

MINUTES OF THE APAFRI EXECUTIVE COMMITTEE TWENTY-SECOND MEETING

Date : 30 October 2017
Time : 14:00–15:30
Place : Seoul, Korea
Attendance : As in Appendix I

Min 22.1 Introduction

The Chairman welcomed all the Executive Committee members who were present to this meeting. Four members of the current Executive Committee were present.

Action & Information

Information

The Chairman thanked those present to this second meeting for the present Executive Committee, and remarked that he hope to have one more meeting before the term for the present Executive Committee expires next year. He then introduced a colleague, Dr Shim KugBo from NIFoS, who would attend this meeting as an observer.

Min 22.2 Adoption of the Agenda

The Chairman 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 22.3 Confirmation of Minutes of the 21st Executive Committee Meeting

Dr. Gan KS, the Executive Secretary, took the members through the minutes highlighting only the salient points. The meeting accepted the minutes unanimously.

Information

Min 22.4 Report on APAFRI Activities

Dr. Gan KS reported the activities carried out for the past months since the last meeting. The details are as per Appendix II.

Information

Min 22.5 Report on Financial Statement

The Executive Secretary tabled the June 2017 unaudited financial report, details are in Appendix III.

Information

Responding to questions raised by Dr Mohanty, Dr Gan explained that the major portion of incomes were from donors' contributions and also service contracts with international agencies. The main donors for the past several years are National Institute of Forest Science (NIFoS), and Forest Research Institute Malaysia (FRIM). While NIFoS contributions had enable APAFRI to organize various activities in the region, FRIM's contribution has been in hosting the Secretariat and paid for the salary of two permanent staff members as well as operating expenses. In 2017, APAFRI has a service contract with FAO to support the activities of a few regional networks such as TeakNet, Asia-Pacific Forest Invasive Species Network, Insects for Food, etc. APAFRI typically kept about five to ten percent as service charges to pay for administrative costs of managing these funds. In addition, these funds also earns interest from bank, as it is stipulated in the APAFRI Constitutions that the Secretariat must keep funds in interest-earning bank account. The service charges and interests earned, however, are very small and could barely covered the administration expenses which include paying two permanent staff hired by APAFRI on annual contract basis, of the Secretariat. However, the Secretariat had managed over the past 15 years or so; but the reserve is already depleting fast.

Information

Dr Mohanty further suggested that the Secretariat should perhaps keep aside a bigger portion from these donors' contributions and service contracts to ensure a longer sustainability of APAFRI as well as the Secretariat. Dr Gan, assisted by Dr Sim, explained that APAFRI has been registered as a non-profit organization in Malaysia, and enjoys income-tax waiver. To maintain that status, retained balance at end of each financial year should theoretically be almost zero. Moreover, donors' contributions and service contracts are often with very specific apportionments with little flexibility. Donors and international agencies often questioned the quantum of service charges and the secretariat needs to provide lengthy explanations.

The Chairman again thanked the various agencies, especially Forest Research Institute Malaysia (FRIM), National Institute of Forest Science (NIFoS), Food and Agriculture Organization (FAO) and many others, for the financial and in-kind contributions, which had been vital for the sustainability of APAFRI all these years.

Min 22.6 Other Matters

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| a. | Dr Gan, responding to the question on implementing a long term programme on Landscape Restoration, explained that APAFRI has participated in a workshop organized by FAO which discussed the various issues related to implementing FLR in Asia Pacific region. However, the whole concept of FLR is still very hazy, with a number of international agencies, interpret differently according to their priorities. The Secretariat thus would appreciate if the Executive Committee members could assist in sending in suggestions/proposals (a page or two). | EC Members |
| b. | Dr Gan explained that the next General Assembly, the Eight General assembly, is due next year 2018. The General Assembly would typically held just around September, allowing sufficient time for the various logistical arrangements. Very soon, an announcement would be prepared for sending out to all members. | Information |
| c. | As the General Assembly is typically a half-day event, therefore it is traditionally to be held in conjunction with a conference or workshop, in which the members are encouraged to participate, thus making traveling to attend the General Assembly, more attractive which could also easier to justify. Dr Gan, therefore, sought opinions from the Executive Committee, to suggest event that APAFRI could tag its General Assembly to. | EC Members |
| d. | Dr Gan, further stressed that a number of Executive Committee members had served the maximum of two terms and are therefore not eligible for re-electing into the Committee. The details are in the documents appended. | Information |
| e. | Dr. Gan had also informed that the Food and Agriculture Organization of the United Nations (FAO) had launched the Family Farming Knowledge Platform (FFKP) to gather digitized quality information on family farming from all over the world. APAFRI was invited to collaborate with this platform. The meeting had no objection to the request. | Information |

Min 22.7 Concluding Remarks

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

The meeting was adjourned at 15.30

Attendance list

A. EXECUTIVE COMMITTEE MEMBERS & SECRETARIAT STAFF

Dr Park Jung Hwan National Institute of Forest Science (NIFoS)

Dr B. N. Mohanty Indian Plywood Industries Research and Training Institute (IPIRTI)

Mr Wu Chia-Chen Taiwan Forestry Research Institute (TFRI)

Dr Zhao Wenxia Research Institute of Forest Ecology, Environment and Protection (RIFEEP-CAF)

Prof Dr Mohd Zakaria University Putra Malaysia (UPM)

Dr Gan Kee Seng Executive Secretary, APAFRI Secretariat, c/o FRIM

Dr Sim Heok Choh APAFRI Secretariat, Forest Research Institute Malaysia (FRIM)

B. OBSERVERS

Dr Shim KugBo National Institute of Forest Science (NIFoS)

Activities / progress of activities during the months of October 2016 – October 2017

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

2016

1. IUFRO-AO Regional Congress: Beijing, China, 24-27 October 2016.
2. The 21st APAFRI Executive Committee Meeting: Beijing, China, 25 October 2016.
3. Forest Landscape Restoration and Sustainable Forest Management: Beijing, China, 25 October 2016.

2017

1. APFORGEN Strategy week: Kuala Lumpur, Malaysia, 20-24 March 2017.
2. The Tenth Forest Policy Course: Colombo, Sri Lanka, 15-25 May 2017.
3. Promoting the Role of Natural Regeneration in Large-scale Forest and Landscape Restoration: Nanning, China, 19-23 June 2017.
4. Regional Seminar on “Reclamation, Rehabilitation and Restoration of Disturbed Sites: Domestication of National and IUCN Red List Tree Species”: Kuala Lumpur, Malaysia, 15-17 August 2017.
5. International Workshop on Forest Long Term Ecological Research (LTER) in East-Asia: Hokkaido, Japan, 28 August – 1 September 2017.
6. 27th Session of the Asia-Pacific Forestry Commission (APFC): Colombo, Sri Lanka, 23 – 27 October 2017.

B. Other activities

1. NIFoS's 2017 International Contribution to APAFRI

The NIFoS 2017 contribution to APAFRI has been allocated for the implementation of these planned activities:

- 1) Capacity Building for Forest Fire Management in Asian Countries
- 2) Project on Forest Landscape Restoration and Sustainable Forest Management
- 3) Networking Project on Asia Pacific Forest Genetic Resources Programme (APFORGEN)
- 4) Support for Workshop on the Platform Construction of Asian Center of Traditional Forest Knowledge
- 5) International Workshop on Forest Long Term Ecological Research in East-Asia
- 6) Special Programme for Development of Capacities

2. FAO contribution

FAO has awarded a contract through the signing of an agreement with APAFRI to manage FAO's contributions for activities to be carried out for the region in 2017. These activities would include at least one side event during the 2017 APFC Session in Sri Lanka (October), and also activities to be carried out by forestry related networks in the region.

- 1) Community Forestry and SMFES
- 2) TEAKNET
- 3) Asia Pacific Forest Invasive Species Network (APFISN)
- 4) Forest Foods
- 5) Awareness on climate change and forests for youth and students

C. Newsletters

1. APAFRI Newsletter No. 38 December 2016
2. APAFRI Newsletter No. 39 June 2017

D. Publications

1. Survey Report of Investigation of Proverbs and Old Sayings
 - The compilation of the surveys report titled “Collecting Proverbs, Old Sayings and Community Rules related to Climate Change and Forest Management in ASEAN countries” had been published by APAFRI Secretariat.

E. Secretariat APAFRI

1. Accounts closing and auditing
 - The 2016 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 2017

ASSET	<u>30-Jun-17</u>	<u>31-Dec-16</u>
	USD	USD
Current Assets		
Checking/Savings		
Cash at bank BC - Kepong	116,859	14,284
Total Checking /Saving	<u>116,859</u>	<u>14,284</u>
Other Current Assets		
Cash in hand	513	777
US cash in hand	2,104	3,188
Fixed deposit	445,676	197,650
Total Other Current Assets	<u>448,294</u>	<u>201,615</u>
Total Current Assets	565,153	215,898
Fixed Assets		
Computer	666	666
Furniture & Fittings	243	243
Office Equipment	254	254
Total Fixed Assets	<u>1,163</u>	<u>1,163</u>
TOTAL ASSETS	<u>566,316</u>	<u>217,062</u>
LIABILITIES & EQUITY		
Equity		
Accumulated fund	217,062	167,371
Net income	349,255	49,690
Total Equity	<u>566,316</u>	<u>217,062</u>
TOTAL LIABILITIES & EQUITY	<u>566,316</u>	<u>217,062</u>