



**UNIVERSITY MOBILITY IN ASIA AND THE  
PACIFIC**

**REFERENCE GROUP MEETING**

**BEECHWORTH, AUSTRALIA**

**8-9 MARCH 2001**

**UMAP REFERENCE GROUP MEETING**

**BEECHWORTH AUSTRALIA**

**8-9 MARCH 2001**

**AGENDA**

1. Welcome and Introductions
2. Country reports
3. Confirmation of record of last meeting
4. Changes to UMAP Constitution
5. Financial Report to 31 December 2000
6. Report on Work Plan for 2000
7. UMAP Budget 2001
8. Work Plan for 2001
9. Other business
10. Next meeting

## 1 WELCOME AND INTRODUCTIONS

The UMAP Chairperson, Professor Michael Osborne, will welcome participants and formally open the meeting.

The UMAP International Secretariat Secretary General, Dr Mineo Nakajima, will respond on behalf of meeting participants.

Participants will be invited to consider items of business they may wish to have discussed under 'Other Business'.

A list of participants, including contact details is at *Attachment A*.

Apologies have been received from:

Cambodia (Professor Pit Chamnan, [pitch@camnet.com.kh](mailto:pitch@camnet.com.kh))

Fiji (Mr Savenaca Siwatibau, [fatiaki\\_v@usp.ac.fj](mailto:fatiaki_v@usp.ac.fj))

Hong Kong (Ms Katherine Wan, [kwan@hku.hk](mailto:kwan@hku.hk))

Russia (Dr Vladimir Kurilov, [Kalinichy@dip.dvgu.ru](mailto:Kalinichy@dip.dvgu.ru))

Samoa (Mr Tyrone Laurenson, [registrar@nus.edu.ws](mailto:registrar@nus.edu.ws))

Vietnam (Dr Vuong Thanh Huong, [ha-tttt@hn.vnn.vn](mailto:ha-tttt@hn.vnn.vn))

## UMAP REFERENCE GROUP MEETING, 7-9 MARCH 2001

### CONFIRMED PARTICIPANTS

Name	Title	Country	Contact details
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Dr Cameron Hurst	University of Pennsylvania	USA	<a href="mailto:ghurst@sas.upenn.edu">ghurst@sas.upenn.edu</a>

## 2 COUNTRY REPORTS

Given the short time since the last Reference Group meeting, the UMAP International Steering Committee agreed that UMAP members be invited to prepare a short report should they so wish and that reports be circulated before the Reference Group meeting. It was further agreed that rather than presenting reports at the meeting the Country Reports session be run as a question and answer session.

Only one Country Report has been received to date (*Attachment A*). Others will be circulated should they be received before the Reference Group meeting.

### *Recommendation*

*Members are invited to discuss issues raised in the Country Reports.*

**UMAP REFERENCE GROUP MEETING  
BEECHWORTH, AUSTRALIA  
8-9 MARCH 2001**

**COUNTRY REPORTS**



# **UMAP COUNTRY REPORT**

## **AUSTRALIA**

**UMAP REFERENCE GROUP MEETING**

**BEECHWORTH, AUSTRALIA**

**8-9 MARCH 2001**



## UMAP – COUNTRY/TERRITORY REPORT

*Name of Country/Territory*

**AUSTRALIA**

*UMAP Meeting for which Report prepared*

*a) Location of meeting*

**BEECHWORTH  
AUSTRALIA**

*b) Date of meeting*

**8-9 March 2001**

*National Contact in Country/Territory*

*a) Name/Title of person or organisation*

**Mr Bob Goddard  
Assistant Secretary General,  
International, Australian Vice-  
Chancellors' Committee**

*b) Address*

**GPO Box 1142  
Canberra ACT 2601  
Australia**

*c) International telephone number*

**61 2 6285 8200**

*d) International fax number*

**61 2 6285 8211**

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**b.goddard@avcc.edu.au**

## UMAP - AUSTRALIAN COUNTRY REPORT

Australia submits the following report to the Reference Group Meeting in Beechworth, Australia, 8-9 March 2001.

### Department of Education, Training and Youth Affairs

The Australian Government, through the Department of Education, Training and Youth Affairs, continues to support UMAP student exchanges through the *Australian UMAP Programme*.

In 2001, the Department will provide A\$1.4 million in grants to Australian higher education institutions to support their participation in UMAP student exchanges. The number of Australian students to be supported for study in each country is shown in Table 1.

**Table 1. Australian students receiving UMAP  
Australian Government grants in 2001**

Country	No. of Aust students
Canada	14
Chile	11
China	56
Hong Kong	10
Indonesia	29
Japan	56
Korea	23
Malaysia	25
Mexico	6
New Zealand	2
Papua New Guinea	1
Philippines	5
Singapore	7
Taiwan	16
Thailand	52
USA	8
Vietnam	2
<b>Total</b>	<b>323</b>

Under the 2001 round of the *Australian UMAP Programme*, preference was given to exchanges which included participation in the pilot UMAP Credit Transfer Scheme.

The UMAP contact within the Department of Education, Training and Youth Affairs is:

Sara Cowan, Assistant Secretary, International Policy Branch

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tel: +61 2 6240 7388

fax: +61 2 6240 7514

### **Australian Vice-Chancellors' Committee**

The Australian Vice-Chancellors' Committee will continue as the Australian UMAP Secretariat for 2001.

Officers with some involvement in UMAP at the AVCC are:

Bob Goddard, Assistant Secretary General, International

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The AVCC is actively involved in establishing the University Mobility in the Indian Ocean Region (UMIOR) Program and has taken on the role of UMIOR Secretariat on an interim basis. More details on progress in establishing UMIOR will be presented to the UMAP Reference Group meeting.

### **3 CONFIRMATION OF RECORD OF LAST MEETING**

Attached for confirmation by participants is the record of the meeting of the UMAP Reference Group held in Seoul on 16 October 2000.

*Recommendation*

*It is recommended that the Reference Group approve the record of the last meeting.*

**The 8<sup>th</sup> UMAP Reference Group Meeting-Conference  
October 16-17, 2000  
Lotte Hotel, Seoul**

**October 16**

Chair: Dr. Hyun Chong Lee, Secretary General, Korean Council for University Education.  
(partly chaired by Dr Mineo Nakajima, Secretary-General, UMAP International Secretariat)

**1. Opening Session**

Dr. Hyun Chong Lee, Chair of UMAP  
Dr. Kun Goh, Mayor of Seoul, Korea  
Dr. Kyung Jae Park, Director General for International Education (presented on behalf of Don Hee Lee, Minister, Ministry of Education, Korea)  
Dr. Hyung Won Yoon, Chair of Korean Council for University Education (KCUE)

**2. Session**

Part 1 – David K. Leonard, Dean of International Studies, UC (Berkeley)  
“ Linking the Chain of Universities on the Pacific Rim”  
Part 2 – Professor Michael Osborne, President, La Trobe University, Australia  
“ University Networks ”

**3. Session**

Part 1 – Mr. Masayuki Inoue, Deputy Director General, Science and International Affairs  
Bureau, Ministry of Education, Science, Sports and Culture  
“ Meaning and Role of UMAP ”  
Part 2 – Dr. Pit Chamnan, Rector, Royal University of Phnom Penh, Cambodia  
“ Student Mobility in the Greater Mekong Region ”

**4. Report from International Secretariat**

**4-1 UMAP Budget 2001-2002**

It was agreed that approval of the UMAP Budget 2001-2002 would be considered following a report on the outcomes of the 1999-2000 Budget at the March 2001 Reference Group meeting.

**4-2 UMAP Work Plan 2001-2002**

Comments made by members include:

- The efficiency of information circulation should be considered and improved.
- Minutes of meetings should be provided on the website and at the next meeting.
- Essential papers should be prepared and handed out well in advance of the meetings.

It was agreed that approval of the work plan for 2001 would be considered following a report on the outcomes of the 2000 work plan at the March 2001 Reference Group meeting.

## **October 17**

### **1. Report from the International Steering Committee**

#### **Changes to the constitution**

--Two proposals suggesting revision to the Constitution were circulated prior to the meeting by Japan and the US. In addition to these papers, the meeting had to also consider the changes already adopted by the ISC and before the Reference Group for approval.

Members of the International Steering Committee, held on the day prior to the Reference Group meeting, suggested UMAP members both full and associate be given appropriate time to consider the contents of the suggested changes. The meeting agreed with the proposal to establish a working party to analyse papers and report back to the Reference Group meeting to be held in March 2001

It was agreed that the working group should be small and open to accept any submissions from countries/territories. The draft paper must be developed and sent to full members for comment and input by the end of 2000. The working group will prepare a revised paper for distribution well before the next Reference Group Meeting.

The Constitution Working Group is: Korea (chair), Australia, US, Thailand, Taiwan, Japan and the International Secretariat.

#### **Election of Officials**

As required under the Constitution, four full members of the ISC were to be nominated to join Australia (already elected as Chair for 2001-2002) and the four Japanese representatives on the International Steering Committee for 2001 and 2002. The meeting agreed with a motion to increase the membership of the ISC by one to enable five full members to be elected for 2001/2002. The newly elected members of the ISC for 2001/2002 are Korea, New Zealand, Taiwan, Thailand and the United States.

### **2. International Secretariat Performance Assessment**

At the 1999 Reference Group Meeting, it was agreed that the performance of the International Secretariat should be reviewed. A report on the assessment was tabled and discussed at the meeting.

Members agreed that Japan should host the International Secretariat for a further 4 years, subject to decisions taken in respect of changes to the UMAP Constitution.

### **3. Macau application for membership**

Dr. Liu (Vice Rector of the University of Macao) expressed Macao's strong interest in joining UMAP. The proposal was unanimously approved.

#### **4. UCTS Trial**

Australia, Japan and Thailand are actively participating in the trial of the UCTS. Mr. Goddard advised that information about the UCTS is available in a presentation package for use by interested UMAP members. He encouraged all UMAP members to participate in the trial.

#### **5. Country Report**

Due to lack of time only members represented at the Reference Group for the first time were asked to present country reports. Cambodia, Vietnam, Papua New Guinea Russia and Malaysia presented reports to the meeting.

#### **6. Next Chairperson**

Dr. Lee announced that Australia had nominated Prof. Osborne as the next UMAP chairperson.

#### **7. Next Meeting**

Australia will hold the 2001 International Steering Committee Meeting and the Reference Group Meeting.

ISC Meeting: March 7, 2001 in Melbourne

RG Meeting: March 8-9, 2001 at Trobe University

#### **8. Closing Address**

Dr. Lee made the closing remarks. Professor Osborne, in his capacity as incoming Chair, thanked Dr Lee for his untiring efforts to promote UMAP during his time as Chairperson. The meeting extended thanks to the KCUE for its support of the meetings.

The meeting was formally closed at 1230pm.

#### **4 CHANGES TO UMAP CONSTITUTION**

Professor Osborne will introduce this item on behalf of the UMAP International Steering Committee.

A copy of the report of the UMAP Constitution Working Group established at the last Reference Group meeting is at *Attachment A*.

The Reference Group is invited to discuss the report and to consider adopting the revised draft Constitution as recommended by the UMAP International Steering Committee.

##### *Recommendation*

*It is recommended that the Reference Group adopt the revised UMAP Constitution as recommended by the UMAP International Steering Committee.*

## REPORT OF WORKING GROUP TO REVISE UMAP CONSTITUTION

At the last UMAP Reference Group meeting a Working Group was established to consider possible changes to the UMAP Constitution and to develop some recommendations for consideration by the Reference Group at its meeting in Australia in March. The Reference Group asked that a paper proposing changes to the Constitution be circulated to UMAP members in advance of the next meeting to enable members to consider fully the proposals and to be able to take decisions at the meeting.

Members of the Working Group met in Tokyo on 5 February to discuss responses to the Working Group's invitation to put forward proposals to change the UMAP Constitution and to consider these and the proposals already tabled by Japan, the USA and the International Steering Committee.

All members of the Working Group have subsequently considered possible changes to the governance and administration of UMAP but decided unanimously to recommend to UMAP members that changes focus on governance arrangements. The Working Group believes that once an appropriately constituted Board is established and is empowered to govern UMAP effectively, administrative issues and other matters raised by members can be tackled over time.

On this basis the Working Group recommends the following changes to the UMAP Constitution:

1. The UMAP International Steering Committee be renamed the UMAP Board.
2. All full members (ie those countries/territories that pay a subscription to UMAP) make up the Board.
3. The Board should seek consensus whenever possible but vote – on the basis of a simple majority - when consensus cannot be reached.
4. Each Board member would have one vote.
5. The chairperson would not vote. If the vote is tied the point at issue would be reconsidered by the Board, if necessary at a later meeting.
6. The Reference Group (made up of full and associate members and other invited organisations) would be an advisory group to the Board and would not vote on issues.
7. For continuity and stability the UMAP International Secretariat would remain in Tokyo until at least 2005.
8. Subscriptions to UMAP should be made annually.

These recommendations are reflected in the draft Constitution at *Appendix 1*. Proposed substantive changes are underlined. Full UMAP members will be invited to comment on

the draft at the next Reference Group meeting and to consider the Working Group's strong recommendation that the draft be adopted.

A last matter members of the Working Group have discussed relates to the establishment of the position(s) of Secretary and Treasurer. There has been insufficient time to finalise a recommendation on this matter. It is therefore proposed that this matter be discussed and finalised at the International Steering Committee and Reference Group meetings on 8 and 9 March. Members are invited to consider the following options:

- A position of Secretary to the Board is established to have responsibility for Board and Reference Group meeting minutes and the UMAP Chair is required to provide a candidate for the position (this would make it easy for the Chairperson and Secretary to work closely);
- The position of Secretary is provided by another Board member;
- The position of Treasurer is given to the Under Secretary General (the Under Sec Gen currently has this responsibility and would keep the role of treasurer with the day-to-day management of UMAP bank accounts)
- The position of Treasurer is provided by a Board member other than the UMAP chair and IS host country (this separates the role of treasurer from those with primary responsibility for spending)
- The positions of Secretary and Treasurer are combined and a third Board member (ie neither Chair or IS host) is invited to provide a nominee.

UMAP Constitution Working Party  
22 February 2001



**UNIVERSITY MOBILITY IN ASIA AND THE  
PACIFIC**

**CONSTITUTION**

# UNIVERSITY MOBILITY IN ASIA AND THE PACIFIC (UMAP) ORGANISATION

## CONSTITUTION

### 1. DEFINITIONS

- 1.1 The name of the organisation is University Mobility in Asia and the Pacific (UMAP).
- 1.2 The organisation is a voluntary association of government and non-government representatives of the higher education sector. The organisation is responsible for overseeing the UMAP Exchange Program.
- 1.3 The UMAP Exchange Program involves 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 (see Article 5). The UMAP Board is composed of representatives from each of the full members of UMAP (see Article 4).
- 1.5 The UMAP Reference Group provides advice to the UMAP Board (see Article 5).
- 1.6 The UMAP International Secretariat administers UMAP (see Article 5).
- 1.7 The UMAP Member Contact Office is the chief point of contact in a member country/territory (see Article 5).

### 2. AIM

- 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 between higher education institutions and increased mobility of university students and staff.

### **3. GOALS AND OBJECTIVES**

**3.1** The goal of UMAP is to increase the exchange of university students and staff through cooperation among countries of the Asia Pacific region.

**3.2** The objectives of UMAP are :

**3.2.1** To identify and overcome impediments to university mobility.

**3.2.2** To move beyond bilateral to multilateral and consortium arrangements.

**3.2.3** Develop and maintain a system for granting and recognising academic credit.

### **4. MEMBERSHIP**

**4.1** UMAP membership is open to those countries/territories and administrative regions listed in Attachment 2. Others may be added as agreed by the UMAP Board.

**4.2** Representation of each country/territory or administrative region is determined by that country/territory or administrative region but must enable effective representation of the national higher education system. Representation may include the peak body of the universities, government, consortia of universities, individual universities, or a combination of these. Individuals are not eligible to be UMAP members.

**4.3** There are two levels of membership: Associate Membership and Full Membership.

**4.3.1** Associate membership is open to any eligible country/territory or administrative region that wishes to be associated with UMAP. Associate Members may participate in Reference Group meetings and in the UMAP Exchange Program.

**4.3.2** Full membership is open to any eligible country/territory or administrative region that agrees to pay an annual contribution as assigned to them based on the formula set out in Attachment 3. Full Members may participate in Reference Group meetings and the UMAP Exchange Program. In addition each Full Member is entitled to representation on the UMAP Board.

### **5. GOVERNANCE**

**5.1** The UMAP Board is comprised of all Full Members as well as the Secretary General and Under Secretary in a non-voting ex-officio capacity.

**5.1.1** The UMAP Board exercises the full authority of UMAP and makes all decisions required for the smooth and effective operation of UMAP. The UMAP Board:

- (a) Determines the goals and objectives of UMAP.
- (b) Selects the UMAP International Secretariat Host Country from among proposals made by interested Full Members. The UMAP International Secretariat is initially established in Japan until at least the end of 2005.
- (c) Adopts a strategic plan and an annual budget for the organisation.
- (d) Oversees the UMAP International Secretariat.
- (e) Amends the Constitution and has sole authority in this matter.
- (f) Creates special committees as appropriate. No special committee may exercise any authority other than that specifically outlined in the establishing resolution.

**5.2** The UMAP Reference Group provides advice to the UMAP Board.

**5.2.1** The UMAP Reference Group is comprised of all UMAP members, both full and associate, as well as representatives of regional organisations and others as determined by the UMAP Board.

### **5.3 Officers**

**5.3.1** The UMAP Board will elect a UMAP Chair from among its members. The term of appointment shall be for two years.

**5.3.1.1** The elected member shall nominate a chairperson.

**5.3.1.2** The Chairperson is responsible for convening and presiding over all meetings of Reference Group and Board.

### **5.4 Meetings**

**5.4.1** The UMAP Board shall meet at least twice a year, once in conjunction with the Reference Group meeting and once at a mutually agreed upon time and location.

**5.4.1.1** The presence of at least 50 per cent of current members of the UMAP Board will constitute a quorum for the transaction of business.

**5.4.1.2** In the event of a failure to achieve consensus on an item at a Board meeting, a simple majority vote shall determine the issue.

**5.4.1.3** Each member of the Board shall have one vote. The Chairperson shall not vote in addition to that cast by his or her country/territory/administrative region.

**5.4.2** The UMAP Reference Group meets annually.

**5.4.2.1** UMAP Reference Group meetings are held in the member country or territory chairing UMAP.

**5.4.2.2** A Reference Group conference is held coincident with a Reference Group meeting every two years.

## **5.5 UMAP International Secretariat**

**5.5.1** The UMAP International Secretariat is responsible for the management and administration of the day to day operations of UMAP.

**5.5.2** Member countries/territories may second staff to the UMAP International Secretariat with the agreement of the UMAP Board.

**5.5.3** The UMAP International Secretariat will serve as the liaison with all UMAP Member Contact Offices.

**5.5.4** The UMAP member hosting the UMAP International Secretariat shall appoint a Secretary General and Under Secretary General to the International Secretariat.

**5.5.4.1** The Secretary General shall oversee the activities of the International Secretariat. The Under Secretary General shall assist the Secretary General and act for the Secretary General when necessary.

## **5.6 UMAP Member Contact Offices**

**5.6.1** Each UMAP Member Contact Office is responsible for the promotion and development of the UMAP Exchange Program within that member country/territory.

## **6. FUNDING AND BUDGET**

### **6.1 Budget**

**6.1.1** The fiscal year of UMAP shall commence January 1 and conclude December 31.

**6.1.2** An annual budget for UMAP shall be prepared in U.S. Dollars.

**6.1.3** The costs of hosting the UMAP Reference Group meeting will be borne by the hosting UMAP member and will not be represented in the budget.

**6.1.4** The costs of hosting the UMAP Board meetings will be funded through voluntary contributions and will not be represented in the budget.

**6.1.5** The costs of providing the basic infrastructure for the UMAP International Secretariat will be borne by the UMAP member hosting the International Secretariat and will not be represented in the budget.

## **6.2 Membership Contributions**

**6.2.1** Each full member shall contribute to the approved budget of UMAP.

**6.2.2** The scale of contributions shall be based on the formula included in the schedule at Attachment 3 and payable in US dollars.

**6.2.3** The scale of contributions can only be changed by the UMAP Board.

**6.2.4** The country hosting the International Secretariat is a full member of UMAP and shall not be required to pay the annual membership fee.

**6.2.5** All costs of participation in UMAP meetings shall be met by individual members.

## **6.3 Extra-budgetary funds**

Members and others may make additional contributions, or provide facilities or other resources 'in kind', for UMAP purposes. Acceptance and use of all such contributions or facilities shall be subject to approval by the Board.

**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 or private higher education institutions located in countries or territories participating in UMAP, and recognised in the participating home country as nationally accredited, or as reputable providers of higher education courses, are eligible to participate in UMAP programs.
2. **The Exchange Agreement**
  - 2.1 Most agreements negotiated under UMAP will be bilateral between institutions, but agreements between governments or systems or combinations of parties can also be appropriate.
  - 2.2 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
- recognise 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 counselling and other support services to participants
- assist participating students and staff to obtain accommodation at reasonable cost
- 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

### **3. Funding arrangements**

#### **3.1** Institutions participating in UMAP need to reach agreement on funding arrangements. 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 which institutions would incur through participation in UMAP,
- the forms of additional financial support that governments would make available to subsidise 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.

**COUNTRIES, TERRITORIES AND ADMINISTRATIVE REGIONS ELIGIBLE  
FOR UMAP MEMBERSHIP**

- Australia
- Brunei
- Cambodia
- Canada
- Chile
- Fiji
- Guam
- Hong Kong
- Indonesia
- Japan
- Korea
- Laos
- Macau
- Malaysia
- Mexico
- Mongolia
- Myanmar
- New Zealand
- Papua New Guinea
- Peoples' Republic of China
- Philippines
- Russia
- Singapore
- Taiwan
- Thailand
- USA
- Vietnam
- Western Samoa

**UMAP SCALE OF CONTRIBUTIONS**

The following formula (based on the APEC Membership formula) is used to determine the contributions of full members.

- (a) the basis is a 80%GNP/20%GNP per capita split according to the latest three year average
- (b) a ceiling of 16% (USA and Japan)
- (c) 1% for Western Samoa, Myanmar, Guam, Fiji, Laos, Macau, Cambodia, Vietnam, Mongolia, Macau
- (d) 2.5% for Thailand, Philippines, Malaysia, Indonesia, Brunei, Chile, Papua New Guinea
- (e) 2.75% for New Zealand, Hong Kong and Singapore
- (f) the balance to be shared proportionally amongst the remaining full members based on the criterion in (a)

This formula does not apply to the country hosting the International Secretariat.

## **5 FINANCIAL REPORT TO 31 DECEMBER 2000**

Professor Akira Ninomiya will present the UMAP Financial Report to 31 December 2000 at *Attachment A*.

The Reference Group is invited to discuss the Report.

### *Recommendation*

*It is recommended that the Reference Group discuss the UMAP Financial Report to 31 December 2000.*



**UNIVERSITY MOBILITY IN ASIA AND THE  
PACIFIC**

**FINANCIAL REPORT TO 31 DECEMBER 2000**

## UMAP FINANCIAL REPORT FOR 2000

### Special Account – UMAP Fund-in-Trust (Administration)

<b>BankTokyo:</b>	<b>Mitsubishi Band-Ohji Branch, Japan</b>
<b>Account Number:</b>	<b>1017996</b>
<b>Name of the Account:</b>	<b>“UMAP Fund-in-Trust:UMAP-IS (Mineo Nakajima)”</b>
<b>Interest Ratio:</b>	<b>0.12%/year</b>

### Income

<b>Items</b>	<b>Income</b>	<b>Description</b>
Payment from MOE	JPY4,056,000,000 (US\$36,889,495)	Received from MOE , Japan for the Fund-in-Trust (February 18, 2000)
Interest	JPY13,335 (US\$121.28)	(for February 21, 2000 to 31 December 2000)
<b>Total</b>	<b>JPY4,056,013,335</b> <b>(US\$36,889,616)</b>	

### Expenditure

<b>Items</b>	<b>Budget</b>	<b>Description</b>
Transfer to AIEJ	JPY4,017,000,000 (US\$36,534,788)	Fund-in-Trust Entrusted to AIEJ (February 21, 2000)
Transfer to UMAP Fund in Trust (Program) Account	JPY38,000,000 (US\$345,611.65.)	

**Balance as at 31 December 2000: JPY1,013,335 (US\$9,216.32)**

## Special Account – UMAP Fund-in-Trust (Program)

**Bank: Tokyo Mitsubishi Bank:-Ohji Branch, Japan**

**Account Number: 0 0 2 8 5 7 6**

**Short-term account: Duration of the Saving: 6 months  
(date of expiration January 24, 2001)**

**Interest Ratio: 6.29586%/year**

**Name of the Account: “UMAP Fund-in-Trust:UMAP-IS (Mineo Nakajima)”**

### Income

<b>Items</b>	<b>Budget</b>	<b>Description</b>
Deposit	JPY38,000,000 (US\$345,611.65)	From UMAP Fund-in-Trust (Administration)

**Note: Interest to accrue on 24 January 2001.**

### Expenditure

**Nil**

**Balance as at 31 December 2000: JPY38,000,000 (US\$345,611.65)**

## UMAP Administration Account

**Bank: Sanwa Bank:-Shibuya Branch, Japan**

**Account Number: 5778562**

**Name of the Account: UMAP International Secretariat**

### Income for 1999 and 2000

Items	Income	Budget	Description
Membership Fees	JPY4,025,819 (US\$36,615)	US\$50,000	Australia (JPY774,853), Samoa (JPY53,833), New Zealand (JPY314,600), Hong Kong (JPY157,575), Fiji (JPY52,725), Taiwan (JPY526,995), Korea (JPY698,044), USA (JPY880,000), Thailand (JPY127,062), Canada (JPY527,404)
Interest	JPY471 (US\$4.28)		
<b>Total</b>	<b>JPY4,026,290</b> <b>(US\$36,619.28)</b>		

### Expenditure for 1999 and 2000

Items	Expenditure	Budget	Description
UMAP Leaflets	JPY148,300 (US\$1,348.79)	US\$6,000	Printing costs
UMAP Workshop	JPY154,970 (US\$1,409.45)	US\$5,000	Held in Bangkok
Business sponsorship strategy	Nil	US\$10,000	
Miscellaneous administration Expenses-essential	JPY3,076,951 (US\$27,985.00)	US\$19,000	Travel expenses for RGM and promotion: (JPY1,874,457) (US\$17,048.27) Communications: (JPY226,887) (US\$2,063.55) Miscellaneous meeting costs: (JPY249,325) (US\$2,267.62) Additional computers: (JPY500,782) (US\$4,554.63) Website maintenance: (JPY225,500) (US\$2,050.93)
Miscellaneous administration Expenses-not essential	JPY94,940 (US\$863.48)	US\$10,000	Additional office equipment: (JPY72,660) (US\$660.85) Miscellaneous costs: (JPY22,280) (US\$202.64)
<b>Total</b>	<b>JPY3,475,161</b> <b>(US\$37,606.74)</b>	<b>US\$50,000</b>	

**Balance as at 31 December 2000: JPY551,129 (US\$5,012.54)**

**6 REPORT ON WORK PLAN FOR 2000**

Dr Mineo Nakajima will introduce this item.

Professor Akira Ninomiya and Ms Melanie Brock will present the report at *Attachment A*.

The Reference Group is invited to discuss the Report.

*Recommendation*

*It is recommended that the UMAP Reference Group discuss the UMAP Work Plan 2000.*

## REPORT ON UMAP SECRETARIAT 2000 WORK PLAN

<b>Establishment activities</b>		<b>Performance indicators</b>	<b>Outcomes</b>
<b>Activity</b>	Secure subscriptions from members	Number of countries contacted	11 countries are full members: Japan, Australia, Canada, Hong Kong, Korea, New Zealand, Samoa, Taiwan, Thailand, USA. Visits to Vietnam, Cambodia and Laos. Other countries contacted: Russia, Macau, Philippines, Indonesia, Malaysia, Papua New Guinea.
	Assist member countries to establish national secretariats		Agreement by Steering Committee to develop models of good practice.
	Develop financial management and accounting systems	Timeliness, effectiveness	UMAP IS financial management rules approved by Reference Group.
	Create database of UMAP member contacts	Timeliness, completeness	The list of the UMAP RGM is prepared, and the list of UMAP member contacts is also prepared.

<b>Promotion and marketing</b>		<b>Performance indicators</b>	<b>Outcomes</b>
<b>Activity</b>	Draft and publish UMAP leaflet	Timeliness, quality, accuracy of info	UMAP leaflet revised and printed.
	Mail out of leaflet	Completeness, timeliness	Multiple copies of Leaflet distributed to all UMAP member contacts.
	Establish UMAP e-mail discussion group	Timeliness	Web page message board established. Discussion group to be established.
	Workshop for UMAP member secretariats on role of International Secretariat	Thoroughness of planning	Meetings held in Cambodia, Vietnam and Laos.
	Further develop UMAP website	Timeliness of updates Quality of updates	<a href="http://www.umap.org">www.umap.org</a> enhanced during year.

<b>Coordination activities</b>		<b>Performance indicators</b>	<b>Outcomes</b>
<b>Activity</b>	Liaison with UMAP Member Secretariats	Frequency of contact Countries contacted	Secretariats yet to be established in many member country/territories.
	Assist with monitoring of UCTS-collect country statistics	Countries contacted	UCTS data for 2000 not yet available.

<b>Research, analysis and information services</b>		
<b>Activity</b>	<b>Performance indicators</b>	<b>Outcomes</b>
Update UMAP country profiles	Timeliness, completeness, accuracy	Profiles to be developed in consultation with member secretariats. Country Reports prepared for Reference Group meeting.
Create archive of UMAP documents	Timeliness, thoroughness	Filing system in place and records of UMAP meetings consolidated.

<b>Projects</b>		
<b>Activity</b>	<b>Performance indicators</b>	<b>Outcomes</b>
Develop strategy to attract sponsorship for UMAP from industry/business	Acceptance by Reference Group	Planned for 2001
Implement strategy to attract funding from industry/business	Funding secured No. of approaches	Planned for 2001
Assist in implementation of UCTS trial	Effectiveness of support of UCTS Steering Committee	Data for first year of trial not yet available.

<b>Administration</b>		
<b>Activity</b>	<b>Performance indicators</b>	<b>Outcomes</b>
Computer training for staff	Timeliness	Yet to be done.
Develop filing system	Timeliness Effectiveness	Filing system in place. Records of UMAP meetings consolidated.
Duty statement for Admin Officer	Timeliness	To be developed in conjunction with development of job descriptions for other International Secretariat staff.

**7 UMAP BUDGET 2001**

Dr Mineo Nakajima will introduce this item.

Professor Akira Ninomiya will present the draft Budget for 2001 at *Attachment A*.

The Reference Group is invited to discuss the draft Budget.

*Recommendation*

*It is recommended that the UMAP Reference Group discuss the draft UMAP Budget for 2001.*

**DRAFT UMAP BUDGET 2001****ANTICIPATED FUNDING 2001**

<b>Source</b>	<b>US\$</b>
<b>UMAP International Secretariat Account</b>	
Membership dues (c)	30,000.00
Balance carried forward from 2000	5,012.54
Reimbursement from AVCC for travel	2,450.00
<b>Total funds available</b>	<b>37,462.54</b>
<b>UMAP Fund-in-Trust, Program Account</b>	
Balance carried forward from 2000	341,611.65
Interest accrued on 24 January 2001	21,759.00
Interest expected to accrue on 24 July 2001(a)	12,411.00
<b>Total Interest</b>	<b>34,170.00</b>
<b>Total funds available (b)</b>	<b>375,781.65</b>
<b>UMAP Fund-in-Trust, Administration Account</b>	
Balance carried forward from 2000	9,216.32
<b>Total funds available</b>	<b>9,216.32</b>

(a) Assuming interest at 3.5%.

(b) The UMAP International Steering Committee agreed in 1999 that the principal (US\$341,611.65) should be preserved.

(c) Assuming full membership as in 2000 and Philippines and Macau joining as full members.

**PROPOSED EXPENDITURE 2001****UMAP International Secretariat Account**

<b>Activity</b>	<b>Budget US\$</b>	<b>Description</b>
Publication and printing		
Revise UMAP leaflet	2,000	
Develop promotion kit	2,000	
Travel	6,000	One IS staff member to an ISC and a RG meeting
Communication and postage	500	
Maintenance of website	3,000	
Stationary	500	
<b>TOTAL</b>	<b>14,000</b>	
<b>Balance for carry over to 2002</b>	<b>23,462.54</b>	

**UMAP Fund-in-Trust, Program Account**

<b>Activity</b>	<b>Budget US\$</b>	<b>Description</b>
UMAP scholarships	25,000	See 2001 Work Plan
<b>TOTAL</b>	<b>25,000</b>	
<b>Balance for carry over to 2002</b>	<b>350,781.65</b>	

### UMAP Fund-in-Trust, Administration Account

<b>Activity</b>	<b>Budget US\$</b>	<b>Description</b>
UMAP scholarships	2,000.00	Administration expenses
<b>TOTAL</b>	<b>2,000.00</b>	
<b>Balance for carry over to 2002</b>	<b>7,216.32</b>	

## **8 DRAFT WORK PLAN FOR 2001**

Dr Mineo Nakajima will introduce this item.

Professor Akira Ninomiya and Ms Melanie Brock will present the draft Work Plan for 2001 at *Attachment A*.

The UMAP Reference Group is invited to discuss the draft Work Plan.

### *Recommendation*

*It is recommended that the UMAP Reference Group discuss the draft UMAP Work Plan 2001.*

## UMAP DRAFT WORK PLAN 2001

<b>Membership Subscription</b>			
<i>Activity</i>	<i>Commence</i>	<i>Finish</i>	<i>Funding sought</i>
Secure subscriptions from members	1 January 2001	On-going	No program funding sought
Assist member countries to establish UMAP Contact Offices (UCO)	1 January 2001	On-going	No program funding sought
			<i>Performance indicators</i>
			Number of countries contacted

<b>Promotion and marketing</b>			
<i>Activity</i>	<i>Commence</i>	<i>Finish</i>	<i>Funding sought</i>
Revise UMAP leaflet	1 April 2001	31 May 2001	\$2,000
Mail out UMAP leaflet to UCOs	1 June 2001	30 June 2001	No program funding sought
Maintain UMAP website and revise and update website	1 April 2001	On-going	\$3,000
			<i>Performance indicators</i>
			Timeliness, quality, accuracy of info
			Completeness, timeliness
			Timeliness, number of websites and organisations contacted

<b>Coordination activities</b>			
<i>Activity</i>	<i>Commence</i>	<i>Finish</i>	<i>Funding sought</i>
Liaison with UMAP Contact Offices	1 January 2001	On-going	No program funding sought
Preparation for and participation in Ref Group and Board meetings	1 January 2001	On-going	Travel for 1 staff member to meetings in Australia and Samoa \$6,000
			<i>Performance indicators</i>
			Effectiveness, thoroughness

### Research, analysis and information services

<i>Activity</i>	<i>Commence</i>	<i>Finish</i>	<i>Funding sought</i>	<i>Performance indicators</i>
Update UMAP Country profiles	1 January 2001	On-going	No program funding sought	Timeliness, thoroughness
Assist with monitoring of UCTS			No program funding sought	

### Fund-raising strategy

<i>Activity</i>	<i>Commence</i>	<i>Finish</i>	<i>Funding sought</i>	<i>Performance indicators</i>
Develop strategy to attract funding for UMAP from industry/business	1 May 2001	31 May 2001	No program funding sought	Acceptance by Board
Develop promotional material necessary to implement strategy	1 June 2001	31 July 2001	US\$2000	Completeness, effectiveness
Implement strategies	1 June 2001	31 July 2001	No program funding sought	Involvements of Board members in each country

### Scholarships

<i>Activity</i>	<i>Commence</i>	<i>Finish</i>	<i>Funding sought from UMAP budget</i>	<i>Performance indicators</i>
Develop strategy	1 March 2001	31 March 2001	No program funding sought	Acceptance by Board
Develop guidelines	1 April 2001	1 May 2001	No program funding sought	Acceptance by Board
Implement program	1 June 2001	Dec 2001	(Special Account:\$25,000)	Efficiency and effectiveness

## **9 OTHER BUSINESS**

The UMAP Reference Group is invited to discuss items of other business.

## **10 NEXT MEETING**

The next meeting of the UMAP Reference Group will be held in Australia in conjunction with a UMAP Conference in the first half of 2002.

UMAP members will be advised of details later in 2001.

### *Recommendation*

*It is recommended that the Reference Group note this information.*