

## MINUTES OF THE APAFRI EXECUTIVE COMMITTEE TWENTY-FOURTH MEETING

Date : 15 October 2020 (Thursday)  
Venue : Hopea Meeting Room, Forest Research Institute Malaysia (FRIM)  
Time : 2.00 – 4.00 pm (Malaysia Standard Time)  
Method : Zoom Online Meeting  
Attendance : As in Appendix I

### Min 23.1 Introduction

### Action & Information

Dr. Gan Kee Seng, the Executive Secretary, started the meeting by welcoming all the Executive Committee members who participated in this virtual meeting. He mentioned that this was a long-planned meeting due to the Covid-19 pandemic which was still on-going since early this year. Thus, it was still not possible to convene a proper Executive Committee meeting as before.

He drew members' attention to **Article XII** of the APAFRI's constitution which stated that the 'Executive Committee members elected are representing member institutions and not on individual basis'. He then informed the meeting that Dr. Khali Aziz bin Hamzah is the new Director General of FRIM, replacing Dr. Abd Latif Mohmod who had retired at the end of August 2020 and officially the signatory of APAFRI's banking account; Dr. Kim Myungkil is the new representative of National Institute of Forest Science (NIFoS), replacing Dr. Park JungHwan who had retired at end of 2019; and Dr. Yoshio Tsuboyama is the new representative of Forestry and Forest Products Research Institute (FFPRI), replacing Dr. Hiroshi Tanaka in March 2020. He announced that Dr. Sim Heok Choh had officially retired from APAFRI.

Information

He then invited Dr. Khali Aziz bin Hamzah to chair the meeting.

The Chairman welcomed all the Executive Committee members and thanked everyone for their efforts to attend this meeting via Zoom. He promised to give full commitment and support to ensure that all the APAFRI activities are successfully carried out.

The Chairman conveyed his thanks and appreciation to Dr. Abd Latif Mohmod, Dr. Park JungHwan and Dr. Hiroshi Tanaka for their excellent contributions in leading this association. He also expressed his sincere gratitude to Dr. Sim Heok Choh who had served APAFRI since 2002 which was almost 18 years.

Information

During the short remarks given by every member, Mr. Uus Danu Kusumah informed that under the new re-organisation in Indonesia, FOERDIA is no longer under the Ministry of Environment and Forestry. Therefore, there will be a new nomination for APAFRI representative in the near future.

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 23.2 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 23.3 Confirmation of Minutes of the 22nd Executive Committee Meeting**

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

Information

**Min 23.4 Report on APAFRI Activities**

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

Mr. Uus Danu Kusumah reckoned that his colleagues had the opportunities to attend the various APAFRI activities. He delivered his sincere appreciation to APAFRI and all the contributors.

Information

Dr. Kim Myungkil highlighted the difficulties to organize the planned activities under NIFoS allocation this year due to COVID-19 and suggested to postpone all activities to year 2021. Dr. Gan Kee Seng responded and confirmed that all activities will be moved to next year.

**Min 23.5 Report on Financial Statement**

The Executive Secretary tabled the June 2020 unaudited financial report, details are in Appendix III.

Information

**Min 23.6 Other Matters**

a. Dr. Gan Kee Seng informed that the Ninth APAFRI General Assembly is due in 2021. Since most of the activities could not be implemented in 2020 because of the spread of COVID-19, the first half year of 2021 will be allocated to organize the postponed activities. He then proposed the Ninth General Assembly to be held towards the end of 2021 to allow participation from all members. All members agreed unanimously to the suggestion.

Information

b. Dr. Kim mentioned that NIFoS would like to hold discussion with APAFRI Secretariat and APAFRI members to boost cooperation in organizing projects in Asia Pacific region before the ninth APAFRI General Assembly meeting.

Information

c. She suggested to held discussion between NIFOS and APAFRI Secretariat and APAFRI members in developing long term strategies for enhancing international cooperation together with the IUFRO to strengthen forest cooperation and forest genetic network in Asia Pacific region.

Secretariat

d. She also mentioned that NIFoS plans to utilize from the international contribution which is co-organized by NIFoS and APAFRI as materials for promoting APAFRI activities. NIFoS welcomes the active participation from APAFRI members in the World Forestry Congress which is scheduled in May 2021 in Seoul, Korea.

Information

e. Dr. Syam suggested that all members could promote activities conducted in their respective institutions in APAFRI Newsletter. Dr. Gan clarified that instead of reporting activities organized by APAFRI, the Newsletter is also open for all members to contribute the content and announce upcoming events.

Information

- f. Dr. Gan informed that APAFRI's banking account in Malaysia has two signatories to allow any transaction. It is stated in the Constitution that 'All cheques or withdrawal notices on the Association's account shall be signed jointly by the Chairperson or designated representative (or in the absence of the Chairperson or designated representative, the Vice-Chairperson) and the Executive Secretary (or in the absence of the Executive Secretary, the Immediate Past Chairperson or designated representative).' In view of that, Dr. Gan sought approval from all members to assign two designated representative to facilitate the banking transaction. All members had no objection with the suggestion.

Secretariat

**Min 23.7 Concluding Remarks**

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

The meeting ended at 15:00 (Malaysia Time) on 15 October 2020.

**Attendance list**

A. EXECUTIVE COMMITTEE MEMBERS & SECRETARIAT STAFF

**Dr Khali Aziz Hamzah** Forest Research Institute Malaysia (FRIM)

**Dr Yoshio Tsuboyama** Forestry and Forest Products Research Institute (FFPRI), Japan

**Dr Kim Myungkil** National Institute of Forest Science (NIFoS), Republic of Korea

**Mr Uus Danu Kusumah** Forestry Environment Research Development and Innovation Agency (FOERDIA), Indonesia

**Dr. Syam Viswanath** Kerala Forest Research Institute (KFRI), India

**Mr Chen Yen-Chang** Taiwan Forestry Research Institute (TFRI), Taiwan

**Dr Zhao Wenxia** Research Institute of Forest Ecology, Environment and Protection (RIFEED-CAF), Republic of China (not linked up successfully because of poor internet connection)

**Dr. Romulo T. Aggangan** Forest Products Research and Development Institute (FPRDI), Philippines

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



## Activities / progress of activities during the months of November 2018 – August 2020

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

#### In Year 2018

1. **23rd APAFRI Executive Committee Meeting**, 29 November 2018, Putrajaya, Malaysia (APAFRI)
2. **APAFRI Eighth General Assembly**, 29 November 2018, Putrajaya, Malaysia (APAFRI)

#### In Year 2019

1. **International Conference on Bamboo Composites**, 11 – 12 February 2019, Bangalore, India (IPIRTI)
2. **Regional Workshop on Conservation Priorities for Asian Tree Species and Their Genetic Resources**, 18-21 March 2019, Colombo, Sri Lanka (APFORGEN, APAFRI, Bioversity International, FD Sri Lanka, NIFoS)
3. **Fourteenth UNFF Meeting**, 7-10 May 2019, New York, United States of America (UNFF)
4. **Asia-Pacific Forestry Week 2019 (APFW 2019)**, 17-21 June 2019, Incheon, Korea (Korea Forest Service (KFS), FAO)
5. **The 28th Session of the Asia-Pacific Forestry Commission (APFC)**, 17-21 June 2019, Incheon, Korea (FAO)
6. **International Symposium on Global Forest & Landscape Restoration**, 18 June 2019, Incheon, Korea (NIFoS, APAFRI)
7. **Roles of Research Institute on Forest Plantation and Landscape**, 19 June 2019, 19 June 2019 (Seoul National University, NIFoS, APAFRI)
8. **International Workshop on Restoration and Sustainable Management of Dryland Forests in Central and Northeast Asia**, 26-30 August 2019, Almaty, Kazakhstan (National University of Mongolia, NIFoS, APAFRI)
9. **Eleventh Executive Forest Policy Course: Asia-Pacific Forests and Forestry in 2030 and Beyond - What The Future Holds?**, 17-27 September 2019, Kuala Lumpur, Malaysia (FAO, APAFRI)
10. **East Asian Networks for Urban Forests Coping with Fine Dusts**, 17-18 October 2019, Seoul, Korea (NIFoS, APAFRI)

#### In Year 2020

1. **Inception Workshop on Primary Forests and Innovative Forest Technologies**, 30 July 2020, Online Meeting (FAO, CIFOR)

### B. Other activities

#### **1. NIFoS's 2019 International Contribution to APAFRI**

The NIFoS 2019 contribution to APAFRI has been allocated for the implementation of these planned activities:

1. Workshop for Forest Restoration in the North East Asia focus on Agroforestry
2. International Symposium on Global Forest & Landscape Restoration
3. International Symposium on Genetic Conservation and Restoration of Endangered Forest Tree Species in Asia-Pacific Region
4. International Training Workshop on Plant Tissue Culture Technique

5. Establishment of Forest Tree Breeding Populations for Recovering the Devastated Sites and Capacity building
6. Establishment of ASIA Forest Research Network (AFRN)
7. Support for Conference and Workshop to Activate the platform on the Asian Network of Traditional Forest Knowledge (ANTFOK)
8. Support for Conference and Workshop to Activate the platform on the East Asian Network of Urban Forest (EANUF)
9. Workshop on Nursery, Silviculture, Forest Restoration and Sustainable Management in Central Asian and Northeast Asia.

## **2. NIFoS's 2020 International Contribution to APAFRI**

The NIFoS 2020 contribution to APAFRI has been allocated for the implementation of these planned activities:

1. International Symposium on Global Forest & Landscape Restoration
2. International Workshop on Promoting Legal Timber Trade and Conservation of Forest Genetic Resources in Asia-Pacific Region
3. Establishment of ASIA Forest Research Network (AFRN)
4. Technical support for the establishment of Forest Tree Breeding Populations for Recovering the Devastated Sites in Cambodia
5. Support for Conference and Workshop to Activate the platform on the East Asian Network of Urban Forest (EANUF)

## **3. FAO contribution**

FAO has awarded a contract through the signing of an agreement with APAFRI for provision of Asia-Pacific Forest Sector Outlook Study (APFSOS) III (Phase 1). All planned activities should be carried out in 2019.

1. **Asia Pacific Forestry Sector Outlook Study III (APFSOS III) - Expert Review Meeting**, 7 – 8 March 2019, Kuala Lumpur, Malaysia
2. **APFSOS III -Regional Youth Consultation Workshop on the Outlook towards the Future of Forests and Forestry**, 20 March 2019, Bangkok, Thailand
3. **APFSOS III - Third Meeting of the Advisory Committee**, 11-12 April 2019, Bangkok, Thailand
4. **Launching of the report of APFSOS III**, 18 June 2019, Incheon, Korea

## **C. Newsletters**

1. APAFRI Newsletter No. 42 December 2018
2. APAFRI Newsletter No. 43 June 2019
3. APAFRI Newsletter No. 44 December 2019
4. APAFRI Newsletter No. 45 June 2020

## **D. Secretariat APAFRI**

Accounts closing and auditing

- The 2019 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 2020

<b>ASSET</b>	<u>30-Jun-20</u>	<u>31-Dec-19</u>
	<b>USD</b>	<b>USD</b>
Current Assets		
Checking/Savings		
Cash at bank BC - Kepong	3,681	10,197
Total Checking /Saving	<u>3,681</u>	<u>10,197</u>
Other Current Assets		
Cash in hand	2,233	2,327
US cash in hand	314	314
Fixed deposit	591,361	452,472
Total Other Current Assets	<u>593,908</u>	<u>455,113</u>
Total Current Assets	597,589	465,309
Fixed Assets		
Computer	3,594	3,594
Furniture & Fittings	243	243
Office Equipment	934	934
Total Fixed Assets	<u>4,771</u>	<u>4,771</u>
<b>TOTAL ASSETS</b>	<b><u>602,360</u></b>	<b><u>470,080</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Accumulated fund	470,080	429,900
Net income	132,280	40,180
Total Equity	<u>602,360</u>	<u>470,080</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>602,360</u></b>	<b><u>470,080</u></b>