

The 2nd Annual Board Meeting of the e-ASIA Joint Research Program

June 5th 2013

Jakarta, Indonesia

Minutes of the Meeting

1) The second Annual Board Meeting of the e-ASIA Joint Research Program (the “Program”), chaired by Dr. Hoetman and Dr. Pariatmono of the State Ministry of Research and Technology of Indonesia (RISTEK) was held on the 5th of June 2013 in Jakarta, Indonesia at the Sari Pan Pacific Hotel. The meeting was attended by the Board Members from seven of the eleven Members of the Program, namely: RISTEK of the Republic of Indonesia, MEXT/JST of Japan, MOST of the Republic of the Union of Myanmar, DOST of the Republic of the Philippines, NSTDA of the Kingdom of Thailand, NIAID of the United States of America and MOST of the Socialist Republic of Viet Nam, with observers from the Embassies of Japan and the People’s Republic of China in the Republic of Indonesia.

2) Because NIAID is the newest participant in the Program, we invited Mr. Handley of NIAID to introduce NIH and NIAID to the Board and to outline some potential opportunities for collaboration that might be pursued under the Program. Mr. Handley noted that these could include collaborative research, an NIAID post-doctoral research fellowship program, and the Program’s convening of or participation in scientific conferences to foster

collaboration on specific infectious disease and immunology research. He invited Board Members to encourage their scientists to participate in an Emerging Infectious Diseases Meeting focused on bacterial and parasitic diseases which will be held in Dhaka, Bangladesh in February 2014. He offered to share information about this meeting through the Program and expressed sincere appreciation for the Board welcoming NIAID as a Program participant. As requested by some Members, the NIAID presentation is available from the Secretariat.

3) We, the attending seven Board Members, reviewed and confirmed the items that were approved at the 1st, 2nd and 3rd ad hoc Board Meetings which were held via email. Those items are as follows.

1st ad hoc (Sept. 2012)

- Additional approved project from the 1st Pilot Joint Call for Proposals
- Symposium and Workshop held in Singapore in December 2012

2nd ad hoc (Feb. 2013)

- Documents:
 1. Terms of Reference of the Scientific Advisory Council
 2. Terms of Reference of the Peer-Review Panel
 3. Guideline/Template for Collaborative Research Agreement
 4. Guideline/Template for Joint Application Agreement for Intellectual Property Rights
 5. Guideline/Template for Material Transfer Agreement
- Formal participation of the Ministry of Health, Cambodia (MOH)
- Future activity plans:

1. 2nd Annual Board Meeting at the beginning of June
2. Workshop co-hosted by Lao PDR and JST
3. 2nd Pilot Joint Call for Proposals in February and/or March

3rd ad hoc (Mar. 2013)

-Formal participation of the National Institute of Allergy and Infectious Diseases (NIAID) of the U.S. National Institutes of Health (NIH)

- 4) We briefly reviewed the above-mentioned documents and agreed to add “witness” signatures to the Collaborative Research Agreement if necessary.
- 5) We discussed the number of Board Members that should serve on the Board from each country and have the right to vote. Several opinions were expressed and generally agreed upon including: (1) each country should be represented by only one voting Board Member, no matter how many Member organizations are from that country; (2) all Member organizations would attend a plenary meeting, which would be convened prior to each Annual Board Meeting, where the Program would be fully discussed; (3) Member organizations that are not on the Board could still attend Annual Board Meetings as observers; all the Member organizations from one country may decide for each Board Meeting which of them will serve as the “country’s” voting Board Member. In light of these comments, we requested that the Program Secretariat make a draft to revise the Article 5 of the Statute and present it for the Board's review and approval.

- 6) We agreed to modify the sample Letter of Intent (LoI) and approved the Guidelines for the Participation of New Members.

- 7) We agreed that there should be one standard format for the annual report to be prepared by each project in English. The report should be submitted to the Program Secretariat by the “lead” Principal Investigator, who acts as the coordinator in his/her joint research project, on the 1st of January so that the Board will be able to review the progress of each project by the time of the Annual Board Meeting. We also recognized that “Project Management Guidelines” or “Standard Operation Procedures for Project Management” will be necessary.

- 8) We acknowledged and expressed appreciation that Thailand has offered a formal location for the Program Secretariat. Details will be discussed between Thailand and Japan. We also approved the basic functions and composition of the Program Secretariat and expressed deep appreciation for the outstanding job being done by the current Secretariat staff. It was also noted that the Secretariat would welcome additional staff being assigned to it by any Member organizations. The Annual Activity Report prepared by the Program Secretariat is to be approved after some modification.

- 9) We acknowledged that final project selection in the 2nd Pilot Joint Call for Proposals in the field of “Infectious Diseases” is subject to subsequent internal processes and final approval by JST of Japan, DOST of the Republic of the Philippines and MOST of the Socialist Republic of Viet Nam, as well as

the Board's decision.

10) We reaffirmed the possibility for researchers supported by other Member or non-Member organizations to join ongoing e-ASIA projects, and confirmed the procedures for that additional participation. In the case of researchers from other Member or non-Member organizations who wish to join ongoing e-ASIA projects, those researchers and the PIs of the ongoing project must jointly notify the Secretariat and obtain the formal consent of all Member funding organizations involved in support to said project.

11) We recognized that JST of Japan, NSTDA of the Kingdom of Thailand and DOST of the Republic of the Philippines are now discussing the necessary arrangements for the next Joint Call for Proposals in the field of “Functional Materials”.

12) Japan suggested making Joint Calls for Proposals more flexible by allowing two Member organizations to initially launch a joint call while letting a third Member organization approve the final selection of joint research projects and then join in the research activities at a later date. NIAID proposed another approach to expand collaboration that would complement the Joint Calls for Proposals. Under this approach investigators working in Member countries would be invited to identify potential collaborators in other Member countries. The group of potential collaborators would prepare a proposal describing their planned collaborative research effort and the necessary budget. This proposal would be reviewed

by the relevant Member organizations and the Board and, if deemed meritorious, the Member organizations would fund their investigators that were part of the collaboration team. NIAID would be willing to consider such proposals and would like to invite its grantees to develop such partnerships in the region for other Member organizations to consider partially funding. Some Board members responded positively to this idea and a Japanese Board member requested that NIAID submit this proposal in written format (this written proposal is attached for Board consideration and comment). We acknowledged the necessity for further discussion on Call flexibility including the above-mentioned suggestions. We asked the Program Secretariat to summarize the annual schedules of each Member so that the best timing to conduct Joint Calls for Proposals can be identified.

13) Prof. Honkura of JST reported the results of the “Disaster Prevention” workshop which was held on the previous day (4th of June 2013). We expressed our appreciation for the workshop and acknowledged that a Joint Call for Proposals in the field of “Disaster Prevention” is expected to be launched soon.

14) We agreed that each Member must select and appoint one Scientific Advisory Council member and inform the Program Secretariat of their selection by August 9th 2013.

15) We recognized that JST of Japan and MOST of the Lao People’s Democratic Republic are now in discussions to co-host a workshop at the end

of July or the beginning of August this year. The proposed theme is “Biomass” or “Alternative Energy”. Indonesia and Thailand also reported on some other events being planned by Member organizations. Those events are an international workshop on nanotechnology in October in Indonesia and a biomass workshop in August in Thailand, respectively, in addition to the previously mentioned regional infectious disease meeting planned for February, 2014.

16) We request that as the next chair country of the Program, the Lao People’s Democratic Republic consider hosting the third Annual Board Meeting in 2014.