

## **Minutes of the Meeting of the APA Council, 15-16 January 2014**

The second meeting of the Third Council of the Asian population Association was held on January 15-16, 2014, at the University of Malaya, Kuala Lumpur.

Present: Terence Hull, President  
Jalal Abbasi Shavazi, Immediate past President  
Doo-Sub-Kim, Vice-President  
Purushottam Kulkarni, Secretary General  
Anand Tamang, Council Member  
Tey Nai Peng, Council Member  
Wen Shan Yang, Council Member  
Rikiya Matsukurra, Council Member  
Sureporn Punpuing, Executive Secretary  
Saowapak Suksinchai, Pasakorn Boonkhum, and Parnachat Tipsuk in attendance.  
K.G. Santhya participated via Skype.  
Vipan Prachuabmoh, Treasurer, sent regrets.

### **First day: 15<sup>th</sup> January 2014: 8:30 a.m.**

1. The President, Terence Hull, welcomed the members. The agenda was confirmed.
2. Minutes of the meeting held on 28-29 January 2014, already circulated, were confirmed.
3. The President congratulated Tey Nai Peng on the successful bid for holding the 2015 APA Conference and requested him to brief the Council on the organization of the APA 2015 conference. Tey Nai Peng informed the Council that the National Organizing Committee (NOC) has been constituted and has already met and discussed various aspects of the organization; the Secretariat of the NOC will be at the University of Malaya. He also gave estimates on costs including various alternatives for different items, hotel accommodation, venue, dinners, and conference facilities. He also provided information about possible funding and that the NOC has already approached some potential donors. Two venues, Hotel Berjaya Times Square and the Royale Chulan, were proposed. It was suggested that the Council members visit the venues and the decision on the venue be taken the next day. Taking into consideration local holidays and other schedules, Tey Nai Peng proposed 27-30 July 2015 as conference days and the Council concurred with this.
4. The Council decided to constitute a Scientific Committee with K.G. Santhya as the Chair. The Scientific Committee would be entrusted with the task of calling for abstracts, planning sessions, and selection of abstracts. Further discussion on this matter was deferred to the second day.

5. The issue of a system for receiving, reviewing and selecting abstracts of papers for the conference was discussed. The President gave information on the experience with the Oxford system. Further, a system for online registration was also considered. The Council deliberated on merits of hiring an event management organization to manage registration. It was felt that a single system to manage abstracts, registration, and other related matters with the conference be adopted. The Council decided in favor of the Oxford system; the Secretariat was requested to obtain an estimate (quotation).

6. The Council discussed the publication of papers presented in the conference. There was a suggestion to link up with publishers for publication. Pros and cons of publication of papers presented in the conference were discussed. Difficulties in receiving full papers, editing, and publication were discussed.

7. It was noted that in the previous conferences many authors whose papers were listed in the program did not show up. The Council discussed whether a deadline for registration of participants whose papers have been accepted should be specified. It was agreed that the conference timelines provide a deadline.

8. Doo-Sub-Kim raised the possibility of side meetings and wondered whether the initiative on this should be taken by the Council or the Scientific Committee. It was noted that the initiative could be from Scientific Committees or individual members; the organizers need to liaison with the NOC for booking the venue and other facilities.

9. Saowapak presented the Financial Statement for 2013 and a report on the financial position of the APA as on January 1, 2014. The Council noted with satisfaction that financial position of the APA is quite good. However, membership dues from many members are yet to be received. The Secretariat mentioned that notices are being sent. The importance of sending reminders on payment of membership fees including past dues at regular intervals was highlighted. Certain clarifications on the statement were sought by members and it was decided to examine the finalized statement and then view the budget for 2014. The matter was deferred to the next day of the meeting.

10. The president requested the Secretariat to brief the Council on the APA website. Parnachat described the process of collecting information for the Website and the Newsletter. Members observed that the website has been quite useful. An ad-hoc advisory committee of Jalal and Doo-Sub-Kim was constituted for website development, especially on the list of institutes, associations, and centres.

*The meeting was adjourned for Lunch and visit to the potential conference venues.*

*The Council members visited the two suggested venues- Hotel Royale Chulan and Hotel Berjaya Times Square- and noted the facilities and the charges/tariffs.*

*The meeting resumed at 3:30 p.m.*

11. The Council discussed the membership. It was noted that though the list of membership contains a large number, only a small proportion are active (have paid membership fees). Further, some were enrolled as students and their present status needs to be ascertained. It was suggested that Council members and nodal persons scan the lists and bring any discrepancies, duplications, etc. to the attention of the Secretariat. A mail be sent to those members on whom some of the information that is not available in the records to convey it.

12. A suggestion was made to introduce life membership. It was noted that there is provision for this in the APA Constitution but the modalities need to be specified by the Council. It was decided to give a thought to this matter and bring out a note for discussion.

13. The organization for the third APA Conference 2015 was discussed. Tey Nai Peng presented estimates of the expenditure under different alternatives and the expected financial support. The Council deliberated on the amount to be specified as Registration fees. It was suggested that a comparative statement be prepared and discussed the next day.

**Second day: 16<sup>th</sup> January 2014, 8:30 a.m.**

14. Santhya briefed the Council about the progress of the Scientific Groups. It was noted that one of the groups (Pathways to Adulthood in Asia- Chair: Shireen Jejeebhoy) has proposed to organize a seminar later this year. It was agreed that the Secretariat could support the activities of the Group in sending a call for papers. Regarding financial support, it was noted that the Council has allocated \$ 15000 for the activities of the Scientific Groups as a whole and individual Scientific Groups could send specific proposals for funding. In this context, the feasibility of holding cyber-seminars and the modalities were discussed. It was agreed that the Scientific Groups be asked to give information on their proposed activities for the Newsletter (Kulkarni to follow up). The Council discussed whether a Council member should be nominated as a liaison member for each Scientific Group and decided to do so. Santhya was requested to identify members for each of the Scientific Groups and take further steps.

15. The discussion on the constitution of the Scientific Committees was continued from the previous day. It was proposed that the committee could consist of K.G. Santhya (Chair), Jalal Abbasi Shavazi, Terence Hull, Tey Nai Peng, and Doo-Sub-Kim. The membership of the committee could be augmented as necessary. The Scientific Committee could consider whether to list a number of themes/topics at the time of call for papers beforehand, or make a call giving only broad themes, or without specified themes and then organize the sessions by theme. The Scientific Committee could decide whether to call for short abstracts, extended abstracts, or full papers for consideration. The Committee could examine the number of papers to be presented per session, four or five, and whether to designate a Discussant for each session or not.

16. The Secretariat presented a proposal for certain amendments to the APA constitution. The members discussed the proposals. The Council resolved that the suggestion to amend Article

4 (by specifying that the Executive Secretary is the Secretariat) be examined in conjunction with Article 6 (which describes the role of the Executive Secretary) and then see whether and if so, how, an amendment be made (Secretary General and the Secretariat to take up the matter). However, it was felt that the duration of the term of the Council and the minimum time required for the notice of the meeting and for amendments need not be changed.

17. The issue of eligibility for voting was discussed. It was suggested that the Secretary General examine Articles 2 and 8 of the APA constitution and clarify the matter.

18. The comparative statement on expenditure for the venues of the Conference was discussed. After taking into account the comparative statement and the information gathered during visits to the venues, the Council unanimously recommended the Berjaya Times Square Hotel as the venue for the conference. Tey Nai Peng also presented estimates on the expenditure and the funding. It was agreed that efforts be made by members to promote wider participation in the conference.

19. The financial statement for 2013 with the clarifications sought earlier and the budget estimates for 2014 and 2015 were presented by the Secretariat. The Council approved the financial statement for 2013. It was decided that the next meeting of the Council be held at the time of the 2015 Conference. If necessary, a meeting via network (Skype) could be held. The Council approved the budgets for 2014 and 2015.

20. Tey Nai Peng enquired about charges for booths etc. It was noted that this could be worked out by the NOC in consultation with the Council. Regarding efforts for raising funds, the NOC and the President of the APA could be in touch with each other.

21. The members of the Council recorded appreciation of the valuable contribution of Prof. Sureporn Punpuing, the Executive Secretary, and the entire APA Secretariat.

The meeting closed with thanks to the Chair.