointed out that the matters arising from the minutes of the Fifth General Assembly are as listed on Page 63 of the Agenda and Supporting Documents.

The amendments proposed and approved during the Fifth General Assembly have received endorsement from the Malaysian Registrar of Society (since APAFRI is registered in Malaysia) and incorporated into the new edition of the Constitution. Copies of this new edition have been distributed to all member institutions, as well as uploaded onto APAFRI's website (www.apafri.org) right after the previous General Assembly. Additional copies were also given out to all present at this General Assembly.

5. AGENDA ITEM 2.4: CHAIRMAN'S REPORT

The Chairman presented the General Assembly with the report that outlines the activities and programmes for the past three years. During the three-year period, the Executive Committee has met only twice. The last meeting, the Eighteenth was held in the morning of 31 August 2012. The minutes of these Executive Committee meetings were appended together in the report. The Chairman invited comments/remarks from the member representatives on the activities as summarized in the report. He also took the General Assembly through a PowerPoint presentation, highlighting a number of high profile activities during the past years.

The Executive Secretary then continued to discuss the financial report. He explained to the General Assembly that the retained balance had grown slightly mainly due to contributions from a few agencies for organizing activities, as well as a new project funded by APFNet which was officially launched in November 2011.

Before moving on to the next agenda, the Chairman thanked the Korea Forest Research Institute (KFRI); the Forest Research Institute Malaysia (FRIM); the Asia-Pacific Network for Sustainable Forest Management and Rehabilitation (APFNet); the Research Institute of Tropical Forestry (RITF); the United States Department of Agriculture (USDA)-Forest Service; the International Tropical Timber Organization (ITTO); the United Nations Food and Agriculture Organization (FAO); and all the other agencies, for their financial as well as in-kind contributions to APAFRI.

6. AGENDA ITEM 2.5: Other Businesses

Dr Bahuguna of ICFRE suggested that APAFRI should look into the possibility of establishing transboundary degree among member institutions. Prof Dr Faridah Hanum Ibrahim (UPM) echoed that this has also been discussed at the Asia Pacific Forestry Deans' Meeting, more specifically on credit transfer agreement among the forestry faculties in the region.

There were some discussions on having more activities related to community-based forestry including traditional knowledge. The Executive Secretary reported that APAFRI, with allocation from the Korea Forest Research Institute will be organizing an international conference on traditional forest-related knowledge in China in November 2012.

Dr S. Appanah of FAO remarked that it is indeed heartening to see that APAFRI has grown and matured into a respectable progressive regional network representing the Asia Pacific forestry research community. However, APAFRI must continuously reminding itself of maintaining its relevancy to the forestry research fraternities, particularly to those in the Asia Pacific region. This

would then expand its membership and activities, as well as further attracting continuous support from existing donor agencies and also others.

7. AGENDA ITEM 3.1: DISSOLVING OF CURRENT EXECUTIVE COMMITTEE

The Chairman explained that, in accordance with Article XII of the constitution, Executive Committee members who have already served two terms would not be eligible for re-election. The current Executive Committee members are:

Chairperson	Dato' Dr Abd Latif Mohmod	FRIM
Vice Chairperson	Dr VK Bahuguna	ICFRE
Immediate Past Chairperson	Mr KP Ariyadasa	FD, Sri Lanka
Members (up to 6)	Dr.Xu Daping	RITF, CAF, China
	Dr Isamu Okochi	FFPRI, Japan
	Dr Aida Baja-Lapis	ERDB, Philippines
	Prof M Al Amin	IFES, Bangladesh
	Dr Putera Parthama/Mr Wisnu Prastowo	FORDA, Indonesia
	Prof Simon Saulei	FRI, PNG*

* not eligible for re-election

He expressed his appreciation to the Executive Committee members for their contributions and support during the term of office. He then declared that the term of the present committee terminated and the committee dissolved. As a token of appreciation, he presented a pewter plaque and a certificate of appreciation to each one of them. In return, the Immediate Past Chair, as represented by Mr KP Ariyadasa, also presented a plaque and certificate to Dr Abd Latif Mohmod.

8. AGENDA ITEM 3.2: ELECTION OF EXECUTIVE COMMITTEE 2012–2015

When the General Assembly resumed after a brief coffee break, the current Executive Secretary, proceeded with the election of the new Executive Committee for 2012–2015.

For the post of Chair of the Executive Committee, IPIRTI nominated FRIM and the nomination was seconded by ICFRE, Korea FRI and FFPRI (Japan). Since there was no other nomination, the official representative of FRIM, Dato' Dr Abd Latif Mohmod, shall serve as the Chair of the APAFRI Executive Committee 2012–2015.

ICFRE was nominated by CoRRB (Bhutan) to be the Vice-chair, and the nomination was seconded by IPIRTI. As ICFRE was the only one nominated for this post, it was accepted that the official representative of ICFRE, Dr VK Bahuguna, shall serve as Vice-chair of the APAFRI Executive Committee 2012–2015.

Two member institutions, RITF and Korea FRI, were nominated to the position of Executive Committee Member representing the East Asian sub-region. Voting by show of hands elected Korea FRI, which was represented by Dr Park JungHwan.

Two member institutions, UPM and ERDB, were nominated for the position of Executive Committee Member representing the Southeast Asian sub-region. Dr Faridah Hanum Ibrahim, representing UPM, was elected by show of hands.

Fiji Forest Department was the only nomination for the position of Executive Committee Member representing the Pacific sub-region. Mr Elike Senivasa Sigarugurugu, representing Fiji Forest Department, shall therefore be the Executive Committee Member representing the Pacific sub-region in the APAFRI Executive Committee 2012–2015.

Likewise, IPIRTI was the only nomination for the position of Executive Committee Member representing the South Asian sub-region. Dr CN Pandey, representing IPIRTI, shall then be a member of the APAFRI Executive Committee 2012–2015.

There were three nominations: ERDB, FFPRI and RITF, for the remaining two positions in the Executive Committee. Show of hands voted in ERDB represented by Dr Aida Baja-Lapis, and FFPRI represented by Dr Isamu Okochi.

9. AGENDA ITEM 3.3: APPOINTMENT OF INTERNAL AUDITORS 2012–2015

RITF (China) and FPRDI (Philippines) were unanimously elected to be the Internal Auditors 2012–2015.

10. ADDRESS BY INCOMING CHAIRMAN

Dato' Dr Abd Latif Mohmod thanked the members present for electing FRIM as the Chair of APAFRI Executive Committee 2012–2015. As Director General of FRIM, he promised, with the endorsement from the governing board: the Malaysian Forestry Research and Development Board and FRIM's top management, to continue hosting and further strengthening the APAFRI Secretariat. He mentioned that he would propose to increase FRIM's financial, as well as in-kind, contributions to APAFRI Secretariat, starting this year. FRIM would continue to uplift the recognition of APAFRI's contributions by the Malaysian Government, as well as the Governments in the Asia and Pacific region. He also urged more members to participate in APAFRI activities and programmes, and stressed the importance of collaboration and cooperation among all member institutions in APAFRI's future activities. He would be looking forward to receiving positive criticisms and remarks to assist him in improving the performance of APAFRI in the next three years.

Concluding his address, he announced that he would retain Dr Sim Heok-Choh, a contract researcher from FRIM, to continue serving as Executive Secretary of APAFRI.

11. CLOSING BY EXECUTIVE SECRETARY

Dr Sim Heok-Choh, the Executive Secretary, expressed his sincere thanks and gratitude to all present for making this General Assembly a very successful and fruitful gathering of members. He also thanked the re-elected Chairman for having the confidence in retaining him as the Executive Secretary of APAFRI, and looking forward to work closely with the new Executive Committee in the coming years continuously improving the services that the Secretariat could provide to the members.

With these remarks, he declared the Sixth General Assembly of APAFRI adjourned.

ATTENDANCE AT THE SIXTH GENERAL ASSEMBLY

Friday, 31 August 2012
Hotel Yanling
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THE SEVENTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Sunday, 20 September 2015
Seri Pacific Hotel Kuala Lumpur

ANNEX IV

**MATTERS ARISING
FROM
THE MINUTES OF SIXTH GENERAL ASSEMBLY**

Matters Arising from the Minutes of the SIXTH GENERAL ASSEMBLY

AGENDA ITEM 1: ADOPTION OF THE AGENDA

No matter arising

AGENDA ITEM 2: APPROVAL OF THE MINUTES OF THE 5TH GENERAL ASSEMBLY

No matter arising

AGENDA ITEM 3: MATTERS ARISING FROM THE MINUTES

No matter arising

AGENDA ITEM 4: CHAIRMAN'S REPORT

No matter arising

AGENDA ITEM 5: OTHER BUSINESS

APAFRI has been urged to organize more activities related to community-based forestry including traditional knowledge. Over the past years, APAFRI had organized several activities related to traditional knowledge, including completed a questionnaire survey in five countries on traditional knowledge related to ecosystem services. APAFRI will continue to be active in this area.

On the issue of maintaining relevancy to the forestry research fraternities, APAFRI Secretariat has constantly sending out requests for proposals and ideas for activities that could benefit the region most. APAFRI also regularly supporting activities organized by member institutions in various countries, this contributed very much to the effort of reaching out to researchers at all levels.

THE SEVENTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Sunday, 20 September 2015
Seri Pacific Hotel Kuala Lumpur

ANNEX V

CHAIRPERSON'S REPORT

CHAIRPERSON'S REPORT

Over the past three years, your current Executive Committee has provided valuable support and guidance to the Secretariat in carrying out the several dozens of activities and events, maintaining APAFRI's relevancy and enhancing its prominence in forestry research in the Asia Pacific region, and beyond.

I am honoured and pleased to report on behalf of the current Executive Committee, their effort in continuing the vital tasks of progressing steadily on the road to making APAFRI a self-reliant, regionally and internationally recognized organization.

The followings summarized APAFRI's activities since the last General Assembly in August 2012.

A. Conferences, Workshops and Project's activities

In Year 2012

1. APAFRI Eighteenth Executive Committee Meeting, 30 August, Guangzhou, China (APAFRI)
2. APAFRI Sixth General Assembly, 30 August, Guangzhou, China (APAFRI)
3. International Symposium on Sustainable Management of Tropical Forests, 1–3 September, Guangzhou, China (APAFRI & RITF-CAF)
4. Regional Workshop on Forest Genetic Resources in Asia, 12–14 September, Kuala Lumpur, Malaysia (*FAO, Bioversity & APAFRI*)
5. International Conference on Future of Panel Industry – Challenges and Key Issues, 26–28 September, Bangalore, India (IPIRTI & APAFRI)
6. International Conference on the Impacts of Climate Change to Forest Pests and Diseases in the Tropics, 8–10 October, Yogyakarta, Indonesia (UGM & APAFRI)
7. Seventh Carbon Forum Asia, 30–31 October, Bangkok, Thailand (Asian Carbon Forum)
8. International Conference on Traditional Forest-related Knowledge and Culture for Green Economy, 5–8 November, Yangling, China (RUC, KFRI & APAFRI)
9. Regional Pan-Asia / Pacific Consultation on Building Advanced National and Regional Capacities in Integrated Fire Management based on Participatory Involvement of Local Communities, 20–22 November, Kathmandu, Nepal (MFSC Nepal & KFRI)

In Year 2013

1. International Workshop on Transitions to Sustainable Forest Management and Rehabilitation in Asia-Pacific Region, 24–28 February, Kuningan, Indonesia (*IPB & APAFRI*)
2. The Sixth Executive Forest Course – Forest Policies for the 21st Century, 27 May – 6 June, Thimphu, Bhutan (*FAO*)
3. International Forestry Graduate Students' Conference 2013 (FORGRAD2013), 2– 4 July, Serdang, Malaysia (*UPM*)
4. Arbonaut User Days 2013 Workshop: Paving the Way to Sustainable Forest & Carbon Management, and Preventing Forest Fires with Biomass Maps and Crowd-sourcing, 19– 21 August, Serdang, Malaysia (*UPM*)
5. Regional Workshop for Asia, Pacific and Oceania: ID of Species & Origin, 20–21 August, Beijing, China (*Bioversity International*).
6. First International Scientific Symposium on Agarwood (ISSA 2013), 3–5 September, Serdang, Malaysia (*UPM*)
7. Asia Pacific Workshop on Forest Hydrology, 23–25 September, Dehradun, India (*FRI-ICFRE, KFRI & APAFRI*)
8. 21st International Long-term Ecological Research Annual Meeting, 7–10 October, Seoul, Korea (*ILTER-Korea*)
9. International Symposium: Transition to SFM and Rehabilitation, 21–23 October, Beijing, China (*RUC & APAFRI*)
10. Seminar on Forests and Natural Disasters, 4 November, Rotorua, New Zealand (*FAO & APAFRI*)

11. Forest Research and Policy on Restoration of Degraded Forests & SFM in NE Asia, 1–6 December, Shenyang, China (*IAE, KFRI & SNU*)

In Year 2014

1. ACACIA 2014 – Sustaining the Future of Acacia Plantation Forestry, 18–21 March 2014, Hue, Vietnam (*FSAV*).
2. Regional Workshop on Sharing Traditional Forest-Related Knowledge for Ecosystem Services in ASEAN Countries, 24–25 March, Kuala Lumpur, Malaysia (*APAARI & KFRI*)
3. Seventh Executive Forest Policy Course, 12–23 May, Nadi, Fiji (*SPC & FAO*)
4. International Long Term Ecological Research Network (ILTER) 2014, 1–7 June, Manila, Philippines (*UPDiliman & KFRI*)
5. Reforestation of Degraded Forests in Northeast Asia, 21–24 July, Yanji, Jilin Province, China (*IAE & SNU*)
6. Regional Planning Workshop to Support the Implementation of the Global Plan of Action for Forest Genetic Resources, 17–19 September, Kuala Lumpur, Malaysia (*FAO, Bioversity International & APAARI*)
7. The Seventh International Conference on Traditional Forest Knowledge and Culture in Asia, 22–25 September, Seoul, Korea (*KFRI & APAARI*)
8. The 19th APAARI Executive Committee Meeting, 10 November, Kuala Lumpur, Malaysia (*APAARI*)
9. Conference on Mangroves of Asia Pacific Countries in View of Climate Change, 11–13 November, Kuala Lumpur, Malaysia (*FRIM & APAARI*)
10. International Conference on Forest Products: Wood is Good, 21–23 November, Bangalore, India (*IWST*)
11. Forest Restoration and Ecosystem in Cambodia, 3–5 December, Phnom Penh, Cambodia (*IRD*)

In Year 2015

1. Workshop on 'Documenting Traditional Forest-related Knowledge for Ecosystem Services in ASEAN Countries', 2–4 February, Kuala Lumpur (*KFRI & APAARI*)
2. 8th Executive Forest Policy Course, 22 March – 2 April, Naypyidaw, Myanmar (*FAO*)
3. International Forestry Education Workshop 2015, 25 May, Serdang, Selangor, Malaysia (*UPM*)
4. Regional Workshop on Establishing Cross-References on Wood Products Quality Assessments and Standard Testing Among ASEAN Member States, 25–28 May, Kuala Lumpur (*FRIM & APAARI*)

B. Seminars/Workshops/Meetings Attended

In Year 2012

1. AKECOP and GFIS Side-events – IUCN World Conservation Congress, 8–11 September, Jeju Island, Korea (*Executive Secretary*)
2. CPF Organization-Led Initiative on Forest Financing in support of UNFF, 19–21 September, Rome, Italy (*Executive Secretary*)

In Year 2013

1. Tenth Session of United Nations Forum on Forests (UNFF10), 7–13 April, Istanbul, Turkey (*Executive Secretary*)
2. Fourth Annual Meeting of the APFNet Focal Points, 6–7 June, Kunming, China (*Executive Secretary*)
3. Asia-Pacific Forestry Commission 25th Session, 5–8 November, Rotorua, New Zealand (*Executive Secretary*)
4. International Symposium on Climate Change and Subtropical Forest Ecosystem, 20–22 November, Jeju, Korea (*Executive Secretary*)

In Year 2014

1. First Intergovernmental AHEG Meeting on the IAF, 24–28 February, Nairobi, Kenya (*Executive Secretary*)
2. Fifth Annual Meeting of APFNet Focal Points, 7–8 May, ChiangMai, Thailand (*Executive Secretary*)
3. 10th Meeting of Asia Pacific Forestry Commission Executive Committee, 21–22 October, ChiangMai, Thailand (*Executive Secretary*)

In Year 2015

1. 11th Session of United Nations Forum on Forests (UNFF11), 2 – 8 May, New York, USA (*Executive Secretary*)
2. 11th meeting of Asia Pacific Forestry Commission, 5–6 August, Bangkok, Thailand (*Executive Secretary*)

C. Newsletters

1. Issue #30 (December 2012) printed and distributed out early January 2013.
2. Issue #31 (June 2013) printed and distributed out early July 2013.
3. Issue #32 (December 2013) printed and distributed out early January 2014.
4. Issue #33 (June 2014) printed and distributed in July 2014.
5. Issue #34 (December 2014) printed and distributed out early January 2015.
6. Issue #35 (June 2015) – e-Newsletter, posted on website in July 2015.

D. Publications

1. Extended Abstracts –. Asia pacific Workshop on Forest Hydrology, 23–25 September 2013, Dehradun, India
2. Extended Abstracts – International Symposium on Transition to Sustainable Forest Management and Rehabilitation, 21–23 October 2013, Beijing China
3. Documenting Traditional Forest-related Knowledge for Ecosystem Services in ASEAN Countries, 2015

E. After much discussion, **Bioversity International** has agreed to assume the role of the Secretariat for **Asia Pacific Forest Genetic Resources Programme (APFORGEN)** towards the end of 2014. APAFRI has been hosting the Secretariat and implemented many activities, including implementing a project funded by ITTO which was completed successfully, and finally closed in Oct 2010 after two extensions. APFORGEN has produced various reports over the past years, many of these reports and their databases, have been utilized extensively including forming the base for the very ambitious international project on documenting the State-of-the-World Forest Genetic Resources launched by FAO. However, during the last several months, with no new funding and therefore little activities, it has become increasingly challenging for APAFRI to continue hosting the Secretariat including maintaining the website.

F. Under the **MOU between Korea Forest Research Institute (KFRI) and APAFRI** signed in 2011, which will be in force for five years and extendable for another five years, KFRI has been contributing substantial financial support annually to APAFRI in implementing various activities in Asia Pacific.

G. Funded by USDA Forest Service and launched in 2004, the **Directory of Asia Pacific Forestry Researchers**, has more than 1000 entries; and continued to be maintained by APAFRI with internal resources.

H. The current **Executive Committee** has met formally on two occasions due to various factors. The minutes of the 19th and 20th Meetings are attached to this report (Attachment 1). The representatives of a few member institutions to the Executive Committee had changed. The vice-chair ICFRE had nominated its new Director General Dr Ashwani Kumar to replace Dr VK Bahuguna. The member UPM of Malaysia has a new dean: Prof. Dr. Mohamed Zakaria Hussin, Dr NDR Weerawardane has been nominated as the representative of FD Sri Lanka, Dr BN Mohanty has replaced Dr CN Pandey representing IPIRTI. Since then, Dr Isamu Okochi of

FFPRI has retired and replaced by Dr Hiroshi Tanaka, and ERDB has a new director: Dr Henry A. Adornado.

- I. **APFNet** funded project: **Comparative Analyses of Transitions to Sustainable Forest Management and Rehabilitation** was completed and terminated by end 2013. The project with a funding of USD268 000, involved participation of colleagues from 8 countries, and was managed by APAFRI in technical collaboration with the Renmin University of China (RUC), Seoul National University (SNU) of Korea and Kyoto University Japan.
- J. **APAFRI Financial Reports** for years 2012, 2013 and 2014 have been prepared and audited by an external professional accounting firm. Details are summarized in Attachment 2.
- K. Dr Sim Heok-Choh, who was assigned from FRIM in 2002, had been appointed by the Chair with consent from the Executive Committee to serve as the **Executive Secretary**. The **Secretariat's** daily operations were administered with the assistance of Mrs Nor Azni Jaafar (also assigned from FRIM since June 2008), Mrs Nazratul Raudzah Abd Rahman (who joined APAFRI in Oct 2002) and Mrs Syuqiyah Abdul Hamid (Information Officer, who joined APAFRI in June 2004). FRIM has continued to host the Secretariat, which includes annual financial contribution of RM10 000 (USD3000), office space and Internet connections. FRIM has also renovated two units of disused staff quarters to house the APAFRI Secretariat with a cost of more than USD50 000 in 2010.
- L. **Acknowledgements**
- The achievements of the past three years would be impossible without the voluntary contributions of many members. Many of the activities were successfully organized with collaboration and in-kind contributions from member institutions. Your assistance and support are acknowledged and gratefully appreciated.
 - The Executive Committee members have undertaken their responsibilities seriously and supported the many decisions during the past three years.
 - To our financial supporters: FRIM, Korea Forest Research Institute, APFNet, FAO and many others, your support and contributions are gratefully acknowledged and we look forward to your continued support.

THE SEVENTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Sunday, 20 September 2015
Seri Pacific Hotel Kuala Lumpur

ANNEX V

Attachment 1

CHAIRPERSON'S REPORT

**Minutes of the Nineteenth and Twentieth Meetings
of
APAFRI Executive Committee 2012–2015**

CHAIRPERSON'S REPORT
Attachment 1

MINUTES OF THE APAFRI EXECUTIVE COMMITTEE NINETEENTH MEETING

Date : 10 Nov 2014
Time : 1400 – 1630
Place : FRIM, Malaysia
Attendance : As in Appendix I

Min 19.1 Introduction

**Action &
Information**

The Chair welcomed all the Executive Committee members who were present to this meeting.

Information

The Chairman explained that this is the first meeting for the present Executive Committee which was elected in 2012 during the Sixth General Assembly convened in Guangzhou, China. While APAFRI would like to have more Executive Committee meetings, costs and several other factors would not permit us to do so.

Since no other issues were at hand, the Chair proposed to proceed with the adoption of the agenda and moved on to read the minutes of the last meeting.

Min 19.2 Adoption of the Agenda

The Chair informed that there were four items to be discussed in the proposed agenda as per distributed documents. It was agreed unanimously to adopt the agenda.

Information

Min 19.3 Confirmation of Minutes of the 18th Executive Committee Meeting

Dr. Sim HC, the Executive Secretary, took the members very quickly through the minutes highlighting only the salient points. The meeting accepted the minutes unanimously.

Information

Min 19.4 Report on APAFRI Activities

Dr. Sim reported the APAFRI activities for the past months since the last meeting. The details are as per Appendix II.

Information

Min 19.5 Report on Financial Statement

The Executive Secretary tabled the June 2014 unaudited financial report, details are in Appendix III.

Information

The Chair again thanked the various agencies, especially FRIM, Korea Forest Research Institute, FAO and many others, for the financial and in-kind contributions, which had been vital for the sustainability of APAFRI all these years.

Information

Min 19.6

Other Matters

Attendance List

- Dato' Dr Abd Latif Mohmod (Chairman)** Forest Research Institute Malaysia (FRIM)
- Dr Ashwani Kumar (Vice Chairman)** Indian Council of Forestry Research and Education (ICFRE)
- Dr NDR Weerawardane (Immediate Past Chair)** Sri Lanka Forest Department (SLFD)
- Dr Isamu Okochi** Forestry and Forest Products Research Institute (FFPRI)
- Dr Park JungHwan** Korea Forest Research Institute (KFRI)
- Mr Elik Senivasa Sigarugurugu** Department of Forestry, Fiji (Fiji FD)
- Dr B. N. Mohanty** Indian Plywood Industries Research and Training Institute (IPIRTI)
- Dr Sim Heok-Choh** Executive Secretary, APAFRI Secretariat, c/o FRIM

Activities / progress of activities during the months of July 2012 – October 2014

A. Conferences/Workshops/Seminars/Meetings Organized/Supported

2012

1. International Symposium on Reclamation, Rehabilitation and Restoration Towards a Greener Asia, 3–5 July 2012, Kuala Lumpur, Malaysia (FRIM, KFRI & APAFRI).
2. Second Training Workshop on Transitions to Sustainable Forest Management and Rehabilitation in Asia-Pacific Region, 9–11 July 2012, Kuala Lumpur, Malaysia (APAFRI).
3. APAFRI Eighteenth Executive Committee Meeting, 30 August 2012, Guangzhou, China (RITF-CAF & APAFRI).
4. APAFRI Sixth General Assembly, 30 August 2012, Guangzhou, China (RITF-CAF & APAFRI).
5. International Symposium on Sustainable Management of Tropical Forests, 1–3 September 2012, Guangzhou, China (RITF-CAF & APAFRI).
6. Regional Workshop on Forest Genetic Resources in Asia, 12–14 September 2012, Kuala Lumpur, Malaysia (FAO, APAFRI & Bioversity International).
7. International Conference on Future of Panel Industry – Challenges and Key Issues, 26–28 September 2012, Bangalore, India (IPIRTI).
8. International Conference on the Impacts of Climate Change to Forest Pests and Diseases in the Tropics, 8–10 October 2012, Yogyakarta, Indonesia (UGM & APAFRI).
9. Seventh Carbon Forum Asia, 30–31 October 2012, Bangkok, Thailand (Carbon Asia).
10. International Conference on Traditional Forest-related Knowledge and Culture for Green Economy, 5–8 November 2012, Yangling, China (RUC, KFRI & APAFRI).
11. Regional Pan-Asia / Pacific Consultation on Building Advanced National and Regional Capacities in Integrated Fire Management based on Participatory Involvement of Local Communities, 20–22 November 2012, Kathmandu, Nepal (GoNepal, KFRI & APAFRI).

2013

1. International Workshop on Transitions to Sustainable Forest Management and Rehabilitation in Asia-Pacific Region, 24–28 February 2013, Kuningan, Indonesia (IPB & APAFRI).
2. The Sixth Executive Forest Course – Policy Forest Policies for the 21st Century, 27 May – 6 June 2013, Thimphu, Bhutan (FAO).
3. International Forestry Graduate Students' Conference 2013 (FORGRAD2013), 2–4 July 2013, Serdang, Malaysia (UPM).
4. Arbonaut User Days 2013 Workshop: Paving the Way to Sustainable Forest & Carbon Management, and Preventing Forest Fires with Biomass Maps and Crowd-sourcing, 19–21 August 2013, Serdang, Malaysia (UPM).
5. Regional Workshop for Asia, Pacific and Oceania: ID of Species & Origin, 20–21 August 2013, Beijing, China (Bioversity International).
6. First International Scientific Symposium on Agarwood (ISSA 2013), 3–5 September 2013, Serdang, Malaysia (UPM).
7. Asia Pacific Workshop on Forest Hydrology, 23–25 September 2013, Dehradun, India (FRI-ICFRE, KFRI & APAFRI).
8. 21st International Long-term Ecological Research Annual Meeting, 7–10 October 2013, Seoul, Korea (KFRI & APAFRI).
9. International Symposium: Transition to SFM and Rehabilitation, 21–23 October 2013, Beijing, China (RUC & APAFRI).
10. Seminar on Forests and Natural Disasters, 4 November 2013 (FAO & APAFRI).
11. Asia-Pacific Forestry Commission 25th Session, 5–8 November 2013, Rotorua, New Zealand (FAO).
12. International Symposium on Climate Change and Subtropical Forest Ecosystem 20–22 November 2013, Jeju, Korea (KFRI).
13. Forest Research and Policy on Restoration of Degraded Forests & SFM in NE Asia, 1–6 December 2013, Shenyang, China (IAE, KFRI & APAFRI).

2014

1. ACACIA 2014 – Sustaining the Future of Acacia Plantation Forestry, 18–21 March 2014, Hue, Vietnam (FSAV).
2. Regional Workshop on Sharing Traditional Forest-Related Knowledge for Ecosystem Services In ASEAN Countries, 24–26 March 2014, Kuala Lumpur, Malaysia (APAFRI & KFRI).
3. The Seventh Executive Forest Policy Course, Nadi, Fiji (FAO).
4. 2014 ILTER EAP Biennial Meeting, 2–7 June 2014, Manila, Philippines (UPDiliman & KFRI).
5. International Workshop on Forests and Sustainable Development Goals in Northeast Asia, 7–12 July 2014, Yanji, China (SNU, KFRI & APAFRI).
6. Workshop on the Global Plan of Action on Forest Genetic Resources, 17–19 September 2014, Kuala Lumpur, Malaysia (Bioversity International, APAFRI & FAO).
7. The Seventh International Conference on Traditional Forest Knowledge and Culture in Asia, 23–25 September 2014, Seoul, Korea (KFRI & APAFRI).

B. Other activities**1. APAFRI 6th General Assembly 2012, 31 August 2012**

- The Sixth General Assembly was successfully convened in Guangzhou on 31 August 2012. Thanks to the offer of hosting it from Dr Xu Daping, Director of the Research Institute of Tropical Forestry.
- A total of 26 members were represented at this General Assembly.
- Representatives from FAO Bangkok and the Asia Pacific Network for Sustainable Forest Management and Rehabilitation (APFNet) were also present as observers.
- The General Assembly elected the current Executive Committee.

2. Dr. Y. S. RAO Forestry Research Award 2012

- Dr Ke Shuifa of Renmin University China (RUC) was nominated for the award.
- A plaque and certificate were presented to Dr Ke during the General Assembly in Guangzhou.

3. MOU between Korea Forest Research Institute and APAFRI

- The Secretariat had received USD179 000 from KFRI for 2012, USD174 000 for 2013 and USD180 000 for 2014..
- Activities had been organized as proposed by KFRI, with the portions allocated for APAFRI activities were utilized to provide support to member institutions' activities, such as those organized by ICFRE, FRIM, UGM, and UPM.

4. APFNet funded project: Forest Transition

- The project was officially terminated on March 2014, after the final report was accepted by APFNet, the funding agency.
- A workshop was organized in October 2013 to discuss the outputs and outcomes of this project participated by China, India, Indonesia, Japan, Korea, Laos, Malaysia, Philippines and Vietnam.
- All reports had since early 2014 uploaded onto APAFRI website: www.apafri.org.

C. Newsletters

1. APAFRI Newsletter December 2012 Issue
2. APAFRI Newsletter June 2013 Issue
3. APAFRI Newsletter December 2013 Issue
4. APAFRI Newsletter June 2014 Issue

D. Publications

1. Extended Abstracts – Asia Pacific Workshop on Forest Hydrology, 23–25 September 2013, Dehradun, India
2. Extended Abstracts – International Symposium on Transition to Sustainable Forest Management and Rehabilitation, 21–23 October 2013, Beijing China

E. Secretariat APAFRI**1. Accounts closing and auditing**

- The 2013 accounts were closed, and the set of draft accounts have been audited by the professional auditing firm.

Asia Pacific Association of Forestry Research Institutions

Balance Sheet

As of 30 June 2014

ASSET	<u>30-Jun-14</u>	<u>31-Dec-13</u>
	USD	USD
Current Assets		
Checking/Savings		
Cash at bank BC - Kepong	431	6,264
Total Checking /Saving	<u>431</u>	<u>6,264</u>
Other Current Assets		
Cash in hand	781	461
US cash in hand	1,885	1,548
Fixed deposit	298,702	205,507
Total Other Current Assets	<u>301,368</u>	<u>207,516</u>
Total Current Assets	301,799	213,780
Fixed Assets		
Computer	4,093	4,093
Furniture & Fittings	274	274
Office Equipment	1,855	1,855
Total Fixed Assets	<u>6,222</u>	<u>6,222</u>
TOTAL ASSETS	<u>308,020</u>	<u>220,002</u>
LIABILITIES & EQUITY		
Equity		
Accumulated fund	220,002	253,101
Net income	88,019	-33,099
Total Equity	<u>308,020</u>	<u>220,002</u>
TOTAL LIABILITIES & EQUITY	<u>308,020</u>	<u>220,002</u>

APAFRI Seventh General Assembly

In APAFRI's Constitution:

ARTICLE X
The General Assembly

General Assembly of the Association shall be represented by one delegate from each member institution.

The General Assembly shall meet once every three years after the close of the financial year but not later than the month of April on a date and at a time and place to be decided by the Executive Committee.

All decisions shall be taken by a simple majority vote. In the case of equality of votes, the Chairperson shall have a casting vote.

The quorum for the General Assembly shall be 33% of the membership.

If half an hour after the time appointed for the meeting of the General Assembly a quorum is not present, the members present shall have the power to proceed with the business of the day but they shall not have the power to alter the constitution of the Association or make decisions affecting the whole membership.

Notice of meeting together with an agenda, minutes of the previous General Assembly and an audited account of the Association shall be forwarded to the members at least 30 days before of the General Assembly.

An Extraordinary General Assembly may be convened whenever the Executive Committee deems it necessary or at the joint request in writing of not less than 1/5 of the members, stating the objects and reason for such a meeting.

Notice and agenda for an extraordinary General Assembly shall be forwarded by the Executive Secretary to all members at least 15 days before the date fixed for the meeting.

The provisions regarding quorum and postponement of the triennial General Assembly shall also apply to an Extraordinary General Assembly but with the proviso that if no quorum is present after half an hour from the time appointed for the Extraordinary General Assembly requisitioned by the members, the meeting shall be cancelled, no extraordinary General Assembly shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

ARTICLE XI

Duties of the General Assembly

The General Assembly shall:

- Determine the policy of the Association;
- Review and endorse the programme of work and budget prepared by the Executive Committee;
- Review progress;
- Exercise other powers conferred upon it by the constitution.
- Elect the Executive Committee and appoint auditors.

The last General Assembly, the sixth in the series, was convened in Guangzhou, China, 31 August 2012. Therefore the next General Assembly is due 2015, and should be convened before end August.

The Secretariat would like to seek member institution to host this General Assembly. Announcement will be sent out later this year. To make traveling to this General Assembly more meaningful, APAFRI General Assemblies in the past had always been held in conjunction with a major event in the region, such as a conference, symposium or workshop; member representatives were encouraged to stay on for the event.

There are a few related issues:

1. Article XII of APAFRI Constitution states that: No member of the Executive Committee may be reelected beyond a consecutive second term. The current Executive Committee:
APAFRI EXECUTIVE MEMBERS 2012–2015

Chairman	:	FRIM – NOT eligible for reelection
Vice Chairman	:	ICFRE– NOT eligible for reelection
Committee	:	
		Korea FRI
		Department of Forestry, Fiji
		UPM
		IPIRTI
		ERDB – NOT eligible for reelection
		FFPRI – NOT eligible for reelection

2. Hosting of Secretariat
Currently, the Secretariat is being hosted by FRIM. The Secretariat has four staff members: the Executive Secretary, and an Administration Officer are FRIM staff, and the Information Officer and the Finance Officer are paid by APAFRI.

As FRIM would not be the next chair:

- a. Is the new Chair going to host the Secretariat?
 - b. Otherwise, is FRIM willing to continue hosting the Secretariat?
3. The new Chairman shall appoint the Executive Secretary.

MINUTES OF THE APAFRI EXECUTIVE COMMITTEE TWENTIETH MEETING

Date : 20 Sep 2015
 Time : 0930 – 1130
 Place : Seri Pacific Hotel, Kuala Lumpur, Malaysia
 Attendance : As in Appendix I

Min 20.1 Introduction

Action & Information

The Chair welcomed all the Executive Committee members who were present to this meeting. All the members of the current Executive Committee were present except Indian Council of Forestry Research and Education (ICFRE), the Vice-chair. Dr Ashwani Kumar did not get approval in time to attend this meeting.

Information

The Chairman explained that this is the second meeting for the present Executive Committee which was elected in 2012 during the Sixth General Assembly convened in Guangzhou, China. While APAFRI would like to have more Executive Committee meetings, costs and several other factors would not permit us to do so.

Since no other issues were at hand, the Chair proposed to proceed with the adoption of the agenda and moved on to read the minutes of the last meeting.

Min 20.2 Adoption of the Agenda

The Chair informed that there were four items to be discussed in the proposed agenda as per distributed documents. It was agreed unanimously to adopt the agenda.

Information

Min 20.3 Confirmation of Minutes of the 19th Executive Committee Meeting

Dr. Sim HC, the Executive Secretary, took the members very quickly through the minutes highlighting only the salient points. The meeting accepted the minutes unanimously.

Information

Min 20.4 Report on APAFRI Activities

Dr. Sim reported the APAFRI activities for the past months since the last meeting. The details are as per Appendix II.

Information

Min 20.5 Report on Financial Statement

The Executive Secretary tabled the June 2015 unaudited financial report, details are in Appendix III.

Information

The Chair again thanked the various agencies, especially FRIM, Korea Forest Research Institute, FAO and many others, for the financial and in-kind contributions, which had been vital for the sustainability of APAFRI all these years.

Information

Min 20.6 Other Matters

- a. There were some discussions on membership fees. While a few thought that the membership fee should be increased, no one had suggested any actions

Information

- after being told of the difficulties in collecting membership fees.
- | | | |
|----|---|-------------|
| b. | Dr Sim had reiterated the policy of APAFRI not supporting on-the-ground research project. However, the Secretariat could assist in putting together proposals for submitting to donor agencies for funding. | Information |
| c. | The Executive Secretary briefed the meeting about the preparation for the 7 th General Assembly that will convene in the same venue later in the afternoon. He highlighted the relevant articles in the APAFRI Constitution on the functions and duties of the General Assembly as well as the structure of the Executive Committee and the election of the Executive Committee members. Details are summaries as in Appendix IV. | Information |
| d. | The Chairman mentioned that although FRIM is not eligible for reelection as a member of the next APAFRI Executive Committee, FRIM's governing board has agreed to continue hosting the Secretariat if the new Chair has yet to be ready to host the Secretariat. The DG FRIM has also requested a five-fold increase in maintenance budget for the Secretariat from the present level of RM10 000 per year to RM50 000 per year. | Information |
| e. | Dr Park mentioned that the Chinese Academy of Forestry (CAF) has proposed to host the First IUFRO Regional Forestry Congress for the Asia and the Pacific in Beijing next year. Similar regional congresses had already been organized in Africa and Latin America. APAFRI should support and participate in this event. The Executive Secretary mentioned APAFRI has been notified by CAF, and a representative from one of CAF institutes, who will be attending the General Assembly in the afternoon, would provide more information. | Information |

Min 20.7 Concluding Remarks

The Chair thanked everyone present for their involvement and contributions to the meeting.

The meeting was adjourned at 11.30.

ATTENDANCE LIST

A. EXECUTIVE COMMITTEE MEMBERS & SECRETARIAT STAFF

- Dato' Dr Abd Latif Mohmod (Chairman)** Forest Research Institute Malaysia (FRIM)
- Dr NDR Weerawardane (Immediate Past Chair)** Sri Lanka Forest Department (SLFD)
- Dr Hiroshi Tanaka** Forestry and Forest Products Research Institute (FFPRI)
- Dr Park JungHwan** Korea Forest Research Institute (KFRI)
- Mr Semi Dranibaka** Department of Forestry, Fiji (Fiji FD)
- Dr B. N. Mohanty** Indian Plywood Industries Research and Training Institute (IPIRTI)
- Dr Henry A. Adornado** Ecosystems Research and Development Bureau (ERDB)
- Prof. Dr. Mohamed Zakaria Hussin** Universiti Putra Malaysia (UPM)
- Dr Sim Heok-Choh** Executive Secretary, APAFRI Secretariat, c/o FRIM

B. OBSERVERS

- Mr Chen Yen-Chang** Taiwan Forestry Research Institute (TFRI)
- Dr Felix B. Tamolang** Forest Products Research and Development Institute (FPRDI)
- Dr Willie P. Abasolo** College of Forestry and Natural Resources (CFNR-UPLB)
- Dr Lee Ying Fah** Forest Research Centre Sabah (FRC)
- Dr Bambang Tri Hartono** Forestry and Environment Research Development and Innovation Agency (FORDA)
- Dr Rinekso Soekmadi** Faculty of Forestry, Bogor Agricultural University (IPB)
- Dr KIM Raehyun** Korea Forest Research Institute (KFRI)
- Mr Jonny Holbert** Forestry and Environment Research Development and Innovation Agency (FORDA)
- Dr Gan Kee Seng** Forest Research Institute Malaysia (FRIM)

Activities / progress of activities during the months of November 2014 – August 2015

A. Conferences/Workshops/Seminars/Meetings Organized/Supported

2014

12. The 19th APAFRI Executive Committee Meeting, 10 November, Kuala Lumpur, Malaysia (*APAFRI*)
13. Conference on Mangroves of Asia Pacific Countries in View of Climate Change, 11–13 November, Kuala Lumpur, Malaysia (*FRIM & APAFRI*)
14. International Conference on Forest Products: Wood is Good, 21–23 November, Bangalore, India (*IWST*)
15. Forest Restoration and Ecosystem in Cambodia , 3–5 December, Phnom Penh, Cambodia (*IRD*)

2015

5. Workshop on 'Documenting Traditional Forest-related Knowledge for Ecosystem Services in ASEAN Countries', 2–4 February, Kuala Lumpur (*KFRI & APAFRI*)
6. 8th Executive Forest Policy Course, 22 March – 2 April, Naypyidaw, Myanmar (*FAO*)
7. International Forestry Education Workshop 2015, 25 May, Serdang, Selangor, Malaysia (*UPM*)
8. Regional Workshop on Establishing Cross-References on Wood Products Quality Assessments and Standard Testing Among ASEAN Member States, 25–28 May, Kuala Lumpur (*FRIM & APAFRI*)

B. Other activities

5. APAFRI 7th General Assembly, 20 September 2015

- The Seventh General Assembly was scheduled to be convened on 20 September 2015 in Kuala Lumpur.
- A total of 20 members had confirmed of their attendance at this General Assembly.
- The General Assembly shall elect the new Executive Committee for 2015–2018.

6. MOU between Korea Forest Research Institute and APAFRI

- The Secretariat had received USD260 000 from KFRI for 2015.
- Activities had been organized as proposed by KFRI, with the portions allocated for APAFRI activities to be utilized for this meeting and also the 7th General Assembly, as well as to provide support to member institutions' activities.

C. Newsletters

5. APAFRI Newsletter December 2014 Issue
6. APAFRI Newsletter June 2015 Issue

D. Publications

3. Documenting Traditional Forest-related Knowledge for Ecosystem Services in ASEAN Countries, 2015

E. Secretariat APAFRI

2. Accounts closing and auditing

- The 2014 accounts were closed, and the set of draft accounts have been audited by the professional auditing firm.

Appendix III

Asia Pacific Association of Forestry Research Institutions
Balance Sheet
As of 30 June 2015

ASSET	30-Jun-15	31-Dec-14
	USD	USD
Current Assets		
Checking/Savings		
Cash at bank BC		
- Kepong	295,535	23,467
Total Checking /Saving	295,535	23,467
Other Current Assets		
Cash in hand	1,104	1,233
US cash in hand	899	2,753
Fixed deposit	41,667	97,222
Total Other Current Assets	43,669	101,209
Total Current Assets	339,204	124,676
Fixed Assets		
Computer	3,638	3,638
Furniture & Fittings	243	243
Office Equipment	1,649	1,649
Total Fixed Assets	5,531	5,531
TOTAL ASSETS	344,735	130,206
LIABILITIES & EQUITY		
Equity		
Accumulated fund	130,206	195,557
Net income	214,528	(65,351)
Total Equity	344,735	130,206
TOTAL LIABILITIES & EQUITY	344,735	130,206

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There are a few related issues:

4. Article XII of APAFRI Constitution states that: No member of the Executive Committee may be reelected beyond a consecutive second term. The current Executive Committee:

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Vice Chairman	:	ICFRE– NOT eligible for reelection
Committee	:	
		Korea FRI
		Department of Forestry, Fiji
		UPM
		IPIRTI
		ERDB – NOT eligible for reelection
		FFPRI – NOT eligible for reelection

5. Hosting of Secretariat

Currently, the Secretariat is being hosted by FRIM. The Secretariat has four staff members: the Executive Secretary, and an Administration Officer are FRIM staff, and the Information Officer and the Finance Officer are paid by APAFRI.

As FRIM would not be the next chair:

- c. Is the new Chair going to host the Secretariat?
- d. Otherwise, is FRIM willing to continue hosting the Secretariat?

6. The new Chairman shall appoint the Executive Secretary.

THE SEVENTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Sunday, 20 September 2015
Seri Pacific Hotel Kuala Lumpur

ANNEX V

Attachment 2

CHAIRPERSON'S REPORT
Financial Reports for 2012, 2013 and 2014

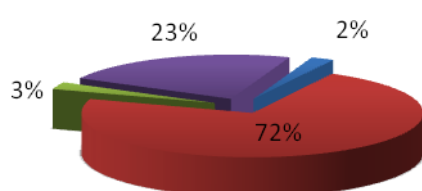
CHAIRPERSON'S REPORT
Attachment 2

APAFRI's Financial Reports for Years 2012, 2013 and 2014 (USD)

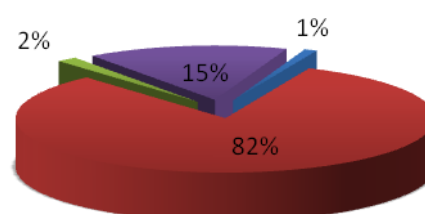
	2012	2013	2014
Property, Plant & Equipment	5,559.00	6,321.00	5,530.61
<u>Current Assets</u>			
Fixed Deposits			
Cash at Bank	219,236.00	208,769.00	97,222.22
Cash in Hand	30,187.00	6,363.00	23,467.07
	2,137.00	2,041.00	3,986.55
Total Assets	257,119.00	223,494.00	130,206.45
<u>Represented by</u>			
Retained earnings	251,505.00	257,119.00	195,557.00
Surplus income for the year	5,614.00	33,625.00	65,350.55
Total Retained	257,119.00	223,494.00	130,206.45

APAFRI Incomes and Expenses (USD)

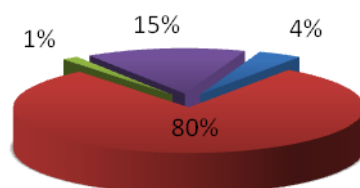
	2012	2013	2014
	USD	USD	USD
Total Income	385,090.00	362,126.00	196,411.28
Total Expense	379,476.00	395,751.00	261,761.83



APAFRI Income Source (2014)



APAFRI Income Source (2013)



APAFRI Income Source (2012)

- Membership
- Grant
- Others
- In kind**

THE SEVENTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Sunday, 20 September 2015
Seri Pacific Hotel Kuala Lumpur

ANNEX VI

**APAFRI
EXECUTIVE COMMITTEE MEMBERS
2015-2018**

APAFRI EXECUTIVE MEMBERS 2015–2018

Chairman	:	Korea Forest Research Institute (KFRI) Dr Park JungHwan
Vice Chairman	:	Forestry and Environment Research Development and Innovation Agency (FORDA) Dr Bambang Tri Hartono
Immediate Past Chairman:		Forest Research Institute Malaysia (FRIM) Dato' Dr Abd Latif Mohmod
Committee	:	Department of Forestry, Fiji (DF-Fiji) Mr Semi Dranibaka
		University Putra Malaysia (UPM) Prof. Dr Mohamed Zakaria Hussin
		Indian Plywood Industries Research and Training Institute (IPIRTI) Dr B N Mohanty
		Japan International Research Center for Agricultural Sciences (JIRCAS) Dr Iwao Noda
		Taiwan Forestry Research Institute (TFRI) Mr Chen Yen-Chang
		Research Institute of Forest Ecology, Environment and Protection (RIFEED-CAF) Dr Zhao Wenxia
Internal Auditors	:	College of Forestry and Natural Resources (CFNR-UPLB) Dr Willie P Abasolo
		Forest Research Centre Sabah (FRC) Dr Lee Ying Fah