

**The 4<sup>th</sup> GOVERNING BOARD MEETING OF SEAMEO RECFON**  
**September 29<sup>th</sup> – October 3<sup>rd</sup> 2014**  
**Aryaduta Hotel, Medan, Indonesia**

**A. SEAMEO Officials and Staff Member on Mission**

I. Handoko (Deputy Director for Programme and Development)

**B. Background, Description and Objectives of the Activity**

SEAMEO RECFON is one of the SEAMEO Centres located in Jakarta, Indonesia. The vision is to be the center of excellence in human resource development in the area of food and nutrition in Southeast Asia; while its mission to conduct research, education, capacity building and information dissemination in food and nutrition through partnership for sustainable human resources development.

**C. Participants**

The Governing Board Meeting was attended by 24 participants comprising 9 GB Members, 2 observers, 1 representative of the SEAMEO Secretariat, 10 SEAMEO RECFON officials and staff, 2 guests from the Department of Nutrition, University of North Sumatera.

**D. Organizer**

SEAMEO RECFON

**E. Highlight of the Activity/Summary Points**

There are three main issues encountered during the meeting:

- (1) Issue on the proposed budget of the centre in relation to the Government of Indonesia regulations as the host country,
- (2) Issue on the support of the attendance of Governing Board members, and
- (3) Proposal to amend Enabling Instrument to accommodate Deputy Director for Programme being another SEAMEO nationality than Indonesia.

The details of the issues are shown in the Proceeding.

**F. Role/Participation of SEAMEO**

The role of SEAMEO during the GBM was to deliver speech and officially opened the Governing Board Meeting on behalf of SEAMEO Secretariat Director. Also, to facilitate the election of chair and vice chair persons as well as being active in the discussion. In addition, SEAMEO Secretariat presented one working paper on Significant Points, Agreements and Actions taken on Key Agenda Items from SEAMEO Meetings in FY 2013/2014.

**G. Follow-up Actions Needed**

For SEAMEO Secretariat to facilitate the presentation of Amendment of SEAMEO RECFON Enabling Instrument at HOM during November 2014 for endorsement.

**H. Appendices/Related Conference Materials and Outputs**

Hard copy of materials of 4<sup>th</sup> SEAMEO RECFON Governing Board Meeting and softcopy of Proceeding of the Governing Board Meeting.

**PROCEEDING**  
**The 4<sup>th</sup> GOVERNING BOARD (GB) MEETING SEAMEO RECFON**  
**September 29<sup>th</sup> – October 3<sup>rd</sup> 2014**  
**Aryaduta Hotel, Medan, Indonesia**

**INTRODUCTION**

The SEAMEO Regional Centre for Food and Nutrition (SEAMEO RECFON) convened its 4<sup>th</sup> Governing Board Meeting on September 29<sup>th</sup> – October 3<sup>rd</sup>, 2014 at Aryaduta Hotel, Medan, Indonesia.

The opening ceremony was attended by 24 participants, composed of 9 GB Members, 2 observers, 1 representative of the SEAMEO Secretariat, 10 SEAMEO RECFON officials and staff, 2 distinguished guests from the Department of Nutrition, Universitas Sumatera Utara (see **Appendix 1**).

**I. OPENING CEREMONY (13.22)**

1. Hearing of the Indonesian National Anthem and SEAMEO Song formally opened the meeting.
2. Hearing of the SEAMEO official video

**Welcome Remarks by SEAMEO RECFON Director**

3. Dr. Drupadi stated the purpose of this meeting is to share our progress and achievements within past one year and some of the working papers need considerations and approvals for us to go forward with our programs and activities.
4. She expressed the vision of this Center that has been translated into activities of research, education, capacity building, and information dissemination.
5. She pointed out the challenges of opportunities to move forward should be embraced with innovation and creativity, and continuously increase the spirit of working with others in mutual collaborations.

**Video Overview of SEAMEO RECFON Profile**

6. The video captured the vision and missions of the Center as it was expressed through its prevailing programs and activities as well as on the future commitment of the Center.

**Remarks by the Vice Rector for Research, Development, and Industry Collaboration - University of Indonesia (Prof. DR. Siti Setiati MD, Spd.PD, K.Ger., Mepid, FINASIM)**

7. Prof. Siti expressed her sincere appreciation to all the honorable invitees and also the SEAMEO-RECFON staff for organizing the meeting.
8. She appreciated SEAMEO RECFON consistent work as published in scientific publications and acknowledged in high impact international journals.
9. She raised the challenges that present patterns of unsustainable food production and distribution are not only associated with hunger and undernutrition, but also overweight and obesity.
10. She explained that although food security and proper nutrition are essential to provide healthy people, to consider food and nutrition alone is not sufficient enough.
11. She explained further that there are several other aspects which exist, interact, and influence the role of food and nutrition in health. These are education levels, gender equality, sustainable energy, water and sanitation, and climate change adaptation & mitigation.
12. She expressed her expectation that SEAMEO RECFON should be the agent of progress and growth in food and nutrition in Southeast Asia. Universities must provide an adequate number of qualified, well-trained graduates equipped for the job market, but at the same time Universities' research must be able to give a real benefit for national society developments. With these same purposes, University of Indonesia and SEAMEO RECFON should go further to accelerate our goals.
13. She re-emphasized SEAMEO RECFON as center of excellence in Southeast Asia, needs to breakdown the borders, enhance cross-border cooperation and bring the natural wealth and the riches of Southeast Asia to the world.
14. She explained that it is crucial that investments in research are long-term, well coordinated, and given clear priorities. Such investments are aimed to increase our capacity to influence national and international research, policy, and funding agendas.

15. She expressed her hope that all members of SEAMEO RECFON will reach out to our fellow participants and establish sustained positive cooperation and collaboration in food and nutrition.

**Opening Remarks by Deputy Director Programme and Development, SEAMEO Secretariat (Prof. Dr. Handoko)**

16. He stated that Governing Board Meeting is the key factor in steering the direction that SEAMEO RECFON will take in the year to come and results of the discussion will contribute significantly to the Centre's works, and eventually result in stronger and better implementations of the programmes and projects which will be executed by SEAMEO RECFON.

17. He was admiring the level of commitment of SEAMEO RECFON to its mandate of assisting SEAMEO member countries in addressing current nutritional issues through comprehensive and multidisciplinary approaches.

18. He also appreciated SEAMEO RECFON continuing successes in fulfilling its mandate through undertakings research and development, innovation programs, strengthening linkages other institutions, and human resources development.

19. He pointed out that SEAMEO Secretariat serves as bridge between the Centres and the SEAMEO Council, which is the highest policy-making body of our Organization.

20. On behalf of SEAMEO Secretariat, he expressed his gratitude to members of the Governing Board of SEAMEO RECFON for their time and dedication and also to the Government of Indonesia for its financial support and other form of assistance

21. Prof. Handoko officially opened the 4<sup>th</sup> Governing Board Meeting of SEAMEO RECFON

**Token Presentation and Group Picture**

22. Approaching to the end of the opening ceremony, the presentation of tokens to the speakers (DR. Siti Setiati) by the Director of SEAMEO-RECFON (DR. Drupadi Dillon) symbolized our deep appreciation to all honorable invitees in this 4<sup>th</sup> Governing Board Meeting.

23. The opening ceremony ended with the group picture taking (14.09)

## **I. PLENARY SESSION I: THE BUSINESS MEETING OF THE 4<sup>TH</sup> GB MEETING**

24. Prof Handoko facilitated the election of Chairperson and vice-Chairperson of the 4<sup>th</sup> Governing Board Meeting (GB Member, Observer, SEAMEO staff)

### **I. Introduction of Participants**

25. The introduction of participants was conducted by addressing their name and affiliation by the participants

### **II. Rules and procedure of the Election of Chairperson and Vice Chairperson**

26. Prof Handoko raised two questions,

The 1<sup>st</sup> question was about the term for chairperson. It was agreed to only one year, so the next GBM should elect a new Chairperson and vice-chairperson.

27. The 2<sup>nd</sup> question was asking whether the vice-chairperson will be automatically the next chairperson or should we elect a new chairperson and vice-chairperson on the next GBM?

28. It was agreed that the vice-chairperson will be the candidate for the next Chairperson of GBM, and still need to elect the new chairperson and vice-chairperson.

### **III. Election of the Chairperson, Vice-Chairperson and Chief of Rapporteur of the 4<sup>th</sup> GB**

29. Dr. Naliponguit Cecilia G Naliponguit as chairperson and Dr. Le Thi Hop as Vice-chairperson was proposed by Dr.Sangsom Sinawat and approved by all other member. Dr. May Khin Than as Chief Rapporteur.

30. Prof. Handoko invited the chairperson, and vice person to move to the front and handed over the floor to them

31. Chief Rapporteur was assisted by Purnawati Hustina Rachman and Daniel Sahanggamu from SEAMEO-RECFON.

### **IV. Remarks by the Elected Chairperson of the 4<sup>th</sup> GBM**

32. Dr. Naliponguit expressed her gratitude for being elected as the new Chairperson of the 4<sup>th</sup> GB Meeting. The Vice Chairperson and the Chief Rapporteur also expressed their gratitude.

### **V. Adoption of the Tentative Agenda and Time Table**

33. The Chairperson asked if there were any proposed changes from the time table that was provided

34. Dr. Drupadi recommended other matters to the agenda. The 1st is the follow up agreement of the result of the round table discussion, the 2nd is the amendment of the proposed of enabling instruments.

35. The tentative agenda was adopted.

## **VI. MATTERS FOR ACKNOWLEDGEMENT (WP-1)**

36. Dr. Drupadi presented the paper which consisted of

- Purpose of WP 1
- Welcome new GB members
- Great Recognition to Previous GB member
- SEAMEO RECFON Board of Director
- Acknowledgement of Advisors and former Deputy Resource Management and Marketing

### **Discussion**

37. New GB members from Lao and Cambodia were introduced

38. Dr. Sangsom introduced colleague from Thailand, Dr. Napaphan Viriyaustsahakul that will be the next GB to represent Thailand.

### **Agreement**

39. The GB took note on the acknowledgement of new composition of Governing Board Member and the former Board of Directors

## **VII. MATTERS FOR APPROVAL**

### **Update from the third GBM (WP-2)**

40. The paper was presented by Dr. Drupadi Dillon on the working paper on the Follow Up Actions from the 3rd GB Meeting

### **Agreement**

41. The GB members approved the follow-up actions from the 3<sup>rd</sup> GB Meeting (WP-2).

### **Draft of SEAMEO RECFON Annual Report for FY 2013 /2014 (WP-3)**

42. DR. Drupadi Dillon presented the paper on draft of SEAMEO RECFON Annual Report for FY 2013 /2014 (WP 3)
43. The purpose of the presentation is to get approval from the GB members on the SEAMEO RECFON Annual Report FY 2013/2014.
44. The sequence of the presentation followed the outline of SEAMEO RECFON Annual Report FY 2013/2014.

### **Agreement**

45. The GB members approved the SEAMEO RECFON Annual Report FY 2013/2014.

### **SEAMEO RECFON Audited Financial Report for FY 2013/2014 (WP-4)**

46. Ms. Miranti Martin, Deputy Director RMM, presented the paper on the SEAMEO RECFON Audited Financial Report for FY 2013/2014 to seek approval from the GB members on the financial report FY 2013/2014.
47. The Audited Financial Report described the financial accounts of SEAMEO RECFON throughout the Fiscal Year started on 1 July 2013 and ended on 30 June 2014.

### **Discussion**

48. Dr. Le Thi Hop pointed out that the financial report is very detailed. Dr. Sangsom agreed and suggested that the presentation be modified to make it more simple and understandable.
49. A simple table is requested to provide information on the source of funding and the allocation of expenses from those sources of funding. From this information, Dr. Sangsom hopes that we will have the idea of where the money will be spent for and from what kind of sources of funds.
50. Dr. Pratap explained that the form that we saw here was the audited version which was approved by the financial accounting bodies and will be submitted as it is. He clarified Dr. Sangsom's request which was to revise only the presentation to make it more understandable for the GB members.
51. Dr. Sung Vinntak suggested that all documents needed to be endorsed by the committee should be sent to GB members at least 2 weeks in advance so that the documents could be reviewed by their respective countries.
52. Dr. Naliponguit confirmed that she has received a file from the secretariat early a week before the meeting, however due to technical constraints; the file could not be retrieved.

53. Dr Drupadi expressed her apologies as indicated that it is her preference to send all the materials together for the convenience of the members. However, SEAMEO RECFON will take note of the recommendation for the next GB meeting.
54. Miranti Martin expressed her intention to provide a more simple presentation of the Audited Financial Report as proposed.
55. Dr. Naliponguit conveyed her understanding and requested the secretariat to provide a more simple form of the audited financial report for presentation in the 5<sup>th</sup> GB meeting.
56. Dr. Handoko explained that the funding sources of the SEAMEO centers in Indonesia are categorized into two. The 1<sup>st</sup> one is from the government money which is further divided into capital and operating funds. The 2<sup>nd</sup> is the other funds and unallocated funds which are not part of the government money, so that why a public accountant is needed to audit this part. We cannot shift the money and use it for investments because the money is allocated based on certain criteria. If we don't use it up we cannot get the money. The money has to be used based on the very strictly. SEAMEO cannot use the money with flexibility. Even the money doesn't go to the RECFON's account. We have many procedures, using request and advanced, etc. For the other category including unallocated funds, it is more flexible but it is audited by the public accountant. If there is extra money we have to return it to the government and cannot use it.
57. Dr. Sangsom asked whether RECFON has that source of income generated funds so that this can be properly allocated for.
58. Ms. Miranti Martin confirmed that SEAMEO RECFON does have income generated funds.
59. Dr. Sangsom replied that this is good so that the Center could develop special projects and have room for flexible spending.

### **Agreement**

60. The GB members approved the audited financial report FY 2013/2014

### **Proposal on the Three-Year Budget for FY 2015/2016, FY 2016/2017 and FY 2017/2018 (WP-3)**

61. Ms. Miranti Martin presented the paper and sought approval from the 4<sup>th</sup> GB Meeting on the proposed Three-Year Budget for Fiscal Year 2015/2016, 2016/2017 and 2017/2018.
62. A new proposal regarding travel expenses was presented. The proposal recommends that for the next fiscal year, the centre will no longer cover travel expense of GB members to attend the GB meeting except GB member from Cambodia, Lao PDR, Myanmar and Timor Leste.

## Discussion

63. Dr. Naliponguit asked why only 4 countries were covered and not the others.
64. Prof. Handoko explained that the attendances of the GB meeting initially were paid by the centers. But in 1997 during the financial crisis, the centres had problems on funding attendance of GB members. Therefore in the late 1990's the attendance of respective GB members were shouldered upon their own countries. At that time CMLV (Cambodia, Myanmar, Lao PDR, and Vietnam) were under the SEAMEO centers and therefore the centers took responsibility for these four countries. He further commented that lately the economic conditions of Vietnam are improving so the support be reduced into 3 countries.
65. Dr. Pratap confirmed that most of the centers already complied to this. But some centres like TROPMED was not because they want a full list of participants. Therefore he suggest that the decision should depend on SEAMEO RECFON GB members. Dr. Pratap raised a question whether the proposal was only for travel expenses or also include accommodation as well
66. Miranti Martin answered that the travel expenses here is only for the flight, but the accommodation will still be covered by SEAMEO RECFON
67. Dr. Pratap suggested that RECFON as a new SEAMEO center needs to have a full body of governing board members.
68. He also further suggested that during the next GB meeting, good partners of RECFON should be invited to the meeting. This will increase collaboration among core partners and they could participate as observers.
69. Dr. Drupadi Dillon expressed RECFON still receives funding from the government to cover travel expenses. She conveyed her worries that sooner or later the government will realize that RECFON still receives this funding, while other SEAMEO centers in Indonesia do not. She however expressed that the GB meeting should meet the quorum.
70. Prof. Handoko explained that the quorum is 2/3 of the members. He explained the council already decided about the support for attendance of CMLV GB members, there is no need to raise this issue in the HOM.
71. Dr. Naliponguit requested all the member countries to confirm whether a system is present in their respective countries which may provide funding for the members to attend the GB meeting.
72. Ms. Siti Rohaiza Ahmad from Brunei stated that her institution has a special conference grant, but the criteria are that they have to present a certain paper if they want to be approved. Travel is possibly covered from the Ministry of Education Brunei as it is important for everyone.

73. Dr. Zakiah Ismail from Malaysia declared that anyone in the ministry that needs to attend a certain event should submit a request. It depends on how good they are in justifying the request.
74. Dr. Napaphan Viriyautsahakul from Thailand mentioned that normally they have to set the budget a year ahead. The government already approved the total budget for 2015. She requests the board to reconsider to cover all the country members.
75. Dr. Le Thi Hop from Vietnam stated that it is not easy for them to find a funding and she proposed that some members develop a project together and use that momentum to hold the GB meeting as well.
76. Dr. Naliponguit explained that from the Philippines there is an existing system where they can find funds to attend events out of the country. The availability of savings might be an issue, but if it is held on October funding for traveling expenses can be provided.
77. Dr. Sangsom conveyed her concern that the member countries should be given at least one year preparation to find appropriate funding to attend the GB meeting. She therefore proposed SEAMEO RECFON to cover the travel expenses of all member countries to attend the 5<sup>th</sup> GBM.
78. Dr. Sangsom referred back to the proposed 3 year budget allocation pointed out that the proposed budget allocation should have a plan of action to justify the percentage increase of allocation.
79. Prof. Handoko delivered his appreciation for the inputs, however he further explained that the system does not work that way. Every year SEAMEO centers have to prepare a 3 year budget and should get approval from the GB member and this will be presented in the HOM and the council. So the center has to make the budget based on the needs and have appropriate justification for this.
80. Prof. Handoko expressed his concern on the fluctuation of the proposed 3 year budget. The requested budget from 2014 to 2015 is 3 times higher and suddenly decreased the following year but then increased again. Prof. Handoko asked for the explanation of this matter.
81. Dr. Naliponguit supported the comment and expressed her difficulties to understand the 3 year budget without the 3 year work plan to serve as the basis for the budget allocation.
82. Dr. Drupadi stated that there is a difference of fiscal year between the Indonesian government (starting from January-December) and the SEAMEO RECFON fiscal year (starting from July-June)
83. Dr. Pratap clarified that the increase in 2014 budget allocation are investments on equipments of laboratory. He suggested that there is a need for clear justification of the allocated funds.

84. Dr. Drupadi explained that the increase in funding next year is to purchase a new HPLC machines as our equipment has been 15 years old. She also pointed out that during the previous year spending is low due to the non approval of the previously committed budget by the government to renovate the building. However, Dr. Drupadi fully understands the concerns on the fluctuations.
85. Muhammad Prabowo, Head of Human Resources, further explained that aside from the many unaccomplished programs, the budget of RECFON is under SEAMOLEC, therefore the center must be synchronized with other SEAMEO centers in Indonesia.
86. Kusyanti F. Hapsari, Financial Head, added information on the reasons of the fluctuation which are due to the increasing capital funds during the FY 2014/2015 for laboratory equipment, transportation and library. She further explained that because the government FY ends on December and the total expenditures for the December is still unknown, therefore there were many estimations and assumptions made. The center put 10% for 2016-2017 because the government budget also increased by 10% for SEAMEO RECFON.
87. Prof. Handoko suggested that if the budget is not for one year, a note should be stated mentioning for how many months this budget is for.
88. Dr. Naliponguit requested SEAMEO RECFON to submit the operational plan to justify the budget proposal.
89. Dr. Naliponguit expressed the recommendation of GB members for SEAMEO RECFON to provide full support to attend the 5<sup>th</sup> GBM and to give members time to prepare their own travel expenses for the 6<sup>th</sup> GBM depending on the availability of the budget.

### **Agreement**

90. The GB members approved the proposed Three-Year Budget for Fiscal Year 2014/2015, 2015/2016 and 2016/2017
91. An operational plan was requested to justify the budget proposal
92. The meeting was adjourned by Dr. Naliponguit as the Chairperson at 17:00

## **Day II – PLENARY SESSION 3**

The plenary session was opened by the MC at 08:30

### **II. MATTERS FOR CONSIDERATION**

#### **Amendment/New SEAMEO RECFON Organization Structure 2014 and Staff Duty Responsibility (WP-6)**

93. Miranti Martin presented the paper on Amendment/ New SEAMEO RECFON Organization Structure 2014 and Staff Duty Responsibility to seek approval from the GB members.
94. The Organizational Structure and Staff Duty and Responsibility were developed on the basis of Guidelines for the establishing a new SEAMEO Centre issued by SEAMEO Secretariat and from the best practices within the SEAMEO RECFON.

#### **Discussion**

95. Ms Siti Rohaiza from Brunei asked whether the scope of responsibility of deputy director is mainly for management due to the proposed deletion of the fifth qualification for Deputy Director for Program on scientific aspects
96. Dr. Pratap asked whether the changing of the minimum qualification of the deputy director from Doctorate degree to Master degree would have any effect on the quality of research and training.
97. Dr. Drupadi clarified that the deputy director is for the management and managerial aspects of the center. The core tasks of the center are not only for degree program because the MSc and PhD program in SEAMEO is under the Faculty of Medicine, whereas SEAMEO is only the implementer. All the regulations follow is based on Faculty of Medicine, including the diploma which is also signed by the rector of UI. This degree program is a continuation of the center's past history as SEAMEO initiated the first post graduate degree in University of Indonesia.
98. Prof. Handoko emphasized that the center is not authorized to grant the degree. The host University takes the responsibility of the degree program.
99. Dr. Naliponguit requested that the fifth items on qualifications for Deputy Director for Program should not be deleted but put the word "preferable" to make it a secondary criteria

#### **Agreement**

100. The GB members approved the working paper on Amendment/New SEAMEO RECFON Organization Structure 2014 and Staff Duty Responsibility with suggested revisions to apply preferably for the fifth qualifications of Deputy Director for Program.

### **50<sup>th</sup> Anniversary SEAMEO Activities (WP- 7)**

101. Miranti Martin presented the paper on the 50<sup>th</sup> Anniversary SEAMEO Activities to seek approval from the GB members.
102. The draft concept note was presented at the Center Directors Meeting in July 2014 which covers the scope activities of all SEAMEO centers.

### **Agreement**

103. The GB members approved the proposed 50<sup>th</sup> Anniversary of SEAMEO Activities

### **Sustainable Evidenced-Based Actions for Change (SEA Change-Indonesia (WP-8)**

104. Dr. Umi Fahmida presented the paper on Sustainable Evidenced-Based Actions for Change to inform the GB member.

### **Discussion**

105. Dr. Naliponguit asked for the clarification on the target age group of the initiative, whether it is aimed for the first1000 days of life or it also includes school children as well.
106. Dr. Drupadi clarified that it started with the first 1000 days of life but from several research that has been done; when intervention is applied to pregnant women it is often too late. This is why the initiative is expanded to adolescent girls which relates to the nutrition throughout life cycle.

### **Agreement**

107. The GB members took note on the SEA Change initiative

### **Research Fellow (WP-8b)**

108. Dr. Umi Fahmida presented the paper
109. The purpose of the paper is to inform the GB members on the introduction of the research fellow system in the organization as a means to strengthen the centers achievement in conducting research

### **Discussion**

110. Dr. Zakiah conveyed her opinion on the proposal which was thought to be very good as it immediately obtain experts. She would like to clarify the needs of non Indonesian citizen to be provided with a permit, because there are no such regulations in Malaysia.
111. Dr. Drupadi explained that for non Indonesian researcher have to apply to Indonesian Academy of Science and also the Ministry of Research and Technology to receive a Research Permit. The process should start before they arrive in Indonesia and the process usually takes 2 – 3 months.
112. Dr. Drupadi explained that the process is faster through SEAMEO because the center provides guidance throughout the process.
113. Dr. Pratap raised the question on the number of research fellow that the Center expects. Considering the number of existing RECFON staff, if no recruitment of research fellows, will it have a large influence in the quality and number of publication or research in RECFON? Dr. Pratap emphasized this importance as leadership, regional visibility performance and research influences the center's respectable position.
114. Dr. Pratap added that passive recruitment takes longer time. Therefore it depends on the incentive/ salary approach and also active socialization to get good people to come to the institution. He suggests the center to have a strategic plan using existing research projects to seek additional funding to add the salary.
115. Siti Rohaiza raised a question on the length of contract for the Research Fellow
116. Dr. Umi Fahmida explained that because the regulation of staff contract abides the government regulation the contract of staff is maximum 2 years and could be extended to maximum 3 years. However this could be extended based on project.
117. Dr. Umi explained that the fellow can be scientific staff of other institutions as long as there is a commitment and clear contributions. The main purpose is to increase the number of scientific publication and research projects by the establishment of the research groups.
118. Dr. Pratap questioned whether the fellow must be full time working under the government of Indonesia or contract based?
119. Dr. Drupadi explained that the particular person does not have to stay in Indonesia. But if he/she wants to conduct the study in Indonesia then they have to comply to the Indonesian regulation. If the study is conducted in 3 months, the contract will consequently follow the duration of the study. The salary is dependent on the approved budget. SEAMEO RECFON does not pay the fellow based on the government, but based on the approved budget of the proposal from funding agencies.

### **Agreement**

120. The 4<sup>th</sup> GBM approved and took note on the proposal of Research Fellow

## **PLENARY SESSION IV**

### **IV. MATTERS OF INFORMATION**

#### **Report on the Accomplishment of HENRI (WP- 9a)**

121. Dr. Umi Fahmida presented the paper and explained the purpose of the paper for GB members to take note on the accomplishments of the HENRI project.

#### **Discussion**

122. Dr. Hop expressed her opinion that the output of this project within 3 years have so many contribution and benefit for Indonesia. Maybe we can expand to not only in Indonesia but to all our member countries.

123. Dr. Sangsom expressed her idea on how to make it sustainable and whether it already included in the curriculum of the University and further maybe we could have some kind of course to train the other batch of the students. She asked Dr. Pratap if Mahidol University could conduct this kind of course.

124. Dr. Pratap replied that it was a good project which builds the capacity of young scientists. He recalled the program 10 years ago, when the government of Indonesia aimed to produce 200 Master of Public Health graduates and they all came to Mahidol University. He added that sustainability is an important aspect. Sustainable Development Goals start with evidence based action. He shared his thought that we have to extract from HENRI what is the best lesson learned from this particular project as Harvard School of Public Health is ranked the 5 best university in the world. We should bring in experts and discuss on teaching manual. Students manual, teachers manual and the time line and modules and also bring in the school involved to form a network that can be link with the Asian Master of Public Health.

125. Dr. Le Thi Hop had an idea to start a network among member countries and requested Dr. Dwi Nastiti, Head of Non Degree Unit, to arrange short courses.

126. Dr. Dwi Nastiti responded that RECFON have already allocated funds to both give scholarships to join our course and also allocate our expertise to conduct the course on specific (tailored made) courses. For the last two years, SEAMEO RECFON already helped Cambodia in Principle of Nutrition and Applied Nutritional Assessment and in the future we are happy to conduct this for the next working paper.

127. Dr. Sangsom proposed to take note on the progress and accomplishment of the HENRI project and also have some suggestion that if we would like to make it sustainable we could have a certain project to continue this initiative. Within the project we can have other participants from SEAMEO countries to attend the courses in Indonesia.

#### **Agreement**

128. The 4<sup>th</sup> GBM concluded to take note on the progress and accomplishment of the HENRI project.

### **Report on the Accomplishment of SMILING (WP- 9a)**

129. Dr. Umi Fahmida presented the paper and elaborated the purpose of paper is for GB members to take note of the accomplishments of the SMILING (Sustainable Micronutrient Intervention to Control Deficiencies and Improve Nutritional Status and General Health in Asia) project.

### **Discussion**

130. Dr. Sangsom added some details on the SMILING project regarding the continuing project and should be extended from the result of this year so we have a small group meeting to develop draft proposal within the SMILING project countries. The first 5 country of the SMILING project was planned to make draft proposal for the next 2 months to find potential funding and asked RECFON for assistance.

131. Dr. Hop replied that her institute was also involved in this project and Vietnam learned a lot about technical analysis of data, deep interview from EU countries. Micronutrients and mineral from our data is very low, there was a problem with the Food Composition Tables or analysis. She expressed her thought to continue this project.

132. Dr. Zakiah responded that Malaysia was not part of the project, but looking at the project is very tempting to join. She would refer it to colleagues in Malaysia and will communicate further.

133. Dr. Bounthom welcomed GB Member to discuss the proposal in her country. High prevalence of anemia, vitamin A deficiency is still very high. They have vitamin A supplementation but would like to know whether the program improved or not. The capsules are provided by UNICEF, but it had been requested to stop and yet we do not have any evidence whether it has improved or not

134. Dr. Naliponguit planned to have SEAMEO RECFON level off with Food and Nutrition Research Institutes of the Philippines and explore how we can collaborate for action on micronutrient deficiencies.

135. Dr. Sangsom asked for suggestion from Dr. Drupadi Dillon as we need support from SEAMEO RECFON.

136. Dr. Drupadi appreciated Dr. Sangsom and expressed her gratitude for the suggestion. She fully supported the workshop in Lao; however if it is planned to be conducted in the next 2 months then it will be difficult for us to join because it was not planned. The only way is to think how we can seek a room for this through regional courses which is funded by the Government of Indonesia. Usually we advertise it to SEAMEO member countries where we have candidate and bring the representatives. She will then try to revise the budget to accommodate this meeting, but for next year she will surely proposed the budget.

137. Dr. Umi Fahmida and Dr. Dwi Nastiti elaborated one opportunity for this year, an allocation for roll out course. RECFON have allocated 2 for Cambodia and 2 for Lao PDR, but there are still one available budget for Cambodia and one for Lao PDR. Since this will use the Government of Indonesia budget, we also have to conduct training during the occasion.
138. Cambodia fully agreed to join this project and will let us know who will be the key person in this project.
139. Dr. Naliponguit expressed her thought that SMILING project was very good and there is a room for development of measures to sustain the outputs of the project which can be used by other countries.

### **Agreement**

140. The 4<sup>th</sup> GBM approved the report on the accomplishment of SMILING project.

### **Progress of Capacity Building in NIPH Cambodia, SEANLP Activities, Research Activities, Education Activities, Community Development Activities, and Working Group on Functional Food**

141. Dr. Umi Fahmida presented the papers.
142. The purpose of the paper is for GB members to take note of the accomplishments of and progress of the capacity building in NIPH Cambodia, SEANLP Activities, Research Activities, Education Activities, Community Development Activities, and Working Group on Functional Food

### **Discussion**

143. Dr. Hop raised a question on the difficulties experienced for all the presented activities.
144. Dr. Umi stated that every activity has its challenges. Some of the activities could be conducted based on the support from the government funding. However, the challenges remain in terms of number of academic staff.
145. Dr. Drupadi informed that now the Government of Indonesia supports the courses to be conducted in foreign countries. The Government of Indonesia supports the center's experts and lecturers as resource persons in the member countries which will cover more beneficiaries.
146. Dr. Drupadi calls upon Lao PDR, Cambodia, Myanmar and Vietnam to send more students to the center as DAAD has committed to provide more scholarships for students from SEA countries. However respective countries need to prepare the candidate's English skill, especially for Lao PDR.
147. She added further information that the Government of Indonesia also provides fellowship for non Indonesian to study in Indonesian university for bachelor graduate who has a very

good grade. In that case, SEAMEO RECFON can strive to get fellowship to study at SEAMEO RECFON, for post graduate program

148. Dr. Hop supported Dr. Drupadi's recommendation.
149. Dr. Umi added, in relation to the scholarship for MSc and PhD, DAAD is open to have more applicants, but the ratio of applicants to recipients should be 4 to 1. Therefore she emphasized the importance to send more than one candidate for the scholarship.
150. Dr. May raised a question whether DAAD had specific criteria within the country for 3 years.
151. Dr. Umi explained that the criteria of the scholarship have been put in the announcement; the key is that there is a commitment from the receiver to be consistent in the nutrition field. If the respective countries have their own specified criteria, it can be added.

#### **Agreement**

152. The 4<sup>th</sup> GBM took note on the center's achievements of the programs presented

#### **Significant Points, Agreements and Actions Taken on Key Agenda Meetings in FY 2013/2014 (WP-11)**

153. Prof Handoko presented the paper

#### **Agreement**

154. The 4<sup>th</sup> GBM took note on the Significant Points, Agreements and Actions Taken on Key Agenda Meetings in FY 2013/2014

#### **Venue and Date of the 5<sup>th</sup> GBM at Jakarta**

155. Dr. Drupadi declared that the next GB meeting will be conducted on the 29<sup>th</sup> of September to the 1<sup>st</sup> of October 2015 in Jakarta

#### **Agreement**

156. The 4<sup>th</sup> GBM took note on the venue and date of the 5<sup>th</sup> GBM

## **PLENARY SESSION V**

### **V. OTHER MATERS FOR INFORMATION**

#### **Model for Partnership to translate guidelines into practices for optimal diet of SEA community**

157. Dr. Umi Fahmida explained the working paper and asked the justification of this working paper to the floor for inputs.

#### **Discussion**

158. Dr. Drupadi suggested elaborating the follow up initiative from the round table discussion regarding the informal meeting that was held the night before. The continuation of the result of the SMILING project.

159. Dr. Naliponguit addressed her support in the development of the initiative to sustain the gains of the SMILING project.

160. Dr. Sangsom informed the initiative by the SEAMEO member countries plan to utilize the results from the SMILING project into actions.

161. Dr. Umi agreed that the name of the project is not necessarily the SMILING to have room for flexibility

162. Dr. Sangsom suggested to develop a proposal based on the round table discussion. Dr. Umi was appointed as the focal point within SEAMEO RECFON. The task is to form a small group to develop a proposal within 2 months and expected to have a workshop to finalize the proposal in Lao, possibly in the upcoming December which needs funding support from SEAMEO RECFON.

163. Dr. Naliponguit asked for clarification whether there will be proposals from each representative country or only one proposal

164. Dr. Sangsom explained that there will be only one proposal which represents the member countries involved.

165. Dr. Drupadi addressed that SEAMEO RECFON expects the support of the GB members in this initiative.

#### **Agreement**

The 4<sup>th</sup> Governing Board Meeting approved the initiative of SEAMEO RECFON to work on “Model for partnership to translate guidelines into practices for optimal diet of SEA community” in Indonesian and some SEA countries

#### **Proposal on Ammendment of Enabling Instrument of the SEAMEO Regional Centre for Food and Nutrition (RECFON)**

166. Dr. Drupadi presented the paper

167. The purpose of this working paper is to submit proposal amendment to the Approved SEAMEO RECFON Enabling Instrument to the 4<sup>th</sup> SEAMEO RECFON Governing Board Meeting for approval.

### **Discussion**

168. Dr. Sangsom raised a question on the first item on qualification for Deputy Director for Program regarding the citizenship of SEAMEO member country as one of the criteria for the position of deputy director, whether or not Indonesia is included.
169. Dr. Drupadi answered that the deputy director of program should not be the citizen of the host country.
170. Prof. Handoko explained further that in the beginning of SEAMEO establishment, the director of program should have different nationality with the host institutions. However throughout the years there was deviation on enabling instrument of the center. If the center wishes to change that, then the enabling instruments should be revised.
171. Dr. Drupadi stated that SEAMEO guideline indicates that Deputy Director for Program should have different nationality with the host country, however the center has never had a Deputy Director for Program from other SEAMEO countries because of the budget matters. Therefore she considered the current position as Acting, because no one is interested to work in Indonesia with uncompetitive salary.

### **Agreement**

172. The Proposed Amendments to the Enabling Instrument is approved by GB to add one point stating that the Deputy Director Program shall come from SEAMEO member countries, preferably not coming from the host country.