

## 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.

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 19<sup>th</sup> 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 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

Information

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|----|---|-------------|
| c. | The Executive Secretary briefed the meeting about the preparation for the 7 <sup>th</sup> 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 &amp; 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 Jung Hwan** 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**

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

**2015**

1. Workshop on 'Documenting Traditional Forest-related Knowledge for Ecosystem Services in ASEAN Countries', 2–4 February, Kuala Lumpur (*KFRI & APAFRI*)
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 & APAFRI*)

**B. Other activities**

**1. APAFRI 7<sup>th</sup> 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.

**2. 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 7<sup>th</sup> General Assembly, as well as to provide support to member institutions' activities.

**C. Newsletters**

1. APAFRI Newsletter December 2014 Issue
2. APAFRI Newsletter June 2015 Issue

**D. Publications**

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

**E. Secretariat APAFRI**

**1. Accounts closing and auditing**

- The 2014 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 2015

ASSET	30-Jun-15	31-Dec-14
Current Assets	<b>USD</b>	<b>USD</b>
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
<b>Total Current Assets</b>	<b>339,204</b>	<b>124,676</b>
Fixed Assets		
Computer	3,638	3,638
Furniture & Fittings	243	243
Office Equipment	1,649	1,649
Total Fixed Assets	5,531	5,531
<b>TOTAL ASSETS</b>	<b>344,735</b>	<b>130,206</b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Accumulated fund	130,206	195,557
Net income	214,528	(65,351)
Total Equity	344,735	130,206
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>344,735</b>	<b>130,206</b>

### 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.