ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY

ADMINISTRATIVE MANUAL
(updated as of November 2016)
# ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

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HISTORY

The Asia & Oceania Federation of Obstetrics & Gynaecology (AOFOG) was originally conceived in 1954, as the Asian Division of the International Federation of Gynaecology & Obstetrics (Geneva). Subsequently however, at the Inaugural Meeting in Tokyo in 1957, it was decided that it be established as the Asian Federation of Obstetrics & Gynaecology, an autonomous body which would seek affiliation, at a later stage, with the International Federation of Gynaecology & Obstetrics.

The conveners of that meeting were:

(1) Dr H de Watteville (Switzerland);
(2) Dr A Ayesa (Philippines);
(3) Dr Hideo Yagi (Japan)

and the regional delegates comprised the following:-

(a) India - Prof B N Purandare and Prof S Mitra
(b) Pakistan - Prof H Ahmed and Dr R G Mahomed
(c) Singapore - Prof B H Sheares and Dr A C Sinha
(d) Malaysia - Dr R Thuriapah and Dr Kanagasingam
(e) Philippines - Dr A Acosta-Sison and Prof A S Baens
(f) China (Taiwan) - Dr Chien-Tien Hsu and Dr C S Wu
(g) S Korea - Prof Suk Whan Kim and Dr Heung Jin Yo
(h) Hawaii - Dr T Sakimoto and Dr S Nishijima
(i) Indonesia - Prof R S Prawirohardjo and Dr R M Judono
(j) Vietnam - Prof Tran Dien De and Dr Nguyen Van Hong
(k) Hong Kong - Prof G Ogawa and Prof Hideo Yagi
(l) Japan - Prof G Ogawa and Prof Hideo Yagi

Membership of the Federation is open to the national societies of Obstetrics & Gynaecology in each country of Asia. When more than one society exists in a given country, each claiming the right to represent that country itself, the societies must resolve this problem within the country itself, or else set up a coordination committee recognised by two or more societies of the country. In other words, no country can be represented by more than one national society. The original (1957) Statutes proposed for the Federation are found at the end of this chapter (Annex A). They are reproduced in full to underline the sense of regional cooperation evident among obstetricians and gynaecologists in this part of Asia in the fifties.

The Secretariat was established in Manila, under the auspices of the Philippines Obstetrical & Gynaecological Society Inc with Dr Jose Villanueva as Secretary General. In 1959, Australia and New Zealand joined as Associate Members of the Federation.

The First Asian Congress of Obstetrics & Gynaecology was held in Tokyo, Japan, from 4-6 April 1957. Dr Hideo Yagi (Japan) was elected Chairman of the Federation and he held that post till the Second Congress held in Calcutta, India, on 23-26 January 1962. The Third Asian Congress of Obstetrics & Gynaecology was held in Manila, Philippines, from 14-16 January 1965. Thereafter, the congresses were held every three years till 1977,
after which the interval was two years. The Constitution now requires that the congresses be held at least every three years. From 1987, it became the practice to organise a seminar or workshop together with the congress.

At the 13th General Assembly held in Tokyo in October 1979, it was decided that the Secretariat of the Federation should move to Singapore. A new Constitution, initiated in Bangkok, was also accepted. The combined position of the Secretary General-cum-Treasurer was split and the new Constitution provided for a Secretary General and a separate Treasurer. Professor S S Ratnam of Singapore was elected Secretary General and Professor Suporn Koetsawang from Thailand, Treasurer. It was also the year when Australia and New Zealand were accepted as full members, thus, the Federation name was changed to Asia & Oceania Federation of Obstetrics & Gynaecology.

After 21 years of being the Secretary-General, Emeritus Professor S. S. Ratnam, during the General Assembly held in Singapore in July 2000 filed his resignation due to health reason. Professor Walfrido Sumpaico from the Philippines was elected as the new Secretary-General. The Secretariat was then moved from Singapore to the Philippines in 2001.

The Federation has set up a number of committees to be responsible for its concerns in certain areas of Obstetrics and Gynaecology. There are thus:

(a) an Education Committee
(b) an Endoscopy Committee
(c) an Ethics Committee
(d) a Maternal & Perinatal Health Care Committee
(e) a Menopause Committee
(f) an Oncology Committee
(g) a Population Dynamics Committee
(h) a Reproductive Biology Committee
(i) an Ultrasound Committee
(j) an Urogynaecology Committee
(k) a Journal Committee, which supervises the Asia Oceania Journal of Obstetrics & Gynaecology (now renamed Journal of Obstetrics & Gynaecology Research)

These committees report to the Council and General Assembly, which is normally held every two years during congresses of the Federation.

The Federation issues its own Journal, “Journal of Obstetrics & Gynaecology Research” which is managed by the Japan Society of Obstetrics & Gynaecology. The Federation’s Journal serves as the official English Language edition of the Journal of the Japan Society of Obstetrics & Gynaecology (and this is reflected in the inside cover of the Journal). Copies of the Journal are sent in bulk to the national societies for internal distribution.

In order to record its appreciation and publicly acknowledge the support and cooperation received for the cause of Obstetrics & Gynaecology and related fields, medical practitioners, scientists and administrators are conferred Fellowships to mark their contribution to the aims, objectives and purpose of the Federation. Awards are
also given to individuals of member societies for meritorious service to the Federation. Thus, the three types of Fellowships are:

1. Honorary Fellowship - for outstanding service of any kind.
2. Fellowship Ad Eundem - for outstanding contributions to the art and science of Obstetrics, Gynaecology and Reproductive Biology and who are not Obstetricians and Gynaecologists.
3. Fellowship - to individuals of Member Societies/Colleges for distinguished service to the Federation.

Not long after the formation of the Federation, it became apparent that it had a positive and extensive role to play in assisting their members in the improvement of facilities in several countries in the region. This is because Fertility Management and Maternal & Child Health Care services are woefully inadequate in many countries in the third world; and infant, maternal and perinatal mortality is high in these developing countries. In many rural areas, where the bulk of the population live, there is only one physician per one hundred thousand people, compared with the norm of one per thousand population. The proportion of obstetricians and gynaecologists and related specialist support staff are proportionately fewer in number.

Members of the medical profession, and especially those concerned with Obstetrics & Gynaecology, although adequately qualified professionally, are so weighed down in some countries by the enormity of their task and other constraints, that they are generally unable to follow up on international developments in technology and research findings as closely as they would desire.

Most governments in the third world include Fertility Regulation in their Health and Maternal & Child Care programmes, but for a variety of reasons are unable to make available the comprehensive services that are desirable, nor provide the personnel involved with continuous education programmes to keep them abreast with current developments. Since the benefits of research and technological progress elude many members of the medical fraternity, not only those employed in the rural areas, but even those engaged in hospitals and medical care centres in the cities, one of the roles of the Federation is to develop machinery to provide medical and medical-related personnel information of current developments and research in this field.

AOFOG, in response to requests from its affiliates in the region has become the coordinator for many projects; it hopes that its role in new activities is only an interim arrangement, until a more permanent solution for continually improving and upgrading these educational programmes in member countries is evolved.

Among other things, the Federation also serves as catalyst and coordinator for its affiliates in member countries in identifying appropriate specialists worldwide in providing the necessary structure and financial support for them to participate at special national courses to meet the needs of its affiliates at their refresher/modernisation courses in Fertility Management and Maternal & Child Health Care.
AOFOG activities have, by example, generated greater participation by obstetricians and gynaecologists and medical scientists at other related international congresses held in the region and elsewhere.

In the year 2004, the Executive Board of the Federation passed a resolution supporting the FIGO/ICM Joint Statement on the Management of the Third Stage of Labor to Prevent Postpartum Hemorrhage. Bangladesh, Pakistan, Nepal and India were the four (4) member countries participated in this project.

The Federation focused and committed funding for the training of trainers in the four (4) participating national societies of the Federation whose country’s MMR exceeds 100. The project was called THE AOFOG PPH INITIATIVE and was concerned with the propagation of The Active Management of the Third Stage of Labor (AMTL) in areas with skilled birth attendants and Misoprostol in areas without skilled birth attendants.

After completion and submission of the requirement to the Federation, Macau was accepted as the 24th member of AOFOG during the General Assembly meeting on March 27, 2009 at the Sky City Convention Center in Auckland, New Zealand.

On the other hand, China and Cambodia were accepted as the 25th and 26th member of AOFOG during the General Assembly meeting at the Taipei International Conference Center, Taipei, Taiwan in September 2011.

Fiji was accepted as the 27th member of AOFOG at the General Assembly meeting in October 2013 at the Centara Grand, Bangkok, Thailand.

During the last General Assembly held in Kuching, Sarawak, Malaysia June 2015, Laos was accepted as the 28th member of the Federation.

Currently, the Federation comprises of 28 member national societies from the following countries:

1. Australia  
2. Bangladesh  
3. Cambodia  
4. China  
5. Egypt  
6. Fiji  
7. Hong Kong  
8. India  
9. Indonesia  
10. Israel  
11. Japan  
12. Korea  
13. Laos  
14. Macau  
15. Malaysia  
16. Mongolia  
17. Myanmar  
18. Nepal  
19. New Zealand  
20. Pakistan  
21. Papua New Guinea  
22. Philippines  
23. Taiwan  
24. Saudi Arabia  
25. Singapore  
26. Sri Lanka  
27. Thailand  
28. Vietnam
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<tr>
<th></th>
<th>Australia</th>
<th>Royal Australian and New Zealand College of Obstetricians and Gynaecologists</th>
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</thead>
</table>
| 1 | Australia | College House  
254 Albert St., East Melbourne,  
Victoria 3002  
AUSTRALIA |
|   | Telephone : 613 9417 1699  
Fax : 613 9419 0672  
Email address : ranzcog@ranzcog.edu.au  
Website : [http://www.ranzcog.edu.au](http://www.ranzcog.edu.au) |
|   | Bangladesh | Obstetrical & Gynaecological Society of Bangladesh |
| 2 | Bangladesh | House-14/1-D (2nd Floor), Road 4  
Dhanmondi R/A, Dhaka 1205,  
BANGLADESH |
|   | Telefax : 880 2 861 8879  
Email Address : ogsb@agni.com |
|   | Cambodia | Société Cambodgienne de gynécologie et d’Obstétrique |
| 3 | Cambodia | SCGO C/0 NMCHC, 31A, France street, Sangkat  
Sras Chak khan Daun Penh, Phnom Penh, Kingdom of Cambodia |
|   | Tel: +855 12 94 37 85 / +855 11 835 819  
E-mail: nmchc@online.com.kh /leangsim@gmail.com |
|   | China | Chinese Society of Obstetrics & Gynecology |
| 4 | China | 42 Dongsi Xidajiie Beijing 100710  
China |
|   | Telephone : 86 10 6513 4885/6525 0394  
Fax : 86 10 6512 3754  
Email address : zeyicao@263.net  
Website : |
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<thead>
<tr>
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<th>The Egyptian Society of Gynaecology and Obstetrics</th>
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<tr>
<td></td>
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<td>42 Kasr El-Eini Street (Dar El-Hekmah), Cairo, Egypt</td>
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<td>P.O. Box 421 Orman, Giza, Egypt</td>
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<td>P.O. Box 5523, Lautoka, Fiji</td>
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<td>Telephone : 679 6652044</td>
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<td>Email address : <a href="mailto:fogs.secretary@gmail.com">fogs.secretary@gmail.com</a></td>
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<th>Obstetrical &amp; Gynaecological Society of Hongkong</th>
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<tr>
<td></td>
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<td>Duke of Windsor Social Service Building</td>
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<tr>
<td></td>
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<td>4/F, 15 Hennessy Road</td>
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<td>Model Tower Residency CHS</td>
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<td>605, Bapu Rao Jagtap Marg, Jacob Circle, Mahalaxmi East, Mumbai – 400 011, India</td>
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<td>Telephone (91) 22-23021648 / 23021654 / 23021343</td>
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<td>Telefax: (91) 22 23021383</td>
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<td>Email address : <a href="mailto:fogsi@gmail.com">fogsi@gmail.com</a></td>
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<td>Website : <a href="http://www.fogsi.org">http://www.fogsi.org</a></td>
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## AOFOG MEMBER SOCIETIES DIRECTORY

<table>
<thead>
<tr>
<th>No.</th>
<th>Country</th>
<th>Society Name</th>
<th>Address</th>
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<tr>
<td>9</td>
<td>INDONESIA</td>
<td>Indonesian Society of Obstetrics &amp; Gynecology</td>
<td>Jl. Taman Kimia No. 10 Jakarta Pusat 10320 Indonesia</td>
<td>62 21 314 3684</td>
<td>62 21 391 0135</td>
<td><a href="mailto:pogi@indo.net.id">pogi@indo.net.id</a></td>
<td><a href="http://www.pogi.or.id">www.pogi.or.id</a></td>
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<tr>
<td>10</td>
<td>ISRAEL</td>
<td>The Israel Society of Obstetrics &amp; Gynaecology</td>
<td>Poria Hospital, Tiberias Israel 15208</td>
<td>972 4665 2306</td>
<td>972 4665 2847</td>
<td><a href="mailto:mbenami@poriahealth.gov.il">mbenami@poriahealth.gov.il</a></td>
<td><a href="http://www.obgyn.org.il">www.obgyn.org.il</a></td>
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<tr>
<td>11</td>
<td>JAPAN</td>
<td>Japan Society of Obstetrics &amp; Gynaecology</td>
<td>Twin View Ochanomizu Building 2-3-9 Hongo, Bunkyo-ku, Tokyo 113-033 JAPAN</td>
<td>81 3 5524 6900</td>
<td>81 3 5524 6911</td>
<td><a href="mailto:ktakeda@jsog.or.jp">ktakeda@jsog.or.jp</a></td>
<td><a href="http://www.jsog.or.jp">http://www.jsog.or.jp</a></td>
</tr>
<tr>
<td>12</td>
<td>KOREA</td>
<td>The Korean Society of Obstetrics &amp; Gynecology</td>
<td>55-5 Nonhyun-Dong 4/F Gangnam-Gu, Seoul 135-010, KOREA</td>
<td>82 2 3445 2262</td>
<td>82 2 3445 2440</td>
<td><a href="mailto:office@ksog.org">office@ksog.org</a></td>
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| 13 | LAOS | Laos Society of Obstetrics & Gynaecology  
Department of Obstetrics and Gynaecology  
Faculty of Medicine, University of Health Sciences  
Samsenthai Road, Vientiane, Laos  
PO Box: 7444  
Tel: (+856 21) 254487 (Off), (+ 856 20) 22245407, 55822228 (Mobile)  
Fax: (+ 856 21) 240854  
Email: Olsonkonepsyobgyn@gmail.com and laosobgyn@gmail.com |
| 14 | MACAU | Macau Association of Obstetric and Gynaecology  
Avenida dos Janrdins do Oceanos, No. 654 Ocean Garden, 18-Andar-A, Edif. Poplar Court, Macau (S.A.R.)  
Telephone: 853-8390 8274  
Fax: 853-390 8244  
Email address: ogmacau@yahoo.com.hk |
| 15 | MALAYSIA | Obstetrical & Gynaecological Society of Malaysia  
Suite C-07-02, Plaza Mont’ Kiara  
No 2 Jalan Kiara Mont’ Kiara  
50480 Kuala Lumpur, Malaysia  
Telephone: 603 6201 3009 / 4009  
Fax: 603 6201 7009  
Email address: administrator@ogsm.org.my  
Website: http://www.ogsm.org.my |
| 16 | MONGOLIA | Mongolian Federation of Obstetrics & Gynaecology  
New Building of First Maternity Hospital  
Peace Avenue, Sukhbaatar District, Ulaanbaatar, Mongolia  
Telephone: 976-11-452203  
Mobile: 976-99187566  
Email address: purewsuren_ncc@yahoo.com |
| 17 | MYANMAR | Obstetrical & Gynaecological Society Myanmar Medical Association  
Teaching block, Central Women's Hospital,  
Yangon 51, Baho Road, Lanmadaw Township,  
Yangon Division, Postal code: 11131  
Telephone : 9595420444  
Email address : profmyathida@gmail.com |
| 18 | NEPAL | Nepal Society of Obstetricians and Gynaecologists  
NESOG Secretariat  
Maternity Hospital, Thapathali  
G.P.O Box: 10644, Kathmandu, Nepal  
Telefax : 977-1- 4252 315  
Fax : 977-1- 14215175  
Email address : nesog2011@gmail.com |
| 19 | NEW ZEALAND | The Royal Australian & New Zealand College of Obstetricians and Gynaecologists  
P O Box 10611  
The Terrace, Wellington  
NEW ZEALAND  
Telephone : 64 4 472 4608  
Fax : 64 4 472 4609  
Email address : ranzcog@ranzcog.org.nz |
| 20 | PAKISTAN | Society of Obstetricians & Gynaecologists of Pakistan  
Dept of Obstetrics & Gynaecology  
Jinnah Postgraduate Medical Centre  
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PAKISTAN  
Telephone : 92-21-9920 5040  
Fax : 92-21-493 4294  
Email address: sogpjpmc@hotmail.com |
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<td>Kingdom of Saudi Arabia</td>
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<td></td>
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<td>Minister of Higher Education</td>
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<td>King Abdulaziz University Hospital</td>
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<td>P.O. Box 80215 – Jeddah 21589</td>
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<tr>
<td></td>
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<td>Unit 8K38, (Level 8), Women's Tower</td>
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<td>KK Women's &amp; Children's Hospital,</td>
</tr>
<tr>
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<td></td>
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<td>Email address : <a href="mailto:ogss@pacific.net.sg">ogss@pacific.net.sg</a></td>
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<td>Website : <a href="http://www.ogss.net">http://www.ogss.net</a></td>
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<tr>
<td>No.</td>
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<td>--------------------------------------------------</td>
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</tbody>
</table>
| 25  | SRI LANKA    | Sri Lanka College of Obstetricians & Gynaecologists | No. 86, “Wijerama House”
Wijerama Mawatha,
Colombo 07, Sri Lanka                                                   | 94 112689036        | 94 112689036   | slcogoffice@gmail.com |                                                             |
| 26  | TAIWAN       | Taiwan Association of Obstetrics & Gynaecology    | 5F, 70 Ming-Chung West Road
Taipei 104, TAIWAN                                                      | 886 2 2568 4819     | 886 2 2100 1476 | obsgyntw@seed.net.tw  | http://www.taog.org.tw       |
| 27  | THAILAND     | The Royal Thai College of Obstetricians & Gynaecologists | 8th Floor, The Royal Golden
Jubilee Building, 2 Soi Soonvijai,
New Petchuri Road, Bangkapi,
Bangkok 10320
THAILAND                                                               | 66 2 716 5721 up to 22 / 716 5724 | 66 2 716 5720 | pr_rtcog@rtcog.or.th   | http://www.rtcog.or.th       |
| 28  | VIETNAM      | Vietnam Association of Gynecology & Obstetrics    | The 1st Floor, Building E.
No 1 Trieu Quoc dat Street, Hoan Kiem, Hanoi, Vietnam                  | 84 4 39393028        |                  | vago@gmail.com         |                                                             |
Election of Officers and Committee Chairmen

A.  The members of the Executive Board shall be elected at the time of the General Assembly which comprises

1)  The President
2)  The Immediate Past President
3)  The Vice-President
4)  The President-Elect
5)  The Secretary-General
6)  The Deputy Secretary-General
7)  The Treasurer and
8)  The Chairperson of the Journal Committee
9)  One (1) Council Representative

B)  The AOFOG Committees will be chaired by a member of the Federation duly elected at the General Assembly. The composition of the Committee will be determined by the Chairperson in consultation with the President and the Secretary-General.

NOMINATION

It is the duty of the Secretary-General to write to all the National Societies, at least 6 months prior to the General Assembly, to ask for nominations for office bearers and chairmanship of committees to be presented to the Council. The Council may nominate additional candidates whom they deem qualified for the position. The Council shall then have the responsibility to submit nominations for the Executive Board and Committee Chairmen to the General Assembly. (as per AOFOG By Law XV, Item no. 5)

ELECTION

The Election shall be held during the General Assembly at such date and time determined by the Executive Board and Council in coordination with the host society. The manner of voting shall be determined by the President in consultation with the General Assembly.

The list of elected office bearers and committee chairmen shall be included in the Minutes of the Meeting and shall be circulated to all the National Societies and Council within the next three (3) months after the meeting.
COMMITTEES

The AOFOG Committees will be appointed by the General Assembly for the purpose of study or implementation of various programmes according to the aims and objectives of the Federation. The appointed committees will submit annual reports to the Council and also to the General Assembly. The Committees of the Federation will be the following or as determined in the future by the General Assembly.

Standing Committees

a. Journal
b. Oncology
c. Reproductive Endocrinology
d. Maternal & Fetal Medicine
e. Ultrasound
f. Minimally Invasive Gynecologic Surgery
g. Sexual & Reproductive Health
h. Urogynaecology

Special committees:

i. Young Scientist Awards
j. Young Gynecologist Awards
k. Fellowship Selection
l. Organizing Committee, AOFOG Congress
m. Educational Fund

The duties of the Chairpersons of each committee are enumerated in the AOFOG Constitution By-law XVII.
THE JOURNAL OF OBSTETRICS AND GYNAECOLOGY RESEARCH (JOGR)

AUTHOR GUIDELINES

AIMS AND SCOPE


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<td>1957, April 4-6</td>
<td>I Asian Congress of Obstetrics &amp; Gynaecology</td>
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<td>IV Asian Congress of Obstetrics &amp; Gynaecology</td>
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<td>V Asian Congress of Obstetrics &amp; Gynaecology</td>
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<td>VI Asian Congress of Obstetrics &amp; Gynaecology</td>
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<td>1976, April 27-30</td>
<td>1st Inter-Congress, Asian Federation of Obstetrics &amp; Gynaecology</td>
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<td>VII Asian Congress of Obstetrics &amp; Gynaecology</td>
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<td>1979, October</td>
<td>13th General Assembly</td>
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<td>IX Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
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<td>1983, September 11-12</td>
<td>Post-Congress Seminar on Uterine Cervical Cancer &amp; Infertility</td>
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<td>1985, September 5-10</td>
<td>X Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
<td>SRI LANKA, Colombo</td>
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<td>Pre-Congress Seminar</td>
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<td>XI Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
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<td>1989, December 3-8</td>
<td>XII Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
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<td>Pre-Congress Workshop on Ultrasound</td>
<td>PHILIPPINES, Manila</td>
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<td>XV Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
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<td>Pre-Congress Seminar</td>
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<tr>
<td>1998, June 14-19</td>
<td>XVI Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
<td>MALAYSIA, Kuala Lumpur</td>
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<tr>
<td>2000, July 7-8</td>
<td>Pre-Congress Seminar</td>
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<td>2000, July 9-14</td>
<td>XVII Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
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<td>INDIA, Bangalore</td>
<td>699</td>
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<tr>
<td>YEAR</td>
<td>CONGRESS</td>
<td>VENUE</td>
<td>PARTICIPATION</td>
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<td>2005</td>
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<td>2007, September</td>
<td>XX Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
<td>TOKYO, JAPAN</td>
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<td>2009</td>
<td>XXI Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
<td>AUCKLAND, NEW ZEALAND</td>
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<td>XXII Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
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<td>BANGKOK, THAILAND</td>
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<td>2015</td>
<td>XXIV Asia &amp; Oceania Congress of Obstetrics &amp; Gynaecology</td>
<td>KUCHING, SARAWAK, MALAYSIA</td>
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</tbody>
</table>
ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

Requirements for Bidding & Hosting Biennial Congress

If a national society is keen to bid to host an AOFOG Congress, it must indicate its interest to the AOFOG Secretariat two congresses ahead. To assist the Council and the General Assembly to make a decision, and to allow sufficient time to make copies for circulation before the meeting, a one-page summary on the proposed venue, supporting facilities and justification for its claims to host the Congress shall be sent to the Secretariat five months before the next Council meeting.

A time of 5-10 minutes will be given, during the 1st General Assembly, to make a presentation, justifying its case to hold the Congress. No doubt, the voting will take place at the 2nd General Assembly.

The congresses are often heavily bid and it would be helpful for representatives of national societies to come well prepared with promotional materials.

The following AOFOG activities will take place at each Congress:

1. Opening Ceremony – AOFOG President’s Address; conferment of Fellowship (if any), Young Scientist Award, YS Chang Endowment Award and Yuji Murata Endowment Award

2. President’s Lecture

3. Chien-Tien Hsu Memorial Lecture

4. Shan S. Ratnam Memorial Lecture

5. Malaysia Lecture

6. President’s Night

7. One Executive Board meeting, two Council meeting, two General Assembly meetings, one New Council meeting

8. Best Scientific Paper Presentation for Young Gynaecologist Awardees

9. Community Fellowship Program for Young Gynaecologist

10. Closing Ceremony – speeches by outgoing and incoming Presidents
ASIA & OCEANIA FEDERATION OF
OBSTETRICS & GYNAECOLOGY (AOFOG)

PROTOCOL FOR OPENING CEREMONY

FORMAL PROCESSION

The Formal Procession at the Opening Ceremony of the Congress shall proceed to the Dais in the following manner:

1) Members of the Council of the Host Society to be followed by the Executive Secretary of that Society

2) Host Society Past Presidents

3) AOFOG Council, Past Presidents & Fellows

4) Congress Organising Committee

5) VIP Party which will include the following:

   (a) Congress Organising Committee - Treasurer
       Secretary
       Chairman

   (b) AOFOG - Treasurer
       Secretary General
       Immediate Past President
       President Elect
       Vice President
       President

   (c) Executive Members of the Host Society
       [Treasurer, Secretary, Vice President, President]

   (d) Distinguished Guest, eg, Governor General, Head of State, together with the Aides and/or Secretary to the Distinguished Guest

       The Distinguished Guest, accompanied by the President of the Host Society, shall form the rear of the procession followed by the aides and/or secretaries to the Distinguished Guest.
INVITATION TO CONGRESS OPENING CEREMONY

Invitation to the Congress Opening Ceremony shall be extended to people in the following groups:

1. Government – Federal or Local
2. Health Department
3. Legal Profession
4. Associated Medical Bodies, eg, College of Surgeons, College of Physicians
5. Universities
6. Hospitals

ORDER OF CEREMONY

Fanfare
National Anthem
Addresses:

- *Welcome Address* by the Chairman of Organising Committee
- *Address* by the President of AOFOG
- *Introduction of Guest-of-Honour* by the President of AOFOG
- *Opening Address* by the Guest-of-Honour
- *Citation of Candidates for Fellowship (if any)* by nominated members of the Council of AOFOG
- *Conferring of Fellowships* by the President of AOFOG
- *Young Scientist Award (1)* - Introduction by Chairman, Journal Committee; and presentation by President, AOFOG
- *Yoon-Seok Chang and Yuji Murata Endowment Award*
- *Vote of Thanks* by the Secretary General or Deputy Secretary General, AOFOG
STAGE

AOCOG FORMAL PROCESSION AS FollowS {in 2 parallel lines}:
(to be seated in the front rows of the hall)

Host Society

- Members of Council by alphabetical order
- Secretary of the Society
- Past Presidents of Society
- Members of Congress Organising Committee

AOFOG

- Members of Council by alphabetical order
- Chairpersons of Standing Committees
- Past Presidents of AOFOG
- Fellows of AOFOG

VIP PARTY (to be seated on the stage)

Host Society

- Congress Organising Committee
  - Treasurer
  - Secretary
  - Chairman
- Executive Members of Host Society
  - Treasurer
  - Secretary
  - Vice President
  - President

AOFOG

- Editor, JOGR
- Treasurer
- Deputy Secretary-General
- Secretary General
- Immediate Past President
- President Elect
- Vice President
- President

The Distinguished Guest, accompanied by the President of the Host Society, shall form the rear of the procession followed by the aides and/or secretaries to the Distinguished Guest.
ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

Protocol for Closing Ceremony

Programme

1. Speech by AOFOG President
2. Speech by Congress Chairman
3. Comments by Delegates
4. Handing Over of AOFOG Presidency to Incoming President
5. Vote of Thanks by Incoming President of AOFOG
6. Handing Over of AOFOG Flag to representative of national society hosting the next Congress
7. Brief Presentation by incoming host national society
8. Formal Closing of Congress by President of host national society

Post Congress Obligations

1. Report on the event
2. Financial Report
3. Comments & Suggestions
ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

FELLOWSHIP
The Fellowship of AOFOG is awarded to obstetricians and gynaecologists in member national societies for their outstanding contributions to Obstetrics & Gynaecology and to the development of the discipline in their own countries, in the region or for having made significant contributions to the Federation. The number of such Fellows is restricted to 25 living Fellows.

NOMINATION
Invitation to nominate for Fellowship of the Federation will be sent from the AOFOG Secretariat to member societies. The names and curriculum vitae of individuals whom a national society would wish to be considered for the Fellowship must be sent, along with a supporting letter from the President of the national society, justifying the nomination. Where there is more than one nomination, the names must be prioritised.

SELECTION
The Fellowship Selection Committee, comprising three senior Fellows of the Federation, will make recommendations to Council the names that they feel deserve to be honoured with the Fellowship. It is essential, therefore, that detailed curriculum vitae of the individual be submitted to allow the Committee to assess the applications objectively and to be fair and equitable in their decision. Priority will be given to an individual’s contributions to the national society, to the Federation, to the region and internationally.

CONFERMENT
The conferring of the Fellowship will be made at the Opening Ceremony of an AOFOG Congress. A citation will be read by a senior member of the Federation chosen by the awarding fellow. The Fellow will be presented with a certificate, a gold-plated medal and a gown/bonnet.

Unfortunately, the Federation is not in a position to provide an air ticket and accommodation. The Fellow, therefore, will have to make his/her own travel arrangements. However, the registration fee will be waived for the Congress of conferment and all future AOFOG Congresses.
NOMINATION FORM FOR AOFOG FELLOWSHIP

NAME: __________________
DATE OF BIRTH: _______________
CURRENT POSITION: ________________
NATIONAL SOCIETY: ________________
CONTACT ADDRESS: ________________
CONTACT EMAIL: ________________

CONTRIBUTIONS TO AOFOG  (60 POINTS)
1. 
2. 
3. 
4. 
5. 
6. 

CONTRIBUTIONS TO INTERNATIONAL ORGANIZATIONS  (30 POINTS)
1. 
2. 
3. 
4. 
5. 

CONTRIBUTIONS TO NATIONAL SOCIETY  (10 POINTs)
1. 
2. 
3. 
4. 
5.

Affix passport size photo
Please attach:

1. Copy of full CV
2. Cover letter from National Society President attesting to the authenticity and accuracy of the applicant and his CV.
3. Please note that a National Society/College can only nominate one (1) candidate.
4. All nominations will be considered by the Fellowship Selection Committee and finally approved and ratified by the Executive Board, Council and General Assembly of the AOFOG.
5. The Executive Board reserves the right to make nominations independent of any National Society/College.
6. It is not a requirement that fellows be selected or conferred at every AOCOG.
7. It is the responsibility of the Secretary of the National Society to ensure that the form is completed satisfactorily. Incomplete forms will not be considered.
ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

YOUNG SCIENTIST AWARD

In 1990, the late Past President Professor M. Mizuno, through the support of the Japan Society of Obstetrics and Gynaecology, created funds for Young Gynaecologist Award and Young Scientist Award. The award is open to all member societies of AOFOG and not restricted to only the developing countries, nor be extended to countries beyond the Asia & Oceania region;

SELECTION

The Chairman of the Journal Committee-cum-Editor in Chief of the Journal of Obstetrics & Gynaecology Research will select ten (10) best articles from those published in the Journal in the preceding two years, that is, between two Congresses. The articles will then be sent to members of the Editorial Committee to rate each one of them on merit such as originality, scientific content, bibliographic review, etc, as determined by the Editor. Based on the returns, the Chairman of the Journal Committee will select (1) one awardee based on the score.

The awardee must have been about or under 45 years of age, when the article was submitted and he/she must be the principal author of the publication. The awardee will be requested to receive the award in person. If he/she could not be able to do so, the Award will go to the next person, according to the order of rating.

CONFERMENT

The Award will be made at the Opening Ceremony following the presentation of Fellows. The Award includes a certificate called The AOFOG Young Scientist Award signed by the Chairman of the Journal Committee and the President of AOFOG, a cash award of US$3,000 and a Silver Medal.

Unfortunately, the Federation is not in a position to provide an air ticket and accommodation. The awardees, therefore, will have to make his/her own travel arrangements. However, registration fee for the Congress of conferment will be waived.
ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

CHIEN-TIEN HSU MEMORIAL LECTURE

The Chien-Tien Hsu Memorial Lecture which is sponsored by the Chien-Tien Hsu Cancer Research Foundation is being held during each Congress of the Asia & Oceania Federation of Obstetrics & Gynaecology. The Federation considers this to be the most prestigious event in any of its congresses.

NOMINATION / SELECTION

The Secretariat will write to all the National Societies for nomination/s. Nomination/s should be submitted with the Curriculum Vitae and a brief note justifying the nomination. The nominee must be a person, preferably from the region but not necessarily from the country, who has received global recognition for his/her contributions to Obstetrics and Gynaecology and the health of women and newborn. The nominations will be forwarded to the Selection Committee comprising the President of the Federation; Chairman of the Journal Committee of the Federation; and a Representative of the Chien-Tien Hsu Cancer Research Foundation.

The Committee shall identify an outstanding individual to be the Lecturer from among the nominations received from national societies. Once identified, the invitation to deliver the Memorial Lecture shall be extended to the Lecturer, in writing, by the President of the Federation which shall normally be made at least 18 months prior to the Congress. The Lecturer shall be asked to submit the text of the Chien-Tien Hsu Memorial Lecture to the Chairman of the Journal Committee, for publication in a subsequent edition of The Journal of Obstetrics & Gynaecology Research. The Secretary-General of the Federation shall notify the Chairman of the Congress Organising Committee on the acceptance of the role of the Lecturer, which in turn shall liaise with the Secretary-General of the Federation regarding the arrangements for the Memorial Lecture.

CONFERMENT

The Lecture will normally be given as the first Plenary Lecture of the specific scientific or clinical area chosen. The subject of the Lecture shall be pertinent to the science and art of Obstetrics & Gynaecology, with emphasis on Gynaecological Cancer and Endocrinology which were particular interests of the late Professor Hsu. The Lecturer may choose whatever subject he or she wishes, pertinent to the scientific or clinical subject chosen by the Federation.

The President of the Asia & Oceania Federation of Obstetrics & Gynaecology shall preside at the Memorial Lecture and shall introduce the Lecturer and a vote of thanks
to the Lecturer shall be made by the Chairman of the Chien-Tien Hsu Cancer Research Foundation or his/her nominee. The Lecturer shall be provided with

- a business-class return airfare from the country of origin to the Congress venue;
- accommodation at the Congress hotel for the duration of the Congress;
- an honorarium of US$1,000;
- a gold medal
- waiver of registration fee at the Congress (and his/her partner). They will be invited to the official Congress Dinner as Guests of the President of the Federation.
ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

SHAN S. RATNAM MEMORIAL ORATION

During the Council Meeting in Melbourne, Australia in 2001, in honor of the late Emeritus Professor Shan S. Ratnam, a Shan S. Ratnam Memorial Oration was approved to be held in every Congress. Professor Geoffrey Bishop gave the 1st Memorial Lecture during the Congress in Bangalore, India in 2002.

SELECTION

Professor Geoffrey Bishop was chosen to chair the committee to choose the next SSRatnam Memorial Oration. He was given the autonomy to choose two (2) other members who wish to compose the committee.

CONFERMENT

Dr. Anandakumar will still have to check on the funding of the SSRatnam Foundation as to what privileges it could offer to the Lecturer.
ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

S S Ratnam - Young Gynaecologist Award (SSR – YGA)

I. Objective:

The SSR - YGA enables promising young Obstetricians and gynaecologists from all the member countries of the Asia and Oceania region to attend the congress of the AOFOG which are usually held biennially.

The participation of Young Gynaecologists:

a) provides them an opportunity to update knowledge and skills of Obstetrics, Gynaecology and Reproductive Biology
b) promotes social interaction between them, their peers and other delegates
c) provides an insight into the functioning of the Federation by encouraging attendance at General Assembly session

All these help to prepare them to become the future leaders of their National Societies (NS) of Obstetricians and Gynaecologists and hence of the Federation. The criteria of selection provided to the NS reflects this hope

II. History of the Award:

It was instituted in 1991 during the presidency of Professor Masahiko Mizuno through the support of the Japan Society of Obstetrics and Gynaecology and subsequently supported by donor agencies and member societies on a voluntary basis. Ten years later in 2001, it was renamed the SS Ratnam - Young Gynaecologists Award in memory of Emeritus Professor S. S. Ratnam, who was the President Elect of the AOFOG at the time of his demise and who had been its Secretary General for 21 years.

Initially restricted to eight (8) countries from developing countries, it was approved in the Bangalore Council meeting 2002 that all National Societies will have YGAs. YGAs from the following 21 developing countries will be provided with the financial support from AOFOG whereas YGAs from 7 developed countries/NS will provide financial support to the selected YGAs from their own fund and resources.

DEVELOPING MEMBER COUNTRIES

<table>
<thead>
<tr>
<th>BANGLADESH</th>
<th>MALAYSIA</th>
<th>PAPUA NEW GUINEA</th>
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</thead>
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<tr>
<td>EGYPT</td>
<td>MONGOLIA</td>
<td>SAUDI ARABIA</td>
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<tr>
<td>INDIA</td>
<td>MYANMAR</td>
<td>SRI LANKA</td>
</tr>
<tr>
<td>INDONESIA</td>
<td>NEPAL</td>
<td>THAILAND</td>
</tr>
</tbody>
</table>
III. The Award / The Donors:

On the year of the award, AOFOG provides the awardee with free economy airfare, registration fee and allowance for board and lodging. The awardee is given free registration for the next congress but he must now pay for his/her airfare and accommodations.

The Secretary-General will write to all the NS for sending over donations towards the objective of S.S. Ratnam YGA Awards and all the previous donors of the project. The donors for the YGA have include National Societies of Obstetricians and Gynaecologists from the Asia and Oceania region.

IV. Guidelines on YGA selection

- All initial communications regarding YGAs will come from the Secretariat. The NS will be asked for nominations and should be submitted at least 6 months prior to the Congress date.

- The NS is required to submit at least 3 candidates for consideration together with their Curriculum Vitae and full papers but the Secretariat is not in a position to decide on the number of awards available to each country until funds come in from donor agencies and member societies.

- Upon receipt of all the nominations and full papers, the Secretariat will transmit them to the committee ( chaired by the President-Elect) which is given 2 months to do the pre-screening for 15 semi-finalists.

- The 15 papers will then be judged by a committee (headed by the Journal Editor) to get the 10 best papers.

- The final list of the YGAs shall be given to the host society three (3) months prior to the Congress date.
On the presentation of the papers at the congress, the 10 best selected papers will be presented at a plenary session in the congress whereas other submitted papers will be presented like free communication. The three best presentations are selected for with a cash award.

The NS is also required to inform the Secretariat on the cheapest round trip airfare to the Congress venue to facilitate preparation of the Federation's budget for reimbursement.

The reimbursement of the air fare and allowance for board and lodging to each of the YGA will be scheduled within the first two (2) days of the Congress.

The YGAs will be required to present the Official Receipt, the ticket and other pertinent receipts (airport taxes, etc.) for reimbursement.

V. Activities of the YGAs in AOFOG Congresses

During the Congress, the Young Gynaecologists Awardees present their papers at a special session.

They could participate in all congress workshops and other clinical activities. They shall take part in all the social events, attend sessions of the General assembly and in some instances can represent their National Societies at the council meetings.

They are awarded certificates of attendance during the President's night. Representatives of all the donors are invited to the ceremony so that they could be thanked personally for their support and could interact with the YGAs and assess how well their contribution has been spent. During the ceremony several previous YGAs narrate their achievements in academic and at their National Societies.

VI. Eligibility of a YGA:

All nominations are to be made by the NS, then submitted to the AOFOG Secretariat and finally approved by the Executive Board.

To qualify, the Young Gynaecologist must

a) be under 40 years of age
b) have made a significant contribution to his National Society
   demonstrate leadership qualities.
“MALAYSIA LECTURE” AT AOCOG

The Malaysian Government via the OGSM will make available a grant of USD40000.00 for AOFOG to have a “Malaysia Lecture” during the next 5 successive AOCOGs (USD8000.00 for each AOCOG) commencing with AOCOG2017 with an option to extend after the AOCOG 2025.

This sum of USD8000.00 will be made available to the National Society/College hosting the AOCOG and will be remitted to the AOFOG within 30 days of successful completion of the AOCOG.

This amount is to subsidise the cost of registration, travel and accommodation for a Plenary speaker inclusive of an honorarium of USD1000.00. The Plenary lecture should preferably be scheduled for Day1 or Day 2 of the Congress and will be co-chaired by the President or Secretary General of AOFOG and the President of OGSM. Upon completion of the lecture, a Certificate and a Medal will be presented to the speaker - the former by the President or Secretary General of AOFOG and the latter by the President of OGSM.

The selection of the Plenary speaker and topic is at the discretion of the Organising Committee but must be within the scope and aspirations of the AOFOG. Final approval must be obtained by the Organising Committee from the AOFOG Executive Committee not later than 1 year before the date of the AOCOG.

FLOW CHART

Organising Committee selects Plenary speaker and topic.
☐
Submits to AOFOG Secretariat not later than 1 year before AOCOG date.
AOFOG Exco informs Organising Committee and OGSM regarding final decision within 6 weeks.
☐
Organising Committee prepares honorarium / travel / accommodation / registration.
AOFOG Secretariat prepares Certificate.
OGSM prepares Medal.
☐
Plenary lecture on Day1 or Day2 of main programme.
Co-chaired by AOFOG President / Sec Gen and OGSM President.
Certificate presented by AOFOG President / Sec Gen.
Medal presented by OGSM President.
☐
USD8000.00 remitted to AOFOG by OGSM within 30 days.
AOFOG remits appropriate amount to host NS upon receipt of invoices.

Dr. J Ravichandran Jeganathan
President 2016-2017
OGSM
Date: 25th August 2016

Prof Joo Hyun Nam
President 2015-2017
AOFOG
Date: 2nd September, 2016
ASIA & OCEANIA FEDERATION OF
OBSTETRICS & GYNAECOLOGY (AOFOG)

Guidelines on the YS Chang Endowment Award

- All articles published in the JOGR pertaining to Reproductive Endocrinology and Infertility will be qualified.
- All the qualified articles are to be reviewed by the Selection Committee organized by the committee chair (JOGR Editor-in-Chief) which shall select the 5 best journal articles in REI published just before the year of the biannual congress (for example: for 2013 AOFOG Congress, among publications from January 2011-December 2012).
- From the 5 semi-finalists papers, the winning paper and senior author shall be selected by a committee made up of JOGR Editor-in-Chief, REI Chairman, and a representative of YS Chang Foundation.
- The final decision is reported to the Secretariat, which will then inform the awardee and his/her National Society.
- The YSA recipient is not eligible for the YS Chang award at the same time.
- The award will be given at the Opening Ceremony at each AOFOG Congress consisting of a certificate signed by the AOFOG President and the Chairman of Journal Committee, a silver medal and a cash award of USD 3,000.00 will be given to the awardee.
- Registration will be waived.
- There shall be no age limit for the awardee.
ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

Guidelines on the Yuji Murata Endowment Award

- All articles published in the JOGR pertaining to Feto-Maternal Medicine will be qualified

- All the qualified articles are to be reviewed by the Selection Committee organized by the committee chair (JOGR Editor-in-Chief) which shall select the 5 best journal articles in Feto-Maternal Medicine published just before the year of the biannual congress (for example: for 2013 AOFOG Congress, among publications from January 2011-December 2012)

- From the 5 semi-finalists papers, the winning paper and senior author shall be selected by a committee made up of JOGR Editor-in-Chief, Maternal and Perinatal Health Care Committee Chairman, and a representative of Y Murata Foundation.

- The final decision is reported to the Secretariat, which will then inform the awardee and his/her National Society.

- The YSA recipient is not eligible for the Y Murata award at the same time.

- The award will be given at the Opening Ceremony at each AOFOG Congress consisting of a certificate signed by the AOFOG President and the Chairman of the Journal Committee, a silver medal and a cash award of USD 3,000.00 will be given to the awardee.

- Registration will be waived.

- There shall be no age limit for the awardee
In a special meeting held in Tokyo, Japan in 1990, the Executive Board approved the President’s night (cocktail party) to be held at every AOFOG congresses which took effect in Bangkok in 1991.

- All those who have supported the Local Organising Committee significantly will be invited. This will include all the main exhibitors and sponsors. It is a way that the Federation would like to show its appreciation to all sponsors.

- All Office Bearers, Chairpersons of Standing Committees, Members of Council of AOFOG, and their spouses will be invited for this occasion. The past Presidents and Fellows of the Federation will also be invited as well as the delegates of national societies to the General Assembly.

- All Council Members and Local Organising Committee Members of the host national society, and their spouses will also be invited.

- All awardees of the Young Gynaecologist Award and Young Scientist Award will be invited. There would normally be a photograph taken of the awardees with the AOFOG President and Members of Council.

- All awardees of the Young Gynaecologist Award will be presented a certificate by the President.

- The Federation would like to include industry that has contributed to the Young Gynaecologist Award.

- The list of invitees and invitation cards will be prepared and sent by the host national society.

- Catering of snacks and refreshments for about 200-300 people at a reasonable cost will be adequate, subject to approval by the AOFOG President. The cost of catering will be deducted from the dues due to the Federation.
ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

Requirements for Executive Board, Council and General Assembly Meetings During Congresses

1. **One Executive Board Meeting** (evening before 1st Council Meeting)

   1.1 Venue for an Executive Board Meeting for about 15 persons. This will normally be from 6 pm to 7 pm.

2. **Two Council Meetings and One New Council Meeting**

   2.1 There are 28 member countries. Each country is eligible for a seat on Council. There will be additional observers including past Presidents and Fellows as well as members of the local Organising Committee. A ‘hollow rectangular’ conference seating arrangement is required for at least 50 seats. There must be easy access to adequate microphones (preferably one for every two members) for participants and continual tape-recording to capture the proceedings direct from the microphones. Nameplates to identify members from a distance have to be prepared for each seat. List of updated Council member will be sent to you at least 3 months prior to the Congress date.

   There must also be a head table for officers of the Federation – the President, the Vice President, the President-Elect, the Immediate Past President, the Secretary-General, the Treasurer, and the secretary/ies who will be taking minutes. At least three (3) microphones will be needed for the head table.

   2.2 Whilst there will be secretary/ies from the AOFOG Secretariat to help with the business meetings, additional assistance from the Local Organising Committee will be needed – at least two persons who can serve as runners and facilitators because the secretary/ies will not be familiar with the facilities in the conference venue.

   2.3 On-site photocopying facilities - although reports will be brought for circulation, it is inevitable that there are reports that come in at the outset of the meetings and new documents generated during the course of the meetings, which need to be photocopied and circulated immediately.

   2.4 A computer with printer, either within or in an adjoining room, will be helpful so that any materials generated during the course of the meetings can be processed and printed for distribution.

   2.5 Traditionally, host societies have catered for tea/coffee breaks in the morning and afternoon, provided midday lunch and often a welcome reception and a formal dinner. These are not mandatory but traditionally it has been so.
3. TWO GENERAL ASSEMBLY MEETINGS

3.1 For each of the General Assembly meetings, countries with less than 1,000 paid members will be eligible for two (2) delegates and those with more than 1,000 paid members will be eligible for four (4) delegates. There are 23 member countries. We will need at least 80 seats to accommodate the delegates and Council members. Any number of participants can attend as observers and, therefore, there must be additional seats at the back of the room for observers. Therefore, all in, we need to plan for 100-120 seats.

The arrangement for the General Assembly can be a classroom-style seating, with a central aisle so that delegates can sit on either side of the aisle, making it easy for facilitators to distribute materials. Standing microphones will be needed at the aisle for delegates who wish to speak. Names of the countries must be prepared and arranged in alphabetical order.

There must also be a head table for officers of the Federation – the President, the Vice President, the President-Elect, the Immediate Past President, the Secretary-General, the Treasurer, and the secretary/ies who will be taking minutes. At least three (3) microphones will be needed for the head table.

3.2 All the facilities referred to for the Council Meetings – electronic recording and taping facilities, photocopying and computer facilities – must be made available for the General Assembly Meetings as well.

4. ROOM FOR AOFOG SECRETARIAT
4.1 A room near the Congress Secretariat site is needed so that members of Council and National Societies can approach the AOFOG Secretariat staff for advice and assistance.

5. HOTEL ACCOMMODATION FOR AOFOG SECRETARIAT STAFF
5.1 It is expected that the host society will provide a complimentary twin-room at the Congress hotel for the secretary/ies who will accompany the Secretary-General to help with the meetings and taking of minutes.

6. CUSTOMS CLEARANCE FOR AOFOG GOWNS
6.1 The Secretariat should be advised on how best the AOFOG gowns could be transported to the congress venue and back to the Secretariat after the congress. There are problems with some of the national societies hosting congresses, in having to obtain customs authorisation prior to transporting the gowns; to assure the customs officer that the materials will all be taken back out of the country at the end of the congress. It would be helpful if the host society could check with the customs authority on the procedures that need to be followed.
ASIA & OCEANIA FEDERATION OF
OBSTETRICS & GYNAECOLOGY (AOFOG)

SUBSIDIES TO MEMBER SOCIETY HOSTING A CONGRESS

YOUNG GYNAECOLOGIST AWARDEES

The Young Gynaecologist Awardees (YGA) will be exempted from paying the registration fee at the congress of Award and only the congress immediately following the Award. They are eligible to attend all scientific meetings and social activities.

They will be considered as full registrants and be free to participate in all scientific and social activities. The Host Society will reflect in their book that they have paid the full registration fee and pay the 25% dues to the Federation. However, the Federation will reimburse the host society 40% of the registration fee to meet expenses incurred in hosting the Young Gynaecologists to their social programmes.

PAST PRESIDENTS AND FELLOWS OF AOFOG

Past Presidents and Fellows of AOFOG will be exempted from paying the registration fee at all AOFOG congresses. They are eligible to attend all scientific meetings and social activities.

They will be considered as full registrants and be free to participate in all scientific and social activities. The Host Society will reflect in their book that they have paid the full registration fee and pay the 25% dues to the Federation. However, the Federation will reimburse the host society 40% of the registration fee to meet expenses incurred in hosting the Past Presidents and Fellows to their social programmes.
ASIA & OCEANIA FEDERATION OF
OBSTETRICS & GYNAECOLOGY (AOFOG)

REQUIREMENTS FOR EXECUTIVE BOARD AND COUNCIL MEETINGS DURING
NON-CONGRESS YEARS

1. **ONE EXECUTIVE BOARD MEETING (evening before Council Meeting: 6 pm – 7 pm)**
   1.1 Venue for an Executive Board Meeting for about 15 persons. The meeting should be recorded accordingly.

2. **ONE COUNCIL MEETING (9 am – 5 pm)**
   2.1 There are 28 member countries. Each country is eligible for a seat on Council. There will be additional observers including past Presidents and Fellows as well as members of the host national society. A ‘hollow rectangular’ conference seating arrangement is needed for at least 50 seats. There must be easy access to adequate microphones (preferably one for every two members) for participants and continual tape-recording to capture the proceedings direct from the microphones. Nameplates to identify members from a distance have to be prepared for each seat.

   There must also be a head table for officers of the Federation – the President, the Vice President, the President-Elect, the Immediate Past President, the Secretary-General, the Treasurer, and the secretary who will be taking minutes. Three (3) microphones will be needed for the head table.

   2.2 Whilst there will be secretary/ies from the AOFOG Secretariat to help with the business meetings, additional assistance from the local Organising Committee will be needed – at least two persons who can serve as runners and facilitators because the secretary will not be familiar with the facilities in the meeting venue.

   2.3 On-site photocopying facilities - although reports will be brought for circulation, it is inevitable that there will be reports that come in at the outset of the meetings and new documents generated during the course of the meetings, which need to be photocopied and circulated immediately.

   2.4 A computer with printer, either within or in an adjoining room, will be helpful so that any materials generated during the course of the meetings can be processed and printed for distribution.

   2.5 An overhead projector and/or LCD projector should be provided also for the officers/committee’ reports and other pertinent presentations.

   2.6 Traditionally, host societies have catered for tea/coffee breaks in the morning and afternoon, provided midday lunch and often a welcome reception and a formal dinner. These are not mandatory but traditionally it has been so.
3. **HOTEL ACCOMMODATION FOR AOFOG SECRETARIAT STAFF**

3.1 It is expected that the host society will provide a complimentary twin-room at the meeting hotel for the secretary/ies who will accompany the Secretary-General to help with the meetings and taking of minutes.
ASIA & OCEANIA FEDERATION OF
OBSTETRICS & GYNAECOLOGY (AOFOG)

AOFOG SPONSORED EDUCATIONAL PROGRAMMES

AOFOG provides partial sponsorship for a limited number of educational programmes organised in member countries in close collaboration with a Local Organiser (society, hospital or institution). These programmes may be in the form of Workshops, Symposia or Scientific Meetings.

Who can apply?
1. Any member National Society in benefit
2. Any of the following standing Committees:
   - Ultrasound
   - Maternal Fetal Medicine
   - Minimally Invasive Gynecologic Surgery
   - Oncology
   - Urogynaecology
   - Reproductive Endocrinology / Infertility
   - Sexual & Reproductive Health

How much will be approved?
1. The actual amount will vary according to the content and impact of the programme but will not exceed USD5000 per event.
2. AOFOG will have no financial or legal liability.
3. The net profit from the programme will be divided equally between AOFOG and the Local Organiser.

How do I apply?
1. Complete the application form* and submit to the AOFOG Secretariat
2. Attach a preliminary programme with proposed speakers and topics
3. Attach a preliminary budget*
4. Attach announcements if any
5. Applications should be submitted at least 3 months prior to the planned event

Role of AOFOG
1. Consider all formal and complete applications received by the Secretariat
2. Obtain the views of the Chairperson of the Education Fund
3. Suggest changes to topics / speakers if necessary
4. Final approval by the Executive Board and the amount of sponsorship
5. Secretariat conveys decision to the applicant
6. Permit the use of the AOFOG logo in brochures / announcements
7. Disseminate announcements through on-line AOFOG resources (website/newsletter)
8. Transfer 50% of the sponsorship (Initial Award) prior to the event upon receipt of the Final Programme
9. Transfer the remaining 50% of the sponsorship (Final Award) after the event *upon receipt of the Final Report by the applicant.*

**Role of AOFOG Speakers**
1. Contribute to the AOFOG educational mission by sharing their expertise at the event
2. Promote AOFOG educational activities / AOCOG whenever possible
3. AOFOG will pay only the return economy class airfare for speakers from outside the host country, from the country of origin to the host venue by the most direct route
4. Travel expenses will be reimbursed directly to the speaker upon receipt of a completed Travel Expense Claim Form*

**Role of Local Organiser / Standing Committee**
1. Design the scientific programme according to local needs
2. Publicise the event and send announcement brochures to AOFOG Secretariat for dissemination
3. Overall organisation of the event (venue, accommodation, speakers, transport etc)
4. Incorporation of a 5 minute presentation on the AOFOG mission by an AOFOG speaker
5. Maintain a record of participants and conduct a post-event evaluation
6. After the event, forward to the AOFOG Secretariat a Final Report which includes a (i)Financial Report*, (ii)copy of all printed materials (final programme, course materials etc), (iii)list of participants and (iv)summary of the event evaluation.

*Forms for “Request for Funds”, “Preliminary Budget”, “Financial Report” and “Travel Expense Claims” are available on the AOFOG web-site.
AOFOG Meeting: Request for Funds

A. General

1. National Society / Committee :____________________________________________

2. Primary Contact Person
   Name :___________________________________________________
   Address :___________________________________________________
   _____________________________________________________
   _____________________________________________________
   Email :___________________________________________________

3. Title of Meeting :____________________________
4. Dates :___________________________________________________
5. Venue :___________________________________________________
6. Local Organiser :___________________________________________________
7. Other sponsors :___________________________________________________

B. Scientific Programme

<table>
<thead>
<tr>
<th>Suggested topics</th>
<th>Proposed AOFOG speakers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>2. ___________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>3. ___________________________________________________________________</td>
<td></td>
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<tr>
<td>4. ___________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>5. ___________________________________________________________________</td>
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</tr>
</tbody>
</table>

Please attach a copy of the Preliminary Scientific Programme

C. Participants

<table>
<thead>
<tr>
<th>Category</th>
<th>Expected number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Specialists</td>
<td>__________________</td>
</tr>
<tr>
<td>2. Trainees</td>
<td>__________________</td>
</tr>
<tr>
<td>3. Paramedical</td>
<td>__________________</td>
</tr>
</tbody>
</table>

D. Perceived benefits  (summary of the expected benefits to participants)

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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AOFOG Meeting: Preliminary Budget (USD)

INCOME

AOFOG support : 
Other sponsorship : 
Registration Fees : 
Exhibition : 
TOTAL : 

EXPENDITURE

Venue : 
Overseas Resource Persons
  Air-fare : 
  Accommodation : 
Catering : 
Other (please specify) : 
TOTAL :
**AOFOG Meeting : Financial Report (USD)**

### INCOME

- AOFOG support :  
- Other sponsorship :  
- Registration Fees :  
- Exhibition :  

**TOTAL** : 

### EXPENDITURE

- Venue :  
- Overseas Resource Persons  
  - Air-fare :  
  - Accommodation :  
- Catering :  
- Other (please specify) :  

**TOTAL** :  
ASIA & OCEANIA FEDERATION OF
OBSTETRICS & GYNAECOLOGY (AOFOG)
Publication of books by AOFOG

Objectives:

1. The objective of publication of books by AOFOG is to disseminate the current understanding of the science of obstetrics and Gynecology, women’s health and related subjects to the members of National societies affiliated to AOFOG
2. It will increase the bondage between the AOFOG organization and members
3. It may generate financial resources

Methodology

It was discussed and decided that the publication should be very reasonably priced so that all members including those in the developing countries could avail of advantage of buying the books

With the above understanding, it was decided to publish the books from India where the publication prices and quality of publication match the projected objectives

Preferred publisher will be by Jaypee brothers of New Delhi, India

Jaypee Brothers Medical Publishers Pvt Ltd
B 3 Emca House, 23/23B Ansari Road Daryaganj,
P. B. 7193, New Delhi 110002
India

Publications:

The publications that have been thought of are

1. Multi authored publications compiled by a single editor or a board of editors
2. Publication by an Author or a group of authors
3. Focused small size publication on a single subject for propagation of an issue of public interest
4. Guidelines on a given subject by AOFOG

Scrutiny of a publication:

All publications should carry a note the views expressed in the publications are the views of the Author and not of AOFOG

An author or editor desirous of publishing should submit a proposal to the committee for publication
The proposal should have a brief guideline of proposed publication. The committee on publication must appraise the AOFOG council. If for some reasons the council feels the material is not up to standard or not in the interest of the organization the council can withdraw permission given by the committee on publication.

Publishing the proposal of AOFOG - of publishing the books

All the accepted publication of AOFOG will formerly be released at the Inaugural function of the AOFOG conference.

A copy of the book be sent by publisher to AOFOG secretariat/JOGR for review. The editor will decide on the merits about reviewing the book.

Similarly if the publisher be requested to send the copies of the book to various national societies journal for the review

Royalty:

It has been agreed by M/s Jaypee Brothers to pay 15% as royalty to AOFOG on the sale price of the books. The accounts of sale of books will be submitted to AOFOG office every financial year.

All the authors of the chapters and the senior co authors will be sent a complimentary copy. AOFOG office and the NS will be given two copies.

The expected royalty at the time is not expected to be very substantial if seen in $ value and hence it is proposed that the AOFOG retain in its funds the royalty received from a publication. The proposal of sharing the royalty with the board of editors or the authors of books can be looked upon and revised if there is reasonable increase in the amount of royalty.
STATUTES OF THE ASIAN (ASIATIC) FEDERATION

ARTICLE 1: The Asiatic Federation of Obstetrics & Gynaecology is an organisation of the national society of Obstetrics & Gynaecology of countries in the geographical area of Asia.

ARTICLE 2: The objects of the Federation are:

(a) to promote the development of science and assist in scientific research work, relating to all fields pertaining to gynaecology and obstetrics, to further the attainment, by all appropriate means, of a higher level of physical and mental health of women, mothers and their children, to develop and improve the exchange of information and ideas in the field of gynaecology and obstetrics, to contribute to the research of fresh knowledge in this field, to contribute to the improvement of teaching standards in the profession, to promote international co-operation and facilitate relationships between national medical bodies of the profession.

(b) to recommend a common policy in regard to these matters on the proposal of member societies.

(c) to represent member societies whenever joint scientific action can be pursued in such matters.

(d) to organise inter-Asiatic conferences including all countries or certain groups of countries. Circumstances permitting each inter-Asiatic conference shall be held successively in a different country.

ARTICLE 3: The Federation shall hold an Asiatic Congress once in four years.

ARTICLE 4: At the end of each Congress, the member society which accepts to hold the next Asiatic Congress assumes the task of Office of the Federation till the next Congress.

ARTICLE 5: The member society in charge shall meet all office expenses.

ARTICLE 6: The Congress is to be organised by the member society, sponsoring the next Congress. The past President will be the member of the Board as an adviser of the next Congress.

ARTICLE 7: Each member shall elect two (2) delegates of the Congress. They form the Board of the Federation and the Board convenes to deal with the business of the Federation, including subjects for scientific discussion for the next Congress.