



Mission Report

The 49th SEAMEO RECSAM Governing Board Meeting

17-19 September 2014
Bayview Hotel, Melaka, Malaysia

Prepared by
Abigail Cuales Lanceta, Programme Officer III

A. SEAMEO on Mission

Ms Abigail Cuales Lanceta, Programme Officer III
(representing the Director of SEAMEO Secretariat)

B. Background, Description and Objectives of the Activity

SEAMEO RECSAM convened its 49th Governing Board Meeting (GBM) from 17 to 19 September 2014 at the Bayview Hotel, Melaka, Malaysia.

The GBM, which is held annually since the Centre's establishment, was attended by officials from SEAMEO Member Countries who have been officially designated as members of the Governing Board. Board members present at the meeting were Brunei Darussalam, Cambodia, Lao PDR, Malaysia, Philippines, Singapore, Thailand and Vietnam. The SEAMEO Secretariat Director (as represented) and the Director of SEAMEO RECSAM served as ex-officio and non-voting members of the Board. Malaysia chaired the 49th meeting of the SEAMEO RECSAM Governing Board.

The GBM was convened in 2014 for SEAMEO RECSAM to report to the GBM the Centre's accomplishments in the past calendar year, present plans for the coming one, and seek guidance and advice on various institutional and administrative matters related to budgets, organizational structure and staff benefits.

[Please find Appendix 1 for the agenda of the 49th GBM of SEAMEO RECSAM.](#)

C. Participants

1. Governing Board Members and Representatives
2. SEAMEO Secretariat Representative
3. SEAMEO RECSAM Director and key officials
4. Representatives and observers from Ministries of Education of Malaysia and Brunei Darussalam

D. Organizer/s

SEAMEO RECSAM

E. Highlight of the Activity/Summary Points

A total of 18 working papers were presented and discussed at the 49th SEAMEO RECSAM GBM.

1. **The first six agenda items pertain to matters for approval.** The six working papers were earlier submitted to the GB members for review and approval. However, only three countries responded to the ad referendum working papers. Thus, all six working papers were presented at the meeting. This set of agenda items and working papers include actions taken from resolutions of the previous GBM, audit report, appointment of auditor, annual report, programmatic and financial plan for incoming year, and updates as presented by the SEAMEO Secretariat.
2. **The next set of agenda items comprising eight working papers were intended for discussion** which include the Centre's tenth five-year development plan, amendment to organizational structure, and amendment to staff rules and regulations. Four items related to funds were also presented to the GBM including review of revolving fund and retirement gratuity, use of reserve funds for development needs, and request for additional funds from the host government. The agenda item on time-based staff promotion was withdrawn due to the need for further internal discussion.
3. **The last set of agenda items comprising four working papers provided information on completed activities** such as research projects, impact study of training programmes, and conduct of two international conferences.

Please find [Appendix 2](#) for the list of working papers presented and discussed at the 49th GBM of SEAMEO RECSAM.

SEAMEO RECSAM also organized a two-hour tour of the Melaka City for all participants of the 49th SEAMEO RECSAM GBM. This was held on day 2 of the meeting, 18 September 2014 from 1430 to 1630 hours.

F. Role/Participation of SEAMEO

1. The SEAMEO Secretariat Programme Officer on behalf of and representing the SEAMEO Secretariat Director **delivered remarks during the opening formalities** of the 49th GBM of SEAMEO RECSAM.

Points included were emphasis on the importance of the GBM, acknowledgment of the Centre's accomplishments in the past year, the role of SEAMEO Secretariat in the GBM, appreciation for the commitment of the GB chairperson and members, and gratitude to the Government of Malaysia for the support to SEAMEO RECSAM and for hosting the 49th GBM of SEAMEO RECSAM.
2. The SEAMEO Secretariat Programme Officer on behalf of and representing the SEAMEO Secretariat Director presented **(using PPT slides) significant and related actions taken, agreements and key points from the cycle of SEAMEO meetings** held in the past year.
3. Key points presented included information on the preparatory details for the commemoration of the 50th SEAMEO Anniversary, update on the implementation of the 2011-2020 SEAMEO Strategic Plan with emphasis on SEAMEO Congress, SEAMEO College implementation, and the SEAMEO Study on Post-2015 Scenarios and Education Agenda. Initial information was also shared regarding the result of the Strategic Dialogue for Education Ministers (SDEM) under the SEAMEO College that was held on 13 September 2014 in Vientiane, Lao PDR.

Please find [Appendix 3](#) for the presentation slides presented by the SEAMEO Secretariat at the 49th GBM of SEAMEO RECSAM.

G. Key Points and Follow-up Actions Needed

Key points discussed and agreed upon by the SEAMEO RECSAM GBM are as follows. The GBM advised on the need for SEAMEO RECSAM to:

1. **Improve the Centre's promotional materials** including the video of accomplishment
2. **Promote the Centre's courses more actively.** This may be done through coordination with various embassies in Malaysia, presentation and exhibits in conferences, and others. The GBM advised the Centre to reposition itself and identify niche areas for this purpose.
3. **Develop proposal for medium to long-term arrangement and investment using the Centre's unallocated funds** before the funds are totally used up.
4. **Integrate STEM education in the 10th Five-year Development Plan.** The advice also includes reaching out to multinational companies particularly on matters such as engineering, robotics, applied technology in relation to developing and conducting training programmes

Items that need follow up by the SEAMEO Secretariat are as follows:

5. **Presentation of SEAMEO RECSAM of the Southeast Asia Regional Standards (SEARS) for Science Teachers at the 37th SEAMEO High Officials Meeting in November 2014** – The SEARS (Mathematics) was presented and endorsed by the 36th SEAMEO High Officials Meeting, and submitted and approved by the SEAMEO Council for referendum.
6. **Presentation of SEAMEO RECSAM of the Proposed 10th Five-Year Development Plan FY 2015/2016 – FY2019/2020 at the 37th SEAMEO High Officials Meeting in November 2014**
7. **Information provided by SEAMEO RECSAM on possible staff exchange with SEAMES** – SEAMEO RECSAM may send Centre's staff to SEAMEO Secretariat for immersion and mentoring before the end of 2014

Please find [Appendix 4](#) for the draft report of proceedings as adopted by the 49th GBM of SEAMEO RECSAM. Please note that official report will be submitted by SEAMEO RECSAM to SEAMEO Secretariat accordingly.

H. Appendices/Related Materials and Outputs

1. Appendix 1 – Agenda of the 49th GBM of SEAMEO RECSAM
2. Appendix 2 – List of Working Papers
3. Appendix 3 – Presentation Slides presented by the SEAMEO Secretariat
4. Appendix 4 – Draft Report of Proceedings of the 49th GBM of SEAMEO RECSAM

SEAMEO RECSAM
45th GOVERNING BOARD MEETING 2014
17 – 19 September 2014
Melaka, MALAYSIA
AGENDA

OPENING FORMALITIES

1. Welcome Remarks by the Centre Director, SEAMEO RECSAM
2. Opening Address by the Chairman of the Governing Board FY2013/2014 - FY2014/2015
3. Remarks by the Director, SEAMEO Secretariat
4. Video Presentation on SEAMEO RECSAM
5. Adoption of Agenda and Programme of the Meeting

MATTERS FOR APPROVAL

6. Matters Arising from the Resolutions of the 44th Governing Board Meeting 2013 **(45GBM/WP-1)**
7. Audited Financial Report for FY2013/2014 **(45GBM/WP-2)**
8. Significant Points, Agreements and Actions Taken on Key Agenda Items from SEAMEO Meetings in FY2013/2014 **(45GBM/WP-3)**
9. Highlights of the Annual Report for FY2013/2014 **(45GBM/WP-4)**
10. Strategic and Operational Plans, Programmes and Proposed Budgets for Three Fiscal Years 2015/2016, 2016/2017 & 2017/2018 and Personnel Strength Budget for Fiscal Year Ending June 2016 **(45GBM/WP-5)**
11. Appointment for External Auditor for FY 2014/2015 **(45GBM/WP-6)**

MATTERS FOR CONSIDERATIONS

12. Proposed SEAMEO RECSAM 10th Five-Year Development Plan F.Y.2015/2016 – F.Y.2019/2020 **(45GBM/WP-7)**
13. Proposed Amendment to 2010 Organizational Structure of SEAMEO RECSAM **(45GBM/WP-8)**
**Ad Referendum*
14. Proposed Amendment to The RECSAM Staff Rules and Regulations 1995 (Revised – September 2012) **(45GBM/WP-9)** **Ad Referendum*
15. Proposal to Review Principal Amount of Revolving Fund **(45GBM/WP-10)**
16. Proposal to Review Retirement Gratuity for Permanent Staff **(45GBM/WP-11)**
17. Proposal to Use Reserve Fund for SEAMEO RECSAM's Physical Development Needs **(45GBM/WP-12)**
18. Proposal to Review Timed-Based Promotion for Staff **(45GBM/WP-13)**

MATTERS FOR INFORMATION

19. Report on Selected Research Projects **(45GBM/IP-1)**
20. Impact Study of SEAMEO RECSAM's Training Programmes on Science and Mathematics Education for Southeast Asian Countries FY2011/2012 **(45GBM/IP-2)**
21. Report on 5th International Conference on Science & Mathematics Education (CoSMEd) 2013 **(45GBM/IP-3)**
22. Report on 9th Regional Congress: Search for SEAMEO Young Scientist (SSYS) 2014 **(45GBM/IP-4)**

CLOSING FORMALITIES

23. Date and Venue of the 46th Governing Board Meeting 2015
24. Any Other Matters
25. Adoption of Proceedings of the 45th Governing Board Meeting 2014
26. Closing Remarks by the Chairman of the Governing Board

The 49th SEAMEO RECSAM Governing Board Meeting
17-19 September 2014
Bayview Hotel, Melaka, Malaysia

Mission Report by Abigail Cuales Lanceta, Programme Officer III

Appendix 2
List of Working Papers

1. Matters Arising from the Resolutions of the 44th Governing Board Meeting 2013 (45GBM/WP-1)
2. Audited Financial Report for FY2013/2014 (45GBM/WP-2)
3. Follow-up Actions from SEAMEO Meetings and Updates on the Recent Developments in SEAMEO (45GBM/WP-3)
4. Highlights of the Annual Report for FY2013/2014 (45GBM/WP-4)
5. Strategic and Operational Plans, Programmes and Proposed Budgets for Three Fiscal Years 2015/2016, 2016/2017 & 2017/2018 and Personnel Strength Budget for Fiscal Year Ending June 2016 (45GBM/WP-5)
6. Appointment for External Auditor for FY 2014/2015 (45GBM/WP-6)
7. Proposed SEAMEO RECSAM 10th Five-Year Development Plan FY 2015/2016 – FY 2019/2020 (45GBM/WP-7)
8. Proposed Amendment to 2010 Organizational Structure of SEAMEO RECSAM (45GBM/WP-8)
9. Proposed Amendment to The RECSAM Staff Rules and Regulations 1995 (Revised – September 2012) (45GBM/WP-9)
10. Proposal to Review Principal Amount of Revolving Fund (45GBM/WP-10)
11. Proposal to Review Retirement Gratuity for Permanent Staff (45GBM/WP-11)
12. Proposal to Use Reserve Fund for SEAMEO RECSAM's Physical Development Needs (45GBM/WP-12)
13. Proposal to Review Timed-Based Promotion for Staff (45GBM/WP-13) – *This working paper had been deferred as there was a need to discuss further and review the working paper by SEAMEO RECSAM.*
14. Proposal for Additional Grant for SEAMEO RECSAM from the Government of Malaysia (45GBM/WP-14)

Working Papers for Information

1. Report on Selected Research Projects (45GBM/R-1)
2. Impact Study of SEAMEO RECSAM's Training Programmes on Science and Mathematics Education for Southeast Asian Countries FY2011/2012 (45GBM/R-2)
3. Report on 5th International Conference on Science & Mathematics Education (CoSMEd) 2013 (45GBM/R-3)
4. Report on 9th Regional Congress: Search for SEAMEO Young Scientist (SSYS) 2014 (45GBM/R-4)




Significant Points, Agreements and Actions Taken on Key Agenda Items from SEAMEO Meetings (FY 2013/2014)

Presented by Ms Abigail Cuales Lanceta
Representative of the SEAMEO Secretariat Director

To the Governing Board of SEAMEO RECSAM
17-19 September 2014, Melaka, Malaysia

Purpose of the Presentation

1. To inform the Governing Boards of the SEAMEO Centres on significant points, agreements and actions taken on key agenda items from SEAMEO Meetings in FY 2013/2014 including referendum resolutions of the SEAMEO Council 2014 and agreements from the SEAMEO Centre Directors Meeting 2014
2. Seek support and/or advice of the Governing Boards on relevant agreements and follow up actions needed



Presentation by the SEAMEO Secretariat
to the Governing Board Meetings of SEAMEO Centres, September 2014

Official SEAMEO Meetings Convened (June 2013-July 2014)

Based on directives of the SEAMEO Council Conference, Mar 2013, Hanoi, Vietnam


1. SEAMEO Centre Directors Meeting, Jul 2013
2. SEAMEO Executive Committee Meeting, Aug 2013
3. SEAMEO High Officials Meeting, Feb 2014
4. SEAMEO Centre Directors Meeting, Jul 2014
5. Strategic Dialogue for Education Ministers (SDEM), 13 Sep 2014, Vientiane, Lao PDR – most recent meeting of the SEAMEO Council



Presentation by the SEAMEO Secretariat
to the Governing Board Meetings of SEAMEO Centres, September 2014

Operational Matters


1. **Celebration of the SEAMEO 50th Year Anniversary in 2014**
 - Committees for the 50th SEAMEO Anniversary created, and preparatory meetings conducted
 - 50th SEAMEO Anniversary theme and logo designed and disseminated
 - Suggested activities and guidelines to celebrate 50th Anniversary of SEAMEO at the regional and country levels identified
 - Essay Writing Contest and Recognition Awards developed and launched
 - Commemorative celebrations planned for the 37th HOM in Nov 2014 and 48th SEAMEO Council Conference in April 2015



Presentation by the SEAMEO Secretariat
to the Governing Board Meetings of SEAMEO Centres, September 2014

Policy-related/Programme Matters

1. Implementation of SEAMEO Strategic Plan (2011-2020)
 - SEAMEO College – **two modules have been completed:** Module 3 for education practitioners on 9-11 July 2014 in HCM City, Vietnam; and Module 1 for education ministers on 13 Sept 2014 in Vientiane, Lao PDR. **Module 4 for youth leaders will be held on 1-4 Oct 2014 in Bangkok, Thailand**
 - SEAMEO Congress **will be convened on 21-22 Oct 2014 in Bangkok, Thailand**
2. Regional Study and Development of Post-2015 Education Scenarios and Post-EFA Agenda in Southeast Asia **(with details in succeeding slides)**



Presentation by the SEAMEO Secretariat
to the Governing Board Meetings of SEAMEO Centres, September 2014

Collaboration with Third Parties and Establishing Partnerships

1. Strengthening partnerships with ASEAN Secretariat, APCEIU, UNICEF EAPRO, UNESCO Regional Bureau for Education (UNESCO Bangkok), and MEXT Japan
2. Developing partnerships with the ASEAN-China Centre, and the Organisation of Ibero-American States for Education, Science and Culture (OEI)
3. Discussion with new partners, namely: the Ministry of Education, The People's Republic of China (MOE China), and Association for the Development of Education in Africa (ADEA)



Presentation by the SEAMEO Secretariat
to the Governing Board Meetings of SEAMEO Centres, September 2014

SEAMEO Regional Study and Development of Post-2015 Education Scenarios and Post-EFA Agenda in Southeast Asia

A. Background

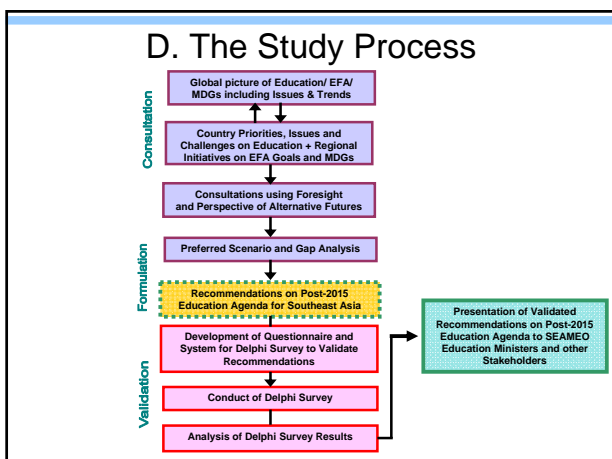
- The 47th SEAMEO Council Conference Ministerial Roundtable, March 2013, Hanoi:
 - directed that the SEAMEO College should include a focus on the Millennium Development Goals and the Post-2015 Education Agenda*
- The SEAMEO College is a flagship project of SEAMEO on forward-looking discussions on education and cross-cutting issues at various levels (ministers, high-level officials, practitioners, and youth leaders) in support of the ASEAN Community

B. Objectives

- To examine the global and Asia-Pacific discourses* on MDGs, EFA Goals and other key issues related to the Post-2015 Education Agenda
- To determine the application, implication and adaptability of the global and Asia-Pacific discourses on education*, paying particular attention to conditions that are supportive of the ASEAN Community
- To identify gaps and recommend options* for post-2015 education agenda in Southeast Asia

C. Features of the Study

- Alignment of education agenda in Southeast Asia with the requirement and sustainability of the ASEAN Community* (strengthen HRD, promote people mobility, and prepare and integrate workforce)
- Thorough study and review of the existing efforts of other organizations* such as UNESCO in relation to EFA and post-2015 education agenda for synergy and complementation.
- Review and study of key achievements, challenges, priorities and emerging issues of Member Countries*
- Creating education scenarios* using:
 - foresight and perspectives of alternative futures
 - drivers of change (economic, socio-cultural, political, technology, etc)



E. Major Activities Conducted

Preparatory Activities: May-Dec 2013	
May-Jun 2013	Development of Study Design and Proposal by the SEAMEO Secretariat
Jul 2013	Discussion with SEAMEO Centres
Aug 2013	Proposal presentation to SEAMEO Executive Committee
Sept-Dec 2013	Consultation with partners, and seeking financial and technical support
Major Activities: Jan-Aug 2014	
28-30 Jan 2014 Chiang Mai, Thailand	Consultation and Workshop on Post-2015 Education Scenarios and Post-EFA Education Agenda in Southeast Asia
24-25 Mar 2014 Bangkok, Thailand	Workshop on Preparation of Delphi Survey Questionnaire for the SEAMEO Regional Study and Development of Post-2015 Education Agenda in Southeast Asia
28 May 2014 Bangkok, Thailand	Follow-up Meeting and Finalization of Delphi Survey Questionnaire for the SEAMEO Regional Study and Development of Post-2015 Education Agenda in Southeast Asia
Jun and Jul 2014	Development of the Delphi survey online platform by the SEAMEO Secretariat and APEC-CTF
Aug 2014	Conduct of Online Delphi Survey Analysis of Results

F. Education Scenarios

1. **33 statements that describe the future of education in Southeast Asia (list of 33 statements)**
 - mission and policy
 - Management
 - pedagogy and curriculum
 - Participants (teachers and students)
 - Resources
 - linkages and partnerships
2. **10 statements or wild cards that describe events in the future that may not happen but will have high impact if they do happen (list of 10 wild cards)**



G. Study Collaborators



1. SEAMEO Secretariat
2. Institute for the Promotion of Teaching Science and Technology (IPST) Thailand
3. Burapha University Thailand
4. National Institute of Science and Technology Policy (NISTEP), MEXT Japan
5. Thailand-United States Education Foundation (Fulbright Thailand)
6. APEC Center for Technology Foresight (APEC-CTF)



Strategic Dialogue for Education Ministers (SDEM)
13 Sept 2014, Ventiane, Lao PDR

Highlights/ Key Points (Official Report will be disseminated shortly)

1. **Paradigm shift** – the need for real transformation in education, 21st century/digital age qualitative changes
2. Making **TVET a first choice**
3. **Appropriate investment in ECCE** – clear frameworks and standards (with particular focus on disadvantaged and excluded population)
4. **Systems need to be ready to handle emergencies** (mitigating and anticipating disasters and their effects on education)
5. The importance of **competency framework for teachers** and clear systems for recruitment, training, induction, mentoring, probation, career progression



Strategic Dialogue for Education Ministers (SDEM)
13 Sept 2014, Ventiane, Lao PDR

Highlights/ Key Points (Official Report will be disseminated shortly)

Key message: Education system and services in Southeast Asia need to be more proactive, visionary, anticipatory, and transformative; and linked with the goals of ASEAN integration and the global goals for 2030.

The SEAMEO Secretariat requests the Governing Board Meeting to kindly:

1. Take note of the key points and the details of action as presented in the working paper
2. Provide support/help promote the commemoration of the 50th Anniversary of SEAMEO especially at the country level; and
3. Provide input/comments on the key points presented and actions taken (if any).



Presentation by the SEAMEO Secretariat
to the Governing Board Meetings of SEAMEO Centres, September 2014



Thank you very much.

SEAMEO RECSAM
45th GOVERNING BOARD MEETING
17-19 September 2014
Melaka, MALAYSIA

Report of Proceedings

Governing Board Members and Representatives in attendance are Mr. Hj. Zulkifli bin Hj. Md. Yusuf (Brunei Darussalam), Mr. Or Siem (representing Mr. Eng Kimly of Cambodia), Mrs. Varadune Amarathithada (Lao PDR), YBhg. Datuk Abd Shukor bin Ibrahim (Malaysia), Dr. Marilette R. Almayda (representing Dr. Marilyn D. Dimaano of the Philippines), Mr. Sin Kim Ho (Singapore), Dr. Supattra Pativisan (representing Dr. Kamol Rodklai of Thailand), Dr. Luong Viet Thai (Vietnam), Ms. Abigail Cuales Lanceta (Ex-Officio representing Assoc. Prof. Dr. Witaya Jeradechakul of SEAMEO Secretariat), Dr. Hj. Mohd. Johan bin Zakaria (Ex-Officio representing SEAMEO RECSAM).

1.0 Welcome Address by the Centre Director, SEAMEO RECSAM

- 1.1** The Centre Director welcomed YBhg. Datuk Abd Shukor bin Ibrahim, the Deputy Secretary-General (Education Development) cum Chairman, all the Board members and the Representatives to the Board meeting in Malacca, Malaysia.
- 1.2** The team from the Centre including the rapporteurs, and the observers from Brunei Darussalam and Malaysia were introduced to the Board.
- 1.3** He updated the Board members on a number of developments:
 - 1.3.1** Thailand had nominated a new Board member, Dr. Kamol Rodkai. He was represented by Dr. Supattra Pativisan. He welcomed her to the Board.
 - 1.3.2** He thanked Dr. Daniel Leong Chee Kin, Deputy Director (Training Programme) who would be ending his secondment at the Centre in November. Dr. Leong had served the Centre for over six years.
- 1.4** He informed the Board that the major paper that would be discussed at the meeting would include the 10th Five Year Development Plan for the Centre, which would be implemented from FY2015 to FY2020. The discussion was crucial as the Centre would be ending its 9th Five Year Plan by June next year. The other papers mentioned were the Audited Financial Report for FY 2013/2014 (45GBM/WP-2), and Significant Points, Agreements and Actions Taken on Key Agenda Items from SEAMEO Meetings in FY 2013/2014 (45GBM/WP-3) by the SEAMEO Secretariat.

1.5 In conclusion, he expressed his hope to have a successful meeting that could steer the Centre to greater heights in its pursuit for excellence for the development of science and mathematics education in the region.

2.0 Opening Address by the Chairman of the Governing Board FY2013/2014-FY2014/2015

2.1 YBhg. Datuk Abd Shukor bin Ibrahim, Chairman of the Governing Board welcomed Ms. Abigail Cuales Lanceta, representing the Director of SEAMEO Secretariat. He also welcomed Mr. Hj. Zulkifli bin Hj. Md. Yusuf, the Acting Assistant Director, Curriculum Development Department, Ministry of Education, Brunei Darussalam, Mrs. Varadune Amarathithada Deputy Director-General, Teacher Education Department, Ministry of Education, Lao PDR, Mr. Sin Kim Ho, Deputy Director, Curriculum Planning and Development Division, Sciences Branch, Ministry of Education Singapore, Dr. Luong Viet Thai, Director, Research Centre for General Education, Vietnam Institute of Educational Sciences, Vietnam, Mr. Or Siem representing Mr. Eng Kimly, Department of Education, Youths and Sports Cambodia, Dr. Marilette R. Almayda representing Dr. Marilyn D. Dimaano, Bureau of Elementary Education, Phillipines and Dr. Supattra Pativisan representing Dr. Kamol Rodklai, Assistant President of the Institute for the Promotion of Teaching Science and Technology. He also welcomed the observers, who are Mr. Mohd. Khairul Adib bin Abd. Rahman, Under Secretary, Policy and International Relations Division, Ministry of Education, Malaysia and Mr. Hj. Shamsulbahri bin Hj. Muhammad, Head of Science Unit, Curriculum Development Department, Ministry of Education, Brunei Darussalam. He further thanked Dr. Hj. Mohd. Johan bin Zakaria, the Director and staff of SEAMEO RECSAM for the smooth arrangements and the successful running of the meeting in Malacca.

2.2 He reminded the members on the importance of the Board in supporting and guiding the sustainable growth of SEAMEO RECSAM through the meeting.

2.3 He informed the Board that the Centre would be entering its 10th Five Year Development Plan next June and it was important that the Centre continued to keep its programmes flexible and relevant to changing times. He also highlighted that it was important for the Centre to reflect its past achievements to guide its future development.

2.4 He also mentioned that it was important to look into the financial issues of the Centre to sustain its development.

2.5 In concluding, the Chairman thanked the Board members for their attendance and contributions, and hoped that they would be able to guide the sustainable development of the Centre.

3.0 Remarks by the Director, SEAMEO Secretariat

- 3.1** Ms. Abigail Cuales Lanceta, representing the Director of SEAMEO Secretariat, Associate Professor Dr. Witaya Jeradechakul, extended her warm greetings from the SEAMEO Secretariat. She expressed that the Annual Meeting of the Governing Board played an important role to set the direction of the Centre for the following year.
- 3.2** SEAMEO Secretariat took note of the significant accomplishments of the Centre, which included the conduct of the 5th International Conference on Science and Mathematics Education (CoSMEd 2013) in November 2013, conduct of the 9th Regional Congress, Search for SEAMEO Young Scientist (SSYS) in March 2014; the conduct of six capacity building programmes in Science and Mathematics for various groups in collaboration with various partners, the progress of the Southeast Asia Regional Standards for Mathematics Teachers (SEARS-MT) in relation to adapting it within the local Malaysian context, and the setting up of support for the underprivileged students in five schools as part of the Corporate Social Responsibility (CSR) of the Centre.
- 3.3** She expressed the gratitude of SEAMEO Secretariat to the Government of Malaysia for the monetary support to the Centre, for hosting the Governing Board Meeting and the opportunity to be represented at the meeting.

4.0 Video Presentations on SEAMEO RECSAM

- 4.1** A seven-minute video presentation of *RECSAM Forges Ahead* was played for the viewing pleasure of the Board members. The video presentation showcased the educational programmes conducted and the facilities available in SEAMEO RECSAM.
- 4.2** The Chairman invited views on improving the content of the video, to which there was none.

5.0 Adoption of Agenda and Programmes of the Meeting

- 5.1** The Chairman informed the Board that there was a change to the initially scheduled 13 Working Papers and 4 Information Papers for deliberation. One Working Paper on Timed-Based Promotion for Staff (45GBM/WP-13) had been deferred, as there was a need to discuss further and review that Working Paper. As such, only 12 Working Papers and 4 Information Papers will be deliberated. He conveyed his apologies for the change.
- 5.2** The Agenda and Programme of the Meeting was adopted by the members of the Board. This was proposed by the member from Brunei Darussalam and seconded by the member from Lao PDR.

MATTERS FOR APPROVAL

6.0 Confirmation of the 45th GBM Ad Referendum Decisions

6.1 Proposed Amendment to 2010 Organisational Structure of SEAMEO RECSAM (45GBM/WP8)

The Chairman explained to the Board that even though the paper was Ad Referendum, it had to be presented at the meeting because only three countries, which are Brunei Darussalam, Lao PDR and Malaysia, responded to the paper.

6.1.1 The Deputy Director (Administration) presented the Working Paper (45GBM/WP-8)

6.1.2 The following were the comments raised by the members of the Board:

- a. The Chairman agreed to the proposal and informed that the Ministry of Education, Malaysia had also exercised minor restructuring in its organisational structure to improve management. Moreover, he said that the proposed change did not involve any financial implication.
- b. To a question raised by the member from Singapore on the nature of the video produced and the current roles played by the ICT Unit, the Deputy Director (Administration) explained that the videos fulfilled dual purposes of both education and marketing. He also reiterated that with the proposed change to the ICT Unit, apart from its integral function, a clearer role would be redefined by improving the job specifications.
- c. The member from Brunei agreed to the proposal but subject to minor changes made to the organisational structure. He recommended to the Centre to describe clearly the functions and roles of the ICT and Multimedia Unit, and the Publication Unit to avoid overlap of functions and to maximise manpower.
- d. The Chairman commented that the video should have marketing content that could attract clients to the Centre. He said that the Centre should emulate some Centres in Europe where they developed online studies to attract their clients.
- e. The member from Brunei Darussalam suggested that the Centre should also develop multimedia educational materials and market them.

6.1.3 As proposed by the member from Singapore and seconded by the member from Brunei Darussalam, the Board approved the Working Paper with amendments.

6.2 Proposed Amendment to the RECSAM Staff Rules and Regulations 1995 (Revised – September 2012) (45GBM/WP9)

The Chairman explained to the Board that the Working Paper was an Ad Referendum paper, which had to be tabled for comments and approval as responses were received from only Brunei Darussalam, Lao PDR and Malaysia.

6.2.1 The Deputy Director (Administration) presented the Working Paper (45GBMWP-9).

6.2.2 The Chairman enquired whether the amount was adequate to cover the medical needs of a staff. The Accountant responded that it was sufficient to cover the insurance premium for the whole family while the balance would be used for outpatient treatment. She further explained that the quantum was last revised in 1994 and that the proposal to increase the amount was just to subsidise the staff's medical insurance premium, which is on the rise. She also said that the quantum increase in the medical care was fair as it did not incur additional financial burden to the Centre and simultaneously, assisted the staff financially to enjoy the medical care benefit in a responsible manner.

6.2.3 As proposed by the member from Vietnam and seconded by the member from Lao PDR, the Board approved the Working Paper.

7.0 Matters Arising from the Resolutions of the 44th Governing Board Meeting 2013 (45GBM/WP-1)

7.1 The Deputy Director (Training Programme) presented the Working Paper. (45GBM/WP-1)

7.2 The following were issues raised by the members of the Board:

7.2.1 The Chairman enquired on the follow-up action to the Item 1.0, which was presented. The Deputy Director (Training Programme) clarified that the CoSMEd Organising Committee would take into account all suggestions and follow-up on the suggestions by including them as either tracks or themes for the next CoSMEd.

7.2.2 The observer from Malaysia explained to the meeting that the Centre should focus on increasing the revenue, reduce operational costs and promote income generating activities in the Centre. The Government would consider the request from the Centre to fund developmental projects, which will be addressed separately.

- 7.2.3 The Chairman stressed on the importance for the Centre to promote its courses to other countries especially to the non-SEAMEO Member Countries. Among the channel proposed was the promotion of the Centre through the Malaysian Embassies located in the various parts of the world.
- 7.2.4 The member from Singapore advised the Centre to identify the potential market by benchmarking itself with other SEAMEO Centres.
- 7.2.5 The observer from Malaysia stressed that the Centre must be able to generate sufficient income to cover the operational costs and to be financially sustainable. The Centre should also reposition itself and have its own niche in order to increase visibility. Among others, the Centre could champion on Science, Technology, Engineering and Mathematics (STEM) Education.
- 7.2.6 The observer from Malaysia highlighted the term “allocation” used in the ‘Follow-Up Action’ on Item 14.2.3 be replaced with ‘proposed’.
- 7.2.7 The observer from Malaysia highlighted that the term ‘top management’ on Item 10.2 be changed to ‘the Ministry’.

7.3 As proposed by the member from Singapore and seconded by the member from Brunei Darussalam, the Board approved the Working Paper.

8.0 Audited Financial Report for FY2013/2014 (45GBM/WP-2)

- 8.1 The Accountant presented the audited financial report for F.Y.2013/2014 (45GBM/WP-2).
- 8.2 The following were issues raised by the members of the Board:
 - 8.2.1 The Chairman proposed that the next Governing Board Meeting be held overseas so that all members would be able to gain more experience.
 - 8.2.2 The Chairman suggested to the Centre to study about investing on Unit Trusts and Bonds.
 - 8.2.3 The observer from Malaysia enquired on the salary range for the Centre staff. He suggested to the Centre to review the scale based on the available models in the market for the permanent staff.
- 8.3 As proposed by the member from Lao PDR and seconded by the member from Singapore, the Board approved the Working Paper.

9.0 Significant Points, Agreements and Actions Taken on Key Agenda Items from SEAMEO Meetings in FY2013/2014 (45GBM/WP-3)

9.1 The Representative of SEAMEO Secretariat presented the Working Paper (45GBM/WP-3).

9.2 As proposed by the member from Vietnam and seconded by the member from Brunei Darussalam, the Board approved the Working Paper.

10.0 Highlights of the Annual Report for FY2013/2014 (44GBM/WP-4)

10.1 The Centre Director presented the Working Paper (44GBM/WP-4).

10.2 As proposed by the member from Brunei Darussalam and seconded by the member from Lao PDR, the Board approved the Working Paper.

11.0 Strategic and Operational Plans, Programmes and Proposed Budgets for Three Fiscal Years 2015/2016, 2016/2017 & 2017/2018 and Personnel Strength Budget for Fiscal Year Ending June 2016 (45GBM/WP-5)

11.1 The Deputy Director (Administration) and the Accountant presented the Working Paper (45GBM/WP-5).

11.2 As proposed by the member from Brunei Darussalam and seconded by the representative from Thailand, the Board approved the Working Paper.

12.0 Appointment for External Auditor for FY 2014/2015 (45GBM/WP-6)

12.1 The Accountant presented the Working Paper (45GBM/WP-6).

12.2 She proposed to the Board to reappoint BDO as the external auditor. The rationales were high quality service, reasonable auditing fee of RM15310.00, and qualified and competent in handling the auditing tasks.

12.3 The following were the comments made by the members of the Board:

12.3.1 The member from Singapore agreed to the suggestion since BDO was only appointed as the auditing firm in the previous fiscal year of 2013/2014.

12.3.2 The member from Lao PDR also attested.

12.4 As proposed by the member from Brunei Darussalam and seconded by the representative from the Philippines, the Board approved the appointment of BDO as the external auditor for the Centre for the fiscal year of 2014/2015.

MATTERS FOR CONSIDERATIONS

13.0 Proposed SEAMEO RECSAM 10th Five-Year Development Plan F.Y.2015/2016 – F.Y.2019/2020 (45GBM/WP-7)

13.1 The Deputy Director (Administration) presented the Working Paper (45GBM/WP-7).

13.2 The following were the comments made by the members of the Board:

13.2.1 The member from Singapore shared the trends of STEM Education and its importance for students in ASEAN region, and proposed to the Centre to consider the possibility of collaborating with industries.

13.2.2 The representative from Thailand encouraged the Centre to consider the possibility of engaging in public-private-partnership (PPP) initiatives by seeking funding support from private companies to support the conduct of the training programmes by the Centre.

13.2.3 The member from Singapore enquired about the collaborative efforts taken by the Centre to seek funding or donors to support the conduct of the programmes. In response, the Centre Director clarified that the Centre was currently working closely with PEMENANG (Persatuan Melayu Pulau Pinang) and TECH-DOME to conduct science activities for school children. Deputy Director (Administration) clarified further that PEMENANG had recently donated RM33,800.00 to the Centre in conjunction with the Science camp held for the underprivileged children.

13.3 As proposed by the member from Vietnam and seconded by the member from Lao PDR, the Board approved the Working Paper.

14.0 Proposal to Review Principal Amount of Revolving Fund (45GBM/WP-10)

14.1 The Accountant presented the Working Paper (45GBM/WP-10) and highlighted that the proposal involved transferring RM1.5 million from the Revolving Fund to the Reserve Fund.

14.2 As proposed by the representative from the Philippines and seconded by the member from Singapore, the Board approved the Working Paper.

15.0 Proposal to Review Retirement Gratuity for Permanent Staff (45GBM/WP-11)

15.1 The Accountant presented the Working Paper (45GBM/WP-11).

15.2 The following were the comments made by the members of the Board:

15.2.1 The representative from the Philippines suggested to the Centre to reword the phrase in item 6.0 to “revise” instead of “review”.

15.2.2 For better understanding and decision making, the member from Singapore suggested to the Centre to compare retirement benefits with the Malaysian civil service.

15.3 As proposed by the member from Brunei Darussalam and seconded by the member from Lao PDR, the Board approved the Working Paper.

16.0 Proposal to Use Reserve Fund for SEAMEO RECSAM’s Physical Development Needs (45GBM/WP-12)

16.1 The Deputy Director (Administration) presented the Working Paper (45GBM/WP-12).

16.2 The member from Singapore enquired whether the fund requested was inclusive of the seven million ringgit that was requested earlier. The Deputy Director (Administration) clarified that the earlier requested fund had already been used in its earlier five-year development plan. He informed the Board that for the current proposal, the Centre would need to use RM800,000.00 to RM900,000.00 per annum from the reserve fund for its development for the next five years.

16.3 The member from Singapore expressed his concern that the reserve fund would be in deficit if the Centre kept on utilising the fund for its development in the next five years. He said that the Centre should have a comprehensive plan to cover the impact on its usage of the reserve fund. The Deputy Director (Administration) explained that there would be a rolling of cash in usage and savings in the reserve fund. He said that the fund used would be as a form of investment for the development of the Centre.

16.4 The member from Brunei Darussalam expressed his support and commended on the comprehensive plan for the Centre that displayed priorities in expenditure and expected income in its next five-year development plan.

16.5 The Centre Director expressed his hope to the Government of Malaysia for their continued support to the Centre through grants for its holistic and sustainable development. He said that the Under Secretary from the Policy and International Relations Division, Ministry of Education, Malaysia had already explained on this issue earlier.

16.6 As proposed by the member from Brunei Darussalam and seconded by the representative from Thailand, the Board approved the Working Paper.

17.0 Proposal to Review Timed-Based Promotion for Staff(45GBM/WP-13)

The Chairman informed that this Working Paper had been deferred as agreed by the Board members at the start of the meeting (45GBM/WP-13).

MATTERS FOR CONSIDERATIONS

18.0 Report on Selected Research Projects(45GBM/IP-1)

18.1 The Deputy Director (Research and Development) presented the Information Paper (45GBM/IP-1).

18.2 The following were the suggestions by the members of the Board:

18.2.1 The members from Singapore and Brunei Darussalam enquired about the availability of the SEARS project reports to other SEAMEO member countries. The Centre Director responded that the SEARS-MT report was endorsed at the 36th High Officials Meeting held on 18th to 20th February 2014, and the SEARS-ST report would be presented and endorsed at the 37th High Officials Meeting in November 2014. Both reports would be presented in the SEAMEO Council Conference tentatively in May 2015.

18.2.2 The representative from Thailand expressed concern on the impact of SEARS on Malaysian teachers and teachers from other SEAMEO Member Countries. The Deputy Director (Research and Development) clarified that consultants from SEAMEO Member Countries were invited to give feedback during the SEARS workshops organised by the Centre.

18.2.3 The member from Singapore added that the standards can be used both as a baseline for teachers' certification, appraisal or for teachers' development.

18.2.4 The member from Vietnam asked if SEARS was related to the standards developed by SEAMEO INNOTECH in the Philippines. The Centre Director clarified that the document developed by SEAMEO INNOTECH was focused more on school leadership.

18.2.5 The member from Lao PDR enquired about the relation of these standards to SEAMEO QITEP in Mathematics and SEAMEO QITEP in Science located in Indonesia. The Centre Director responded that these projects were collaborative efforts among the three Centres.

18.2.6 The member from Brunei Darussalam shared with the meeting the practice of adopting standards for teachers in Brunei Darussalam.

18.2.7 The representative from SEAMEO Secretariat also referred to the standards for Mathematics and Science teachers, and informed

that the SEAMEO Secretariat was also working with UNESCO in Bangkok on guidelines for pre-primary teacher development. There might be a need to harmonise all the guidelines and standards being developed for teachers under SEAMEO. It was also suggested that these sets of guidelines might be proposed as a potential set of benchmarks for Member Countries to select from.

18.3 As proposed by the representative from the Philippines and seconded by the member from Singapore, the Board took note of the Information Paper.

19.0 Impact Study of SEAMEO RECSAM's Training Programmes on Science and Mathematics Education for Southeast Asian Countries FY2011/2012(45GBM/IP-2)

19.1 The Deputy Director (Research and Development) presented the Information Paper (45GBM/IP-2).

19.2 The following were the suggestions by the members of the Board:

19.2.1 The member from Singapore informed that it was challenging to measure the reliability of the Impact Study as there were multiple factors affecting students' performance.

19.2.2 The member from Lao PDR shared that the students' performance taught by the teachers who had attended the courses conducted by the Centre had shown a remarkable improvement.

19.2.3 The member from Brunei Darussalam suggested to the Centre to also extend the emails that were attached with questionnaires and sent to course participants, to all the Board members as well.

19.2.4 The representative from the SEAMEO Secretariat stated that the Impact Study need to be continued as the need to regularly present and document positive impact of the training programmes conducted by the Centre was important. This is because Member Countries were keen to see the success of the programmes conducted by SEAMEO Centres in the region, in view of the investments made by the Member Countries to SEAMEO Centres.

19.3 As proposed by the member from Brunei Darussalam and seconded by the representative from Thailand, the Board took note of the Information Paper.

20.0 Report on 5th International Conference on Science and Mathematics Education (CoSMEd) 2013 (45GBM/IP-3)

20.1 The Deputy Director (Research and Development) presented the Information Paper (45GBM/IP-2).

20.2 She also informed the Board that the 6th International Conference on Science and Mathematics Education (CoSMEd) will be held from 16th to 19th November 2015 at RECSAM, Penang.

20.3 As proposed by the member from Brunei Darussalam and seconded by the member from Vietnam, the Board took note of the Information Paper.

21.0 Report on 9th Regional Congress: Search for SEAMEO Young Scientist (SSYS) 2014 (45GBM/IP-4)

21.1 The Deputy Director (Training Programme) presented the Information Paper (45GBM/IP-4).

21.2 He informed the Board that the 9th Search for SEAMEO Young Scientists (SSYS) Regional Congress was held on 3rd to 7th March 2014 with the theme “Disaster Risk Reduction for Sustainable Development”.

21.3 He also provided information regarding the awards, judging of project exhibits, participation, information dissemination via official website of SSYS, and budget and expenses.

21.4 As proposed by the member from Singapore and seconded by the member from Brunei Darussalam, the Board took note of the Information Paper.

CLOSING FORMALITIES

22.0 Date and Venue of the 46th Governing Board Meeting 2015

The Board decided that the 46th Governing Board Meeting will be held in Medan, Sumatra, Indonesia from 28th to 30th September 2015.

23.0 Any Other Matters

23.1 The Chairman highlighted to the meeting the issue of lack of Science and Mathematics teachers, especially in her home country of Lao PDR. She expressed concern over the issue and enquired from the Board about this issue in their respective countries.

23.2 The member from Singapore shared with the meeting that there is an excess of Science and Mathematics teachers due to declining students cohort.

23.3 The member from Brunei Darussalam shared with the meeting that the Ministry of Education, Brunei Darussalam had taken the initiative to employ the specialist teachers in Science and Mathematics to overcome the shortage.

23.4 The representative from Cambodia also expressed similar concern of lack of Science and Mathematics teachers in the midst of struggling to enhance

training and conduct practical sessions with existing Science and Mathematics teachers in the country.

- 23.5** The representative from Thailand shared the efforts taken by Thailand to increase the number of Science and Mathematics teachers. According to her, Institute for the Promotion of Teaching Science and Technology (IPST) scholarships were provided to those who were interested to be Science or Mathematics teacher. However, the participation rate was relatively still low. In addition, the quality of the in-service teachers was below expectation as they lacked the pedagogy and practical skills in performing experiments. There was also a mismatch between the content learnt and the instructions in schools, which contributed to students performing poorly in Science and Mathematics.
- 23.6** The representative from the Philippines shared the information that with the implementation of the K-12 programme the spiral curriculum is being adopted in her country. She further informed the meeting that there is a need to retrain teachers, especially on the content of the disciplines in science and mathematics education.
- 23.7** The member from Vietnam shared that the new lower secondary school curriculum in the country might require the teachers to teach integrated Science, while they were trained in only one or two disciplines.
- 23.8** The Centre Director informed the meeting about the measures taken by the Ministry of Education, Malaysia to overcome the shortage of Science and Mathematics teachers. He informed the meeting that the Teacher Education Institutes produced primary level Science and Mathematics teachers while the universities produced secondary level Science and Mathematics teachers. The Centre Director also informed the meeting that the Malaysian Government had instituted a policy that required the ratio of students with significant STEM education to those with a greater focus on Arts as 60:40. He also shared that the Teacher Education Institutes also offered twinning programmes affiliated to international universities from Australia, United Kingdom and the United States of America to attract students to enrol for the Science and Mathematics Teacher Education programmes. The Centre Director also informed the meeting about the integration of STEM education in the new curriculum which is expected to be launched in 2017.

24.0 Adoption of Proceedings of the 45th Governing Board Meeting 2014

As proposed by the member from Brunei Darussalam and seconded by the member from Singapore, the Board adopted the report of Proceedings.

25.0 Closing Remarks by the Chairman of the Governing Board

The Vice-Chairman, Mrs. Varadune Amarathithada on behalf of the Chairman, YBhg. Datuk Abd Shukor bin Ibrahim expressed her gratitude to the Centre Director and the representative of SEAMEO Secretariat for the invaluable

support rendered during the meeting. She also thanked all Board members for the active participation during the three-day meeting, and congratulated the Centre Director and the staff of RECSAM for the smooth conduct of the meeting. She concluded by wishing the 45th GBM delegates a safe journey back home and hoped to see all the Board members next year in Medan, Indonesia.

There being no other matters for discussion, the meeting was then adjourned.

Report prepared by

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Dr. Daniel Leong

Dr. Suhaidah Tahir

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