

AEARU 26th Board of Directors Meeting

May 14, 2010

Osaka University

PRESENT

Prof. Tony F CHAN	Chairperson; President, HKUST
Prof. Lih J. CHEN	Vice-Chairperson; President, Tsing Hua University – Hsinchu
Dr. Hiroshi MATSUMOTO	Immediate Past Chairperson; President, Kyoto University
Prof. Kiyokazu WASHIDA	President, Osaka University
Prof. Qiang LI	Assistant President, Peking University
Prof. Shin Bok KIM	Vice-President, Seoul National University

SECRETARY

Ms. Cherry LEUNG	AEARU Secretariat, HKUST
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IN ATTENDANCE

Hong Kong University of Science and Technology

Prof. Kar Yan TAM	Dean of Undergraduate Education
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Tsing Hua University – Hsinchu

Prof. Chung-Min CHEN	Consultant of President's Office
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Kyoto University

Prof. Hidetoshi KOTERA	Vice-President
Prof. Junichi MORI	Vice-President
Mr. Teruo TOKURA	Director, International Affairs Department
Mr. Ainslie KERR	Administrator, International Affairs Division
Prof. Katsumi TANAKA	Professor/Vice-Dean, Graduate School of Informatics

Osaka University

Prof. Kiyokazu WASHIDA	President
Prof. Kiichiro TSUJI	Vice-President
Prof. Naoto YAMAUCHI	Professor, International Affairs Board
Prof. Mayumi ISHIKAWA	Assoc. Professor, Office for International Planning & Programs
Mr. Yu KAMEOKA	Director, Department of International Affairs
Mr. Yasuhiro ETO	Head, International Affairs Division

Peking University

Ms. Ying ZHANG

Program Officer, Office of International Relations

Seoul National University

Prof. Shin Bok KIM

Vice-President

Prof. Daehee KANG

Associate Dean of Research Affairs

Notes: The delegates from Nanjing University were unable to attend the meeting due to the fact that President CHEN Jun was engaged in another overseas business trip on the same dates as the BOD meeting.

MEETING MINUTES

I. INTRODUCTORY REMARKS

1. Welcome Remarks by Chairperson of AEARU, President Tony F Chan

Chairperson Chan began the meeting by greeting the assembled BOD members. He explained that emeritus President Chia Wei Woo of HKUST was the first chairperson of the association and it was his honor and pride, on behalf of HKUST, to wear this title again after 14 years. He then expressed his thanks to President Hiroshi Matsumoto, the former Chairperson, for Kyoto University's contribution in taking the leadership role in the previous 2 years. He also thanked President Kiyokazu Washida and Osaka University for their hospitality in hosting the meeting.

2. Welcome remarks by President Kiyokazu Washida of Osaka University

President Washida welcomed all participants to the meeting and to the main campus of Osaka University, which was part of the main site of the Osaka World Exposition in 1970. He expressed that it was an honor for the university, as a new BOD member, to host the meeting. He also thanked Chairperson Chan and HKUST who had provided advice to leading up the event. Following which, President Washida gave a brief introduction of Osaka University and concluded by extending his best wishes for a fruitful meeting.

3. Turnover of AEARU Chair

Chairperson Chan took over the role from former Chairperson Hiroshi Matsumoto of Kyoto University. He expressed that it was a pleasure for the university to be more involved in AEARU. He then introduced the secretary of AEARU that he appointed, Ms. Cherry Leung and expressed thanks for the hard work of former secretary Mr. Ainslie Kerr of Kyoto University.

4. Self-Introduction by the 2010-2011 AEARU Board of Directors

Each of the attending representatives from the BOD member universities introduced themselves in turn.

5. Announcement of Recent Change of Member University Presidency

Chairperson Chan announced the change of presidency at Tsing Hua University – Hsinchu from Prof. Wen-Tsing Chen to Prof. Lih J. Chen in February 2010.

II. CONFIRMATION OF MINUTES

Confirmation of the Minutes of 15th AGM and 25th BOD Meeting; December 3-5, 2009 Tohoku University, Japan. The minutes of these meetings were compiled by the former AEARU secretary Mr. Ainslie Kerr of Kyoto University and distributed to all members in January 2010. No objection was expressed regarding the minutes.

III. REVIEW OF AEARU ACTIVITIES IN 2009

Items 1–5 were reported at the 15th AGM (Dec. 2009). There was no further comment from the BOD members. *(Please refer to the Minutes of the 15th AGM for further details)*

1. AEARU Student Summer Camp: “Think and Act: How We Can Contribute to the Next Generation”;
August 16–23, Osaka University
2. The 5th Cultural Workshop; November 5–8, Peking University. Jointly held with Tsing Hua University –
Hsinchu
3. The 3rd Advanced Materials Science Workshop; November 11–13, POSTECH. Jointly held with Nanjing
University and Tohoku University
4. The 10th Molecular Biology and Biotechnology Workshop; November 11–13, Taiwan University
5. The 4th Energy and Environmental Workshop; Seoul National University (SNU) *(Originally proposed for*
the second half of 2009 and now postponed to August 2010)

IV. SCHEDULED AEARU ACTIVITIES OF 2010 - 2011

Chairperson Chan asked Ms. Leung, the AEARU secretary, to give a report on the scheduled activities in 2010 – 2011.

Ms. Leung reported that no activities had been held for the first half of the year. There were 4 activities proposed at the last AGM and scheduled for the second half of the year, starting in August 2010. (Please refer to the below for a summary of the respective activity proposals.) She mentioned that invitations had been sent out to all members for unscheduled activities but so far no university indicated their willingness to host any of them. Therefore, no new activity proposals were received in the last 4 months.

1. 9th AEARU Student Summer Camp, POSTECH, 16-21 August 2010

The main theme of the camp is “*How Can Northeastern Asia Lead the World?*” Students in any disciplines from AEARU member universities are invited to join (up to 4 students from each university).

2. The 4th Advanced Materials Science Workshop, University of Tsukuba, August 29 –September 3, 2010

The topic of the workshop is “*Artificial and Self-Organized Nanostructure Sciences and Nano-Technologies for the Sustainable World*”. The workshop is in collaboration with National Institute of Material Sciences (NIMS) and KEK, a higher energy accelerator research organization. The call for paper submission will be sent to all AEARU members in June.

3. The 4th Energy and Environmental Workshop, Seoul National University, Late October – Early November 2010

The workshop will focus on 4 areas including: a) Clean and Renewable Energy Application in Urban and Rural Context, b) Pollution Mitigation Technologies in Urban and Rural Context, c) Environmental Impact and Energy Use in Development Projects and d) Rising Issue of Sustainability in terms of Energy and the Environment.

4. The 9th AEARU Web Technology and Computer Science Workshop, January 17–18, 2011

The main theme of the workshop is “*Cloud Computing and the Search for Knowledge*”. The call for paper submission will begin on September 30, 2010.

Among the activity proposals, Ms. Leung highlighted that the 4th Advanced Materials Science Workshop, hosted by University of Tsukuba, would be in collaboration with third parties out of the Association. She asked the members to discuss later in the meeting if any complications or potential problems could be foreseen with non-member’s co-hosting events, considering that activities would receive funding from the AEARU membership fee in very near future.

Ms. Leung mentioned that Kyoto University would make an announcement of the 9th Web Technology & Computer Science Workshop. President Hiroshi Matsumoto of Kyoto University announced that Prof. Katsumi Tanaka would join the 2nd session of the meeting and give more details about the workshop.

Vice-President Shin Bok Kim of SNU expressed apologies for postponing the 4th Energy and Environmental Workshop, which was originally planned for the second half of 2009, to October / November 2010. The

workshop would be organized by the newly established Asian Institute for Energy, Environment and Sustainability of SNU.

V. UNSCHEDULED AEARU ACTIVITIES

The Chairperson proceeded with the agenda by reiterating that solicitation for AEARU activities had been sent out by the secretary earlier of the year but the response was not enthusiastic as no member universities had indicated interests in hosting any of the unscheduled activities.

Knowing that Kyoto University had prepared a proposal on a new workshop on the culture of Chinese written characters, Chairperson Chan invited President Matsumoto to elaborate it further.

President Matsumoto distributed the “*Proposal for a Symposium on Culture of Chinese Written Characters*” to all meeting participants and explained that the idea was suggested at the last AGM in Sendai. He elaborated that Chinese characters have been used for almost 3000 years and have influenced many aspects of history, for example, philosophy, science, politics and economics, and a study centering on Chinese characters would create the potential for discussion on those different aspects. He believed that the workshop would tighten the connection among Asian universities. He proposed for a series of workshops to be hosted by member universities from different East Asian countries. Kyoto University would host the first workshop next year upon the approval of the proposal.

President Lih J. Chen of Tsing Hua University – Hsinchu expressed his support of the workshop and showed his willingness to host the second one.

Prof. Qiang Li, Assistant President of Peking University thought that it was a wonderful proposal and should articulate something that the Asian universities in common. He believed every member would actively participate. He added that Peking University has a good Department of Chinese Language. He would consult President Qifeng Zhou of Peking University about the possibility of hosting the third workshop in Peking University, after Tsing Hua University – Hsinchu.

Vice-President Shin Bok Kim thought it was an interesting topic and hoped it would result in a very fruitful outcome. He mentioned it was common to use automatic translation programs to translate Japanese characters into Korean characters and vice versa, but Korean people need to understand and read Chinese characters as well. He thought the workshop would be very useful.

President Matsumoto added that Chinese characters were a centre of interest for humanities scholars who study eastern culture and many research institutes have been established for this subject. However, he thought that Asian cultures should have a much wider view of the subject, and that he would like to draw participants

from different fields of study, e.g. physics and mathematics. He asked if the proposal was agreeable to the BOD members, and if so, Kyoto University would start the preparation work and collect more ideas from other members.

President Washida supported the proposal and thought it was interesting.

Prof. Li of Peking University was curious if Singapore would also be interested as Chinese is being used as its official language.

Chairperson Chan emphasized that although activities were organized by AEARU members, they should be opened to a wider audience. He added that the proposal from Kyoto University was a great idea – to use Chinese characters as a focal point involving many other subjects including science and the humanities. He fully supported the workshop and thought it was a perfect example of uniting the AEARU members.

Chairperson Chan went on to say that most AEARU workshops were held independently from the AGM and asked members to consider a flagship program held in conjunction with the meeting. It could be on the day before or after the meeting. He believed that this would help to draw a bigger crowd. He would like to further discuss this new idea as well as the future direction of AEARU in second session of the meeting. He ended by concluding that all attending BOD members agreed with the activity proposal by Kyoto University and asked Kyoto University to work out the details of the program.

Chairperson Chan then went on to go through the list of unscheduled activities. He asked members if they were interested in hosting one of those activities, and more importantly if they had any new ideas which were unique to AEARU.

Prof. Qiang Li of Peking University took the Chinese Characters workshop as an example and stated that East Asian countries share common traditions and face common problems. He suggested a new workshop with philosophical topics specific to East Asian countries.

President Matsumoto mentioned that by increasing the number of BOD members, it enlarged representation from China and Japan. He encouraged Peking University as a new BOD member to participate more.

Ms Ying Zhang, Program Officer, Office of International Relations of Peking University, explained that Peking University is considering hosting either the BOD meeting or the AGM for year 2011. However, since the coming AGM will be hosted by Tsinghua University – Beijing, she was not sure if AEARU would like to have a meeting hosted in Beijing again so soon.

Chairperson Chan said that he would like to leave the discussion of future meeting hosts until later in the

meeting, but stressed that other student activities and workshops would also be possibilities for Peking University. He said that he looked forward to hear more from Peking University in next meeting.

VI. ISSUES TO BE REPORTED

Chairperson Chan asked AEARU Secretary Ms. Leung to make a report on the issues of the last few months.

1. Amendment of Constitution Clause 5.2 upon the agreement by written ballot of AEARU members. With the amendment, the number of Board of Directors has been increased from 5 to 7

Notes: The Secretary received the written ballots from all AEARU members. All members voted in agreement with the amendments. The amended Constitution was sent to all AEARU members at the end of April 2010, together with the new BOD members list. With the increase in BOD members, it would better reflect the regional make-up of AEARU as a whole by having a larger proportion of BOD members from China and Japan.

2. The webpage of AEARU was revamped with new style and layout in January

Notes: With the help of former AEARU Secretary Mr. Ainslie Kerr and his co-workers from Kyoto University, the new AEARU webpage was launched on 1st January 2010 successfully and with a smooth transition. Ms. Leung expressed her thanks to both Mr. Kerr and the related parties involved.

3. The latest version of the AEARU contact directory was compiled and distributed to all members at end of April

4. Collection of the AEARU membership fee completed in April

Notes: The collection of AEARU membership fee was completed in April. The Secretary sent the memorandum “*Introduction of AEARU Membership Fee*” (Appendix 1) to all AEARU members in February consulting their comments on the collection and administration of membership fee. Ms. Leung highlighted that to maintain the independent status of the AEARU account, the account itself is self-sustained in a way that it absorbs all bank charges, exchange differences and receives all interest earned. For the period ended 30 April 2010, the AEARU account had a surplus of US\$ 33,929.12. (Appendix 2 and 3)

The report from Ms. Leung ended the first session of the meeting.

Starting the second session of the meeting, Prof. Katsumi Tanaka of Kyoto University’s Graduate School of Informatics gave an announcement of the 9th Web Technology & Computer Science Workshop, to be hosted

by Kyoto University from 17-18 January 2011. The theme of the workshop is “*Cloud Computing and the Search for Knowledge*”.

President Matsumoto expressed that it was Kyoto University’s honor to be given an opportunity to host the workshop. He added that having entered into a new web era, the dark side of web technology was also a concern for the global community. There were many social web tools available, however, rumors were also spread via these channels. He hoped the workshop would include a panel discussion regarding this type of practice.

Prof. Tanaka agreed that credibility of information is very important.

Chairperson Chan expressed his concern that AEARU activities should maintain a balance between having participants from AEARU member universities and also inviting the best people (including non-AEARU members) to speak. The Chairperson said that opening participation of workshop to the rest of the world would ensure the scientific credibility of the meetings.

VII. ISSUES TO BE DISCUSSED

1. Appointment of Treasurer

According to the memorandum “*Introduction of AEARU Membership Fee*” circulated and agreed upon among all AEARU members, the treasurer should be appointed by the Chairperson. Chairperson Chan explained that since the collection of membership fee and administration of the respective bank account should be the responsibility of the chair university, he appointed Ms Cherry Leung to take the role of Treasurer, in addition to her role as AEARU Secretary. All BOD members agreed with the appointment.

2. Funding application and approval procedures for AEARU activities

Chairperson Chan stressed that it was a difficult task to determine how to spend the money responsibly as well as how to disburse the funding. He thought the approval authority should remain with the Board. Therefore, a set of proper procedures for submitting proposals to the Board was required. Following the decisions made by the Board, a set of procedures on how to disburse the funding was also required.

Vice-President Shin Bok Kim of SNU said that agreement on the conditions or criteria for funding approval should be reached before the process of disbursing the funds could be discussed.

Chairperson Chan agreed that the main issue was what to use the money for. He emphasized that both process and criteria are equally important. He said that the Board could discuss the criteria later. He then asked the

Secretary Ms. Leung to give a brief summary of current proposals. (Appendix 4)

Ms. Leung emphasized that the proposal of funding procedures may not be comprehensive enough to cover all aspects and asked the members for comments. It was proposed that the approval authority should remain with the Board. There would be 2 cut-offs for proposal submission. Each cut-off would be a month prior to the BOD meetings in spring and autumn. She highlighted the main concerns for the Board to consider:

1. Conditions or criteria for funding approval
2. Timeline for funding application
3. Whether current proposals would be entitled to apply for funding
4. Whether a cap on funding would be set for each activity
5. Whether an activity in collaboration with a third party would create any complication for the funding process

Chairperson Chan further explained that the current proposal – having the submission for funding applications made one month before the BOD Meeting and the funding disbursement made two months after the BOD Meeting – should create a sufficient time buffer for the whole funding process. He consulted the members for comment or objection. No objection was expressed.

Chairperson Chan then asked for comments as to which activities would be eligible for funding, whether funding should go to speakers or students, and whether a third party matching contribution would be required for non-AEARU members co-host activities.

Vice-President Kim asked what the usual practice for funding activities was.

Mr. Ainslie Kerr, former AEARU Secretary, explained there was no special criterion that it was at the discretion of the event host and varied with each activity.

Chairperson Chan suggested that there should be a competition for funding and that it should not be an equal distribution of money. Per his understanding, there are around 5 activities hosted every year. He suggested that rather than spreading out the funds among all activities, funding should go to 2-3 selected flagship programs instead. For instance, it might be effective to sponsor 3 conferences with each obtaining US\$10,000. Chairperson Chan also asked the members to consider if the fund should be used to sponsor students or more senior participants. He thought that although the amount of money is relatively small, for students it is a significant amount.

President Matsumoto agreed that student sponsorship would be a good way to encourage the participation of students or young researchers. He also suggested that emphasis be put on selected topics.

President Lih J. Chen of Tsing Hua University – Hsinchu proposed the possibility of a student paper competition, so as to generate more initiative among the participating universities. The sponsorship could be used for awards given to the winning student papers.

Chairperson Chan furthered the point that the award should not be limited to AEARU member universities' students as it would compromise quality. He commented that there should be a balance between the funding amount given to members and non-members. He also suggested the possibility of an AEARU fellowship for young students.

Vice-President Kim agreed that priority should be given to sponsorship for student activities because universities could always get financial support from research foundations to sponsor seminars and workshops.

Chairperson Chan stated that the ideas should be put into a concrete policy. He would like to invite more ideas by e-mail and hoped to present them at the next AGM and BOD Meeting in October.

President Matsumoto said that as more time was required to fix the rules, the conclusion would be probably reached in July or August. He suggested carrying the currently held money over to next fiscal year, therefore, there would be more time to decide what should be supported and what priorities should be given.

Chairperson Chan agreed to carry over the money collected to the next physical year so as to provide a buffer for new proposals made at the next BOD Meeting. He explained that the 9th Web Technology & Computer Science Workshop for year 2011 would also be entitled for funding application.

3. Proposal of AEARU Flagship Program – Forum

4. Strategic Plan – Future Direction of AEARU

Chairperson Chan continued with the third and fourth items on the agenda. He suggested that, in addition to the current discipline-specific workshops, there could be a flagship program that would unify all members and make AEARU a unique organization. The Chinese Characters Workshop would be one good example of such a program. He stated that on top of academic or technical training, it would be good to have activities aiming to train future leaders with innovative thinking. Especially for Hong Kong as it is now at a turning point of education reform, changing from 3-year to 4-year undergraduate education. The one extra year will be used for advanced topics, interdisciplinary subjects or liberal arts, helping to develop the leadership quality of students.

Prof Kar Yan Tam, Dean of Undergraduate Education of HKUST explained the idea of a flagship program. He mentioned that since its establishment in 1996, AEARU had had no signature program or annual event. He

spoke about his idea for a forum on selected social topics e.g. aging, economic integration of East Asian countries and any other topics unique to this part of the world. The topic could be changed from year to year. It would feature keynote speakers including senior government officials and members of the association. The one-day program would comprise a keynote speech and discussion.

President Matsumoto agreed that flagship program would be interesting, although the choice of theme would be difficult. He mentioned, for example, that East Asian Economics had been discussed on many occasions, e.g. in Europe, APRU and some other political meetings. He thought that would be a bit beyond the scope of AEARU. He stressed that it might not be necessary to get western speakers involved in discussing aspects of East Asia's unique culture.

Prof. Qiang Li of Peking University agreed with President Matsumoto and said he would prefer an education and research related program. He emphasized that the members of AEARU share similar traditions and challenges. He reiterated his interests in philosophical discussion, in particularly on topics relating to how to deal with tradition and modern culture.

President Washida of Osaka University commented that as the sponsorship fund accumulated by the membership fee was not really a big amount, selection of topics was very crucial. He personally thought that the workshop on Chinese Characters proposed by President Matsumoto was very good. He then invited Prof. Mayumi Ishikawa of Osaka University to speak for him about his proposal of a new topic. Prof. Ishikawa reported that Japan, among South East Asian countries, was the first to implement modernization in the 19th century. During that period, Chinese characters served as a common communication tool for Asian countries. There are new Chinese characters invented by the Japanese for their political system, social system and scientific knowledge transfer. Today, President Washida thought that the common cultures were animation, pop music, fashion, TV dramas and movies, which crossed national borders in East Asian countries. They already constituted common memories for Asian youth. Therefore, he proposed to have conference or workshop to be organized by young researchers and graduate students on the popular or contemporary cultures of East Asia. The topic he proposed was "*What is Common Culture for Asian Universities from a youngster's perspective*".

President Matsumoto fully supported the proposal by Osaka University and stated that Kyoto University had produced a *manga* comic book in several languages, which introduces the university's research activities.

Vice-President Kim agreed the idea of highlighting a specific topic and issue of concern and interest.

President Chen of Tsing Hua University – Hsinchu proposed having a formal presentation by presidents in the meeting, in order to share updates and new measures implemented by the universities.

Chairperson Chan explained that formal presentation session was already held in the AGM, although it was not necessary for presidents to give the presentations as it could be another representative from the university. He then summarized that a general agreement had been reached among BOD members about having a flagship program and that the topics should be central and aligned with AEARU's mission. The theme could be education-oriented and research-oriented, with the aim of improving the member universities in various ways. The flagship program could be held in conjunction with AGM. Speakers invited could be from outside of the association depending on the topics selected.

The Chairperson concluded the first flagship program would be held together with the AGM in 2011. He asked Kyoto University to prepare a proposal for the Chinese Characters workshop and to submit it at the forthcoming AGM in October 2010.

VIII. DATES AND VENUES FOR FUTURE MEETINGS

1. 16th AGM and 27th BOD Meeting: 27-29 October 2010, Tsinghua University – Beijing, China
2. 28th BOD Meeting: Spring 2011, host undecided
3. 17th AGM and 29th BOD Meeting: Autumn 2011, host undecided

The Chairperson continued to discuss the dates and venues for meetings to be held in 2010 and 2011. He mentioned that the coming 16th AGM and 27th BOD Meeting would be held by Tsinghua University – Beijing, from 27-29 October.

President Lih J. Chen expressed his interest in hosting the 28th BOD Meeting in conjunction with the 100th anniversary of Tsing Hua University – Hsinchu. He hoped to host the meeting a week before or after the anniversary (date of anniversary: April 29, 2011).

President Washida pointed out that May 1, 2011 would be Osaka University's 80's anniversary. He hoped the meetings would not clash with the anniversary of Osaka University.

Chairperson Chan commented that it would be great if an AEARU meeting could be added to the anniversary celebrations of the university. He then reviewed the past AEARU meetings according to the geographical locations of the meeting hosts. He noticed that the last meeting was held in Sendai Japan, while the current one was in Osaka, Japan. He asked if other member universities from other locations e.g. Beijing, Taiwan and Korea would consider hosting a meeting.

President Matsumoto expressed Kyoto University's willingness to host the AGM in 2011 as it was proposed that the Chinese characters workshop should be held together with the AGM.

Vice-President Kim explained that SNU could host the meeting, however it would require the approval of

their new president who will assume office in the coming July.

Chairperson Chan concluded there is still plenty of time before the AGM of 2011, and that pending approval at the 2010 AGM, Kyoto University would host both the Chinese Characters workshop and the 17th AGM together.

IX. Adjournment

The Chairperson announced that all of the matters on the agenda had been covered and asked the members if there were any further matters to be discussed before the meeting was adjourned.

As there were no further comments, Chairperson Chan adjourned the meeting. He welcomed the new BOD members aboard once again, thanked the members for their participation and presented President Kiyokazu Washida with a token of appreciation, on behalf of AEARU, for hosting the meeting.

Appendix 1: Introduction of AEARU Membership Fee

- A. Definition of the role of Treasurer**
- B. AEARU Membership Fee Collection Method**
- C. AEARU Account Administration**
- D. AEARU Fund Disbursement Method**
- E. Financial Reporting**

Details:

A. Definition of the role of Treasurer:

- (1) The treasurer shall be appointed by the chairperson. The same person may assume the roles of secretary and treasurer.
- (2) The treasurer is responsible for collecting the membership fee by requesting the fee from each member, and designating a bank account into which the fee should be transferred.
- (3) The treasurer is responsible for selecting and maintaining an appropriate bank account, subject to the AEARU Constitution and the accounting policies of the chair university.
- (4) The treasurer is responsible for administering the accrued funds.
- (5) The treasurer must submit a balance sheet and make a full report of AEARU financial matters to the chairperson, who will submit the same at the AGM and BOD Meetings.

B. Membership Fee Collection Method:

- (6) The membership fee will be paid in US dollars.
- (7) The membership fee will be paid either in the format of cheque or bank transfer, whichever is most suitable to the member university.
- (8) In compliance with the HKUST accounting policy, the membership fee collected will be deposited in a subsidiary account of the HKUST.
- (9) In accordance with (8), the cheque issued by the member universities should be made payable to “The Hong Kong University of Science and Technology”, with reference to an invoice number indicating a payment of AEARU membership fee. Detailed instructions can be found in the attached invoice template.
- (10) Receipts will be issued and distributed to member universities upon confirmation of receipt of payment.

C. AEARU Account Administration:

- (11) Interest allocation will be on the basis of a positive average cash balance multiplied by the account's monthly interest rate as at the end of the respective calendar months.
- (12) In compliance with the HKUST's accounting policy, when income is deposited into the university's multi-currency account in USD, income will be recorded with the currency book rate (USD-HKD) of that month. Accordingly, revaluation will be made at the end of every month. And sponsorship payment in USD will be recorded in the currency book rate of the month it is disbursed. In accordance with such, potential exchange difference will be incurred.
- (13) To maintain its independent status, the AEARU account will be self-sustained in a way that it absorbs all bank charges, exchange differences and receives all interest earned.

D. AEARU Fund Disbursement Method:

- (14) The sponsorship fund will be paid in US dollars.
- (15) The sponsorship fund will be paid in the format of cheque, in order to avoid the administrative charges incurred via credit card or remittance.
- (16) The cheque will be issued to the member universities by "The Hong Kong University of Science and Technology".

E. Financial Reporting:

- (17) The treasurer will submit a balance sheet and financial report of AEARU financial matters to the chairperson.
- (18) The chairperson shall submit the balance sheet and financial report at the AGM and BOD Meetings.



Appendix 2

INCOME AND EXPENDITURE STATEMENT FOR THE PERIOD ENDED 30 APRIL 2010

2010
US\$

INCOME

Membership Fees	34,000.00
Interest	0.12
	34,000.12

EXPENDITURE

Sponsorship

Workshops	0.00
Symposia	0.00
Student Activities	0.00
	Sub-total (I)
	0.00

Administration

Bank Charges	71.00
Exchange Differences	0.00
	Sub-total (II)
	71.00

**TOTAL (I) &
(II)** **71.00**

SURPLUS FOR THE PERIOD

33,929.12



Appendix 3

BALANCE SHEET

AS AT 30 APRIL 2010

2010

US\$

CURRENT ASSETS

Accounts Receivable	4,000.00
Bank and Cash Balances	29,929.12
	33,929.12

FUNDS

Surplus Brought Forward	0.00
Surplus for the Period	33,929.12
	33,929.12

Appendix 4
Proposal on AEARU Activity Funding
Application and Approval

I. Application for Funds

- a. Funds accrued by the AEARU membership fee should be used to support academic and student activities only, not administrative meetings.
- b. Only activities formally announced and approved at the AGM are eligible for support.
- c. All AEARU member universities can apply for the funds by submitting activity proposals.
- d. Activity proposals should include a budget plan.
- e. Proposal submitted will be discussed and approved at the BOD meetings.
- f. Members can submit proposals anytime throughout the year.
- g. There will be 2 cut-offs for proposals submission. Each cut-off will be a month in prior to the BOD meetings in spring and autumn.
 - Therefore, any submission which comes in later than the cut-offs will enter into next round of approval. For example, a member university which intends to host an activity in August 2011 should submit the proposal at least one month in advance of either the BOD meeting in spring 2011 or the BOD meeting in autumn 2010.

II. Approval of Funds

- a. Proposals will be vetted and approved by the Chairperson in consultation with the Board of Directors at the BOD meetings.
- b. The amount of funds will be discussed and approved at the BOD meetings.
- c. The amount of funds will be subject to the current number of activities applying for funding, the individual activity's budget plan and the amount of funds available.

III. Approved Funding

- a. The results of funding approved will be announced by the Secretariat together with the distribution of BOD meeting minutes.
- b. Funding will be disbursed to the recipient universities within 2 months after the BOD meeting at which the funding was approved.
- c. Money provided to fund activities which are subsequently cancelled must be returned to the treasury.
 - As a general rule, the entire amount received should be returned; however, a partial refund is possible, depending on the circumstances. In such cases, the amount of money returned must be jointly decided by the treasury and the university which received the funds, and a report of how the non-refunded portion of the money was used must be made at the subsequent AGM.

- d. The activity reports of activities which receive funding must include a report of expenses.
- e. Other matters which arise will be discussed with, and decided by, the chairperson as required.