

**Minutes of The Council meeting for
The Asian Federation of Laboratory Animal Science Associations (AFLAS)**

November 11th, 2014 (2:30pm-4:30pm)

Royale Chulan Hotel, Kuala Lumpur, Malaysia

Summary:

-Education and training system of laboratory animal science and technology was decided to start in AFLAS. The committee for the system also was established and eleven committee members were elected.

-Singapore Association for Laboratory Animal Science (SALAS), the host association for 7th AFLAS Congress 2016, reported current successful progress for preparation of the coming Congress.

-Laboratory Animal Scientist's Association in India (LASA India) was elected to be a host association for 8th AFLAS Congress in 2018. It will be held at Bangalore city of India in October 2018.

-The AFLAS approved the '2015 AFLAS – KALAS Joint Symposium' as an AFLAS Irregular meeting at the KALAS annual meeting in Songdo Convensia, Incheon, Korea in Aug. 12 - 14, 2015. The topic is "Primate resources and international primate transportation in ASIA".

-New Executive board member for 2015-2016 was elected. New president is Mr. Tay Yi Quan, President of Singapore Association for Laboratory Animal Science (SALAS).

Details:

1. Opening remarks
2. An address of welcome: AFLAS President Dr. Abdul Rahim Mutalib (President of LASAM)
3. Introduction of the Delegates and Participants of the Council meeting

Representatives from each associations or society

Chinese Association for Laboratory Animal Science (CALAS)

Dr. Gao Ran (President of CALAS)

Dr. Wei Qiang

Chinese Taipei Society for Laboratory Animal Science (CSLAS)

Dr. Chou Chu Hong (Representative and the board member of CSLAS)

Indonesia Association for Laboratory Animal Science (IALAS)

Dr. Pudji Astuti (Representative and the Vice President of IALAS)
Japanese Association for Laboratory Animal Science (JALAS)
Dr. Atsuo Ogura (Representative of JALAS)
Dr. Tsutomu Miki Kurosawa
Korean Association for Laboratory Animal Science (KALAS)
Dr. Byung-Hwa Hyun (President of KALAS)
Dr. Woo-Sung Choi
Laboratory Animal Scientist's Association (LASA) in India
Dr Arvind Ingle (President of LASA India)
Laboratory animal science association of Malaysia (LASAM)
Dr. Abdul Rahim Mutalib (President of AFLAS & LASAM)
Dr. Goh Yong Meng
Philippine Association for Laboratory Animal Science (PALAS)
Dr. Rolillo Rodrigo Resuello (President of PALAS)
Singapore association for laboratory animal science (SALAS)
Mr. Tay Yi Quan (President of SALAS)
Dr. Leslie Retnam
Thai Association for Laboratory Animal Science (TALAS)
Dr. Montip Getayacamin (Representative of TALAS)

Executive Board member

President: Dr. Abdul Rahim Mutalib (LASAM)
Immediate past-President: Dr. Parntep Ratanakorn (TALAS) (Absent)
Vice President: Dr. Byung-Hwa Hyun (KALAS)
Vice-President: Dr. Qin Chuan (CALAS) (Absent)
Vice-President: Dr. Ramachandra S. GUDDE (LASA India) (Absent)
Vice-President & Secretary-general: Dr. Noriyuki Kasai (JALAS)
Auditor: Mr. Tay Yi Quan (SALAS)

4. Election of a Chair and a Secretary of the meeting

President Dr Abdul Rahim Mutalib (President of AFLAS & LASAM) was elected as a Chair person.

5. AFLAS business

(1) Financial Report

1) Balance for years of 2013-2014

a) Revenues

		US Dollar(\$)	JPN Yen(¥)
1.1	Carry-over	13,503.07	1,213,575
1.2	Membership dues for 2013 -Indonesia	200.00	
1.3	Membership dues for 2013 -Korea		197,760
1.4	Membership dues for 2013 -Japan		204,480
1.5	Membership dues for 2013 -China		203,820
1.6	Membership dues for 2014 -Japan		214,340
1.7	Membership dues for 2014-Korea		212,340
1.8	Membership dues for 2014&2015 -Chinese Taipei		212,340
1.9	Interest (1)	0.48	
1.10	Interest (2)		119
1.11	Interest (3)	0.48	
1.12	Interest (4)		134
1	Total Revenue	13,704.03	2,458,908

b) Expenditures

		US Dollar(\$)	JPN Yen(¥)
2.1	Membership dues for AAALAC International 2013	100.00	
2.2	Remittance and Lifting Charge for 1.3 (Korea)		1,500
2.3	Remittance and Lifting Charge for 1.5 (China)		1,500
2.4	Travel Cost for AFLAS Secretariat to Malaysia*		129,433
2.5	Web site management fee		108,000
2.6	Bank Transfer fee for 2.5		432
2.7	Remittance and Lifting Charge for 1.7 (Korea)		1,500
2.8	Remittance and Lifting Charge for 1.8 (Chinese Taipei)		1,500
2	Total Expenditures	100.00	243,865

* Travel Cost of N. Kasai is calculated in accordance with the travel provision of Tohoku Univ.

c) Asset at October 2014

		US Dollar(\$)	JPN Yen(¥)
3.1	Deposit in the Bank Account	11,604.03	2,214,386
3.2	Cash	2,000.00	657
3	Total	13,604.03	2,215,043

-After explaining the balance of a fiscal 2012-2013 by Dr Kasai, Secretary General, Mr. Tay, auditor of AFLAS, reported the results of auditing of the balance. The council members approved this balance unanimously.

2) The Budget for financial year 2014-2015

The budget was discussed after the following subjects, education and training system of laboratory animal technology and 2015 AFLAS – KALAS Joint Symposium, because of the necessity of financial measures for their implementation.

a) Revenues

		US Dollar(\$)	JPN Yen(¥)
1.1	Carry-over	13,604.03	2,215,043
1.2	Membership dues for 2014 -China	2,000.00	
1.3	Membership dues for 2014&2015 -Malaysia	400.00	
1.4	Membership dues for 2014&2015 -Singapore	400.00	
1.5	Membership dues for 2014&2015 -Phillipine	400.00	
1.6	Membership dues for 2014&2015 -Thailand	400.00	
1.7	Membership dues for 2014&2015 -Indonesia	400.00	
1.8	Membership dues for 2012-2015 -India	800.00	
1.9	Interest (1)	1.00	
1.10	Interest (2)		250
1	Total Revenue	18,405.03	2,215,293

b) Expenditures

		US Dollar(\$)	JPN Yen(¥)
2.1	Web site management fee		108,000
2.2	Bank Transfer fee for 2.2		432
2.3	Membership dues of AAALAC International 2014	100.00	
2.4	Support for Congres Meeting in Malaysia	5,000.00	
2.5	Registration fee for Representatives of Council Meeting in Malaysia	2,700.00	
2.6	Support for Irregular Meeting	2,000.00	
2.7	Travel Cost for Three Experts of Education and Training Program	4,500.00	
2.8	Reserve	4,105.03	2,106,861
2	Total Expenditures	18,405.03	2,215,293

A budget rule has been amended as follows:

The rule that AFLAS Office pays the registration fee of AFLAS Congress for the council members as shown in Appendix 3 of By-Laws was discontinued because the financial support was decided for the

new project of training and education for AFLAS members. Therefore, AFLAS Office will not pay the registration fee of AFLAS Congress for the council members from the next Congress in 2018.

(2) Establishing education and training system of laboratory animal technology in AFLAS. According to the decision at the last council meeting at Bangkok in 2013, we discussed concrete measure of the education and training system. After the explanation of proposal by SG Dr Kasai and discussion, the subjects were decided as follows:

1) AFLAS shall establish a committee for training and education of laboratory animal science including techniques, animal welfare and experimental ethics.

2) Committee members was elected as follows: Dr. Qin Chuan (CALAS)

Dr. Wei-Jeng Chang (CSLAS)

Dr. Pudji Astuti (IALAS)

Dr. Atsuo Ogura (JALAS)

Dr. Byung-Hwa Hyun (KALAS)

Dr. Arvind Ingle (LASA India)

Dr. Abdul Rahim Mutalib (LASAM)

Dr. Rolillo Rodrigo Resuello (PALAS)

Mr. Tay Yi Quan (SALAS)

Dr. Parntep Ratanakorn (TALAS)

Dr. Noriyuki Kasai (AFLAS Secretary-general & JALAS)

3) AFLAS shall have a special session for training works of each AFLAS members on every AFLAS Congress.

4) AFLAS shall make and circulate a list of experts from each member association for the convenience of finding out appropriate special lecturers for AFLAS members.

5) AFLAS allots the budget for sending 2-3 lecturers or experts to associations or society by request a year. For 2014-2015 finan

6) AFLAS shall collaborate with AALAS and FELASA on education and training.

Example for a list of Experts:

No	Name	Association or society	Main Title	Sub Title	Animals
1	Noriyuki Kasa	JALAS	Enrichment for laboratory animals	Animal welfare	Monkey Pig Dog
2	Noriyuki Kasa	JALAS	Coping with Disaster for animal facility	3.11Grate eathquake	All of laboratory animals
3	Atsuo Ogura	JALAS	Nuclear tranfer	Somatic cell cloning	Mouse
4	Atsuo Ogura	JALAS	ICSI		Mouse

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Lecture	Training	Lunguage1	Lunguage2	Lunguage3	Contact (e-mail)	Date of Registraion
x		Japanese	English		nkasai@med.tohoku.ac.jp	10/25/2014
x		Japanese	English		nkasai@med.tohoku.ac.jp	10/25/2014
x		Japanese	English		ogura@rtc.riken.go.jp	10/25/2014
x		Japanese	English		ogura@rtc.riken.go.jp	10/25/2014

Details of previous discussion:

1) At the AFLAS council meeting at Kuala Lumpur in November 2013, Dr. Song Jing, a CALAS representative, proposed establishing education and training system of laboratory animal technology in AFLAS. Most of council members agreed her idea. Some difficulties were, however, anticipated such as short budgets, few instructors, few textbooks etc. Therefore, an idea of setting up a committee for education and training in AFLAS was proposed for further discussion.

2) At JALAS meeting held in Sapporo, Japan, in May 17, delegates from CALAS (6 persons), KALAS (1) and JALAS (9) including CALAS President Qin Chuan, KALAS President Byung-Hwa Hyun and JALAS then President Kenichi Yagami, gathered in a meeting room and discussed about the situation of each associations of education and training in laboratory animal science. Participants agreed that gathering information about professionals for teaching and training of this field and asking AFLAS to establish education and training committee for further discussion.

3) CALAS carried out education and training program for junior technicians at Tsinghua University in Beijing in July, 2014. Four doctors were invited and gave lectures, they are, Dr. Nicole Duffee, DVM, PhD, Director, Education & Scientific Affairs, AALAS, Dr.Marcel Gyger, PhD, Regulatory

Affairs, Ecole Polytechnique, Federale De Lausanne, Switzerland. He is in charge of education and training in FELASA. Dr Hayashimoto, a head of ICLAS monitoring center, Japan, and Dr Noriyuki Kasai, Secretary General and Vice president of AFLAS, Japan. After the lectures, including CALAS president Qing Chuan, we discussed about exchanging information for education and training.

(3) Election of a host association or society for 8th AFLAS Congress in 2018

<Candidate> Laboratory Animal Scientist's Association in India (LASA India) We had one candidate for hosting the 8th AFLAS Congress in 2016. Dr Arvind Ingle, President of LASA India, presented the bid document circulated beforehand via email, and took a vote. All of representatives from member associations and society approved LASA India to be host association of the 8th AFLAS Congress in 2018.

Letter to AFLAS Secretary General from Dr. Ingle, President of LASA India

Dear Dr. Kasai

We are planning to host the AFLAS 2018 congress in Bangalore city of India for which Dr. Ramachandra will be the Organizing Secretary. The probable dates for this meeting will be Oct. 10-12, 2018. We expect 65-75 exhibitors and approximate 1500 participants for this meeting. We have a local support of the sponsors from corporate as well as government organizations to host this event.

Sincerely,

(4) Report of preparation of 2016 AFLAS Congress.

President Tay Yi Quan of Singapore Association for Laboratory Animal Science (SALAS), the host association for 7th AFLAS Congress 2016, reported the current progress for preparation of the Congress. The preparation has been successfully progressed.

(5) Holding of '2015 AFLAS – KALAS Joint Symposium' as an AFLAS Irregular meeting

All of representatives approved of the irregular symposium by KALAS and of financial support by AFLAS. AFLAS decided to support 2000USD financially.

-The outline of the symposium proposed by KALAS President Dr Hyun is as follows:

- It will be held an international symposium for celebration of Anniversary of the 30th KALAS Annual Meeting in August, 2015, as presented below.
- KALAS proposes '2015 AFLAS-KALAS Joint Symposium' in the period of the 30th KALAS annual meeting.
- A proposed title is "Primate resources and international primate transportation in ASIA".

- For The Joint Symposium, 3~4 speakers will be invited from AFLAS members who representative laboratory animal sciences in Asia. The symposium will be composed with current (non-human) primate resources for experimental research and situation of international transportation via airplane in Asia.

- All speakers of the symposium as well as the president of AFLAS will be invited and paid for honorarium, air ticket and accommodation by KALAS.

- KALAS hope to get agreement from the council members here for our proposal and support of organization financially from AFLAS.

-Tentative schedule of Anniversary of the 30th KALAS Annual Meeting, 2015

- Date : Aug. 12 - 14, 2015

- Place : Songdo Convensia, Incheon, Korea (20 minutes from Incheon International airport) • Main titles : "Deciphering Secrets of Humans in Animal Models".

- 3 Plenary lectures, 2 Memorial lectures, 14 symposium sessions including AFLAS-KALAS Joint Symposium and 6 luncheon Seminar.

- AFLAS-KALAS Joint Symposium will held on Aug. 12 (Wed) 14:30 ~ 16:30.

-The rule of holding Irregular AFLAS Symposium: According to the new AFLAS rule of Hosting and Organizing Irregular AFLAS Symposium established at Kuala Lumpur meeting in 2013, council members discussed about a proposal issued by KALAS. The following discussion took place.

*Difficulty of the air transportation of laboratory animals, not only non-human primates but also other animals including mice and rats, is increasing steadily in even Asia. Therefore, it is very suitable subject and timing.

*Many AFLAS member associations and society are involved in this problem.

*For easy participation of many members from outside of Korea, papers for oral or poster presentation should be accepted from general members of AFLAS.

*The Date, Aug. 12 – 14, may not be suitable for Japanese participants because of Bon festival.

(6) Election of the Council and Executive board members for 2015-2016

1) The Elected Council members for 2015-2016

The Council members for 2015-2016 are to be elected by each association or society of AFLAS. When the member will be changed, each association should inform it to the Secretary-General Dr. Kasai immediately. Otherwise, the present members are considered to be the Council members.

2) The elected Executive board member for 2015-2016

President: Mr. Yi-Quan Tay (President of SALAS)

Immediate past-President: Dr. Abdul Rahim Mutalib (LASAM)

Vice-President: Dr. Chuel-Kyu Kim (KALAS)

Vice-President: Dr. Qin Chuan (CALAS).

Vice-President & Secretary-general of AFLAS: Dr. Noriyuki Kasai (JALAS)

Auditor: Dr Arvind Ingle (LASA India)

(7) Others

1) Expected associations to be AFLAS member

*Mongolia: Association has not yet established, and not attend the AFLAS meeting this time.

*Vietnam: Dr. Nguyen Ba Tiep attended and give a talk in the Congress, but not attended the council meeting.

*Sri Lanka: The Sri Lanka Association for Laboratory Animal Science was established in December 2012, and the president Mangala Gunatilake gave a letter for intending to join to AFLAS.

The council meeting decided to recommend to join AFLAS and its membership fee to be one unit, that is, 100USD.

A letter from the Sri Lanka Association for Laboratory Animal Science

Dear Prof. Dr Noriyuki Kasai,

I am the founder president of the Sri Lanka Association for Laboratory Animal Science which was established in December 2012. We conducted our Inaugural Scientific Conference in January 2014 where Prof Rahim was invited for a talk. At that conference he and Dr Montip Getayacamin, Director Southeast Asia, AAALAC International requested me to become a member of the AFLAS. I would like to consider it and could you pls send me an application for membership. Also I would like to know whether your council could consider our application for a free membership for a short period (1-2 years) as ours in a newly established association and not in a good financial position. If not possible, would you let me know whether there is a category under National representatives, similar to ICLAS membership categories. If that membership fee is not a big amount, I might consider paying myself and obtaining National representative as I did with ICLAS initially.

Best regards,

Mangala Gunatilake

Associate Professor, Dept. of Physiology, Faculty of Medicine, Kynsey road, Colombo 08, Sri Lanka

2) AFLAS Official Home page: <http://www.aflas-office.org/>

MEMO

Appendix of By-Laws—Agreements on AFLAS Council meeting

1. Annual membership fee for each associations or societies

The amount of annual membership fee for each fiscal year was decided at the council meeting in Nagasaki on May 21, 2004 (Nagasaki meeting), Beijing on September 29, 2008, Taipei on September 11, 2009, Kuala Lumpur on November 11, 2013 as follows:

CALAS \$2000, CSLAS \$1000, IALAS \$200, JALAS \$2000, KALAS \$2000, LASA in India \$200, LASA \$200, PALAS \$200, SALAS \$200, TALAS \$200.

2. The rule for spending the budget (decided at Nagasaki meeting in 2004)

The budget must be spent only for the Council meeting, the Executive Board and the Secretariat. For example, office expense of the secretariat and business trip for executive board members if no other source exists. The business trip of the council members should be supported by the association or society they belong. The rule for expense of business trip will be determined by referring to the rules of member associations or societies.

3. The rule for spending the budget (decided at Seoul meeting in 2005)

Registration fee of AFLAS Congress for the Council Members except Host Members could be paid from AFLAS.

3-2. The rule for spending the budget decided at Seoul meeting in 2005 was amended at the council meeting of Kuala Lumpur in 2014 as follows:

The rule was discontinued because the financial support was decided for the new project of training and education for AFLAS members. Therefore, AFLAS does not pay registration fee of AFLAS Congress for the Council Members.

4. Hosting and Organizing Irregular AFLAS Symposium (Decided at Kuala Lumpur meeting in 2013)

- AFLAS is to hold irregular academic meeting between the AFLAS Congresses.
- Titles of “AFLAS Symposium” or “AFLAS Workshop” are allowed but not “AFLAS Congress” or “AFLAS Conference”.
- The date should be the year between the regular AFLAS Congresses.
- If requested, AFLAS Office is able to support the organization financially.
- Associations or Societies which plan the symposium or workshop can apply to AFLAS Office with an application form, and AFLAS decided whether or not it is approved at council meeting or by e-mail within AFLAS council members.