



**Asian Population Association –
Fourth Council
Council Member Meeting (No. 1 / 2016-2018)**

January 18th to 19th, 2016
at APA Secretariat Office
Institute for Population and Social Research, Mahidol University, Thailand

Minutes of the Meeting

The first meeting of the Fourth APA Council was held on January 18th-19th, 2016 at the IPSR, Mahidol University, Thailand.

Present:

Doo-Sub Kim, President
Baochang Gu, Vice-President
Terence Hull, Immediate Past President
Paul Yip, Secretary General
Bhassorn Limanonda, Treasurer
Yasuhiko Saito, Council Member
K.G. Santhya, Council Member
Sureeporn Punpuing, Council Member

Secretariat Team members in attendance:

Saowapak Suksinchai, Parnachat Tipsuk, Pasakorn Boonkhum,
Charuwan Charupum

Absent/apologies:

Wendy Hartanto, Council Member
Youngtae Cho, Council Member

First day: January 18th, 2016, 9:00 a.m.

1. President Doo-Sub Kim welcomed the members. The agenda was confirmed, followed by self-introduction of the members of the Fourth Council and the secretariat office. President Kim extended thanks for the hardwork of the members, especially the Third Council led by Professor Terence Hull.
2. In appreciation for outstanding dedication and service, President Kim presented a plaque of appreciation to the immediate past President Terence Hull and the past Executive Secretary Bhassorn Limanonda. President Kim also prepared a plaque of appreciation for the Second President Jalal Abbasi Shavazi, which will be presented to him later this year.

3. The President requested the immediate past President Terry Hull to brief the Council about the historical development of the APA and the roles of APA in promoting professional population research in the Asian region.
 - The term of service of the Council members was extended from two years to three years in the Constitution in order to have enough time to organize high quality APA Conferences and effectively manage association affairs.
 - APA needs to have better scheduling with other organisations which run some major conferences, for example, IUSSP and other regional associations.
 - A very good Conference was held in Kuala Lumpur in 2015 and valuable experience was gained by how various committees can work coherently. The composition of the Scientific Committee is important to go through the review process on a large number of submitted abstracts and to constitute a conference scientific programme. The expectations and obligations of the NOC of the hosting country need to be spelt out very clearly in relation to the APA Secretariat as well as the Scientific Committee. It should be noted that the role of the Secretariat is very important to ensure that the membership pays the subscription and takes part in scientific activities.
 - Terry Hull stressed the importance in communicating with other organizations: PAA, African, South American, and European Population Associations as well as the UNFPA; participation to PAA and IUSSP meetings.
 - It was also argued that APA should develop itself as a forum or a platform for some important demographic, socioeconomic and political issues in Asia region for further development.
4. It is regrettable that the NOC of the Third APA Conference only returned an amount of USD 5,000 to APA after the Conference out of the APA support of USD 46,000 to the Conference, and that APA still has not received the audited financial statement of the Third APA Conference income and expenditure from the NOC. President Kim requested Terry Hull to draft a letter, asking for the audited financial statement of the Third APA Conference income and expenditure to be sent to Professor Awang, Chair of the NOC in Kuala Lumpur.
5. UNFPA Asia and the Pacific Regional Office (APRO) provided financial support at amount of USD 50,000 to the Third APA Conference as well as technical support. Out of this UNFPA grant, USD 35,000 was allocated for scholarships and 59 scholarships were awarded by the Scientific Committee. The UNFPA Country Offices (in Iran, India and other countries) extended financial support to cover traveling costs for participants to the conference (The total amount unknown). The NOC in Kuala Lumpur received RM 70,000 from local registration and RM 250,000 fund raised.
6. Financial matters: Sureporn Punpuing presented a financial report for the period 2013-2015 with a balance of USD 38,112.99 as of December 31st, 2015. Bhassorn Limanonda briefed about the APA bank accounts originally held in Chulalongkorn and the progress of their transfer to Mahidol. The Council discussed securing income from the membership payment and the conference registration fee.
7. The President and the Council suggested that the secretariat office work out a more detailed breakdown of the expenditures, especially in relation to the conference organization and secretariat office expenses. It was confirmed that USD 38,112.99 is the

current balance, which should be considered as the available money at the starting point of the administration of the Fourth Council.

8. Considering that the current level of the annual membership (USD 25.00) is very low, the possibility of re-evaluation of the membership fee was raised. However, President Kim pointed out that it is not the right time to revisit the membership fee. The Council agreed to revisit this issue later this year or at the next Council meeting.
9. President Kim suggested that, if the council members support their own airfare, not from the APA, to attend the council meeting, the source should be counted as a donation and be reported in the APA newsletter and website.

10. Membership:

- *Bank accounts:* Bhassorn Limanonda, the treasurer, suggested opening an additional “bank account” for monitoring donations and fundraising apart from the two existing accounts: cash flow for daily administration and the membership fee. It was noted that this would not require the opening of a new bank account, but simply the maintenance of a clearly separate record of transactions.
- *Payment of membership fees:* Successive councils have set policies requiring that all speakers for oral sessions of conferences and all members of Scientific Groups must be either financial regular members or approved student members of APA. It is the responsibility of the Secretariat, the conference organizers, and the Scientific Group leaders to ensure that this policy is implemented.
- Suggestions were made to increase the number of members.
 - 1) China: A potential target to recruit more membership. Chinese demographers need to be more proactively engaged.
 - 2) Indonesia and other countries: Links should be made through professional organizations and population stakeholders.
 - 3) Each Council member is responsible to a number of countries to check email addresses and contact the members to promote the APA in their respective countries.
 - 4) Student membership: Students must annually certify their continuing student membership by a letter from their mentor/supervisor or a photocopy/scan of a current student ID card.
 - 5) Payment should be made easier, and a reminder sent to those who have not paid.

11. APA Scientific Groups: K. G. Santhya reported on the progress of the Scientific Groups during 2013-2015. It is hoped more interest can be generated to attract more membership. Also, there was a discussion of the amount of the triennial budget to be set aside for Scientific Groups. It was agreed that the administration of the budget should rest on the Council. The Scientific Group should be encouraged to seek external funding, and there is no guarantee of funding from APA for any Scientific Group activities, though the Council will consider well documented proposals for modest seed funding. Rules to distribute money should be specified. There were some concern about the sustainability of the support and finance of the association.

12. Regarding the 4th APA Conference, Doo-Sub Kim informed the Council that the Asian Demographic Research Institute in Shanghai and the BKKBN in Indonesia expressed interest in organizing the next APA Conference in 2018. The Council decided that institutions interested in organizing the conference should be asked to submit a proposal

stating the facilities available, estimated in-country costs for participants, travel, visa requirements, and the estimated funds that the proposers would be able to raise from governments or foundations. Terry Hull agreed to draft an announcement of the request for proposals within a week.

Second day: January 19th, 2016, 9:00 a.m.

13. Budget: Sureporn Punpuing reported a proposed budget for 2016-2018. The Council further discussed the income and expenditure. It was suggested that USD 5,000 be allocated to support Scientific Group activities in 2016.
14. Considering the poor financial situation, Doo-Sub Kim drew attention to the possibility of reducing the operating cost of the secretariat office. It was suggested that follow-up discussions be made between Sureporn Punpuing and the new Executive Secretary.
15. Newsletter: one issue was published in July 2014 and one issue in September 2015. President Kim requested K. G. Santhya and Paul Yip to serve as managing co-editor of the APA newsletter. The first issue to be finalized and uploaded by March 1st, and the second issue, in September 2016.
16. Website provides a good opportunity to reach out to the community and needs to be improved. Doo-Sub Kim requested Yasuhiko Saito to guide the structuring of the website.
17. Collaboration with other population organizations:
Doo-Sub Kim informed the Council that Adrian Hayes represented APA at the 7th African Population Conference, which was held in Pretoria, South Africa during November 30- December 4, 2015. With financial support from UNFPA, the Union of African Population Studies (UAPS) invited APA to send a representative. The President of the Latin American Population Association attended the 3rd APA Conference in KL without any support offered from APA. In 2015, PAA budgeted one person from each regional Population Association to attend the PAA meeting. However, no news from PAA on supporting APA to attend the meeting in Washington DC this year has been received.
18. President's delegation duties:
 - Terry Hull: Draft a letter of announcement of the call for proposals for the next conference.
 - K. G. Santhya: SG coordinator; draft the call for proposals of SGs with information on the key guidelines; .
 - Paul Yip and K. G. Santhya: Managing co-editors of the APA newsletter; provide information for publication on the APA website.
 - Sureporn Punpuing and Yasuhiko Saito: Conference program.
 - Baochang Gu and Youngtae Cho: Management of the fundraising strategy.
 - Bhassorn Limanonda and Wendy Hartanto: Management and updating financial status.
 - Parnachat Tipsuk: Maintenance of information in the membership database; report to Council regularly on the number of paid members by country, sex, and age group.

19. There was a suggestion that APA maintain a Data Bank of individual level data on population issues for use by researchers doing comparative work. This issue shall be dealt with later.
20. Suggestion for a Belt and Road Initiative to set up a scientific group to look at the population structure of countries in this region. This will be referred to the Scientific Group Coordinator.
21. Appointment of a new Executive Secretary: Sureporn Punpuing completes her term of directorship at IPSR on 28th February 2016. The new Executive Secretary needs to be well supported administratively by IPSR. The council members agreed to suggest that the new director of the IPSR at Mahidol University, Dr Rossarin Gray, will serve as the new Executive Secretary.
22. Meeting closed at 12:00 pm, January 19th, 2016.

Minutes taken by Paul Yip, Secretary General