

The 5th Annual Board Meeting of the e-ASIA Joint Research Program

■ Further Action Required by the Program Secretariat and Member Organizations

*(*Parentheses indicates that who is responsible)*

1. Upload the 3rd Activity Report. (Secretariat)
2. Draft the 4th Activity Report and get approval from the Board via e-mail.
(Secretariat)
3. Document an outline of review process as an item on the List of Program-Related Documents shown in the Appendix of the Program Statutes and call guidelines. (Secretariat, Member Organizations)
4. Collect information on international conferences and scientific meetings held in the region, circulate the information by means of e-ASIA website and other appropriate mechanisms, and explore the possibilities of conveying e-ASIA workshops in conjunction with those meetings.
(Secretariat, Member Organizations)
5. Draft a revision of the Program Statute incorporating the below modifications and any necessary editing for clarity and to then present these revisions for Board's review and approval. (Secretariat, Member Organizations)

- (i) Add “(d) Process of application review” under Article 6. (3) (ii)
 - (ii) Add “14. Review Process for application” under List of Program-Related Documents.
 - (iii) Rewrite Article 6. (1) 1st paragraph, on “Ad-Hoc Board Meeting” to indicate that Ad-Hoc Board Meeting has the same authority as the Annual Board Meeting.
 - (iv) Replace “attendees” with “Board Members who have voting rights” in the last paragraph of Article 6., since an Ad-Hoc Board Meeting has the same authority as an Annual Board Meeting Board Members present attendance in person.
 - (v) Move the paragraph after Article 6. (3) (v) to Article 6. (3)(vi).
 - (vi) Add “, and/or attend discussion session of the Annual Board Meeting” to the end of Article 4. (8).
- 6. Request SAC to come back to the next Board Meeting with more detailed information concerning their rationale for a single SAC member per country. (SAC)
 - 7. Modify the paragraph 8 (c) of TOR of SAC to add “Guest Partners and” to “Observers” in the paragraph. (Secretariat)
 - 8. Revise the TOR of SAC by incorporating all comments and present it for the Board’s review and approval regarding the inconsistency between the paragraph 7 and the last paragraph of 8 (b), considering the case when

Chair and / or Vice-Chair of the SAC change organizations. (Secretariat)

9. Obtain permissions from PIs and research members with regard to putting their information on the Program website as the first step for developing “e-ASIA Grantee Network”. (Secretariat)
10. Request the SAC to provide brief comments for the Final Reports of finished projects and to provide reviews on Progress Reports of ongoing projects. (Secretariat)
11. Modify Final Report template to add an item to describe the next steps or plan for when the project is finished and clarify the template to indicate only outputs or achievements relevant to e-ASIA JRP be listed in the Annex. (Secretariat)
12. Member Organizations be advised in materials including contracting that researchers must include a statement that the research was supported (at least in part) by e-ASIA JRP in any relevant publications and meetings. (Member Organizations)
13. Finalize the template of Progress Report by reflecting the Board’s recommendations below and present it for the Board’s review and approval. (Secretariat)
 - (i) To add the item to ask “what is the opportunity and pathway to move forward” and “any support to request to the Program” in “4. Summary” or “6. Comments”

(ii) To clarify the item to describe training, workshop, collaboration, presentation

(iii) To add the box for the “SAC Review Feedback””

14. Revise the summary spreadsheet of possible topics for next call for proposals based on the results of the discussion and distribute it for the Board for further discussion. (Secretariat)

15. Regarding MOU to start project funding, find an option to meet necessary administrative procedures. (NIAID, NSTDA, MOST of Vietnam)

16. Share an example of MoU to start project funding for further discussion. (NSTDA)

17. Amend a call guideline to strongly recommend the development of CRAs to assure optimal understanding and coordination among collaborating scientists working on each projects and to note that some Member Organizations require the use of CRAs in multi-party collaborations. (Secretariat)

18. Articulate in each relevant call that all appropriate national ethical review and approval requirements must be met by applicants and present it for the Board’s Review. (Secretariat)

19. Determine schedule and Venue of the Sixth Board Meeting in Philippines. (Secretariat)

20. Determine schedule and Venue of the Fourth Scientific Advisory Council

Meeting. (Secretariat)