

The 2nd UMAP Board Meeting 2020

[Draft] Agenda of the 2nd UMAP Board Meeting 2020

Date: 9:00AM-11:00AM (Two Hours) Tuesday, November 24th, 2020 (JST) (UTC+09:00)

Venue: Webex

URL <https://toyouniv.webex.com/toyouniv-en/j.php?MTID=me1a89114e666882858464317c2f41b5b>

Meeting number (access code): 176 001 7674

Meeting password: 1124

Agenda items:

Items to be discussed during the Board Meeting (BM):

Time(JST)	Agenda items	Details
9:00	Welcoming Address by Dr. Etsuko Yaguchi Opening Remarks by Dr. Sumate Yamnoon	Secretary General of UMAP / President of Toyo University Chairman of UMAP, Ministry of Higher Education, Science, Research and Innovation (MHESI), Thailand.
9:10	Adoption of the Agenda	Ask approval from Board Members of the Agenda Check attendees and Power of Attorneys
9:13	0. Adoption of the minutes of the 1st UMAP Board Meeting 2020	Ask approval from Board Members for the minutes
9:15	1. Proposal of UMAP Summer Program 2021 in China	Host country, China will explain the program overview and ask approval from Board Members.
10:15*	2. UMAP-COIL AP (Advanced Placement) Program 2021	Dr. Ikeda and Mr. Hensley will explain the draft plan of the program and ask approval from Board Members at the BM. *Presenters will only be available on this time
9:25	3. Review of “UMAP Exchange Online 2020 (Trial)” 1) Report of the list of participating institutions 2) Report of the number of nominated students (as of Oct. 15, 2020)	UMAP IS will report 1) & 2) of the Trial program. Then UMAP IS will report feedback from Taskforce. After that, Board Members will share their feedback of the program.
9:35	4. Proposal of “UMAP Micro-Credential”	UMAP NS, Thailand will propose new programs with UMAP member universities, and ask approval from Board Members.
9:45	5. UMAP General / Trust Funds 1) Report of 2019 Finance and Audit Committee 2) Mid-Term Report of GF/TF 2020 3) Draft Proposed budget for 2021	1) Finance and Audit Committee will report the result of the audited financial statement of UMAP GF/TF 2019. 2) UMAP IS will report the Mid-Term Statement of UMAP GF/TF 2020. 3) UMAP IS will share the draft plan of UMAP GF/TF 2021.

Time(JST)	Agenda items	Details
9:55	6. Next UMAP IS Host Country/Territory (2021-2025: 5 Years)	Canada NS will explain the proposal and the action plan to host UMAP IS from 2021 and ask approval from Board Members. UMAP IS will report feedback from Taskforce.
10:25	7. Revision of UMAP Constitution 1) Possible amendments of financial support for the next IS host country 2) The number of launching Board Meeting in a year	UMAP IS will share the draft at the BM. Amendment 2) was agreed at the previous board meeting that is to be activated from January 1 st , 2021.
10:30	Turn-over ceremony of Chair country 2021-2022	The next Chair country, Philippines will give speech
10:35	Closing Remarks by Dr. Sumate Yamnoon	Chairman of UMAP, Ministry of Higher Education, Science, Research and Innovation (MHESI), Thailand.
10:40	Awarding Ceremony to Chair country	Gift will be awarded to Dr. Yamnoo for their term of Chair country (2019-2020) from UMAP IS.
10:45	Group Photo	Screen shot on Webex. Please "Activate your camera on to show your face"
10:50	Video from UMAP IS	UMAP IS will show slide show of their term of UMAP IS
10:55	Report from Toyo students	Toyo students will report regarding "Virtual Model UN"
11:00	End	

Items to be reported

Please log in from the link below using the ID "umap-members".

The password was emailed to NS on November 10th (JST) by UMAP IS<umap-is@umap.org>.

<http://umap.org/login/?url=http://umap.org/members>

Minutes of the 1st UMAP Board Meeting 2020 (Email-based)

【Date】

Monday April 27th, 2020 : Sending meeting announcement and handouts to attendees

Thursday, July 2nd, 2020 : Announcement of discussion results

Attending countries/territories : Australia, Brunei, Canada, China, Chile, Indonesia, Japan, Korea, Macau, Malaysia, Mexico, Philippines, Taiwan, Thailand, U.S.A., and Vietnam (16 countries/territories in total)

【Brief Overview】

◆ Welcoming address by the Chairperson, Dr. Sumate Yamnoon
(Ministry of Higher Education, Science, Research and Innovation, Thailand)

◆ Opening Remarks by Dr. Etsuko Yaguchi (President, Toyo University) *

* Since Dr. Makio Takemura stepped down from the presidency in the end of March 2020, she took up the position as a new successor from the beginning of April 2020.

◆ Matters Proposed and Updated by UMAP IS

1. Minutes of the 2nd UMAP Board Meeting 2019

Since Japan, Indonesia, Malaysia and Thailand requested modification, UMAP-IS circulated revised minutes to NS and confirmed.

2. Financial Report of UMAP General / Trust Funds

Final statement of 2019 and revision of budget for 2020 were approved.

3. Next UMAP Chair country

The Philippines will be assigned to the next chair country for 2 years (from 2021 till 2022), and Dr. J. Prospero E. De Vera III (Chairman, Commission on Higher Education, Philippines) will be in charge of the chairperson.

4. Next UMAP-IS Host Country/Territory

- 1) Membership fees to go directly to support the operations of the IS
- 2) Suspension of the research component of UMAP and of using membership fees to fund research
- 3) A formal review of the membership fee structure

4) The IS term be changed to an optional three-year term or a five-year term, rather than the current mandatory five-year term.

Majority of all the full member countries/territories agreed with the above-mentioned contents of discussion. Task Force Meeting members will discuss those contents as important issues and UMAP-IS will make a proposal again in the next board meeting.

Task Force Meeting's draft agenda is as follows;

- 1) Possible arrangement for nominating next UMAP IS country/territory (Year 2021-2025)
- 2) Review of UMAP's financial structure and budget proposal
- 3) Possible development of new UMAP online programs

◆Matters for Acknowledgement

1. Membership Update

New participating institutions from October 2019 to April 2020. 28 institutions signed the pledge of agreement after the 2nd UMAP Board Meeting 2019.

By countries, 9 from the Philippines, 4 from Canada and Japan, 3 from Indonesia, 2 from Chile, 1 from Australia, China, Korea, Macau, Thailand, and Vietnam, have newly signed the PoA.

2. NS Updates

Mongolia NS was replaced National University of Mongolia with Mongolian National Council for Education Accreditation. Also, Western Washington University is in charge of USA NS as a new successor of James Madison University.

3. UMAP Program A and B

3-1) Participating Institutions for Program A and B 2020-1 (Fall/Autumn 2020)

The number of participating institutions: 95 institutions

The number of participating countries/territories: 15 countries/territories

• Breakdown of the number of participating institutions by country/territory

country/ territory	No. of participating institutions	country/ territory	No. of participating institutions	country/ territory	No. of participating institutions
Brunei	1	Canada	9	Chile	4
China	2	Indonesia	2	Japan	15
Korea	4	Kyrgyz	1	Macau	1
Malaysia	2	Mexico	10	Philippines	9
Taiwan	24	Thailand	9	Vietnam	2

3-2) Placement result of UMAP Program A and B (Autumn/Fall 2020)

[Placement result by home institution]

The number of participating students: 58 students

The number of participating countries/territories: 9 countries/territories

• Breakdown of the number of participating students by country/territory

country/ territory	No. of participating students	country/ territory	No. of participating students	country/ territory	No. of participating students
Indonesia	1	Japan	9	Kyrgyz	2
Macau	8	Mexico	7	Philippines	4
Taiwan	18	Thailand	7	Vietnam	2

• Detailed breakdown of host countries/territories

Indonesia	Japan	Kyrgyz	Macau	Mexico
Canada : 1	Brunei : 1 Korea : 1 Malaysia : 1 Mexico : 1 Philippines : 2 Taiwan : 2 Thailand : 1	Japan : 2	Brunei : 1 Canada : 1 China : 1 Korea : 1 Taiwan : 4	Japan : 4 Korea : 2 Thailand : 1
<u>Total : 1</u>	<u>Total : 9</u>	<u>Total : 2</u>	<u>Total : 8</u>	<u>Total : 7</u>

Philippines	Taiwan	Thailand	Vietnam
Canada : 2 Korea : 1 Japan : 1	Canada : 1 Chile : 1 Japan : 13 Korea : 3	Taiwan : 4 Japan : 3	Taiwan : 1 Thailand : 1
<u>Total : 4</u>	<u>Total : 18</u>	<u>Total : 7</u>	<u>Total : 2</u>

[Placement result by host institution]

The number of participating students: the same as placement result by home institution

The number of participating countries/territories: 11 countries/territories

• Breakdown of the number of participating students by country/territory

country/ territory	No. of participating students	country/ territory	No. of participating students	country/ territory	No. of participating students
Brunei	2	Canada	5	Chile	1
China	1	Japan	23	Korea	8
Malaysia	1	Mexico	1	Philippines	2
Taiwan	11	Thailand	3	—	—

- Detailed breakdown of home countries/territories

Brunei	Canada	Chile	China	Japan	Korea
Japan: 1 Macau: 1	Indonesia: 1 Macau: 1 Philippines: 2 Taiwan: 1	Taiwan: 1	Macau: 1	Kyrgyz: 2 Mexico: 4 Philippines: 1 Taiwan: 1 Thailand: 3	Japan: 1 Macau: 1 Mexico: 2 Philippines: 1 Taiwan: 3
<u>Total: 2</u>	<u>Total: 5</u>	<u>Total: 1</u>	<u>Total: 1</u>	<u>Total: 23</u>	<u>Total: 8</u>

Malaysia	Mexico	Philippines	Taiwan	Thailand
Japan: 1	Japan: 1	Japan: 2	Japan: 2 Macau: 4 Thailand: 4 Vietnam: 1	Japan: 1 Mexico: 1 Vietnam: 1
<u>Total: 1</u>	<u>Total: 1</u>	<u>Total: 2</u>	<u>Total: 11</u>	<u>Total: 3</u>

4. UMAP Program C 2020

- Number of participating institutions in Program C 2020 by application cycles

1st Cycle: 9 countries/territories (11 institutions) participated and offered 16 programs in total.

2nd Cycle: 14 countries/territories (28 institutions) participated and offered 44 programs in total.

3rd Cycle: 8 countries/territories (11 institutions) participated and offered 21 programs in total.

5. Achievements of UMAP Programs

【Program A and B for 2011–2020 1st cycle】

- The number of participating institutions has increased from 73 in 2016 to 102 in 2019, and the first half of 2020 has reached 95 which is a record in recent ten years as a number of participating institution in a semester.

- The number of participating students increased from 45 in 2015 to 95 in 2018 but it staggered in 2019 and the first half of 2020 due to the outbreak of COVID-19.

【Program C】

- The number of participating institutions has kept at around 30 from 2016–2020, and the number of programs fluctuated year by year as shown below .

2016 : 40 ⇒ 2018 : 76 ⇒ 2020 : 56

- The number of participating students increased the most to 95 in 2015 and decreased gradually to 21 in 2019. In 2020 there was no participating students due to the COVID-19.

6. Allocation of SSTP Scholarship for 2020

- 1) Although UMAP-IS funded the scholarship for 31 students in 2019, only 5 students were awarded and the rest of the fund has been carried over to 2020. Therefore, the scholarship in 2020 is increased from 30 to 55 awardees.
- 2) UMAP-IS allocated the fund for 55 students to applicable institutions in 13 countries/territories in total and publicized the list of institutions that were allocated the scholarship in UMAP website and Facebook.
- 3) UMAP scholarship is prioritized to subsidize students who participated in program C. And the UMAP Board acknowledged that the scholarship should be paid to students who participated in program A and B for spring semester 2021 if there is no participant in program C.
- 4) UMAP Board also allowed to outlay the scholarship for promotional costs if there is no participant for both program A and B, and program C. The allocation result should be reported in UMAP Board Meeting.
- 5) SSTP Scholarship for 2020 should not be subsidized to the participants of Discovery Camp and UMAP-COIL Honors Program.

7. Implementation Report of Promotional Activities (Nov. 2019 – Apr. 2020)

- 1) Attending AIEA 2020 (Washington, DC), setting up UMAP booth and UMAP session.
Paying visits to member or non-member universities to promote UMAP program.
Participating in meetings with faculties of member or non-member universities to discuss about UMAP programs and how to utilize UMAP network
- 2) Publication of UMAP at a Glance 2020, UMAP Newsletter Vol.6 for promotional use.
- 3) Managing UMAP website, Facebook and Twitter to disseminate information on UMAP programs.

End

Agenda 1: Proposal of UMAP Summer Program 2021 in China

Name of Project: Discovery Camp 2021 in Sias University, China

Organizer: Sias University

Date: July 19 -July 30, 2021

Venue: Sias University, China

Theme: Experience Amazing China

Objectives:

- To fulfill UMAP's mission of enhancing international understanding by boosting student mobility among UMAP member countries/territories.
- To provide students with an opportunity to gain an in-depth understanding of the culture, history, and economy of China.
- To enhance global citizen awareness for the participating students.

Participants:

- 30 international students (from UMAP Full Member Countries/Territories)
- 10 local students

Application Requirement and Qualifications:

- Must be a student registering at UMAP's pledged universities/colleges in full member countries/territories.
- Be 18 years of age or older.
- Must possess a good command of English Language, with one of the following proficiency scores:
IELTS: overall score of 5.0
TOEFL: overall score of 61 iBT or other English Proficiency Test which is equivalent to the test mentioned above
- Must submit application materials which will be announced on the UMAP website.
- Be physically fit to travel and able to engage in all activities such as

walking and simple hiking.

- Must obtain a permit to enter China as stated in the following website of the Ministry of Foreign Affairs of China, <http://cs.mfa.gov.cn/wgrlh/lhqz/lhqzjjs/> if required.
- Certificates: Students who complete the program will receive a certificate of participation from Sias University and 3 UCTS

Fees:

- Sias University will cover the cost of tuition, field trips, local transportation, accommodation, and meals during the camp.
- Participants are responsible for own expenses for travel to and from Zhengzhou, China, medical insurance, visa, and other personal expenses.

Important Dates:

- Deadline of Application submission: April 30, 2021 (through home universities of each country/territory).
- Announcement of Accepted Applicants: May 20, 2021.

Application Procedure:

1. Each pledged institution may nominate up 2 students.
2. China National Secretariat will notify the applicants to submit the application materials.
3. China National Secretariat will announce the list of successful applicants.
4. Successful applicants prepare their travels to China.

Contact:

UMAP China National Secretariat: Sias University

Email : international@sias.edu.cn

Tel: (+86)371-62606119

Itinerary: (This is only a tentative schedule. Changes and adjustments may be necessary.)

JUL.19,2021 (Mon.)	JUL.20,2021 (Tue.)	JUL.21,2021 (Wed.)	JUL.22,2021 (Thu.)	JUL.23,2021 (Fri.)	JUL.24,2021 (Sat.)
Arrival & Check-in	07:00~08:00 Breakfast	07:00~08:00 Breakfast	07:00~08:00 Breakfast	07:00~08:00 Breakfast	07:00~08:00 Breakfast
	09:00~10:00 Opening Ceremony/Orientation	08:00~09:50 Lecture: Surviving Chinese	Field Trip — Shaolin Temple, Experience Traditional China	08:00~10:00 Lecture: Chinese Calligraphy & Painting	Field Trip — Kaifeng, Experience Traditional China
	10:20~12:00 Sias Campus Tour	10:00~12:00 Chinese Kungfu Class		10:10~12:00 Lecture: Chinese Buddhism & Taoism	
	12:00~13:00 Lunch	12:00~13:00 Lunch		12:00~13:00 Lunch	
	13:30~16:30 Lecture: Introduction to China — History & Society	13:30~15:00 Enjoy Chinese tea-making show		13:30~15:30 Chinese Zither&Songs	
	15:20~17:20 Paper-cut Class ①	15:40~17:40 Tai Chi Class ①			
18:00~19:00 Dinner	18:00~19:00 Dinner	18:00~19:00 Dinner	18:00~19:00 Dinner	18:00~19:00 Dinner	18:00~19:00 Dinner
JUL.25,2021 (Sun.)	JUL.26,2021 (Mon.)	JUL.27,2021 (Tue.)	JUL.28,2021 (Wed.)	JUL.29,2021 (Thu.)	JUL.30,2021 (Fri.)
07:00~08:00 Breakfast	07:00~08:00 Breakfast	07:00~08:00 Breakfast	07:00~08:00 Breakfast	07:00~08:00 Breakfast	07:00~08:00 Breakfast
Field Trip — Zhengzhou, Experience Modern China	08:00~10:00 Paper-cut Class ②	08:00~10:00 Tai Chi Class ②	08:00~10:00 Lecture: Introduction to China—Economy ①	08:00~10:00 Lecture: Introduction to China—Economy ②	Check-out/Departure
	10:00~12:00 Shaolin Wushu Class	10:20~12:00 Lecture: Chinese Cooking	10:20~12:00 Lecture: Introduction to China—Culture	10:20~12:00 Group Discussion	
	12:00~13:00 Lunch	12:00~13:00 Lunch	12:00~13:00 Lunch	12:00~13:00 Lunch	
	13:30~15:30 Lecture on “The Status Quo and Key Issues of the Chinese Economy”	13:30~16:30 Bicycle tour through rural farms and villages with sias students	13:30~16:30 Visit the Xuanyuan Emperor’s Native Place	13:30~15:30 Final Presentation/Closing Ceremony	
	15:40~17:30 Group Discussion				
18:00~19:00 Dinner	18:00~19:00 Dinner	18:00~19:00 Dinner	18:00~19:00 Dinner	18:00~19:00 Dinner	

About Sias University



Sias University was founded in 1998, and is the first solely American-owned University in Central China. It was developed and designed in response to the most current educational demands. It is the first full-time undergraduate university approved by the Degree Committee of the State Council in China to grant both Chinese and American Bachelor's Degrees. Sias is also fully accredited by China's Ministry of Education, and

in 2018 it was given approval to function as an independent private undergraduate university.

Combining Chinese and Western educational philosophies, Sias aims to nurture talent and develop sophisticated and specialized individuals that can contribute to the modernization and economic development of China. To achieve these goals, Sias broadens its students' views and encourages creativity and independent thought among both students and faculty through an innovative curriculum and diverse campus activities, all in a modern and beautiful environment. The participation of foreign faculty members and the use of English-language teaching materials also enhances bilingual communication skills among the students. All this encourages Sias' students to explore global strategies to develop and evolve their problem-solving abilities.

Founded in 1998 with an enrollment of less than 300 students, today Sias has an enrollment of over 35,000 students and employs over 1,750 full-time faculty members, including 130+ full-time international faculties. Sias' ratio of international faculty to students ranks first in China. It offers 74 undergraduate degree programs and associate degree programs. Sias currently has 7 Chinese -Foreign Cooperation in Running Schools programs and 1 institute approved by the Ministry of Education: one dual program with The University of Arizona from Arizona, USA and six dual degree programs with Fort Hays State University from Kansas, USA . It also has 5 graduate programs. The 8 fields of study offering degrees include liberal arts, science, engineering, economics, management, medicine, law, education and the performing arts.

As an international university, Sias enjoys partnerships with 180+ international partner schools from 50+ countries, including the United States, United Kingdom, France, Canada, India, Thailand, Japan, Indonesia and so forth. It has many international students from more than 25 countries, as well as faculty members whose expertise and training embrace both Chinese and Western educational philosophies.

Agenda 2: Proposal of UMAP-COIL - AP (Advanced Placement) Program 2021

Background

Due to the ongoing effects of the pandemic there is a strong need for new approaches to international student recruitment for HEIs. This is a shared concern across the regions and countries in the Asia-Pacific. UMAP in collaboration with IIGE, Kansai University, has successfully conducted an international virtual discussion forum in September (see the AP Program Kick-off Meeting report <http://umap.org/members/>). From the discussion, while most U.S. universities use AP courses in admissions, we have also acknowledged that AP is being recognized and ratified by many countries in the world. According to College Board, AP exams are also held digitally in response to the COVID-19 crisis, and further accommodations will be made accordingly.

Given such contexts, we would like to propose a pilot adaptation of short-term AP courses in AY2021 and open up this opportunity to students in high schools in the regions that UMAP identifies.

Program Development for 2021 UMAP-AP Program

In order to further establish this program, IIGE/ Kansai University will liaise with College Board, as an associate to the institute. With College Board, IIGE will identify institutions offering AP courses, and **develop a set of virtual AP course offerings with them**. For AY2021, we would like to aim for a program to be held in September 2021, for approximately 2-3 weeks(tentative). IIGE/Kansai University would assist building the virtual courses using its customized LMS (ImmerseU). During the program, IIGE will also provide for additional COIL-based activities for the participants, so that they stay engaged in their learning, and that an opportunity for reflection on their experience is provided in a timely manner.

University-High School Collaboration in UMAP-AP Program

In order to generate this program to be creditable also for students in HEIs, we would like to propose that the 2021 AP Program is open for **UMAP university students** and **administrators***. For those who seek chances to experience overseas education later, participation in such a program may provide for a number of participation incentives. It is also important that university administrators understand the quality and value of AP program for future adaptation.

We also plan to seek a collaboration with study abroad organizations such as AFS*, Study Abroad Foundation(SAF)***, or ISEP**** Study Abroad to generate the UMAP-AP program more sustainable. The aim is to develop a repeated program for the following two years, capturing more participation each year.

Purpose of the Program

During the 2020 pandemic, education providers are constrained by limited mobility opportunities (i.e., reductions or cessations in studying abroad) that are likely to remain limited for some time. While we are faced with such unprecedented challenges, some actions can nevertheless be undertaken in the meantime. In order to “keep our hopes up” we would like to suggest developing an AP program run by UMAP consortium institutions. All courses offered by UMAP member institutions would be online, with minimal expenses to be borne by participating students. UMAP has its own credit transfer unit system (UCTS). This can be employed to recognize the converted credits from the AP subjects that secondary students would complete.

An AP program would require in-depth design and planning for a matching infrastructure. IIGE at Kansai University, which has been playing a critical role in establishing a COIL/Virtual Exchange course for UMAP students in AY2019 and 2020, will collaborate with the UMAP board to realize it.

*Students and administrators who belong to UMAP's Pledged institutions

** AFS Intercultural Programs is an international, voluntary, non-governmental, non-profit organization that provides intercultural learning opportunities to help people develop the knowledge, skills and understanding needed to create a more just and peaceful world. (<https://afs.org/>)

***SAF's mission: Created in the scholarly traditions of our preeminent university partners, the Study Abroad Foundation mentors students seeking the most professional, personalized and prestigious study abroad opportunities in the world. (<https://www.studyabroadfoundation.org/>).

****ISEP's mission: To make study abroad accessible to anyone who wants it. With affordable and immersive study, intern and volunteer programs abroad in more than 50 countries, ISEP opens your path to the world(<https://www.isepstudyabroad.org/>).

Agenda 3-1: Review of “UMAP Exchange Online 2020 (Trial)”

1) Report of the list of participating institutions

18 institutions from 8 countries/territories are participating in this trial program for this Trial. Students who belong to those institutions are able to apply for the programs through their home coordinators.

2) Report of the number of nominated students (as of Oct. 15, 2020)

Number of applicants: 14

Number of Accepted students: 11

Number of Participants: 6

3) Things to be developed to continue this program

① Establishing its operation System

-Too much burden for Home& Host University for submitting Program Outlines, students' applications, etc.

-Students have difficulties to look for suitable programs from the List of the programs

② Review Guidelines

- Number of students to be accepted and sent in offering UMAP Online Exchange Courses, Number of courses that an exchange student can apply for, are under control of UMAP IS

-Applications forms and procedures are too complicated for some institutions

- Cancellation of courses (Some programs were cancelled during/after application process).

-Cancellation of course attendance (Students cancelled during/after nomination, withdrawn after acceptance).

-Timelines are too differ and need to review how to control them

Attachment 1. Guidelines for Online Cross-Registration:
“UMAP Exchange Online 2020 (Trial)”

1. Academic courses on UMAP Exchange Online:

The courses on the UMAP Exchange online are preferably live-online academic courses with interactive setting but it is not mandatory. UMAP would like to encourage opportunities of student interaction during the course work.

2. Number of students to be accepted and sent in offering UMAP Online Exchange Courses:

Each faculty/department/university offering courses is recommended to offer at least two seats to exchange students per course, for acceptance of a total of ten or more exchange students per faculty/department/university. Each faculty/department/university can then send the same number of their students to other participating universities/institutions. The tuition fee should be waived.

~~3.~~ **Number of courses that an exchange student can apply for:**

A student can apply for up to three courses at the same time from the course list offered by participating universities. This condition aims to increase the number of participants in the UMAP Online Exchange Courses and to provide students with as much of an opportunity as possible.

4. Cancellation of course attendance:

As a general rule, students are not permitted to cancel or withdraw from a course for which they have been accepted. If a student is obliged to do so because of force majeure or contingent reasons, or he/she wishes to do so for personal reasons, he/she is required to inform the persons in charge at the host university/institution as well as the UMAP International Secretariat through his/her home university/institution.

5. Reporting after course completion:

Students need to report their number of credits in UCTS* to the UMAP International Secretariat. Host universities/institutions are requested to provide the same kind of transcript of records that they issue regularly to exchange students. Students and home coordinators will convert the credit to UCTS. (Note): UCTS: UMAP Credit Transfer Scheme

http://umap.org/wp-content/uploads/2019/12/UCTS_Users_Guide_Revision-1.1.pdf

**List of Participating Institutions for UMAP Exchange Online Program 2020 and Number of Applicants
(as of Oct. 15th 2020)**

Country/ Territory	No.	Name of Institution	Name of Program	Application period		Program Schedule		No. of Accepting Student	No. of Applicants	No. of Accepted Students	No. of Participants	Note
				From	To	From	To					
Australia	1	Curtin University	1. Culture to Cultures	01/November/ 2020	30/January/ 2021	01/March/ 2021	28/May/ 2021	2	0	0	0	
			2. Communication, Culture & Indigenous Perspectives in Business	01/November/ 2020	30/January/ 2021	01/March/ 2021	28/May/ 2021	2	0	0	0	
			3. Foundations for Professional Health	01/November/ 2020	30/January/ 2021	01/March/ 2021	18/June/ 2021	2	0	0	0	
			4. Introduction to Cultural Studies	01/November/ 2020	30/January/ 2021	01/March/ 2021	28/May/ 2021	2	0	0	0	
			5. Self, Culture & Society	01/November/ 2020	30/January/ 2021	01/March/ 2021	28/May/ 2021	2	0	0	0	
Chile	1	Universidad Católica del Maule	VIRTUAL SEMESTER (Ciencias Agrarias y Forestales, Ciencias Basicas, Ciencias de la Educación, Ciencias de la Ingeniería, Ciencias de la salud, Cs. Sociales y Económicas, Estudios Generales)	26/August/ 2020	05/September/ 2020	31/August/ 2020	24/December/ 2020	TBD	0	0	0	
	2	Universidad Técnica Federico Santa María	1. Cultura Urbana Contemporánea	01/September/20 20	12/October/ 2020	01/March/ 2021	15/July/ 2021	5	0	0	0	
			2. Recursos Humanos	01/September/20 20	12/October/ 2020	01/March/ 2021	15/July/ 2021	5	0	0	0	
			3. LIDERAZGO EMPRESARIAL	01/September/20 20	12/October/ 2020	01/March/ 2021	15/July/ 2021	5	0	0	0	
			4. Strategic Management and Competitive Advantage: The Chilean Perspective.	01/September/20 20	12/October/ 2020	01/March/ 2021	15/July/ 2021	5	0	0	0	
			5. INTRODUCCIÓN A LA INNOVACIÓN SOCIAL	01/September/20 20	12/October/ 2020	01/March/ 2021	15/July/ 2021	5	0	0	0	
6. REPRESENTACIÓN VIRTUAL DE PRODUCTOS	01/September/20 20	12/October/ 2020	01/March/ 2021	15/July/ 2021	5	0	0	0				
Indonesia	1	Institut Teknologi Sepuluh Nopember	e-Exchange Program at ITS Surabaya (Architecture, Biology, Business Management, Chemistry, Civil Engineering, Development Studies, Electrical Engineering, Environmental Engineering, Geophysics Engineering, Industrial Product Design, Information System, Instrumentation Engineering, Management Technology, Marine Engineering, Materials and Metallurgical Engineering, Mathematics, Mechanical Engineering, Naval Architecture and Shipbuilding Engineering, Ocean Engineering, Physics Engineering, Regional and Urban Planning, Statistics, System and Industrial Engineering)	01/August/ 2020	10/September/ 2020	28/September/ 2020	15/January/ 2021	unlimited	3	3	0	3: Withdrawn
Japan	1	Niigata University	Special Online Program for Japanese Language Learners (Platinum, Gold, Silver, Bronze, Green)	18/August /2020	04/September/ 2020	02/October/ 2020	09/February/ 2021	2 per course	0	0	0	
	2	Shibaura Institute of Technology	Course-Taking Sandwich Program (Mechanical, Electric, Electronic, Computer Science, Chemical, Materials, Civil Engineering, Architecture)	25/August/ 2020	05/September/ 2020	Middle of September 2020	End of January 2021	5 per university	0	0	0	
	3	Shokei Gakuin University	1. Japanese as a Foreign Language: To communicate with Non-native people	01/September/ 2020	13/September/ 2020	24/September/ 2020	03/February/ 2021	2	0	0	0	
			2. Practical Korean Communication in Japanese III	01/September/ 2020	13/September/ 2020	24/September/ 2020	20/November/ 2020	2	0	0	0	
			3. Practical Korean Communication in Japanese IV	01/September/ 2020	13/September/ 2020	26/November/ 2020	03/February/ 2021	2	0	0	0	
			4. Information Network	01/September/ 2020	13/September/ 2020	24/September/ 2020	03/February/ 2021	2	0	0	0	
			5. Japanese Culture and Society II	01/September/ 2020	13/September/ 2020	24/September/ 2020	03/February/ 2021	2	0	0	0	
			6. Sociology of Tourism	01/September/ 2020	13/September/ 2020	24/September/ 2020	03/February/ 2021	2	0	0	0	
			7. Theory of Diverse Society	01/September/ 2020	13/September/ 2020	24/September/ 2020	03/February/ 2021	2	0	0	0	
	8. Introduction to Sociology	01/September/ 2020	13/September/ 2020	24/September/ 2020	03/February/ 2021	2	0	0	0			
	9. American Culture	01/September/ 2020	13/September/ 2020	24/September/ 2020	03/February/ 2021	2	0	0	0			
	4	Toyo University	1. Financial Accounting	26/August/ 2020	12pm(JST) 07/September/ 2020	18/November/ 2020	27/January/ 2021	2	0	0	0	
			2. Global Careers II	26/August/ 2020	12pm(JST) 07/September/ 2020	24/September/ 2020	28/January/ 2021	2	0	0	0	
			3. Introduction to Postmodern Thought	26/August/ 2020	12pm(JST) 07/September/ 2020	18/November/ 2020	29/January/ 2021	2	0	0	0	
4. Comparative Cultural Studies			26/August/ 2020	12pm(JST) 07/September/ 2020	23/November/ 2020	29/January/ 2021	2	0	0	0		
5. ICT and New Industrial Revolution			26/August/ 2020	12pm(JST) 07/September/ 2020	23/September/ 2020	13/November/ 2020	2	0	0	0		
6. Global Financial System			26/August/ 2020	12pm(JST) 07/September/ 2020	21/September/ 2020	11/November/ 2020	2	0	0	0		
7. Participatory Development			26/August/ 2020	12pm(JST) 07/September/ 2020	23/November/ 2020	27/January/ 2021	2	0	0	0		
8. South Asian Studies	26/August/ 2020	12pm(JST) 07/September/ 2020	22/September/ 2020	26/January/ 2021	2	0	0	0				
9. Sociology of Islam	26/August/ 2020	12pm(JST) 07/September/ 2020	18/November/ 2020	29/January/ 2021	2	0	0	0				
10. Japan and the World Economy	26/August/ 2020	12pm(JST) 07/September/ 2020	23/September/ 2020	13/November/ 2020	2	0	0	0				
11. Housing the Poor in Asia	26/August/ 2020	12pm(JST) 07/September/ 2020	23/September/ 2020	13/November/ 2020	2	0	0	0				
12. Immigration and Cross Cultural Issues	26/August/ 2020	12pm(JST) 07/September/ 2020	21/September/ 2020	11/November/ 2020	2	0	0	0				
13. Toyo University Graduate school (1. Development Anthropology)	26/August/ 2020	12pm(JST) 07/September/ 2020	21/September/ 2020	25/January/ 2021	1	0	0	0				
14. Toyo University Graduate school (2. Advanced Theory on Waterworks Management)	26/August/ 2020	12pm(JST) 07/September/ 2020	18/September/ 2020	22/January/ 2021	1	0	0	0				

**List of Participating Institutions for UMAP Exchange Online Program 2020 and Number of Applicants
(as of Oct. 15th 2020)**

Country/ Territory	No.	Name of Institution	Name of Program	Application period		Program Schedule		No. of Accepting Student	No. of Applicants	No. of Accepted Students	No. of Participants	Note	
				From	To	From	To						
Malaysia	1	Universiti Kebangsaan Malaysia	1. Introduction to Intercultural Communication	26/August/ 2020	5/September/ 2020	14/October/ 2020	22/January/ 2021	2	1	1	0	1: Withdrawn	
			2. Oral Communication	26/August/ 2020	5/September/ 2020	14/October/ 2020	22/January/ 2021	2	1	1	0	1: Withdrawn	
			3. Foundation English	26/August/ 2020	5/September/ 2020	14/October/ 2020	22/January/ 2021	2	0	0	0		
			4. Human Computer Interaction	26/August/ 2020	5/September/ 2020	12/October/ 2020	22/January/ 2021	2	0	0	0		
			5. Quality Management	26/August/ 2020	5/September/ 2020	12/October/ 2020	22/January/ 2021	2	0	0	0		
	2	Universiti Teknologi MARA	1. Bachelor of Halal Industry Management	26/August/ 2020	09/September/ 2020	12/October/ 2020	23/February/ 2021	5					
			2. Diploma in Accounting Information System	26/August/ 2020	09/September/ 2020	12/October/ 2020	23/February/ 2021	10	1	1	1		
			3. Bachelor of Business Administration Finance	26/August/ 2020	09/September/ 2020	12/October/ 2020	23/February/ 2021	3	1	1	1		
			4. Bachelor of Business Administration International Business	26/August/ 2020	09/September/ 2020	12/October/ 2020	23/February/ 2021	3					
			5. Bachelor of Business Administration Marketing	26/August/ 2020	09/September/ 2020	12/October/ 2020	23/February/ 2021	3					
			6. Bachelor of Business Administration Business Economics	26/August/ 2020	09/September/ 2020	12/October/ 2020	23/February/ 2021	3	2	2	2		
			7. Bachelor of Chemical Engineering	26/August/ 2020	09/September/ 2020	12/October/ 2020	23/February/ 2021	6	0	0	0		
			8. Bachelor of Oil & Gas Engineering	26/August/ 2020	09/September/ 2020	12/October/ 2020	23/February/ 2021	6	0	0	0		
			9. Civil Engineering towards Sustainability Development	26/August/ 2020	09/September/ 2020	12/October/ 2020	23/February/ 2021	5					
	3	Universiti Tenaga Nasional	1. Bachelor of Computer Science & Bachelor of Information Technology	01/October/ 2020	31/October/ 2020	25/January/ 2021	27/May/ 2021	2	1				Under selection
2. Bachelor of Mechanical Engineering			01/October/ 2020	31/October/ 2020	25/January/ 2021	27/May/ 2021	2	0	0	0			
3. Bachelor of Business Administration			01/October/ 2020	31/October/ 2020	25/January/ 2021	27/May/ 2021	2	0	0	0			
4. Bachelor of Computer Science & Bachelor of Information Technology			01/October/ 2020	31/October/ 2020	25/January/ 2021	27/May/ 2021	2	0	0	0			
5. Master Business Administration/Master Information Technology			01/October/ 2020	31/October/ 2020	25/January/ 2021	27/May/ 2021	2	1				Under selection	
Mexico	1	Universidad Autónoma de Ciudad Juárez	Business Administration	31/August/ 2020	20/November/ 2020	06/January/ 2021	22/May/ 2021	2	0	0	0		
	2	Universidad de Colima	Virtual Academic Exchange (Tourism, Economics, Civil Engineering, Science, Telematics, Tourism and Gastronomy, Political and Social Sciences, Achitecture and Design, Counting and Administration, Letters and Communication, Social Work)	27/July/ 2020	30/August/ 2020	28/September/ 2020	29/January/ 2021	2 per course	0	0	0		
Philippines	1	De La Salle University	1. Introduction to Migration	01/September/ 2020	25/September/ 2020	14/October/ 2020	01/February/ 2021	2	0	0	0		
			2. Gender and Multiculturalism	01/September/ 2020	25/September/ 2020	14/October/ 2020	01/February/ 2021	2	0	0	0		
			3. Media and Society	01/September/ 2020	25/September/ 2020	14/October/ 2020	20/January/ 2021	2	3	2	2	1: Withdrawn 1: Dropout	
			4. Risk Disaster and Humanitarian Communication	01/September/ 2020	25/September/ 2020	14/October/ 2020	20/January/ 2021	2	0	0	0		
			5. Purposive Communication	01/September/ 2020	25/September/ 2020	14/October/ 2020	01/February/ 2021	2	0	0	0		
	2	Lyceum of the Philippines University- Batangas	1. Business Administration			January 2021	01/May/ 2021	2	0	0	0		
			2. International Hospitality Management specialized in Hotel & Restaurant Management			January 2021	01/May/ 2021	2	0	0	0		
			3. International Travel and Tourism Management	12/October/ 2020	12/December/ 2020	January 2021	01/May/ 2021	2	0	0	0		
			4. Int'l Hospitality Management specialized in Culinary Arts in Kitchen Operation	40/October/ 2020	42/October/ 2020	January 2021	01/May/ 2021	2	0	0	0		
			5. Int'l Hospitality Management specialized in Cruiseline Operation in Culinary Arts			January 2021	01/May/ 2021	2	0	0	0		
			6. Int'l Hospitality Management specialized in Cruiseline Operations in Hotel Services			January 2021	01/May/ 2021	2	0	0	0		
	3	Samar State University	1. Bachelor of Secondary Education - Science	03/November/ 2020	20/December/ 2020	05/January/ 2021	30/April/ 2021	2	0	0	0		
			2. Bachelor of Science in Industrial Technology	03/November/ 2020	20/December/ 2020	05/January/ 2021	30/April/ 2021	2	0	0	0		
			3. Bachelor of Science in Industrial Technology	03/November/ 2020	20/December/ 2020	05/January/ 2021	30/April/ 2021	2	0	0	0		
4. Master of Arts in Teaching Physics			03/November/ 2020	20/December/ 2020	05/January/ 2021	30/April/ 2021	2	0	0	0			
4	University of Mindanao	Technocal Writing	14/September/ 2020	30/September/ 2020	20/October/ 2020	18/December/ 2020	5	0	0	0			
Thailand	1	Bangkok University	Bachelor of Engineering	01/August/ /2020	31/August/ /2020	01/September/ 2020	20/December/ 2020	2	0	0	0		
Total	8	18	76						14	11	6		

Item 4: Proposal for ‘Potential Alternative Program of UMAP During the COVID-19 Pandemic’

Rationale

Mobility activities especially short-term programs seem to be affected the most by the COVID-19 pandemic. In order to achieve the objectives of UMAP which focus on student mobility and educational exchanges in the Asia and Pacific region, we would like to propose the alternative program which both encourages student mobility in a different format but still maintain the value of mobility which combine both academic and cultural issues for those who are involved in the programs.

An online micro credential program is proposed to fit with the current needs of the learners who do not always study continuously for a degree but like to get bite-sized chunks of education. In addition, an online micro credential program would give an opportunity for college students in the Asia and Pacific region to learn together to develop desirable attributes for 21st Century.

Instead of offering typical credits which show that the learners attend the course as required and pass evaluation criteria, credentials are offered. A credential is a qualification, achievement, personal quality, or aspect of a person's background, typically when used to indicate that they are suitable for something. Normally, micro credentials are designed to upskill people to be able to work in rapid growing industries or when skills gap occurs because of new technologies without having to get a full degree. In addition to offering micro credentials as a solution to skills gap for the workers of the current industries and newly graduates, many educators think that the provision of micro credentials come from the demand for high-quality tertiary education.

Implementation

Content

The content of micro credentials will be separated into 2 types: 1. the programs which correspond to new technologies and 2. The programs which develop soft skills. The program should be around 15 hours-20 hours and it should allocate time for both the content and cultural exchange which can be integrated in the content (if applicable) or it can be allocated separately.

Evaluation

Evaluation of the micro credential programs to be offered is based on the outcomes specified by the programs. Those who pass the chosen micro credentials will get a certificate which can be transferred to credit (s) whenever they need it. Blockchain will be employed to keep record and provide certification so that it can be recognized among the universities in UMAP. If the students want to transfer the whole course, they can do online semester exchange instead of taking micro credentials.

Roles of MHESI

- List micro credential programs offered by the universities which are ready.
- Provide a recording system through using blockchain to ensure that the information will not be changed.

Possible courses

- **Successful elevator pitch** (expected outcomes: using persuasive language effectively in a limited time, organizing brief idea logically, projecting voice effectively). Type 2.
- **Data analytic for decision making** (expected outcomes: compiling data, choosing the right data to answer questions). Type 1.
- **Sharing your research in 2 minutes** (expected outcomes: simplifying research study, choosing relevant information, using a power point presentation effectively). Type 2.
- **Cultural story-telling** (expected outcome: using narrative language, choosing appropriate technology to depict stories, asking and answering questions). Type 2.

Cultural aspect can be offered in different manners; e.g. it can be offered as an extracurricular activity by the university or it can be integrated in the content. As an extra-curricular activity, the university which wants to offer micro credentials can involve interested students to present Thai language and other cultural issues to those who participate in the program. However, it can be integrated into the program through contents or a task.

Agenda 5-1: Final Statement of UMAP General / Trust Fund 2019 (January 1 - December 31)

24-Nov-2020

Updated items after the 1st UMAP Board Meeting 2020 are written in red:

1. Revenue of the Membership Fees was updated.
2. Expenditure of Other expenses, which is bank transfer fees was updated.

<General Fund>

Revenue

Item	Budgeted	Year-end Statement (Jan 1 - Dec 31, 2019)
Carried over from 2018	\$189,899.95	\$189,899.95
Membership fees*	\$28,250.00	\$36,703.50
Other Income	\$0.00	\$327.25
Total	\$218,149.95	\$226,930.70

*Membership Fees received from 22 countries/territories
Australia paid their membership fee for 2020 on Nov. 14, 2019

Expenditure

Item	Budgeted	Year-end Statement (Jan 1 - Dec 31, 2019)
UMAP Research Net (for 1 project) 2nd payment @\$5000 x 0.2 x 1	\$1,000.00	\$1,000.00
Promotion (Website Maintenance)	\$6,000.00	\$5,443.86
Maintenance Fee of USCO System	\$0.00	0
Other expenses	\$2,000.00	\$937.97
SSTP Scholarship 2019 (@\$500 x 31 students)**	\$15,500.00	\$2,500.00
Operating costs at International Secretariat***	\$0.00	0
Total Expenditure (A)	\$24,500.00	\$9,881.83
Carryover to 2020(B)	\$193,649.95	\$217,048.87
Total (A) + (B)	\$218,149.95	\$226,930.70

**five students received the SSTP scholarship

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

<Trust Fund>

Revenue

Item	Budgeted	Year-end Statement (Jan 1 - Dec 31, 2019)
Carried over from 2018	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
Total	\$0.00	\$0.00

Expenditure

Item	Budgeted	Year-end Statement (Jan 1 - Dec 31, 2019)
Super Short-Term Programs	\$0.00	\$0.00
	\$0.00	\$0.00
Total	\$0.00	\$0.00

**Agenda 5-2: Midterm Financial Statement of UMAP General / Trust Fund 2020
(January 1 - November 6)**

24-Nov-2020

as of Nov. 6

<General Fund>

Revenue

Item	Budgeted	Actual (Jan. 1 - Nov. 6)	Estimate (Nov. 7 - Dec. 31,	Year-end Estimate (Jan 1 - Dec 31, 2020)
Carried over from 2019	\$217,048.87	—	—	\$217,048.87
Membership fees*	\$33,700.00	\$29,982.00	\$3,718.00	\$33,700.00
Other Income	\$0.00	\$138.69	\$0.00	\$138.69
Total	\$250,748.87	\$30,120.69	\$3,718.00	\$250,887.56

*Estimated Year-end Membership Fees received from 22 countries/territories minus Australia's membership fee

Actual amount of Membership fee is received from 15 countries/territories as of Nov. 6th.

Expenditure

as of Nov. 5

Item	Budgeted	Actual (Jan. 1 - Nov. 6)	Estimate (Nov. 7 - Dec. 31,	Year-end Estimate (Jan 1 - Dec 31, 2020)	
UMAP Research Net (for 2 projects)**	1st payments @\$5000x0.8x2	\$8,000.00	\$4,000.00	\$0.00	\$4,000.00
Promotion	Website maintenance	\$6,000.00	\$5,605.89	\$0.00	\$5,605.89
Maintenance Fee of USCO System		\$0.00	\$0.00	\$0.00	\$0.00
Other expenses***		\$2,600.00	\$388.76	\$0.00	\$388.76
SSTP Scholarship	@\$500 x 55 students****	\$27,500.00	\$0.00	\$0.00	\$0.00
Operating costs at International Secretariat*****		\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditure (A)		\$44,100.00	\$9,994.65	\$0.00	\$9,994.65
Carryover to 2021(B)		\$206,648.87			\$240,892.91
Total (A) + (B)		\$250,748.87	\$9,994.65	\$0.00	\$250,887.56

**One project was selected

***Other expenses is for Transaction fees. It will be re-calculated after Dec 31st, 2020.

****SSTP Scholarship was not used since no students participated Program C due to COVID-19.

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

<Trust Fund>

Revenue

Item	Budgeted	Actual (Jan. 1 - Nov. 6)	Estimate (Nov. 7 - Dec. 31,	Year-end Estimate (Jan 1 - Dec 31, 2020)
Carried over from 2019	\$0.00	\$0.00	\$0.00	\$0.00
Other Income	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

Expenditure

Item	Budgeted	Actual (Jan. 1 - Nov. 6)	Estimate (Nov. 7 - Dec. 31,	Year-end Estimate (Jan 1 - Dec 31, 2020)	
Super Short-Term Programs	Scholarships	\$0.00	\$0.00	\$0.00	\$0.00
	Transaction fees	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00

Agenda 5-3: [Draft] Proposed Budget for UMAP General / Trust Fund 2021

24-Nov-2020

<General Fund>

Revenue

Item	Amount
Carried over from 2020	\$240,892.91
Membership fees*	\$29,982.00
Other Income	\$0.00
Total	\$270,874.91

*Estimated Membership Fees received from 15 countries/territories as of Nov. 6th, 2020.

Expenditure

Item	Amount
UMAP Research Net (for 1 project)	2nd payments @\$5000 x 0.2 x 1 \$1,000.00
Promotion	Website maintenance \$6,000.00
Maintenance Fee of USCO System	\$0.00
Other expenses	\$1,000.00
SSTP Scholarship**	@\$500 x 0 students \$0.00
Operating costs at International Secretariat***	\$25,000.00
Total Expenditure (A)	\$33,000.00
Carryover to 2021(B)	\$237,874.91
Total (A) + (B)	\$270,874.91

**If UMAP board members agree with the idea that UMAP will focus on utilizing exchange programs via online during 2021.

***If UMAP board members agree with the idea that the next UMAP Host country's request

<Trust Fund>

Revenue

Item	Amount
Carried over from 2020	\$0.00
Other Income	\$0.00
Total	\$0.00

Expenditure

Item	Amount
Super Short-Term Programs	Scholarships \$0.00
	Transaction fees \$0.00
Total	\$0.00

UMAP Membership Fee Payment Status (2013~2020)
as of Oct. 9th 2020

	Country	Rate	Amount(USD)	2020	2019	2018	2017	2016	2015	2014	2013	
1	Cambodia	1%	500	(Invoiced)	✓	✓				✓	✓	
2	Kyrgyz			(Invoiced)	✓	✓						
3	Laos			(Invoiced)	✓	✓						
4	Mongolia			✓	(Invoiced)	✓	(Invoiced)					✓
5	Papua New Guinea											
6	Reunion Island											
7	Timar-Leste											
8	Brunei	1.5%	750	(Invoiced)	✓	✓	✓	✓				
9	Ecuador					(Invoiced)	(Invoiced)					
10	Fiji			(Invoiced)	(Invoiced)	(Invoiced)					✓	
11	Guam											
12	Myanmar											
13	Samoa											
14	Kazakhstan	2%	1000	(Invoiced)	✓	✓	✓	✓		✓		
15	Bangladesh			(Invoiced)	✓	✓	✓	✓	✓	✓	✓	✓
16	Macau			✓	✓						✓	✓
17	Peru											
18	Vietnam			✓	✓	✓	✓	✓	✓	✓	✓	✓
19	Chile	3%	1500	✓	✓							
20	Hong Kong				Withdrawal	✓	✓	✓	✓	✓	✓	✓
21	Indonesia			✓	✓							
22	Malaysia			✓	✓	✓	✓	✓	✓	✓		✓
23	New Zealand											
24	Philippines			✓	✓	✓	✓	✓	✓	✓	✓	✓
25	Singapore											
26	Thailand			✓	✓	✓	✓	✓	✓	✓	✓	✓
27	India	4%	2000						✓	✓		
28	South Korea			✓	✓	✓	✓	✓	✓	✓	✓	✓
29	Mexico			✓	✓	✓	✓	✓		✓		
30	Russia											
31	Taiwan	✓	✓	✓	✓	✓	✓	✓	✓	✓		
32	Australia	6%	3000	✓								
33	Canada			✓	✓	✓						
34	China			✓	✓	✓						
35	Japan	8%	4000	✓	✓	✓	✓	✓	✓	✓	✓	
36	USA			✓	✓	✓ (1/2)						
Total Amount(USD)				52,000	33,000	33,750	29,750	19,750	19,750	16,500	21,750	18,000
				(37,250)	(35,000)	(31,250)						

November 15th, 2020

Dr. Sumate Yamnoon

Chairperson, UMAP

Former Secretary-General for Higher Education Commission,
Office of the Permanent Secretary for Higher Education, Science, Research and Innovation,
Ministry of Higher Education, Science, Research and Innovation, Thailand

Dear Dr. Yamnoon,

Warm greetings from Canada. We would like to inform you that National Secretariat of Canada, the British Columbia Council for International Education (BCCIE), will be able to host the next UMAP International Secretariat from 2021 as a liaison office if the UMAP Board agrees with some conditions as stated below.

Term

Two years (January 1, 2021 - December 31, 2022)

Roles

Manage UMAP's account(s) and function as the primary contact and liaison for the UMAP IS

Background

BCCIE has been negotiating with Federal Government of Canada in order to solicit funding support to host UMAP IS for the full term. However, their answer is pending as of today, November 15th, 2020. Therefore, BCCIE has committed to work as the UMAP IS as a liaison office for the following two years under the difficult situation created by COVID-19.

Plans for following two years (2021-2022)

These plans can change if and when Canada is able to commit to being the UMAP IS for another three years, and we should have this decision before the end of November 2020. Until then, however, we suggest that for the next two years (by which time we can assume that we will begin to see face-to-face student mobility re-emerge amongst UMAP member countries and territories), that we consider the following actions:

1. UMAP's main activities will be on hiatus for two years. During that time, as conditions allow, we can begin to transition back towards face-to-face mobility, but in the meantime, we believe that UMAP will need to focus on COIL and online programs, etc.
2. BCCIE and its Canadian partners are accepting responsibility as UMAP IS and understand that this is a term for 5 years which commences from January 1, 2021 to December 31, 2026, as stated in the UMAP Bylaws. However, considering this pandemic period, the

majority of UMAPS' mobility activities will be on hiatus for two years. Hence, BCCIE will present to the Governing Board its plans and actions for two years (2021-2022) including the activities that will require funding from the General Fund and those that will be funded by BCCIE as IS.

3. Canada's continuation as the UMAP IS for the subsequent 3 years is contingent upon funding support from the Government of Canada. Thus, BCCIE would not be able to continue the responsibility of IS for more than two years if the government funding is not made available.
4. If it is the case that no funding is made available from the Government of Canada, Canada will function as a liaison office for two years; during this abbreviated term, Canada will be responsible for managing the General Fund/Trust Fund, including making necessary payments from the GF/Trust, and issuing necessary invoices. Additionally, during this period, Canada will make all necessary announcements as IS and manage the Pledge of Agreement process.
5. Additionally, during this period, in terms of student mobility programs, Canada will also agree to take care of the UMAP Online exchange cross-registration program within UMAP. Canada will, it is hoped, assist in the transition from all virtual student mobility to some physical student mobility.
6. The above commitment for two years of responsibilities would exact a financial and human resource toll on the existing Canada National Secretariat, and it is hoped that the UMAP General Fund could be accessed to a maximum of USD \$50,000 over two years, to cover costs associated with the one full-time program assistant, accounting fees, courier and communication costs, and other related costs. The Canada National Secretariat would in addition make a number of in-kind contributions to ensure the two-year role works well for all concerned.

I would like to extend my thanks for your understanding and consideration of these ideas.

Yours sincerely,



Randall Martin, PhD
Executive Director

**UMAP TRANSITION INTERNATIONAL SECRETARIAT
ACTION PLAN AND WORKING BUDGET**

Term

Two years, January 1, 2021 - December 31, 2022

Roles

Manage UMAP's account(s) and function as the primary contact and liaison for the UMAP IS.

Activities

Function

Background

BCCIE has been negotiating with Federal Government of Canada in order to solicit funding support to host UMAP IS for the full term. However, their answer is pending as of today, November 15th, 2020. Therefore, BCCIE has committed to work as the UMAP IS as a liaison office for the following two years under the difficult situation created by COVID-19. The Canada National Secretariat would make a number of in-kind contributions to ensure the two-year role works well for all concerned but would have real costs that would need to be supported by the UMAP General Fund, as previously discussed with the UMAP Board in its April 2020 meeting.

Budget: USD \$25,000 per year

The above commitment for two years of responsibilities would exact a financial and human resource toll on the existing Canada National Secretariat, and a request is made to cover costs associated with the human resource costs and addition to existing workloads and real costs for BCCIE and the National Secretariat:

- Back-fill and support for BCCIE's existing accountant and financial team
- Financial book-keeping and reporting and management of membership fees
- Increased liaison with Toyo University as overseer of UMAP database and web site
- Increased liaison with Kansai University as overseer of existing and new COIL courses
- Promotion and administration of UMAP Exchange Online initiative
- Processing of new UMAP institutional applicants
- Processing of new UMAP countries
- Enhanced liaison with the UMAP Board and incoming Board
- Correspondence, courier and other communication costs
- Technical support for UMAP IS web and email links and access to dbase

Agenda 7: Revision of UMAP Constitution

As agreed at the 2nd UMAP Board meeting 2019, this revision is for reducing travel expenses of UMAP Board members.

UMAP Constitution

ARTICLE I DEFINITIONS

- 1.1 The name of the organization is University Mobility in Asia and the Pacific (UMAP).
- 1.2 The organization is an association of government and non-government representatives of the higher education sector in Asia and the Pacific. The organization is responsible for enhancing cooperation among higher education institutions (HEIs) in the region and increasing mobility of students and staff through UMAP exchange programs.
- 1.3 The UMAP Exchange Programs involve the development and implementation of university student and staff exchanges which are consistent with the UMAP principles listed in Attachment 1.
- 1.4 The governing authority of UMAP is the UMAP Board. The UMAP Board is composed of representatives from each of the Full Members of UMAP (see Article IV).
- 1.5 The UMAP International Secretariat administers UMAP (see Article V).
- 1.6 The UMAP National Secretariat is the chief point of contact in a member country/territory (see Article VI).
- 1.7 The UMAP organization structure is shown in Attachment 2.

ARTICLE II AIM, GOAL AND FUNCTIONS

- 2.1 The general aim of UMAP is to achieve a better understanding within each of the countries and territories in the Asia-Pacific region of the cultural, economic and social systems of the other countries and territories in the region through enhanced cooperation among higher education institutions and increased mobility of university students and staff.
- 2.2 The goal of UMAP is to increase the exchange of university students and staff through cooperation among countries/territories of the Asia-Pacific Region.
- 2.3 The objectives of UMAP are:
 - (a) To identify and overcome impediments to university mobility.
 - (b) To promote bilateral, multilateral and consortium arrangements among universities of

member countries/territories.

- (c) To develop and maintain a system for recognition and transfer of credits.
- 2.4 To realize the aim and goals, UMAP will closely collaborate with universities of member countries/territories at their request, in joint projects, programmes and activities on students and staff mobility.

ARTICLE III MEMBERSHIP

- 3.1 UMAP Membership is open to those countries/territories listed in Attachment 3. Others may be added as eligible Member countries/territories by a majority vote of the UMAP Board.
- 3.2 There are two statuses of Membership: Full Member and Associate Member.
 - (a) Full Members are those eligible countries/territories that pay an annual contribution as assigned to them based on the formula set out in Attachment 4.
 - (b) Associate Members are any eligible countries/territories that wish to be associated with UMAP.
- 3.3 Full Members are expected to participate in the UMAP Board and UMAP Committee Meetings and are entitled to participate in UMAP Exchange Programs.
- 3.4 Associate Members may participate in the UMAP Board Meetings and UMAP Committee Meetings only as observers and cannot participate in UMAP Exchange Programs.
- 3.5 Any Full Member of UMAP may withdraw from UMAP by notice addressed to the UMAP International Secretariat.
- 3.6 Representation of each member country/territory is determined by that country/territory but must enable effective representation of the national higher education system. Representation may be from the peak body of the universities, consortia of universities, individual universities, government or a combination of these. Individuals are not eligible to be UMAP Members.

ARTICLE IV THE UMAP BOARD

- 4.1 The UMAP Board is composed of all Full Members.
- 4.2 The Board shall determine the policies and the main lines of work for the smooth and effective operation of UMAP.
- 4.3 The Board shall select the UMAP International Secretariat Host Country from proposals made by interested Full Members.
- 4.4 The Board shall oversee the UMAP International Secretariat.
- 4.5 The Board shall receive the reports of the UMAP International Secretariat and approve the program and budget of UMAP.
- 4.6 The Board shall review the Constitution biennially and has sole authority to amend the Constitution.

4.7 The Board shall set up special committees as appropriate. No special committee may exercise any authority other than that specifically outlined in the establishing resolution.

4.8 The Board shall elect a UMAP Chair from Full Members. The elected member shall nominate a chairperson and inform the UMAP International Secretariat.

(a) The Chairperson shall be responsible for convening and presiding over all meetings of the UMAP Board and the UMAP International Conference.

(b) The Chairperson shall host the Board Meeting once a year and UMAP International Conference once during the term of chairmanship.

Revision) The Chairperson shall host the Board Meeting once each Chairmanship year and the UMAP International Conference once during the term of chairmanship.

(c) The costs for hosting UMAP Board Meetings and the UMAP International Conference will be borne by the Full Member country/territory hosting the UMAP Chair.

(d) The term of the UMAP Chair shall be for two (2) years.

4.9 The Board shall meet at least twice a year, once in the country/territory hosting the UMAP Chair and, in principle, once in the country/territory hosting the UMAP International Secretariat. Other meetings of the UMAP Board shall be determined by the Board.

Revision) The Board shall meet at least once a year at the Board Meeting. Other meetings of the UMAP Board shall be called by the Chairman, Board or IS as necessary.

4.10 The presence of at least 50 percent of the Full Members is necessary for the Board to do business. Decisions shall be made by a quorum for the transaction of business. Each Full Member shall have one vote. In the event of a failure to achieve consensus on an item at a Board Meeting, a simple majority vote of the Full Members present shall determine the issue.

ARTICLE V THE INTERNATIONAL SECRETARIAT

5.1 The secretariat of the UMAP shall be called "The UMAP International Secretariat" (UMAP IS), hereinafter referred to as the "International Secretariat".

5.2 The member country/territory hosting the International Secretariat shall be selected by the Board. The term of hosting the International Secretariat shall be for five (5) years.

5.3 The costs of providing the basic infrastructure for the International Secretariat shall be borne by the Full Member country/territory hosting the International Secretariat and shall not be represented in the UMAP budget.

5.4 The UMAP International Secretariat shall be responsible for the management and administration of the day-to-day operations of UMAP and serve as the liaison with National Secretariats.

5.5 The member country/territory hosting the International Secretariat shall appoint a Secretary-General to the International Secretariat.

- 5.6 The Secretary-General shall prepare the agenda for the Board. The Secretary-General shall submit programs of work to the Board and corresponding budget estimates together with such recommendations as considered desirable.
- 5.7 The Secretary-General shall participate without the right to vote in all meetings of the Board, and of the Committees of UMAP.
- 5.8 The Secretary-General shall prepare and communicate to the National Secretariats and to the Board the Annual Reports of the activities of UMAP. The Board shall determine the period to be covered by these reports.
- 5.9 The General Fund and Trust Fund should be managed by the International Secretariat.

ARTICLE VI
UMAP NATIONAL SECRETARIATS

- 6.1 Each member country/territory shall set up a National Secretariat to be the chief point of contact in that member country/territory.
- 6.2 UMAP National Secretariats shall perform the following functions:
- (a) To be responsible for the promotion and development of the UMAP Exchange Programs within that member country/territory.
 - (b) To cooperate with the International Secretariat and other National Secretariats in matters of common interests.
 - (c) To coordinate UMAP participating universities within that member country/territory.

ARTICLE VII
BUDGET

- 7.1 The budget shall be prepared in U.S. dollars and administered by the Board.
- 7.2 The fiscal year of UMAP shall commence January 1 and conclude December 31.
- 7.3 The Board shall approve and give final effect to the budget and to the apportionment of financial responsibility among the member countries/territories of UMAP.
- 7.4 The budget shall be labeled into 3 categories:
- (a) The General Fund shall include the annual membership contributions from the Full Members. The scale of contributions shall be based on the formula as in Attachment 4 and payable in US dollars.

The General Fund shall be used to support the activities of UMAP according to the approval by the Board.
 - (b) The Trust Fund shall include the donations from member countries/territories. The donating country may reserve the rights to set up rules and regulations for the expenditure.
 - (c) Extra-budgetary Funds shall include the additional contributions from the members or facilities or other resources for UMAP purposes. Acceptance and use of all such contributions or facilities shall be subject to approval by the Board.
- 7.5 Expenditure in any category shall be confined to the disbursement guidelines as in Attachment 5 and be subject to approval by the Board.

Attachment 1

Principles of the UMAP Exchange Program

1. UMAP programs operate between individual accredited higher education institutions, or consortiums of institutions, on the basis of mutual acceptance of the appropriateness of national accreditation determinations. All public and private higher education institutions located in countries or territories participating in UMAP, and recognized in the participating home country/territory and administrative region as nationally accredited, or as reputable providers of higher education courses, are eligible to participate in UMAP programs.

2. Definition of UMAP participation

2.1 Host and home universities need to ensure credit recognition prior to exchange. Slight change will be allowed after starting class.

2.2 Use of UCTS as a conversion scale for credit is necessary in principle.

2.3 Selection of courses and universities depends on each university.

2.4 Participating universities may include institutions that plan to make use of UCTS for their student exchange and have put it into practice as a pilot project.

3. The Exchange Agreement

3.1 Universities that plan to join UMAP exchange programs are required to sign the "Pledge of Agreement on UMAP Multilateral Student Exchange Program" with the UMAP International Secretariat.

3.2 Most agreements negotiated under UMAP will be bilateral between institutions, but agreements between governments or systems or combinations of parties are also possible.

3.3 For recognition as a UMAP project, an agreement should take proper account of the obligations of home and host institutions.

Home Institutions will:

- Select students and staff to participate
- Approve the study programs, including language courses/training, to be undertaken by participating staff and students
- Recognize work completed overseas for credit towards awards at the home institution
- Determine the level of financial support to be given to participating students and staff
- Provide appropriate preparatory courses for their students and staff prior to their departure

Host Institutions will:

- Provide the agreed study programs for participating staff and students
- Provide appropriate counseling and other support services to participants
- Assist participating students and staff in obtaining accommodations at reasonable costs
- Ensure that appropriate health care arrangements are made for participating staff and students
- Take action with the appropriate authorities in the host country to facilitate the issue of visas and compliance with other entry requirements
- Ensure appropriate access by participating students and staff to libraries, laboratories and similar facilities
- Provide any necessary language training

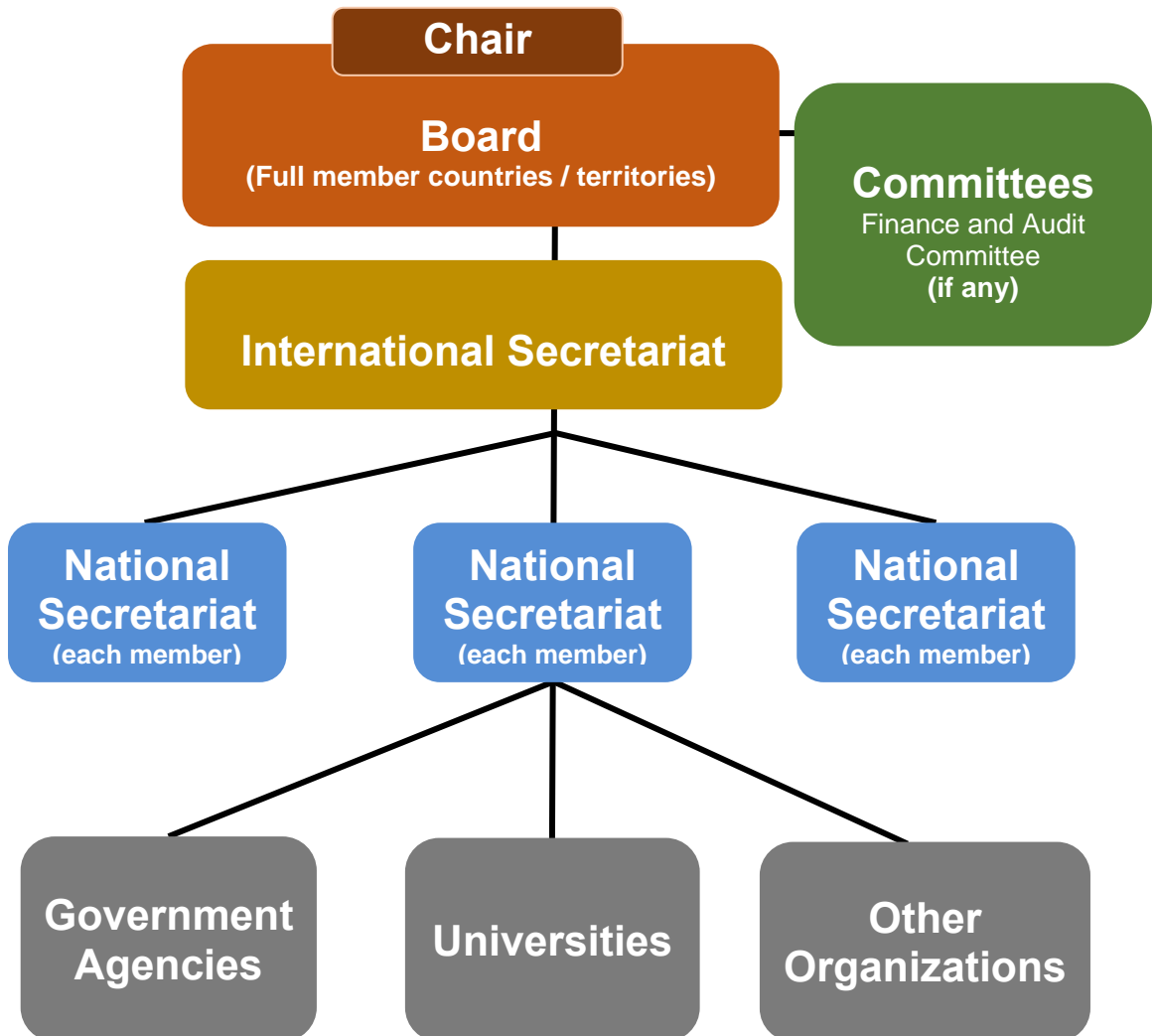
4. Funding Arrangements

4.1 Institutions participating in UMAP need to reach agreement on funding arrangements.

4.2 Matters to be considered may include:

- Whether students in receipt of scholarships, allowances, etc., would be entitled to retain these benefits whilst studying in another country,
- Whether institutions would be able to waive fees for students coming from overseas, on reciprocal terms,
- Whether governments would fund the additional administrative costs that institutions would incur through participation in UMAP; the forms of additional financial support that governments would make available to subsidize the costs of staff and students studying overseas under UMAP; the extent to which private funding may be available to support participation in UMAP; and whether institutions would be able to access development assistance funds to assist participation in UMAP.

Attachment 2



Attachment 3

COUNTRIES, TERRITORIES AND ADMINISTRATIVE REGIONS ELIGIBLE FOR UMAP MEMBERSHIP

- Australia
- Bangladesh
- Brunei
- Cambodia
- Canada
- Chile
- China, People's Republic of
- Ecuador
- Fiji
- Guam
- Hong Kong
- India
- Indonesia
- Japan
- Kazakhstan
- Korea, Republic of
- Kyrgyz Republic
- Laos
- Macao
- Malaysia
- Mexico
- Mongolia
- Myanmar
- New Zealand
- Papua New Guinea
- Peru
- Philippines
- Reunion Island
- Russia
- Samoa
- Singapore
- Taiwan
- Thailand
- Timor-Leste
- USA
- Vietnam

Note

An administrative region within the countries/territories listed above may represent the region and set up a sub-National Secretariat only when there is no representation for the whole country/territory. Even in a case where there are more than one sub-National Secretariat within a Full member country/territory, the country/territory has only one vote in a Board Meeting.

Attachment 4

UMAP Scale of Contribution (US\$)

Country/territory	Contribution Rate (%)
Cambodia, Kyrgyz Republic, Laos, Mongolia, Papua New Guinea, Reunion Island, Timor-Leste	1%
Brunei, Ecuador, Fiji, Guam, Myanmar, Samoa	1.5%
Bangladesh, Kazakhstan, Macau, Peru, Vietnam	2%
Chile, Hong Kong, Indonesia, Malaysia, New Zealand, Philippines, Singapore, Thailand	3%
India, Korea, Mexico, Russia, Taiwan	4%
Australia, Canada, People's Republic of China	6%
Japan, USA	8%

Notes

1. The above scale uses 80 percent of GDP and 20 percent of GDP per capita to arrive at a multiple for each member. The resulting list is then grouped into cohorts to arrive at an estimate of the percentage of the total UMAP General Fund to be borne by each member. As economic information is always changing, the scale will periodically be reviewed by the Board to see if adjustments are merited.
2. A sub-national secretariat representing an administrative region within a country/territory shall pay 50% of the annual membership contribution for the country/territory.

Attachment 5

Disbursement Guidelines of UMAP Funds

Grants and incomes received are classified into different funds which are:

(a) **General Fund**

This fund comprises membership fees received from members and interest income from bank deposits.

(b) **Trust Fund**

This fund comprises donations from member countries/territories, as well as government/private sectors that wish to contribute to UMAP. This account was originally budgeted from Japan's UMAP Student Support Trust Fund Account and it was used for UMAP Scholarship Program Fund Account until 2016.

(c) **Extra-Budgetary Funds**

Members and others may make additional contributions, or provide facilities or other resources "in kind", for UMAP purposes.

The natures of the funds to which these grants and incomes pertain are as follows:

- (a) General Fund shall be used in the organization's core operations, which are expenditures according to annual budgets approved by the Board and administrative expenses of the IS for items approved by the Finance and Audit Committee (excluding personnel and infrastructure).
- (b) Trust Fund shall be used for special programs/projects to encourage student mobility upon approval by the Board.
- (c) Extra-Budgetary Funds shall be used upon approval by the Board.

Attendees of 2020 2nd Board Meeting

No.	Name	Institution	Position	Country/Territory
1	Ms. Jane Grono	Curtin University	Manager, Global Student Mobility	Australia
2	Dr. Sabrina Mohd Daud	Universiti Brunei Darussalam (UBD)	Director of Global Relations	Brunei
3	Dr. Randall Martin	British Columbia Council for International Education(BCCIE)	Executive Director	Canada
4	Ms. Chelsey Laird	British Columbia Council for International Education(BCCIE)	Senior Manager	Canada
5	Mr. Jorge Burgos	Universidad Católica del Maule	Director of Community Engagement and International Relations	Chile
6	Dr. Shawn Chen	Sias University	Chairman	China
7	Mr. Junliang Yue	Sias University	Director, Office of International Affairs	China
8	Assoc.Prof.Dr. Maria Anityasari	Institut Teknologi Sepuluh Nopember	Director of Global Engagement Directorate	Indonesia
9	Dr. Astria Nur Irfansyah	Institut Teknologi Sepuluh Nopember	Senior Manager for International Partnership	Indonesia
10	Mrs. Cahyani Satiya Pratiwi	Institut Teknologi Sepuluh Nopember	Junior Supervisor for Internationalization Program	Indonesia
11	Prof. Akira Ninomiya	Hiroshima University	UMAP Ambassador / Professor Emeritus	Japan
12	Ms. Angie Lee	Hanyang University	Senior Manager	Republic of Korea
13	Ms. Kiran Lei	University of Macau	Functional Head of International Collaboration & Office Administration	Macau
14	Ms. Anita Fu	University of Macau	Senior Administrative Assistant	Macau
15	Assoc.Prof. Abdul Latiff Ahmad	Universiti Kebangsaan Malaysia (UKM)	Director of International Relations Centre (UKM Global)	Malaysia
16	Dr. J. Prospero E. De Vera III, DPA	Commission on Higher Education	Chairman	Philippines
17	Ms.Lily Freida Macabangun-Milla	Commission on Higher Education	OIC Deputy Executive Director and Director III	Philippines
18	Ms. Joy Christine B. Gitau	Commission on Higher Education	Chief and International Affairs Staff	Philippines
19	Ms. Elma Ceballos-Paz	Commission on Higher Education	Education Program Specialist II	Philippines
20	Prof. Ah-Yee Lee	Fu Jen Catholic University	UMAP Taiwan Secretariat Executive Officer	Taiwan
21	Dr. Albert Wei-min Tang	Fu Jen Catholic University	Dean for Office of International Education	Taiwan
22	Dr. Sumate Yamnoon	Ministry of Higher education, Science, Research and Innovation	UMAP Chairperson and Former Secretary General for Higher Education Commission	Thailand
23	Ms. Lakhana Dockkiao	Ministry of Higher Education, Science, Research and Innovation	Director, Bureau of International Cooperation Strategy	Thailand

No.	Name	Institution	Position	Country/Territory
24	Mrs. Sudaporn Imcharoen	Ministry of Higher Education, Science, Research and Innovation	Educator, Senior Professional Level	Thailand
25	Mr. Teeratorn Likhitphongsathorn	Ministry of Higher Education, Science, Research and Innovation	Educator, Professional Level	Thailand
26	Ms. Waritha Sankasem	Ministry of Higher Education, Science, Research and Innovation	Educator, Professional Level	Thailand
27	Prof. Satoshi Ogawa	Iwate University	President	Japan
28	Prof. Kiyoshi Ushikubo	University of the Ryukyus	Vice President	Japan
29	Prof. Taiji Hotta	Hiroshima University	Professor, Morito Institute of Global Higher Education	Japan
30	Mr. Hiroshi Yamaguchi	Japan Association of National Universities	Assistant Director, Planning Department	Japan
31	Ms. Kaori Ishikawa	Japan Association of National Universities	Chief Staff, Planning Department	Japan
32	Mr. Kenji Shimboku	Japan Student Services Organization/ UMAP Japan National Committee	Director for External Relations and Coordination / Executive Director	Japan
33	Ms. Michiko Suzuki	Japan Student Services Organization/ UMAP Japan National Committee	Advisor for External Relations	Japan
34	Prof. Keiko Ikeda	Kansai University	Vice-Director, Center of International Education	Japan
35	Assoc.Prof.Dr. Pornapit Darasawang	King Mongkut's University of Technology Thonburi	Vice President for Internationalization	Thailand
36	Clay Hensley	The College Board	Senior Director, International Higher Education Outreach	U.S.A
37	Prof. Shingo Ashizawa	UMAP International Secretariat /Toyo University	Deputy Secretary General /Faculty of Global and Regional Studies	Japan
38	Assoc.Prof. Yuko Kobayakawa	UMAP International Secretariat /Toyo University	Executive Director /Assistant Professor, Center for Global Education and Exchange	Japan
39	Mr. Kiyotaka Takahashi	Toyo University	Director, International Affairs Office	Japan
40	Ms. Naoko Shimotsuji	UMAP International Secretariat /Toyo University	Administrative officer /Chief, International Affairs Office	Japan
41	Mr. Masato Fukushima	UMAP International Secretariat /Toyo University	Administrative officer	Japan
42	Ms. Yumiko Ishizuka	UMAP International Secretariat /Toyo University	Administrative officer	Japan