



ASIAN FORENSIC SCIENCES NETWORK

TERMS OF REFERENCE

FOR WORKGROUP AND COMMITTEE

AFSN TERMS OF REFERENCE FOR WORKGROUP AND COMMITTEE

1. Aim

- 1.1 To support the purpose of AFSN, Workgroup and Committee (herein referred to as Workgroup/Committee) of different disciplines are formed under the direction of AFSN Board.

2. Objectives

- 2.1 Activities of Workgroup/Committee will generally be directed towards:
- i. Quality assurance and management
 - ii. Education and training
 - iii. Collaboration and cooperation
 - iv. Research and Development
 - v. Information exchange
 - vi. Method harmonization

3 Formation and dissolution

- 3.1A Members shall seek AFSN Board's in-principle approval before planning the pre-requisite of formation at para 3.2 or dissolution at para 3.3.
- 3.1B Formation and dissolution of Workgroup/Committee shall be approved by AFSN Board.
- 3.2 Pre-requisite for formation of new Workgroup/Committee:
- i. Supported by at least nine AFSN members from five different countries.
 - ii. Submission of proposal by the interim Chairperson or a designated representative to AFSN Board. The proposal shall contain:
 - a) Name of the proposed new Workgroup/Committee and its short form
 - b) Scope of work
 - c) Composition of interim Steering Committee, including Chairperson, Vice-Chairperson and Secretary from at least 3 different countries
 - d) Work plan for the next three years
- 3.3 Pre-requisite for dissolution of Workgroup/Committee:
- i. Raised to AFSN Board by Chairperson
 - ii. With no objections from 2/3 or more of its members. Objections are to be made during meeting or via email within three weeks from Chairperson's soliciting of intent. Absence of response within the three weeks will be considered as no objection.

4. Membership

- 4.1 There are two types of membership: Member and Associate Member.
- 4.2 Member:
- i. Membership is open to all AFSN member institutes that are actively providing services in the discipline.
 - ii. Each member institute can nominate up to two representatives to be members of each Workgroup/Committee.
 - iii. The Director or official representative of the member institute shall write to the AFSN Secretariat or the Chairperson of the Workgroup/Committee to nominate



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their representatives to be members, or for replacement or withdrawal of representatives.

- iv. The representative from the member institute should preferably be the Section Head or a senior person given full responsibility to make decisions in the area on behalf of that institute.
- v. Each member institute shall have only one vote.

4.3 Associate Member:

- i. The Chairperson may invite, after consultation with the Steering Committee, representatives of institutes other than AFSN member institutes to participate in Workgroup/Committee meetings as Associate Member.
- ii. Each non-voting AFSN member institute can nominate up to two representatives to be Associate Members of each Workgroup/Committee.
- iii. Associate Member cannot be office-bearer.
- iv. Associate Member does not have voting privilege.
- v. The number of Associate Members in the Workgroup/Committee may be limited.

4.4 Members and Associate Members must be active in AFSN activities, such as through the following means:

- i. participate in Annual Meeting & Symposium
- ii. participate in workshop
- iii. present a paper (oral/poster) in scientific meeting
- iv. host meeting/workshop/training
- v. participate in proficiency test and inter-laboratory collaborative exercise
- vi. exchange or share forensic or technical information with members
- vii. participate in projects
- viii. participate in AFSN survey

4.5 Membership may be reviewed every year and inactive members (Members and Associate Members) may be removed.

5. Steering Committee and Subcommittee

5.1 Each Workgroup/Committee shall form its own Steering Committee.

5.2 The Steering Committee is responsible for strategic planning, implementation of work plan and monitoring of progress within the Workgroup/Committee.

5.3 The Steering Committee shall be elected from its members and shall comprise not less than three and not more than six members, including the Chairperson, Vice-Chairperson and Secretary.

5.4 Steering Committee members once elected shall serve a term of two years with possible re-election at the Workgroup/Committee business meeting.

5.5 If the Chairperson cannot assume the duty (e.g. due to job reassignment or retirement), the Vice-Chairperson shall take over as Chairperson and serve till end of the term.



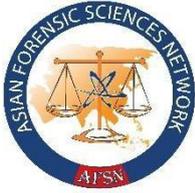
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Movement of other Steering Committee members shall be replaced by re-election. The vacant position shall not be filled automatically by staff from the same institute.

- 5.6 The Steering Committee shall meet at least once a year.
- 5.7 The Steering Committee may establish Subcommittee when necessary and designate Subcommittee Chairperson.
- 5.8 Duties of Chairperson:
- i. preside at meeting
 - ii. prepare meeting agenda
 - iii. collaborate with the host institute to organise program at Annual Meeting & Symposium:
 - a) organise scientific meeting
 - b) draft program
 - c) invite trainers/speakers
 - iv. prepare and present annual report at Annual General Meeting
 - v. assign task to members and/or Subcommittee
 - vi. act as the principal spokesperson for the workgroup/committee
- 5.9 Duties of Vice-Chairperson:
- i. assist the Chairperson in his/her roles and responsibilities
 - ii. assume the duties of the Chairperson in the event the Chairperson is unavailable for meeting
- 5.10 Duties of Secretary:
- i. schedule meeting
 - ii. disseminate information to members
 - iii. record minutes of all business meetings and distribute the minutes of meetings to members
 - iv. send meeting agenda to members preferably two weeks before meeting
 - v. keep membership rolls
 - vi. perform duties as assigned by the Chairperson
- 6. Voting**
- 6.1 Decisions made through voting process are based on a simple majority. In cases where the votes are equally divided, the vote of the Chairperson is decisive.
- 6.2 Voting may be conducted in secret, if necessary.
- 7. Annual Report**
- 7.1 The Chairperson shall write an annual report in consultation with the Steering Committee. The report may adopt the format of presentation slides.



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- 7.2 The Annual Report shall cover:
- i. all activities and achievements of the current year
 - ii. work plan for the coming year
 - iii. composition of Steering Committee and/or Subcommittee
 - iv. changes of the current year such as aims, organization, and membership.
- 7.3 The AFSN Secretariat will compile all annual reports of the Workgroups and circulate them to all member institutes.
- 8. Meetings**
- 8.1 Meetings shall be held at least annually at the AFSN Annual Meeting & Symposium. A host shall organize the meeting in close co-operation with the Steering Committee. For practical reasons, the host may limit the number of participants, and members shall have priority over others such as Associate Members and other non-members.
- 8.2 Annual meeting consists of two parts:
- i. Business meeting
 - ii. Scientific meeting
- 8.3 Business meeting:
- i. Business meeting is open to both Members and Associate Members.
 - ii. All Members and Associate Members will be notified of the place, date and time prior to the business meeting.
 - iii. Business meeting will cover matters pertaining to the Workgroup/Committee such as formulation of workplan and other matters identified by the AFSN Board.
 - iv. The following decisions must be ratified by a vote at the business meeting:
 - a) proposals on the adoption of new aims and objectives
 - b) election of Steering Committee
 - c) removal of inactive members
 - d) approval of Associate Members from non-AFSN member institutes
- 8.4 Scientific meeting:
- i. Scientific meeting is open to Members and Associate Members of Workgroup/Committee, staff of AFSN member institutes, AFSN non-voting members, and non-AFSN member institutes attending as observers.
 - ii. Scientific meeting comprises workshop and/or scientific sessions with oral and poster presentations.
 - iii. The Chairperson shall form a panel with the Vice-Chairperson and at least one appointed member to assess and select abstracts submitted for presentation in scientific meeting.
- 9 Finance**
- 9.1 AFSN Workgroup/Committee shall hold no budget of its own.
- 9.2 Approval shall be obtained from AFSN Board for collection of any fees.



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10 Forensic Alert Portal

- 10.1 Forensic Alert Portal is set up for Workgroup/Committee as a platform for secure exchange of knowledge and sharing of information amongst registered members.
- 10.2 All Portals are accessible via links in AFSN website.
- 10.3 Contents deemed to be beneficial to the community can be uploaded onto the Portal. These include:
- i. past AFSN meeting oral and poster presentations
 - ii. business meeting minutes
 - iii. presentations at other meetings
 - iv. procedures and methods
 - v. articles/newsletters
 - vi. guidelines and standards
- 10.4 Two user accounts will be given to Workgroup/Committee members from each member institute. With the account, members can access their respective Workgroup Portal as well as the Quality Assurance and Standards Committee Portal.

Note: This document replaces all previous version of Terms of Reference under individual Workgroup and Committee.