

**IASSID Executive Meeting  
AGENDA**

**Friday, January 9, 2009 and Saturday, January 10, 2009**  
BMA House, Tavistock Square, London WC1H

Friday, January 9, 2009

	London Time	Melbourne Time
1. Commencement and Roll Call: Approval of Agenda	13:30	00:30
2. Previous Minutes and Matters Arising (attached)	13:40	
3. President's Report	14:00	1:00
4. Treasurer's Report and Items for Discussion (attached) <ul style="list-style-type: none"> <li>a. Brief Financial Report</li> <li>b. Update on transfer of treasury</li> <li>c. Appointment of Finance Committee</li> <li>d. IASSID Europe</li> <li>e. SIRGs and Academy funds</li> <li>f. Contracting Authority</li> <li>g. Response to Past Treasurer's Recommendations</li> </ul>	14:30	1:30
5. Secretary's Report and Items for Discussion <ul style="list-style-type: none"> <li>a. Practical matters</li> <li>b. Committees for 2008-2012</li> <li>c. Membership Update</li> <li>d. Letter to past council members acknowledging contribution</li> <li>e. Newsletter</li> </ul>	15:30	2:30
Adjourn for the day	17:00	4:00

Saturday, January 10, 2009

	London Time	Melbourne Time
6. Roll Call: Approval of Agenda	9:00	
7. Website Update	9:10	
8. Report on Publications and Items for Discussion <ul style="list-style-type: none"> <li>a. Issues of sponsorship of publications by IASSID (Jan Blacher)</li> <li>b. Solicitation of books for IASSID (Jan Blacher)</li> <li>c. Donation of JPPID back issues to developing countries – request for a list of worthy universities (n~15)</li> <li>d. Wiley-Blackwell discount offer and announcement (recommendations for specific books)</li> </ul>	9:45	
9. Miscellaneous <ul style="list-style-type: none"> <li>a. WHO liaison – worklplan due?</li> <li>b. Member benefits</li> </ul>	10:30	

<b>Connecting to remote participants</b>	<b>11:00</b>	<b>22:00</b>
10. Review of Items Discussed on January 9, 2009 and in 1 <sup>st</sup> hour	11:10	
11. Conferences <ul style="list-style-type: none"> <li>a. 2008 World Congress report by Glynis Murphy (attached)</li> <li>b. Singapore 2009 conference update by Keith McVilly (attached)</li> <li>c. IASSID - Europe 2010 update by Giorgio Albertini</li> <li>d. IASSID 2011 South America conference possibility - discussion to be led by Jan Blacher</li> <li>e. World congress 2012 Halifax workplan presented by Vianne Timmons</li> <li>f. World congress 2016 venue</li> </ul>	11:30	22:30
12. Report on SIRG coordination (Bob Davis/ Keith McVilly) <ul style="list-style-type: none"> <li>a. DS Afinity Group's request to form a SIRG</li> <li>b. VP SIRG Coordination to link with Academy Chair</li> </ul>	12:30	23:30
Lunch	13:00	midnight
13. Academy (through lunch?) <ul style="list-style-type: none"> <li>c. Review of Academy Report submitted by Roy Brown</li> <li>d. Formal Evaluation in 2009</li> </ul>		
14. By-laws: simplifying language		
15. Future Executive Meetings		
16. Planning Next Council Meeting: Singapore		
17. Other		
Adjourn by 17:30		

# **IASSID EXECUTIVE MEETING**

## **MINUTES**

**Sunday, April 13 and Monday, April 14, 2008**

**University of Prince Edward Island, Charlottetown, PEI**

**Present:** David Felce (Chair), Glynis Murphy (via teleconference), Matt Janicki, Stephan Kealy, Henny Van Schrojenstein Lantman de Valk, Patricia Noonan Walsh, Neil Ross, Anthony Holland, Vianne Timmons (Secretary).

**Guests:** Roy Brown and Keith McVilley (both via teleconference)

**1. Agenda and Minutes approved**

**2. Actions Outstanding:**

-Brochure: Check with Edith

-Welcome pack: Helene will oversee. Need to follow up.

-Liaison with other organizations such as ISAAC (sp?): V. Timmons to follow up

-Communication with Research Centres: D. Felce to follow up

**3. CONFERENCES**

**World Conference 2008 in Capetown:**

G. Murphy gave an update on preparations. The Abstract Book is almost ready. Once completed, the programme booklet will follow the order that is in the abstract book. Plans for Opening Ceremony are progressing well. There was some discussion around pre-conference workshops. These are being linked to the Academy – however to date there is only one is off the ground. Suggestions included working with Colleen Atkins to run session on Development Research NETWORKS or possibly finding sponsor such as TOSInvest to provide a course.

**Action:** M. Janicki will touch base with Roy Brown to discuss

A contract has been signed with venue but still need to negotiate a fee with University Conference Management Center. D. Felce suggested issues for future discussions of conference might include the possibility of employing a dedicated IASSID conference organizer.

**Singapore Conference 2009:**

K. McVilley joined the meeting to update committee on Asia/Pacific Singapore 2009. They are expecting approximately 500 delegates. There was a discussion around costs and logistics and conference organizers. Budget items were reviewed and revisions were suggested to some items on the list. K. McVilley will present to conference management and if not satisfactory he will explore other options.

Given the issues experienced with electronic abstract submissions for Cape Town, it was agreed Singapore abstracts should be submitted by email attachment. In parallel, IASSID as an organization will look at what needs to be done on the website to ensure in future that abstracts can be submitted electronically in a foolproof manner.

On behalf of IASSID Executive D. Felce expressed his appreciation and complete faith in Keith and Lisa for all their hard work in organizing the upcoming conference.

**Rome Conference 2010:** D. Felce to follow up with G. Alberto (sp ?)

**World Congress 2012:** D. Felce discussed details on each site.

- Potential Sites:
- Halifax
  - Toronto Conference Centre
  - Sheraton Conference Centre (Toronto)
  - Vancouver
  - Vienna is still very interested

There was a lengthy discussion on World Congress and having more poster sessions.

There was also a discussion on where the regional conference should be in 2011. South America (Mexico, Brazil or Peru), and/or the Middle East should be considered.

#### 4. CONSTITUTIONAL AFFAIRS

S. Kealy recommended there be 17 changes to the constitution. A reworked copy of the constitution was sent to members of the Executive. There was a discussion of the recommendations and some amendments were recommended.

**Action:** S. Kealy will rewrite the constitution to reflect the revisions.

---

#### 5. THE ACADEMY

---

The Executive discussed at the evolution of the Academy and the need to be mindful of the fit and cohesion within the SIRG structure. They also wondered if this is the best method for outreach as the current format limits the numbers of participants. It was suggested a larger audience could be captured if more web based activities were used.

Roy Brown joined the meeting via teleconference. While the Executive recognized the effort and detailed reporting provided by Roy, they suggested in future a more refined report (in point summary form) would work best.

The Executive also requested the following:

- Overall business plan and budget summary
- Quantitative summary of participants reviews of workshops
- Detailed budget statement with breakdown on costs of workshops (need to include in kind costs)

There was also a discussion around charging fees for workshops. It was agreed there should be a fee attached to any course offerings as courses that are free can be perceived as having less value. Roy Brown clarified that the Santiago course was sponsored and a no fee offering was a condition of the sponsorship.

The Executive also encouraged Roy Brown to look closely at more internet based activities such as Wiley Blackwell site for continuing Professional Development. Electronic materials would provide a framework to fit within – publishers could provide a home for this.

**Action:** Roy Brown will meet with Tony Holland to discuss further.

The Academy is also being linked through the IASSID website.

The Executive were unanimous that the Academy could not become a drain on IASSID resources and it is important that it become cost neutral. This led to a discussion around sponsorship. During the conversation it was clarified that while it is fully acceptable to seek sponsorship for specific workshops or courses any funding proposals on a larger scale for the Academy need to be approved by the Executive.

The request for further financial support will be left for a formal motion at the Full Council meeting in August 2008.

The Academy will undergo a formal review and evaluation following the Singapore Conference in 2009 and development will be taken forward from that point on.

**Action:** R. Brown will follow up with Matt Janicki around some of the budget reporting as he feels this information has already been submitted. He also requested a copy of the minutes be sent to him.

## **6. STRATEGIC DEVELOPMENT PLAN**

Restructuring of Council – committed to Panel for this coming council. Still fully committed to move Council to the SIRG's. Need to international representation. 10 out of 30 council members for SIRG still leave lots of room for this.

It was noted it is difficult for ordinary council members to know who represents them. Need to have this clear on website. It was also suggested when new council is in place to use Newsletter to have running profiles on Council Members. For each newsletter Council Members should be asked to prepare statement on their area/interest. Each nominee should also be asked to prepare bio statement that can be used for this.

## **7. FINANCE**

Currently there is \$523679 US in bank. (\$451,922 in Certificates and Deposits and \$71,000 in liquid funds in Checking and Savings accounts) There are 1011953 EUROS in French Account. Approximately 25,000 POUNDS coming from Medcap . Overall funds are slightly down but have had some large expenses taken care of as well. .

## **8. MEMBERSHIP**

M. Janicki reported that memberships have increased - likely due to Congress. Blackwell will not be raising journal rates for this year.

M. Janicki suggested an option that might warrant future investigation is a membership subscription service now being offered through Blackwell. Not sure what it involves.

## **9. WEBSITE AND COMMUNICATIONS**

### Website

N. Ross has started a housecleaning procedure of the website. Has asked for input from three individuals and is still awaiting their response. He recommended there be a Web Editor, however this is a Constitutional Affairs issue which would be appointed by next President from those already on council.

### Newsletter

Another call will go out for content for a Spring Newsletter – target end of May.

## **10. PUBLICATIONS**

T. Holland reported there have been not further submissions for books – however one is pending and there is already a process in place.

He also reported he has met with Joan Marsh of Blackwell Wiley who has overall responsibility of IASSID area. They discussed a possible relationship where IASSID would go to them first with any books submitted for publication. Publications would

still have to be judged on their own merit, however if accepted a small fee would be paid to IASSID.

He also informed the Executive of possible option for IASSID materials being maintained through CME and encouraged everyone to view the following web address - [www.wiley.com/college/experience/](http://www.wiley.com/college/experience/) There would be a cost (4000 – 8000 pounds to develop, with an additional 2000 pounds to maintain) however there would also a small revenue stream from people using it.

**Action:** T. Holland will take forward and report back in South Africa

## 11. COLLABORATIONS

V. Timmons needs to find someone to be liaison for DSA – ADI . She will follow up.

D. Felce needs to sign IEI and EASP agreement.

## 12. SIRG AFFAIRS

H. Lantman reported Quality of Life has a deficit. Need to ensure there is mechanism in place for this as cannot advance money on annual disbursement. It was felt this was issue for Treasurer to address with SIRG, as important the role of the Coordinator is not viewed to be policing. (Need to stay on good terms).

Down's Syndrome has requested approval as SIRG. Executive agreed this is a Council issue not an Executive one. This led to a lengthy discussion around criteria for SIRG and need for future of SIRG to be linked to Strategic Development. A document came forward to Council in 2007, however there was not clear direction or resolution as there were two different recommendations in the minutes.

There was lengthy discussion around number of SIRGS. (5 may be too broad, however too many SIRGS means less funding for each. 10-12 themes seems about right)

**Action:** D. Felce will send list of 10 themes in document that was discussed at last Council meeting to H. Lantman. Henny will discuss with SIRG representatives as more affirmative of executive proposal. D. Felce will present this document at August Council meeting.

H. Lantman will write to R. Brown to inform him looking at restructuring of SIRGS and Down Syndrome is not seen as being a fit on its own. Would fit with Education Cognitive and Social Development.

### **13. SUCCESSION PLANNING**

S. Kealy reported received few nominations for Executive and Council. Received two for President-Elect, one for Secretary and one for Treasurer. Only received 6 nomination for Council, however there will be 15 vacancies. It was agreed the deadline would be extended to June 15<sup>th</sup>. Notice will be sent out.

### **14. OTHER**

- A request to arrange a special meeting in Cape Town by Nicole will be considered. First want to ensure the validity of facts. If facts are valid then Executive agreed would be a reasonable request and would make a Statement.

**Action:** *D. Felce will follow up with Nicole.*

- Proposal from Michael Kemp – Employment Affinity Group. Executive agreed this is very good report. Request is permission to use IASSID logo in this connection.

**Action:** *S. Kealy will rule around use of logo.*

- M. Janicki circulated a list of questions from Wiley-Blackwell and asked Executive members for input. He will prepare response on behalf of Executive.

**MEETING ADJOURNED**

## IASSID Finance Committee

### Recommendations for Council Action

15 December 2008

#### I. Reformation of the Finance Committee for 2008-2012

- a. The Treasurer proposes the following composition for the 2008-2012 Finance Committee:

##### Standing Members

P. Davidson (Treasurer)  
N. Ross (WebMaster, Correspondent, IASSID Europe Bank Account)  
M. Janicki (Past Treasurer)  
R. Davis (SIRG VP)  
G. Weber (Council Member)

Called upon when needed

Joseph Klarberg, AG Edwards (Financial Consultant)

#### II. Option to open a Multicurrency option

- a. Background. Bank of America has an option within the Business Banking service to which we subscribe to carry out payments in foreign currencies with minimal exchange charge. Bills are paid from US Dollars by paper bank draft. Checks in foreign currencies are exchanged at very close to par and deposited in the main Treasury account in US Dollars.
- b. Rationale. Transactions involving foreign exchanges now cost IASSID substantial bank charges. This option would reduce costs and facilitate transactions.
- c. If adopted, this option would enhance and somewhat consolidate some other forms of individual bank transfers executed now by the IASSID Treasurer.

Action: Committee Approved Plan. Function established with BoA 20 November 2008

#### III. Relation between IASSID Europe and IASSID

- a. Background. IASSID Europe was created in 2000 to serve as a financial management vehicle for the 12<sup>th</sup> Congress in Montpellier. It is registered as a not-for-profit organization in the Republic of France. The officers of the organization are the same as the IASSID, with the exception that IASSID Europe has devolved an ad hoc "Assistant Treasurer" who (1) reports to the IASSID Europe Treasurer; and (2) has signing authority on the IASSID Europe Treasury checking account at Banque Populaire in

Paris. There is no formal agreement between IASSID and IASSID Europe regarding either treasury issues or organizational relations.

- b. Rationale. There are several reasons for IASSID to maintain a financial structure that includes correspondence between the IASSID Treasury and IASSID Europe, including availability of an option to settle obligations in Euros, and the potential for obtaining funds from the EU. But there is a need to develop more formal guidelines for financial arrangements between IASSID Europe and the IASSID Treasurer. One important consideration is that the Treasurer of IASSID and the Treasurer of IASSID Europe should not and, functionally, cannot be the same individual.
- c. Recommendation. The IASSID should define the relationship between IASSID and IASSID Europe and formalize links between the governance structures of the two organizations. Attachment I is a draft agreement that we believe addresses the issues that need clarification.

#### IV. Relation between SIRG and Academy Treasuries and the IASSID Treasury

- a. Background. In February 2007, IASSID adopted a new policy for disbursement of funds to SIRGs, which appears to also cover the Academy. This policy holds that funds are allocated to SIRGs from the dues collected by IASSID and held until evidence can be supplied by SIRGs that those funds have either been spent or obligated or actually spent. In the case of the Academy, funds are allocated by the Executive Council but held until obligated or spent. This practice extends the role of the IASSID Treasurer to include acting as the surrogate Treasurer for the SIRGs and the Academy, complicates relations between the IASSID and SIRGs and the Academy, and has not worked well.
- b. Rationale. A modification to this practice (Attachment II) was proposed by the 2008-2012 IASSID Treasurer but not acted upon.
- c. Recommendation. The IASSID President should charge a committee co-chaired by the Vice President (SIRGs) and the IASSID Treasurer and comprised of appropriate representation to review the revised policy and recommend a course of action to the Council.

# Attachment I

## **Agreement between IASSID and IASSID-Europe December 2008**

PURPOSE: An agreement to standardize the arrangement between the entity known as the International Association for the Scientific Study of Intellectual Disabilities (IASSID) and the entity known as 'IASSID-EUROPE'.

WHEREAS, IASSID is a not-for-profit charitable membership corporation chartered under the laws of the State of Wisconsin in the United States of America and maintains 503(3)(c) status as a tax-exempt corporation under the laws of the United States, and the 'IASSID-EUROPE' is chartered as a tax-exempt charitable entity within the Republic of France, and both share a common mission and purpose, and

WHEREAS, 'IASSID-EUROPE' was set up for the explicit purpose of serving as arm of the IASSID for handling the finances of IASSID's interests and activities in France relative to the 12<sup>th</sup> World Congress, and

WHEREAS, the 'IASSID-EUROPE' now services as a financial and service arm of IASSID within the Euro Zone,

IT IS proposed that there be established an agreement to standardize the relationship between these two entities.

GIVEN, under this relationship, both parties agree to the following:

- (1) IASSID shall govern and provide oversight to all activities, financial and otherwise, of 'IASSID-EUROPE';
- (2) IASSID shall make deposits and withdrawals, and maintain funds in Euros in bank accounts set up under "IASSID-EUROPE" through "IASSID-EUROPE", and all funds held in these accounts shall be the property of IASSID;
- (3) IASSID shall designate the board of directors and any officially designated signatories of "IASSID-EUROPE". Among these positions will be a President, Secretary, and Treasurer as called for in the IASSID Europe Bylaws;
  - (a) The Vice President of IASSID for the European region shall serve as the President of 'IASSID Europe';
  - (b) The President of IASSID shall designate the Secretary and the Treasurer of 'IASSID Europe';
  - (c) All Officers of 'IASSID Europe' will serve four year terms coincident with terms of IASSID Officers;
- (4) IASSID shall be the recipient of any net profits derived from ventures supported by

'IASSID-EUROPE' (in particular the quadrennial IASSID-EUROPE Congress and any other sanctioned trainings or events) and IASSID shall cover any shortfalls in legitimate expenditures derived from IASSID sanctioned 'IASSID-EUROPE' events;

(4) 'IASSID-EUROPE' shall only undertake independent ventures after authorization by IASSID and not encumber or expend any funds for purposes not sanctioned by IASSID.

(5) 'IASSID-EUROPE' shall be dissolved only by authorization from IASSID.

(6) The By Laws of 'IASSID Europe' will be periodically reviewed and updated as needed and subject to review and approval by the IASSID Council.

Established and sanctioned by affirmative vote of the IASSID Council on this date:  
\_\_\_\_\_ 2009

Signatures  
IASSID

'IASSID-EUROPE'

## Attachment II

### Revised Dues Allocation Policy December 2008

1. The IASSID membership fees (categories FU1 and FU2) provide for the collection of US\$20 from each member for the use by SIRGs recognized by the IASSID. Funds received by IASSID as of April 1 of the year, will be distributed according to the following formula:
  - a. Fifty percent (50%) of the funds collected be allocated on an equal basis among the 8 fully recognized SIRGs: Aging, Comparative Policies, Health Issues, Mental Health, Quality of Life, Families, Parenting, and Profound and Multiple Intellectual Disabilities.

$$[\text{Total IASSID SIRG Members} * \$20 * 0.05]/8$$

- b. The balance of the funds will be allocated to the fully recognized SIRGs on a prorated basis, based on the proportion of members ascribed to each SIRG.

$$[\text{Total IASSID SIRG Members} * 20 * 0.05] * \frac{\text{Specific SIRG Members}}{\text{Total IASSID SIRG Members}}$$

- c. Funds allocated will be held by IASSID until requested by the SIRG Chair.
2. On April 1, the SIRGs will be notified of the amount of funds to be disbursed and asked to provide an auditable detailed accounting of income and expenditures from the previous year, together with a proposed budget for the current year. No distribution will take place until such documents are provided to the IASSID Treasurer and any resulting disputes are resolved.
3. SIRGs are responsible for any bank fees associated with electronic transfer of funds.
4. Funds collected from memberships from April 2, 2007 through December 31 will be held by IASSID and distributed as a part of the next year's allocation.
5. Membership in SIRGs will be determined by the IASSID Secretary based on the submitted current year member information form notation of SIRG affiliation, or by active member notification (via letter, email, fax, or telephone) to the IASSID Secretary of SIRG affiliation. Notifications must be made by the members, and not on behalf of members. To be counted, all SIRG members must be active IASSID members. The April 1<sup>st</sup> allocation by number of members will be based on membership as of March 31<sup>st</sup>.
6. SIRGs are permitted to hold bank accounts in their names, and collect funds from other sources (conference fees, grants, donations) for use by the SIRGs. The funds held in SIRG accounts must be included in the financial statements provided to the IASSID Treasurer on the annual basis, as noted above. All bank accounts held

- by SIRGs must be registered with the Treasurer of IASSID and must include the name "IASSID" in the account name.
7. By mutual agreement between the IASSID Treasurer and an individual SIRG Treasurer, funds held in a SIRG account may be transferred to and held in the IASSID main account as designated SIRG funds.
  8. A SIRG Treasurer may on occasion request that the IASSID Treasurer settle obligations incurred by a SIRG from designated SIRG funds held by IASSID prior to their transfer to the SIRG. All such transactions must be properly documented. A like amount of funds will be deducted from the SIRG's annual allocation.
  9. SIRGs should use their funds to support their representation by a SIRG officer at IASSID's annual Council meeting, participation in IASSID regional conferences and the quadrennial World Congress via contributed papers and panels, and support their periodic roundtables so as to keep the registration fees at a modest level. Funds may also be used to underwrite projects, publications, scholarships, awards, and other professional activities promoting IASSID and reflecting positively on IASSID's worldwide activities.
  10. In the event of dormancy or dissolution of a SIRG, any funds held by IASSID or in SIRG bank accounts will revert to the IASSID main account.
  11. Any disputes related to the use of SIRG funds will be adjudicated by the President of IASSID.
  12. This policy supersedes the Policy on Disbursement of SIRG Membership Assessments, adopted by the Council Executive effective January 1, 2007.

Cape Town BUDGET 25th July 2007 - rooms

**Option 3 - 16 // sessions plus posters**

**Using 1 euro = 9.53 rands (june 20th 07 exch rate)**

	Capacity	Per day	Rands May07 prices	Rands 2008 prices (ie 2007+8%)	With 14% tax	Total rands with tax	Euros
<b>CTICC</b>							
Auditorium 1 - X 6 days	1500	57500	345000				
Ballroom E&W (first 5 days)	1500	44000	220000				
Ballroom west - 1 day - 30th Aug			17500				
// sessions - each X 4 days							
Meetings rooms 1.41-1.44	4x60	11500	46000				
Meetings rooms 1.61-1.64	4x60	11500	46000				
Meeting rooms 2.40 - 2 X 120 - 4 days	240	11500	46000				
Meetings rooms 2.60 - 2X 120 - 4 days	240	11500	46000				
<b>Other rooms in CTICC - each X 5 days 25-29th</b>							
Presentation prep room - meeting suite 1.51		1200	6000				
Email & internet room room - meeting suite 1.52		1200	6000				
IASSID office - Green room? - 6 days		1100	0				
<b>Total so far in CTICC</b>			<b>R 778,500.00</b>	<b>R 840,780.00</b>	117,709.00	958,489	100,576
<b>Arabella Sheraton -each X 4 days - 2008 price</b>							
Vasco de Gama & Diaz	60+60	6350		25400			
Francis Drake	50	2750		11000			
<b>Total in Arabella Sheraton- price includes VAT 14%</b>				36400		36,400	3,820
<b>Total for rooms CTICC &amp; A-S</b>						994889	104,395

Cape Town BUDGET 25th July 2007 - other costs	Per day	Rands	Rands + 14% VAT Euros
<b>Services - flat rate</b>			
Banners - 2 standard roller banner - 2 X 850 R		1700	1938
Erecting banners		3800	4332
Flowers - 2 large displays for stage, incl delivery & collection		2052	2339.28
Audiovisual in CTICC - data projector X 12 rooms X 4 days	910 per room	43680	49795.2
Audiovisual in CTICC - laptop X 12 room X 4 days	480 per room	23040	26265.6
Audiovisual in CTICC - screens X 8 rooms X 4 days	535 per room	19040	21705.6
Audiovisual technician set-up & strike	1000 per room	12000	13680
Audiovisual in Sheraton - mikes? X 4rooms X 4 days	305 per room	4880	5563.2
Audiovisual in Sheraton (est. from CTICC costs)		9000	10260
Poster boards - 48 boards, incl delivery, installation & collection		86400	98496
Internet room equipment - 20 access points? - 5 days?	(375+ 400) X 20	75000	85500
Presentation prep room equipment - 10 access points? 5 days	375 X 10	18750	21375
IASSID office equipment X 7 days - printer & internet	400+200	4200	4788
Photocopying X 7 days	550	3850	4389
Technicians X 5 people (1 senior) X 6 days?	5850	35100	40014
<b>Total for flat rate services</b>		<b>342492</b>	<b>390440.88</b>
<b>Services - variable rate</b>			
Coffee / tea / biscuits 17 rands/person/day X 5 days		127,500	145350
Lunch boxes estimated at 80 rands per person per day, X 4days		480,000	547200
Welcome reception - to be confirmed		176,400	201096
Bags - estimated at 1500 X 30rands		45,000	51300
<b>Total other costs incl flat rate but excl tea/coffee</b>		<b>1171392</b>	<b>1,335,386.88</b>
<b>Total brought forward from sheet 1 for rooms</b>			<b>104,396</b>
<b>CMC fee - assume 15% of income</b>			<b>91377</b>
<b>Speakers fees &amp; committees expenses</b>			
Plenary speakers fees (400 euros fee;1200 euros travel =1600 X 20)			32,000
Programme committee expenses (8 people; 6000 euros per mtg) <i>one mtg per yr 2005, 2006, 2007,2008; cost 6000 X 4 euros</i>			24,000
Africa working group (1000 euros per mtg) - mtg 2005 & 2007 <i>(Travel expenses 150 euros from europe; 370 euros from USA)</i>			2,000
Local organising comm (3000 euros per yr; 2004-2008 incl)			15,000
Council dinner - est from montpellier			3,000
<b>Abstract book &amp; programme book</b>			
Abstract book - 2000 copies & on-line - £9870			14,608
Programme book - 2000 copies - £2471			3657
<b>Office costs*</b>			
Lancaster/kent			90,000
Cape Town			10,000
<b>Marketing</b>			
Flyers plus limited mail shot (est. at 1/3 montpellier costs)			10,000
Final announcement - 1000 printed booklets		12,414	1,485
<b>Bursaries*</b>			15,000
<b>Insurance (indemnity &amp; cancellation)*</b>			8,000
<b>Council dinner, buses for council dinner &amp; study tours buses</b>			15,000
<b>Sundries (awards, copying, parking etc)*</b>			5,000
All * items are estimated, mainly from Montpellier budget			
<b>TOTAL COST</b>			<b>584647.04</b>

Cape Town BUDGET 25th July 2007 - income  
**Using 1 euro = 9.53 rands - 20th June 07 exch rate**

	Rands	Euros	Notes (euros)
Registration - full fee (500 euro X 1000 delegates) <i>??plus 35 euros to research in africa fund - voluntary??</i>		500,000	<i>42,000 for research fund</i>
Registration PhD students and any unwaged persons 200euro X 200		40,000	
Registration - Africa fee (2000rands or 188.9euros X 300 delegates)	1800	56,970	
Saturday only (200rands X 100 local people)	2000	210	
Exhibitors - estimated total from montpellier		12,000	
<b>Total income</b>		<b>609180</b>	15% for UTC CMC is 91,377

# IASSID 2<sup>nd</sup> Asia Pacific Conference - Singapore, 2009

## Report to IASSID Executive, January 2009

### *Decisions, deliberations & advice requested from IASSID Ex.:*

Date of Council Meeting for June - Tuesday 23<sup>rd</sup> or Sunday 28<sup>th</sup>? (See draft conference timetable, p.3); Fundraising options / suggestions (See budget issues, p.2); Scholarship possibilities, supported by IASSID (See budget issues, p.2); Publicity options for final round (See issues, p.6).

### **Theme:**

*Creating Possibilities for an Inclusive Society*

### **Dates:**

Wednesday 24<sup>th</sup> to Saturday 27<sup>th</sup> June 2009

### **Webpage:**

Abstract submissions and registrations all accessed via IASSID home page ([www.iassid.org](http://www.iassid.org)), with links to sites at Singapore maintained by the Secretariat (CMA International).

### **Venue:**

Furama Riverfront Hotel, 405 Havelock Road, SINGAPORE, 169633  
(Kwan H. F. & Abdul Halim)

### **Secretariat:**

CMA International Consultants Pte Ltd, 1 Liang Seah St, #02-12 Liang Seah Place, Singapore 189022,  
Tel : +65 6336 2328; Fax: +65 6336 2583

Allison Law - [allison@cma.sg](mailto:allison@cma.sg) / [allison8@singnet.com.sg](mailto:allison8@singnet.com.sg)

Faridah Ibrahim - [faridah@cma.sg](mailto:faridah@cma.sg)

### **Conference Personnel:**

#### *Conference Chair*

Dr Keith R. McVilly,  
RMIT University, Australia  
E-Mail: [keith.mcvilly@rmit.edu.au](mailto:keith.mcvilly@rmit.edu.au)

#### *IASSID Council Representative (& Chair of the previous conference at Taiwan)*

Professor Lisa Wang  
National Chung Cheng Normal University, Taiwan  
[lisa@sw.ccu.edu.tw](mailto:lisa@sw.ccu.edu.tw)

#### *Scientific Programme Committee Co-Chairs*

Professor Libby Cohen ([libby.cohen@nie.edu.sg](mailto:libby.cohen@nie.edu.sg)) & Dr Kenneth Poon ([kenneth.poon@nie.edu.sg](mailto:kenneth.poon@nie.edu.sg))  
National Institute of Education, Nanyang Technological University, Singapore

#### *Local Organising Committee Executive*

Dr Balbir Singh (Chair) [balbirs@singnet.com.sg](mailto:balbirs@singnet.com.sg) ; Ms Kristin Kumar (Secretary) [kkumar@singnet.com.sg](mailto:kkumar@singnet.com.sg) ; Dr Saba Iqbal (Workshop Liaison) [saba@downsyndrome-singapore.org](mailto:saba@downsyndrome-singapore.org)

---

## Registration Fees:

Rate	Singapore Dollar (fixed)	Euro (est.)	US Dollar (est.)
<b>Early Bird – (on or before 3<sup>rd</sup> April)</b>			
Member	670	335	465
Non-Member	960	480	665
Supported	540	270	375
<b>Standard – (after 3<sup>rd</sup> April)</b>			
Member	860	430	600
Non-Member	1180	590	820
Standard	670	335	465

Note: *Member Rate* has been extended to include partner organisations – Australasian Association of Doctors in Developmental Disability Medicine; Australasian Society for the Study of Intellectual Disability; Down Syndrome International; Inclusion International; International Society for Augmentative & Alternative Communication.

## Budget Summary:

	400 Delegates @ Early Bird Rate (200 Members + 100 Non-Members + 100 Supported)  - Singapore Dollars
Income estimate	250,000
Expenditure estimate	221,000
Surplus estimate	29,000 (Euro 14,400; USD 20,000)

Looking for 400 to 500 registrations.

Income does not assume any sponsorship or trade exhibition income.

Additional income to date:

- Lee Foundation donation \$Sing5000
- Workshop February 2008 (Active Support) \$Sing2000
- Workshop February 2009 (Social skills & promoting friendships) \$5000

Fundraising:

- Secretariat & Down Syndrome Association of Singapore working locally
- IASSID approaches to the Asian Development Bank (unsuccessful) & UNESCO (note replying to e-mail, formal correspondence or telephone calls placed to the Bangkok office)

Scholarships:

- no funds available for scholarships; many requests for assistance; advice of IASSID Executive requested

Budget to be reviewed during the February meetings at Singapore and a fully revised spreadsheet provided to the IASSID Treasurer (to up-date previous budget spreadsheet of May 2008)

---

## Publishers / Trade Exhibitions:

Contact has been made with: Brooks; Cambridge; Elsevier; Informa (Taylor & Francis); Jessica Kingsley; Pavilion; Pearson; Sage; and Wiley-Blackwell.

## Draft Conference Timetable:

The time-table will be reviewed at the February programme Committee Meeting, taking into account the number and type of submissions which have been received. It might be that we start earlier on the Wednesday or go later on the Saturday.

	Wednesday 24	Thursday 25	Friday 26	Saturday 27
9AM	<i>Registrations</i>	Key Note 2.	Key Note 4.	Key Note 6.
10:00 to 10:30		Break	Break	Key Note 7.
10:30 to 12:30		Parallel Sessions / Workshops	Parallel Sessions / Workshops	Asian Round Table Report Closing
12:30 – 2:00		Lunch	Lunch	<i>Note – it is possible that the Saturday timetable will be extended to accommodate additional parallel sessions / workshops</i>
	Asian Round Table	Asian Round Table		
2:00 to 3:00	Opening & Key Note 1	Key Note 3.	Key Note 5.	
3:00 to 3:30		Break	Break	
3:30 to 5:30	Parallel Sessions / Workshops	Parallel Sessions / Workshops	Parallel Sessions / Workshops	
	Welcome Reception	Conference Dinner	Free Time	

## Call for Papers, Workshops & Posters:

Approximately 250 abstracts received, as at close of submissions on 31<sup>st</sup> December

(Estimate we only need 150 to 180 papers for the space we have available, depending upon the mix of single papers and workshop sessions. There is some capacity to vary the structure of the programme to accommodate additional papers, if necessary).

Approximate break-down of submissions -

Asia (e.g., Brunei, Hong Kong, India Iran, Israel, Japan, Korea, Philippines, Pakistan, Taiwan) – 25%

Australia & New Zealand – 25%

Singapore – 15%

Europe & UK (e.g., Croatia, Netherlands, Norway, Poland, Russia, Serbia, Sweden) – 15%

USA & Canada – 15%

Other (inc. Africa, Central & South America) – 5%

Abstracts submissions are structured: Background; Method; Results; Implications. In addition to Technical Abstracts, Plain Language Abstracts for each submission have also been requested.

All abstracts are blind peer-reviewed. There are approximately 50 reviewers organised into teams based predominantly on the SIRG / Affinity Group structures. All reviewers have a comprehensive set of reviewer guidelines and a formal feed-back sheet.

---

Note – Abstracts to be published in the June edition of JPPID, which will be available at the conference.

### **Confirmed Key Note Speakers:**

All Key Notes have been contacted and reminded to forward a summary of their papers for use in publicity material, as well as a request to forward a photo. They will submit a full paper by January, for inclusion in the Journal.

Prof. Rune J. Simeonsson, University of North Carolina, USA

Prof. Shigeru Suemitsu, Kawasaki University of Medical Welfare, Japan

Prof. Glynis Murphy, University of Kent, UK

Assoc Prof Levan Lim, National Institute of Education, Nanyang Technological University, Singapore

Prof Matthew Janicki, University of Illinois at Chicago, USA

Dr Monica Cuskelly, University of Queensland, Australia

Dr Henny van Schrojenstein Lantman-de Valk, Maastricht University, The Netherlands

### **Asian Research to Practice Round Table:**

Co-ordinated by: Dr Kenneth Poon, National Institute of Education, Nanyang Technological University, Singapore

### **IASSID Academy Workshops:**

Co-ordinated by: Prof Roy Brown, Academy Chair

- note: Local Organising Committee currently reviewing interest in the various workshops that have been proposed; some workshops to be conducted in neighbouring countries, such as Malaysia and Indonesia.

Dr Nehama Baum PhD - MukiBaum Treatment Centres, Toronto, Canada

*Challenging Behaviours in Autism and other Developmental Disabilities: A Different perspective.*

Associate Professor Douglas Boer, PhD - Department of Psychology, University of Waikato, New Zealand

*The Assessment of Violence Risk in Intellectually Disabled Offenders*

Associate Professor Ivan Brown PhD - University of Toronto, Canada

*Historical and Current Views of Disability*

Associate Professor Ivan Brown PhD - University of Toronto, Canada

*Quality of Life - An Introduction*

Associate Professor Ivan Brown PhD - University of Toronto, Canada

*Providing Flexible Services: A Lesson from Canada*

Associate Professor Ivan Brown PhD - University of Toronto, Canada

*The Difficult Task of Choosing What To Do: Ethical Dilemmas of Support Workers*

Dr Nancy S. Jokinen, MSW / PhD - Post Doctoral Fellow, Centre for Education & Research on Aging & Health, Lakehead University, Ontario, Canada

*Family Quality of Life and Older-aged Families, Policy and Practice Implications.*

---

Dr Rhonda Faragher PhD - Australian Catholic University, Canberra, Australia  
*Developing numeracy in adulthood: strategies for carers and support workers.*

Dr Rhonda Faragher PhD - Australian Catholic University, Canberra, Australia  
*Developing numeracy through childhood: strategies for parents and teachers.*

Dr Margaret Kyrkou OAM, MBBS, , M Dis St - Department of Disability Studies, The Flinders University, South Australia  
*Understanding the impact of puberty in females with disability: informing clinical management, parents, and enhancing Quality of Life for all.*

Professor Matthew Janicki, Ph.D. - University of Illinois at Chicago, USA  
*Coping with Dementia: Support Options for Family Carers and Adults with Intellectual Disabilities*

Karen Watchman - PhD Student, University of Edinburgh, Scotland  
*Down syndrome and dementia - the impact of the environment*

Professor Roy Brown PhD - Emeritus Professor, University of Calgary, Canada, and Flinders University, Australia and Colleagues  
*Family quality of life – Issues for parents and siblings*

Professor Roy Brown PhD - Emeritus Professor, University of Calgary, Canada, and Flinders University, Australia and Colleagues  
*Enhancing the Lives of Adults with Down Syndrome*

### **Symposia hosted by partner organisations:**

*Australasian Association of Doctors in Developmental Disability Medicine (AADDM) – A/Professor Robert Davis, Monash University, Australia*

*International Society for Augmentative and Alternative Communication (ISAAC) – Catherine Olsson, President - ISAAC Australia.*

*The Asia Pacific Down Syndrome Federation – Dr Balbir Singh, Down Syndrome Association of Singapore.*

# Awaiting confirmation of involvement by Inclusion International (II) and Disabled People International (DPI) – it is likely that at minimum, these two organisations will have executive representation at the conference, with the view to discussing on-going involvement / partnerships in the region.

### **Special Interest Research Group (SIRG) & Affinity Group Symposia and Meetings:**

IASSID Special Interest Research Group Chairpersons have been contacted and reminded that the abstract system is on-line.

A number of SIRGs / Affinity groups have indicated that they will host symposia and conduct meetings during the conference: Quality of Life; Mental Health & Behaviour; Ageing; Health; Parenting; Down Syndrome

---

## **Publicity:**

Initial publicity circulated at WHO conference at Bangkok in November 2007.

Publicity material circulated at the IASSID World Congress in August 2008. All delegates from the World Congress at Cape Town, for whom we had e-mail addresses, have been forwarded details. After culling 'delivery failures' and 'address unknown' replies, we have a list of approximately 700 active addresses.

The hard-copy address list from the Taiwan conference has been converted to an e-mail address list and all those for whom we had an e-mail address have been contacted. After culling 'delivery failures' and 'address unknown' replies, we have a list of approximately 280 active addresses, which is not bad given the list is nearly 4 years old!

A WHO regional e-mail list of approximately 550 has been accessed.

Other regional lists have been utilised, including those of the Indian Rehabilitation Council, the Asia Pacific Forum, the UN Information Service and various professionals organisations / associations throughout the region (e.g., psychology, speech pathology, occupational therapy, physio therapy).

Inclusion International (II), Disabled Persons International (DPI) have circulated information among their respective memberships. The International Society for Augmentative & Alternative Communication (ISAAC) has circulated information.

Up-dated publicity material has been forwarded for publication in JIDD, JARID, JPPID and JIDR.

In Australia and New Zealand, information is being circulated via ASSID, National Disability Services (the national service provider peak body) and Disability Professionals Australia.

Awaiting a response from AAIDD (formally AAMR).

## **Programme Development & Further Publicity:**

Planning meetings to be conducted at Singapore in February 2009

19<sup>th</sup> February – Programme Committee

20<sup>th</sup> February – Local Organising Committee

21<sup>st</sup> February – Meetings with the Furama Hotel and the Secretariat

22<sup>nd</sup> & 23<sup>rd</sup> – Fundraising workshop in conjunction with the Singapore National Institute of Social services – *Friendships, Social Networks & Social Skills for People with Intellectual Disability*.

Next round of publicity scheduled for February / March 2009; to include draft conference timetable.

---