



**ASIA-PACIFIC FEDERATION FOR CLINICAL BIOCHEMISTRY
AND LABORATORY MEDICINE**

**MINUTES OF 2ND MEETING OF
EXECUTIVE BOARD AND COMMITTEE CHAIRS**

**ICC, Berlin, 16 May 2011
9.20 AM – 11.40 AM**

PRESENT:

Prof Dr Leslie Lai	APFCB President
Mr Joseph Lopez	Immediate Past President Chair, Conferences and Congresses
Dra Endang Hoyaranda	Secretary
Dr Elizabeth Frank	Treasurer
Mr Martin Fuhrer	Corporate Representative
Prof Kiyoshi Ichihara	Chair, Scientific Committee

APOLOGIES:

Prof Dr Sunil Sethi	Vice President
Prof Samuel Vasikaran	Chair, Education Committee
Dr Tony Badrick	Chair, Laboratory Management Committee
Prof Praveen Sharma	Chair, Communications Committee

1. Opening remarks

The President, Prof Leslie Lai, welcomed and thanked all those present and informed the floor on apologies from those who were not able to attend the meeting.

2. Secretary's report

a. The Secretary reported the documents which have been finalized by the EB and Committees during the period of October 2010 until April 2011:

1. Change of name of federation (October 2010)
2. Addition of new member: Macao Laboratory Medicine Association (October 2010)
3. Nomination of Committee Chairs, Members and Corresponding Members (November 2010)
4. Contract for 14th APFCB Congress Taiwan (November 2010)
5. Guidelines for APFCB Philanthropic Fund (February 2011)
6. Guidelines and Procedures for Auspices of the Asia-Pacific Federation for Clinical Biochemistry and Laboratory Medicine (April 2011)
7. Amended Constitution (April 2011)
8. MoU APFCB – WASPaLM (May 2011)

b. The documents within process which were also reported were:

1. Terms of Reference for Honorary Executive Officer (adopted at this meeting)
2. Agreement for Website Developing (pre-signed by Ubitech as website developer and during this Worldlab by APFCB President)
3. Auspices for conferences: The Society for Free Radical Research - India (auspices granted)
4. APFCB Task Force for Young Scientists (discussion on this document was postponed due to time limitations of this meeting)

c. Notes on Secretary's report:

1. Guidelines for conferences and congresses: a small correction has been made on the division of surplus while the entire document will be finalised in 2012 according to schedule
2. Terms of Reference for Honorary Executive Officer:
 - a. See adopted document attached
 - b. Notes on the compensations for the HEO: the HEO may be supported for travel expenses to attend formal EB and Committees meetings, but funds may not permit to support the HEO to attend informal meetings.
 - c. All EB members and committee chairs are welcome to ask the HEO to perform tasks for them with a mail copied to the APFCB Secretary
3. The secretary is suggested to request Bakertilly TFW Management Services to keep a repository of all important documents for APFCB

3. Treasurer's report

1. Financial status of APFCB per end 2010 was reported (see attachment)
2. The treasurer was requested to make a separate report on the APFCB Philanthropic funds

4. Education Committee report

The written report from the Education Committee chairperson (attached) was accepted with the following notes

- a. Webinars are expected to be organized bimonthly. Martin Fuhrer informed that Siemens is paying an annual sum of SGD 12,000 for the webinars, whether or not webinars are performed. Therefore, the more frequent webinars are organized, the more worth the money it will become.
- b. The Edu-C is requested to identify potential topics and speakers from the region for EB's approval. If local speakers are not available, than potential speakers from outside the region may be proposed.
- c. The suggestion from Peter Vervaart to put the APFCB webinars on the IFCC website was agreed. The link will be given to the IFCC
- d. It was also suggested that the webinars be recorded in DVD's for purchase by interested members

5. Scientific Committee report

- a. Dr Sucheta Dandekar from India withdrew as secretary of the Scientific Committee. A replacement as secretary needs .

- b. The research project in Hanoi Hospital which Ronda Greaves initiated shall be controlled by the Scientific Committee chair and needs to benefit as much member societies as possible.
- c. The Scientific Committee Chair reported on the developments of the Reference Range project which was well underway:
 1. The project is now developing within IFCC expanding to South Africa
 2. Participating new labs for this phase includes: Mayo Clinic (USA), Uludag (Turkey), Mishima BC (Japan) and ARUP Labs (USA).
 3. Support from the companies are needed. For the first phase, Becton Dickinson and the Japanese government are providing their support
 4. Technical data of the first term was presented at this occasion, which showed numerous interesting results.
 5. Some members of the companies who were invited by the IFCC in Munich early 2011 to support this project, were not so much supportive to this project, considering it to be too ambitious; as a follow up, the Scientific Committee chairperson was asked to propose a feasibility study

6. Laboratory Management report

- a. The Lab Management report was accepted with the following notes.
- b. The next quality workshop is planned to be organised in Nepal. This workshop will be funded by the IFCC (for travel and accommodation of speakers) and coordinated by Janice Gill as group leader. The IFCC President himself, Graham Beastall, plans to take part in the team.
- c. As consequence of auspices granted by the APFCB for this workshop, the APFCB will raise funds to support this meeting. The Laboratory Management Committee Chair is requested to find sponsors for this purpose.

7. Communications committee report

- a. Report by the Communications committee chair was accepted
- b. The President reported that he has signed a contract for the website developing which was already pre-signed by Ubitech
- c. The floor suggested that APFCB creates a network at LinkedIn. The Communication Chairperson is expected to develop this.
- d. Whenever the website's design is ready to be tried out, Ubitech is requested to provide a trial web to be previewed by the EB
- e. The Communications Committee chair is requested to ask the EB to provide content for the website

8. Conferences and Congresses Committee report

- a. The Chair of the CC-committee reported that the Guidelines on APFCB Auspices has already been finalized
- b. The Chair also requested that all communications regarding conferences to be send through the CC-Committee Chair, rather than directly to the EB

- c. The CC-Committee chair and the APFCB President plan to visit Indonesia in November 2011 to meet with the organizing committee and to evaluate the progress for preparations of the 13th APFCB congress. It will be appreciated if the local organizing committee can find sponsors to support accomodation for them

9. Corporate Representatitve report

- a. The Corporate Representative chair is requested to prepare a corporate membership kit with a list of the facilities and responsibilities of being a corporate member of the APFCB, some of which are the following:
 - 1. A 10% discount for all transactions, provided the corporate member fee is payed in full for 3 years in advance
 - 2. Rotating banner at the APFCB website containing the company's logo
 - 3. A complimentary company page on the web
 - 4. Ads spread through the APFCB newsletter with discounted rate
 - 5. Any other advertisements than the above will be charged
- b. Two new candidates as corporate members will be followed up: Accurex (India); Diasys (Germany)

10. Other matters pertaining to the Strategic Plan

All items in the strategic plan are still well on schedule.

11. Progress report from the 13th APFCB Congress Committee

Endang Hoyaranda reported on the progress of the 13th APFCB congress as attached. The following notes were tabled:

- a. The second announcements and posters were ready to be distributed at the IFCC congress
- b. The rate for the larger exhibition booths needs to be reviewed and corrected
- b. The floor suggested to apply Platinum, Gold, Silver packages for sponsors
- c. The contract with the event organizers needs to reviewed by the EB before signing
- d. Group discounts are advised for low-income member societies
- e. An international advisory board shall be invited comprising e.i. of the APFCB EB
- f. Since an MoU with WASPaLM was to be signed the next morning after this EB and Chairs meeting, WASPaLM will support APFCB congresses. Therefore the WASPaLM logo shall be printed on all publications of the 13th APFCB congress adjacent to IFCC and APFCB who are providing auspices to the congress.
- g. The committee is strongly suggested to ask IFCC long beforehand what liabilities it has to the IFCC
- h. A valuable lesson learned from the congress in Seoul, 2010, is that it is strongly advised not to surprise sponsors with 'last minute' charges. The committee in Indonesia is suggested to take this matter into consideration
- i. It might be advisable that the committee considers inviting sponsor candidates in Singapore end 2011

12. Adjournment

Since there were no other matters tabled, the meeting was closed at 11.40 AM.

Noted by: Endang Hoyaranda