

Asia-Pacific Federation for Clinical Biochemistry and Laboratory Medicine (APFCB)

The Communication and Publication Committee (C-CP)

1. The Communication and Publication Committee (C-CP)

The Communication and Publication Committee, a standing committee of the Asia-Pacific Federation for Clinical Biochemistry and Laboratory Medicine (APFCB), will oversee all publication initiatives for the organization and report to the Executive Board. The committee consists of two members, one secretary, and one chairperson. The president of the APFCB is an ex-officio member. Furthermore, ad hoc task groups might be established as needed for specific duties on occasion.

Promoting and disseminating information about the APFCB's actions at the national, regional, and global levels is the main goal of the CP-C. As a result, it informs chairmen, members of APFCB operating units, representatives of APFCB members, and other organizations with which APFCB maintains connections about the activities of the organization. To offer ongoing education in written and electronic media, it also expands its communications with clinical lab staff, physicians, and health policy-makers in the area.

The APFCB e-News is published online by the CP-C twice a year, along with other instructional resources like scientific monographs when appropriate. The coordination of the APFCB's online activities, which are mostly conducted through the website, as well as the creation and promotion of the website fall under the purview of the CP-C. Furthermore, the CP-C creates a public relations powerpoint presentation to showcase the APFCB and its undertakings. This presentation can be utilized by APFCB officers and traveling lecturers at workshops, seminars, and lectures. Through the arrangement of booths, THE CP-C furthermore promotes the Clinical Biochemist Reviews and APFCB activations.

2. Mission Statement:

The mission of the Communications Committee is to:

- Inform clinical laboratory specialists, physicians, and health policy officials in member nations, the region, and the world about the work of the APFCB.
- Supply educational resources and information in both printed and electronic formats. The intended readership for all APFCB publications is the National Societies, Full Members, Corporate, and Affiliate Members.
- Enhance the APFCB's reputation among its members, the biomedical sector, and the broader regional and global healthcare community.

3. The Organization of the Communication and Publication Committee:

The Communications Committee should consist of four members selected from the nominations received from the members' societies based on their experience and good track record in communication and publication-related work. The Chairman and Secretary will be chosen by the APFCB from among the Members. In addition to these, corresponding members representing each member country's national society will be present. The APFCB president will hold the position of ex-officio member. To create new working groups or subcommittees for particular tasks or projects, more members may be coopted as needed.

4. Terms of Reference:

The Communication Committee is responsible:

- to create printed and digital materials and conduct public relations campaigns to improve APFCB's reputation in the industry.
- for the online publication process of APFCB e-news and other APFCB publications.
- for the online dissemination of APFCB news and other publications.
- to the APFCB EC to ensure the highest performance standards of its units, and for the activities of its members

The Communications Committee will also oversee the dissemination of all APFCB position papers, recommendations, and documents, as well as ensure that the Council's Annual

Report is produced each year. All of the APFCB's publications will be listed in a register of documents.

5. MajorActivities:

a. APFCBe-News:

APFCB e-News is a section on the website that informs members of the activities of the federation.

EditorialBoard:

Name	Position	Member Society
Prof. Pradeep Kumar Dabla	Editor-in-Chief	ACBI
Dr. Leslie Lai	Member	MACB
Prof. Ryunosuke Ohkawa	Member	JSCC
Prof. Deepak Parchwani	Member	ACBI
Dr. Vivek Pant	Member	NAMLS
Dr. Raja Elina Raja Aziddin	Immediate Past Editor-in-chief (Ex officiomember)	MACB

Terms of Reference

- Acquire and distribute information regarding the actions of the APFCB Executive Committee as well as other committees and working groups.
- Publicize news and details regarding the undertakings of Corporate Members and APFCB Members.
- Provide a schedule of all APFCB meetings and congresses.

b. APFCB Website:

The APFCB website's management, upkeep, and enhancement are the purview of the Communications Committee. The new updated version is now active and functional. The role of site editor has been delegated to Dr. Deepak Parchwani, an Indian national. Information on the website will include:

- Membership information
- Member societies (organizations and individuals)
- Corporate members (companies and individuals)
- Members of EC and other Committees and working groups
- Congresses, meetings, symposia, APFCB Travel Lectures etc.
- APFCB e-News

Future plans: Supporting web-based distance-learning activities like webinars and multidisciplinary approach to patient care by obtaining educational material, making it available on the website, and providing links to other relevant resources.

c. Public Relations:

APFCB PR Slides:

The latest PowerPoint presentation has been made available to emphasize APFCB and its activities for use at member society conferences and at APFCB regional and international meetings.

Current and Future PR plans:

- Develop a new PR brochure targeted to the general public, governments, industry, etc. is being developed.
- Establish a communication process between the committee members and member society representatives to update and work on agreed-upon activities and initiatives.
- Organization of APFCB Congress Booths, make formal presentations at local

and regional conferences, and exhibit & promote 'Clinical Biochemist Reviews'.

6. Expenses:

The Chairman of the Communication and Publication Committee shall submit an annual budget to APFCB EC for approval. Depending on the financial situation of the Federation, the budget will allow for the following items:

- Travelling expenses necessarily incurred by full members of the Committee for travel undertaken on Committee business.
- Expenses associated with the activities of the Committee and Co-opted members' expenses

Additional Committee costs such as secretarial assistance, postage, stationary, etc.

Members of the Committee should be encouraged to obtain traveling expenses from outside sources wherever possible; however, sponsorship by industry should be made known to the Council for record purposes.

7. Scheduling of the meetings of the Congress Committee

Communication is the key to a successful operation, and continuous communication among the Committee members is crucial. The Committee ought to seize the chance provided by national and local gatherings to convene as frequently as feasible.

8. Minute and Reports

A copy of the committee meeting minutes should be distributed to all full, ex-officio, and co-opted members of the committee as well as the APFCB secretary.

b. Prior to each Council Meeting, the Committee's Chairman or Secretary will report on the Committee's actions to the Council so that it can be distributed to Council members along with the agenda.