

Minutes of the 2nd UMAP Board Meeting 2019

I . **Date:** Thursday, 14 November 2019, 9:00 a.m. – 3:30 p.m.

II . **Venue:** Fuji 2, 4th floor, Hotel Nikko Bangkok, Thailand

III . **Countries/Territories Represented:** Brunei, Canada, China, Indonesia, Japan, Korea, Malaysia, Philippines, Taiwan, Thailand, Vietnam (by proxy: Cambodia, Chile, Kyrgyz, Laos, Macao, and Mexico)

IV . **Those Present (for titles, ref. Handout: pp. 157-158)**

UMAP Chairperson: Dr. Sumate Yamnoon

UMAP Deputy Secretary General: Prof. Shingo Ashizawa

UMAP IS Executive Director: Dr. Yoko Kobayakawa

Brunei: Dr. Sabrina Mahd Daud

Canada: Dr. Randall Martin

China: Dr. Juliang Yue

Indonesia: Mrs. Cahyani Satiya Pratiwi

Japan: Dr. Ichiro Tanioka

Malaysia: Dr. Abdul Latiff Ahmad

Korea: Ms. Angie Lee

Philippines: Dr. Lily Freida Macabangun Milla

Taiwan: Dr. Ah-Yee Lee

Thailand: Ms. Lakhana Dockkiao

Vietnam: Dr. Le Tuan Anh

Country Delegates

Indonesia: Mrs. Cahyani Satiya Pratiwi

Japan: Prof. Akira Ninomiya, UMAP Ambassador

Prof. Hideki Yonekawa

Prof. Yasushi Hirosato

Prof. Keiko Hirose

Prof. Taiji Hotta

Prof. Koji Kobata

Mr. Tokuo Ogata

Mr. Mitsuru Mizuno
Mr. Tomohiko Hikichi
Ms. Michiko Suzuki
Mr. Tatsuro Tanioka

Philippines: Ms. Elma Ceballos Paz

Taiwan: Mr. Cheu-An Bi

Thailand: Mrs. Sudaporn Imcharoen
Ms. Kanokporn Numdee
Mr. Sorawich Sotthibandhu
Ms. Paranin Jotikasthira
Mr. Teeratorn Likhithongsathorn
Mr. Yuttakan Suksom
Ms. Tanrada Lertlaksanaporn

UMAP International Secretariat (UMAP IS c/o Toyo University)

Mr. Kiyotaka Takahashi
Ms. Naoko Kimoto

Observers

USA.: Dr. Deane Neubauer
Japan: Prof. Keiko Ikeda
Prof. Akiyoshi Yonezawa
Prof. Isao Nitta
Assoc. Prof. Takashi Sekiyama

V. Welcome and Opening Remarks:

1. Welcoming address by the Chairperson, Dr. Sumate Yamnoon
2. Opening Remarks by Dr. Makio Takemura
Prof. Ashizawa read a message (pp.7-9) on behalf of Dr. Takemura since he could not attend the meeting due to other commitments as President of Toyo University.

VI. Adoption of the Agenda and Minutes of the 1st Board Meeting 2019 (p. 9)

The agenda as well as the minutes of the 1st Board Meeting 2019 were approved.

VII. Quorum:

UMAP IS reported that 17 out of 21 full member countries/territories (including proxies) are present at the board meeting, achieving a quorum.

VIII. Contents of Discussion:

1. Models and Roles of Member Secretariats (p. 23)

Item 1: Membership Update (p. 25)

- 1) UMAP IS explained about the list of new participating institutions updated since the 1st UMAP Board Meeting 2019. Since then, 39 institutions have signed the Pledge of Agreement. By countries, 9 from Chile, 6 from the Philippines, 5 from Japan, 4 each from Thailand and Canada, 3 each from Korea and Vietnam, 2 from Indonesia, 1 each from China, Malaysia and USA have signed the agreement.
- 2) UMAP IS reported that the USA. joined as a UMAP Full member country after the first UMAP Board Meeting 2019. Dr. Lee Stemberger, James Madison University, National Secretariat (NS) of USA., sent an introductory video message
- 3) UMAP IS reported that Australia will be a full member of UMAP from 2020, and played a video message from Dr. Seth Kunin, Deputy Vice Chancellor, International at Curtin University. He stressed that Curtin University has campuses in Malaysia, Mauritius, Singapore and the United Arab Emirates. The university pursues to create stronger networks within Asia and the Pacific, and opportunities for varied forms of academic and research collaboration.
- 4) After showing the video message, IS reported that Australia's membership fee for 2020 was sent to IS on November 14th.
- 5) IS encouraged the National Secretariats to increase the number of pledged institutions in their respective country/territory, including the USA. and Australia, to expand the UMAP network.

Item 2: UMAP Member Universities with the Pledge of Agreement (PoA) (p. 30)

- 1) UMAP IS presented the list of all institutions that had signed the PoA so far. While there are 644 "member universities", the total number of institutions that had signed the PoA is only 324. Furthermore, those that had registered for the UMAP Student Connection Online (USCO) System was as low as 169, as of October 16.

- 2) UMAP IS asked each NS to encourage more member universities to sign the PoA and adopt the USCO System to participate in UMAP programs, especially countries/territories whose items are in gray need to improve as they are inactive with less than 50%.

Item 3: New Discussions and Recommendations (p. 31)

- 1) Following the last Board Meeting, UMAP IS encouraged each NS to collaborate with the member institutions within their countries/territories in order to vitalize their participation and to ask for their support in increasing the number of registered institutions in the USCO system once again.
- 2) Additionally, IS stressed that strategic approaches to invite associate members such as India and Russia to the UMAP network is necessary. IS also mentioned that the International Conference held on November 13th showcased Canada inviting many Indian institutions to their market.
- 3) Dr. Martin of the Canadian NS introduced the outcome of a meeting that was held during EAIE in Helsinki 2019. Canada is striving to collaborate with India to coordinate and disseminate information since there is no national association that governs higher educational institutions in India, although the number of private sector institutions and associations is increasing. However, he will try to find an association that might take on the role as National Secretariat in India, and will report on the situation at the next Board Meeting.
- 4) Prof. Ashizawa, introduced that he had been approaching Russia during international conferences several times, but is still struggling to set up a National Secretariat. He mentioned that APEC could be one option to work with since they invite UMAP IS to present the network at their conferences. He requested NS to share ideas and suggestions to invite Russia to the UMAP network.
- 5) The Chairperson explained that Australia and India used to be active members of UMAP; Australia served as Chairperson from 2001 to 2002, and India used to have a National Secretariat while Thailand was serving as IS from 2011 to 2015.
- 6) The Chairperson also explained that he would try to contact previous UMAP members in India to bring them back to the network.

- 7) The Chairperson showed appreciation to IS for bringing Australia and the USA back to the UMAP network.

2. UMAP Exchange Programs and UCTS

Item 1: Timeline of UMAP Programs (pp. 57-59)

- 1) UMAP IS informed participants of the Timelines for Multilateral Student Exchange Autumn 2020, Programs A&B 2020-1, and encouraged NS to increase the number of participating institutions for this term. The deadline for program registration for the 1st Cycle is November 30, 2019 (JST), and for the 2nd Cycle is February 28th, 2020 (JST).
- 2) The Draft Timeline for Programs A&B 2020-2 for Spring 2021 student exchange programs was approved. UMAP IS explained that it was proposed much earlier than before since some institutions requested this at the last Board Meeting. Therefore, IS encouraged NS to follow up with their member institutions, especially newly signed institutions, to participate in the programs, and to take advantage of the UMAP system of allowing institutions to choose from two cycles each semester.
- 3) UMAP IS reminded that one more application cycle was added to the Timeline in USCO System for Program C 2020 based on the request of member institutions to expedite the application schedule, and the USCO system was modified to make application possible through the system. Each institution would therefore be able to select from the 1st, 2nd and 3rd cycles from the Timeline of Program C 2020 according to their program schedule.

Item 2: Participants of Programs A&B, C-SSTP (pp. 38-41)

- 1) UMAP IS explained that the number of institutions participating in programs A&B (Autumn 2019) was 75; 44 in the 1st Cycle and 73 in the 2nd Cycle.
- 2) UMAP IS explained the placement results of UMAP Programs A&B 2019-2 (Spring 2020) by the students' home institutions, and requested that the total number be updated from thirty-three to thirty-four. Similarly, the total number of students in the list of their host institutions needs to be updated to thirty-four.
- 3) UMAP IS mentioned that Taiwan is sending twelve students, which is the highest number among the home institutions, and that Japan accepted more than half of the exchange students, same as the last term.

Item 3: Statistical Data of the UMAP Student Exchange Programs

- 1) Explaining the chronological data for the number of participating institutions as well as the number of exchange students for 2019, UMAP IS explained that the number did not exceed the expected 100. UMAP IS again requested NS to persuade more institutions to participate in the next program.
- 2) UMAP IS again stressed that NS need to encourage pledged institutions to participate in exchange programs, as well as to invite new institutions in Australia and the USA. to sign the PoA.
- 3) UMAP IS explained the imbalance that exists between sending countries/territories and accepting countries/territories as shown in the chart of Programs A&B.
- 4) UMAP IS explained that the number of exchange students as well as programs for program C have not increased since 2019, and encouraged NS to promote this in their countries/territories.
- 5) UMAP IS pointed out that one of the causes for this stagnancy in the total number of exchanged students was that the numbers of outgoing students in 2019 from the active senders of Korea, Mexico, Taiwan and Thailand had, for some reason, decreased compared to the previous year. The number of students who had accessed the USCO System did not influence the number of applicants, which means NS in those countries/territories need to examine the reasons and try to expand students' interest to study abroad through UMAP.

Item 4: Report of SSTP Scholarship 2019 (p. 51)

- 1) UMAP IS reported that the payment of SSTP Scholarship was only US \$2,500 for 5 students as indicated in green due to the stagnant results of Program C this year. It was originally budgeted at \$15,500 for 31 students. The budget allocations by institutions/universities are shown by the numbers marked in pink.

Item 5: Allocation of SSTP Scholarship 2020 (p. 52)

The allocation plan for SSTP Scholarship 2020 and its procedure were approved.

UMAP IS explained that while the allocation plan has not been changed, there are some ideas that need to be implemented to improve the number of participants of Program C:

- The funds for 25 students from this year will be carried over to next year, making the scholarship available for 55 students in total.

- The list of allocated institutions will be uploaded on the UMAP Website and social medias so that potential students can see the possibility of becoming awardees.
- The allocation of scholarship was prioritized for participants of Program C. However, having few students willing to participate in the program for this year, those entitled institutions for scholarship allocation gave it up before nomination of Program C. The purpose of scholarship allocation still remains the same to alleviate imbalances in accepting and sending students.

Item 6: UMAP Discovery Camp Report: UMAP Discovery Camp 2019 in Taipei, Taiwan (p. 57)

Dr. Lee of UMAP Taiwan NS, Dean of Office of International Education, Fu Jen Catholic University, showed a video of the program and reported on the accomplishments of the UMAP Discovery Camp (UDC) 2019.

- 1) The number of participants was 30 out of 52 international applicants from 31 universities in 9 countries*. Successful applicants from Kyrgyz Republic and China withdrew their application because of health issue and visa issue.
- 2) Feedback from participants showed that they were very satisfied with the program.
- 3) A combination of lecture and field trip was provided to students to study about “Contemporary Taiwan”, indigenous culture, economy, and industry.
- 4) All the students completed their study, earned 4 credits and received a certificate from UMAP Taiwan National Secretariat.

After her presentation, Dr. Lee expressed her appreciation to UMAP for making the program possible.

Item 7: Proposal of UMAP Summer Program 2020 in Malaysia (p. 69)

Assoc. Prof. Lattif Ahmad explained about the proposal for UMAP Summer Program 2020 in Malaysia:

- 1) Name of Project: Discovery Camp 2020 in Universiti Kebangsaan Malaysia
- 2) Organizer: UKM International Relations Centre (UKM Global), Universiti Kebangsaan, Malaysia, Malaysia.
- 3) Date: 2020/08/03 (Mon)-2020/08/14 (Fri)

- 4) Venue: Universiti Kebangsaan Malaysia, Malaysia
- 5) Theme: Uniquely Malaysia “The Colour of Culture”
- 6) Objectives:
 - To fulfill UMAP's mission of enhancing international understanding by boosting student mobility among UMAP member countries.
 - To nurture understanding and appreciation among the youth or university students of the cultural and natural diversity in Malaysia
 - To create the opportunity of discovering and understanding the socioeconomics dynamic among ethnicity in Malaysia.
 - To enhance Malaysia as a networking platform for intercultural and intracultural exchange.
- 7) Participants:
 - Twenty international students (from UMAP Full Member Countries/Territories)
 - Four local students
- 8) Application Requirements and Qualifications:
 - Must be a student registered at UMAP’s pledged universities/colleges in full member countries/territories
 - Age between 18-23 years old, as of April 30, 2020 (preferable)
 - Must possess a good command of the English language, with one of the following proficiency scores:
 - IELTS: overall score of 5.0
 - TOEFL: overall score of 500 iBT / 173 CBT / 61 PBT/
 - TOEIC: overall score of 650 orOther English proficiency test which is equivalent to the tests mentioned above
 - Must submit a package of application materials, the content of which will be announced on the UMAP website.
 - Friendly and enthusiast personality to participate and contribute to the UMAP 2019 Summer Program
 - Be physically fit to travel and able to engage in all activities such as walking and simple hiking.

- Must obtain a permit to enter Malaysia as stated in the following website of the Ministry of Foreign Affairs of Malaysia, <https://www.kln.gov.my/web/guest/home> if required.
 - Program Fees, such as tuition, accommodation, activities, local transportation and welcome/farewell parties will be covered by the organizer. Participants must be responsible for own expenses for travel arrangements to Malaysia, and medical insurance. Lunches are prepared by the organizer but breakfasts and dinners are not.
- 9) Certificates: Students who accomplish all of the program will receive a certificate of participation and 3 UCTS.
- After the explanation, the launch of the program in 2020 was approved.
NS were requested to nominate their students.

Item 8: Report of UMAP-COIL Honors Program 2019 (p. 74)

Prof. Ikeda, Vice Director, Institute for Innovative Global Education (IIGE), Kansai University, reported on the participants and program details of UMAP-COIL Honor's Program by showing a PowerPoint presentation and UMAP Newsletter (on pp. 5-8).

- 1) Sixteen students from 5 countries/territories (Japan, the U.S., the Philippines, Malaysia, Thailand, and Taiwan) participated in a Peace Boat cruise in the Asia-Pacific region enhanced utilizing the COIL-style educational method.
- 2) The ship docked at various ports in Japan, South Korea, and Russia, where students had the opportunity to take part in Sustainable Development Goals and peace-themed fieldwork, cultural activities, and events.
- 3) Lectures and online discussion opportunities were provided before and after the program on board using the COIL program.
- 4) There were 6 sponsors: JAL, Flywire, Peace Boat, ciece, DOM, One Visa, and SOICO, who provided support for this program.
- 5) BEVI results for UMAP-COIL program were reported as outcomes of the program.

Item 9: Plans of UMAP-COIL Advanced Placement Program 2020 and 2021 (p. 75)

Prof. Ashizawa explained about the method of UMAP-COIL AP Program, which offers university lectures to high school students and gives them credit that can be used when they enter university. However, he proposed to postpone the program to 2021 due to the

host country's situation of holding the Olympic and Paralympic games in 2020. He proposed to organize a workshop for UMAP-COIL AP program in Fall 2020 instead. The proposal was approved.

Item 10: Proposal for Short Program 2020 in Philippines

The revised proposal will be submitted at the next board meeting in 2020. It was agreed that the Philippines will specify more about its focus field of study and arrange the program period based on the following information shared by National Secretariats.

Malaysia) January may work. July-August have summer camp.

Korea) January 2021 is good. April is mid-term exam period.

Japan) Very end of January and February 2021 is the best timing.

Thailand) Early February 2021 will work.

China) February 2021 will work.

Taiwan) Winter vacation differs every year.

Vietnam) Chinese New Year 2021 is February 11th and 12th, and students take holidays after the 12th.

Indonesia) April works.

Canada) August would be the best month for Canadian students, and students in the USA would be similar since classes start from January to April, and September to December.

Item 11: Renovation of the USCO USCO System (p. 77)

UMAP IS reported that the system has been renovated for the required items below agreed to at the last Board Meeting.

List of improvements:

1) Portal page:

When coordinators log into the system, a portal page will appear.

2) Initial registration:

When a coordinator logs in for the first time, "Initial Registration" will appear.

3) Change of password:

Each institution is able to change their password.

4) The 3rd Cycle:

Program C will have three cycles, 1st, 2nd and 3rd (currently 1st and 2nd)

5) Additional MOU:

Those institutions that require an MOU in addition to the Pledge of Agreement are able to upload their templates on USCO.

6) Internet Explorer:

Currently the system isn't fully compatible with the browser. It will be after the grade-up.

7) Add Memo on "Exchange Duration":

If the next year schedule of an institution is not finalized, they can input tentative dates and add comments on "Memo" in the section.

8) Program name:

Coordinators are able to add "Program name" for UMAP Program A/B/C. This is useful especially for Program C for which many universities offer multiple programs at the same time.

9) Confirmation:

When students apply for programs and try to submit their applications, a confirmation screen will appear to prevent misunderstanding that their submission was successful in spite of errors that have left the application unsent.

Item 7: UCTS Users' Guide Updated Version (pp. 79-80)

- 1) UMAP IS expressed appreciation to Committee members, Dr. Hotta, Prof. Ashizawa, Dr. Dhiathti and Ms. Kim, for their contributions on the revision of the guidebook.
- 2) UMAP IS reported that the PDF file of the revised UCTS Users' Guide is available on the UMAP website.
(http://umap.org/wp-content/uploads/2019/09/UCTS_Users_Guide_Revision-1.pdf)

- 3) Dr. Hotta explained that the UCTS itself has not been changed but revisions were made in the guidebook to follow the current situation of UMAP programs.

Main revised items:

- a) “Introduction a” was rewritten by Dr. Hotta, adding historical explanation of UCTS and its relationship with AACs, and “Introduction c”, the list of Contributors for “Revision-1”, has been added.
 - b) Sample of “Pledge of Agreement” has been replaced with the latest version.
 - c) Regarding “7. UMAP Student Exchange Application Procedures”, this section has been totally rewritten due to the introduction of the USCO System because the previous version explained the procedures for email communication.
 - d) “8. Appendices” has been newly added.
- 4) Dr. Hotta mentioned that the UCTS has been adopted as Asian Academic Credits (AACs) by ASEAN plus three, therefore UMAP needs to promote it more aggressively. Dr. Hotta will be able to contribute to those activities by organizing workshops, etc.

Item 8: New Discussions and Recommendations (pp. 81-82)

- 1) Prof. Ashizawa explained about UMAP Assessment Initiative “A Proposal for Development and Implementation”. Its main function is adding an e-portfolio system to USCO system for a research experiment as noted in the handout.
- 2) Prof. Ashizawa also explained that the students and instructors who participated in Program C would be invited to use the system. This is an experiment and a part of the research program. The participation is voluntary, and students and instructors are expected to provide feedback on the new system.

After his explanation, the following Questions and Answers were exchanged by the board.

Japan NS) Is this project aiming for research of UMAP programs?

Prof. Ashizawa) No, it is for researching learning outcomes of the students’ study abroad. The experiment programs will be reviewed during the final year of the research grant provided by Japan Society for Promotion of Science.

Indonesia) How we can cooperate on this project?

Prof. Ashizawa) A detailed announcement will be shared at the next board meeting. Please submit the program outline for Program C since the research targets those participants and their outcomes.

After the above discussion, establishment of this E-portfolio was approved.

3. Promotion and Marketing – Strategic Focus 1

Item 1: Implementation Report of Promotional Activities 2019 (pp.85-89)

- 1) UMAP IS reported on promotional activities from May to October 2019 such as participation in conventions, visits and meetings, printed material and website and social medias. IS received many visitors from Thailand, Bangladesh, Taiwan, Mexico, Australia, and the USA, not to mention visitors from Japan. WebEX meetings with Fiji and Colombia were also held.
- 2) UMAP IS also attended international conferences, such as AUAP-IAUP Joint Annual Conference in Sias University in China, NAFSA in USA, BCCIE Summer Conference in Canada, the 8th APEC Conference in Far East Federation University in Russia, EAIE in Finland, AIEC in Australia, and Conference on UMAP as a Platform for Academic Mobility in the Philippines. At those international conferences, UMAP IS presented UMAP and invited new members to the network, and also followed up on member universities to help them run their programs more efficiently.
- 3) This information is included in UMAP Newsletter vol.6 and UMAP AT A GLANCE for which PDF data are available on the UMAP website.
- 4) Regarding collaboration with other organizations, Prof. Ashizawa was invited by UNESCO and spoke about UCTS at the conference in Sungkyoungwan University in Republic of Korea, and IS had a meeting with Vilnius University upon their request.
- 5) UMAP-IS also participated in SIIEJ (Summer Institute on International Education, Japan), which was hosted by RECSIE (Research Consortium for the Sustainable Promotion of International Education). Prof. Ashizawa invited UMAP board members to the workshop scheduled in September 2020.
- 6) UMAP IS informed that NS can request IS to send UMAP's promotional materials; IS has sent those to Canada, China, the Philippines, Taiwan, Thailand, Vietnam and other countries upon their requests.
- 7) UMAP IS asked each NS to participate in these activities and requested that they disseminate this on the web and Twitter account of UMAP.

Item 2: Implementation Plans for 2020 (p.90)

- 1) UMAP IS shared information regarding the participation plans of UMAP delegates in international/regional conferences in 2019 and invited NS to attend those conferences and exhibitions to persuade more universities/institutions to join UMAP in 2020.
- 2) UMAP IS will set up a booth in AIEA 2020 in Washington DC, USA; APAIE 2020 in Vancouver, Canada; NAFSA 2020 in St. Louis, Missouri, USA; BCCIE Summer

Conference 2020 held in Vancouver, Canada; and EAIE 2020 in Barcelona, Spain. UMAP IS asked NS to help promote the UMAP Twitter account to their students and expand the reach of UMAP programs.

- 3) UMAP IS informed that IS, upon requests from NS, could attend other international conferences and exhibitions aside from those listed.
- 4) UMAP IS explained that inviting institutions from the USA. and Australia have been in high demand among the students, so IS will make more effort to bring them to the network.

Implementation Plans for 2020 were approved.

Item 3: Domestic Promotional Activities in Member Countries/Territories (p. 92)

The following activities were reported:

- 1) In Canada, Coast Mountain College in British Columbia described its reasons for joining UMAP, and plans to further leverage strategic partnerships with UMAP institutions. The article is in the Newsletter, on pages 11 and 12,
- 2) In the Philippines, over 70 universities are now members of UMAP. The CHED really appreciates the latest information and presentations provided by IS because it can share the activities with them.
- 3) China mentioned that member universities in China want to know more about UMAP's activities to participate in its programs more actively.
- 4) Dr. Hotta said that he could invite Laos since he is an official advisor for Asian Academic Bank hired by Laos and has close connections with the government and universities in the country.
- 5) Indonesia will host the Forum in 2020, and requested IS to send promotional materials and dispatch speaker(s) to introduce UMAP.
- 6) Vietnam will host the International Conference in August 2020 as the ASEAN chair, and send invitations to UMAP to the event.
Also, Vietnam mentioned that they could invite India to UMAP since their strategic focus on enhancing their network is now East Asia.
- 7) Malaysia organizes meetings every quarter, four times a year, with international directors at public universities in Malaysia. At the meetings, UKM always highlights UMAP as a beneficial platform for student exchange.
UKM is celebrating its 50th anniversary in August 2020 and will invite UMAP to the events.

Item 4: New Discussions and Recommendations (pp.92-93)

- 1) UMAP IS again requested NS to provide scholarships, contact public/private sectors to become sponsors, and requested NS to share advise and suggestions at this time.
- 2) UMAP IS shared the fact that countries and consortiums outside of UMAP's eligible countries, such as European countries, have been approaching UMAP to seek possibilities of becoming a member of UMAP. As discussed at the previous board meetings, identity and students' destinations for study abroad are a concern.
- 3) Canada mentioned that UMAP should be aware of political issues when collaborating with institutions that have controversial issues.
- 4) The Philippines commented that we should maintain communications with non-eligible countries to learn what activities that could benefit us may be possible through collaboration.
- 5) UMAP keeps its uniqueness as a non-profit organization, which is different from other organizations such as ISEP.
- 6) Taiwan suggested that UMAP needs to think about what kind of activities could be possible with non-eligible countries and how we could offer such activities to promote mobility. For example, UMAP Discovery Camp would not have enough space for non-eligible countries to participate, but UMAP can request them to host such camps so that we can send students to their areas.

After sharing the above ideas, it was agreed to keep this on the agenda for discussion at the next board meeting.

5. Strategic Planning

Item 1: Creation of New Super Short-Term Program (p. 101)

- 1) UMAP IS again mentioned the importance of scholarships and finding sponsors in private sectors and the introduction of more internship programs.
- 2) UMAP IS again stressed the demand for internship programs and encouraged NS to provide those programs to UMAP.
- 3) UMAP IS reported that it has been approaching public/private sectors to sponsor UMAP programs. As a result, Japan Airlines (JAL) provided a return ticket for UMAP-COIL Honors Program 2019. IS requested NS to contact their flagship airlines, etc..

It was agreed to keep discussing how to develop the New Super Short-Term Program.

Item 2: Research Net 2018-2019 (pp.98-109)

UMAP IS reported that the interim report was circulated one week before the board meeting and no comments were made regarding the report.

The evaluation panel consists of NS in Taiwan, the Philippines and Korea, and the Board Members approved the interim report.

It was agreed to proceed with the 2nd payment by the end of 2019 once the Final Report is submitted to UMAP IS.

Item 2: 2020 (Future Prospect Plan 2020) (pp. 110-113)

- 1) UMAP IS explained about the draft proposal, and it was agreed to. UMAP IS mentioned that the theme in 2020 should be beneficial for promoting UMAP programs as agreed to at the last board meeting.
- 2) It was agreed that Brunei, Korea and Taiwan will be in charge of the Evaluation Panel.

Item 3: New Discussions and Recommendations (p. 114)

- 1) UMAP IS reported that the proposed collaboration with APEC to organize APEC-UMAP International Conference during APAIE 2020, was postponed on suggestion by the Japanese government. The government will seek other ways to submit a proposal to APEC in February 2020.
- 2) It was agreed that UMAP member countries/territories will keep cooperating on this item as it requires approval of more than six economies (countries/territories) to submit a proposal to APEC.
- 3) IS will send an email with more details once it receives notification from the Japanese government regarding this proposal.

5. Finance and Audit

Item 1: Midterm Financial Statement of UMAP General/Trust Funds 2019 (pp.117-117)

IS reported on the Mid-Term Financial Statement (January 1 - October 31, 2019) for the general fund and trust fund, and revenue.

<General Fund>

Revenue

Item	Budgeted	Actual (Jan. 1 - Oct. 31)	Estimate (Nov. 1 - Dec. 31, 2019)	Year-end Estimate (Jan 1 - Dec 31, 2019)
Carried over from 2018	\$189,899.95	\$189,899.95	-	\$189,899.95
Membership fees*	\$28,250.00	\$33,703.50	\$0.00	\$33,703.50
Other Income	\$0.00	\$327.25	\$0.00	\$327.25
Total	\$218,149.95	\$223,930.70	\$0.00	\$223,930.70

*Membership Fees received from 20 countries/ territories

Expenditure

Item	Budgeted	Actual (Jan. 1 - Oct. 31)	Estimate (Nov. 1 - Dec. 31, 2019)	Year-end Estimate (Jan 1 - Dec 31, 2019)
UMAP Research Net (for 1 project) 2nd payment @\$5000 x 0.2 x 1	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
Promotion (Website Maintenance)	\$6,000.00	\$5,443.86	\$0.00	\$5,443.86
Maintenance Fee of USCO System	\$0.00	\$0.00	\$0.00	\$0.00
Other expenses	\$2,000.00	\$0.00	\$710.00	\$710.00
SSTP Scholarship 2019 (@\$500 x 31 students)	\$15,500.00	\$2,500.00	\$0.00	\$2,500.00
Operating costs at International Secretariat***	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditure (A)	\$24,500.00	\$7,943.86	\$1,710.00	\$9,653.86
Carryover to 2020(B)	\$193,649.95	-	\$214,276.84	\$214,276.84
Total (A) + (B)	\$218,149.95	\$7,943.86	\$215,986.84	\$223,930.70

**Support from MEXT, Japan and support from Toyo University

- 1) The revenue from membership fees was \$33,703.50 from January through October 2019. This was significantly larger than the budget due to the increase in full members. IS received Membership Fees from 20 members as of the end of October. IS expressed appreciation to member countries/territories for bringing Chile, Indonesia, Macau and the USA to the UMAP network as new full members in 2019.
- 2) IS reported that Hong Kong informed IS of not participating in UMAP in 2019, and requested NS to share information if they know of a potential NS in Hong Kong.
- 3) The total expenditure of the general fund as of October was \$7,943.86, consisting of \$2,500 from SSTP scholarships for 5 students and \$5,443.86 from Website maintenance.
- 4) Estimated expenditure from November to December will be \$1,710.00, consisting of \$1,000 for the 2nd payment for one Research Net and \$710.00 for transaction fees for January to October.
- 5) As a result, the total expenditure as of the end of this year was estimated to be \$9,653.86. This is less than half of the revenue from membership fees. The rest of the fund will be carried over to 2020.

The Midterm Financial Statement of UMAP General Fund and Trust Fund 2019 was approved.

Item 2: Proposed Budget for UMAP General/Trust Fund 2020

IS proposed the budget for 2020, and the proposal was approved after the explanation below:

- 1) The revenue from membership fees is estimated to be \$36,700 based on last year's payment from 20 member countries/territories, plus membership fee from Australia.
- 2) The total expenditure for 2020 is estimated to be \$44,100: \$8,000 for the 1st payment to those selected two Research Net projects, \$6,000 for website maintenance, and \$2,600 for other expenses, which are transaction fees. The total cost of SSTP scholarships, which will be \$27,500 as approved for allocation to 55 students during Agenda 2, includes the amount of \$12,500 (25 students x \$500) carried over from last year's budgeted amount, plus \$1,500 which is the original amount of allocations (30 students x \$500).
- 3) UMAP IS explained that the balance of revenue and expenditure may look problematic, but this is an exceptional case since the expenditure of Research Net in 2021 will be decreased to \$2,000, and SSTP scholarship is just carried over from the previous year. This means that the estimated expenditure will be fully covered by the revenue from membership fees.

Revenue

Item	Amount
Carried over from 2019	\$214,276.84
Membership fees*	\$36,700.00
Other Income	\$0.00
Total	\$250,976.84

*Estimated Membership Fees received from 21 countries/territories (Record of 2019 plus Australia)

Expenditure

Item	Amount	
UMAP Research Net (for 2 projects)	1st payments @\$5000 x 0.8 x 2	\$8,000.00
Promotion	Website maintenance	\$6,000.00
Maintenance Fee of USCO System		\$0.00
Other expenses		\$2,600.00
SSTP Scholarship	@\$500 x 55 students	\$27,500.00
Operating costs at International Secretariat*		\$0.00
Total Expenditure (A)		\$44,100.00
Carryover to 2021(B)		\$206,876.84
Total (A) + (B)		\$250,976.84

*Support from MEXT, Japan and support from Toyo University

Item 3: Plans for Finance and Audit Committee 2020 (p.121)

It was agreed that the members for Finance and Audit Committee 2020 will be Chair country/territory, China, with UMAP IS serving as the committee secretariat.

Item 4: Future Prospects on UMAP Finances

UMAP IS pointed out that one of the largest issues is the operating cost of IS, which had been shared at the previous board meetings. Although the UMAP Constitution defines that the operating costs of IS shall be borne by the host country and shall not be represented in the UMAP budget, the possibility of having the UMAP budget bear some costs of IS in the near future needs to be considered. Otherwise, it might be difficult to find a host country/territory for IS after Japan finishes its term in one year. Currently, of the operating cost of IS, the Japanese government subsidizes \$224,000 and Toyo University covers personnel expenses for 3 administrative staff and 2 internship students. On the other hand, the expenditure necessary to implement Research Net and website maintenance is only \$9,500. Similarly, Taiwan, which served as IS before Japan, reported that the operating cost of IS supported by the Ministry of Education of

Taiwan was about a quarter million US dollars per year, which were used for hosting meetings/conferences, salaries of staff members at the Office of UMAP International Secretariat, international educational conferences such as APAIE or EAIE, travel expenses, operational costs of the IS office, and scholarships to students.

Item 5: New Discussions and Recommendations

There was nothing in particular concerning this item.

6. Matters for Consideration/Approval

Item 1: Strategic Plan / Issues for Future UMAP (p. 127)

- 1) UMAP IS showed appreciation to the Chair country, Thailand, for bringing Southeast Asian Ministers of Education Organization Regional Centre for Higher Education and Development (SEAMEO RIHED) to the UMAP international conference 2109 as co-organizer.
- 2) UMAP IS reminded NS that UMAP needs to strengthen its network by collaborating with other international consortia or networks as noted on page 127.

Item 2: Revision of UMAP Pledge of Agreement (pp.128-129)

UMAP IS reported that the Philippines requested that the word “written” be included in the agreement to clarify the means of notification since the current one does not specify means of notification.

It was agreed to modify the agreement as proposed.

Item 3: Revision of UMAP Constitution (pp. 130-140)

- 1) UMAP IS proposed to revise the UMAP Constitution based on the idea of reducing the number of UMAP Board Meetings from twice a year to at least once a year to reduce travel expenses of UMAP Board Members as agreed to at the last board meeting.

The revision is for 4-9: “The Board shall meet at least twice a year, once in the country/territory hosting the UMAP International Secretariat. Other meetings of the UMAP Board shall be determined by the Board.”

This will be revised to “The Board shall meet at least once a year at the Board Meeting. Other meetings of the UMAP Board shall be called by the Chairperson, Board or IS as necessary.”

- 2) The Chairperson suggested that the effective date for the revision could be 2021 since the Chair country and International Secretariat will be appointed then.

After the proposal, the below ideas were exchanged.

- 3) Considering the prospective month or season to schedule Board Meeting so that the board members can schedule their plans.

- 4) International Conferences such as APAIE would present the best timing to gather.

After the discussion, it was agreed that the effective date for the revision will be in 2021, and the best timing to host board meetings from 2021 will be discussed at the next board meeting in 2020.

Item 4: Setting the Dates and Place of the Next Board Meeting

The Chair country suggested to host the next Board Meeting in Thailand on Monday, 27th April, 2020.

Item 5: Any Other Business for Consideration/Approval

- 1) Thailand led a free discussion regarding the next Chair and International Secretariat hosting country/territory.
- 2) Canada expressed extreme interest to host the International Secretariat, but an application has to be made together with six pledged Canadian universities to request financial support from two local associations since the Federal government distributed CAD\$150,000,000 to these associations with the aim of increasing the number of outbound students to higher educational institutions.
The result is expected to be announced by March 2021.
- 3) China, Korea, Malaysia, Brunei and Vietnam face difficulties taking on the position of IS or Chair since they still have not received support from their governments.
- 4) The Philippines showed its interest to be the Chair country. If they are required to host the International Secretariat, as well, CHED will appoint one university to serve this role by providing some financial support.
- 5) Malaysia underwent structural changes in 2019 and it is not good timing to host the Chair or IS.
- 6) Taiwan commented that serving as IS or Chair is a good way to activate the network in their country/territory.
- 7) Indonesia mentioned that they will be interested in hosting IS or Chair in the following term since they just joined UMAP in 2019.

The Chairperson expressed his appreciation to the board members, especially the Philippines and Canada, for showing some interest in hosting either IS or Chair. The discussion will be continued at the 1st UMAP Board Meeting 2020 in Thailand.

IX. Closing Remarks by the Chairperson

The Chairperson expressed appreciation to the Board members and International Secretariat for contributing to UMAP.

(End)