

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

November 29, 2018

Hotel ITC Gardenia, Bangalore, India

The meeting was open at 2:30 pm.

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 as representatives
 - Chinese Association for Laboratory Animal Science (CALAS)
Dr. Gao Ran
 - Chinese Taipei Society for Laboratory Animal Science (CSLAS)
Mr. Collin Chen (Representative of CSLAS)
 - Indonesia Association for Laboratory Animal Science (IALAS)
Dr. Fitriya N. Dewi (President of IALAS)
 - Japanese Association for Laboratory Animal Science (JALAS)
Dr. Kazuo Goto (International communication committee of JALAS)
 - Korean Association for Laboratory Animal Science (KALAS)
Dr. Je-Kyung Seong (Chair of Editorial Board, Chair of AFLAS Journal Working Committee)
 - Laboratory Animal Scientist's Association (LASA) India
Dr. Arvind Ingle (President of LASA India)
 - Laboratory Animal Science Association of Malaysia (LASAM)
Dr. Anisah Nordin (President of LASAM)
 - Philippine Association for Laboratory Animal Science (PALAS)
Dr. Rohani Cena, DVM (PALAS President)
 - Singapore Association for Laboratory Animal Science (SALAS)
Dr. Chooi Kum Fai (SALAS)
 - Sri Lanka Association for Laboratory Animal Science (SLALAS)

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

Thai Association for Laboratory Animal Science (TALAS)

Dr.Montip Gettayacamin (Representative of TALAS)

AFLAS Office

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

Dr. Nobuhito Hayashimoto (Assistant Secretary of AFLAS)

(2) The Executive board member for 2017-2018

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

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

Vice-President: Dr. Beom-Jun Lee (KALAS) (Absent)

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

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

Auditor: Dr. Parntep Ratanakorn (President of TALAS) (Absent)

4. Election of a Chair

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

5. 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 2017-2018 **See Table 1**

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

Table 1

Financial Report

[1] Balance for years of Dec. 2017- Nov.2018

1. Revenues

		US Dollar(\$)	JPN Yen(¥)
1.1	Carry-over	11,735.33	2,133,368
1.2	Membership dues for 2018&2019 - Malaysia	400.00	
1.3	Membership dues for 2018&2019 - Phillipine	400.00	
1.4	Membership dues for 2018&2019 - Thailand	400.00	
1.5	Membership dues for 2018 - China (2,000USD)		213,680
1.6	Membership dues for 2018 - Japan (2,000USD)		222,040
1.7	Membership dues for 2018 - Korea (2,000USD)		221,620
1.8	Interest (1)	9.96	
1.9	Interest (2)		8
1.10	Interest (3)	9.97	
1.11	Interest (4)		8
1	Total Revenue	12,955.26	2,790,724 (24,696USD)

2. Expenditures

		US Dollar(\$)	JPN Yen(¥)
2.1	Travel Cost for AFLAS Secretariat to India 2017*		215,785
2.2	Airmail postage to India		90
2.3	ETALAST 2017 Program for China (700USD)		77,952
2.4	Bank Transfer fee for 2.3		2,500
2.5	Remittance and Lifting Charge for 1.5 (China)		1,500
2.6	Website management fee		108,000
2.7	Bank Transfer fee for 2.6		432
2.8	Remittance and Lifting Charge for 1.7 (Korea)		1,500
2.9	ETALAST 2018 Program for LASA Malaysia (700USD*2=1,400USD)		158,620
2.10	Bank Transfer fee for 2.9		4,216
2.11	Travel Cost for Qingdao Meeting 2018 (Dr. Yoshiki)		158,944
2.12	Bank Transfer fee for 2.11		432
2.13	Travel Cost for Qingdao Meeting 2018 (Dr. Kasai)		163,898
2.14	Bank Transfer fee for 2.13		216
2	Total Expenditures	0.00	894,085 (7,912USD)

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

Balance (1-2)	12,955.26	1,896,639 (16,784USD)
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3. Asset (Nov. 2018)

		US Dollar(\$)	JPN Yen(¥)
3.1	Deposit in the Bank Account	11,655.26	1,896,639
3.2	Cash	1,300.00	0
3	Total	12,955.26	1,896,639 (16,784USD)

2) Proposed Budget for 2018-2019 See Table 2^{SEP}

Secretary General Dr. Kasai proposed following budget for 2018-2019.

Table 2

[2] Proposed Budget for Dec. 2018 -Nov. 2019

1. Revenues

		US Dollar(\$)	JPN Yen(¥)
1.1	Carry-over	12,955.26	1,896,639
1.2	Membership dues for 2019 -China	2,000.00	
1.3	Membership dues for 2019 -Korea	2,000.00	
1.4	Membership dues for 2019 -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 -Singapore	400.00	
1.9	Membership dues for 2018&2019 -Sri Lanka	200.00	
1.10	Interest (1)	18.00	
1.11	Interest (2)		14
1	Total Revenue	22,373.26	1,896,653 (16,785USD)

2. Expenditures

		US Dollar(\$)	JPN Yen(¥)
2.1	Travel Cost for AFLAS Secretariat to India*		183,000
2.2	ETALAST 2018 Program for China	700.00	
2.3	Bank Transfer fee for 2.2		4,000
2.4	Travel Cost for Qingdao Meeting 2018	2,100.00	
2.5	Web site management fee		108,000
2.6	Bank Transfer fee for 2.5		432
2.7	Membership dues of AAALAC International 2018&2019	200.00	
2.8	Bank Transfer fee for 2.7		4,000
2.9	The fund of ETALAST 2018 program	2,100.00	
2.10	Bank Transfer fee for 2.9		12,000
2.11	Support for 2020 AFLAS Congress meeting in Thailand	5,000.00	
2.12	Bank Transfer fee for 2.11		4,000
2.13	Reserve	12,273.26	1,581,221
2	Total Expenditures	22,373.26	1,896,653 (16,785USD)

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

3) Confirmation of Annual membership due

See AFLAS STATUTES and Appendix of BY-LAWS.

(B) AFLAS Activities in 2017-2018

1) 2017 AFLAS Council Meeting in New Delhi, India

-Date: November 24th, 2017

-Venue: *International Center for Genetic Engineering and Biotechnology (ICGEB)*
Aruna Asaf Ali Marg, New Delhi 110067, India

See the “Minutes of The Council meeting for The Asian Federation of Laboratory Animal Science Associations (AFLAS), November 24, 2017” in Minute page of AFLAS website.

2) AFLAS ETALAST Funding Program in 2018

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 April 2018 to March 2019 in December, 2017.

Four applications were submitted from each member associations or society. As results of discussion and voting in the committee, following applicants were selected for ETALAST Program in this year.

-Applicant 1: Prof. Qin Chuan^[1]_{SEP}(CALAS)

Title of lecture or training: Laboratory animal veterinarians training

-Applicant 2: DR. ANISAH NORDIN (LASAM)

Title of lecture or training: The 6th National Conference on Laboratory Animal Science (NCLAS) over two full days

-Applicant 3: DR. ANISAH NORDIN (LASAM)

Title of lecture or training: 2nd Laboratory Animal Science Association of Malaysia (LASAM) Workshop on IACUC

-The other program in which main topics was Molecular Biology was not selected.

-Two programs of LASAM have been performed already and the program of CALAS will be performed near future.

-Committee members of ETALAST at December, 2017 were 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. Yong-Meng Goh (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 next year: The AFLAS Office is going to accept applications of ETALAST Program for the financial period of April 2019 to March 2020 from December, 2018.

-For a detailed guide, see “The General Guide for AFLAS Supporting Program of Education and Training Activities for Laboratory Animal Science and Technology (ETALAST)” in Minutes of The Council meeting of AFLAS, November 24, 2017.

(C) Introduction of preparation of 9th AFLAS Congress in 2020 in Thailand.

Host associations: Thai Association of Laboratory Animal Science (TALAS).

President: Dr. Parntep Ratanakorn

Dr. Montip Gettayacamin introduced the preparation of the Congress.

Date is 22-26, June, 2020, and Venue is the Empress Hotel, Chiang Mai, Thailand.

See <http://talas-thailand.org/#> for details

(D) Election of a host association or society for 10th AFLAS Congress in 2022

AFLAS Office received Three bids as follows,

Chinese Association for Laboratory Animal Science (CALAS)

Korean Association for Laboratory Animal Science (KALAS)

Philippine Association for Laboratory Animal Science (PALAS)

These three associations presented their bids and the council members discussed and voted for the host for the 10th AFLAS Congress. The council was finally decided as the host association was Korean Association for Laboratory Animal Science (KALAS).

(E) Election of the Council and Executive board members for 2019-2020

1) The Council members for 2019-2020

The Council members for 2019-2020 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 Candidate of the Executive board member for 2019-2020

President: Dr. Parntep Ratanakorn (TALAS)

Immediate past-President: Dr. Arvind Ingle (LASA India)

Vice-President: Dr. Rohani Cena, DVM (PALAS)

Vice-President: Dr. Qin Chuan (CALAS)

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

Auditor: Dr. Beom Jun Lee (KALAS)

3) AFLAS Office

Secretary-General of AFLAS: Dr. Noriyuki Kasai

Assistant Secretary: Dr. Nobuhito Hayashimoto

(F) AFLAS Journal

1) Report of AFLAS Journal working committee meeting in Qingdao China

a) Date, Venue & Participants

Date: October 10th, 2018, Venue: Shan·gri-la Hotel Qingdao, Qingdao, China

Participants: the working committee members

Dr. Je Kyung Seong (Chair of the committee, KALAS)

Dr. Qin Chuan (CALAS)

Dr. Haitao Niu (CALAS)

Dr. Gao Ran (CALAS)

Dr. Atsushi Yoshiki (JALAS)

Dr. Arvind Ingle (LASA India)

Dr. Maria N. Munoz (PALAS)

Dr. Noriyuki Kasai (Secretary-General)

b) Progress of the discussion after the working committee meeting in New Delhi in November 24, 2017 till Qingdao meeting,

- First issue of “Animal Models and Experimental Medicine (AMEM)” was published in March, 2018, by CALAS.

- Discussion among the committee members, especially Dr.Niu (CALAS), Dr.Hayashimoto (JALAS), Dr.Yoshiki (JALAS) and Dr.Seong (KALAS), were performed by e-mails. Major Document of the discussion can be seen in Reference 1 (Page 9)

- Proposing face to face meeting by Committee Chair Dr. Je Kyung Seong.

- CALAS proposed the Guideline and requirements for AFLAS journal (Reference 2, Page 11)

- AFLAS Journal working committee meeting was held at the hotel in Qingdao, China,

in October 10th, 2018, in which CALAS annual meeting was held. All of committee members gathered to the hotel in Qingdao, China.

c) Memo of the discussion of Qingdao meeting in October 10th, 2018

-Chair Prof.Seong addressed the progression after the working committee meeting in New Delhi in November 24th, 2017.

-Dr.Yoshiki and Dr.Niu explained their opinions.

-Everybody admired the publishing of “ANIMAL MODELS and EXPERIMENTAL MEDICINE” (AMEM) by CALAS.

-The name of the journal “AMEM” has established and published, and been confirmed not to be changed as “AFLAS Journal”.

-Members discussed the way of AFLAS’s Contribution to not only AMEM but also the journals published by AFLAS member associations or society.

-Members referred to “Guideline and requirements for AFLAS journal” proposed by CALAS. See Reference 2 (Page 11).

-The committee members agreed that AFLAS do not make financial support.

-Chair Seong mentioned that the term and wording are very important for expressing the suitable relation between AFLAS and the journals concerned.

-Several terms such as “AFLAS supporting”, “AFLAS sponsor”, “Alliance with”, “in collaboration with AFLAS”, and “in corporation with AFLAS” were discussed.

-First two terms are including the meaning of finance, so they were omitted.

-After discussion, all of members supported the term of “in corporation with AFLAS”.

-Dr.Ingle stated that he wants to use the term decided for the journal of LASA India.

-CALAS told that every journals have equal opportunity and can get support from AFLAS to improve their impact.

-Chair Seong confirmed that any journals which want to use the term can use it according to a minimum requirement and guideline for using the term.

-The minimum requirement or guideline should be decided for using the term with reference to “Guideline and requirements for AFLAS journal” (Reference 2, Page 11) proposal by CALAS.

d) Chair Seong summarized the discussion as follows;

-Firstly, I strongly appreciate that CALAS recommends hot tactic issue among our society. This is real first step for improving ourselves.

-Secondly, today we have made a decision of suitable term as “in cooperation with”

AFLAS".

-Thirdly, any associations and society can submit to use the term of "in cooperation with AFLAS" in their aim of their journals, and the AFLAS council meeting decides for them to use the term according the minimum requirement or guideline.

2) Discussion

After Committee Chair Dr. Je Kyung Seong reported the Committee meeting in Qingdao, the council member discussed about the results of the Committee meeting summarized by the Chair, and then the council approved the results.

The council meeting was closed at 5 pm.

REFERENCES

Reference 1

AFLAS Journal: JALAS's comments and advice for the AMEM
(Question and answer between JALAS and CALAS)

JALAS:

Dear Dr. Niu,

Thank you very much for your kind explanations of the AMEM and CALAS's opinion. JALAS would like to feedback its comments and advice for the AMEM.

We understand that the title of the journal by CALAS will be Animal Models and Experimental Medicine (AMEM), and that the copy right of submitted manuscripts will be transferred to Wiley. We would like to ask the following points regarding the AMEM.

CALAS Correction:

Yes, the name of the journal is Animal Models and Experimental Medicine (AMEM) . However, the copy rights of accepted manuscripts belong to the authors.

JALAS:

Thank you very much for clarification regarding the copy right of the AMEM.

1. Do you have any plan to include an explanation or statement for the AMEM as an AFLAS Journal in the aim, scope or background of the AMEM on the cover page or other part? If so, we would like to know the exact sentences or explanations.

CALAS Answer:

a. Yes, We will include the statement for the AMEM as an AFLAS journal in the Aim and Scope of the AMEM.

b. The sentence will be: Animal Models and Experimental Medicine is supported by Chinese Association of Laboratory Animal Sciences (CALAS), the Institute of Laboratory Animal Sciences, Chinese Academy of Medical Sciences & Peking Union Medical College, and The Asian Federation of Laboratory Animal Science Associations (AFLAS).

JALAS:

JALAS can agree with CALAS to include such statement for the AMEM with “the status of AFLAS support” provided that CALAS obtains approval from other AFLAS members. However, we would like to request CALAS to improve the current statement (or a word “support”) and clarify the different responsibilities for the AMEM among CALAS, the Institute of Laboratory Animal Sciences, Chinese Academy of Medical Sciences & Peking Union Medical College, and the AFLAS. In the current explanation, readers will misunderstand that all the listed associations or institutions have the equal responsibilities or commitment for the AMEM. Apparently, the AFLAS members except for CALAS have not been involved at all in planning, designing and obtaining funds for the Journal. The AFLAS members can only support technically in near future by providing cheering voices and advice on the editorial works.

If CALAS has any plan in future to change the name of the AMEM to “AFLAS Journal”, such change should be authorized by the AFLAS members. The AFLAS members should consider it based on statistics data and global readers’ voices. Having the status of so called “AFLAS Journal” or one of AFLAS Journals is not equal to using the name of “AFLAS Journal” for one specific Journal. JALAS can recognize the potential to be AFLAS Journal in any official journals published by the AFLAS members including AMEM, Experimental Animals and others. However, we assume that the AFLAS members are not able to judge at present if the AMEM should be the best journal to be called as AFLAS Journal before its publication, as discussed at the AFLAS Journal Working Committee meeting in New Delhi.

2. Is the AMEM open access? Can All AFLAS member freely access via the internet to all contents of the AMEM? We wonder if the author should pay the page charge. We need the cost information for readers and authors to discuss further.

CALAS answers:

- a. Yes, AMEM is open access journal.
- b. All of AFLAS members can access the journal via the internet to all contents of AMEM freely without any payment.
- c. Currently, there is no publication cost (page charge) for the authors.
- d. The readers can obtain the online version of papers without any cost.

JALAS:

It is great news to all scientists in the field. Thank you very much for your generous contributions to the scientific community. We hope the condition will last for long time.

3. We assume Wiley will not allow advertising journals published by other publishers such as Elsevier. If other AFLAS members will publish their journals with other publishers or competing organizations, we concern that the AMEM can not accept such contents in the journal.

CALAS Answer:

a. Any advertisements must follow the agreement between AMEM and Wiley. According to the agreement, Wiley doesn't object advertising journals published by other publishers such as Elsevier in AMEM.

b. AMEM is an academy driven journal. The objective of AMEM is to build an international academic exchange platform for research involving laboratory animals, animal models and related topics, including applied research in experimental medicine and translational medicine, and to increase understanding among the international academic community of the development of such studies and the welfare status of laboratory animals in China and Asia.

JALAS:

Thank you very much for your clarification.

CALAS:

Importantly, in order to introduce the development of laboratory animal sciences in Asian countries to the world, AMEM has established the "AFLAS Focus" section in the journal to encourage authors from AFLAS members to submit their manuscripts.

JALAS:

JALAS welcomes CALAS's encouragement on the AFLAS members to submit their manuscripts to the AFLAS Focus section. We are sure that you are planning an attractive section for global and non-Asian readers. However, it must be reminded that science has no border. We must be careful if you emphasize too much "the regional privilege" or "Asia" in the international journal, it may have a negative impact for dissemination of the journal.

We hope you can understand our standing point.

If you have any questions or concerns, please feel free to ask us.

Reference 2

AFLAS Journal: Guideline and requirements for AFLAS journal

(Proposal by CALAS in June 21st, 2018)

1. The responsibility and constitution of AFLAS journal working committee:
 - 1) Accept and approve the application of AFLAS journal submitted by member associations.
 - 2) Each member association recommends one representative to constitute the committee.

- 3) The term of chairperson of committee is 2 years, elected by members, with no more than 2 terms
2. AFLAS journal:

AFLAS Journal should be a group of English journals published by Asian countries or regions. Any associations which have their own journal can apply for collaboration with AFLAS and being an AFLAS journal.
3. The collaboration way between AFLAS and the journals:

“AFLAS supports” and “AFLAS sponsors”.
4. The requirements to be an AFLAS journal
 - 1) The journal shall be responsible for its own cost. The membership dues of AFLAS are not allowed for supporting the journal.
 - 2) The journal shall be published in English.
 - 3) The journal shall decide its own office location, Editorial Board, and the Editor-In-Chief. AFLAS mainly provides the academic guidance.
 - 4) The Editorial Board of the journal shall include the prestige experts in relevant fields who are recommended by member associations. Each association has the right to recommend one editorial member.
 - 5) The journal shall include columns introducing academic communications of AFLAS.
 - 6) The journal should identify each parties’ responsibility.
5. What kinds of documentations should be submitted for application to be AFLAS journal: Application letter, scope and aims, editorial board, editors, office location.
6. How to accept and approve the application to be AFLAS journal.

Voting by committee members with exceeding 2/3