

Secretariat's Report

The 3rd Asian Forum 2004

Future Direction of Asian Forum: General Activities

1. Arrangement for the future Plenary Meeting

It has been recognized that presentations of "Country report" from respective participating countries would be quite useful for ensuring and promoting mutual understanding among AF Members. Therefore, "Country Update Report" session should be organized in every future AF Plenary Meetings.

The Secretariat should, through consultation with every Members, consider core issues to be included regularly in each Country Update Report (for fixed point observation), and inform every Members of it in advance to the next meeting notices.

Members are requested to prepare each Country Update Report according to the Secretariat's Information

2. Ad-hoc meeting on specific themes

As sub-networking, any members that are interested in specific themes are expected to arrange small group meeting. Consensus on themes, cost sharing and secretariat should be considered respectively.

3. Proposed Projects and coordinating bodies

- 1) Collecting general information on the building delivery process of each AF member country. - Japan
- 2) Data base of "Procurement/delivery methods" – Japan
- 3) Data base of "Codes and regulations" – Malaysia
- 4) Data base of "Procedures/approvals relating to building project" – Indonesia
- 5) Data base of "Organizations relating to building industry" – Thailand
- 6) Establishing the list of contact points – Japan
- 7) Construction cost indices – India
- 8) Sustainability in Asia – Singapore (?)
- 9) Reviving the industry – Singapore (?)
- 10) Comparative research of the housing situations or housing warranty systems - Japan

4. Up-dating of List of AF Participants

It has been also recognized that the Participant Lists of past two AF Plenary Meetings would be useful as continuous contact points for the purpose of regular base communication, inquiry for information collection, or alike. Therefore, the Secretariat (IIBH) is requested to maintain the AF Member List including participants of previous AF meetings, identifying Full Name, Phone and Fax Number as well as E-mail address (URL also, if available) of each Member (like member list of “alumni association”).

The Members are requested to inform any changes in the list, such as change of titles, addresses, phone numbers or so, including data for respective Predecessors (previously participating members).

5. Enhancing AF-based Web Networking

1) Creating “Bulletin Board” in the AF Website

It must be quite convenient for every AF Members to be able to obtain information as to relevant activities, such as AF Member-related international/regional conferences, work shops, seminars or research projects, through AF Website. Such information may include those of ISO, APEC, IRCC or such international activities. Therefore, the Secretary should take necessary action to create a “Bulletin Board” in the AF Website which allows the Members and/or Member-related organization to post freely any relevant information including notice of meeting and call for paper that seem useful to generate and promote collaborative activities among AF Members.

2) Activating AF-based Web Networking

The Members should take necessary actions to enhance the functions of AF Website for useful Information Exchange/Sharing such as;

- To disseminate information about AF and its Website among each building industrial bodies/persons, and inform them of the usefulness of AF website
- To utilize AF Website actively, by posting relevant information on the site, or if suitable, on the “Bulletin Board”. This includes actions to stimulate any industrial bodies/persons to utilize the AF Website, and if available, to create links between their own site and AF site.

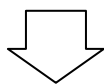
The Secretariat is requested to take necessary action when such offers occur from relevant AF Member-related bodies/persons to create links to AF Website.

6. Report to Next AF Plenary

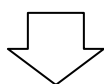
The Secretariat is requested to report to the next Plenary Meeting of AF as to the progress of above-mentioned general activities.

* Proposing procedure for item 3 “Project Proposals”

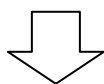
Secretariat prepares the basic format of Project proposal, and sends it to coordinating bodies listed.



Each coordinator fills the Project proposal forms, and sends back to the secretariat.



Secretariat circulates the project proposals to all Asian Forum members for participation.



Secretariat sends the information of participation in each project to each coordinator as well as the participants.