



**ASIA PACIFIC ASSOCIATION OF FORESTRY
RESEARCH INSTITUTIONS**

**MINUTES
SIXTH GENERAL ASSEMBLY**

**Friday, 31 August 2012
Hotel Yanling
Guangzhou, China**

APAFRI is a chapter of International Union of Forest Research Organizations



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THE SIXTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China

**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 I.

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 which is appended as Annex II.

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. The accepted minutes of the Fifth 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 Fifth General Assembly are as listed on Page 63 of the Agenda and Supporting Documents (Annex IV).

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 (Annex V). 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 (appended in Annex V). 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 Eliko 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.

The new Executive Committee of the Association for 2012–2015 elected by the Sixth General Assembly is per Annex VI.

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.

THE SIXTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China

ANNEX I

**ATTENDANCE
AT THE SIXTH GENERAL ASSEMBLY**

ATTENDANCE AT THE SIXTH GENERAL ASSEMBLY

Friday, 31 August 2012
 Hotel Yanling
 Guangzhou, China

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THE SIXTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China

ANNEX II

THE APPROVED AGENDA

**THE ASIA PACIFIC ASSOCIATION OF
FORESTRY RESEARCH INSTITUTIONS**

SIXTH GENERAL ASSEMBLY

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China
1400-1800

PROGRAMME

- 1.0 Opening
 - 1.1 Remarks: Dr Abd Latif Mohmod, Chair, APAFRI Executive Committee 2009-2012
 - 1.2 Presentation of Dr Y S Rao Forestry Research Award 2012
- 2.0 Agenda for Discussion
 - 2.1 Adoption of Agenda
 - 2.2 Approval of the Minutes of the Fifth General Assembly
 - 2.3 Matters Arising from the Minutes
 - 2.4 Chairperson's Report
 - 2.5 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 SIXTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China

ANNEX III

**MINUTES OF
THE FIFTH GENERAL ASSEMBLY**

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

FIFTH GENERAL ASSEMBLY
4 October 2009
Hotel Istana, Kuala Lumpur, Malaysia

1. INTRODUCTION

The Fifth General Assembly of the Asia Pacific Association of Forestry Research Institutions (APAFRI) was held on 4 October 2009. A list of participants who attended the meeting is attached as Annex III A.

Opening Remarks

Mr Sarath Fernando, 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, of which all members were present at this General Assembly: Dr Putera Parthama of FORDA Indonesia (the Vice-chair), Dato' Dr Abd Latif Mohmod of Forest Research Institute Malaysia (FRIM) (the Immediate Past Chair), and members: Prof Simon Saulei of Forest Research Institute Papua New Guinea (PNG FRI), Dr Xiao Wenfa of Research Institute of Forest Ecology Environment and Protection (RIFEED) China, Dr Park JungHwan of Korea Forest Research Institute (KFRI), Dr Leocadio Sebastian of Bioversity International, Dr CN Pandey of Indian Plywood Industries Research and Training Institute (IPIRTI), and Assoc. Prof Awang Noor Abd Ghani of University Putra Malaysia (UPM).

He then invited the official representatives of the member institutions present at this General Assembly to introduce one by one themselves. He was extremely pleased to note that there were representatives from 31 member institutions present at this General Assembly. This was the biggest General Assembly attendance in APAFRI's history! He also welcomed all the others who were present as observers.

The Chairman reported that the membership of APAFRI had reached 64 institutional members and seven affiliate/individual members. However, only about 40 of these members were actively involved in APAFRI activities over the years.

He concluded his opening remarks by thanking all who have made this General Assembly possible, and also the funding agencies which had supported APAFRI all these years.

2. AGENDA ITEM 2.1: ADOPTION OF AGENDA

The adoption of agenda was proposed by Dr Leocadio Sebastian from the Bioversity International (BI) and seconded by Dr Aida Baja-Lapis of the Ecosystems Research and Development Bureau (ERDB).

3. AGENDA ITEM 2.2: APPROVAL OF THE MINUTES OF THE FOURTH 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 Fourth 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 Fourth General Assembly are as listed on Page 47 of the Agenda and Supporting Documents.

The amendments proposed and approved during the Fourth 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) since early 2007. 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 four times. The last meeting, the Sixteenth was held in the morning of 4 October 2009. 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. The Executive Secretary had supplemented the summary with a PowerPoint presentation, highlighting a number of high profile activities during the past years. On the issue of APAFRI Semi-annually Newsletters, it was decided that subsequent issues will again be printed in hard copies as many still like to have printed copies.

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. The General Assembly was informed that membership fee collected have been kept in fixed deposits and interest earned used to fund activities. Some small earnings were also derived from sales of publications. Members were also informed that APAFRI has a tradition of providing financial support of up to US\$3000 per activity organized by member institutions. To a query why incomes in 2006 and 2007 were less than expenses, the General Assembly was informed that APAFRI accounts are on 'cash-basis' and recorded only cash transactions. Promised contributions, expected earnings and committed expenses were not captured in these accounts. In addition, very often monies received in a year may be required to pay for expenses incurred in subsequent years.

There were some discussions about membership fee collections, and many present at the General Assembly had suggested that the members be given the option of paying the membership fees for a number of years in a single lump sum.

Before moving on to the next agenda, the Chairman thanked the Korea Forest Research Institute (KFRI); the Australian Government Department of Agriculture, Fisheries and Forestry (DAFF); the Forest Research Institute Malaysia (FRIM); 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

Biodiversity International (BI) moved a motion of inserting the following into Clause 1 of Article XII: "If the member institution hosting the Secretariat has not been elected a member of the Executive Committee, this member institution shall be made an *ex-officio* member of the Executive Committee."

The amended Clause 1 of Article XII will read as:

“The Executive Committee shall comprise a Chairperson, Vice-Chairperson and six members elected at the General Assembly from among the members by ballot of all member institutions. The immediate Past Chairperson shall continue as an ordinary member for another term. In the event that the Chairperson has been elected for a second term, the Immediate Past Chairperson shall continue as an ordinary member for a second term. If the member institution hosting the Secretariat has not been elected a member of the Executive Committee, this member institution shall be made an *ex-officio* member of the Executive Committee.”

Implication: This proposed amendment will improve the functioning of the Association and its Secretariat by having better coordination and greater participation in the decision making.

Decision: CIFOR proposed, seconded by IFES, that the proposed amendment to Article XII be adopted. The Executive Secretary explained that since APAFRI has registered with the Registrar of Society Malaysia, the amendment will need to be forwarded to the Registrar of Society Malaysia and will be in force thereafter.

ITC proposed that profiles of member institutions be maintained. The APAFRI's website has such a compilation of member institutions profiles. The Secretariat will take appropriate actions to update these profiles. The General Assembly was also informed of a Directory of Asia Pacific Forestry Researchers maintained by APAFRI, which was initiated in 2004 with funding from USDA-FS. Currently the Directory has over 800 entries, which is still far from complete. Continuous efforts have been taken to increase the awareness of this Directory and invite more entries.

Dr Efransjah of CIFOR stressed that 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 attract more institutions to join APAFRI, as well as contribute to some assurance of continuous support from the donor agencies.

There were some discussions about improving communication and information dissemination. The General Assembly had been informed that information and announcements of activities were typically posted on APAFRI website. Emails were then sent to all members and colleagues on APAFRI's mailing list, directing them to browse the website for more details. Briefs were also typically sent out as attachments to these emails. The mailing list has been continuously updated and expanded. The General Assembly supported the suggestion from Dr Alfredo Rabena of UNP, that communication between the Secretariat and member institutions be further strengthened by having the emails be sent to a focal point or nominated official representative of the member institution, and he/she shall forward to his/her other colleagues.

Dr Park JungHwan (Korea FRI) informed the General Assembly about the upcoming IUFRO World Congress in August 2010 in Seoul, Korea. He suggested that this would be a golden opportunity for APAFRI to further uplift its profile, and would like to see activities/events supported/organized by APAFRI including putting up a display booth during this once-in-five-year premier global forestry research event. The General Assembly was informed that the Secretariat has already received at least three enquiries on the possibility of jointly organizing technical sessions/side events on the topics of forest genetic resources, wood processing and forest invasive species. The Secretariat would step up the discussions and also actively looking for sponsors.

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 EC members are:

Chairperson	Mr Sarath Fernando	FD, Sri Lanka
Vice Chairperson	Dr Nur Masripatin	FORDA, Indonesia
Immediate Past Chairperson	Datuk Dr Abdul Razak Mohd Ali / Dato' Dr Abd Latif Mohmod	FRIM, Malaysia
Members (up to 6)	Dr.Xiao Wenfa	RIF*, CAF, China
	Dr Park JungHwang	KFRI*, Korea
	Prof Dr Mohd Hamami Sahri /Assoc. Prof Dr Awang Noor Abd Ghani	UPM, Malaysia
	Dr Percy Sajise / Dr Leocadio Sebastian	Bioversity International
	Dr CN Pandey	IPIRTI, India
	Mr Nalish Sam / Mr Roy Banka	FRI, PNG
	/Prof Simon Saulei	

* 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 to each one of them. A pewter plaque was also presented to the former Executive Secretary, Dr Daniel Baskaran, for his contributions to APAFRI.

8. AGENDA ITEM 3.2: ELECTION OF EXECUTIVE COMMITTEE 2009–2012

When the General Assembly resumed after a brief coffee break, the current Executive Secretary, proceeded with the election of the new Executive Committee for 2009–2012.

For the post of Chair of the Executive Committee, UPM nominated FRIM and the nomination was seconded by STA. 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 2009–2012.

ICFRE was nominated by IFES to be the Vice-chair, and the nomination was seconded by ITC. As ICFRE was the only one nominated for this post, it was accepted that the official representative of ICFRE, Dr GS Rawat, shall serve as Vice-chair of the APAFRI Executive Committee 2009–2012.

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

Three member institutions, UPM, FORDA and ERDB, were nominated for the position of Executive Committee Member representing the Southeast Asian sub-region. Dr Aida Baja-Lapis, representing ERDB, was elected from voting by show of hands.

PNG FRI was the only nomination for the position of Executive Committee Member representing the Pacific sub-region. Prof Simon Saulei, representing PNG FRI shall therefore be the Executive Committee Member representing the Pacific sub-region in the APAFRI Executive Committee 2009–2012.

Likewise, IFES was the only nomination for the position of Executive Committee Member representing the South Asian sub-region. Prof M Al Amin, representing IFES, shall then be a member of the APAFRI Executive Committee 2009–2012.

There were four nominations, UPM, FORDA, BI and RITF, for the remaining two positions in the Executive Committee. Show of hands voted in RITF, represented by Dr Xu Daping; and FORDA, represented by Dr Putera Parthama.

9. AGENDA ITEM 3.3: APPOINTMENT OF INTERNAL AUDITORS 2009–2012

Dr Efransjah of CIFOR and Assoc. Prof Dr Awang Noor Abd Ghani of UPM were unanimously elected to be the Internal Auditors 2009–2012.

10. ADDRESS BY INCOMING CHAIRMAN

Dato' Dr Abd Latif Mohmod thanked the members present for electing FRIM as the Chair of APAFRI Executive Committee 2009–2012. 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. In so doing, he would strive to uplift the recognition of APAFRI's contributions by the Malaysian Government, as well as the Governments in the Asia and Pacific region. He stressed the importance of collaboration and cooperation among all member institutions in APAFRI's future activities. He would welcome positive criticisms and remarks to assist him in improving the performance of APAFRI in the next three years. Last but not least, he also thanked the past Chairmen: former Director General Datuk Dr Abdul Razak Mohd Ali of FRIM and Mr Sarath Fernando, Conservator General of Forests Sri Lanka, for their contributions in moulding APAFRI to its present status of a highly respected premier regional network for forestry research.

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

11. CLOSING BY EXECUTIVE SECRETARY

Dr Sim Heok-Choh, the Executive Secretary, thanked all present for making this General Assembly a very successful and fruitful gathering of members. He also thanked the new 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. He further pledged to continuously improving the services that the Secretariat could provide to the members.

With these notes, he declared the Fifth General Assembly of APAFRI adjourned.

ATTENDANCE AT THE FIFTH GENERAL ASSEMBLY

4 October 2009
Hotel Istana
Kuala Lumpur, Malaysia

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THE SIXTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China

ANNEX IV

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

Matters Arising from the Minutes of the Fifth General Assembly

AGENDA ITEM 1: ADOPTION OF THE AGENDA

No matter arising

AGENDA ITEM 2: APPROVAL OF THE MINUTES OF THE 4TH GENERAL ASSEMBLY

No matter arising

AGENDA ITEM 3: MATTERS ARISING FROM THE MINUTES

No matter arising

AGENDA ITEM 4: CHAIRMAN'S REPORT

On the issue regarding membership fee, although the Secretariat has continued to send out yearly invoices, but would only aggressively pursuing the matter when approaching General Assembly

AGENDA ITEM 5: AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution had been submitted and approved by the Registrar of Society in Malaysia. Copies of the amended Constitution have been distributed and an electronic file has also been posted on APAFRI's official website (www.apafri.org) right after the previous General Assembly. Copies are also available during the Sixth General Assembly.

AGENDA ITEM 7: OTHER BUSINESS

The profile of the members had since the last General Assembly been updated twice. The Secretariat will continue the practice of sending out requests for updating the member's profile once a year.

THE SIXTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China

ANNEX V

CHAIRPERSON'S REPORT

CHAIRPERSON'S REPORT

It gives me great pleasure and honour to report that over the past three years, your current Executive Committee has continued with 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 October 2009.

A. Conferences, Workshops and Project's activities

In Year 2009

1. Second ASEAN Knowledge Network on Forests and Climate Change Meeting, 19–20 Feb, Kuala Lumpur (*GTZ, FORDA & APAFRI*)
2. International Workshop on Restoration after Ice-snow Disaster and Forrest Health Restoration, 27-28 May, Lijiang China (*USDA, CAF & APAFRI*)
3. Third ASEAN Knowledge Network on Forests and Climate Change Meeting, 13–15 July, Jakarta, Indonesia (*GTZ, FORDA & APAFRI*)
4. Seventh Pacific Regional Wood Anatomy Conference, 3–5 Aug, Kuala Lumpur (*UPM*)
5. APAFRI 16th Executive Committee Meeting, 4 Oct (*APAFRI*)
6. APAFRI 5th General Assembly, 4 Oct (*APAFRI*)
7. International Symposium on FGR, 5-8 Oct, Kuala Lumpur (*APAFRI, ITTO, Bioversity International & FRIM*)
8. Second Meeting of the State-of-the-World Forest Genetic Resources – Asia, 9 Oct 2009, Kuala Lumpur (*FAO, APAFRI & Bioversity International*)
9. TEAKNET workshop, 23-26 Nov, Kerala, India (*Kerala FRI & APAFRI*)
10. Asia Pacific Forest Products Workshop, 14-16 Dec (*APAFRI, FD Sri Lanka, KoreaFRI & IUFRO*)

In Year 2010

1. IUFRO Conference on Forest Genetic Resources, 8–12 Mar, Kuala Lumpur (*UKM & APAFRI*)
2. The Fourth International Casuarina Meeting, 22–26 Mar, Hainan, China (*RITF-CAF & APAFRI*)
3. Twenty-third Session of the Asia Pacific Forestry Commission, 8–11 June (FAO)
4. Training Workshop on Conservation and Management of Forest Genetic Resources, 5-9 July, Coimbatore, India (*ICFRE, FRIM & APAFRI*)
5. Second Analytical Workshop on Dynamic-Plot Database Analysis, 18–23 July (*FRIM & APAFRI*)
6. Training Course on Identification and Taxonomy of South East Asian Fireflies, 27-31 July, Kuala Lumpur (*FRIM & APAFRI*)
7. IUFRO World Congress, 23-28 Aug, Seoul, Korea (*KoreaFRI*)
8. Regional Rattan Conference, 29 Aug – 1 Sep, Manila (*ERDB*)
9. Asia Pacific Symposium on Vulnerability Assessment to Natural and Anthropogenic Hazards, 7-10 Dec, Manila, Philippines (*ERDB, KoreaFRI and APAFRI*)
10. Launching of Second Asia Pacific Forestry Outlook Study (APFSOS II), 14 Dec (FAO & APAFRI)

In Year 2011

1. SOW FGR Regional Workshop, 7-9 Mar, Kuala Lumpur (*FAO, Bioversity International & APAFRI*)
2. International Conference on Response of Forest and Adaptation Management to Climate Change, 8-11 Aug, Yichun, China (*CAF, UBC & APAFRI*)
3. Inception Meeting – APFNet Funded Project on Forest Transition, 6 Nov, Beijing (*Renmin University China & APFRI*)

4. APFISN Workshop on Forest health Technology and Phytosanitary Standards, 6,8 10-11 Nov, Beijing (*APFISN, FAO, USDA, CAF & APAFRI*)
5. The 24th Session of Asia Pacific Forestry Commission & Second Asia Pacific Forestry Week, 7-11 Nov, Beijing (*FAO & China SFA*)
6. Seventeenth APAFRI Executive Committee Meeting, 8 Nov, Beijing (*APAFRI*)
7. Asia Pacific Workshop on Multinational and Transboundary Conservation of Valuable and Endangered Forest Tree Species, 5-7 Dec, Guangzhou (*RITF-CAF, KoreaFRI & APAFRI*)

In Year 2012

1. International Symposium on Reclamation, Rehabilitation and Restoration Towards a Greener Asia, 3-5 July, Kuala Lumpur (*FRIM, KoreaFRI & APAFRI*)
2. Training Workshop on Forest Transitions, 9-11 July (*APAFRI*)

B. Seminars/Workshops/Meetings Attended

In Year 2009

1. COFO, 16-20 Mar, Rome (*Chairman*)
2. UNFF8, 20 Apr – 2 May, New York (*Executive Secretary*)
3. Sixth Meeting of the Asia Pacific Forestry Commission (APFC) Executive Committee, 5-6 Nov, Chiang Mai
4. Country-led Initiative by China in Support of UNFF, 17-20 Nov, Guilin, China

In Year 2010

1. Global Conference on Agricultural Research for Development, 28-31 Mar (*Executive Secretary*)
2. International Forest Workshop in support of UNFF, Accra, Ghana, 26-30 July (*Executive Secretary*)
3. Japan International Research Centre for Agricultural Sciences (JIRCAS) Anniversary International Symposium, Tsukuba, Japan, 7-11 Nov (*Executive Secretary*)

In Year 2011

1. Seventh Meeting of the APFC Executive Committee, Hua Hin, Thailand, 13-14 Jan (*Executive Secretary*)
2. Contribution of Forests to a Green Economy – Country-led Initiative of the UN Forum on Forests, 4-8 Oct, Bonn (*Executive Secretary*)

C. Newsletters

1. Issue #24 (December 2009) printed and distributed out early January 2010.
2. Issue #25 (June 2010) printed and distributed out early July 2010.
3. Issue #26 (December 2010) printed and distributed out early January 2011.
4. Issue #27 (June 2011) printed and distributed in July 2011.
5. Issue #28 (December 2011) – e-Newsletter, posted on website in January 2012.
6. Issue #29 (June 2012) – e-Newsletter, posted on website in July 2012.

D. *APAFRI – halfway through its second decade*, a compilation of APAFRI activities and events since its establishment in 1995 was printed in early January 2011 and distributed to members and friends.

E. APAFRI has continued to host the Secretariat for **Asia Pacific Forest Genetic Resources Programme (APFORGEN).** A project funded by ITTO was completed successfully, and finally closed in Oct 2010 after two extensions for implementing additional activities to utilize the rather substantial savings from the originally approved budget. 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.

- F. MOU between Korea Forest Research Institute (KFRI) and APAFRI** signed in 2011, will be in force for five years and extendable for another five years, and would enable APAFRI in implementing various activities in Asia Pacific with the generous contributions from KFRI.
- G.** Funded by USDA Forest Service and launched in 2004, the **Directory of Asia Pacific Forestry Researchers**, has nearly 1000 entries; and continued to be maintained by APAFRI with internal resources.
- H.** The current **Executive Committee** has met formally on only one occasion due to various factors. The minutes of this 17th Meeting are attached to this report (Attachment C.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 VK Bahuguna to replace Dr GS Rawat. The member FORDA of Indonesia has nominated Mr Wisnu Prastowo to replace Dr Putera Parthama. Mr KP Ariyadasa has replaced Mr Sarath Fernando who has since retired, as the representative of FD Sri Lanka.,
- I. APFNet funded project: Comparative Analyses of Transitions to Sustainable Forest Management and Rehabilitation** had finally been endorsed by end Aug 2011. The project with a funding of USD268 000, will involve 8 countries, and will be managed by APAFRI in technical collaboration with the Renming University of Beijing, Seoul National University of Korea and Kyoto University Japan. Two workshops – in November 2011 and in July 2012, were organized to discuss the project activities after it was officially launched in Nov 2011.
- J.** In 2011, prompted by suggestions from the Chairman, the Secretariat has launched the **APAFRI Twinning Programme** which provides a non-legally binding framework to linkup member institutions in developing closer collaboration in forestry research and education.
- K.** **APAFRI Financial Reports** for years 2009, 2010 and 2011 have been prepared and audited by an external professional accounting firm. Details are summarized in Attachment C.2.
- L.** 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), Ms Nazratul Raudzah Abd Rahman (who joined APAFRI in Oct 2002) and Ms 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.
- M. Acknowledgements**
- The achievements of the past three years would not be possible 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 thanked.
 - The Executive Committee members have undertaken their responsibilities seriously and supported the many decisions during the past three years.
 - To our financial supporters: FAO, USDA-FS, Korea Forest Research Institute, APFNet, and many others, your support and contributions are gratefully acknowledged and we look forward to your continued support.

THE SIXTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China

ANNEX V

Attachment 1

CHAIRPERSON'S REPORT
Minutes of the Seventeenth and Eighteenth Meetings
of
APAFRI Executive Committee 2009–2012

CHAIRPERSON'S REPORT

Attachment 1

MINUTES OF THE APAFRI EXECUTIVE COMMITTEE SEVENTEENTH MEETING

Date : 8 November 2011
 Time : 1330 - 1530
 Place : China National Convention Centre, Beijing, China
 Attendance : As in Appendix I

Min 17.1 Introduction

The Chair welcomed all the members. The Chair welcomed Dr. Jeremy Broadhead from FAO, and a number of colleagues who were present as observers, to this meeting. Since no other issues were at hand, the Chairman proposed to proceed with the adoption of the agenda and moved on to read the minutes of the last meeting.

Action & Information

Information

Min 17.2 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 17.3 Confirmation of Minutes of the 16th Executive Committee Meeting

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

Information

- Concerning organizing activities by APAFRI, such as conference, symposium, workshop and the like; the members all agreed that these types of activities are highly beneficial to capacity building in the region, and more should be organized. Dr Aida Lapis mentioned about the Symposium on Vulnerability Assessment last year in Manila which was hosted by her organization, ERDB of the Philippines; and also a number of smaller workshops with her project on rattan.
- The issue of payment of fees for membership was again discussed. The meeting was told that the Secretariat had early this year sent out a round of reminders to collect membership dues. Quite a few members had responded thus far. The Secretariat would only intensely collect unpaid membership dues once in three years, coincides with the announcement for the General Assembly. Member institutions were reminded to pay up their membership dues to be able to nominate and vote during the General Assembly as stipulated in the APAFRI Constitution. This in effect allows the member institutions to pay their membership fees only once in three years, greatly reduces the burden and paperwork of paying every year.
- Two more members: Myanmar Forest Research Institute at Yetzin, and the Renmin University, Beijing, China; had recently signed up as members.

Secretariat

Information

Information

Min 17.4 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 17.5 Report on Financial Statement

The Executive Secretary tabled the September 2011 unaudited financial report, details are in Appendix III. Information

The Chairman 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 17.6 Other Matters

The Chairman mentioned that the next General Assembly is due next year, and he would like to seek member institution to host this General Assembly. Announcement will be sent out early next 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. Secretariat

The meeting was informed that earlier this year, Dr Park JungHwan of Korea Forest research Institute, a former Executive Committee member who has been very supportive of APAFRI activities and facilitated financial contributions for several years, mentioned that Korea Forest research Institute would be celebrating its 90th Anniversary next year. The Institute is planning to organize an international event in conjunction with the celebration. This could be a good opportunity to also have APAFRI General Assembly. The Secretariat is to follow up with Korea Forest research Institute. Secretariat

The Twinning Programme launched earlier this year had received limited response. The Secretariat would promote this further by sending out another round of the announcement. Secretariat

Dr Aida Lapis submitted a proposal for organizing an ASEAN Congress on Mangrove Research and Development. The meeting suggested that this event should be expanded to include other countries in the Asia Pacific region, not just ASEAN. Dr Aida Lapis will discuss with her colleagues in ERDB and shall resubmit if appropriate. Secretariat

There were some discussions about giving awards to recognize excellent forestry researchers in the region. The meeting was informed that APAFRI has instituted Dr YS Rao Forestry Research Award since its beginning. So far two persons: Dr Wu Bo (Chinese Academy of Forestry) and Dr Ashok Kumar (Rain Forest Research Institute, India) had received this award. There were however no nominations during the last two General Assemblies. The Secretariat will send out the announcement together with that for the General Assembly early next year. Secretariat

Min 17.7 Concluding Remarks

The Chairman thanked every one present for their involvement and contributions to the meeting.

The meeting was adjourned at 15.30.

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 M Al Amin Institute of Forestry and Environmental Science, Chittagong University (IFES)

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

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

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

B. OBSERVERS

Dr Jeremy Broadhead FAO

Dr VRR Singh Forestry Research Institute, ICFRE (ICFRE)

Dr Pawan Kumar Kaushik Rain Forest Research Institute (RFRI)

Dr KV Sankaran Kerala Forest Research Institute (KFRI)

Dr Tadao Gotoh Forestry and Forest Products Research Institute (FFPRI)

Dr HS Ginwal Indian Council of Forestry Research and Education (ICFRE)

Activities / progress of activities during the months of October 2009 – October 2011

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

1. *APAFRI 16th Executive Committee Meeting, 4 Oct 2009*

- The 16th Executive Committee Meeting, the last for the current Executive Committee, was convened in the morning of 4 Oct 2009 at Hotel Istana, Kuala Lumpur.
- All, except PNG FRI, attended the meeting. Dr Appanah of FAO, and a number of colleagues from member institutions were also present.
- An amendment to the Constitution was proposed to be tabled during the coming General Assembly. This amendment shall allow the member institution hosting the Secretariat be included as an ex-officio member in the Executive Committee.

2. *APAFRI 5th General Assembly, 4 October 2009*

- The 5th General Assembly was successfully convened as scheduled at the Hotel Istana, Kuala Lumpur. Representatives from 31 institutional members attended this General Assembly with observers from FAO and SPC.
- Forest Research Institute Malaysia (FRIM) and the Indian Council for Forestry Research and Education (ICFRE) were elected as chair and vice chair of the APAFRI Executive Committee for the next three years, respectively.
- The Director General of FRIM, Dato' Dr Abd Latif Mohmod, in his address as the incoming Chair, reaffirmed FRIM's commitment to continue hosting the Secretariat.
- He also announced that Dr Sim Heok-Choh, a senior researcher from FRIM who has been with APAFRI Secretariat for more than eight years now since 2002, would be retained as the Executive Secretary overseeing the operations of the Secretariat.
- The new Executive Committee of the Association for 2009-2012 elected by the members at the Fifth General Assembly:

Chairman	: Dato' Dr Abd Latif Mohmod – FRIM, Malaysia
Vice Chairman	: Dr G S Rawat – ICFRE, India
Immediate Past Chairman	: Mr Sarath Fernando – FD, Sri Lanka
Committee	: Dr Isamu Okochi – FFPRI, Japan Prof Simon Saulei – PNG-FRI, Papua New Dr Aida Baja-Lapis – ERDB, Philippines Prof M Al Amin – IFES, Bangladesh Dr Xu Daping – RITF, China Dr Putera Parthama – FORDA, Indonesia

- The Fifth General Assembly has also elected Dr Efransjah of CIFOR-Indonesia and Dr Awang Noor of UPM to be the Internal Auditors, 2009-2012.
- The minutes of the 5th General Assembly was drafted and approved by the Chair. Copies had been sent to the Registrar of Society Malaysia, the External Auditors and the bank which APAFRI deposited its fund.

3. *International Symposium on FGR, 5-8 Oct 2009, Kuala Lumpur*

- The 4-day symposium with 39 papers has attracted more than 60 participants.
- A CD with the PowerPoint Presentations was produced and distributed at the end of the symposium. These files were also uploaded on to APAFRI website.
- The proceedings had been published in early 2010.

4. *Asia Pacific Forest Products Workshop, 14-16 December 2009*

- Responding to a suggestion from Mr Sarath Fernando, APAFRI's Immediate Past Chairman, this workshop was held in Colombo, Sri Lanka. A total of 35 participants from 11 countries participated in the three-day workshop with 22 oral presentations.

- This workshop was organized with financial contribution from Korea Forest Research Institute to APAFRI, which is a portion of its contribution to IUFRO. Forest Department Sri Lanka, the local host, assisted in many aspects of logistics.
 - Compilation of extended abstracts published as IUFRO World Series Vol 27.
5. **TEAKNET workshop, 23-26 November 2009, Peechi Kerala, India**
 - APAFRI had provided up to a maximum of USD3000, to support the participation of staff members of member institutions to this workshop.
 6. **Regional Conference on Rattan Production and Utilization Technologies**
 - APAFRI had provided support up to a maximum of USD3000 to this conference organized by the Ecosystems Research and Development Bureau of the Philippines.
 7. **IUFRO Conference on Forest Genetic Resources, 8–12 March 2010, Kuala Lumpur**
 - APAFRI had been invited to be a co-organizer of this conference to be held in Kuala Lumpur. The Executive Secretary was made a member of the Executive Committee of this conference.
 - Although APAFRI had offered to provide support up to USD3000, the conference organizers had only utilized a small portion to support one participant from Indonesia.
 8. **The Fourth International Casuarina Meeting, 22–26 March, Hainan, China**
 - APAFRI had supported the participation of three participants, one each from Vietnam, India and Bangladesh, to this workshop.
 - Dr GS Rawat, APAFRI's Vice Chairman, gave a welcome speech during the Opening.
 9. **Second Analytical Workshop on Dynamic-Plot Database Analysis, 18–24 April 2010**
 - APAFRI had provided support up to USD3000 to this workshop organized by FRIM with resource person from Taiwan Forest Research Institute.
 10. **Twenty-third Session of the Asia Pacific Forestry Commission, 8–11 June 2010**
 - FAO Workshop on 'Forests: Moving Beyond GDP Contributions to Gross National Happiness Considerations' was successfully held as scheduled on 8 June 2010 in Thimphu, Bhutan. APAFRI managed the fund provided by FAO to support the attendance of 12 participants in this half-day workshop, there after they are encouraged to stay on for the 23rd APFC Session.
 - APFISN workshop on pathways of forest invasive species was held as scheduled over two days in Thimphu during the 23rd APFC Session Meeting. APAFRI managed the USDA fund of USD30000 and supported 14 colleagues and three resource persons from the region to this workshop.
 - The Chairman and Executive Secretary represented APAFRI for the Session, and also participated in the Open Forum briefing APAFRI's programmes and activities.
 11. **IUFRO World Congress, 23-28 August 2010, Seoul, Korea**
 - APAFRI Secretariat staff assisted in running the Pre-Congress workshops during the week before the Congress. A total of 72 trainees participated in the four week-long workshops conducted by a dozen or so resource persons. Mrs Syuqiyah, APAFRI's Information Officer, also served as one of the resource persons in a training module on Information Management.
 - APAFRI's booth during the Congress had been well visited by the participants. All the brochures and publications that we had shipped to Seoul, except a handful, were distributed during the five-day Congress.
 - APAFRI supported five scientists from the region: Dharam R. Uprety (Nepal), Dhananjaya Lamichhane (Nepal), O. K. Remadevi (India), V. P. Tewari (India) and Akhmadi Khaulenk (Mongolia) using the balance of KFRI's contribution for 2008; and has been duly recognized as one of the sponsors of the Congress.

- Dr Sim HC, the Executive Secretary, on the third day, moderated a Sub-Plenary Session: Conservation and sustainable use of forest genetic resources. APAFRI also assisted in compiling the presentations of this session, and a related technical session, on CDs.

12. Asia Pacific Symposium on Vulnerability Assessment to Natural and Anthropogenic Hazards, 7-10 December 2010, Manila, Philippines

- The symposium was successfully held as scheduled in Manila. The main funder for this event is Korea Forest Research Institute which allocated a portion of its contribution to IUFRO for this event.
- The symposium was attended by 45 participants from 14 countries, of which half were from outside the Philippines.
- Twenty-four technical papers including two plenary papers were presented during the two-and-a-half-day symposium.
- The proceedings had been published as IUFRO World Series 29.

13. Launching of Second Asia Pacific Forestry Outlook Study (APFSOS II), 14 Dec 2010

- The Second Asia Pacific Forestry Sector Outlook Study (APFSOS II) was initiated in 2006 under the auspices of APFC. The wide ranging study was to provide an overview of status and trends in the forestry sector and also to highlight issues that will shape the future of forestry in the region.
- The launching event was to share the views and insights from a series of 20 thematic study reports and 28 country outlook reports. This event was attended by representatives from various forestry agencies including NGOs and individuals active in forestry sector. FAO Officers Simmathiri Appanah and Jeremy Broadhead chaired the event.

14. SOW FGR Regional Workshop, 7-9 March 2011, Kuala Lumpur

- The workshop was successfully held as scheduled. Twenty-two participants from 19 countries participated in the three-day workshop.
- The event jointly organized by APAFRI and Bioversity International on behalf of FAO, was officiated by the Dr Abdul Rashid Malik, Deputy Director General FRIM on behalf of the Director General FRIM who is also the Chairman of APAFRI.
- As there is a substantial balance left after settling all bills, FAO would amend the LOA to utilize the unspent balance.

15. The 24th Session of Asia Pacific Forestry Commission & Second Asia Pacific Forestry Week

- The Secretariat had made reservation for an exhibition booth during the week-long event.
- Workshop for the Asia Pacific Forest Invasive Species Network: with fund from USDA Forest Service, an LOA had been signed to engage CAF to organize the workshop.
- FAO had also granted a Letter of Agreement engaging APAFRI to organize a workshop on Forestry Policy Think Tank to be held from 7-11 November 2011 in Beijing, China.
- The unspent balance of a previous LOA for FGR will be utilized to organize a side-event for the Asian members of the Intergovernmental

16. Asia Pacific Workshop on Multinational and Transboundary Conservation of Valuable and Endangered Forest Tree Species, 5-7 December 2011 Guangzhou, China

- IUFRO HQs had already endorsed this workshop, and a LOA had already been signed by the IUFRO Executive Director, Dr Alexander Buck; and APAFRI Chairman. APAFRI had also requested the transfer of the allocated fund to APAFRI Secretariat for organizing this proposed workshop in Guangzhou, China.
- A LOA had signed to engage the Research Institute of Tropical Forestry (RITF), Chinese Academy of Forestry for hosting this workshop.
- A first announcement had been posted on APAFRI website, and circulated out widely since early August. By the end of October, 40 abstracts for presentations had been received. Colleagues in China will assist in selecting abstracts that are relevant and appropriate, and the authors will be informed accordingly.

B. Meetings participated/attended

1. Sixth Meeting of the Asia Pacific Forestry Commission (APFC) Executive Committee, 5-6 November 2009, Chiang Mai

- APAFRI Executive Secretary was invited to this meeting which discussed, among other things, preparations for the next APFC Meeting scheduled for 2010, and also Asia Pacific Forestry Week in 2011.
- APAFRI has been involved in APFC meetings, which convened every alternate year since 2002. We had assisted in various aspects of logistics in these events. FAO had again indicated its desire to engage APAFRI in the coming events.

2. Country-led Initiative by China in Support of UNFF, 17-20 November 2009, Guilin, China

- APAFRI Executive Secretary was invited to this workshop representing the Scientific and Technological Communities Major Group.
- The workshop prepared a set of recommendations to the next UNFF Session in 2011.

3. Global Conference on Agricultural Research for Development, 28-31 March 2010

- The Executive Secretary was invited to attend the four-day conference in Montpellier, France. The participation was fully supported by Global Forum on Agricultural Research (GFAR).
- The Executive Secretary participated in the parallel session for the megaproject/thematic programme on *Forests and Trees*.

C. Other activities

1. Compilation of APAFRI Activities and Events 1995-2010

- Prompted by a suggestion from the current Chairman, the Secretariat has since early February 2010, started preparing ***APAFRI – halfway through its second decade***, a pictorial compilation of APAFRI's activities and achievements over the past 15 years since its establishment in 1995.
- The compilation was printed in early January 2011 and distributed to members and friends.

2. ITTO Project on FGR

- Originally approved for three years starting in February 2006, ITTO had granted two extensions with no additional funds till October 2010. The extensions has enabled the addition of a few activities including organizing an international symposium (Oct 2009), a training workshop in India (July 2010) and participation in IUFRO World Congress (Aug 2010).
- The project completion report was finalized and printed in early December 2010.
- The final Project Technical Committee was held on 25 March 2011 in Kuala Lumpur. Dr Ma Hwan-Ok, ITTO Representative, expressed satisfaction on the rather impressive achievements of the project.
- ITTO has granted permission to utilize the small amount unspent from the disbursements received for upgrading and general maintenance of equipment purchased under the project.

3. APAFRI Twinning Programme

- Prompted by suggestions from the Chairman, the Secretariat has drafted a concept note on ***APAFRI Twinning Programme***. The concept note has, since mid March 2011, circulated to all Executive Committee members for comments.
- The programme is a non-legally framework to linkup member institutions in developing closer collaboration in forestry research, development and education.
- Announcement about the programme has been posted on the website, and also sent out to all on the mailing list.

4. Seventeenth APAFRI Executive Committee Meeting, 8 November 2011, Beijing

- The Secretariat had booked a small meeting room for this purpose on the afternoon of 8 Nov 2011. A final announcement would be sent out to all Executive Committee members once we have received confirmation from the Organizers.
- At least four out of the nine members have already confirmed their attendance.

5. MOU between Korea Forest Research Institute and APAFRI

- KFRI and APAFRI had entered into an MOU for research collaboration. KFRI would make contributions to activities managed by APAFRI on mutually beneficial and agreed topics and subjects.
- This MOU will be in force for five years, and would be extended for another five years, unless either party decides otherwise.
- The first contribution, USD50000, has already been received by APAFRI. A major portion of this contribution will be used to fund a proposed international conference on forest rehabilitation in 2012 in Kuala Lumpur.

6. APFNet funded project: Comparative Analyses of Transitions to Sustainable Forest Management and Rehabilitation

- The project document had finally been endorsed and sent to APAFRI Secretariat end August 2011.
- A workshop, also serving as an Inception Meeting of this project, has been planned to convene during the APFW in Beijing, 8-11 November 2011. The project with a funding of USD268 000, will involve 8 countries, and will be managed by APAFRI in technical collaboration with the Renming University of Beijing, Seoul National University of Korea and Kyoto University Japan.

D. Newsletters

- APAFRI Newsletter December 2009 Issue
- APAFRI Newsletter June 2010 Issue
- APAFRI Newsletter December 2010 Issue
- APAFRI Newsletter June 2011 Issue

D. Secretariat APAFRI**1. APAFRI Secretariat Shifted to a New Building**

- APAFRI Secretariat had shifted to a single-storey building which had recently been refurbished. The costs of renovation, about USD55000, was borne by FRIM.
- APAFRI Chairman and DG FRIM officiated the new Secretariat building – the Wisma APAFRI – on 26 October 2010 with a small reception. We were honoured by the presence of a former Chairman – Dr Salleh M Nor and a few representatives from other member institutions.

2. Membership annual subscriptions

- The Secretariat had during the early months of 2011 sent out reminders regarding membership annual subscriptions.
- 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.

3. Accounts closing and auditing

- 2010 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 September 2011

ASSET	30-Sep-11	31-Dec-10
	USD	USD
Current Assets		
Checking/Savings		
Cash at bank BC - Kepong	105,507	20,982
Total Checking /Saving	105,507	20,982
Other Current Assets		
Cash in hand	305	704
US cash in hand	312	85
Fixed deposit	244,325	216,698
Total Other Current Assets	244,942	217,504
Total Current Assets	350,448	238,486
Fixed Assets		
Computer	5,847	5,847
Furniture & Fittings	292	292
Office Equipment	3,136	3,136
Total Fixed Assets	9,276	9,276
TOTAL ASSETS	359,724	247,762
LIABILITIES & EQUITY		
Equity		
Accumulated fund	247,762	273,796
Net income	111,962	(26,035)
Total Equity	359,724	247,762
TOTAL LIABILITIES & EQUITY	359,724	247,762

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

- | | | |
|----|--|-------------|
| 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)

Activities / progress of activities during the months of November 2011 – July 2012

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>

THE SIXTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China

ANNEX V

Attachment 2

CHAIRPERSON'S REPORT
Financial Reports for 2009, 2010 and 2011

CHAIRPERSON'S REPORT
Attachment 2

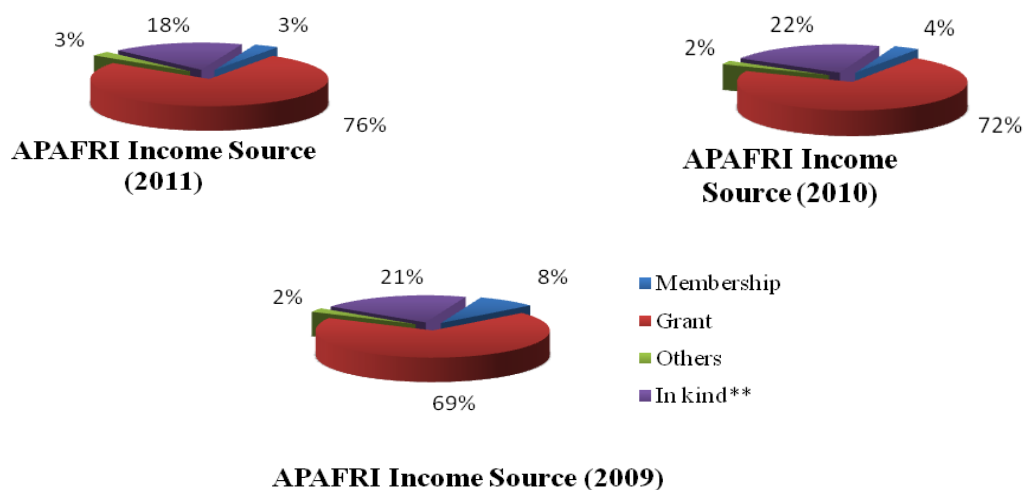
APAFRI's Financial Reports for Years 2009, 2010 and 2011 (USD)

	2009	2010	2011
Property, Plant & Equipment	5,410.00	8,834.00	5,472.25
<u>Current Assets</u>			
Fixed Deposits	225,376.00	206,379.00	234,474.30
Cash at Bank	17,935.00	19,983.00	6,931.44
Cash in Hand	184.00	751.00	685.78
Total Assets	248,905.00	235,947.00	247,563.78
<u>Represented by</u>			
Retained earnings	261,339.00	260,758.00	232,260.06
Surplus income for the year	(12,434.00)	(24,811.00)	15,303.72
Total Retained	248,905.00	235,947.00	247,563.78

APAFRI Incomes and Expenses – 2009, 2010 and 2011 (USD)

	2009	2010	2011
Total Income	213,730.00	219,580.00	300,618.90
Total Expense	226,164.00	244,391.00	285,315.18

Slight differences in the amounts in US dollars of these financial statements are due to rates of exchange which have fluctuated over the past years.



THE FIFTH GENERAL ASSEMBLY

ASIA PACIFIC ASSOCIATION OF FORESTRY RESEARCH INSTITUTIONS

Friday, 31 August 2012
Hotel Yanling
Guangzhou, China

ANNEX VI

**APAFRI
EXECUTIVE COMMITTEE MEMBERS
2012–2015**

APAFRI EXECUTIVE MEMBERS 2012-2015

Chairman	:	Forest Research Institute Malaysia (FRIM) Dato' Dr Abd Latif Mohmod
Vice Chairman	:	Indian Council of Forestry Research & Education (ICFRE) Dr V.K. Bahuguna
Committee	:	Korea Forest Research Institute (KFRI) Dr Park JungHwan
		Department of Forestry, Fiji Mr Elike Senivasa Sigarugurugu
		University Putra Malaysia Prof. Faridah Hanum Ibrahim
		Indian Plywood Industries Research and Training Institute (IPIRTI) Dr C.N. Pandey
		Ecosystems Research and Development Bureau (ERDB) Dr Aida Baja-Lapis
		Forestry and Forest Products Research Institute (FFPRI) Dr Isamu Okochi
Internal Auditors	:	Research Institute of Tropical Forestry (RITF) Dr Xu Daping
		Forest Products Research and Development Institute (FPRDI) Dr Romulo Aggangan