



AHWP Administration Services Limited (ASL)
Board of Directors (BOD) Meeting
Meeting Minutes

Date : 4 March 2012
Time : 10:00am
Venue : Meeting Room 3A, 3/F, HKPC Building, 78 Tat Chee Avenue,
Kowloon Tong, Hong Kong

Present:

- Mr Ali M. Al-Dalaan, Food and Drug Administration, Saudi Arabia (President)
- Mr Benjamin CHAN, MediConcepts, Hong Kong (Treasurer)
- Mr Ricky HO, AlconLabs, Hong Kong (Vice-Treasurer)
- Mr Jack WONG, Johnson & Johnson, Singapore (Director)
- Ms Lindsay TAO, Johnson & Johnson, China (Director-elect)
- *[to be endorsed in the next AGM]*
- Mr Mark LAU (Advisor)
- Mr Bryan SO, Hong Kong Productivity Council, Hong Kong (AHWP Secretariat)
- Ms Carol LIU, Hong Kong Productivity Council, Hong Kong (AHWP Secretariat)

Apology:

- Ms Daphne YEH (Director)

1. Adoption of the Agenda

The agenda was adopted without amendment.

2. Adoption of the last meeting minutes

The last meeting minutes were received and adopted.

3. Updates on the financial status of ASL

- 3.1 Benjamin, Treasurer of BOD, reported the financial status of ASL by 29 Feb 2012, with total net assets of HK\$71,500.39.
- 3.2 It was decided that the fiscal year should start by April. Treasurer would prepare the balance sheet, detail income statement and other related document for the financial report by the fiscal year end on 31 Mar 2012.



- 3.3 It was reminded by Treasurer that, the profit of HK\$71,500.39 would be subjected to taxation. Any de-tax arrangement would be made only after the tax payment. Support from the company secretary was expected for submitting the tax return.
 - 3.4 By closing of the previous HKPC-MDCO projects on AHWP, the funds of AHWP would be transferred to ASL. This would include the HK\$1,050K cheque payable to AHWP ASL which was a transfer of funds under HKPC project (Ref#40113762).
 - 3.5 The income of HK\$60K from SIEMENS for website sponsorship would be followed by Carol of AHWP Secretariat with direct payment to ASL.
 - 3.6 The cheque of HK\$1,050K should be deposit to ASL bank account by April 2012, to allow enough cash flow in ASL to support the organization of the next TC meeting in Philippines in June 2012.
 - 3.7 There were pending payment of IDR2,943,800 (i.e. HK\$2,505.36) for Shirley, an invited delegates for her air-tickets for the 16th AHWP meeting to Bali, as well as the direct expenditure of the AHWP secretariat meetings in Singapore. Carol of HKPC would summarize the above transactions and coordinate with Treasurer for the follow up actions.
 - 3.8 According to agreement between HKPC and ASL, Carol would send the invoice from HKPC to ASL and coordinate with Treasurer on the first instalment payment to HKPC on the AHWP secretariat support services.
 - 3.9 A budget for the next TC meeting in Philippines would be received from Cecilia of the Philippines MOH through Bryan of AHWP Secretariat.
 - 3.10 Treasurer would prepare quarterly update of bank statement and report the financial position of ASL to the BOD.
- 4 Discussion on the Terms of Reference and House Rules of ASL
- 4.1 Ms Daphne YEH was recommended to be resigned from ASL as according to the M&A of ASL, since she was no longer working in the medical device industry. It was supported that Ms YEH should be invited as an advisor to ASL BOD to allow her extensive experience in AHWP be beneficial to the operation of ASL.
 - 4.2 It was agreed that the President of ASL did not necessarily come from the same member economy of the AHWP Chair in the future.
 - 4.3 ASL should serve as the reviewer and goal-keeper to support AHWP on reviewing all the terms and conditions in the quotation received and/or agreements to be signed between AHWP and the other external organizations, including those from training partners (e.g. RAPS, HKU, WMDO, etc.). ASL would support the mandate of AHWP while providing any recommendations and suggestions.
 - 4.4 To reduce administrative procedures on payment endorsement, any procurement



below HK\$5,000 could be confirmed by both Treasurer and Vice-Treasurer, therefore, no need the endorsement by President of ASL or majority of the BOD.

4.5 First Draft of TOR and House Rules of ASL would be prepared by Bryan of AHWP Secretariat, for comment and discussion during next BOD Meeting.

5 Review on the service of company secretary

5.1 The contract with Li & Tsang Management Consultants Limited as company secretary of ASL would be ceased by Sep 2012. There would be no renewal of new services of the same company, as they were not providing satisfactory services to ASL.

5.2 Carol would double-check and ensure the the green box with company chop and all document during business registration were received from the company secretary.

5.3 It was suggested that the registered address of ASL could be moved to HKPC, in addition to the corresponding address, to allow the saving of the related fees. Carol of the AHWP Secretariat would check the procedures in HKPC and report.

5.4 An auditor would be employed to provide audit service, tax filing, and to be the company secretary of ASL in order to fulfil the requirement of the company law in Hong Kong. The expected cost for such employment would be around ~HK\$10K. Bryan would coordinate with Treasurer to collect the quotations.

6 Preparation of AGM meeting of ASL

6.1 The 1st AGM of ASL would be schedule in Nov 2011, during the 17th AHWP Main Meeting in Chinese Taipei. The AGM notice would be circulated and posted on AHWP web upon the confirmation of the agenda of the 17th Meeting.

6.2 All Directors of ASL were recommended to attend the 1st AGM of ASL.

6.3 Bryan would prepare the presentation on the history and background of ASL, for recruitment of more ASL members during the AHWP meetings.

7 AOB

7.1 In order to enlarge the size of members in ASL, it was confirmed that AHWP secretariat would send an official email to all AHWP members to invite their joining to AHWP ASL as members (under the category of regulator, industry or associate member).

7.2 It was confirmed during the AHWP Secretariat meeting in Singapore that the AHWP official name card would be produced (200pcs/pax) for AHWP and AHWP TC office bearers, AHWP Secretariat Team, and WG/STG Chair, Co-Chair and Secretary. A draft name card order form was prepared by Carol of AHWP



Secretariat, and discussed at the ASL meeting. The finalized form would be sent to the mentioned leaders by Carol.

- 7.3 AHWP ASL would not print separated name card, while titles in ASL would be included in AHWP name cards.
- 7.4 It was reported that no hardcopy AHWP official letters and envelopes would be prepared as decided at the AHWP Secretariat meeting in Singapore. Electronic AHWP letter would be used to enable good environmental friendliness. Standard format of AHWP letterhead would be prepared by Carol of AHWP Secretariat, and a sample would be available at AHWP web for reference.
- 7.5 It was reported that no conference call line would be procured by AHWP as decided in the AHWP Secretariat and TC Leaders Meeting in Singapore. The continued support on call line by the industry would be sought.
- 7.6 It was determined during the AHWP secretariat meeting in Singapore that the on-line payment gateway service would be supported by AHWP ASL, under a one-year trial. Review on usage and effectiveness would be made. Participants register to AHWP events through on-line payment would need to bear the extra 3-4% administration charges. Carol would prepare the finalized quotation, and coordinate with Treasurer on the payment.

8 Next meeting date, time and format

The date of next ASL BOD meeting would be 21 May 2012 (tentatively), at 3pm HKT (GMT+8) through tele-conference. Details would be circulated by email.

Meeting adjourned at 13:05 (HKT).