

**FEDERATION OF ASIA OCEANIA PERINATAL SOCIETIES**

Semi-Annual Council Meeting, 18 July 2016

ANA Crowne Plaza Hotel, Toyama Japan

Minutes Overview

**AGENDA:**

1. Call to order
2. Attendance and declaration of quorum
3. Approval of Agenda
4. Review and approval of minutes from last council meeting
5. Business arising from minutes of last council meeting
6. New Agenda:
  - a. Process of application for new member countries
7. Other matters

**Minutes:**

1. The meeting was called to order at 0705H by the President, Mohammad Shahidullah
2. Attendance:
  - a. Mohammad Shahidullah, President
  - b. David Ellwood, Immediate Past President
  - c. Chien-Nan Lee, President-Elect
  - d. Socorro De Leon-Mendoza, Secretary General
  - e. Han Suk Kim – Deputy Secretary General, Eastern Region
  - f. Satoshi Kusuda – Treasurer

Regrets sent by:

- a. Laila Arjumand Banu, Deputy Secretary General, Western Region

No response : Victor Samuel Rajadurai – Deputy Secretary General, Central region

Presence Acknowledged: Ranjan Kumar Pejaver - Adviser

Quorum was established with 5/7 Council members in attendance

3. Agenda was approved by all present and no other matters were put forward.
4. Minutes of last council meeting held on 25 July 2015 was moved for approval by David and seconded by Satoshi
5. Business arising from review of minutes of last meeting:

<b>Item</b>	<b>Minutes</b>	<b>Status</b>	<b>Plan</b>	<b>Person /s Responsible</b>
5.1 Perinatal Workshops	5.1 Planned Workshops for 2015-2016: a. Sri Lanka (Western region)	a. Initiated and carried-out in collaboration with Sri Lanka Perinatal	Completed. Item closed.	

	b. Vietnam (Central region)	<p>Society</p> <p>b.Vietnam – contact of David has retired and at the moment, there is no point person with whom coordination can be initiated</p> <p>For Vietnam, Chien will explore/ send communication to a contact person</p>	Chien-Nan Lee has a scheduled meeting with the President of Vietnam OB-Gyn Society next week (Jul 2016)	Chien Nan Lee
5.2. Engage other perinatal societies	<p>5.2.1 Follow-up of Vietnam as member as previously started by Dr. Pejaver</p> <p>5.2.2 An invitation will be extended to China</p> <p>5.2.3 A formal letter of invitation to join FAOPS to all perinatal societies in the region will be written and sent</p> <p>5.2.4 Update Contact List</p>	<p>As above</p> <p>Chien will explore contact with Beijing High Risk Pregnancy Society</p> <p>Sookee reports very poor response rate despite at least two communications sent via perinatal society websites/ email addresses</p> <p>Continuing efforts by</p>	<p>Will follow-up through Chien’s contact</p> <p>Chien-Nan Lee made contact with China High risk pregnancy society</p> <p>Contact with Hong Kong to become regular member</p> <p>ISOPARB &amp; Perinasia (Perinatal Society of Indonesia) are two members recently re-activated. Awaiting other contacts from Laila as might have been recorded during Bangladesh congress. Sujeewa will furnish</p>	<p>As stated above</p> <p>Sookee to create and send General Information Sheet for Country member registration for all: new and old, in order to formalize data base</p> <p>David will try through Association of Medical Schools</p> <p>Sookee/Laila</p> <p>N/A</p>



	of member countries' society and a FAOPS newsletter is proposed	all country reps and publish in website. 1. Coordinator : Ranjan 2. Dep Sec gen to ask contributions from their regions 3. News items re FAOPS congress	secretaries from the regions	publication of first newsletter  1 <sup>st</sup> Newsletter to be distributed during the Taiwan congress
5.5. FAOPS Secretariat	5.4.4 A FAOPS secretariat will be established in one country and Philippines will explore this possibility in their country as they have a permanent office for their Society. This was proposed after learning that Singapore's Perinatal Society does not maintain an office.	Sooke submitted a concept proposal obtained from PAP president for Council members to approve, two years ago but not resolved	Sujeewa proposed for Sookee to re-send/update this proposal to the council	Council proposed for Sookee to hire a part-time office secretary to manage communications and website updates.  Council approved to pay \$100/month
5.6 FAOPS Advisory Board	5.6.1 Council agreed to the creation of a FAOPS Advisory Board as proposed by Shahidullah, consisting of Past Presidents	Not yet initiated	a. Will write a formal letter of invitation to all Past Presidents in the last 10 years b. A confirmation of participation will be sought c. Function of such Board will be proposed and opinions and agreement from the Board will be sought d. Induction of members to the Advisory Board will be done in the next Congress by the outgoing President e. Incorporation of this item in the Constitution	Sookee/ Shahidullah  Invited to join council meeting  No voting rights  To assure continuity of FAOPS activities
5.7 Cost of	No feedback since	Sujeewa and Athula	FAOPS will increase	Approved. Item

holding a perinatal workshop for better fund allocation	last council meeting	<p>shared that current workshop in Sri Lanka cost estimate is around US\$12,000 for 100 participants with 5 foreign resource speakers/ facilitators. WHO and UNICEF provided the greater support for the workshop.</p> <p>Laila proposed to offer to sponsor a FAOPS symposium within the program of annual perinatal conference usually held by the country perinatal societies. Recognizing that the \$2,500 seed money is not usually enough to cover a perinatal workshop in a country, it might be more affordable to support travel of 2-3 resource speakers from FAOPS to hold the symposium.</p>	<p>seed money per country-initiated perinatal workshop.</p> <p>Will be taken up during Council meeting in Taiwan</p>	<p>closed.</p> <p>Laila</p>
5.8 Update on the 19 <sup>th</sup> Congress in Taiwan by Chien Nan Lee	Presentation of Plans by President Elect Chien Nan Lee was well received by everyone (attachment 2)	<p>Venue is set</p> <p>Financial status is stable</p> <p>Target pax: 800 (500 local ; 300 foreign)</p> <p>Call for registrants</p>	<p>Schedule of Council meetings:</p> <p>Dec 2 AM: 1<sup>st</sup> Meeting ; PM – Gen Assembly Meeting</p> <p>Dec 3 – 2<sup>nd</sup> Council Meeting</p>	Chien Nan Lee
5.9 Treasurer’s Update	Sri Lanka to remit to FAOPS account, the proceeds of Bangladesh Congress & Annual dues for 2 years less the FAOPS seed money & cost of	<p>Remittance from Sri Lanka received by Satoshi.</p> <p>Satoshi reports current bank balance.</p>	<p>Payment of dues from country members expected before and during the Taiwan Congress meeting</p>	Satoshi Kusuda

	accommodation of Prof. Chien Nan Lee & Laila Arjumand Banu during the Sri Lanka symposium	Only 2 countries so far, have updated payment of dues (Japan & Bangladesh)  Communications sent to all member countries by Satoshi		
--	---	--	--	--

6. New Agenda:

6.1 Process of application by new member countries

Official letter of application will be requested from Country Perinatal Society or other related society (David)

General Information Sheet will be sent to applicant for registration (Sooke)

A copy of the Constitution and By Laws will be furnished to the applicant country (Shahidullah)

Reminder of cost of annual dues USD1/member, minimum USD100, maximum USD2,000.(Satoshi)

7. Other matters: Chien Nan Lee proposed to hold FAOPS Congress every year to maintain active participation among member countries.

Comments: Number of active member countries to potentially host annual congress not many (David) Cost and extent of work needed for congress might be prohibitive for some countries. Everyone agreed that 3 regional perinatal workshops in between the bi-annual congress would be best for the moment as we continue to try and encourage participation of member countries. These workshops shall continue to be facilitated by the respective Deputy Secretary General of the region and supported by FAOPS with USD2,500

8. Council meetings and general assembly during FAOPS2016

In order to adjust the schedule for council meetings and general assembly among council members at FAOPS2016, it is preferable to hold 1st council meeting on the afternoon Dec 2nd, general assembly on the evening Dec 2nd, and 2nd council meeting on the morning Dec 3rd.

9. Adjournment: 0830H

Prepared by:

Socorro De Leon-Mendoza  
Secretary General

Approved by:

Mohammad Shahidullah

President