

MINUTES OF THE APAFRI EXECUTIVE COMMITTEE EIGHTEENTH MEETING

Date : 31 August 2012
Time : 1000 - 1200
Place : Hotel Yanling, Guangzhou, China
Attendance : As in Appendix I

Min 18.1 Introduction

Action & Information

The Chair welcomed all the Executive Committee members, and also Dr. S. Appanah from FAO, and a number of colleagues who were present as observers, to this meeting.

Information

The Chair expressed sincere thanks to the Research Institute of Tropical Forestry for hosting this Executive Committee meeting, and also the Sixth General Assembly in the afternoon.

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 18.2 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 18.3 Confirmation of Minutes of the 17th Executive Committee Meeting

Dr. Sim HC, the Executive Secretary, took the members very quickly through the minutes highlighting only the salient points. Dr Aida Lapis, ERDB, proposed that the minutes be accepted.

Information

Min 18.4 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 18.5 Report on Financial Statement

The Executive Secretary tabled the June 2012 unaudited financial report, details are in Appendix III.

Information

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

Information

Min 18.6 Other Matters

- a. The Chair expressed his desire to see more active participation from more members in APAFRI activities. He also like the Secretariat to take actions to increase the number of publications, regularly updating the web pages, and undertakes more project/collaboration between member institutions.

Secretariat

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| b. | The Vice Chair suggested that recent news and updates from member institutions be posted on the web site. These could also be included in APAFRI's Newsletter. | Secretariat |
| c. | There were some discussions on regularly updating the profile of member institutions. The meeting was informed that requests for updating have been sent out at least twice-a-year, once in the beginning and the second one in mid-year. The Secretariat will also take the opportunity of the sizable turn-out during the coming General Assembly to update the profiles of those member institutions which will be represented in the afternoon. | Secretariat |
| d. | The meeting was informed that APAFRI has instituted Dr YS Rao Forestry Research Award since its beginning, and the award is given out during the General Assembly. The recipient this year is Dr Ke Shuifa from Renmin University China. A certificate and a plaque would be presented to him during the General Assembly this afternoon. | Information |
| e. | Dr Sim announced that a total of 26 member institutions will be represented in the Sixth General Assembly, which will convene this afternoon at the same hotel. He explained that the General Assembly will start with going through the minutes of the previous General Assembly, to be followed by reports on the activities and finance of APAFRI. Then the Chair will dissolve the current Executive Committee paving the way for electing a new one. Two members of the current Executive Committee: FORDA (Indonesia) and PNG FRI had both served the maximum of two terms, and are not eligible for re-nominating at this General Assembly. | Information |
| f. | To the query about APAFRI supporting research project, the meeting decided that APAFRI would not want to support or implement research project, as research typically requires large budget which could strain APAFRI finance. However, the Secretariat could assist in putting together proposals for submitting to donor agencies for funding. | Secretariat |
| g. | The meeting discussed several options for members, especially the Executive Committee, to meet more frequently, and also allocate more time for interaction. It would be quite a challenge as this would be more taxing on the finance as well as the capability of the Secretariat. The Executive Secretary suggested, and was agreed, that requests be sent out regularly to all Executive Committee members for ideas and proposals for short meeting/workshop which could be held in conjunction with Executive Committee meeting. | Secretariat |
| h. | The Executive Secretary announced that the contribution from Korea FRI amounted to USD179 000 has already been received. Out of this, USD55000 will be for APAFRI activities, and the Secretariat has used a portion of this for the present meeting and the General Assembly in the afternoon. The balance could be used to organize a small workshop, probably next year. The Vice Chair, proposed that the Secretariat supports a workshop on hydrology to be organized in India. A concept note with tentative budget would be sent to the Secretariat soon. | Secretariat |

Min 18.7 Concluding Remarks

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

The meeting was adjourned at 12.00.

Attendance List

A. EXECUTIVE COMMITTEE MEMBERS & SECRETARIAT STAFF

Dato' Dr Abd Latif Mohmod (Chairman) Forest Research Institute Malaysia (FRIM)

Dr VK Bahuguna (Vice Chairman) Indian Council of Forestry Research and Education (ICFRE)

Dr Isamu Okochi Forestry and Forest Products Research Institute (FFPRI)

Dr Aida B Lapis Ecosystems Research and Development Bureau (ERDB)

Dr Xu Daping Research Institute of Tropical Forestry, Chinese Academy of Forestry (RITF-CAF)

Dr Sim Heok Choh Executive Secretary, APAFRI Secretariat, c/o FRIM

B. OBSERVERS

Dr S Appanah FAO

Dr A S Rawat Forest Research Institute, ICFRE (FRI-ICFRE)

Dr SC Joshi Institute of Wood Science and Technology (IWST-ICFRE)

Dr Park JungHwan Korea Forest Research Institute (KFRI)

Dr Nguyen Hoang Nghia Forest Science Institute of Vietnam (FSIV)

Dr Sudhir Kumar Indian Council of Forestry Research and Education (ICFRE)

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

8. Inception Meeting – APFNet Funded Project on Forest Transition, 6 Nov, Beijing (*Renmin University China & APFRI*)
9. APFISN Workshop on Forest health Technology and Phytosanitary Standards, 6,8 10-11 Nov, Beijing (*APFISN, FAO, USDA, CAF & APAFRI*)
10. The 24th Session of Asia Pacific Forestry Commission & Second Asia Pacific Forestry Week, 7-11 Nov, Beijing (*FAO & China SFA*)
11. Seventeenth APAFRI Executive Committee Meeting, 8 Nov, Beijing (*APAFRI*)
12. Asia Pacific Workshop on Multinational and Transboundary Conservation of Valuable and Endangered Forest Tree Species, 5-7 Dec, Guangzhou (*RITF-CAF, KoreaFRI & APAFRI*)
13. International Symposium on Reclamation, Rehabilitation and Restoration Towards a Greener Asia, 3-5 July, Kuala Lumpur (*FRIM, KoreaFRI & APAFRI*)
14. Training Workshop on Forest Transitions, 9-11 July (*APAFRI*)

B. Other activities

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

- Preparation for the Sixth General Assembly to convene in Guangzhou on 31 August began right after the Executive Committee decided to accept the offer of hosting it from Dr Xu Daping, Director of the Research Institute of Tropical Forestry, made during the workshop in December 2011.
- The Programme (Agenda), Minutes of the last General Assembly, and the summary of financial statements for the past three years had been sent to all members before end of July 2012.
- All representatives of APAFRI member institutions are encouraged to stay on for the Celebration together with an international symposium and field visits, which are events associated with the Research Institute of Tropical Forestry Golden Jubilee (50th) Anniversary Celebration.
- Most of the Executive Committee members, and over 25 members had already confirmed of attending.
- A number of guests had also been invited to this General Assembly.

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

- Dr Ke Shuifa of Renmin University China was recommended by one of the Executive Committee members out of the three nominations that the Secretariat had received. By the end of July, no other recommendation from the Executive Committee members had been received. The Secretariat has thus notified Dr Ke accordingly
- A plaque and certificate will be presented to Dr Ke during the coming General Assembly in Guangzhou.

3. MOU between Korea Forest Research Institute and APAFRI

- The Secretariat had received USD179 000 from KFRI under the MOU for 2012.
- Out of this: USD24000 has been allocated for GFIS Workshops in Korea and Japan; USD50000 for a meeting on Forest Fire Management; USD12000 for the International Conference on Traditional Forest-related Knowledge in China; USD12000 for a Northeast Asia Workshop also in China; USD18000 to support GFIS Regional Coordinator; USD8000 for a Technical Facilitator in Korea; and USD55000 for APAFRI activities.
- An agreement had been signed with the GFIS Regional Coordinator and a major portion of the allocations for the Regional GFIS related activities (workshops and support) had been disbursed before end of the month.

4. APFNet funded project: Forest Transition

- The training workshop was successfully held as scheduled in Kuala Lumpur, 9-11 July.
- All eight focal points and the three Technical Penal members were present at the workshop.
- Agreements to disbursement fund to support case studies were completed with seven of the eight focal points, and disbursements had also made during the week after the workshop.
- Progress report for period up to 31 July 2012 was prepared and submitted.

C. Newsletters

1. APAFRI Newsletter December 2011 Issue
2. APAFRI Newsletter June 2012 Issue

D. Secretariat APAFRI

4. Membership annual subscriptions

- The Secretariat had during the early months of 2011 sent out reminders regarding membership annual subscriptions. Another round was sent out in early 2012.
- Many of the member institutions had experienced drastic organizational changes and staff movements. Many of APAFRI's contacts in these institutions had either moved on to new positions or even retired, breaking the linkages with these institutions.
- The Secretariat will intensify the efforts in re-establishing broken links, and collect as much as possible overdue membership subscriptions.

5. Accounts closing and auditing

- 2011 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 2012

ASSET	<u>30-Jun-12</u>	<u>31-Dec-11</u>
	USD	USD
Current Assets		
Checking/Savings		
Cash at bank BC - Kepong	85,250	6,931
Total Checking /Saving	<u>85,250</u>	<u>6,931</u>
Other Current Assets		
Cash in hand	955	315
US cash in hand	8,061	371
Fixed deposit	200,557	234,474
Total Other Current Assets	<u>209,573</u>	<u>235,160</u>
Total Current Assets	294,823	242,092
Fixed Assets		
Computer	3,343	3,343
Furniture & Fittings	274	274
Office Equipment	1,855	1,855
Total Fixed Assets	<u>5,472</u>	<u>5,472</u>
TOTAL ASSETS	<u>300,295</u>	<u>247,564</u>
LIABILITIES & EQUITY		
Equity		
Accumulated fund	247,564	232,260
Net income	52,731	15,304
Total Equity	<u>300,295</u>	<u>247,564</u>
TOTAL LIABILITIES & EQUITY	<u>300,295</u>	<u>247,564</u>