

Mission Report
SEAMEO BIOTROP 51st Governing Board Meeting
1-3 October 2013
SANTIKA HOTEL, Bogor, INDONESIA

I Handoko

A. SEAMEO Official and Staff Member on Mission

I Handoko

B. Background, Description and Objectives of the Activity

SEAMEO BIOTROP is one of SEAMEO Regional Centres located in Bogor, Indonesia that was established in 6 February 1968. The Governing Board Meeting is conducted annually by the Centre to plan and discuss its programmes and activities.

C. Participants

Eight SEAMEO BIOTROP Governing Board (GB) members from Brunei Darussalam, Indonesia, Lao PDR, Myanmar, the Philippines, Singapore, Thailand, and Vietnam (representative) attended the meeting. The SEAMES DDPD and SEAMEO BIOTROP Board of Directors were also present. Cambodia and Malaysia GB members were unable to attend due to official task in USA and health reason, respectively. Also present during the meeting were 8 SEAMEO BIOTROP officials, staff members and an observer from the Department of Agriculture and Agrifood, Ministry of Industry and Primary Resources, Brunei Darussalam.

D. Organizer/s

SEAMEO BIOTROP

E. Highlight of the Activity/Summary Points

The Governing Board was held back to back with the First SEAMEO BIOTROP Tropical Biology International Conference: "Enhancing and Promoting the Real Values of Tropical Biodiversity of Southeast Asia". The issue on the new auditing procedure to comply with SEAMES request was also discussed.

F. Role/Participation of SEAMEO

1. To present working paper on the Follow-up Actions from SEAMEO Meetings and Updates on the Recent Developments in SEAMEO.

2. To deliver speech during Opening of 51st SEAMEO BIOTROP GBM and the First Tropical Biology International Conference: “Enhancing and Promoting the Real Values of Tropical Biodiversity of Southeast Asia”.
3. Provide comments and answers.

G. Follow-up Actions Needed

SEAMES auditor shall conduct an orientation workshop for all auditors of the SEAMEO Centres. As to what office shall cover the cost of the orientation, this matter is still to be decided, thus, SEAMES auditor should distribute written guidelines to the Centres for the reference of their respective auditors instead.

H. Appendices/Related Conference Materials and Outputs

Proceedings

PROCEEDINGS
of
SEAMEO BIOTROP 51st Governing Board Meeting
1 - 3 October 2013
Santika Hotel, Bogor, Indonesia

INTRODUCTION

- 1 The SEAMEO Regional Centre for Tropical Biology (SEAMEO BIOTROP) held its 51st Governing Board (GB) Meeting on 1-3 October 2013 at Santika Hotel, Bogor, Indonesia.
- 2 During the Meeting's Opening Program, the SEAMEO BIOTROP Director Dr. Bambang Purwantara thanked all the GB members, invited guests and representatives of partner-institutions, and Centre staff members for their presence (Attachment 1). Congratulatory and inspirational messages were also given by GB Chair Prof. Wong Sek Man and SEAMEO Secretariat Deputy Director for Program and Development (DDPD) Dr. Handoko (Attachment 2 and 3, respectively).
- 3 The meeting was officially declared open by Dr. Illah Sailah, the Director of Academic and Student Affairs, Directorate General of Higher Education, on behalf of the Minister of Education and Culture of Indonesia.
- 4 The Meeting's Opening Program also witnessed the signing of Memorandum of Understanding between SEAMEO BIOTROP and two partner-institutions, namely: Pertamina Foundation and One Day School Ceria-Eduwisata Programme of the Government of West Java, Indonesia.
- 5 Eight SEAMEO BIOTROP Governing Board (GB) members from Brunei Darussalam, Indonesia, Lao PDR, Myanmar, the Philippines, Singapore, Thailand, and Vietnam (representative) attended the meeting. The SEAMES DDPD and SEAMEO BIOTROP Board of Directors were also present. Cambodia and Malaysia GB members were unable to attend due to official task in USA and health reason, respectively. Also present during the meeting were 8 SEAMEO BIOTROP officials, staff members and an observer from the Department of Agriculture and

Agrifood, Ministry of Industry and Primary Resources, Brunei Darussalam. **Appendix 1** lists the names of participants of the meeting.

6 The meeting's discussions focused on 9 working and 10 information papers.

I. Opening Formalities of Meeting Proper

7 At the start of the meeting proper, the GB Chair welcomed and acknowledged all the meeting participants. He expressed appreciation for the presence of the SEAMES DDPD in the meeting. He also conveyed the regrets of Malaysia and Cambodia GB members who could not attend the meeting for emergency commitment in the USA and for health reason, respectively. He also acknowledged the representative of Vietnam GB.

8 In the absence of the Vietnam GB member who was supposed to be presiding the meeting as the incoming GB Chair and with concurrence with Indonesia GB member who was supposed to take over the task as Vice Chair, the Meeting agreed that the incumbent GB Chair preside the meeting. He thanked the GB members for trusting him again to preside the meeting. He wished everyone to have fruitful discussions and follow the schedule of activities accordingly.

II. Election of Chief Rapporteur

9 The Philippines GB member was appointed as the chief rapporteur.

III. Adoption of Agenda and Timetable of the Meeting

10 With no major comment and as motioned by the Philippines GB member and seconded by Myanmar GB member, the agenda and timetable, as presented were adopted by the GB.

IV. Matters for Acknowledgement

- 11 The Meeting, through the Chair acknowledged the changes/additions in the following:
- a. SEAMEO BIOTROP Governing Board members
 - b. Ministers of Education of SEAMEO member countries
 - c. SEAMEO High Officials
 - d. Associate Member Countries
 - e. SEAMEO Centres' Directorship and staff, and
 - f. SEAMEO BIOTROP Personnel
- 12 The Chair mentioned that his appointment for another term is temporary until the Ministry of Education of Singapore can find a suitable replacement for him. He already expressed his willingness to renew his term if the Ministry of Education of Singapore would however ask him to serve again for one more term.
- 13 The Thailand GB member informed the Meeting that Thailand has a newly appointed Minister of Education in the person of Mr Jaturon Chaisaeng.
- 14 **RESOLUTION:** The Board took note of the changes/additions in the SEAMEO BIOTROP GB membership, Education Ministers and High Officials of SEAMEO member countries, SEAMEO BIOTROP Personnel, and SEAMEO Centre Directors.

V. Matters for Approval

1.0 Follow-up actions taken by SEAMEO BIOTROP on the decisions and recommendations of the 50th SEAMEO BIOTROP Governing Board Meeting (WP-1)

- 15 The SEAMEO BIOTROP Director discussed the follow-up actions taken by SEAMEO BIOTROP on the decisions and recommendations of the 50th SEAMEO BIOTROP Governing Board Meeting.
- 16 As the matter on the endowment fund interest from the Government of Indonesia (GoI) has been in the GB meeting minutes for the past several years, SEAMEO BIOTROP Director requested the opinion of the GB whether to continue pursuing or ignore the matter considering that the Centre's budget allocation from the GoI has been increasing through the years.
- 17 On the request of the Philippines GB member to provide more information about the endowment fund issue, the SEAMES DDPD explained that the Endowment Fund (EF) is a contribution of the GoI to SEAMEO and constitutes part of the SEAMEO Educational and Development Fund (SEDF). The interest is meant to support the SEDF requirements of SEAMEO BIOTROP in the conduct of regional projects. He said that the delay in the release of the EF interest maybe attributed to the fast turnover of officials within the Ministry and their seemingly lack of historical background about fund releases.
- 18 The Brunei GB member opined that the matter should be pursued considering its bearing on the auditing processes of both SEAMEO BIOTROP and the Ministry. To this, SEAMEO BIOTROP Director promised to discuss and resolve it with the Ministry. SEAMES DDPD suggested that the matter should be resolved before the scheduled auditing of BIOTROP in 2014 and this should be properly reflected in its financial audited report.

- 19 On the proposed salary/honoraria adjustment of SEAMEO BIOTROP staff, SEAMEO BIOTROP Director informed the meeting that the Directors of SEAMEO Centres in Indonesia had already submitted a proposal to the Ministry of Education and Culture of Indonesia for consideration and decision.
- 20 The Philippines and Brunei GB members inquired if the renaming of staff positions in the new organizational structure implies expanded responsibilities and thus should merit salary/honoraria adjustment. SEAMEO BIOTROP Director responded that there are certainly additional responsibilities with the new positions but without salary/honoraria adjustment as yet. The Centre is working on the salary adjustment in line with the submitted proposal to the Ministry of Education and Culture of Indonesia.
- 21 Other than the implication on salary/honoraria adjustment, SEAMEO BIOTROP DDP clarified that the change in some position is in recognition of the professional advancement in graduate studies of concerned staff members.
- 22 The Meeting agreed on the suggestion of SEAMES DDPD to indicate in the “action taken” that the GB had approved the Centre’s Annual Report for FY 2011-2012.
- 23 On the request of SEAMEO BIOTROP DDP for an update on the new auditing procedures from SEAMES, SEAMES DDPD announced that the Secretariat had agreed to postpone the implementation of the new procedure to 2014. He added that the SEAMES auditor shall conduct an orientation workshop for all auditors of the SEAMEO Centres. As to what office shall cover the cost of the orientation, this matter is still to be decided. However, the GB Chair suggested that SEAMES auditor should distribute written guidelines to the Centres for the reference of their respective auditors instead.

- 24 On items 8 and 9, SEAMEO BIOTROP DDP reminded the Vietnam and Thailand GB members to help finalize the arrangements on the proposed in-country training on the “Control and Prevention of Mycotoxin in Food and Feedstuff” with Hanoi Agriculture University (HAU), and the proposed “Policy Forum On Mainstreaming Biodiversity Conservation as a Corporate Social Responsibility Program of Mining Sector in Southeast Asia” with Kasetsart University, for implementation in 2014.
- 25 **RESOLUTION:** The Board took note of the follow-up actions taken by SEAMEO BIOTROP on the decisions and recommendations of the 50th SEAMEO BIOTROP Governing Board Meeting, including the updates and agreements discussed above.
- 2.0 Follow-up actions taken by SEAMEO BIOTROP on the Resolutions of the 47th SEAMEO Council Conference (WP-2)**
- 26 SEAMEO BIOTROP Director presented the follow up actions taken by SEAMEO BIOTROP on the resolutions of the 47th SEAMEO Council Conference.
- 27 **RESOLUTION:** The Board took note of the actions taken by SEAMEO BIOTROP on the resolutions of the 47th SEAMEO Council Conference.
- 3.0 Follow-up Actions taken by SEAMEO BIOTROP on the Agreements of the 2013 Centre Directors’ Meeting (WP-3)**
- 28 SEAMEO BIOTROP Director presented the follow-up actions taken by the Centre on the Agreements of the 2013 Centre Directors’ meeting.
- 29 On the inquiry of the GB Chair related to the lack of participation of MEXT Japan expert as a speaker for the Centre’s International Conference this October 3-4, 2014, SEAMEO BIOTROP Director assumed that MEXT Japan might have considered other SEAMEO Centres’ requests since BIOTROP had been twice a recipient of its experts dispatch program in 2011 and 2012.

30 On the inquiry of the Vietnam GB member on the proposed training collaboration between SEAMEO BIOTROP and HAU, SEAMEO BIOTROP DDP informed the meeting that the idea was discussed with the HAU participant during the Centre's Regional Training Course on Prevention and Control of Mycotoxin Contamination for Food and Feed Stuff last June 2013 as part of her action plan. SEAMEO BIOTROP DDP added that he is already in the process of preparing a draft of the MoA for further discussion with the Vietnam GB member. The Vietnam GB member representative suggested implementing the in-country training sometime either in May or June 2014.

31 The Philippines GB member commended SEAMEO BIOTROP for the assistance extended to SEAMES for the development of its SEAMEO Database on Education. SEAMES DDPD informed the meeting that SEAMEO BIOTROP, through Mr. Harry Imantho, assisted in designing a database system that is easier and practical for SEAMES to manage. Initially, the Secretariat tried to use the system developed by DevInfo for the UN System, but this was not suitable to use. The "new" database system is expected to be launched in October 2013 and to be presented during the High Officials Meeting (HOM) in November 2013.

32 **RESOLUTION:** The Board took note of the actions taken by SEAMEO BIOTROP on the agreements of the 2013 Centre Directors' Meeting including the additional information and agreements mentioned above.

4.0 Draft of SEAMEO BIOTROP Annual Report for FY 2012-2013 (WP-4)

33 SEAMEO BIOTROP Director provided a general introduction on the draft of SEAMEO BIOTROP Annual Report for FY 2012-2013, and sought comments and suggestions from the Meeting.

34 The Philippines GB member commended SEAMEO BIOTROP on the improvements on the contents of the annual report which highlighted the Centre's achievements. The SEAMES DDPD commented that the SEAMEO Secretariat

encourages all SEAMEO Centres to package their accomplishments along the three SEAMEO Key Result Areas (KRA), namely: Regional Leadership, Regional Visibility, and Solid Resource Base, considering that the annual reports provide major/important inputs to the SEAMEO Integrated Annual Report usually presented during the High Officials Meeting.

35 The Meeting suggested the following improvements in the SEAMEO BIOTROP Annual Report for FY 2012-2013:

- a. SEAMES DDPD and GB Chair: to provide an Executive Summary highlighting the major achievements that are unique to the Centre.
- b. The Philippines GB member: to indicate whether the completed research project has been published or “in press”, and be consistent in the format of writing/citing of species names and to include common/local names.

36 The Meeting also gave the following comments/ suggestions to improve the Centre’s Regional Leadership and Visibility that can be highlighted as an integral content for its future annual reports:

- a. GB Chair: to encourage the publication of good research projects in high impact journals; to identify the most important questions/research needs in tropical biology that have regional implications.
- b. Vietnam GB member: Since outputs of collaborative research projects have high possibility to be published in high impact journal, SEAMEO BIOTROP should seek partnership with other national and international agencies in other countries.
- c. The Philippines GB member: to work towards BIOTROPIA’s ISI recognition.
- d. Indonesia GB member: to formulate a research roadmap and assign topics to relevant partner-institutions who have proven expertise to deliver quality outputs.

37 **RESOLUTION:** With the assurance that the above recommendations shall be executed accordingly, the Board approved the Draft of the SEAMEO BIOTROP Annual Report for FY 2012/2013, and endorsed it for submission to the SEAMES.

5.0 SEAMEO BIOTROP Audited Financial Report and Support Profile for FY 2012/2013 (WP-5)

38 SEAMEO BIOTROP DDRM presented the Centre's Audited Financial Report and Support Profile for FY 2012/2013. The auditing was conducted last August, 2013 by the Tjahjo, Machjud Modopuro and Company, the official Auditing Firm approved by the Board during its 49th SEAMEO BIOTROP GB Meeting in Singapore. The audit reflected a satisfactory financial management during the period under review and a significant increase in the operation and capital funds from the GoI.

39 On the inquiry of the GB Chair on whether the auditing did not meet the standards of the GoI as indicated in BIOTROP letter to the GB, SEAMEO BIOTROP DDRM said that the Centre follows the government auditing procedures for GoI funds and adopts SEAMES auditing procedures for SEAMEO funds. SEAMES DPPD added that there are two auditing systems in Indonesia, namely: government and external auditing. In government auditing, depreciation of assets is not considered but this should be spelled out according to the SEAMEO Financial Operating Manual (FOM).

40 SEAMES DDPD noticed a decrease in the amount of the whole unallocated funds. SEAMEO BIOTROP DDRM clarified that the Centre used the unallocated funds for the first half of 2013 due to the delay in fund release from the GoI.

41 SEAMES DDPD suggested the use of the term "honorarium" instead of "salary". He commented on the urgency of evaluating SEAMEO BIOTROP's 2003 salary scale and to make it realistic and aligned with the professional qualifications of the staff. SEAMEO BIOTROP Director informed the meeting of an agreement forged

by the SEAMEO Centres in Indonesia to negotiate with GoI for staff salary increase. He said that the proposal had been submitted to the Secretary General of the Ministry of Education and Culture of Indonesia. SEAMEO DDRM added that the said proposal shall be decided upon in November 2013.

42 **RESOLUTION:** The Board approved the SEAMEO BIOTROP Audited Financial Report and Support Profile for FY 2012/2013 for submission to SEAMEO Secretariat including the agreements reached as mentioned above.

6.0 Proposed SEAMEO BIOTROP Three-Year Budget for FY 2014/2015, 2015/2016 and FY 2016/2017 (WP-6)

43 SEAMEO BIOTROP DDRM presented the proposed Centre's allocation of capital and operating funds, as well as special funds for FY 2014/2015, FY 2015/2016 and FY 2016/2017. He emphasized that the budget is based on the activities in SEAMEO BIOTROP's 9th Five-Year Development Plan. For Capital and Operating funds, the Centre is proposing a total of US\$2,103,256 for FY 2014/2015 and a 10% increase for each of the succeeding fiscal years. The Centre has also proposed US\$71,000 from the SEDF for every fiscal year. He clarified that the expenses that could be charged to the Centre's unallocated funds are not indicated yet in this proposed budget as the fund is used only when the operating and capital funds from GoI are inadequate.

44 SEAMES DDPD also commented that according to the SEAMEO Charter, associate member countries should also be invited to GB meeting but at their own expense. SEAMEO BIOTROP DDP clarified that letters of invitation were sent to embassies of associate member countries to grace the GB meeting opening program but these were generally not responded. SEAMES DDPD suggested attaching a copy of the SEAMEO Charter with the letter of invitation to remind embassies of their commitment to SEAMEO.

- 45 On the inquiry of Indonesia GB member as to why budgets for insurance coverage for researchers as well as the incentives are not reflected in the budget proposals, SEAMEO BIOTROP DDRM clarified that the insurance and incentives are covered by Unallocated Funds and salaries/wages, respectively.
- 46 On the inquiry of SEAMES DDPD if the budget for training and education scholarship from SEDF already includes the support for the MIT Program, SEAMEO BIOTROP DDP clarified that the allocations for such are already indicated in the 9th Five-Year Development Plan specifically for the CLMV countries. SEAMES DDPD suggested including Timor Leste in the scholarship.
- 47 The MIT Program Coordinator informed the meeting that she is currently exploring scholarship funds from the Ministry of Education and Culture of Indonesia for a double degree program with relevant institutions in the region.
- 48 **RESOLUTION:** The Board approved the SEAMEO BIOTROP Proposed Three-Year Budget for FY 2014/2015, FY 2015/2016 and FY 2016/2017 and including the agreements mentioned above.

7.0 Proposed Amendments on SEAMEO BIOTROP Enabling Instrument (GBM-51/WP-7)

- 49 SEAMEO BIOTROP DDRM presented the proposed amendments on SEAMEO BIOTROP's Enabling Instrument focusing on Articles II (Objectives), IX (Functions of the Governing Board), X (Centre Officials) and XI (Management of Funds).
- 50 SEAMES DDPD commented that the GB is the one responsible to approve and not merely to recognize SEAMEO BIOTROP auditing firm in accordance with the SEAMEO Guidelines. SEAMEO BIOTROP DDRM responded that the proposed amendment is meant to comply with the new regulation (i.e., via e-procurement process) of the Secretary General of the Ministry of Education and Culture of Indonesia. SEAMES DDPD suggested that, in spite of the new regulation, the GB

should still be the one to approve the auditing firm by providing them a summary of the bids and allowing the GB to select the winner through referendum.

51 **RESOLUTION:** The Board approved the proposed amendments on SEAMEO BIOTROP Enabling Instrument, including the suggested revisions, for approval by the SEAMEO Council through referendum in 2014.

8.0 Updates on SEAMEO BIOTROP New Organizational Structure (WP-8)

52 SEAMEO BIOTROP DDRM updated the Meeting on the changes in the Centre's new organizational structure since the implementation of the 9th Five-Year Development Plan in July 2012.

53 The Meeting suggested further revisions as follows:

- a. GB Chair and the Philippines GB member: To move the Quality Management Unit and Internal Audit Committee under the direct supervision of SEAMEO BIOTROP Director.
- b. SEAMES DDPD and GB Chair: The MIT Program should not be under the direct supervision of SEAMEO BIOTROP DDP. Thus, dotted instead of solid line must be used to establish the relationship in the structure.

54 SEAMES DDPD also suggested that the action needed on WP-8 must be for the GB to approve, instead of to take note only.

55 **RESOLUTION:** The Board approved the updates on SEAMEO BIOTROP's new organizational structure for its 9th FYDP implementation including the suggested revisions/changes.

9.0 SEAMEO BIOTROP Tentative Research and Training Activities for 2014 Under Government of Indonesia and SEAMEO Fund Support (GBM-51/WP-9)

56 SEAMEO BIOTROP DDP presented the tentative list of research and training activities of the Centre for 2014 that would be implemented through the GoI and SEDF support.

57 SEAMES DDPD commended SEAMEO BIOTROP for coming up with good programs and initiatives. However, he suggested that the list should include the timeline indicating the level of the training courses (i.e., either regional or national), and budgetary requirements and sources of funds for better appreciation of the GB and thus facilitate the approval.

58 On the inquiry of the Philippines GB member if students are welcome to attend SEAMEO BIOTROP training courses, SEAMEO BIOTROP DDP replied that in most of its national training courses the Centre has been accepting post graduate students, particularly Indonesians. For regional training courses, however, he said that the Centre would prefer working professionals who could right away apply the knowledge and skills they would learn from the training once they go back to their respective institutions.

59 On the comment of SEAMES DDPD for the GB to approve and not just to take note the list of proposed research and training projects of SEAMEO BIOTROP for 2014, SEAMEO BIOTROP Director said that the list is not yet final as the project proposals are still to be subjected to external review process and the Centre is still open to receive other project proposals to maximize the DIPA fund allocation. Thus, he suggested that the Working Paper be considered as only an Information Paper instead.

- 60 The GB Chair commented that the research project proposal entitled RNA Isolation and Construction of cDNA Library of Sengon Resistant to Boktor Pest sounds like more of a workshop than a research and, thus, must be considered for revision.
- 61 Indonesia GB encouraged SEAMEO BIOTROP to have more joint research projects that put more emphasis on regional issues on tropical biology related to the goal of accelerating the ASEAN economic integration in 2015.
- 62 SEAMES DDPD suggested that SEAMEO BIOTROP should not rely only on DIPA fund support in implementing its research and training projects but must seek other funding sources.
- 63 On the inquiry of Brunei GB if BIOTROP could implement training courses requested by other institutions, SEAMEO BIOTROP DDP said that the Centre has been practicing such arrangement as long as the topic runs parallel with the Centre's program thrusts.
- 64 **RESOLUTION:** The Board took note of the SEAMEO BIOTROP Tentative Research and Training Activities for 2014 under GoI and SEAMEO Fund Support.

VI. Matters for Information

10.0 Follow Up Actions from SEAMEO Meetings and Updates on Recent Developments in SEAMEO (GBM-51/INFO 1)

- 65 SEAMES DDPD presented this information paper focusing on the following:
- a. Election of Vietnam as President of SEAMEO Council and Thailand as Vice President
 - b. Commencement of Operation of SEAMEO Regional Centre for Lifelong Learning (SEAMEO CELLL) in Vietnam
 - c. Accession of the United Kingdom to SEAMEO as Associate Member

- d. Approval of Amendment to the Enabling Instruments of SEAMEO RIHED and SEAMEO SEAMOLEC
- e. Approval of the Third Five-Year Development Plan of SEAMEO SEAMOLEC and First Five-Year Development Plan of SEAMEO RECFON
- f. Celebration of the SEAMEO 50th Year Anniversary in 2015
- g. Adoption and Publication of SEAMEO Statement
- h. Ministerial Directives on Post 2015 Education Agenda and Creation of SEAMEO ICT Task Force to Conduct Inventory of Existing ICT Teaching and Learning Materials
- i. Results of the Third Annual Forum for SEAMEO High Officials of Basic Education of SEAMEO Member Countries and Associate Members
- j. Approval of the 8th SEAMEO Integrated Operational Plan
- k. Key Accomplishments and Agreements on the Implementation of the SEAMEO Strategic Plan (2011-2020)
- l. Approval, launch and implementation of SEAMEO College
- m. Launch of the First SEAMEO-Australia Education Links Award (2012-2013)
- n. On-going call for Entries on 2013 SEAMEO Jasper Research Award and the 2013 SEAMEO Japan ESD
- o. SEAMEO-ASEAN – China Centre collaboration
- p. SEAMEO-Organization of Ibero-American States for Education, Science, and Culture (OEI)

66 **RESOLUTION:** The Board took note of the key points, agreements, and actions that resulted from major SEAMEO Meetings that were convened during FY 2012/2013.

11.0 Culmination of Second Term of Office of SEAMEO BIOTROP Director in 2014 (GBM-51/INFO 2)

67 The GB Chair presented this Information Paper and reminded the GB on the selection process that would be done during the GB meeting next year.

68 **RESOLUTION:** The Board took note of the culmination of the second Term of Office of SEAMEO BIOTROP Director in December 2014.

12.0 Culmination of Second Term of Office of SEAMEO BIOTROP Deputy Director for Resource Management in 2014 (GBM-51/INFO 3)

69 The GB Chair presented this Information Paper and also reminded the GB of the same selection process that would be done during the GB meeting next year.

70 **RESOLUTION:** The Board took note of the culmination of the second Term of Office of SEAMEO BIOTROP Deputy Director for Resource Management in December 2014.

13.0 Re-Appointment of the SEAMEO BIOTROP Deputy Director for Programme (GBM-51/INFO 4)

71 The GB Chair presented this Information Paper and thanked SEAMEO BIOTROP DDP for his decision to extend his appointment with the Centre for another term.

72 **RESOLUTION:** The Board took note of the re-appointment of SEAMEO BIOTROP Deputy Director for Program effective 1 September 2013 to 31 December 2016.

14.0 Completion Report on BIOTROP's First Biodiversity Conservation Photo Competition 2012 (GBM-51/INFO 5)

73 The GB Chair presented this Information Paper and congratulated the Centre for successfully completing the said special initiative.

74 SEAMEO BIOTROP DDP thanked the GB Chair and Malaysia GB member for recommending individuals who served as members of the jury for the competition.

75 **RESOLUTION:** The Board took note of the highlights and outcomes of the implementation of SEAMEO BIOTROP's First Biodiversity Conservation Photo Competition 2012 as one of the Special Initiatives under its 9th Five-Year Development Plan (FY2012-2017).

15.0 Completion Report on SEAMEO BIOTROP First In-Country Training Course in Lao PDR (GBM-51/INFO 6)

76 The GB Chair presented this Information Paper and congratulated SEAMEO BIOTROP for completing the said special initiative in collaboration with the National Agriculture and Forestry Research Institute (NAFRI) of Lao PDR.

77 Lao PDR GB reported that NAFRI staff members who attended the training have already made improvements on the medium they now use for tissue culture which could successfully produce better plantlets. Because of this, she added that NAFRI Director had allocated funds to support the propagation of tissue cultured seedlings of teak in NAFRI's Agriculture Research Center.

78 The SEAMEO BIOTROP DDP acknowledged the role played by Lao PDR GB member in the implementation of the said in-country training. He also encouraged the rest of the GB members to go through the lessons learned from conducting the said in-country training as guide in implementing similar activity in the future in their respective countries.

79 **RESOLUTION:** The Board took note of the completion of SEAMEO BIOTROP's first In-Country Training Course on Tissue Culture Techniques for Plant Propagation and Nursery Management in Lao PDR.

16.0 Progress Report on SEAMEO BIOTROP's First International Conference on Tropical Biology (GBM-51/INFO 7)

80 The GB Chair presented this Information Paper and congratulated SEAMEO BIOTROP for initiating the said international conference which will commence on 3 October 2013.

81 **RESOLUTION:** The Board took note of the preparations and final arrangements for the implementation of SEAMEO BIOTROP's First International Conference on Tropical Biology to be held on 3-4 October 2013 at IPB International Convention Center.

17.0 Progress Report on SEAMEO BIOTROP's Special Initiatives Launched in 2013 (GBM-51/INFO 8)

82 SEAMEO BIOTROP DDP presented the updates and the challenges on the implementation of the 7 Special Initiatives of SEAMEO BIOTROP launched in 2013 other than the international conference and in-country training program. These initiatives include: (a) Annual Media Day Promotion; (b) Youth Environmental Outreach Grants Program; (c) Joint Research Program; (d) Southeast Asian Network for the Advancement of Research and Training in Tropical Biology; (e) Policy Fora on Tropical Biology; (f) Quarterly Public Seminar Series; and (g) Technology and Knowledge One-Stop Shop.

83 **RESOLUTION:** The Board took note of the progress and challenges in the implementation of SEAMEO BIOTROP's Special Initiatives launched in 2013.

18.0 New Mechanism of Indonesian Government for Appointing a Certified Public Accountant (GBM-51/INFO 9)

84 SEAMEO BIOTROP DDRM informed the Meeting about the new regulation of the Government of Indonesia for Appointing a Certified Public Accountant that would

audit government-supported institutions like SEAMEO BIOTROP starting next year.

85 SEAMES DDPD commented to consider the suggestion he gave on this matter as indicated in Section 7.0 No. 50 of this report and also for SEAMEO BIOTROP to review the SEAMEO process of selecting the auditing firm.

86 **RESOLUTION:** The Board took note of the new regulation of the Indonesian Government on appointing a Certified Public Accountant firm for financial auditing of SEAMEO BIOTROP in 2014 and considered the revision suggested by SEAMES DDPD as indicated in Section 7.0 No.50.

19.0 Proposed Plan of Activities to Review SEAMEO BIOTROP's Staff Rules and Regulations (Info-10)

87 SEAMEO BIOTROP DDP presented the proposed plan of activities that SEAMEO BIOTROP would soon undergo to review its Staff Rules and Regulations.

88 SEAMES DDPD suggested that since the staff rules and regulations would be a thick document, it would be good to send it for review by the GB members at least a month before the GB meeting in 2014.

89 The GB Chair requested that SEAMEO BIOTROP should highlight the changes to be made on the document to enable the GB members to focus their attention on them and facilitate the review process.

90 **RESOLUTION:** The Board took note and supported the proposed plan to review SEAMEO BIOTROP's Staff Rules and Regulations.

20.0 Other Matters

- 91 SEAMEO BIOTROP Director informed the GB on the official hosting of SEAMEO BIOTROP by IPB based on the letter signed by the Minister of Education and Culture of Indonesia, dated 23 May 2013.
- 92 The Meeting agreed to hold the 52nd GB meeting in Vietnam on 23-25 September 2014. The Vietnam GB member representative suggested holding it in Hanoi at HAU. The SEAMEO BIOTROP Director will explore the venue soon.
- 93 The Philippines GB member commended the leadership of SEAMEO BIOTROP for the vast improvements in the management and operation of the Centre's programmes and activities.

VII. Closing Formalities

- 94 GB Chair requested the GB members to say their closing statements for the Meeting.
- 95 Brunei GB congratulated the excellent chairmanship of GB Chair and also SEAMEO BIOTROP for the smooth organization and implementation of the Meeting. She commended the leadership of SEAMEO BIOTROP and expressed her happiness for the hospitality of the Centre staff. She looked forward to meeting everyone again in Vietnam in 2014.
- 96 Lao PDR GB thanked SEAMEO BIOTROP for having her again for the third time in the Meeting and being able to learn more about the Centre. She also thanked the Centre for collaborating with her institution in conducting the in-country training course on tissue culture last May 2013. She hoped that there would be more collaborations in the future especially on training course in postharvest and stored pest management.

- 97 Myanmar GB commended the progress of SEAMEO BIOTROP since he became a GB member in 2011. He wished the Centre all the best and success in its future programs and activities.
- 98 Having been a GB member for the fourth time under 3 SEAMEO BIOTROP directors, The Philippines GB reiterated her commendation on the significant developments of SEAMEO BIOTROP in recent years. Although she finds it challenging to go over GB Meeting documents and give decisions and advice to improve the Centre's operations within a 2-day period, she expressed her appreciation to SEAMEO BIOTROP for the opportunity to be a part of the GB and contribute to the growth of the Centre through the years. She wished the Centre to continue moving to greater heights in the future.
- 99 Thailand GB congratulated SEAMEO BIOTROP staff for organizing a systematic and well-coordinated Meeting. He also commended the Centre for preparing good documents for the Meeting. He expressed his happiness for the progress he has seen in SEAMEO BIOTROP since he became a GB member in 2011.
- 100 Vietnam GB representative expressed his happiness for being in the Meeting for the first time. He thanked SEAMEO BIOTROP for the good arrangements of the Meeting. He hoped to establish a good collaboration between his institution and SEAMEO BIOTROP soon.
- 101 GB Chair thanked SEAMES DDPD for his presence and the valuable advices given to SEAMEO BIOTROP during the Meeting. He commended SEAMES DDPD for his significant accomplishments, despite limited funding, for SEAMEO BIOTROP during his term as Director which helped bring the Centre to where it is now. He recognized the commitment and good teamwork between and among SEAMEO BIOTROP Board of Directors and staff which enable all its programs and activities run smoothly. He considered the Centre as a family where he feels at home to continue being a GB member. He thanked everyone for the warm hospitality and

the good logistical arrangements that made the GB members' stay more comfortable throughout the Meeting.

102 On behalf of SEAMES Director, SEAMES DDPD thanked all GB members for their attendance and active participation in SEAMEO BIOTROP's GB Meeting this year. He commended SEAMEO BIOTROP for its continuous developments in the recent years despite budgetary constraints which have made the Centre as a model for other SEAMEO Centres in Indonesia through the years. He thanked SEAMEO BIOTROP staff for their dedication to work in the Centre despite low salary. He also congratulated the SEAMEO BIOTROP officials and staff for the successful Meeting and the hospitality extended to all Meeting participants.

103 SEAMEO BIOTROP Director thanked the GB members and SEAMES DDPD for their continued support to the Centre as reflected in the comments and suggestions they gave during the discussion of the Meeting documents. He appreciated the Board's commendations on the Centre's progress including their best wishes for the coming years. He attributed this to the smooth working relationship between and among the Board of Directors and the staff members of the Centre. Since his term will end in December 2014, he sought the support of the Board to keep the tradition for him to endorse the current Deputy Director for Resource Management to the Ministry of Education and Culture of Indonesia to become the next SEAMEO BIOTROP Director as has been practiced by two other directors before him. He also apologized for any shortcomings by the Centre during the Meeting including not being able to conduct it in the Centre's headquarter due to current constructions going on. He hoped that the Centre will be ready to become the venue for other GB meetings to be held in Indonesia. He commended the hard work of the staff members behind the success of the Meeting. He wished all the GB members a safe journey home and hoped to see them all again next year in Vietnam.

104 GB Chair officially closed the Meeting at 4.45pm.