

Minutes of The Council meeting of  
**The Asian Federation of Laboratory Animal Science Associations (AFLAS)**  
*November 9, 2016 (1:30am – 3:30pm)*  
*Raffles City Convention Centre (RCCC), Singapore*

Summary:

- Dr. Arvind Ingle, the President of LASA India, was elected as a New AFLAS President for 2017-2018.
- Dr. Arvind Ingle reported preparation of 8<sup>th</sup> AFLAS Congress in 2018 in India.
- TALAS was elected for the host association for 9th AFLAS Congress in 2020.
- AFLAS Office announced that the supporting program for Education and Training Activities of Laboratory Animal Science and Technology (ETALAST) for AFLAS member associations or society will start in December 2016.
- Discussion was performed for establishing AFLAS Journal, and a working committee was established for further detailed discussion. The committee consists of five members from LASA India, CALAS, KALAS, JALAS and PALAS.

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      - Dr. Qin Chuan (Vice President of AFLAS & President of CALAS)
      - Dr. Gao Ran (The Committee of International affairs of CALAS )
    - Chinese Taipei Society for Laboratory Animal Science (CSLAS)
      - Dr. Chiung-Tong Chen (President of CSLAS)
    - Indonesia Association for Laboratory Animal Science (IALAS)
      - Dr. Joko Pamungkas (President of IALAS)
    - Japanese Association for Laboratory Animal Science (JALAS)
      - Dr. Nobuhito Hayashimoto (Representative of JALAS)
      - Dr. Toru Takeo (International Communication Committee of JALAS)

Korean Association for Laboratory Animal Science (KALAS)

Dr. Chuelkyu Kim (President of KALAS)

Prof. Je Kyung Seong (Chairperson, Committee of Academic Program of KALAS)

Laboratory Animal Scientist's Association (LASA India)

Dr. Arvind Ingle (President of LASA India)

Laboratory Animal Science Association of Malaysia (LASAM)

Dr. Goh Yong Meng (Representative of LASAM)

Philippine Association for Laboratory Animal Science (PALAS)

Dr. Maria Nilda M. Munoz (PALAS President)

Dr. Maria Amelita Estacio (PALAS Vice President)

Dr. Rohani B. Cena, DVM (PALAS Secretary)

Singapore association for laboratory animal science (SALAS)

Mr Tay Yi Quan (Shawn) (AFLAS President)

Dr Timothy Chua (SALAS President)

Dr. Leslie Retnam (Chair of AFLAS Congress Organizing Committee)

Sri Lanka Association for Laboratory Animal Science (SLALAS)

Dr. Mangala Gunatilake (Founder President, Managing Director)

Thai Association for Laboratory Animal Science (TALAS)

Dr. Parntep Ratanakorn (President of TALAS)

Dr. Montip Gettayacamin

Vice President & Secretary-General of AFLAS

Dr. Noriyuki Kasai

(2) The present Executive Board members for 2015-2016

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

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

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)

#### 4. Election of a Chair

AFLAS President Yi Quan Tay (President of AFLAS & SALAS) was elected as a Chair according to By-law.

#### 5. AFLAS business

##### (1) Financial Report

Secretary General Dr. Kasai presented the balance sheet and statement of income and expenditure of AFLAS.

# 1) Balance sheet for years of 2015-2016

## Financial Report

[1] Balance for years of 2015.11-2016.11

### 1. Revenues

		US Dollar(\$)	JPN Yen(¥)
1.1	Carry-over	12,504.97	2,351,360
1.2	Membership dues for 2016 -Korea (2,000USD)		205,500
1.3	Membership dues for 2016 -China (2,000USD)		207,060
1.4	Membership dues for 2016 -Japan (2,000USD)		211,620
1.5	Membership dues for 2016&2017 -Chinese Taipei	2,000.00	
1.6	Membership dues for 2016&2017 -India	400.00	
1.7	Membership dues for 2016&2017 -Indonesia	400.00	
1.8	Membership dues for 2016&2017 -Malaysia	400.00	
1.9	Membership dues for 2016&2017 -Phillipine	400.00	
1.10	Membership dues for 2016&2017 -Singapore	400.00	
1.11	Membership dues for 2016&2017 -Thailand	400.00	
1.12	Membership dues for 2016&2017 -Sri Lanka	200.00	
1.13	Interest (1)	0.51	
1.14	Interest (2)		168
1.15	Interest (3)	9.94	
1.16	Interest (4)		6
1	Total Revenue	17,115.42	2,975,714 (28,613USD)

### 2. Expenditures

		US Dollar(\$)	JPN Yen(¥)
2.1	Travel Cost for Dr. M Gunatilake (Managing Director of SLALAS) to Singapore 2015	400.00	
2.2	Support for Congress Meeting in Singapore(5,000USD)		609,000
2.3	Bank Transfer fee for 2.2		2,500
2.4	Travel Cost for AFLAS Secretariat to Singapore 2015*		120,225
2.5	Website management fee		108,000
2.6	Bank Transfer fee for 2.5		432
2.7	ETALAST 2016 Program for SLALAS(400USD)		40,840
2.8	Bank Transfer fee for 2.7		2,500
2.9	ETALAST 2016 Program for KALAS(700USD)		73,605
2.10	Bank Transfer fee for 2.10		2,500
2.11	Membership dues of AAALAC International 2015(100USD)		10,198
2.12	Bank Transfer fee for 2.11		2,500
2.13	Membership dues of AAALAC International 2016(100USD)		10,210
2.14	Bank Transfer fee for 2.13		2,500
2.15	Remittance and Lifting Charge for 1.2 (Korea)		1,500
2.16	Remittance and Lifting Charge for 1.3 (China)		1,500
2	Total Expenditures	400.00	988,010 (9,500USD)

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

Balance (1-2)	16,715.42	1,987,704 (19,113USD)
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### 3. Asset (Nov. 2016)

		US Dollar(\$)	JPN Yen(¥)
3.1	Deposit in the Bank Account	11,615.42	1,983,900
3.2	Cash	5,100.00	3,804
3	Total	16,715.42	1,987,704 (19,113USD)

The balance sheet and statement of income and expenditure was audited by Auditor, Dr. Arvind Ingle (LASA India). He reported that he balance sheet and statement of income and expenditure have been drawn up in accordance with the accounting principles. The council members approved this balance sheet and statement of Accounts unanimously.

### 2) Proposed Budget for 2016-2017

Secretary general Dr. Kasai proposed following budget for 2016-2017.

#### [2] Proposed Budget for 2016.12-2017.10

##### 1. Revenues

		US Dollar(\$)	JPN Yen(¥)
1.1	Carry-over	16,715.42	1,987,704
1.2	Membership dues for 2017 -China	2,000.00	
1.3	Membership dues for 2017 -Korea	2,000.00	
1.4	Membership dues for 2017 -Japan	2,000.00	
1.5	Interest (1)	1.00	
1.6	Interest (2)		100
1	Total Revenue	22,716.42	1,987,804 (19,114USD)

##### 2. 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 2017	100.00	
2.4	Bank Transfer fee for 2.3		2,500
2.5	Travel Cost for AFLAS Secretariat to Singapore 2016*		214,000
2.6	ETALAST 2016 Program for LASAI	700.00	
2.7	The fund of ETALAST 2017 program	2,100.00	
2.8	Reserve	19,816.42	1,662,872
2	Total Expenditures	22,716.42	1,987,804 (19,114USD)

\* Travel Cost of AFLAS Secretariat is calculated in accordance with the travel provision of Tohoku Univ.

### 3) Confirmation of Annual membership fee

It was confirmed the membership fee of each association or society by AFLAS STATUTES and Appendix of BY-LAWS.

Some comments were addressed as follows,

1) Saving the currency-exchanging commission-

When the member associations or society pay membership due to the AFLAS Office, the currencies of every dues are exchanged to USD first, and then AFLAS Office exchanged them to Japanese Yen. In this case, we have to pay totally double commissions to banks.

Dr. Ingle opined that if each association or society is asked to pay directly from their own currency to Japanese currency, we would save at least one commission. After the discussion, it was decided that the AFLAS Office will examine with the bank about the suitable way of payment of dues and exchanging the currency.

2) New system for the amount of annual membership fee-

Secretary General Dr. Kasai asked the member about a raise of annual membership fee. Present amounts of members have been decided according to declaration by each association or society, and fixed since foundation of AFLAS except for CALAS and KALAS, they raised the fees from 1000USD to 2000USD by their own will in 2007 for KALAS and 2010 for CALAS.

AFLAS President Yi-Quan Tay proposed a new system for decision-making of the amount of membership fee, that is, to depend on the number of membership of each association or society. ICLAS's membership fee format is structured as the following:  
(See below – Example only):

**Membership fees for 2016-2019** (approved by GA in Montreal June 2015)



<b>National membership dues</b>	387 USD + 0.8 x 1/10 <sup>9</sup> GNI (but max. 3,000 EUR for first payment) to be increase of 2.5% annually
<b>Scientific membership dues</b>	starting association: waiving for up to 2 years after GB approval <250 members: 221 EUR 250-750 members: 331 EUR 750-1000 EUR: 552 EUR >1000 EUR: 773 EUR yearly increase of 2.5% from 2017 onwards
<b>Union membership dues</b>	450 EUR yearly increase of 2.5% from 2017 onwards
<b>Associate membership dues</b>	* bronze 500 EUR * silver 750 EUR * gold 2,500 EUR * platinum 5,000 EUR flat for following years
<b>Institutional membership dues</b>	350 EUR yearly increase of 2.5% from 2017 onwards
<b>Affiliate membership</b>	No dues

Note: Their annual increase is 2.5% each year respectively.

After the discussion, it was decided that the AFLAS Office will examine the possibility of the proposed way of annual membership fee.

## (2) Major Activities of AFLAS in 2015-2016.

### 1) 2015 AFLAS Council Meeting in Singapore

-Date: November 28th, 2015.

-Venue: The Raffles City Convention Centre (RCCC) in Singapore.

See the “Minutes of The Council meeting for The Asian Federation of Laboratory Animal Science Associations (AFLAS)” –Pages 19-30.

### 2) Supporting program for Education and Training Activities of Laboratory Animal Science and Technology (ETALAST) for AFLAS member associations or society.

According to decision in the council meeting in 2015, the AFLAS Office started to accept application forms from each associations and society for the financial period of December 2015 to November 2016 in March 30<sup>th</sup>, 2016. Five applications were received from each member associations or society. As results of discussion and voting in the committee members, following applicants were selected for ETALAST Program.

-Applicant: Prof Mangala Guantilake (SLALAS)

Title of lecture or training: Certificate course in laboratory animal Science, 5 days program.

-Applicant: Dr. Vijay Pal Singh (LASA India)

Title of lecture or training: Title: 3rd International Certificate Course on Laboratory Animal Science.

-Applicant: Prof. Je Kyung Seong (KALAS)

Title of lecture or training: Genetically Engineered Mouse Phenotyping for Discovery of Gene Function.

Two programs by SLALAS and KALAS have been performed already and the program by LASA India will be performed near future.

In the process of decision of supporting programs, PALAS program was firstly selected for this program. However an invited speaker was not able to attend the conference and cancelled its lecture due to security reason. Therefore, the committee decided to transfer the funds to KALAS program.

In addition, the committee decided to remit the funds to the associations selected after

confirmation of carrying out each program, instead of transferring the funds before performing the program.

-Prof. Seong reported the program performed in KALAS annual meeting held last August.

Next, we shared the Committee members of ETALAST at March 11<sup>th</sup>, 2016 as follows: Dr. Qin Chuan (CALAS), Dr. Chiung-Tong Chen (CTSLAS), Dr. Pudji Astuti (IALAS), Dr. Atsuo Ogura (JALAS), Dr. Beom-Suk Han (KALAS), Dr. Arvind Ingle (LASA India), Dr. Abdul Rahim Mutalib (LASAM), Dr. Rolillo Rodrigo Resuello (PALAS), Mr. Tay Yi Quan (SALAS), Dr. Mangala Gunatilake (SLALAS), Dr. Parntep Ratanakorn (TALAS), Dr. Noriyuki Kasai (AFLAS Secretary-General & JALAS)

3) 2017 ETALAST Program will start December 2016

Secretary General Dr. Kasai told that the AFLAS Office will start the next ETALAST Program for the financial period of December 2016 to November 2017. So the Office will announce next month, December 2016, to accept application forms.

(3) Introduction of preparation of 8<sup>th</sup> AFLAS Congress in 2018 in India.

-Host associations: Laboratory Animal Scientist's Association (LASA) in India

-President: Dr. Arvind Ingle, President of LASA in India

-Venue: Bangalore, India.

President Dr. Ingle presented about the preparation in LASA India with a power point presentation. He informed that the proposed date for AFLAS Congress was October 10-12, 2018. However, based on the weather in last years and predictions ahead, the November will be comfortable for all the international participants.

(4) Election of host associations or societies for 9th AFLAS Congress in 2020.

On September 21, 2016, AFLAS Office distributed an E-mail for inviting AFLAS members to submit proposals for hosting 2020 AFLAS Congress Meeting. By the council meeting, the Office has received ONE bid for hosting 2020 Congress from TALAS.

First of all, TALAS proposed a very fine brochure for advertizing TALAS to be the host, and gave us a presentation to host the 2020 Congress.

As the AFLAS Office had also received three inquiries from JALAS, SLALAS and KALAS, the Chair asked those three members for the intention of hosting the 2020 Congress. All of them withdrew their intentions for one or other reasons. Finally, it was approved unanimously that the TALAS will be the host association for 2020 AFLAS Congress.

KALAS commented as follows: Same venue (Bangkok already hosted the AFLAS Congress meeting) is not good for attractive meeting venue. KALAS are ready to support TALAS's hosting 9th AFLAS Congress in 2020. But instead of Bangkok, we hope that TALAS will try to change their venue from Bangkok to the other city in Thailand.

#### (5) Election of the Council and Executive board members for 2017-2018

The Council members and the Executive board member for 2017-2018 were elected as follows;

##### 1) The Council members for 2017-2018

The Council members for 2017-2018 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 Executive board member for 2017-2018

President: Dr. Arvind Ingle (President of LASA India)

Immediate past-President: Mr. Yi-Quan Tay (SALAS)

Vice-President: Dr. Chuekkyu Kim (KALAS)

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

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

Auditor: Dr. Parntep Ratanakorn (President of TALAS)

#### (6) AFLAS Journal Establishment

##### Introduction

-You can see the "references for the discussion of AFLAS Journal" to know the details performed in the 2015 council meeting and the post-meeting discussion by e-mails.

-Introductory explanation is by AFLAS President Yi-Quan Tay, Dr. Nobuhito Hayashimoto, JALAS and Dr. Gao Ran, CALAS as mentioned below.

After the AFLAS President Yi-Quan Tay and the Secretary-General, Dr. Kasai reported previous discussion in 2015 Council meeting and post-meeting discussion by e-mail, Dr. Hayashimoto, JALAS representative, explained the document about JALAS



opinion issued to AFLAS President Yi-Quan Tay by Dr. Yoshiki, entitled “Responses of JALAS regarding AFLAS Journal”. He summarized as follows; JALAS is publishing “Experimental Animals” with a long history, and the publishing concept of both JALAS Journal and AFLAS Journal which Dr. Gao Ran proposed are quite similar. JALAS is anxious that some conflicts may occur between both Journals in future. Therefore, JALAS cannot agree with AFLAS journal publication so far. However, JALAS respects the idea of publishing new journal by AFLAS. Therefore, JALAS proposes some feasible idea for the concept of AFLAS Journal publications described on the document issued by JALAS.

President Yi-Quan Tay reported that he talked to Dr. Yoshiki, the Chair of JALAS Committee for International Affairs and Communications, about the concerns from JALAS on the phone. After that, he spoke to Dr. Kasai, Secretary General and Dr. Gao Ran, CALAS.

-----For further discussion in the working committee and the council meeting, detailed contents are described in the following article-----

President Yi-Quan Tay: I think we hope to continue these very nice initiative by CALAS and it is very supportive as discussed in 2015 Council meeting. I think we will make up a working committee. This working group should be small group composed of representatives from council members involved. It will have nominees from four member country associations. This will be a subcommittee something like ETALAST, but for AFLAS Journal establishment only. This group of four nominees can actually meet at the location supported by AFLAS Office. I am wondering if it would be agreed to the proposal. But before the decision is to be finalized, we want to seek and know the opinions from all council members.

Gao Ran (CALAS): As we proposed last year and we did discussion, I think all of the members expressed positive to establishing AFLAS Journal. Recently we received an e-mail from JALAS. JALAS thought that there are conflict between JALAS Journal and AFLAS Journal. I hope it will make clear distinction between two journals. We respect the comments from JALAS. I also want to see that since last year we have already set up the fund, but the fund cannot be waited forever. So we must start this journal, and I hope CALAS can get a support from AFLAS to initiate this AFLAS Journal, and once the journal is set up it will be very important and with high impact factor not only recognized by AFLAS but also by the whole world.

04254

Seong JK (KALAS): My thought are that every association strongly wants to support AFLAS journal maybe in the near future. This is really the best way of collaboration within Asian-Pacific area among member countries and region.

If we think about FELASA, even though they have FELASA Congress, there are no FELASA journals. Even though they made publish-working group before, they have already their own journals, such as Laboratory Animals, German, France, Italy.

Therefore they did not make new journals in neighbor of FELASA. But our case is totally different from them.

Even though we support AFLAS Journal, we want to be clear and ensure that the opinion of your side, CALAS. Because Dr. Gao Ran has already mentioned that there are two distinct journals for researchers and technicians in China, written in Chinese language. Maybe there are more than 67% of Asian total populations.

If you need a new journal for your country in English language, you can very well make it by yourself. But for AFLAS journal, you have to clearly show what is difference compare to previously published journals.

There are five journals for Laboratory animals. One of them is 'Comparative Medicine' by AALAS, and other journal is 'Journal of American Association of Laboratory Animal Science'. In addition, there are 'Laboratory Animals', 'Lab Animal' and 'Experimental Animals', and these maybe five Journals indexed in SCI.

Because Thomson Company can have very standard restricted criteria, they need general concept journals. So you have to clearly show up a difference compared with 'Experimental Animals', 'Comparative Medicine', etc. Everybody agree with AFLAS Journal, therefore we can have a productive discussion resulting in good organization and collaboration in establishing the new journal.

Kasai (Secretary General) to Gao Ran: How many journals written in English do you have in China?

Gao Ran (CALAS): No, we do not have any English Journal. We have two journals written in Chinese.

Seong JK (KALAS): We have to make a simple decision. If everybody support AFLAS Journal, we have to form the committee and discuss about how we can develop this kind of journal.

4744

President Yi-Quan Tay: We should make a decision of forming a working committee. We would like vote. Please raise your hands. As majority raised their hands in favor, Or I wonder if not in favor, please raise you hand. Everybody agrees for forming a working committee. So next we have to make an AFLAS working committee.

Goh YM (LASAM): I think we should consider AFLAS and each member association's interest. Firstly, we need to know how many member associations have their own journal. This is in order to ensure no conflict of interest with existing association journals. Associations with journals are LASA India, JALAS, KALAS and CALAS.

Gao Ran (CALAS): Dr. Seong told that FELASA do not have their own Journal, but they have an official journal called 'Laboratory Animals'. It is originated in UK but now it is official journal for many associations including FELASA.

So in AFLAS Journal, we should have a different focus. It is very important for Asian countries and region to improve our communication and to understand the current situation different countries and region in Asia. I believe that there are a lot of difference between East and West.

Ingle A (LASA India): I remember Europeans and Americans have journals like 'Laboratory Animals' and 'Comparative Medicine', respectively and Japanese have 'Experimental Animals'. I have a personal experience that we submitted the manuscripts for publication, to all of these journals. No matter how scientific merit the manuscript had, the manuscripts came back regretting to publish. Comparative Medicine has even reviewed the manuscript and suggested revision in order to fit the publication but later rejected to publish.

Subsequently I had submitted the same manuscript to our own journal 'Indian Journal of Veterinary Pathology' which is an official journal of the Indian Association of Veterinary Pathologists. This journal had happily accepted the manuscript and also published it in one of the issues. Therefore, I consider that we should have AFLAS journal soon and strive to maintain its standard.

Goh YM (LASAM): Europe may have better uniformity as compared to Asia in terms of the advancement of laboratory animal science. As you can see, in the Asia Pacific region, especially in the Asia proper, some countries are just starting and some countries are at the forefront in laboratory animal research. So if we follow the European approach and standards, some of our members will be unfairly excluded. So I suggest that we should look all these seriously. Maybe we do not have to use the same or common model as what FELASA has done.

President Yi-Quan Tay: The number of four in committee member associations should increase even though we have to look at budgeting side from Dr. Kasai.

Goh YM (LASAM): In addition to the four Countries which already had Journals, PALAS also has an association journal.

5603

Nilda MMM (PALAS): Right now, JALAS, KALAS, CALAS, LASAI and PALAS, have their own journals. In the Philippines, researchers are mostly focus on Natural Product Research and its application in different animal model of disease. This will be the home for local researches who are beginners in the field of animal and plant sciences. This is created to motivate and encourage Philippine researchers to publish their completed studies and continue to be part of the scientific community. However, as mentioned in this meeting, we will support AFLAS journal and hopefully, to submit studies with high values. This is also one way for our researchers to have more exposure to the scientific community around Asia, where collaborative studies are possible between countries.

5650

President Yi-Quan Tay: Finally, JALAS, CALAS, KALAS, LASAI and PALAS will make up a 'Working Committee'.

Seong JK (KALAS): Any association who want join the committee we may have to give a chance to them to join even though they do not have their own Journal. This journal is for all of us.

I would like to ask CALAS that it is really amazing to get a big fund from the Chinese government. Is there any time schedule to determine this kind of fund?

Gao Ran (CALAS): Actually, it is from the Chinese Association for Science and Technology so they fund the Chinese Association for Laboratory Animal Science. First fund is for five years, after five years we are again free to apply for this fund.

Seong JK (KALAS): Can Chinese government support this journal directly and not through CALAS? AFLAS Journal can be composed of all Asian country associations. In this case, dose Chinese government support this kind of activity?

Gao Ran (CALAS): Because this program is called International impact enhancement project. So this is for international activities but the funds will be received through CALAS only.

Goh YM (LASAM): If I may add, I guess we also have to weigh the pro's and con's of the government supporting journal directly, because of the possible conflict of interest and interferences. If possible we prefer the funding to come via a neutral party.

President Yi-Quan Tay: We have already discussed this in last council meeting. This will be recorded in the current minutes as well.

Nilda MMM (PALAS): What is difference between AFLAS Journal and their journals? It will be less complicated if we all can define the priorities of the AFLAS journal, so it will be more focused and perhaps, more valuable than the local journals per se. We can have full Articles, Short Communications, Special Notes, etc.

President Yi-Quan Tay: This is one of topics that the Working Committee will discuss. What is distinguishing factor between AFLAS Publication and PALAS Publication?

05740

Gao Ran (CALAS): We can discuss for the first question and issue raised. In our opinion if the AFLAS Journal is more focused on the current situation, the researches themselves can decide which journal they want to publish.

Nilda MMM (PALAS): Maybe AFLAS, Asian Pacific researchers have more exposure that and experiences. Because AFLAS rather than having our own if we publish our studying in PALAS Journal was established for the Filipinos community and there might be a lack of international exposure. However if we included in our AFLAS so it may mean for us to exposure more on top Journals. I think that is our advantage. One of another advantage in laboratory animal science conferences, there is a lot of networking being carried out and we will make more international friend from all these conferences that we have attend outside Philippines, then we learn more on latest current science and technology practices in the laboratory animal science industry. These are excellent and tangible benefits on top of all the advantages.

5850

Goh YM (LASAM): My opinion is that, since the current proposal is still at discussion stage, it is proposed that council members who have their own journal in their respective associations to be involved in subsequent discussion to establish the AFLAS journal. There are many advantages of having these members in the working committee, as the association member countries have the wealth of experiences accumulated previously from establishing their own journals. It will add much value to both stakeholders and potential contributors, respectively, when AFLAS eventually establishes it's own journal. This is for the benefit of all association member countries, and will help AFLAS to avoid previous pitfalls or issues encountered by members associations when establishing their respective journals at the initial stage.

President Yi-Quan Tay; As spoken personally to Dr. Yoshiki, the point of exercise and discussion is that we should be avoiding overlapping and redundancy.

We might be lost in this long discussion, and moving forward, I'm happy to announce that we are back on track.

Thank you very much. Summary is that CALAS, KALAS, LASA India, JALAS and PALAS will organize the Working Committee and nominate the representatives respectively.

Kasai: I would like to confirm the time line for further discussion.

The AFLAS Office will ask the each WG member to make a their own proposal, and the member will gather in a certain city like Tokyo or Beijing etc, and discuss it for making a final proposal.

If this work will be completed, AFLAS Office will circulate the final proposal to the all of council members. Finally AFLAS Office will propose it to the next council meeting in India if possible and then discuss for decision-making.

The Council meeting was closed at 3:30PM

Summary of discussion in section (6) AFLAS Journal

1. Every association can support the AFLAS Journal.
2. Working Committee for AFLAS Journal establishment has been organized by the representatives from CALAS, KALAS, LASA India, JALAS and PALAS, and will prepare the Working Report to AFLAS Council meeting.
3. AFLAS Council will make a decision in next meeting based on the Working Report.
4. Any association who want join the committee can join the working committee for AFLAS Journal even though they do not have their own Journals.
5. To prepare and develop AFLAS Journal, it should be avoided any conflict with previous Journal including Experimental Animals, Laboratory Animals and etc, not only in contents but also in type and format.

Secretary General Dr. Kasai is responsible for the minutes.

December 22, 2016

## **References for the discussion of AFLAS Journal.**

### **Materials of AFLAS Journal Establishment**

#### **I. Memo of the Discussion for AFLAS Journal in 2015 Council Meeting and post-meeting discussion by e-mails.**

1. A letter from Dr Qin Chuan (CALAS President) to Dr Kasai (AFLAS Secretary-general) in 2015 November

There is a proposal that I want to make during this Council meeting. I am writing to you to ask your opinions. Since there is no international journal on Laboratory Animal Sciences, I am thinking we can work together to found one. I have requested Chinese government that they have paid high attention to Laboratory Animal Sciences. So, the fund would not be a problem. And also we have enough resources for this journal from members of AFLAS, even from ICLAS. This journal could be a quarterly or semi-annual (two times a year). It would be a great opportunity to improve Laboratory Animal Sciences. How do you think? We can discuss this tomorrow night (at AFLAS Congress in Singapore) .

2. Memos from Minutes of the past council meetings

We discussed twice about AFLAS Journal in the council meeting held in 2004 and 2006.

- 2-1. First discussion was done in the Council meeting at the First AFLAS Congress on Friday 21 May, 2004, in Nagasaki, Japan

“AFLAS Journal: Although we discussed about establishment of AFLAS Journal including finances such as sponsor of the Journal, it was decided that this issue will be further discussed”

- 2-2. Second discussion was done in the Council meeting at the Second AFLAS Congress on August 31, 2006 Jeju International Conference Center in Jeju, Korea“

“ABOUT AFLAS JOURNAL; Dr. Qin Chuan explained that Chinese government may help to edit AFLAS journal. Therefore, we will discuss more in the next council meeting whether AFLAS will publish the journal.”

3. Discussion at the 2015 Council meeting in Singapore (Cited from the minute of 2015 council meeting)

- 3-1. Dr. Qin Chuan (CALAS) proposed an urgent subject for discussion, that is, Establishment of AFLAS Journal.

Proposal (a Letter from Professor Qin Chuan to Dr Kasai just one day before the meeting):.

There is a proposal that I want to make during this Council meeting. Since there is no international journal on Laboratory Animal Sciences in Asia, I am thinking we can work together to found one. I have requested Chinese government, and they

have paid high attention to Laboratory Animal Sciences. So, the fund would not be a problem. And also we have enough resources for this journal from members of AFLAS, even from ICLAS. This journal could be a quarterly or semi-annual (two times a year). It would be a great opportunity to improve Laboratory Animal Sciences.

Dr. Qin Chuan, MD. PhD

Vice President and Secretary General, Chinese Association for Laboratory Animal Science (CALAS), Vice President of AFLAS

### 3-2. Discussion in the meeting

3-2-1 Dr Qin Chuan addressed about necessity of an international journal for Laboratory Animal Science in Asia, and it should be issued by AFLAS. She also told us that Chinese government decided to give us financial support for publishing such kind of journal in AFLAS just a couple days before this council meeting.

3-2-2 Secretary-General Dr. Kasai introduced past discussion appeared in the minutes about AFLAS Journal in the council meetings (See above as 2. Memo from Minutes of the past council meetings.)

3-2-3 Other discussions were performed as follows;

- There is a journal in English published quarterly in January, April, July and October by JALAS, named “Experimental Animals”, but most of editors are scientists from Japan. Therefore, a journal published in Asia by AFLAS is significant.
- Financial support from Chinese government may be continued at least for five years.
- Financial support from Chinese government is very welcome, but it should not be done directly by the government. It is better that all financial support from any government can be accepted through each member association or society. Also, any AFLAS member associations or society can financially support AFLAS Journal depending upon their financial situation.
- Diverse supporting resources would be expected a long term support from government bases and private bodies bases such as companies and research organizations.
- There are diversified ways for publishing journal currently, not only paper or printing bases but also electric publishing using internet. The latter must be kept down expenses. After the discussion, the following matters were confirmed.
- All of participant support to establish AFLAS Journal.
- AFLAS Office will gather opinions and ideas from council members and member associations and society, then distribute them to all associations and society for discussion in each association or society.
- AFLAS will establish an investigative committee and will hold its meeting



around spring to summer next year in an appropriate venue.

-As a prospect, decision for establishing AFLAS Journal will be done at the council meeting held at 2016 AFLAS Congress in Singapore. And then, hopefully, an editorial board will start, decide details of publishing and publish AFLAS Journal by the end of the year 2017.

#### 4. Post-meeting discussion by e-mails in December, 2015

-Memo of Dr. Goh from LASA Malaysia (2015.11.28)

The council agrees unanimously to establish a journal that is affiliated to AFLAS. The effect is an initiative by CALAS with state funding.

The council also reiterated that AFLAS stand on not accepting direct funding from national governments for AFLAS activities. The meeting agrees that CALAS should circulate details about the journal, such as the title, scope, objectives, editorial committee and executive plan to all AFLAS member association for discussion and consultation. CALAS also prepare that the matter be brought up for discussion before 7<sup>th</sup> AFLAS Congress in Singapore in 2016. One proposed avenue for discussion will be at CALAS national congress in October 2016 at Guangxi.

-Noriyuki Kasai, AFLAS Vice-president & Secretary General (2015.12.18)

Dear participants of the council meeting in Singapore,

I would like to hear your opinion for publishing AFLAS Journal again.

As you know we discussed this issue in the meeting (see an attached file of a part of minutes). However, I could not follow all of your opinion in the meeting because of short time of discussion and an insufficient record.

I think that this issue is not easy to realize and must be a tough job.

Therefore, I would like to confirm your sufficient opinion and idea for AFLAS Journal. The opinion gathered will be distributed to all of member associations and society for the discussion within your each organization.

You do not need to discuss within your organization this time. I need your own opinion, and I am very happy if you will send me your opinion by January 10th, 2016.

-Mr. Tay (Shawn), President of AFLAS and SALAS(2015.12.20)

AFLAS Journal seems like a good idea! However, we would like to put in place the AFLAS Journal Editorial Board with Editors from each AFLAS association.

In my opinion, we need to get at least 2 persons (1 main editor and 1 alternate editor) from each AFLAS member association. (Nominated by the president of each association)

Ideally there should also be a AFLAS Journal Chair, Deputy Chair and Secretary appointments to work with the editorial board (all the Editors) on the AFLAS

Journal.

Also, we would like to find out online e-journals or magazine journals or both are preferred by the AFLAS member associations.

Thank you for seeking our opinions.

-Dr. Nobuhito Hayashimoto, JALAS representative for AFLAS (2015.12.20)

At first, we should decide which way to go the journal. As you know, JALAS has the scientific journal "Exp. Anim" which has relatively long history and relatively high impact factor in this field.

In my opinion, AFLAS Journal should focus the communication of the researchers and technicians in Asian area to be differentiate from Exp. Anim.

As a role model, Lab Anim NY may suit for AFLAS Journal.

Although it is a scientific journal which has impact factor, it has many contents like as Columns, Protocol review, website review, fruit of education etc.

<http://www.labanimal.com/labanim/index.html>

Now I am an editor of Exp. Anim. in JALAS, I may give a little help to publish the AFLAS Journal.

-Dr. Maria Nilda M. Munoz (2015.12.23)

I was formerly in the Editorial Board of Proceedings for American Thoracic Society (PATS). Usually, at least 3 persons are screened and one is chosen who is qualified to be the Editor of the Journal. There should be at least 12 Editorial Boards with different expertise.

#### QUESTIONS

Where will be the official office of the journal?

How many person should the AFLAS journal will hire as the mainstay of the office?

What are the Guidelines for Editorial board who will serve as Reviewer if the submitted paper?

Guidelines for submission of manuscript? Is there a website for this journal?

The official members of the journal must meet to discuss the pros and cons of the future journal. Memorandum of Understanding must be signed between the two parties.

Scope of the journal??

Etc..... This is not easy to form a journal, but we can do it.

Regards,

-Prof Mangala Gunatilake, the representative from SLALAS (2015.12.24)

In my personal opinion, it is a good idea to have a AFLAS journal. At the initiation it may be a tough task but if the members are actively committed, AFLAS could achieve it. We should have following considerations at the beginning.

1. Journal should be a property of AFLAS.
2. Should have an editorial Board consisting of Council members who are interested in the job or their representatives.
3. One member Association should take the responsibility (office) for making this an achievable task. To call for submissions, sending them to reviewers, reminding reviewers, final editing etc etc are bit of time consuming tasks. If one association is not willing to shoulder the burden, then it may be rotated among the members for a specific time period, may be for 3 year period.
4. Publication cost could be minimized by making it an on-line journal ( if the finances is a problem).
5. No. of volumes per year, may be 1 or 2 initially based on no. of submissions.
6. Once these are worked out, we could concentrate on 'Guidelines for authors/submissions.

Best regards,

-Dr. Ran GAO, the representative from CALAS (2015.12.30)

Thanks you all for your positive attitude for this journal. Everyone gave very significant suggestions.

You may know that there are two journals affiliated to CALAS; they are 'Chinese Journal of Comparative Medicine' and 'Acta Laboratorium Animalis Scientia Sinica'. Since we came back, the editorial board of these two journals has given some proposals in point. We will make a preliminary proposal and send to you later on. We can discuss on that as well.

As we said during the last meeting in Singapore, the editorial board should be made up of members from associations of AFLAS. And the resource of article is assured by each association.

We have enough budgets for the first five years. And I am sure, after 5 years, our journal will have many choice to get grant. Through this journal, we would make a great contribution to improve our collaborations and communications among AFLAS members and improve the development of Laboratory Animal Sciences.

## **II. Proposals from CALAS**

1. E-mail from Dr Gao RAN at 2016.3.19

Dear Dr. Kasai and council members,

I hope this email finds you well.

As we promised during last meeting, we made the Articles of Association of AFLAS International Journal combined with comments from all of you.

Please see the attached files of the introduction of this journal and the Articles, and give us your comments. We will make it better with your feedback.

With best wishes,

Ran

2. E-mail at 2016.4.28

Dear Dr. Kasai and council members,

It has been a long time. I hope everything goes well at your end.

Thanks for your feedback on AFLAS Journal. I have attached revised version herewith.

As for the name of this journal, last one was the draft, we changed it into ***Asia Laboratory Animal Science***. Or we can call it ***Journal of Asian Federation of Laboratory Animal Science Association (JAFLAS)***? If you have any suggestions on the name of this journal, please let us know.

Regarding meetings of the editorial committee, it is possible to have e- meetings, and it is included in the articles (Chapter 5).

According the Chapter 2 of Articles "*the associate editor is composed of one representative recommended by each member country or region of the Asian Federation of Laboratory Animal Science Associations respectively and responsible for manuscript recommendation and academic review*", we are requesting you to **recommend one associate editor** from your country.

And to be able to register this journal, we need the initial issue prepared. So, we are also requesting each member (associate editor) to prepare **one article to introduce the Laboratory Animal Sciences in your country or region.**

If you have any suggestions, please let us know. To better proceed on it, please give me your feedback before **May 10**.

Thanks a lot and all the best,

Ran GAO, Ph.D

Director of Science and Technology Department,

Institute of Laboratory Animal Science, Chinese Academy of Medical Science (CAMS); and Comparative Medicine Center, Peking Union Medical College (PUMC)

3. CALAS Proposal of a rule for Asian-Pacific Laboratory Animal Science (Final version at April 28, 2016)

**Preface**

Asian-Pacific Laboratory Animal Science is an English journal sponsored by the Asian Federation of Laboratory Animal Society (AFLAS) and undertaken by Chinese Association for Laboratory Animal Sciences, and it is a unique English journal in the field of Chinese laboratory animal science.

**Contents:** Research results, research progresses and research trend of laboratory animal science in Asian countries and regions.

**Column setup:** Research report, review and treatise, research letters, technology and method, experience exchange, academic trends, research progresses, academic information, and brief news.

**Target reader:** Scientific and technical workers, educational workers and administrative staffs in medical science, pharmacy, biology, environmental protection, sport and national defense, and related producers and university or college students.

Publication frequency: semiyearly

Publication date: End of June, end of December

Layout: 210\*285

Page number: 48

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#### 4. CALAS Proposal of the AFLAS Journal rules

### **Asian-Pacific Laboratory Animal Science**

#### **Articles of Association**

(Final version at April 28, 2016)

#### **CALAS Proposal**

### **Chapter 1 General Provisions**

Article 1 Asian-Pacific Laboratory Animal Science is an English journal sponsored by the Asian Federation of Laboratory Animal Society (AFLAS) and undertaken by Chinese Association for Laboratory Animal Sciences. The journal seeks to strengthen close relationship and cooperation between laboratory animal research institutions in Asian countries and regions, jointly promote the development of laboratory animal science, technology and education, provide a communication platform for supporting activities in laboratory animal science, and improve laboratory animal welfare.

Article 2 The contents to be published will include research results, research progresses and research trends of laboratory animal science in Asian countries and regions.

## **Chapter 2 Management System**

**Article 3** The publisher is the Working Committee of the Journal of Chinese Association for Laboratory Animal Sciences (CALAS) and the working body is the editorial department subordinate to Chinese Association for Laboratory Animal Sciences. The editorial department is responsible to draw up topics and report plans, examine and revise manuscripts and submit important manuscripts.

The editorial department has a full-time editor-in-chief or associate editor. The editor-in-chief shall be the responsible person of the journal undertaker and take full responsibility for journal contents. The associate editor is composed of one representative recommended by each member country or region of the Asian Federation of Laboratory Animal Society respectively and responsible for manuscript recommendation and academic review.

**Article 4** The undertaker must appoint a special agency or professional staff to take charge of journal management work.

## **Chapter 3 Composition of the Editorial Committee**

**Article 5** The commissioners of the editorial committee are its basic members and recommended by each member country.

**Article 6** Commissioner qualification

1. The commissioners must have high academic and moral levels and earnest scientific attitude.
2. The commissioners are representatives of the academic community with reputation of academic authority and great academic attainments in related professional fields; they are able to hold academic trends and make objective and fair comments on manuscripts, and have good organizational capabilities to organize the professionals in their specialty and discipline to make peer review.
3. The commissioners need to be good at English and proficient in listening, speaking, and reading and writing.

## **Chapter 4 Responsibilities of the Editorial Committee**

**Article 7** Responsibilities of the editorial committee

1. The members of the editorial committee shall timely attend the meetings of the editorial committee to research the academic trend of the journal, the problems of edition and publication and put forward improvement opinions and suggestions.
2. The members of the editorial committee shall timely keep up with the research trends in its discipline or other related field and recommend new and innovative manuscripts to the editorial department, providing information for soliciting contributions and examining contributions.
3. The editorial committee is responsible to review manuscripts, include some

manuscripts in its discipline, complete the manuscript reviewing work with guaranteed quality and quantity on time, and give definite and clear selection and correction opinions.

**Article 8** Responsibilities of the editor-in-chief and associate editor

1. The chief editor shall master the journal publishing guidelines and policies, research and decide major issues.
2. The chief editor shall make final determination of divergent manuscripts.
3. The chief editor has the final decision of the examined manuscripts including manuscripts recommended by any member of the editorial committee, and signs and issues the manuscript release plan. The chief editor shall maintain a strict standard for academic quality by final decision of manuscripts.
4. In cooperating with the chief editor, the associate editor shall recommend excellent manuscripts in his/her country and timely propagandize new developments of laboratory animal science.

**Article 9** Responsibilities of editors

1. They shall timely solicit contributions and edit and proofread manuscripts with guaranteed quality and quantity, and submit the plan for annual topic selection before the end of October every year.
2. They shall actively solicit contributions and cultivate a steady author group.
3. They shall timely feed the manuscript adoptions back to the authors after the expert examination and approval.
4. They shall obey the leadership of the director in the editorial department and timely know the work trends of the Asian-Pacific Federation of Laboratory Animal Society.

## **Chapter 5 Working System**

**Article 10** The editorial committee shall hold at least a committee meeting every three years to examine the work summary and work plan of the editorial department (some members of the editorial committee may hold a temporary meeting according to work needs).

**Article 11** The members of the editorial committee include chief editor, associate editor and commissioner, with a term of office for three years.

**Article 12** These articles of association shall come into force as from the date of promulgation.

## **Chapter 6 Supplementary Provisions**

**Article 13** For uncovered matters found in trial implementation, the Asian Federation of Laboratory Animal Society (the Secretariat) will supplement specific rules.



October 31, 2016

### III. Responses of JALAS regarding “AFLAS Journal”

Dear Mr. Shawn Tay Yi Quan, President of AFLAS and AFLAS council members,

Regarding establishment of the AFLAS Journal discussed in the past AFLAS council meetings [1], the JALAS would like to send its opinions to AFLAS President Shawn Tay Yi Quan and council members.

#### 1) General consideration

As a founding member of AFLAS, the JALAS is willing to promote advancement of laboratory animal sciences and technologies in Asia and support new plan for the relevant purposes in collaboration with other AFLAS members.

#### 2) The standing point of JALAS for journal publication

Regarding an international journal in the field of laboratory animal sciences, the JALAS has been publishing an official journal “*Experimental Animals*” since 1957. All the volumes and issues have been archived in the open access J-Stage (<https://www.jstage.jst.go.jp/browse/expanim>). In addition, all articles since volume 62, 2013 have been registered in the PubMed Central. Our standing point is to promote “*Experimental Animals*” to the international scientific community including AFLAS.

#### 3) JALAS proposes AFLAS to publish the proceedings of AFLAS Congress

The AFLAS Congress meetings held every two years since the establishment are the most important activity of our members. However, any official publication by AFLAS which records all abstracts presented in this invaluable academic event has not been made yet. We consider the proceedings of AFLAS Congress as “*AFLAS Journal*” should be published by AFLAS with the highest priority. We hope every AFLAS member can agree with this proposal.

#### 4) Other proposals

Another feasible proposal has already been made by Dr. Hayashimoto in the last council meeting in Singapore that a journal such as *Lab Anim NY* is a good model for *AFLAS Journal* which may contain commentary, columns, protocol review, website review and fruit of education [1].

An annual report which introduces activities of each association can also be considered as the AFLAS publication to strengthen mutual communication among member associations as well as to enhance our visualization in the global scientific community. The publication should be



posted as downloadable pdf on the AFLAS website.

5) Our concern

We would ask all AFLAS members to understand that JALAS is very reluctant to support AFLAS to publish a new journal that would overlap or conflict with “*Experimental Animals*” in its “aims and scope”, without a clear explanation of the distinction between the two journals.

6) Specific comments to the CALAS proposal

We thank Drs. Ran Gao and Chuan Qin for providing proposal documents for the publication of “*Asian-Pacific Laboratory Animal Science*” on April 28, 2016 [3]. The documents are well written and contain a respectful plan. However, the purpose of this well-intended publication will have a large degree of overlap with our journal, leading to potentially high duplication and redundancy. In view of that the new journal is to be "a unique English journal in the field of Chinese laboratory animal science" and "published by CALAS", as stated in the submitted documents, we would like to counter-suggest that this publication to be a CALAS driven initiative rather than the designated *AFLAS Journal* driven by AFLAS as per the original idea mooted by CALAS.

We hope this letter will clarify our standing point and help constructive discussion and mutual exchanges of ideas, thoughts and concerns among AFLAS members.

Thank you very much for your kind attention.

Sincerely,

Atsushi Yoshiki, Ph.D.

Chair, International Communication Committee, JALAS

References:

[1] Memo 1 for AFLAS Journal 2016.2.15 (revised) by Kasai N

[2] “Aims and Scope” of *Experimental Animals*

The aim of this international journal is to accelerate progress in laboratory animal experimentation and disseminate relevant information in related areas through publication of peer reviewed Original papers and Review articles. The journal covers basic to applied biomedical research centering around use of experimental animals and also covers topics related to experimental animals such as technology, management, and animal welfare.

[3] Email letter addressed to Dr. Kasai and AFLAS council members on April 28, 2016 from Dr. Ran Gao and a proposal of AFLAS Journal entitled as “*Asian-Pacific Laboratory Animal Science*”