

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

November 24, 2017

*Conference room (second floor), Administration Block,
International Center for Genetic Engineering and Biotechnology (ICGEB)
Aruna Asaf Ali Marg, New Delhi 110067, India*

The meeting was open at 11 am.

*The minutes of Working Committee meeting for AFLAS Journal establishment held
after the council meeting is excluded from these minutes. These will be reported
elsewhere.*

A table of Contents:

1. Opening remarks
 2. An address of welcome: AFLAS President Arvind Ingle (President of LASA India)
 3. The delegates and Participants in the Council meeting
 - (1) AFLAS Council members attended
- Chinese Association for Laboratory Animal Science (CALAS)
- Dr. Qin Chuan (Vice President of AFLAS & President of CALAS)
- Dr. Niu Haitao
- Japanese Association for Laboratory Animal Science (JALAS)
- Dr. Atsushi Yoshiki (Chair of International Communication Committee of JALAS)
- Dr. Nobuhito Hayashimoto (Representative of JALAS)
- Korean Association for Laboratory Animal Science (KALAS)
- Dr. Je Kyung Seong (an editor-in-chief of LAR journal of KALAS)
- Laboratory Animal Scientist's Association (LASA) in India
- Dr. Arvind Ingle (President of LASAI)
- Dr. Pradip Chaudhari (Secretary of LASAI)
- Dr. Kalidas Kohale (Treasurer of LASAI)
- Laboratory animal science association of Malaysia (LASAM)
- Dr. Goh Yong Meng (the Vice President and. Representative of LASAM)
- Philippine Association for Laboratory Animal Science (PALAS)
- Dr. Maria Amelita Estacio, DVM (PALAS President)
- Dr. Maria Nilda M. Munoz. MSc (PALAS Representative)
- Singapore association for laboratory animal science (SALAS)
- Dr Timothy Chua (SALAS President)

Sri Lanka Association for Laboratory Animal Science (SLALAS)

Dr Mangala Gunatilake (Founder, Founder President, Managing Director)

Thai Association for Laboratory Animal Science (TALAS)

Dr. Parntep Ratanakorn (President of TALAS)

Vice President & Secretary-General of AFLAS

Dr. Noriyuki Kasai

(2) Absent

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)

(3) 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. Beom-Jun Lee (KALAS)

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

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

Auditor: Dr. Parntep Ratanakorn (President of TALAS)

4. Election of a Chair

AFLAS President Dr. Arvind Ingle (President of LASA India) was named as a Chair according to By-law.

5. Election of an Assistant secretary

Dr. Nobuhito Hayashimoto (Representative of JALAS) was appointed as an assistant secretary. This is a temporal post for assisting the Secretary-general.

6. AFLAS business

(A) Financial Report

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

1) Balance sheet for years of 2016-2017 **See Table 1**

The balance sheet and statement of income and expenditure was audited by Auditor, Dr. Parntep Ratanakorn (TALAS)). He reported that the 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.

Table 1**Financial Report**

[1] Balance for years of 2016.11-2017.11

1. Revenues

		US Dollar(\$)	JPN Yen(¥)
1.1	Carry-over	16,715.42	1,987,704
1.2	Membership dues for 2017 -China (2000USD)		225,320
1.3	Membership dues for 2017 -Korea (2000USD)		225,140
1.4	Membership dues for 2017 -Japan (2000USD)		225,800
1.5	Interest (1)	9.95	
1.6	Interest (2)		7
1.7	Interest (3)	9.96	
1.8	Interest (4)		8
1	Total Revenue	16,735.33	2,975,714 (26,569USD)

2. Expenditures

		US Dollar(\$)	JPN Yen(¥)
2.1	Travel Cost for AFLAS Secretariat to Singapore 2016*		207,629
2.2	Participation fee of AFLAS Congress in Singapore for AFLAS Secretariat		32,563
2.3	Remittance and Lifting Charge for 1.2 (China)		1,500
2.4	ETALAST 2017 Program for PALAS (700USD)		79,828
2.5	Bank Transfer fee for 2.4		2,500
2.6	Website management fee		108,000
2.7	Bank Transfer fee for 2.5		432
2.8	Remittance and Lifting Charge for 1.3 (Korea)		1,500
2.9	ETALAST 2017 Program for SLALAS (700USD)		80,262
2.10	Bank Transfer fee for 2.9		2,500
2.11	Membership dues of AAALAC International 2017(100USD)		11,397
2.12	Bank Transfer fee for 2.12		2,500
2.13	Support for Congress Meeting in India	5,000.00	
2	Total Expenditures	5,000.00	988,010 (8,822USD)

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

Balance (1-2)

11,735.33 2,133,368
(18,946USD)

3. Asset (Nov. 2017)

		US Dollar(\$)	JPN Yen(¥)
3.1	Deposit in the Bank Account	11,635.33	2,133,368
3.2	Cash	100.00	0
3	Total	11,735.33	2,133,368 (19,048USD)

2) Proposed Budget for 2017-2018 **See Table 2**

Secretary general Dr. Kasai proposed following budget for 2017-2018.

Table 2

Financial Report

[2] Proposed Budget for 2017.12-2018.11

1. Revenues

		US Dollar(\$)	JPN Yen(¥)
1.1	Carry-over	11,735.33	2,133,368
1.2	Membership dues for 2018 -China	2,000.00	
1.3	Membership dues for 2018 -Korea	2,000.00	
1.4	Membership dues for 2018 -Japan	2,000.00	
1.5	Membership dues for 2018&2019 -Chinese Taipei	2,000.00	
1.6	Membership dues for 2018&2019 -India	400.00	
1.7	Membership dues for 2018&2019 -Indonesia	400.00	
1.8	Membership dues for 2018&2019 -Malaysia	400.00	
1.9	Membership dues for 2018&2019 -Phillipine	400.00	
1.10	Membership dues for 2018&2019 -Singapore	400.00	
1.11	Membership dues for 2018&2019 -Sri Lanka	200.00	
1.12	Membership dues for 2018&2019 -Thailand	400.00	
1.13	Interest (1)	18.00	
1.14	Interest (2)		15
1	Total Revenue	22,353.33	2,133,383 (19,048USD)

2. Expenditures

		US Dollar(\$)	JPN Yen(¥)
2.1	Travel Cost for AFLAS Secretariat to India*		213,700
2.2	ETALAST 2017 Program for India	700.00	
2.3	Bank Transfer fee for 2.8		2,500
2.4	Web site management fee		108,000
2.5	Bank Transfer fee for 2.2		432
2.6	Membership dues of AAALAC International 2018	100.00	
2.7	Bank Transfer fee for 2.5		2,500
2.8	The fund of ETALAST 2018 program	2,100.00	
2.9	Bank Transfer fee for 2.8		7,500
2.10	Reserve	19,453.33	1,798,751
2	Total Expenditures	22,353.33	2,133,383 (19,048USD)

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

(B) AFLAS Activities in 2016-2017

1) 7th AFLAS Congress 2016 in Singapore.

Date: November 7th to 11th, 2016

Venue: Raffles City Convention Center, Singapore.

Host association: Singapore Association of Laboratory Animal Science.

AFLAS President Mr. Shawn Tay

SALAS President Dr. Timothy Chua.

2) 2016 AFLAS Council Meeting in Singapore

Date: November 9, 2016 (1:30am–3:30pm)

Venue: Raffles City Convention Centre (RCCC), Singapore

See the “Minutes of The Council meeting for The Asian Federation of Laboratory Animal Science Associations (AFLAS)” –Pages 9-35.

3) Supporting programs 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 opened accepting application forms from each associations and society for the period of April 2017 to March 2018 in December 14th, 2016.

Six applications were submitted at March 10th, 2017. However, one application was withdrawn because of absence of a speaker scheduled.

As results of discussion and voting in the committee members, following applicants were selected for ETALAST Programs in this year.

-Prof Mangala Gunatilake (SLALAS), Faculty of Medicine, University of Colombo.
Program title: First Certificate Course on Applied Physiology of Pain, Analgesia, Anaesthesia and Euthanasia for Laboratory Animals.

-Dr. Liu Lu (CALAS), Program title: Laboratory animal veterinarians training.

-Dr. Maria Nilda M. Muñoz. Msc (PALAS), Program Title: Issues and Prospects of Laboratory Animal Research in Natural Products.

PALAS & SLALAS Programs have been carried out already, and so AFLAS Office has remitted 700USD to each associations. CALAS Program is planned to be performed December 5-11, 2017 in Shanghai.

Committee members of ETALAST at December 2016 are as follows;

Dr. Qin Chuan (CALAS),	Dr. Chiung-Tong Chen (CSLAS),
Dr. Pudji Astuti (IALAS),	Dr. Atsuo Ogura (JALAS),
Dr. Beom-Suk Han (KALAS),	Dr. Arvind Ingle (LASA India),
Dr. Abdul Rahim Mutalib (LASAM),	Dr. Maria Nilda M. Munoz (PALAS)

Mr. Tay Yi Quan (SALAS), Dr. Mangala Gunatilake (SLALAS),
Dr. Parntep Ratanakorn (TALAS),
Dr. Noriyuki Kasai (AFLAS Secretary-general)

-The Programs of year of 2018: The AFLAS Office will start to accept application forms from AFLAS associations or society for the programs performed in December, 2017. The Programs performed in the period of April 2018 to March 2019 will be accepted.

-“The General Guide for AFLAS Supporting Program of Education and Training Activities for Laboratory Animal Science and Technology (ETALAST)” and Application forms are as follows;

The General Guide for AFLAS Supporting Program of Education and Training Activities for Laboratory Animal Science and Technology (ETALAST)

Issued by the Committee of ETALAST of AFLAS

Aim of the program is to support the activities for training and education of laboratory animal science including techniques, animal welfare and experimental ethics in the member associations or society.

This program was established at the AFLAS Council meeting held in Singapore in 2015.

1. AFLAS supports the programs of the activities held by AFLAS member associations or society from April 1st of the year concerned to March 31st of next year.
2. The program applied should be endorsed by the president of association or society which the applicant belongs.
3. The program supports travel expense of lecturers or experts for training and education activities of each association or society.
4. Total Number of programs supported is three for three member associations or society.
5. Total amount of grant per year is approximately 2000USD / 600-800USD for each activity.
6. The term of accepting Applications is from January 1st to February 28th.
7. Activities adopted are decided by the Committee of ETALAS between March 1st and March 31st.
8. Requirements: The organizer shall announce the program adopted to the AFLAS member associations and society through AFLAS website, AFLAS e-mail by AFLAS Office and/or the website of the organizer. The organizer shall accept the participants

from the AFLAS member associations and society.

9. Application and Report & Request of payment:

Two-step system for submission of forms, a form of application and a form of report & request of payment, is adopted for achieving AFLAS ETALAST program definitely.

9-1. The first step; AFLAS accepts application forms. After discussion by the committee of ETALAST, AFLAS shall decide the ETALAST programs.

9-2. The second step; AFLAS requires forms for a report & request of payment after performing the ETALAST programs selected.

After the confirmation of the report, AFLAS shall carry out the payment.

10. The Committee of ETALAST consists of one representative from each member association or society and the Secretary-General of AFLAS.

11. The business of this program is conducted by the Secretary-General of AFLAS.

12. Two types of forms, application and REPORT & Request of Payment, are shown below.

APPLICATION for AFLAS ETALAST Program

---The provisional contents are accepted---

-Date of notification:

-Program title and Timeline of the education and training program/activity:

-Location (City):

-Approximate date:

-Draft of whole program of an education session:

-Aim and benefit of the education and training program/activity:

Attendance figures:

-Information of inviting lecturer or trainer supported by ETALAST Program

Name & Affiliation:

Title of lecture or training:

Reference (including web site)

-Provisional whole Amount of travel expense for the inviting lecturer:

-Comments:

-Information of Applicant

Name of association or society:

Name of President:

Name of Liaison or Organizer of the Program (Including E-mail address):

REPORT & Request of Payment for AFLAS ETALAST Program

---Exact contents are required---

- Date of notification:
 - Program title of the education and training program/activity:
 - Venue:
 - Date:
 - Whole program of an education session (Program copy) :
 - Information of inviting Lecturer supported by ETALAST Program
 - Name & Affiliation:
 - CV/Resume:
 - Title of lecture or training:
 - Abstract (copy):
 - Budget of the program
 - Total budget for the program or activity:
 - Other sources of funding supporting this activity:
 - Comments:
 - Information of Applicant
 - Name of the association or society:
 - Name of President:
 - Mail Address of the association or society:
 - Name of Liaison or Organizer of the Program (Including E-mail address):
 - Bank information of the AFLAS member association:
 - Bank Name:
 - Address:
 - SWIFT Code:
 - Account Name:
 - Payee Account Number:
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(C) Introduction of preparation of 9th AFLAS Congress in 2020 in Thailand.

Host association: Thai Association of Laboratory Animal Science (TALAS)

President: Dr.Parntep Ratanakorn,

Dr.Parntep Ratanakorn presented the preparation of 9th AFLAS Congress in 2020 in Thailand.

(D) Introduction of preparation of 8th AFLAS Congress in 2018 in India.

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

President: Dr. Arvind INGLE

Dr. SG Ramachandra presented the preparation of 8th AFLAS Congress in 2020 in India.

Information site (PDF): <http://www.lasaindia.in/aflas.pdf>

(E) Election of host associations or societies for 10th AFLAS Congress in 2022

AFLAS Office will begin accepting applications for the host association or society for 10th AFLAS Congress in 2022 from next year and decide at the AFALAS council meeting in 2018 or 2019.

The council meeting was closed at 1 pm.