

**PROCEEDINGS OF  
THE 17<sup>th</sup> SEAMEO CHAT GOVERNING BOARD MEETING  
6-7 September 2018  
SEAMEO CHAT**

**1. Introduction**

The 17<sup>th</sup> SEAMEO CHAT Governing Board Meeting was held on 6-7 September 2018 at the Meeting Room of the SEAMEO Centre for Culture and Tradition, Yangon, the Republic of the Union of Myanmar. The meeting was attended by the Deputy Director (Administration and Communication) of the SEAMEO Secretariat and the Acting Director of SEAMEO CHAT together with members of the Governing Board from SEAMEO member Countries, namely Cambodia, Indonesia, Lao PDR, Myanmar, Singapore, and Vietnam, and representatives from Brunei Darussalam, Malaysia, the Philippines and Thailand. The Governing Board member from Timor Leste was not able to attend the meeting due to official reasons. The Deputy Director of the SEAMEO Secretariat served as the secretariat.

The list of participants is in Annex A.

**2. Opening Ceremony**

The Opening Ceremony of the 17<sup>th</sup> SEAMEO CHAT Governing Board Meeting took place at the Meeting Room of SEAMEO CHAT, Yangon. The ceremony started with the Opening Address by Dr. Khin Lay Soe, the Acting Director of SEAMEO CHAT on behalf of the permanent secretary of Ministry of Education (MoE). In her opening address, she expressed her appreciation for the kind support of the Ministry of Education in the building, facilities and financial assistance, and for the kind support and guidance of the SEAMEO Secretariat. Then, she touched upon the key reform focus of the government, and significant changes in higher education, basic education and vocational education. She also elaborated on teacher education and free education.

The text of the Opening Address is in Annex B.

Following the address by the Acting Director of SEAMEO CHAT, Mr Prasert Tepanart, Deputy Director of SEAMEO Secretariat delivered his opening remarks. With his warmest greetings to the Governing Board members on behalf of the Director of SEAMEO Secretariat, he stressed the importance of the SEAMEO Governing Board meetings where all the members meet one another to discuss the activities progress, policies, management and administration of SEAMEO Centres, and to give an overview of achievements and challenges in the past fiscal year. Then the Deputy Director of SEAMEO Secretariat briefly acknowledged the accomplishments of the Centre: the International Conference of Buddhism in Indochina, the Fourth Workshop on *Women, Ancestry and Heritage*, the Workshop on *Myanmar History from Myanmar Perspectives*, the International Workshop on *A Way for Enhancing History, Culture and Traditions for Rural Development in Myanmar and Southeast Asia*, and lecture series of *History and Traditions in Thailand*. He also expressed his thanks to all the staff members who had contributed to the success of SEAMEO CHAT. He also highlighted the milestones and developments of the SEAMEO as a whole in the past fiscal year: regular meetings conducted by the SEAMEO Secretariat, including High Officials

Meeting, Centre Directors Meeting and Executive Committee Meeting; the flagship projects, including SEAMEO-China TVET Cultural Twinning Programme, and Southeast Asia Primary Learning Metrics; and SEA-Teacher Project. He also highlighted the SEAMEO's Seven Priority Areas which are aimed at meeting the challenges and opportunities of the 21<sup>st</sup> century, with the aim of developing a pro-active and future-oriented education system in Southeast Asia.

He ended his remarks by expressing his thanks to the Government of Myanmar for its full support to SEAMEO CHAT, to the governments of all the eleven SEAMEO member countries for their continuous support, especially to the Board members for their contribution to the SEAMEO CHAT, and to the staff of SEAMEO CHAT for all the preparations.

### **A. Preliminaries**

Acting Director of SEAMEO CHAT welcomed the Governing Board members and expressed her thanks to long serving governing board members of the SEAMEO CHAT. She informed the Governing Board members that altogether 9 papers: 1 paper for giving information, 6 papers for obtaining approval, and 2 papers for persuasion would be presented in the meeting and she made a request to all members to give their valuable views and suggestions for the CHAT to move forward and achieve its mission. She then proposed to call for the nomination of the Chairperson and the Vice-Chairperson. The Board members elected Mr. Kenneth Lee Tee Chong, Governing Board member of Singapore as Chairperson, and Dr. Mo Mo Thant, Governing Board member of Myanmar, as Vice-Chairperson.

#### **A.2. Opening Remarks by the Chairperson**

Mr. Kenneth Lee Tee Chong, the Chairperson of the Governing Board member of Singapore, thanked the Board members for electing him as the Chairperson. He commenced the meeting by congratulating the new Acting Centre Director, Dr Khin Lay Soe and the new Acting Deputy Directors, Dr Win Myat Aung and Dr Naw Si Blut. He asked for the cooperation of all the members, as they would be talking about culture and traditions of Southeast Asia that holds a very special place in their hearts and encouraged Governing Board members to provide their views and thoughtful remarks.

#### **A.3. Adoption of the Agenda and Programme**

The Meeting adopted the Agenda and Programme.

The Agenda and Programme is in Annex C.

#### **A.4. Matters for Acknowledgement (WP-1)**

The Acting Director of SEAMEO CHAT presented the Working Paper on Matters for Acknowledgement (WP-1).

The Acting Director of the Centre updated the information on current SEAMEO CHAT Governing Board member: Mrs Dra Triana Wulandari, MSi, from the Ministry of Education and Culture, Indonesia, and new Ministers: HE Yang Berhormat Dato Paduka Awang Haji Hamzah bin Haji Sulaiman, Minister for Education, Brunei Darussalam, HE Dr Maszlee

Malik, Minister for Education, Malaysia, HE Mr Ong Ye Kung, Minister for Education, Singapore, HE Madam Dulce De Jesus Soares, Minister for Education, Youth and Sports, Timor Leste, The Honourable Chrystia Freeland, P C, M P, Minister for Foreign Affairs, Canada, HE Mr Heiko Maas, Minister for Foreign Affairs, Germany, and HE Ms Maria Isabel Celaa Dieguez, Minister for Education and Vocational Training, Spain. She also informed the Governing Board members about the new high officials: Yang Mulia Dr Haji Azman bin Ahmad, Permanent Secretary (Higher Education), Ministry of Education, Brunei Darussalam, Dato' Dr Mohd Gazali Abas, Secretary General, Ministry of Education, Malaysia, Atty Nepomuceno A Malaluan, Undersecretary, Department of Education, Philippines, Ms Karen Welsh, Director, Multilateral Policy, Acting Permanent Secretary, Australia, Mrs Vera Clemens, Third Secretary and Acting Head of Culture and Press Section, Germany, and Ms Tara Thurlow-Rae, Senior Manager, International Cooperation and Engagement, New Zealand.

She also informed the governing Board members about new appointees of Centre Directors in SEAMEO Units/ Network: Dr Khin Lay Soe, Acting Centre Director, SEAMEO CHAT, Myanmar, Dr Dwi Priyono, Interim Centre Director, SEAMEO CECCEP, Prof Dr Silinthone Sacklokham, Interim Centre Director, SEAMEO CED, Dr Indrawati, Centre Director, SEAMEO QITEP in Science, Ms Khor Sim Susan, Acting Centre Director, SEAMEO RECSAM, Usec Alain Del B Pascua, Acting Centre Director, SEAMEO SEARCA, Dr Safani Bari, Acting Centre Director, SEAMEO SEN, Dr Watanaporn Ra-Ngubtook, Interim Centre Director, SEAMEO SEPS and SEAMEO STEM-ED, Dr Doung Vuth, Interim Centre Director, SEAMEO TED, Dr Haji Mohd Zamri bin Haji Sabil, Centre Director; Deputy Directors: Dr Zulhamsyah Imran, Deputy Director for Administration, BIOTROP, Mr Ith Vuthy, Interim Deputy Director for Programme, SEAMEO CECCEP, Dr Ellis Rosdiawati, Interim Deputy Director for Administration, SEAMEO CECCEP, Dr Win Myat Aung, Acting Deputy Director (Research & Development), SEAMEO CHAT, Dr Naw Si Blut, Acting Deputy Director (Administration), SEAMEO CHAT, Ms Esra Nelvi Manutur Siagian, Deputy Director for Programme, SEAMEO QITEP in Language, Dr Sumharmoko, Deputy Director for Administration, SEAMEO QITEP in Language, Mr Susetyo Widiasmoro, SEAMEO QITEP in Mathematics, Mr Dorminador Dizon Mangao, Acting Deputy Director (Research & Development), SEAMEO RECSAM, Ms Rashidah Othman, Acting Deputy Director (Administration), SEAMEO RECSAM, and Mrs Prakaikan Schneitz, Deputy Director for Programme, SEAMEO SEAMOLEC.

The Meeting took note of the Working Paper on Matters for Acknowledgement.

The Working Paper on Matters for Acknowledgement (WP-1) is in Annex D.

## **B. Matters for Approval**

### **B. 5. Follow-up Actions on the Summary of the Agreement of the 16<sup>th</sup> Governing Board Meeting (WP-2)**

The Acting Director of SEAMEO CHAT presented the Working Paper on Follow-up Actions on the Summary of Agreement of the 16<sup>th</sup> Governing Board Meeting (WP-2).

The Meeting approved the Follow-up Actions on the Summary of Agreement of the 16<sup>th</sup> Governing Board Meeting.

The Working Paper on Follow-up Actions on the Summary of Agreement of the 16<sup>th</sup> Governing Board Meeting (WP – 2) is in Annex E.

#### **B.6. Annual Report (2017-2018) (WP-3)**

The Acting Director of SEAMEO CHAT presented the Working Paper on Annual Report (2017-2018) (WP-3).

Concerning with the Annual Report, the representative from Thailand said that the training programmes on *Myanmar History from Myanmar Perspective* were very good but not many people joined them. It may be due to the high registration fees. It would be better to have more participants, but with the registration fees of US\$1,500 there might be problems in the next few years. Thus Governing Board members were requested to support SEAMEO CHAT more in marketing and dissemination of the information to related institutions such as schools, universities, etc. to get more participants and generate more incomes.

The representative from the Philippines opined that it was helpful to present the number of workshop participants, but it would be more helpful to compare the number of participants with that of the previous years. In the workshops and seminars, participants could be given forms, requesting them to say what they like or do not like about the workshops and seminars. In this way participants could give SEAMEO CHAT ways to improve its programmes.

Myanmar Governing Board member also asked if the admission fees could be reduced as many students from other countries were interested to attend the workshops and seminars conducted by SEAMEO CHAT. She also suggested that SEAMEO CHAT training sessions could be organized in other parts of Myanmar such as Mandalay and Taungyi.

The Chair also gave his view, saying that it's good for locals as well as foreigners to have a chance to attend SEAMEO CHAT workshops. He also would like to know why the cost had increased from US\$800 to US\$1,500.

The Acting Centre Director of SEAMEO CHAT replied by saying that from 2002 to 2009, they travelled by coach which cost them less than travelling by air in 2017 and 2018. She said that the expenses of the workshops and the honorarium for the speakers were supported by SEAMEO SEMEC.

The representative from the Philippines inquired about the targeted number of the workshops and seminars participants to be the break-even point.

The Acting Centre Director of SEAMEO CHAT responded that the number of the participants would have to be 20 or 25.

The Chair said that the decision to balance the costs and to try to increase the number of workshop and seminar participants will be made by SEAMEO CHAT. He also expressed his view that it would be helpful to send e-flyers to the Secretariat and other Governing Board

members so that they would have enough time to inform their staff and partners who might be interested in attending MHMP Programme held by SEAMEO CHAT.

The Deputy Director of Administration and Communication shared his experience saying that in Thailand, they had a Foreign Correspondence Club whose members could participate in programmes to promote history and cultural topics. The representative from the Philippines requested for the names of past participants from the Philippines so that he could get their feedback about the programme.

The Chair said that there was interest about Southeast Asia history and culture beyond the traditional audiences, for example, teachers, academics and researchers, that SEAMEO CHAT had been reaching out to. The Governing Board member from Indonesia agreed with the Chair and said that there were associations of anthropologists, academics and historians in Indonesia who were also interested in attending such programmes.

The Acting Director of SEAMEO CHAT responded by saying that they would provide e-flyers on their workshops and seminars to the SEAMEO Secretariat and other Governing Board members. She also said that she would send the contact information of the past participants from the Philippines to the representative of the Philippines.

The Deputy Director of Administration and Communication suggested that when choosing the title of the workshops and seminars it should be very catchy. The Chair also advised that SEAMEO CHAT needed to have something which the audiences were looking for. The Acting Director of SEAMEO CHAT added that they could also organise customized courses for those who were interested in Myanmar history. The Chair also commented that SEAMEO CHAT could always attract archaeologist, historians, academics, etc. with workshops and establish networks among them.

The representative from the Philippines added that Philippines and Myanmar signed a cultural agreement in 1998 which SEAMEO CHAT could put its programmes under.

The Meeting approved the Annual Report (2017-2018) (WP-3).

The Working Paper on Annual Report (2017-2018) (WP-3) is in Annex F.

#### **B.7. Financial Report (2017-2018) (WP-4)**

In discussing the Financial Report of SEAMEO CHAT, in response to the discussion of the Acting Director of SEAMEO CHAT on the KRA 2, the representatives of the Philippines and Brunei Darussalam commented that although SEAMEO CHAT had more collaborative activities, they still had difficulty getting information online about SEAMEO CHAT, as only graduation photographs could be seen on Instagram. They felt that there should be updated online information about SEAMEO CHAT and its programmes. The representative from Indonesia shared her experience that it might be useful to get youths to help create online platforms through competitions. The Deputy Director of Administration and Communication from the SEAMEO Secretariat continued by saying that while the lack of human resource is a constraint, there were many other ways to overcome this. The Governing Board member from Myanmar suggested that SEAMEO CHAT can collaborate with private partner

organisations to establish an IT platform for the centre. The Chair on the other hand said that since developing and maintaining IT platforms is expensive, SEAMEO CHAT needs to figure out online communication strategy. Representative from Brunei Darussalam gave his opinion saying that to build a website could be very difficult and costly. Therefore, SEAMEO CHAT can use social media platforms such as Facebook, Twitter and Instagram to share information about the centre and its programmes. The representative of Malaysia came up with an idea that SEAMEO CHAT could ask undergraduates from Myanmar universities who could share their knowledge and skills which SEAMEO CHAT requires.

The representative of the Philippines also congratulated SEAMEO CHAT for having an increase of budget by 7.9%. With the training received, he would also like to know if other than Dr Naw and Dr Win, if any other officers from SEAMEO CHAT had a chance to attend any training programmes. The Acting Director of SEAMEO CHAT responded that in the last year, 2 staff members had a chance to attend training programmes, one on IT and the other on administration. The representative of the Philippines therefore said that staff receiving such training should be included in the report.

The representative of the Philippines said that slowly he could see the improvements of SEAMEO CHAT and he hopes to see more improvements. The SEAMEO Secretariat Deputy Director suggested to enrich the annual report by giving it a more human aspect through video. Governing Board members looked forward to the centre's next annual report in the form of video.

With that the annual report was adopted.

The Meeting approved the Financial Report (2017-2018) (WP-4).

The Working Paper on Financial Report (WP-4) is in Annex G.

### **B.8. Annual Estimated Budget for the Three Year Period**

#### **(FY 2019-2020 to FY 2021-2022) (WP-5)**

Concerning the Annual Estimated Budget for the Three Year Period, the representative from the Philippines commented that the distribution of expenses seem to be the same every year and he asked if the budget was drafted according to the guidelines from MoE and Acting Director of SEAMEO CHAT responded that it was.

Governing Board member of Vietnam queried about the number of research staff in SEAMEO Chat and also how more research staff could be recruited. The Acting Centre Director replied that appointment of staff was done by MoE, and the centre had asked for more staff, including research staff, but until now they had not got any additional staff. Governing Board member from Vietnam advised that SEAMEO CHAT needed to build research capability on history and tradition, but he said that it would take time to do so. Relating to the need for a research team, Dr Win said that at present they had part time researchers working with them and they were planning to have a research team of interns. Myanmar Governing Board member suggested that SEAMEO CHAT should take the leading role in recruiting more young researchers.

The representative from the Philippines stated that if the annual report of SEAMEO CHAT was checked it could be seen that the English language course was more prominent than the research activities. He was wondering whether the research unit of SEAMEO CHAT could be expanded so that SEAMEO CHAT could apply for research grants. If SEAMEO CHAT obtained more budget then the library could be improved and it could charge users for accessing the library. He also pointed out that in the report there was no budget allotted for staff benefits. Acting Director of the Centre replied that no budget was allotted for staff benefits.

The Chair made it clear to the attendees of the meeting that what SEAMEO CHAT was doing was that it was using some money the English course generated for the benefits of the staff. What CHAT could do to have more researchers is to enhance a research environment for those who wanted to become researchers.

In discussion on Programmes, Projects and Activities, the Chair and the representative from Brunei Darussalam said that instead of presenting the activities first, the KRA should be the focus of the plan. They said that then the activities would be in line with the priority areas of SEAMEO and the KRAs of the SEAMEO CHAT.

The representative from the Philippines enquired about SEAMEO CHAT's plans for its 20<sup>th</sup> anniversary celebration. Dr Win said that one of the activities could be to organize a conference titled 'Southeast Asia in 2020: Where are We?'. It would be a multidisciplinary international conference held to also commemorate the 20<sup>th</sup> Anniversary of SEAMEO CHAT and he would like to seek the opinions of the Governing Board members on whether they found it relevant or not. Governing Board member of Indonesia said that on the occasion, the challenges faced by Myanmar and other member states in learning and teaching history as well as best practices in each country that can become potential solutions could be discussed. The Deputy Director of SEAMEO Secretariat said that in celebrating their 50<sup>th</sup> anniversary SEAMEO RESAM did not organize a conference but had it in a very unconventional way. He therefore would like to encourage SEAMEO CHAT to think out of the box.

The representative of Malaysia queried whether 'International Conference on Traditions of Food in Southeast Asia' was a theme or title of the workshop. Dr Win replied that it was a theme. The representative of Malaysia suggested that if it was a theme, it would be interesting to have a workshop, rather than a conference, where people from the region came to demonstrate the ways they prepare their traditional food. Governing Board member of Myanmar said that one of the training programmes mentioned was 'Study of Shan Civilization' and it should be changed to 'Shan Culture and Tradition'.

Governing Board member of Vietnam asked to what priority area did the programme 'Enhancing School Management of Primary Schools in Myanmar' fit into and Acting Director of SEAMEO CHAT replied that it had to do with Priority Area 1. The Chair stated that school management is a very wide area and he would like to know how it would help to achieve the mission of SEAMEO CHAT. The Chair also added that SEAMEO CHAT could focus on the teaching of history, culture and tradition to different levels such as schools and

university levels. With respect to capacity building, the Deputy Director of SEAMEO Secretariat said that CHAT could come up with something more specific like ‘the study of history in early childhood years because if the objective was too general then SEAMEO CHAT would find itself in a very difficult condition.

The meeting approved the Annual Estimated Budget for the Three Year (FY 2019-2020 to FY 2021-2022) (WP-5).

The Working Paper on Annual Estimated Budget for the Three Year Period (FY 2019-2020 to FY 2021-2022) (WP-5) is in Annex H.

### **B.9. Appointment of the Auditor for (2019-2020) (WP-6)**

The Acting Director presented the Appointment of the Auditor for (2019-2020) (WP-6).

Regarding the appointment of the auditor, the Governing Board member of Myanmar asked whether having the same auditor was in line with the guidelines of SEAMEO or not, the Deputy Director of SEAMEO Secretariat responded that if the auditing firm was found to be reliable, it was acceptable to be appointed.

The meeting approved the Appointment of the Auditor (2019-2020) (WP-6).

The Working Paper on Appointment of the Auditor (2019-2020) (WP-6) is in Annex I.

## **C. Matters for Information**

### **C.10. Significant Policy, Points, Agreements and Actions Taken on Key Agenda Items from SEAMEO Meetings in FY 2017-2018 (WP-7)**

The Deputy Director of the SEAMEO Secretariat presented the Working Paper on Significant Policy, Points, Agreements and Actions Taken on Key Agenda Items from SEAMEO Meetings in FY 2017-2018 (WP-7).

In discussing the emphasis put on the KRAs, the Deputy Director of SEAMEO Secretariat mentioned that there were not many activities on KRA 1, 2 and 3. Governing Board member from Indonesia supported the Chair by sharing with the Governing Board members some implemented programmes in Indonesia such as visiting historical sites, using the media such as movies, students and educators conducting dramas and historical plays, having debates on history and workshops for school teachers, educators and stakeholders. The Chair added that history could be brought to students and teachers in many different ways. He thanked Representative from Indonesia for sharing about Indonesia’s history programmes.

The meeting took note of the Significant Policy, Points, Agreements and Actions Taken on Key Agenda Items from SEAMEO Meetings in FY 2017-2018 (WP-7).

The Working Paper on Significant Policy, Points, Agreements and Actions Taken on Key Agenda Items from SEAMEO Meetings in FY 2017-2018 (WP-7) is in Annex J.

## **D. Others**

### **D.11 Report on the coming programme: “Developing and Strengthening the Culture-based Education in Southeast Asia via the Basic Education Curriculum” (WP-8)**

As for developing and strengthening the culture-based education in Southeast Asia via the basic education curricula, Dr Naw said that they were planning to have three consecutive meetings in the following years to study the existing contents of culture-based education systems and to come up with suitable contents. The representative of Malaysia gave his opinion, saying that the programme seems to be more of a research. He suggested SEAMEO CHAT to start from scratch and come up with rounds of discussion to gather elements to be embedded in the curriculum. He also suggested to develop various kinds of assessment to evaluate the students. Gestures and body languages should be researched and used as one of the assessments in the curriculum. The Chair also suggested SEAMEO CHAT to pinpoint what they wanted to do, and drew from the experiences of others in trying to develop a culture-based education framework. Governing Board member of Indonesia shared her experiences that for their children to be familiar with their local history, they tried to develop curricula including history and traditions from the basic level using comic books and online materials. The Chair agreed that there were different mediums to bring history and tradition to different audiences.

The Meeting took note of the coming programme: “Developing and Strengthening the Culture-based Education in Southeast Asia via the Basic Education Curriculum” (WP-8).

The Working Paper on Report on the coming programme: “Developing and Strengthening the Culture-based Education in Southeast Asia via the Basic Education Curriculum” (WP-8) is in Annex-K.

### **D. 12. Report on the coming programme: “Impromptu Talk Competition on History in the Eyes of Digital Generation” (National Level Undergraduate Students (WP-9)**

Regarding the Impromptu Talk Competition on History in the Eyes of Digital Generation, the Acting Director of SEAMEO CHAT said that one of the activities they were planning to have is an impromptu talk competition on history for undergraduate level students to be able to discuss historical events in English. The Chair shared his experience that for the NUS geography challenge, students were asked to do research on specified areas and give presentations. There was also a quiz round. The representative from Brunei Darussalam proposed the competition could use online platforms to nurture 21<sup>st</sup> century skills. Governing Board member of Indonesia suggested that SEAMEO CHAT could also invite undergraduate level students to prepare audio, audio-visual and video bloggings. The representative of Malaysia also added that IT workshops could be carried out for the undergraduates at SEAMEO CHAT.

The Meeting took note of the Report on the coming programme: “Impromptu Talk Competition on History in the Eyes of Digital Generation” (National Level Undergraduate Students (WP-9).

The Working Paper on Report on the coming programme: “Impromptu Talk Competition on History in the Eyes of Digital Generation” (National Level Undergraduate Students (WP-9) is in Annex-L.

#### **D.13. Date and Venue of the 18<sup>th</sup> Governing Board Meeting 2019**

The Governing Board members approved the holding of the 18<sup>th</sup> Governing Board Meeting in the first week of September 2019 in Yangon.

#### **E. Conclusion**

#### **E.14. Adoption of the 17<sup>th</sup> GBM Proceedings**

The Meeting adopted the Proceedings of the 17<sup>th</sup> Governing Board Meeting of SEAMEO CHAT, held at Meeting Room of SEAMEO CHAT, Yangon from 6-7 September 2018.

#### **E.15. Closing Remarks by the Chairperson, Governing Board**

In his concluding remarks, the Chair said that it was a pleasure chairing the meeting. From the presentations and reports, he found that there had been improvements, but he suggested SEAMEO CHAT to keep an eye on the costs of its programmes and make sure that they are affordable and more people would come. He also encouraged SEAMEO CHAT to make sure that there was networking especially among young people and there was relationship with Governing Board members and other SEAMEO centres and improve its online presence. He also stated that there were many good things to look forward to. SEAMEO CHAT could find synergies of other SEAMEO centres and learn from them. He believed that other SEAMEO CHAT members were happy to work with SEAMEO CHAT and support it not just once a year but in other times when they could and SEAMEO CHAT asked for. On behalf of the Governing Board members he thanked the Deputy Director of the Secretariat his support and Governing Board members for their views, advice and participation in the meeting.