



PROCEEDINGS OF THE

5th MEETING OF THE ASEAN UNIVERSITY NETWORK INTER-LIBRARY ONLINE (AUNILO) COMMITTEE

Theme:

Library Services of the AUNILO: Towards Integration

Hosted by:

Universiti Brunei Darussalam, Bandar Seri Begawan

1-3 December 2008

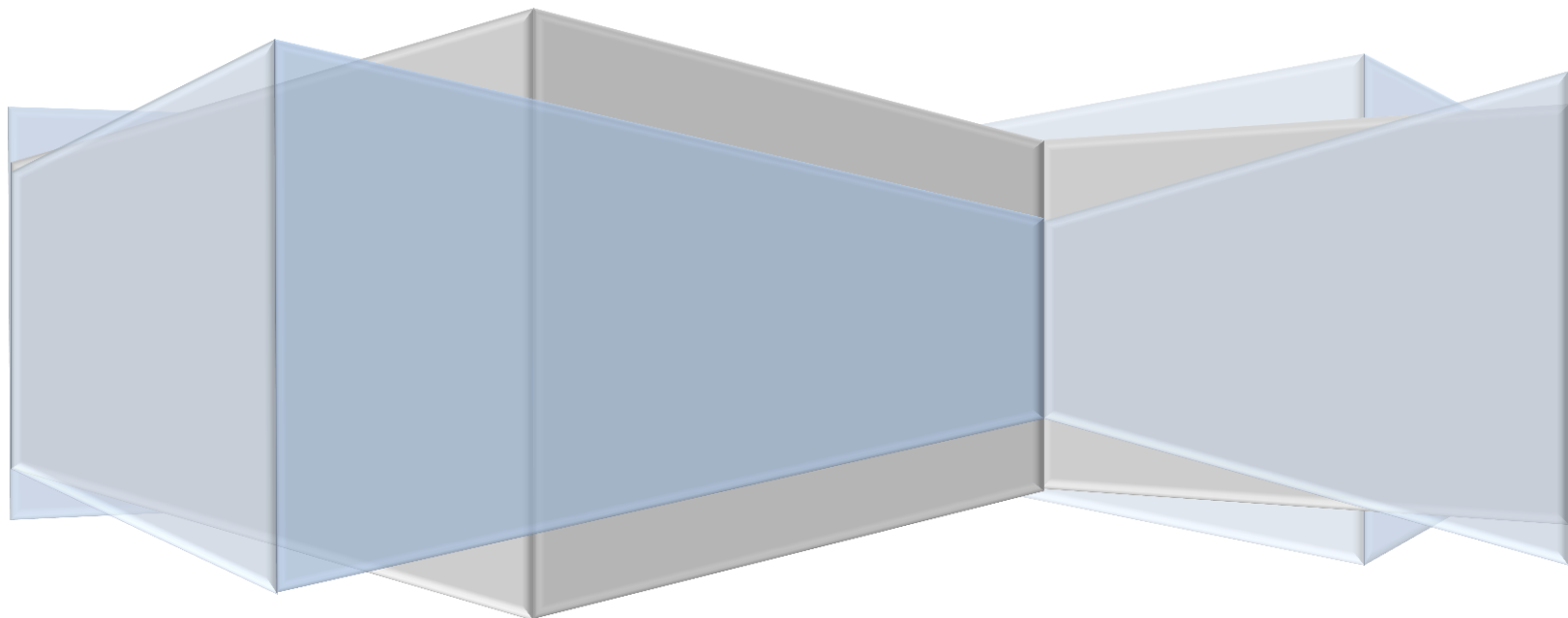


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TENTATIVE PROGRAM

The 2nd AUN Rectors' Conference
“A Strategic Management and New Challenges Ahead for University Collaboration”
1 December 2008
Universiti Brunei Darussalam, Bandar Seri Begawan

1 December 08	
08.15 – 08.45	Registration
08.45 – 09.00	<p>The 2nd AUN Rectors' Conference “A Strategic Management and New Challenges Ahead for University Collaboration”</p> <p>Opening Session:</p> <p>Welcoming Remark: <i>By Dr. Haji Zulkarnain</i> <i>Vice Chancellor, Universiti Brunei Darussalam</i></p> <p>Opening Remark: <i>By Dr. Sumate Yamnoon</i> <i>(Chairman of the AUN Board of Trustees)</i> <i>Secretary-General, Commission on Higher Education</i> <i>Ministry of Education, Thailand</i></p> <p>Venue: the Senate Room</p>
09.00 - 09.45	<p>Keynote Speech: World Class University in ASEAN Perspective</p> <p>Dr. Soeung Rathchavy Deputy Secretary-General of ASEAN</p>
09.45 - 10.30	<p>Keynote Speech: How to work together for “World Class University?”</p> <p>Prof. Don Markwell Deputy Vice-Chancellor, The University of Western Australia</p>
10.30 - 11.00	<p>Present Token of Appreciation & Photo Session</p> <p>Refreshment</p>
11.00 - 12.00	<p>Panel Discussion: Collaborative Networking towards World Class University? Moderator: Assoc. Prof. Dr. Piniti Ratananukul, AUN Executive Director</p> <p>Panelists: Dr. Soeung Rathchavy Deputy Secretary-General of ASEAN</p>

	<p>Prof. Don Markwell Deputy Vice-Chancellor, The University of Western Australia</p>
12.00 - 13.30	Lunch
13.30 - 14.45	<p>Round Table Meeting: The Challenges of Member Universities on the University Collaboration</p> <p>Session I: Teaching Collaboration</p> <ul style="list-style-type: none"> - E-learning strategies and the support from member universities - Sharable e-learning courses and open e-learning resources. <p>With the emergence of e-learning as a new form of teaching for higher education, this session will discuss the possibility and seek the collaboration from the AUN Member Universities in regard to opening for public access and sharing of e-learning courses/resources in which lecturers can use as a mode of teaching and students can access for their further self-learning. The AUNILO Portal will be expected to serve as a gateway in pooling the existing e-learning courses offered by members.</p> <p>Speakers: Prof. Arnulfo P. Azcarraga Assistant Vice Chancellor for External Relations, DLSU</p> <p>Prof. Ahmad Sukri Mustapa Kamal Deputy Vice-Chancellor, Universiti Sains Malaysia</p> <p>CHAIRPERSON: DATIN HAJAH ROSNAH BINTI HAJI RAMLY Director of International Office, Universiti Brunei Darussalam</p>
14.45 - 16.00	<p>Session II: Academic Collaboration: Joint Degree Programme</p> <p>The presentation and analysis of two different case studies of Joint Degree Programme will help defining the conditions and possibility for the establishment of a cooperation programme setting up a joint degree at Master and/ or PhD levels. Discussions on this topic are also expected to address, more specifically, the feasibilities and ways to set up either bilateral or regional cooperation in joint degree programmes among AUN Member Universities. Case studies will therefore explore, among others:</p> <p>Speakers: Prof. Lai Choy Heng Vice Provost for Academic Personnel, National University of</p>

	<p>Singapore</p> <p>Prof. Dr. Mai Trong Nhuan (<i>to be confirmed</i>) President, Vietnam National University-Hanoi</p> <p>Chairperson: Prof. Dr. Ir. Sudjarwadi, M. Eng Rector, Gadjah Mada University</p>
16.00 - 16.15	Refreshment
16.15 - 17.30	<p>Session III: Research Collaboration: Establishment of ASEAN Research Centre</p> <p>This session will discuss the possibility in enhancing research collaboration in the ASEAN region (by pooling together existing resources and expertise.) Discussion would be based on outcome of discussion of working breakfast group on ASEAN Research Needs and Innovation (in November 2007) before mechanisms for future framework shall be refined.</p> <p>Speakers: Datuk Rafiah Salim Vice-Chancellor, University of Malaya</p> <p>Prof. Dr. Emerlinda R. Roman President, University of the Philippines</p> <p>Chairperson: Asst. Prof. Dr. Rattachat Mongkolnavin Assistant to the President, Chulalongkorn University</p>
18.00	Depart for Rizqun International Hotel
20.00	<p>Welcome Dinner hosted by Secretary-General of the Commission on Higher Education, Ministry of Education Thailand and Chairman of the AUN Board of Trustees</p> <p>Venue: VIP Hall-Level 4, Rizqun International Hotel</p>

The 24th Meeting of the AUN Board of Trustees

2 – 3 December 2008

Universiti Brunei Darussalam, Bandar Seri Begawan

2 December 08	
	24 th Meeting of AUN Board of Trustees <i>(The AUN-BOT Meeting is held in closed plenary. However, as the Vice-Chancellors/ Presidents/Rectors of AUN Member Universities will attend the 2nd AUN Rectors' Conference, therefore, be invited to attend the 24th AUN-BOT as observers)</i>
08.30	Leave the hotel to Universiti Brunei Darussalam
09.00 - 09.15	AGENDA ITEM 1: WELCOMING AND OPENING REMARKS Opening Ceremony Welcoming Remarks by <i>By Dr. Haji Zulkarnain</i> <i>Vice Chancellor, Universiti Brunei Darussalam</i> Opening Remarks by Dr. Sumate Yamnoon Secretary-General of the Commission on Higher Education and Chairman of the AUN Board of Trustees
09.15 - 09.40	Exchange of Token of Appreciation & Photo Session Refreshment
09.40 - 12.30	AGENDA ITEM 2: ADOPTION OF THE AGENDA AGENDA ITEM 3: MATTERS FOR ACKNOWLEDGEMENT 3.1 Change of Vice-Chancellor/ Rector/ President of AUN Member Universities and Board Members 3.2 AUN Newsletter 3.3 AUN Secretariat's New Recruitment AGENDA ITEM 4: MATTERS ARISING FROM RELATED ASEAN MEETINGS AGENDA ITEM 5: MATTERS PROPOSED BY THE AUN SECRETARIAT 5.1 Amendment of the AUN Charter 5.2 Comprehensive list of AUN Activities

5.3 AUN Internship Programme

AGENDA ITEM 6: PROGRESS REPORT ON THE IMPLEMENTATION OF THE AUN ACTIVITIES

6.1 Activities within ASEAN

- 6.1.1 ASEAN Studies Programme
- 6.1.2 AUN Educational Forum and Young Speakers Contest
- 6.1.3 ASEAN Youth Cultural Forum
- 6.1.4 Student Exchange Programme
- 6.1.5 AUN Distinguished Scholars Programme
- 6.1.6 AUN Quality Assurance
- 6.1.7 Initiative for ASEAN Integration
- 6.1.8 Other Cooperation
 - 6.1.8.1 ASEAN University Youth Summit 2008

6.2 Cooperation with ASEAN's Dialogue Partners

- 6.2.1 Cooperation under ASEAN – China
 - 6.2.1.1 ASEAN-China Academic Cooperation and Exchange Programme
 - 6.2.1.2 AUN-China Scholarship
 - 6.2.1.3 China-ASEAN Cooperation Week
- 6.2.2 Cooperation under ASEAN – EU
 - 6.2.2.1 ASEAN – European Engineering Exchange Programme
 - 6.2.2.2 EC-ASEAN Intellectual Property Rights Co-operation Programme III
- 6.2.3 Cooperation under ASEAN – ROK
 - 6.2.3.1 ASEAN – ROK Academic Exchange Programme
 - 6.2.3.2 International College Student Exchange Programme between Korea and ASEAN Nations
 - 6.2.3.3 Promotion of ASEAN and Korean Studies
 - 6.2.3.4 AUN-Gwangju Institute of Science and Technology
- 6.2.4 Other Cooperation Activities

	<p>6.2.4.1 Promotion of East Asian Studies</p> <p>6.2.4.2 Sustainable Energy and Environment Forum</p> <p>6.2.4.3 First ASEM Rectors' Conference</p>
12.30 - 13.30	Lunch
13.30 - 14.30	<p>6.3 Update of Activities under AUN's Sub – Network</p> <p>6.3.1 Information Networking: AUN Inter Library Online (AUNILO)</p> <p>6.3.2 ASEAN Graduate Business and Economics Programme Network (AGBEP)</p> <p>6.3.3 AUN Southeast Asia Engineering Education Development Network (AUN/SEED – Net)</p> <p>6.3.4 AUN Intellectual Property Network (AUNIP Network)</p>
14.30 - 15.30	<p>AGENDA ITEM 7: OTHER MATTERS</p> <p>7.1 Enlargement of AUN Membership MOU Signing between AUN and Korea Institute of Nuclear Safety</p>
15.30 - 15.45	Refreshment
15.45 - 17.00	<p>AGENDA ITEM 7: OTHER MATTERS</p> <p>7.2 Recommendations of the 2nd AUN Rectors' Conference</p> <p>7.3 Appointment of New AUN Executive Director</p> <p>AGENDA ITEM 8: DATE AND VENUE OF THE 25th MEETING OF THE ASEAN UNIVERSITY NETWORK BOARD OF TRUSTEES</p>
17.00	Depart for Rizqun International Hotel
19.00	Leave the hotel to Polo Club
20.00	<p>Dinner hosted by Universiti Brunei Darussalam</p> <p>Venue: Jerudong Riding and Polo Club (<i>Dress code: National Dress</i>)</p>
3 December 08	
08.30	Leave the hotel to Universiti Brunei Darussalam
09.00 - 11.30	<p>AGENDA ITEM 9: CONSIDERATION AND ADOPTION OF THE REPORT OF THE 24th MEETING OF THE AUN BOARD OF TRUSTEES</p> <p>AGENDA ITEM 10: CLOSING REMARKS</p>

11.30 - 12.30	Campus Tour (<i>to be confirmed</i>)
12.00 - 13.30	Lunch
Afternoon	Excursion (<i>optional</i>)
	Departure of Delegates

MESSAGE BY THE CHAIRPERSON AUNILO SECRETARIAT

Honored guests;

Ladies and gentlemen;

It is my great pleasure and honour, on behalf of AUNILO committee, to have an opportunity to extend my warmest welcome to all delegates to the 5th Meeting of AUNILO Committee with the theme “Library Services of AUNILO : Towards Integration”. I am glad to see many professionals from ASEAN countries gathered here today to participate in this meeting with the hope of learning the best practices in library services through sharing of experiences towards integration among AUNILO members.

We now see that the greatest of challenges lie in us managing the future. While the world of digital publishing and information delivery is overwhelmingly focused on finding better and innovative ways of facilitating current information access, few are concerned about how this information might be accessed and used in the future.

I believe that the exchange of information, ideas, and experiences at this meeting will be a useful step in the process of integration and adaptation to new challenges in information management among librarians and libraries all over the world.

Ladies and Gentlemen,

I wish to extend my greatest appreciation and sincere thanks to Vietnam National University Ho Chi Minh (VNU-HCM) Administration for their support, the AUN Secretariat , AUNILO Secretariat and to all who have lend their support in organizing this meeting in particular the President of Vietnam National University, AUN Executive Director and Director of Central Library, Vietnam National University. Without them this meeting will not be a reality.

As a forum for generating ideas and broadening our perspectives, I hope this meeting will progress within a friendly environment and congenial atmosphere so that we can successfully share our past experiences, views, concerns and vision for the future. We can therefore cooperate in strengthening our library services.

Thank you and best wishes for a successful meeting and have a pleasant stay.

Mohd Pisol Ghadzali
Chairman AUNILO Committee

AGENDA FOR BUSINESS MEETING

**The 5th Meeting of the AUNILO Committee,
7th November 2008 (Friday), 10.30 a.m. – 3.00 p.m. at the
Vietnam National University – Ho Chi Minh City (VNU-HCM)**

AGENDA

- 1) Welcoming Remarks

- 2) Adoption of the Agenda
 - Additions to the agenda can be tabled at the meeting

- 3) Approval of the Minutes of the 4th Meeting of the AUNILO Committee (*Appendix 1*)

- 4) Matters arising from the 4th Meeting
 - see also the progress report of the matters arising from the 4th Meeting (*Appendix 2*)

- 5) Matters arising from AUN Secretariat (*Appendix 5*):
 - 5.1 The 2nd AUN Rectors' Conference in Brunei Darussalam on 1st December 2008
 - 5.2 The 24th Meeting of the AUN Board of Trustees, 2nd – 3rd December 2008, Brunei Darussalam

- 6) Reports
 - 6.1 Report from the AUNILO Secretariat (*Appendix 6*)
 - 6.2 Report from the AUNILO Portal

- 7) Institutional Reports/Working Papers
 - Discussion on the Presented Institutional Reports/Working Papers

- 8) Promoting AUNILO at the IFLA Conference 2009 and CONSAL 2009

- 9) Other Matters
 - Collaborative Project
 - Host for the 6th Meeting, 2009
 - New Format of the Meeting

- 10) Closing Remarks

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MINUTES OF THE MEETING

MINUTES OF THE 5th MEETING OF THE AUNILO COMMITTEE 7th NOVEMBER 2008 (FRIDAY), 10.30 a.m. – 3.00 p.m. AT THE VIETNAM NATIONAL UNIVERSITY – HO CHI MINH CITY (VNU-HCM)

Present:

Members:

Dr. Haji Awang Suhaimi Bin Haji Abdul Karim (Universiti Brunei Darussalam, Brunei)
Mr. Haji Anifa Nazree Bin Haji Abd Ghani (Universiti Brunei Darussalam, Brunei)
Mr. Khiev Sopheaktra (Royal University of Phnom Penh, Cambodia)
Mr. Net Wanna (Royal University of Phnom Penh, Cambodia)
Mr. Ida Fajar Priyanto (Universitas Gadjah Mada, Indonesia)
Mdm. Lilik Kurniawati Uswah (Universitas Gadjah Mada, Indonesia)
Mdm. Nanan Hasanah (Institute Technology of Bandung, Indonesia)
Mr. Beni Rio Hermanto (Institute Technology of Bandung, Indonesia)
Dr. Luki Wijayanti (University of Indonesia, Indonesia)
Mr. Mohamad Aries (University of Indonesia, Indonesia)
Mr. Chansy Phuangsouketh (National University of Laos, Lao PDR)
Mr. Abu Bakar Maidin (Universiti Kebangsaan Malaysia, Malaysia)
Mr. Hazmir Hj. Zainal (Universiti Kebangsaan Malaysia, Malaysia)
Mr. Mohd. Idris Bin Hj Ali (Universiti Sains Malaysia, Malaysia)
Mr. Adnan Hj. Sharif (Universiti Sains Malaysia, Malaysia)
Assoc. Prof. Dr. Nor Edzan Che Nasir (Universiti Malaya, Malaysia)
Mr. Mahbob Yusof (Universiti Malaya, Malaysia)
Mdm. Ana Maria B. Fresnido (De La Salle University, Philippines)
Prof. Salvacion Manuel Arlante (University of the Philippines, Philippines)
Prof. Chito Naorbe Angeles (University of the Philippines, Philippines)
Mdm. Lourdes T. David (Ateneo de Manila University, Philippines)
Mr. Choy Fatt Cheong (Nanyang Technological University, Singapore)
Mdm. Lee Cheng Ean (National University of Singapore, Singapore)
Assoc. Prof. Dr. Sriwan Meekhun (Burapha University, Thailand)
Asst. Prof. Dr. Pimrumpai Premsmi (Chulalongkorn University, Thailand)
Ms. Chaweewan Swasdee (Mahidol University, Thailand)
Ms. Pham Thi Yen (Vietnam National University Hanoi, Vietnam)
Ms. Hoang Thi Thuc (Vietnam National University – Ho Chi Minh City, Vietnam)
Mr. Pham Van Trien (Vietnam National University – Ho Chi Minh City, Vietnam)

AUN Secretariat:

Assoc. Prof. Dr. Piniti Ratananukul (AUN Executive Director, Thailand)

Ms. Vipada Kanchanasorn (Program Officer, Thailand)

AUNILO Secretariat:

Mr. Mohd. Pisol Ghadzali (Chairperson, Universiti Sains Malaysia, Malaysia)

Mdm. Husriati Hussain (Secretary, Universiti Sains Malaysia, Malaysia)

Absent with University of Yangon, Myanmar

appologies: Institute of Economics Yangon, Myanmar

Min.	Agenda	Item	Action/Note
1.	Welcoming Remarks	<p>Assoc. Prof. Dr. Piniti Ratananukul, Executive Director of the AUN expressed his sincere thanks and appreciations to the Central Library, Vietnam National University- Ho Chi Minh City (VNU-HCM) for successfully hosting the 5th AUNILO Meeting. He also extended his warm welcome to Mr. Mohd. Pisol Ghadzali as the new chairperson of AUNILO Secretariat. He strongly believed that with valuable contributions, experience sharing, solution proposed and a strong secretariat would contribute to a successful AUNILO network.</p> <p>Mr. Mohd. Pisol Ghadzali, Chairperson of AUNILO Secretariat welcomed new AUNILO members from Universiti Malaya, Burapha University, Mahidol University and Ateneo de Manila University. He also expressed his gratitude to the former Chairperson, Mdm. Sofiah Hashim for her contributions to the AUNILO Network.</p>	Notification
2.	Adoption of the Agenda	The Meeting adopted the agenda of the 5 th Meeting of the AUNILO Committee.	Notification

		<p>Repositories (IRs)". Major organizing costs including cost for facilitators, venue, accommodation, meals and transportation indicated in the Seminar/Workshop will be borne by UM except the air tickets. The AUN Secretariat suggested UM seeks financial support from Japan Foundation in Malaysia for Cambodia, Laos, Myanmar and Vietnam (CLMV countries). He also recommended Chairperson of the AUNILO Secretariat to report the details of the Seminar/Workshop to the 24th AUN-BOT Meeting for possible suggestion on financial support.</p> <p>The Meeting noted that Proposal for a Postgraduate Certificate Programme in Intensive English is a cooperated module for Seminar/Workshop on "Best Practices in Academic Libraries". This can be considered as one of the modules for best practices in communication. In relation to get financial support, Universiti Brunei Darussalam (UBD) would consult with their Vice Chancellor and inform the outcome to the AUNILO Secretariat and all members later.</p>	UBD
5.	Matters Arising from the AUN Secretariat	<p>The Meeting noted the AUN Secretariat and UBD will co-organize the 2nd AUN Rectors Conference and 24th AUN-BOT Meeting which will be held on 30th – 2nd December 2008 in Brunei.</p> <p>One of the sessions is <i>The teaching collaboration: e-learning strategies and the support from member universities</i>. In this regard, the Chairperson of the AUNILO Secretariat will be invited to the conference and to report the progress of AUNILO Network at the 24th AUN-BOT Meeting.</p>	<p>Notification</p> <p>AUNILO Secretariat</p>
6.	Reports	<p>6.1) Report from the AUNILO Secretariat (Appendix 6)</p> <p>The Meeting noted the report presented by the Chairperson</p>	Notification

		<p>of the AUNILO Secretariat.</p> <p>The Meeting noted the Secretariatship under USM was extended. The Meeting also took note on the appointment of Mr. Mohd. Pisol Ghadzali as the new Chairperson of the AUNILO Secretariat.</p> <p>With regards to the absence of University of Yangon, Myanmar and Institute of Economics Yangon, Myanmar, AUN gave opinion regarding the situation in Myanmar communication with others. The AUN Secretariat would advise the contact detail of the Rector, University of Yangon to the AUNILO Secretariat later.</p>	<p>AUNILO Secretariat and AUN Secretariat</p>
		<p>6.2) Report from the AUNILO Portal</p> <p>Universiti Malaya (UM) hosts the AUNILO Portal and also coordinates communication facilities such as listserv, mailing list, discussion groups, and newsgroups. The AUNILO portal was set up in July 2004. Starting from 19th November 2008, the url for AUNILO Portal was changed to http://aunilo.wordpress.com and still in the process of upgrading. The change was made to facilitate easy collaboration among members.</p> <p>A few suggestions were made for the Portal improvements such as:</p> <ul style="list-style-type: none"> - Institutions' address links to make linkage to their own websites. - Chief Librarians' email addresses and information/caption from each member libraries will be added to the Portal. - Plan to create social network on the internet such as Facebook which would be registered under AUNILO account in order to facilitate communication 	<p>UM</p>

		<p>between members.</p> <ul style="list-style-type: none"> - All presentations, papers, proceedings and photos from the 1st Meeting to 5th Meeting will be uploaded into Portal (for the 5th Meeting, only presentations and papers which have copyright statement signed by the owner will be uploaded). - The AUN Secretariat aims to explore the feasibilities of sharing e-learning courses and resources from member Institutions through the use of AUNILO Portal as a gateway server in pooling the materials. 	
7.	Institutional Reports	<p>Based on the presented institutional reports on “Services of AUNILO: Towards Integration” by 17 AUNILO members, it was concluded that:</p> <ul style="list-style-type: none"> - Member libraries have planned and implemented the digitization and institutional repositories projects - Most libraries participated in resource sharing programmes (either in consortia or collaboration programmes) - Most libraries have planned on open access to the library materials <p>(Note: These reports will appear in the Proceedings of the 5th Meeting of the AUNILO Committee which will be prepared by VNU-HCM.)</p>	Notification
8.	Promoting AUNILO at the INTERNATIONAL LEVEL	<p>The Meeting noted the first draft of AUNILO poster advertisement prepared by AUNILO Secretariat. Suggestion was made to participate also in paper presentation as well as poster presentation at the IFLA Conference (INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS and Institutions) and CONSAL (Congress of Southeast Asian Librarians).</p>	AUNILO Secretariat

<p>9.</p>	<p>Host for the 6th Meeting, 2009</p>	<p>The proposed details of the 6th Meeting are as follows:</p> <table border="1" data-bbox="571 327 1265 840"> <tr> <td>Host for the 6th Meeting of the AUNILO Committee (2009)</td> <td>:</td> <td>University of Indonesia (UI)</td> </tr> <tr> <td>Date</td> <td>:</td> <td>last week of October 2009 (to be confirmed later)</td> </tr> <tr> <td>Venue</td> <td>:</td> <td>Bali</td> </tr> <tr> <td>Theme</td> <td>:</td> <td>Access to ASEAN Collections</td> </tr> <tr> <td>Accommodation</td> <td>:</td> <td>to be informed later</td> </tr> </table> <p><u>New format of the 6th Meeting:</u></p> <p>It was agreed that starting from the next AUNILO Meeting, the host country will be the Chairman for the Business Meeting. The session of the 6th Meeting should be conducted in a panel discussion format rather than institutional report presentation to get a more concrete direction and plan. The resolution should be presented at the end of the meeting. Common approach and format should be topic based rather than institutional based and come out with the resolution for further implementation.</p>	Host for the 6 th Meeting of the AUNILO Committee (2009)	:	University of Indonesia (UI)	Date	:	last week of October 2009 (to be confirmed later)	Venue	:	Bali	Theme	:	Access to ASEAN Collections	Accommodation	:	to be informed later	<p>UI, AUNILO Secretariat and AUN Secretariat</p>
Host for the 6 th Meeting of the AUNILO Committee (2009)	:	University of Indonesia (UI)																
Date	:	last week of October 2009 (to be confirmed later)																
Venue	:	Bali																
Theme	:	Access to ASEAN Collections																
Accommodation	:	to be informed later																
<p>10.</p>	<p>Closing Remarks</p>	<p>Mr. Mohd. Pisol Ghadzali expressed his appreciation to the VNU-HCM for hosting the 5th Meeting of the AUNILO Committee. He also presented token of appreciation to Assoc. Prof. Dr. Piniti Ratananukul and to the host country, followed by the presentation of certificate to the delegates.</p> <p>The Meeting then expressed its gratitude to the host, AUN and AUNILO Secretariats for the excellent hospitality and</p>	<p>Notification</p>															

		arrangements made for the Meeting.	
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The Meeting was adjourned at 3.00 p.m.

Prepared by
AUNILO Secretariat

APPENDIX 1

**Minutes of the FOURTH meeting of the AUNILO Committee
23rd NOVEMBER 2007, 10.30 a.m. – 3.00 p.m. AT THE
CENTER OF ACADEMIC resources (CAR), CHULALONGKORN UNIVERSITY,
BANGKOK, THAILAND**

Present:

Members:

Dr. Haji Awang Suhaimi Bin Haji Abdul Karim (Universiti of Brunei Darussalam, Brunei)
Mr. Haji Anifa Nazree Bin Haji Abd Ghani (Universiti of Brunei Darussalam, Brunei)
Mr. Khiev Sopheaktra (Royal University of Phnom Penh, Cambodia)
Mr. Ida Fajar Priyanto (Universitas Gadjah Mada, Indonesia)
Mrs. Nanan Hasanah (Institute Technology of Bandung, Indonesia)
Mr. Beni Rio Hermanto (Institute Technology of Bandung, Indonesia)
Ms. Luki Wijayanti (University of Indonesia, Indonesia)
Mr. Mohamad Aries (University of Indonesia, Indonesia)
Mr. Somxay Khamphavong (National University of Laos, Lao PDR)
Mr. Abu Bakar Maidin (Universiti Kebangsaan Malaysia, Malaysia)
Mrs. Engku Razifah Engku Chik (Universiti Sains Malaysia, Malaysia)
Mr. Ali Abd. Rahim (Universiti Sains Malaysia, Malaysia)
Mr. Mahbob Yusof (Universiti Malaya, Malaysia)
Mrs. Ana Maria B Fresnido (De La Salle University, Philippines)
Prof. Salvacion Manuel Arlante (University of the Philippines, Philippines)
Prof. Chito Naorbe Angeles (University of the Philippines, Philippines)
Mr. Choy Fatt Cheong (Nanyang Technological University, Singapore)
Mrs. Lee Cheng Ean (National University of Singapore, Singapore)
Dr. Kwanchadil Phisalpong (Burapha University, Thailand)
Asst. Prof. Dr. Pimrumpai Premssmit (Chulalongkorn University, Thailand)
Ms. Uraiwan Viputtikul (Mahidol University, Thailand)
Dr. Nguyen Huy Chuong (Vietnam National University Hanoi, Vietnam)
Mr. Pham Van Trien (Vietnam National University Ho Chi Minh City, Vietnam)

AUN Secretariat:

Assoc. Prof. Dr. Piniti Ratananukul (AUN Executive Director, Thailand)
Mrs. Achawadee Wiroonpetch (Senior Program Officer, Thailand)
Ms. Vipada Kanchanasorn (Program Officer, Thailand)

AUNILO Secretariat:

Mrs. Sofiah Hashim (Chairperson, Universiti Sains Malaysia, Malaysia)

Mr. Mohd. Pisol Ghadzali (Deputy Chairperson, Universiti Sains Malaysia, Malaysia)

Mrs. Husriati Hussain (Secretary, Universiti Sains Malaysia, Malaysia)

Absent with University of Yangon, Myanmar

appologies: Institute of Economics Yangon, Myanmar

Min.	Agenda	Item	Action/Note
1.	Welcoming Remarks	Assoc. Prof. Dr. Piniti, Chairman of the Meeting expressed his appreciation and gratitude to the host and all delegates for their contributions to the Network. The Chairman also welcomed new institution members, Universiti Kebangsaan Malaysia (Malaysia), Mahidol University (Thailand) and Institute Technology of Bandung (Indonesia) to the Meeting. Through the spirit of ASEAN, he wished the meeting could bring out more substantial cooperation in the future.	
2.	Adoption of the Agenda	The Meeting noted an additional proposed Agenda by Universiti Brunei Darussalam. The Proposal for a Postgraduate Certificate Programme in Intensive English & Communication for Librarians for the CLMV Countries was adopted under the revised agenda.	
3.	Approval of the Minutes of the 3rd Meeting of the AUNILO Working	The Meeting adopted the minutes of the 3 rd Meeting of the AUNILO Working Committee which appears as <u>Appendix 1</u> with some amendments as follows:	

	Committee	<p>i) Min. 8: Institutional Reports, Paragraph 1 VNU-H should be corrected to VNU-Hanoi</p> <p>ii) List of Attendance: Thailand – AUN Secretariat Dr. Piniti’s designation is Assoc. Prof. Dr. Piniti Ratananukul</p> <p>iii) Min. 8: Paragraph 5 Spelling for skills should be skills</p>	
4.	Matters Arising from the 3rd Meeting	<p>4.1) Min. 8: Institutional Reports – List of common and special ICT features of member institutions</p> <p>The Meeting briefly discussed matters related to the List of common and special ICT features of member institutions as mentioned during the 3rd Meeting. No decision was made.</p> <p>4.2) Min. 9.1: Human Resource Development – Proposals of training needs and expertise (<u>Appendix 2</u>)</p> <p>After a lengthy discussion, the Meeting endorsed the proposal to conduct workshop/seminar on “Best Practices in Libraries”. Common training needs of AUNILO members were also discussed.</p>	
		<p>It was agreed in principle that the proposal of training needs would be submitted under AUNILO and not by individual institutions to AUN. The Meeting also agreed to set up a Task Force comprising of members from Indonesia, the Philippines and Singapore to coordinate and prepare the proposals.</p> <p>The AUN requested the first proposal from AUNILO to be</p>	Indonesia, Philippines and Singapore

		submitted by March before the ASEAN University Network Board of Trustees (AUN-BOT) Meeting which will be held in May 2008. In this regards, the AUN Secretariat advised AUNILO to develop the proposal based on the ASEAN Proposal Writing Format to facilitate possible funding support from ASEAN.	Task Force, AUNILO Secretariat and AUN Secretariat
		<p>4.3) Min. 9.3: Areas of Collaboration</p> <p>i) Federated Search Facility for AUNILO Member Libraries</p> <p>Mr. Mahbob from Universiti Malaya (UM) reported that the UM system is not able to support federated search facility. However, Universiti of Brunei Darussalam and Universiti Kebangsaan Malaysia that have the existing system (VTLS) are in a better position to develop such features.</p> <p>ii) Glossary of Terms in Library and Information Science</p> <p>The Meeting discussed common problems arising from the setting up of The Glossary on the website. The English version of The Glossary has already been uploaded into the AUNILO Portal and is accessible at http://www.aunilo.um.edu.my/default.asp.</p>	Universiti Malaya
5.	Reports	<p>5.1) Report from the AUN Secretariat</p> <p>The Meeting noted the report presented by the Executive Director of the Secretariat.</p>	
		<p>5.2) Report from the AUNILO Secretariat (<u>Appendix 3</u>)</p> <p>The Meeting noted the report by the AUN Secretariat on the outcome of the 22nd AUN-BOT Meeting held on 1-2 November</p>	Task Force and AUNILO

		<p>2007 in Pattaya, Thailand. In principle, the AUN-BOT endorsed the two proposals presented by AUNILO Secretariat, namely:</p> <ul style="list-style-type: none"> i) Proposal for Attachment/Exchange Programme for Librarians ii) Proposal to Conduct Seminars/Workshops for Staff of AUNILO Member Countries 	Secretariat
		<p>However, AUN requested the AUNILO Secretariat to amend the format and details of the proposals to incorporate funding requirements from the ASEAN Secretariat.</p>	
		<p>5.3) Report from the AUNILO Portal (<u>Appendix 4</u>)</p> <p>The Meeting noted the progress report by UM, the host of the AUNILO Portal. There was a suggestion by members to increase linkage of member's website to the Portal.</p>	AUNILO Members and UM
6.	Institutional Reports	<p>Based on the institutional reports by AUNILO members, it was concluded that member libraries have awareness, plans or implemented Knowledge Management.</p> <p>(Note: These reports will appear in the Proceedings of the Fourth Meeting of the AUNILO Committee which will be prepared by Chulalongkorn University.)</p>	
7.	Proposals	<p>7.1) Proposal for Attachment/Exchange Programme for Librarians (<u>Appendix 5</u>) and Proposal to Conduct Seminars/Workshops for Staff of AUNILO Member Countries (<u>Appendix 6</u>)</p> <p>The Meeting agreed that AUNILO will conduct seminar/workshop for the staff of AUNILO members. The AUN Secretariat will assist in finding the financial support/sponsorship for confirmed activities. The</p>	Task Force, AUNILO Secretariat and AUN Secretariat

		<p>abovementioned proposals will be reviewed again based on priority requirements of AUNILO Members.</p>	
		<p>7.2) Proposal for a Postgraduate Certificate Programme in Intensive English & Communication for Librarians from the CLMV Countries proposed by Universiti Brunei Darussalam Library (<u>Appendix 7</u>)</p> <p>The Proposal was developed in accordance with the resolution from the 3rd Meeting on the needs of librarians from CLMV countries to improve their English language skill. However, the Meeting disagreed to the proposal due to the duration of the programme which was considered too long for members to attend. The AUN Secretariat suggested the Task Force take into account the needs of CLMV members and suggest the English language component be merged in their future proposals.</p>	<p>Task Force</p>
<p>8.</p>	<p>Other Matters</p>	<p>8.1) ASEAN Thesis</p> <p>The AUNILO Secretariat, proposed the ASEAN thesis online project to be considered as one of the areas of collaboration. However, copyright and other problems were raised. The Meeting also discussed further on the copyright issue in accessing other contents in the Portal.</p> <p>The Meeting then requested the Task Force to consider Institutional Repositories (IRs) issue and proposed a workshop on IRs be conducted for members.</p> <p>Other collaborative projects among AUNILO members have also been discussed:</p> <ol style="list-style-type: none"> 1) Exchange of publications such as books, journals, etc. 2) Exchange of online local contents 3) Special rules and regulations for Inter-Library Loan to AUNILO members 	<p>Task Force</p>

	<p>8.2) Promoting AUNILO at the IFLA Conference</p> <p>A suggestion was also made to present papers at IFLA Conference in order to promote AUNILO at international level. In this regards, the Meeting agreed to consider participating in Poster sessions or circulate brochures on AUNILO during the IFLA Conference. The Vietnam National University – Ho Chi Minh City (VNU-HCM) was given the responsibility to prepare or present the posters at IFLA.</p>	<p>Vietnam National University – Ho Chi Minh City</p>
	<p>8.3) AUNILO Secretariat 2009/2013</p> <p>The Meeting agreed to extend the AUNILO Secretariatship to Universiti Sains Malaysia from 2009-2013.</p>	<p>Universiti Sains Malaysia Library</p>
	<p>8.4) Date and Venue of the Fifth AUNILO Committee Meeting</p> <p>Mr. Pham Van Trien from VNU-HCM Library presented the agenda of the 5th AUNILO Committee Meeting. The Meeting also agreed to a suggestion that the workshop on IRs be held back-to-back with the Meeting.</p>	<p>VNU-HCMC, AUNILO Secretariat and AUN Secretariat</p>
	<p>The proposed details of the 5th Meeting are as follows:</p> <p>Date : 2 days formal meeting, early November 2008</p> <p>Venue : VNU-HCM</p> <p>Theme : Library Services of AUNILO: Towards Integration</p> <p>Accommodation : Rex/Majestic Hotel</p> <p>The Meeting then expressed its appreciation to the Vietnam</p>	

		National University – Ho Chi Minh City for the accepting to host the Fifth Meeting of the AUNILO Committee.	
		<p>8.5) Host for the Sixth Meeting, 2009 and Seventh Meeting, 2010</p> <p>The Meeting agreed to nominate the hosts of future meetings. University of Indonesia (UI) has agreed to host the 6th meeting in 2009 and Royal University of Phnom Penh (RUPP), Cambodia the 7th meeting in 2010.</p>	UI, RUPP, AUNILO Secretariat and AUN Secretariat
9.	Closing Remarks	<p>Dr. Pimrumpai, chairperson of the 4th AUNILO Committee Meeting expressed her deep appreciation to AUNILO Members. The Meeting expressed its gratitude to the host for the warm and generous hospitality and the excellent arrangements made. The Meeting also acknowledged the contributions of the AUNILO and AUN Secretariats in the form of coordination, advice and assistance in ensuring the smooth conduct of the Meeting.</p>	

The Meeting was adjourned at 3.00 p.m.

Prepared by
AUNILO Secretariat

APPENDIX 2

**Progress Report of the Minutes of the 4th Meeting of the AUNILO Committee
23rd November 2007, 10.30 a.m. – 3.00 p.m. at the
Center of Academic Resources (CAR), Chulalongkorn University,
Bangkok, Thailand**

Minute/Agenda	Item	Action by	Remarks
<p><u>Minute 4.1:</u> List of common and special ICT features of member institutions</p>	<p>The Meeting briefly discussed matters related to the List of common and special ICT features of member institutions as mentioned during the 3rd Meeting.</p>	<p>National University of Singapore (NUS) and AUNILO members</p>	<p>Email was sent on 31st January 2008 to all members by NUS. Result to be reported by NUS.</p>
<p><u>Minute 4.2:</u> Proposals of training needs and expertise</p>	<p>The Meeting endorsed the proposal to conduct workshop/seminar on “Best Practices in Libraries”.</p> <p>The Meeting also agreed to set up a Task Force comprising of members from Indonesia, the Philippines and Singapore to coordinate and prepare the proposals.</p> <p>The AUN Secretariat advised AUNILO to develop the proposal based on the ASEAN Proposal Writing Format to facilitate possible funding support from ASEAN.</p>	<p>Task Force (Indonesia, Philippines and Singapore), AUNILO Secretariat and AUN Secretariat</p>	<p>The 2 following proposals have been developed based on the ASEAN Proposal Writing Format as requested:</p> <p>Proposals for Seminar/Workshop on “Best Practices in Academic Libraries” (<i>Appendix 3</i>), prepared by Task Force.</p> <p>and</p> <p>Proposals for Seminar/Workshop on “Institutional Repositories (IRs)” (<i>Appendix 4</i>), prepared by Task Force.</p>
<p><u>Minute 7.1:</u> Proposal for</p>	<p>The AUN Secretariat will assist in finding the financial support/</p>		

<p>Attachment/Exchange Programme for Librarians and Proposal to Conduct Seminars/Workshops for Staff of AUNILO Member Countries</p>	<p>sponsorship for confirmed activities. The proposals will be reviewed again based on priority requirements of AUNILO Members.</p>		<p>The proposals were submitted for the first time to ASEAN-US through AUN Secretariat on 4th December 2007.</p>
<p><u>Minute 8.1:</u> ASEAN Thesis</p>	<p>The Meeting requested the Task Force to consider Institutional Repositories (IRs) issue and proposed a workshop on IRs be conducted for members.</p>		<p>Second submission was 26th May 2008 to the 23rd ASEAN University Network Board of Trustees (AUN-BOT) Meeting on 19th – 20th June 2008 in Hanoi, Vietnam.</p> <p>The submission of these proposals is to facilitate possible financial support or sponsorship from AUN or ASEAN.</p> <p>Updates on status of the proposals to be reported by AUN Secretariat.</p>
<p><u>Minute 7.2:</u> Proposal for a Postgraduate Certificate Programme in Intensive English & Communication for Librarians from the CLMV Countries proposed by Universiti Brunei Darussalam Library</p>	<p>The Proposal was developed in accordance with the resolution from the 3rd Meeting on the needs of librarians from CLMV countries to improve their English language skill. However, the Meeting disagreed to the proposal due to the duration of the programme which was considered too long for members to attend. The AUN Secretariat suggested the Task</p>	<p>Task Force</p>	<p>Updates to be reported by Task Force</p>

	Force take into account the needs of CLMV members and suggest the English language component be merged in their future proposals.		
Minute 4.3: Federated Search Facility for AUNILO Member Libraries	Be reported that the UM system is not able to support federated search facility. However, Universiti of Brunei Darussalam and Universiti Kebangsaan Malaysia that have the existing system (VTLS) are in a better position to develop such features.	Universiti Malaya (UM) and AUNILO members	Updates to be reported by UM
Minute 5.3: Report from the AUNILO Portal	There was a suggestion by members to increase linkage of member's website to the Portal.		
Minute 8.2: Promoting AUNILO at the IFLA Conference	A suggestion was also made to present papers at IFLA Conference in order to promote AUNILO at international level. In this regards, the Meeting agreed to consider participating in Poster sessions or circulate brochures on AUNILO during the IFLA Conference.	Vietnam National University – Ho Chi Minh City (VNU-HCM) USM Library (volunteer)	The draft of AUNILO posters were prepared by USM Library and to be presented during the 5 th Meeting for improvements and sponsorship. AUNILO posters to be submitted to IFLA Conference 2009.

APPENDIX 3



ASEAN Cooperation Project Document

Project Classification Code:

Project Title: An Intensive Seminar Workshop on Best Practices

Project Description: This is a five-day (5) intensive seminar workshop on Best Practices for AUNILO member countries.

Date: Oct – Nov 2008

Venue: Universiti Sains Malaysia, Pulau Pinang, Malaysia

Sponsoring ASEAN Body

Sectoral Committee/Main Body:

Meeting Number/Date:

Working Group/Sub-Committee:

Meeting Number/Date:

Proponent's name and address: AUNILO

Date of preparation

Proposed funding source:

Project budget

Description	Total Allocation (\$)
1. Contracts with Individuals	_____
2. Contracts with Organizations	_____
3. Equipment	_____

4. Supplies and Services _____

5. Travel and Per diem _____

Total: _____

Information below to be completed by the PCU

Recommendation of Secretary-General/Project Appraisal Committee

PAC Meeting Number/Date:

Endorsements:

Approval of ASEAN Standing Committee

Meeting Number/Date:

Endorsements:



ASEAN Cooperation Project Document Format

1. Problem to be addressed

The first paragraph of the Project Document will define the problem (s) that the project will address. This section should be limited to a brief statement of the problem, as determined in the problem analysis. In general, one project should focus on one large problem. The statement of a single problem will lead to the statement of a single objective.

In line with the process of achieving world Class University, most of the AUNILO members had established their own practices. These practices would serve as continuous improvement of library services and to increase customer satisfaction.

Through this workshop members will identify the best practices from their library as standard indicators to be shared by AUNILO members.

The Project proposes the holding of an intensive five-day seminar workshop on best practices.

2. Background, problem analysis and justification

a. Background

The Background section of the Project Document should provide factual information about the context of the problem that is to be addressed. This section should also include description of the present situation, any related current and past ASEAN activities, and the relevant ASEAN policies and plans of action.

During the 4th AUNILO meeting from November 22nd to 23rd , 2007, an institutional report from AUNILO members were very impressive. As such there were reflections of good practices within their organization, However, there were also reports from some countries that reflected their need for further improvement.

Majority of the members felt that, the libraries of today need to anticipate and respond to changes in this age of rapid growth of information, information sources, technological advances and changing user demands. They need to respond quickly and position themselves to provide a useful and relevant services.

This is also the age of proliferation of electronic resources on employee desktops and the internet, coupled with an environment of tight corporate budgets.

We hope that, through this project AUNILO members are looking towards benchmarking and best practices to stay relevant.

b. Problem analysis and justification

The Problem Analysis and Justification section is the most important section of the Project Document. The section should present a logical analysis that justifies regional action by ASEAN. The section should discuss the following topics and questions:

Problem analysis. What are the underlying causes of the problem to be addressed? Details from the problem analysis should be presented here.

AUNILO members have limited understanding of best practices. They NEED:

- To gain better understanding of the concept “Best Practices”;
- To identify, promote and adopt best practices suitable for an academic library;
- To share information and maintain collaboration among member libraries;
- To propagate the benchmarks of academic libraries and information centers;
- To ensure awareness of information professionals on the latest developments in the library and information field through library attachments and/or exchange programmes;

Regionality. Is the problem regional in nature? Can the problem and its causes be effectively and appropriately addressed at the regional level? Answers to these questions derived from the regionality analysis exercise should be presented here.

Yes, the problem is regional in nature. This is due to the many ASEAN members are low-profile in the services provided. More often, libraries in the ASEAN region benchmark Western or European libraries.

The seminar-workshop will give AUNILO members the opportunity to identify the best practices from their library as a standard indicators to be shared by AUNILO members. It will also foster and sustain linkages and information networking among AUNILO members and other ASEAN institutions and help to learn and implement best practices from established institutions.

Participation. Which ASEAN member countries want to participate in this project?

AUNILO members (senior librarians and directors)

Beneficiaries. Who will be the likely beneficiaries of a solution to the problem or need?

AUNILO member institutions, including their Academic staff, students, researcher and professional staff.

Commitment and sustainability. What complementary national actions are interested member Governments currently implementing to address the problem or would be needed along with regional action to fully address the problem? Are the concerned ASEAN member Governments committed to bearing the costs of required complementary national actions and the long-term costs of regional action?

AUNILO members are committed. However, at present some member governments do not have national actions/programs pertaining to this problem. This project will help the member institutions initiate an effort to solicit commitment of their respective governments.

3. Possible solutions

The purpose of the Possible Solutions section of the Project Document is to ensure that alternative

strategies or approaches to solving the project problem have been identified and assessed. What possible approaches to the problem were identified in the problem analysis? Are there other possibilities? What are the advantages and disadvantages of pursuing each option? What would be the consequences of doing nothing? What strategy has been selected as the best approach to solve the problem? Why is this option regarded as the best approach?

An intensive seminar-workshop on best practices is the best approach/strategy. From this seminar AUNILO members have an opportunity to benchmark and share an experiences of best practices from established institutional among AUNILO members. Some of the best practices will benefits AUNILO members and can be implementing immediately in their institution within a small amount of budget.

4. Objective and success criteria

a. Objectives

This section of the Project Document, the highest element in the logical framework, should present the best approach as (1) the statement of the results to be achieved by the project or activity (the objective) and (2) the statement of criteria for successful achievement (the success criteria). In other words, the objective should define a desired solution to the identified problem.

The proposed intensive seminar workshop should have provided the participants:

- Better understanding of the concept “Best Practices”;
 - Knowledge to identify, promote and adopt best practices suitable for an academic library;
 - Shared information and maintain collaboration among member libraries;
 - Drive to propagate the benchmarks of academic libraries and information centers;
 - Awareness of information professionals on the latest developments in the library and information field through library attachments and/or exchange programmes;
-

b. Success Indicators

The success criteria will set the ***qualitative*** standards for successful achievement. These criteria will enable the measurement of the extent of project success. Such measurement will enable the evaluation of the project in terms of the purpose for which it was formulated.

By then, every AUNILO members should have established KPI's for their best practices and the performances can be measured for the purposes of improvement in future.

c. Success Measures

The success criteria will set the ***quantitative*** standards for successful achievement. These criteria will enable the measurement of the extent of project success. Such measurement will enable the evaluation of the project in terms of the purpose for which it was formulated.

The seminar workshop will foster and sustain linkages and information networking among AUNILO members and other ASEAN institutions through their standard KPI's which have been formed. Through the KPI's all AUNILO members are able to provide an excellent services to user, and position themselves to make them still useful and relevant.

5. Outputs

Outputs are results or products that are produced and utilized in order to achieve an objective. Several outputs may be necessary to enable the achievement of an objective. The vocabulary chosen to define outputs should describe finished products or completed results, e.g., "a feasibility study" or "trained personnel". This section should list and briefly describe the outputs to be produced for the achievement of each project objective.

Defining/Understanding concepts

Guidelines on establishing Best Practices

Key Performance Indicators (KPI's)

Exposure to models of best practices

Balance Score Cards

Trained personnel

6. Indicative work plan

The indicative work plan should be prepared using scheduling software. This work plan should identify and graphically illustrate the activities in the logical order that is necessary for the production of each

output. The vocabulary of activities should describe actions, e.g., "implementation of training" or "consultations with member countries' customs departments". ASEAN cooperation often deals with similar outputs. Therefore, the activity lists for common outputs can be based on some standard models.

WORK PLAN

Activity	Output
1. Once the project is approved, a meeting among AUNILO Members will be scheduled to plan for the holding of the Seminar Workshop	Plan for the holding of the Seminar Workshop is in place. Participants have been identified
2. Experts in the field will be identified and invited	Experts agree to be resource persons in the seminar workshop
3. The Seminar Workshop shall have the following activities:	

A	Lecture on: INTRODUCTION TO CONCEPTS <i>(Half Day)</i> <ul style="list-style-type: none"> - <i>Benchmarking</i> - <i>Best practices</i> 	Participants understand the concept of Benchmarking and Best Practices
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B	Lecture on: LIBRARY MANAGEMENT <i>(One Day)</i> <ul style="list-style-type: none"> - <i>Administration</i> - <i>Financial Resources</i> - <i>Human Resources</i> - <i>Physical Facilities and Services</i> - <i>Public Relations</i> - 	Participants will understand about the Library management matter and issues.
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C	<p>TECHNICAL SERVICES (<i>Half Day</i>)</p> <ul style="list-style-type: none"> - <i>Acquisitions</i> - <i>Bibliography, Indexing and Abstracting</i> - <i>Cataloguing and Classification</i> - <i>Organization and Access Management of Electronic and Audiovisual Collections</i> - 	Participants understand how to set the KPI's for library technical services.
D	<p>USER EDUCATION SERVICES (INFORMATION LITERACY (<i>Half Day</i>))</p> <ul style="list-style-type: none"> - <i>Circulation</i> - <i>Reference and Information Services</i> - <i>Reprographic Services</i> 	Participants understand how to set the KPI's for library services to clients.
E	<p>INFORMATION AND COMMUNICATION TECHNOLOGIES (<i>Half Day</i>)</p> <ul style="list-style-type: none"> - <i>Application to Library Processes</i> - <i>Trend and Issues</i> 	Participants understand how to apply ICT to Library Processes.

F	<p>LIBRARIES AS INSTITUTIONAL REPOSITORIES (IR) (<i>Half Day</i>)</p> <ul style="list-style-type: none"> - <i>Establishing institutional Repositories</i> - <i>IR Policies</i> - <i>IR Guidelines</i> 	Participants understand about establishing institutional Repositories (IR), Policies and Guidelines
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G	NETWORKING and COOPERATION	Participants will be expose and experience the
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	<p><i>(Half Day)</i></p> <ul style="list-style-type: none"> - <i>Library Attachment</i> - <i>Exchange Programmes</i> - <i>Observation visits</i> 	practices of establish library.
H	WORKSHOP <i>(One Day)</i>	Participants will draft KPI's which necessary for each respective libraries.

7. Management and implementation arrangements

a. Management arrangements

The management arrangements should identify the project's Sponsoring ASEAN Body, e.g., "the Committee on Social Development" or "the working group on non-tariff barriers". That body has the responsibility to designate a manager for the project who will be responsible for the achievement of the project objectives. The project manager must see that the planned work is actually done and that finished work actually achieves the objective. The management arrangements should specify to whom the project manager must report and with which other ASEAN bodies he/she must coordinate the project's work.

Sponsorship of the project will be sought from AUN.

Manager, Best Practices Training/ Workshop will be appointed from Universiti Sains Malaysia Libraries and will report to the AUNILO Secretariat. Member countries of AUNILO will be invited to send participants for the training program.

b. Implementation arrangements

The implementation arrangements define the organizational unit or the personnel who will actually produce the project's outputs. The implementers, who may be consultants, experts or personnel of ASEAN Governments or the Secretariat, should be identified for each output. Reporting requirements and relationships should be explained as an element of the

implementation arrangements. To ensure full understanding of roles and responsibilities, the project manager should identify "parties responsible" for implementation of each activity when he/she revises the indicative work plan into the actual work plan after project approval.

To implement the training, arrangements will include the following contents;

- Formation of Ad-Hoc Committee on Best Practices Training to undertake overall planning and implementation
- Appointment of Project Manager
- Training Schedule
- Compilation of Best Practices from AUNILO member countries
- Compilation of Specialists for each Best Practice from AUNILO member countries or any other ASEAN countries.
- Appointment arrangements with identified Specialists as Trainers
- Invitation to member AUNILO countries for specific training
- Every stage of Ad-Hoc Committee's progress to be reported to AUNILO Secretariat

c. Monitoring and Evaluation Arrangements

Describe the evaluation strategy for this project, including when the review/evaluation is to take place, the key evaluation issues to be addressed, and how it is to be financed. (It is recommended that the project budget include an allocation for the review/evaluation.)

8. Inputs

There may be many possible combinations of inputs that can produce the proposed outputs. The formulator of the Project Document should seek to identify inputs that will enable efficient project implementation, that are appropriate to the work to be done, and that are cost effective. As an aid to the determination of inputs, the project formulator should refer to the indicative work plan. The questions that project formulators need to consider in regard to the selection of inputs include:

- Which inputs should be used?
- What kind of inputs?
- How many? (for consultants or equipment)
- What duration? (for personnel assignments)

- How much does it cost?

Major inputs required for the production of each output should be presented on a table. This table can be created using word processing or spreadsheet software. The purpose of the table is to facilitate the selection of appropriate inputs and to enable project implementers and appraisers to easily understand the relationships between inputs and outputs. The table should describe inputs in five categories: contracted personnel, contracted organizations, equipment, supplies and services, and travel and per diem. Additional details, such as TOR for contracts, should be provided and attached as annexes.

Inputs.

Specialist from ASEAN countries according to area of Best Practices identified.
Established KPI's from Malaysian universities libraries (PERPUN).

Consultants

Dependant on Best Practices identified.

Duration

5 days.

Travel

According to participating countries

9. Budget and funding arrangements

The selected inputs and their costs are consolidated on a project budget which should be presented on a spreadsheet under the following headings: contracts (individual, corporate or institutional); equipment; supplies and services; travel and daily subsistence allowance (not related to contracts). If more than one funding source is proposed, a budget should be prepared for each one.

ESTIMATED BUDGET: US\$ 20,000

Budgetary Requirements

Item No.	Particulars	Pax	Estimated Cost (USD)	Total (USD)
1	Accommodation	30 + 3	200	6600
2	Transportation			
	Participants	30	100	3000
	Resource Persons	3	1500	4500
3	Training Materials	30	30	900
4	Honoraria	40 hrs.	60	2400
5	Contingency Fund			2600

TOTAL (USD)

20000

Attachments

The attachments listed and described below should be appended to the Project Document as necessary or appropriate.

a. Mobilization Plan.

A plan should be prepared that describes how the project will be activated once it is approved. The preparation of this plan is especially important when the finalization of funding arrangements remains to be done. This plan could also include the designation of the project manager and any other steps that must be taken to enable the project manager to initiate implementation of the project.

b. Explanation of Budget Estimates.

This attachment should explain how budget estimates were determined for major inputs. In many cases, this attachment may simply refer to ASEAN pro forma figures for budgeting. Otherwise, supporting information should explain how budget figures were calculated.

c. Terms of Reference (TOR) for Contracts.

In the event that important elements of the project will be done on a contractual basis, the TOR should be prepared in draft as attachments. Contracts can be for individuals, firms, non-governmental organizations or other institutions. The format and instructions for the preparation

of TOR for contracts provided in Form APDM/TOR.

d. Specifications for equipment.

An attachment should be prepared with the specifications for any equipment item over \$10,000 in value or for multiple purchases of a smaller item whose aggregate value exceeds \$10,000.

e. Other Attachments.

Other attachments may be provided in order to explain or clarify the Project Document. These might include explanatory technical data or a bibliography. Such additional attachments are not mandatory and should be prepared only if deemed essential for understanding of the Project Document by appraisers or potential funding agencies.

Review

The project proponent should review the draft project document for (1) clarity of the logical connections among elements of the project; (2) completeness, according the requirements of the project document format; and (3) correctness (facts, grammar, spelling). The first draft of the Project Document should be circulated for substantive comments within the concerned ASEAN body and revised accordingly before submission to the THE COORDINATION UNIT (PCU) for appraisal and further processing.

APPENDIX 4



ASEAN Cooperation Project Document

Project Classification Code:

Project Title: An Intensive Seminar Workshop on Institutional Repositories (IRs)

Project Description: This is a three-day (3) intensive seminar workshop on establishing IRs for AUNILo member countries.

Date: May – June 2008 or Oct – Nov 2008

Venue: Nanyang Technological University, Singapore

Sponsoring ASEAN Body

Sectoral Committee/Main Body:

Meeting Number/Date:

Working Group/Sub-Committee:

Meeting Number/Date:

Proponent's name and address: AUNILo

Date of preparation

Proposed funding source:

Project budget

Description	Total Allocation (\$)
1. Contracts with Individuals	_____
2. Contracts with Organizations	_____
3. Equipment	_____
4. Supplies and Services	_____
5. Travel and Per diem	_____
Total:	_____

Information below to be completed by the PCU

Recommendation of Secretary-General/Project Appraisal Committee

PAC Meeting Number/Date:

Endorsements:

Approval of ASEAN Standing Committee

Meeting Number/Date:

Endorsements:



ASEAN Cooperation Project Document Format

1. Problem to be addressed

The first paragraph of the Project Document will define the problem (s) that the project will address. This section should be limited to a brief statement of the problem, as determined in the problem analysis. In general, one project should focus on one large problem. The statement of a single problem will lead to the statement of a single objective.

Very few of the AUNILO members do not have an Institutional Repository (IR). Majority feels the need to establish their own institutional repositories.

The Project proposes the holding of an intensive three-day seminar workshop on IRs.

2. Background, problem analysis and justification

a. Background

The Background section of the Project Document should provide factual information about the context of the problem that is to be addressed. This section should also include description of the present situation, any related current and past ASEAN activities, and the relevant ASEAN policies and plans of action.

At the 4th AUNILO meeting from November 22 to 23, 2007, an institutional report introduced the concept "Institutional Repositories" of which a few of the members have existing IRs. Majority of the members felt the need to establish their own institutional repositories.

Education and research are dependent upon information, and the role of libraries in providing the needed information is well established. Libraries have a specific responsibility to preserve information. In doing so, they need to ensure that information resources remain permanently accessible, in working condition and authentic. A consolidation of all information resources or growing body of scholarly information and

instructional materials produced by the university and its community must be in a university-based institutional repository.

When libraries create institutional repositories they reinvent themselves. Traditionally, libraries have managed information – they select, acquire, organize, make accessible, promote, preserve, and instruct people about how to use these information resources. However, as they establish IRs to collect and disseminate information, libraries become active producers, publishers and broadcasters. The steps to develop and manage IRs may be similar or even the same – select, acquire, organize, access, instruct, promote, and preserve – but the procedures required to accomplish them can change the work processes, redefining on-campus roles and relationships and changing collective philosophical mindsets.

b. Problem analysis and justification

The Problem Analysis and Justification section is the most important section of the Project Document. The section should present a logical analysis that justifies regional action by ASEAN. The section should discuss the following topics and questions:

Problem analysis. What are the underlying causes of the problem to be addressed? Details from the problem analysis should be presented here.

AUNILo members have limited understanding of IRs. They NEED:

- To gain better understanding of the concept “Institutional Repositories”;
 - To be oriented participants on the role of libraries as institutional repository in an academic community;
 - To be equipped with basic knowledge and skills in establishing IRs;
 - To be acquainted with the concepts of permanent storage for scholarship, reference and access to information resources; and
 - To be prepared in determining tangible indicators of a university’s quality and to demonstrate the scientific, societal, and economic relevance of its research activities, thus increasing the institution’s visibility, status, and public value.
-

Regionality. Is the problem regional in nature? Can the problem and its causes be effectively and appropriately addressed at the regional level? Answers to these

questions derived from the regionality analysis exercise should be presented here.

While institutional repositories in developed countries are well established, this is not so in ASEAN. The seminar-workshop will give AUNILO members the opportunity to address the need to establish their own institutional repositories and enhance already existing IRs of some members. It will also foster and sustain linkages and information networking among AUNILO members and other ASEAN institutions and help form a worldwide network of institutional repositories to promote open access effort and scholarly communication

Participation. Which ASEAN member countries want to participate in this project?

AUNILO members (head librarians and directors)

Beneficiaries. Who will be the likely beneficiaries of a solution to the problem or need?

AUNILO member institutions., including their students, teaching, research, extension and professional staff.

Commitment and sustainability. What complementary national actions are interested member Governments currently implementing to address the problem or would be needed along with regional action to fully address the problem? Are the concerned ASEAN member Governments committed to bearing the costs of required complementary national actions and the long-term costs of regional action?

AUNILO members are committed. However, at present some member governments do not have national actions/programs pertaining to this problem. This project will help the member institutions initiate an effort to solicit commitment of their respective governments.

3. Possible solutions

The purpose of the Possible Solutions section of the Project Document is to ensure that alternative strategies or approaches to solving the project problem have been identified and assessed. What

possible approaches to the problem were identified in the problem analysis? Are there other possibilities? What are the advantages and disadvantages of pursuing each option? What would be the consequences of doing nothing? What strategy has been selected as the best approach to solve the problem? Why is this option regarded as the best approach?

An intensive seminar-workshop on IRs is the best approach/strategy in cooperation with invited experts from the US. Study tour or sending AUNILO members to train in well established institutional repositories in developed countries is much too costly than having them participate in a seminar workshop where all AUNILO member institutions can have at their disposal invited experts in the field. Every member country will benefit rather than a few who may be sent to study abroad.. Besides, It is easy to get consensus and commitment among AUNILO members if all of them are gathered together in one place.

4. Objective and success criteria

a. Objectives

This section of the Project Document, the highest element in the logical framework, should present the best approach as (1) the statement of the results to be achieved by the project or activity (the objective) and (2) the statement of criteria for successful achievement (the success criteria). In other words, the objective should define a desired solution to the identified problem.

The proposed intensive seminar workshop should have provided the participants:

- better understanding of the concept “Institutional Repositories”;
 - awareness of the significant role of libraries as institutional repository in an academic community;
 - basic knowledge and skills in establishing IRs;
 - concepts of permanent storage for scholarship, reference and access to information resources; and
 - preparation in determining tangible indicators of a university’s quality and to demonstrate the scientific, societal, and economic relevance of its research activities, thus increasing the institution’s visibility, status, and public value.
-

b. Success Indicators

The success criteria will set the **qualitative** standards for successful achievement. These criteria

will enable the measurement of the extent of project success. Such measurement will enable the evaluation of the project in terms of the purpose for which it was formulated.

By then, every AUNILO members should have already been equipped with requirements in establishing an Institutional Repository

c. Success Measures

The success criteria will set the ***quantitative*** standards for successful achievement. These criteria will enable the measurement of the extent of project success. Such measurement will enable the evaluation of the project in terms of the purpose for which it was formulated.

The seminar workshop will foster and sustain linkages and information networking among AUNILO members and other ASEAN institutions and help form a worldwide network of institutional repositories to promote open access effort and scholarly communication

5. **Outputs**

Outputs are results or products that are produced and utilized in order to achieve an objective. Several outputs may be necessary to enable the achievement of an objective. The vocabulary chosen to define outputs should describe finished products or completed results, e.g., "a feasibility study" or "trained personnel". This section should list and briefly describe the outputs to be produced for the achievement of each project objective.

Defining/Understanding concepts

Guidelines on establishing IRs, permanent storage for scholarship, reference and access to information resources

Trained personnel

Strengthened/enhanced linkages among AUNILO members

6. **Indicative work plan**

The indicative work plan should be prepared using scheduling software. This work plan should identify

and graphically illustrate the activities in the logical order that is necessary for the production of each output. The vocabulary of activities should describe actions, e.g., "implementation of training" or "consultations with member countries' customs departments". ASEAN cooperation often deals with similar outputs. Therefore, the activity lists for common outputs can be based on some standard models.

WORK PLAN

Activity	Output
2. Once the project is approved, a meeting among AUNILLO Members will be scheduled to plan for the holding of the Seminar Workshop	Plan for the holding of the Seminar Workshop is in place. Participants have been identified
2. Experts in the field will be identified and invited	Experts agree to be resource persons in the seminar workshop
3. The Seminar Workshop shall have the following activities:	
A. Lecture on: INTRODUCTION TO CONCEPTS: (Half Day)	Participants understand the concept Institutional Repository, its mission, objectives, scope and features
B. Lecture on: ESTABLISHMENT of an IR (Half Day)	Participants shall have understood the Administrative, financial, and personnel requirements of an IR
C. Lecture on: DIGITAL REPOSITORY (Half Day)	Participants shall have an appreciation of an IR as a digital repository, including a fuller

understanding of
its reference and
information services,
networking and linkages

D. Lecture on: TRENDS, ISSUES AND CONCERNS (Half Day) Participants shall have been appraised on trends in IR and shall have understood issues and concerns on the establishments of IR, including administrative, financial, and personnel requirements, etc.

E. WORKSHOP Participants shall have drafted a plan for the establishment of their respective IRs.

7. Management and implementation arrangements

a. Management arrangements

The management arrangements should identify the project's Sponsoring ASEAN Body, e.g., "the Committee on Social Development" or "the working group on non-tariff barriers". That body has the responsibility to designate a manager for the project who will be responsible for the achievement of the project objectives. The project manager must see that the planned work is actually done and that finished work actually achieves the objective. The management arrangements should specify to whom the project manager must report and with which other ASEAN bodies he/she must coordinate the project's work.

Sponsorship of the project will be sought from AUN.

Manager, IR Training/ Workshop will be appointed from NTU Library, Singapore and will report to the AUNILO Secretariat. Member countries of AUNILO will be invited to send participants for the training program.

b. Implementation arrangements

The implementation arrangements define the organizational unit or the personnel who will actually produce the project's outputs. The implementers, who may be consultants, experts or personnel of ASEAN Governments or the Secretariat, should be identified for each output. Reporting requirements and relationships should be explained as an element of the implementation arrangements. To ensure full understanding of roles and responsibilities, the project manager should identify "parties responsible" for implementation of each activity when he/she revises the indicative work plan into the actual work plan after project approval.

To implement the training, arrangements will include the following contents;

- Formation of Ad-Hoc Committee on Best IR Training to undertake overall planning and implementation
 - Appointment of Project Manager
 - Training Schedule
 - Compilation of IR centres from ASEAN countries
 - Compilation of Specialists from IR centres from ASEAN countries.
 - Appointment arrangements with identified Specialists as Trainers
 - Invitation to member ASEAN countries for specific training
 - Every stage of Ad-Hoc Committee's progress to be reported to AUNILO Secretariat
-

c. Monitoring and Evaluation Arrangements

Describe the evaluation strategy for this project, including when the review/evaluation is to take place, the key evaluation issues to be addressed, and how it is to be financed. (It is recommended that the project budget include an allocation for the review/evaluation.)

8. Inputs

There may be many possible combinations of inputs that can produce the proposed outputs. The formulator of the Project Document should seek to identify inputs that will enable efficient project implementation, that are appropriate to the work to be done, and that are cost effective. As an aid to the determination of inputs, the project formulator should refer to the indicative work plan. The questions that

project formulators need to consider in regard to the selection of inputs include:

- Which inputs should be used?
- What kind of inputs?
- How many? (for consultants or equipment)
- What duration? (for personnel assignments)
- How much does it cost?

Major inputs required for the production of each output should be presented on a table. This table can be created using word processing or spreadsheet software. The purpose of the table is to facilitate the selection of appropriate inputs and to enable project implementers and appraisers to easily understand the relationships between inputs and outputs. The table should describe inputs in five categories: contracted personnel, contracted organizations, equipment, supplies and services, and travel and per diem. Additional details, such as TOR for contracts, should be provided and attached as annexes.

Inputs.

Specialist from ASEAN countries according to IR centres established.

Consultants

Dependant on Centres identified.

Duration

3days.

Travel

According to participating countries

9. Budget and funding arrangements

The selected inputs and their costs are consolidated on a project budget which should be presented on a spreadsheet under the following headings: contracts (individual, corporate or institutional); equipment; supplies and services; travel and daily subsistence allowance (not related to contracts). If more than one funding source is proposed, a budget should be prepared for each one.

ESTIMATED BUDGET: US\$ 20,000

Budgetary Requirements

Item No.	Particulars	Pax	Estimated Cost (USD)	Total (USD)
1	Accommodation	25 + 2		
2	Transportation			
	Participant	25		
	Resource Persons	2		
3	Training Materials	25		
4	Honoraria	2		
			TOTAL :	20,000

Attachments

The attachments listed and described below should be appended to the Project Document as necessary or appropriate.

a. Mobilization Plan.

A plan should be prepared that describes how the project will be activated once it is approved. The preparation of this plan is especially important when the finalization of funding arrangements remains to be done. This plan could also include the designation of the project manager and any other steps that must be taken to enable the project manager to initiate implementation of the project.

b. Explanation of Budget Estimates.

This attachment should explain how budget estimates were determined for major inputs. In many cases, this attachment may simply refer to ASEAN pro forma figures for budgeting. Otherwise, supporting information should explain how budget figures were calculated.

c. Terms of Reference (TOR) for Contracts.

In the event that important elements of the project will be done on a contractual basis, the TOR should be prepared in draft as attachments. Contracts can be for individuals, firms, non-governmental organizations or other institutions. The format and instructions for the preparation of TOR for contracts provided in Form APDM/TOR.

d. Specifications for equipment.

An attachment should be prepared with the specifications for any equipment item over \$10,000 in value or for multiple purchases of a smaller item whose aggregate value exceeds \$10,000.

e. Other Attachments.

Other attachments may be provided in order to explain or clarify the Project Document. These might include explanatory technical data or a bibliography. Such additional attachments are not mandatory and should be prepared only if deemed essential for understanding of the Project Document by appraisers or potential funding agencies.

Review

The project proponent should review the draft project document for (1) clarity of the logical connections among elements of the project; (2) completeness, according the requirements of the project document format; and (3) correctness (facts, grammar, spelling). The first draft of the Project Document should be circulated for substantive comments within the concerned ASEAN body and revised accordingly before submission to the THE COORDINATION UNIT (PCU) for appraisal and further processing.

APPENDIX 5

Agenda Item 5 Matters arising from the AUN Secretariat

5.1 The 2nd AUN Rectors' Conference, 1 December 2008, Brunei Darussalam

The AUN Secretariat in collaboration with Universiti Brunei Darussalam will organize the 2nd AUN Rectors' Conference with the theme " A Strategic Management and New Challenge Ahead for University Collaboration" on 1 December 2008 at Universiti Brunei Darussalam.

The general purpose of the conference is to create a platform for high level of AUN Member Universities to learn and share their view toward the challenge ahead. One of the conference's sessions is *the Teaching Collaboration: E-learning strategies and the support from member universities* which the AUN Secretariat aims to explore feasibilities to share e-learning courses and resources from member universities by expecting the use of AUNILO Portal as a gateway server in pooling the materials. (Please see attached tentative programme.)

5.2 The 24th Meeting of the AUN Board of Trustees, 2 – 3 December 2008, Brunei Darussalam

The 24th Meeting of the AUN Board of Trustees Meeting will be held back-to-back with the 2nd AUN Rectors' Conference on 2-3 December 2008. In this regard, the chairperson of each AUN's sub-network will be invited to present the annual progress report of its network.

(Please see attached invitation letter and programme.)

APPENDIX 6

**SECRETARIAT REPORT 2008
ASEAN UNIVERSITY NETWORK INTER-LIBRARY ONLINE
UNIVERSITI SAINS MALAYSIA
SECRETARIAT REPORT 2008**

1. AUNILO Committee

AUNILO Secretariat	:	Universiti Sains Malaysia (Malaysia)
AUNILO Portal Coordinator	:	Universiti Malaya (Malaysia)
Host for the 5 th Meeting of the AUNILO Committee (2008)	:	Vietnam National University, Ho Chi Minh City (Vietnam) Date: 6 th – 8 th November 2008 Theme: Library Services of AUNILO: Towards Integration
Host for the 6 th Meeting of the AUNILO Committee (2009)	:	University of Indonesia (Indonesia)
Host for the 7 th Meeting of the AUNILO Committee (2010)	:	Royal University of Phnom Penh (Cambodia)

All the AUNILO Meetings will be organised with collaboration of the AUNILO Secretariat and AUN secretariat.

During the 4th Meeting 2007 in Thailand, all AUNILO members agreed to extend the AUNILO Secretariatship to Universiti Sains Malaysia from 2009-2013.

2. AUNILO Secretariat

With the retirement of the USM Chief Librarian, Mdm. Sofiah Hashim, on 1st April 2008, the newly appointed Chief Librarian Mr. Mohd. Pisol Ghadzali has become the Chairperson of the AUNILO Secretariat.

Mr. Musa Mohamed Ghazali has been appointed as the Treasurer replacing Mdm. Arinawati Ayob who on study leave starting from 1st July 2008.

The new AUNILO Secretariat Committee Members 2008 are as follows:

Chairperson	:	Mr. Mohd. Pisol Ghadzali
Deputy Chairperson	:	Mr. Mohd. Idris Hj. Ali
Secretary	:	Mdm. Husriati Hussain
Treasurer	:	Mr. Musa Mohamed Ghazali
Committee Members	:	Mdm. Engku Razifah Engku Chik Mr. Ali Abd. Rahim Mr. Adnan Hj. Sharif
Task Force	:	Nor Sharmiza Ismail

There were 2 Meetings have been organised for AUNILO Secretariat Committee from January – November 2008. The Meetings were held at Perpustakaan Hamzah Sendut, Universiti Sains Malaysia (USM) Library, Pulau Pinang, Malaysia on 11th February 2008 and 31st July 2008. The main purpose of the Meeting is to discuss activities and other relevant matters regarding AUNILO.

3. Member Institutions

To date the AUNILO Committee is composed of the 21 member libraries as follows:

N o	Country	Library/Institution
1.	BRUNEI DARUSSALAM	Library Universiti Brunei Darussalam http://www.ubd.edu.bn/
2.	CAMBODIA	Hun Sen Library Royal University of Phnom Penh

		http://www.rupp.edu.kh
3.	INDONESIA	UPT Perpustakaan UGM Universitas Gadjah Mada http://lib.ugm.ac.id/home.php
4.	INDONESIA	Perpustakaan Pusat Universitas Indonesia http://www.lib.ui.ac.id
5.	INDONESIA	Central Library Institute Technology of Bandung http://www.lib.itb.ac.id/
6.	LAOS	Central Library National University of Laos (NUOL) http://www.nuol.edu.la
7.	MALAYSIA	Perpustakaan Universiti Malaya http://www.umlib.um.edu.my/
8.	MALAYSIA	Perpustakaan Universiti Sains Malaysia http://www.lib.usm.my
9.	MALAYSIA	Perpustakaan Tun Seri Lanang Universiti Kebangsaan Malaysia http://pkukmweb.ukm.my/~library/
10.	MYANMAR	Universities' Central Library University of Yangon
11.	MYANMAR	Central Library Institute of Economics Yangon
12.	PHILIPPINES	De La Salle University Library

		De La Salle University - Manila http://www.dlsu.edu.ph/library
13.	PHILIPPINES	University Library University of the Philippines http://www.mainlin.upd.edu.ph
14.	PHILIPPINES	Rizal Library Ateneo de Manila University http://rizal.lib.admu.edu.ph/
15.	SINGAPORE	Nanyang Technological University Library Nanyang Technological University http://www.ntu.edu.sg/library
16.	SINGAPORE	Central Library Building National University of Singapore http://libpweb.nus.edu.sg/web/appmanager/lib/de sk
17.	THAILAND	Center of Academic Resources Chulalongkorn University http://www.car.chula.ac.th
18.	THAILAND	BUU Library Burapha University http://www.lib.buu.ac.th/webnew/indexe.html
19.	THAILAND	Mahidol University Library and Information Center Mahidol University http://www.li.mahidol.ac.th/
20.	VIETNAM	Library and Information Centre Vietnam National University Hanoi http://www.lic.vnu.edu.vn
21.	VIETNAM	The Central Libray

		Vietnam National University - Ho Chi Minh City (VNU-HCM) www.vnuhcm.edu.vn/en/
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Note:

- 1) Universiti Kebangsaan Malaysia (Malaysia), Institut Teknologi Bandung (Indonesia) and Mahidol University (Thailand) have been accepted as the new members of the AUN at the 20th AUN-BOT Meeting in the Philippines.
- 2) Rizal Library, Ateneo de Manila University has been accepted as a new member of the AUN in 2008.

4. Preliminary Fifth Meeting of the AUNILO Committee

The Preliminary Fifth Meeting of the AUNILO Committee was successfully held at Vietnam National University - Ho Chi Minh City (VNU-HCM) on 8th March 2008. The Meeting was attended by 8 members; 2 members from AUNILO Secretariat and 6 members from Host Committee (VNU-HCM). The AUN Secretariat couldn't attend the Meeting due to unforeseen circumstances. However all the arising matters related to AUN Secretariat especially sponsorship has been forwarded to them by email.

One of the topics discussed during the Meeting was to change the format of the Meeting. The Host Committee, AUNILO Secretariat together with AUN Secretariat has agreed to replace institutional report presentation to workshop. Suggestion was made that the workshop will be held back-to-back with the Meeting.

The proposed details of the 5th Meeting are as follows:

(i) Information of the Meeting and Workshop:

Suggested name	:	The Fifth AUNILO Committee Meeting and Workshop
Suggested date	:	6 – 8 November 2008
Suggested theme	:	Library Services of the AUNILO Institutional Members: Towards Integration
Venue	:	Vietnam National University – Ho Chi Minh City
Keynote Speaker	:	Prof. Patricia Oyler Associate Dean and Professor, Graduate School of Library and Information Sciences,

		Simmons College, Boston Massachusetts USA
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(ii) Tentative Programme:

First day	:	Workshop
Second day	:	
<i>Morning</i>	-	Continue Workshop/ Presentation
<i>Afternoon</i>	-	Business Meeting of AUNILO Members
Third day	:	Library tour/Visits

(iii) New Format of the 5th Meeting – Suggested topics for papers and groups for preparation based on the theme:

The followings can be classified as two main topics of the workshop:

Topic/Group		Outcome	Scope
Topic 1	:	Integration and its issues : The necessity for integration of AUNILO	<ul style="list-style-type: none"> • Experience from libraries world wide • Library service improvement inclusive of trends of integration • Status quo of AUNILO member libraries • Solutions for the next five years
Group 1	:	Thailand, Brunei Darussalam and Cambodia	
Group 2	:	Laos, Philippines and Vietnam	
Topic 2	:	Institutional repositories in academic libraries : Institutional repositories & resource sharing among AUNILO members – current situation and solutions	<ul style="list-style-type: none"> • Worldwide experience • Experience of some members • Proposed
Group 3	:	Singapore	

			selected for presentation	solutions – mechanism, techniques and types (format) of documentary materials
Group 4	:	Indonesia, Malaysia and Myanmar	Three papers will be suggested; one or two of those will be selected for presentation	

However the topics and the format will be revised again by the Host committee depends on the comments and agreements from AUNILO members. Based on the feedback received, the new format can't be realized for the 5th Meeting and the Meeting uses the usual format as before. The new format of the AUNILO Meeting to be discussed again at the 5th Meeting for improvements and approval from all members.

5. Proposals for Seminar/Workshop on “Best Practices in Academic Libraries” and Proposals for Seminar/Workshop on “Institutional Repositories (IRs)”

With regards to advice made by AUN Secretariat at the 4th Meeting, the 2 abovementioned proposals were developed based on the **ASEAN Proposal Writing Format** as requested. The proposals were submitted for the first time to ASEAN-US through AUN Secretariat on 4th December 2007. Second submission was 26th May 2008 and been forwarded to the 23rd ASEAN University Network Board of Trustees (AUN-BOT) Meeting on 19th – 20th June 2008 in Hanoi, Vietnam. The submission of these proposals is to facilitate possible financial support or sponsorship from AUN or ASEAN as well.

6. Promoting AUNILO at The INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS and Institutions (IFLA) Conference

With regards to suggestion made at the 4th Meeting to promote AUNILO at the IFLA Conference 2008, the AUNILO posters submission will be postponed to IFLA Conference 2009. This is because of the time constraint and limitation of preparation. The draft of AUNILO posters were prepared by USM Library and to be presented during the 5th Meeting for improvements and sponsorship.

7. International Conference on Libraries 2009 (ICOL2009)

ICOL2009 with the theme “Transforming Towards a Sustainable Tomorrow” will be held in Pulau Pinang, Malaysia from 15th – 16th June 2009. This Conference is organised by USM Library. In this regards, USM Library is honored to give a special registration fees for AUNILO members. Brochures regarding this Conference will be distributed during the 5th Meeting. This is one of collaborative networking between USM library and AUNILO members.

8. Gift of Publications from USM

To further consider the knowledge sharing among AUNILO members, USM Library presented useful publications from USM to AUNILO members. The publications include USM ANNUAL Report, USM Prospectus, selected books and magazines from USM. All publications were sent out via air mail on 28th October 2008.

CONCLUSIONS

The 5th Meeting of the AUNILo Committee was successfully held at Vietnam National University - Ho Chi Minh City (VNU-HCM) for 2 days from 6th – 7th November 2008. The Meeting was attended by 9 AUNILo member Countries (except Myanmar); 19 AUNILo member institutions and 32 delegates (17 male, 15 female). From the Meeting there was 1 new AUNILo member institution, Rizal Library from Ateneo de Manila University, Philippines and 3 new Chief Librarians/Library Directors. They are:

- Assoc. Dr. Sriwan Meekun
(*Director*)
BUU Library
Burapha University
Thailand
- Ms. Chaweewan Swasdee
(*Director*)
Mahidol University Library and Information Center
Mahidol University
Thailand
- Assoc. Prof. Dr. Nor Edzan Che Nasir
(*Chief Librarian*)
Universiti Malaya Library

Based on the presented institutional reports on “Services of AUNILo: Towards Integration” by 17 AUNILo members, it was concluded that:

- Member libraries have plans and implemented the digitization and institutional repositories projects
- Most libraries participate in resource sharing programmes (either in consortia or collaboration programmes)
- Most libraries have plans on open access to the library materials

Conclusion of the presentations were divided by 4 topics:

No.	Topic	Have been presented by:
1.	Institutional Repositories	4 AUNILo member Institutions

2.	Digitization (manuscripts, theses, institutional reports research projects, etc.)	3 AUNILO member Institutions
3.	Consortia	2 AUNILO member Institutions
4.	Integration and Collaboration Programmes	3 AUNILO member Institutions