



**ASIA & OCEANIA FEDERATION OF  
OBSTETRICS & GYNAECOLOGY**

# **ADMINISTRATIVE MANUAL**

(updated as of September 2009)

# 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      | - | Dr D K Samy Pillay                       |
| (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 13<sup>th</sup> 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 AFOG 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.

At the 21<sup>st</sup> General Assembly held in Auckland, New Zealand in March 2009, Macau was accepted as a new member of the Federation.

Currently, the Federation comprises of 24 member national societies from the following countries:

- |               |                       |
|---------------|-----------------------|
| 1. Australia  | 13. Myanmar           |
| 2. Bangladesh | 14. Nepal             |
| 3. Egypt      | 15. New Zealand       |
| 4. Hong Kong  | 16. Pakistan          |
| 5. India      | 17. Papua New Guinea  |
| 6. Indonesia  | 18. Philippines       |
| 7. Israel     | 19. Republic of China |
| 8. Japan      | 20. Saudi Arabia      |
| 9. Korea      | 21. Singapore         |
| 10. Macau     | 22. Sri Lanka         |
| 11. Malaysia  | 23. Thailand          |
| 12. Mongolia  | 24. Vietnam           |

**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.

# AOFOG MEMBER SOCIETIES DIRECTORY

<p><b>1</b></p>	<p><b>AUSTRALIA</b></p> 	<p><b>Royal Australian and New Zealand College of Obstetricians and Gynaecologists</b></p> <p>College House 254-260 Albert St., East Melbourne, Victoria 3002 AUSTRALIA</p> <p>Telephone : 613 9417 1699 Fax : 613 9419 0672 Email address : <a href="mailto:ranzocog@ranzocog.edu.au">ranzocog@ranzocog.edu.au</a> Website : <a href="http://www.ranzocog.edu.au">http://www.ranzocog.edu.au</a></p>
<p><b>2</b></p>	<p><b>BANGLADESH</b></p> 	<p><b>Obstetrical &amp; Gynaecological Society of Bangladesh</b></p> <p>House-14/1-D (2nd Floor), Road 4 Dhanmondi R/A, Dhaka 1205, BANGLADESH</p> <p>Telefax : 880 2 861 8879 Email Address : <a href="mailto:ogsb@agni.com">ogsb@agni.com</a></p>
<p><b>3</b></p>	<p><b>EGYPT</b></p>	<p><b>The Egyptian Society of Gynaecology and Obstetrics</b></p> <p>2 A El-Mahrouky Street, Floor 7, Mohandesseen, Cairo, Egypt</p> <p>P.O. Box 147 Orman, Giza , Egypt</p> <p>Telephone : 20 02 3344 1573 / 74 Fax : 20 02 3346 8782 Email Address : <a href="mailto:efcf@link.net">efcf@link.net</a> Website : <a href="http://www.efcf.net">www.efcf.net</a></p>
<p><b>4</b></p>	<p><b>HONGKONG</b></p> 	<p><b>Obstetrical &amp; Gynaecological Society of Hongkong</b></p> <p>Department of Obstetrics &amp; Gynaecology Kwong Wah Hospital, 25 Waterloo Road, Kowloon, HONG KONG</p> <p>Telephone : 852 3517 5056 Fax : 852 3517 5269 Email address : <a href="mailto:lamsk@ha.org.hk">lamsk@ha.org.hk</a> Website : <a href="http://www.ogshk.org">http://www.ogshk.org</a></p>

# AOFOG MEMBER SOCIETIES DIRECTORY

<p>5</p>	<p><b>INDIA</b></p> 	<p><b>The Federation of Obstetrics &amp; Gynaecological Societies of India</b></p> <p>G/F, Model Tower Residency CHS 605, Bapurao Jagtap Marg, Jacob Circle, Mahalaxmi East, Mumbai – 400 011, India</p> <p>Telephone (91) 22-23021648 / 23021654 / 23021343 Telefax: (91) 22 23021383 Email address : <a href="mailto:fogsi@bom7.vsnl.net.in">fogsi@bom7.vsnl.net.in</a> Website : <a href="http://www.fogsi.org">http://www.fogsi.org</a></p>
<p>6</p>	<p><b>INDONESIA</b></p> 	<p><b>Indonesian Society of Obstetrics &amp; Gynecology</b></p> <p>Jalan Raden Saleh Raya 49 Jakarta 10330 INDONESIA</p> <p>Telephone : 62 21 314 3684 Fax : 62 21 391 0135 Email address : <a href="mailto:pogi@indo.net.id">pogi@indo.net.id</a></p>
<p>7</p>	<p><b>ISRAEL</b></p>	<p><b>The Israel Society of Obstetrics &amp; Gynaecology</b></p> <p>Department of Obstetrics &amp; Gynaecology Haemek Medical Center, Afula, ISRAEL 18101</p> <p>Telephone : 972-4-6494031 Fax : 972-4-649-4032 Email address : <a href="mailto:isobgyn@netvision.net.il">isobgyn@netvision.net.il</a> ; <a href="mailto:shalev@tx.technion.ac.il">shalev@tx.technion.ac.il</a></p>
<p>8</p>	<p><b>JAPAN</b></p> 	<p><b>Japan Society of Obstetrics &amp; Gynaecology</b></p> <p>Twin View Ochanomizu Building 2-3-9 Hongo, Bunkyo-ku, Tokyo 113-033 JAPAN</p> <p>Telephone : 81 3 5842 5452 Fax : 81 3 5842 5470 Email address : <a href="mailto:nissanfu@jsog.or.jp">nissanfu@jsog.or.jp</a> Website : <a href="http://www.jsog.or.jp">http://www.jsog.or.jp</a></p>

# AFOG MEMBER SOCIETIES DIRECTORY

<b>9</b>	<b>KOREA</b>	<p style="text-align: center;"></p> <p><b>The Korean Society of Obstetrics &amp; Gynaecology</b></p> <p>55-5 Nonhyun-Dong 4/F Gangnam-Gu, Seoul 135-010, KOREA</p> <p>Telephone : 82 2 3445 2262          Fax : 82 2 3445 2440          Email address : <a href="mailto:office@ksog.org">office@ksog.org</a>          Website : <a href="http://www.ksog.org">http://www.ksog.org</a></p>
<b>10</b>	<b>MACAU</b>	
<b>11</b>	<b>MALAYSIA</b>	<p style="text-align: center;"></p> <p><b>Obstetrical &amp; Gynaecological Society of Malaysia</b></p> <p>Suite C-07-02, Plaza Mont' Kiara          No 2 Jalan Kiara Mont' Kiara          50480 Kuala Lumpur          MALAYSIA</p> <p>Telephone : 603 6201 3009          Fax : 603 6201 7009          Email address : <a href="mailto:ogsm@po.jaring.my">ogsm@po.jaring.my</a> ;  <a href="mailto:ogsm@streamyx.com">ogsm@streamyx.com</a>          Website : <a href="http://www.ogsm.org.my">http://www.ogsm.org.my</a></p>
<b>12</b>	<b>MONGOLIA</b>	<p><b>Mongolian Federation of Obstetrics &amp; Gynaecology</b></p> <p>National Cancer Center          Nam Yan Ju Street, Byanzurch district          Ulaanbaatar 210648 Mongolia</p> <p>Tel: 976-11-452203          Mobile: 976-11-99187566          Email address : <a href="mailto:mfog@mongol.net">mfog@mongol.net</a> ;  <a href="mailto:purevsureng@yahoo.com">purevsureng@yahoo.com</a></p>

# AFOFG MEMBER SOCIETIES DIRECTORY

<p><b>13</b></p>	<p><b>MYANMAR</b></p> 	<p><b>Obstetrical &amp; Gynaecological Society Myanmar Medical Association</b></p> <p>Department of Obstetrics and Gynaecology Central Women's Hospital Baho Road, Yangon, Myanmar</p> <p>(fax: 95-1-222804/222805) Email address : <a href="mailto:thanthantin@gmail.com">thanthantin@gmail.com</a></p>
<p><b>14</b></p>	<p><b>NEPAL</b></p> 	<p><b>Nepal Society of Obstetricians and Gynaecologists</b></p> <p>NESOG Secretariat Maternity Hospital, Thapathali G.P.O Box: 10644, Kathmandu, Nepal</p> <p>Telefax : 977-1- 4252 315 Email address : <a href="mailto:nesog@healthnet.org.np">nesog@healthnet.org.np</a></p>
<p><b>15</b></p>	<p><b>NEW ZEALAND</b></p> 	<p><b>The Royal Australian &amp; New Zealand College of Obstetricians and Gynaecologists</b></p> <p>P O Box 10611 The Terrace, Wellington NEW ZEALAND</p> <p>Telephone : 64 7 8398791 Fax : 64 7 8398775 Email address : <a href="mailto:ranzcog@ranzcog.org.nz">ranzcog@ranzcog.org.nz</a></p>
<p><b>16</b></p>	<p><b>PAKISTAN</b></p> 	<p><b>Society of Obstetricians &amp; Gynaecologists of Pakistan</b></p> <p>Dept of Obstetrics &amp; Gynaecology Jinnah Postgraduate Medical Centre Rafiquae Shaheed Road, Karachi PAKISTAN</p> <p>Telephone : 92-21-9201 300 ext 2427 Fax : 92-21-493 4294 Email address: <a href="mailto:sogpjpmc@hotmail.com">sogpjpmc@hotmail.com</a></p>

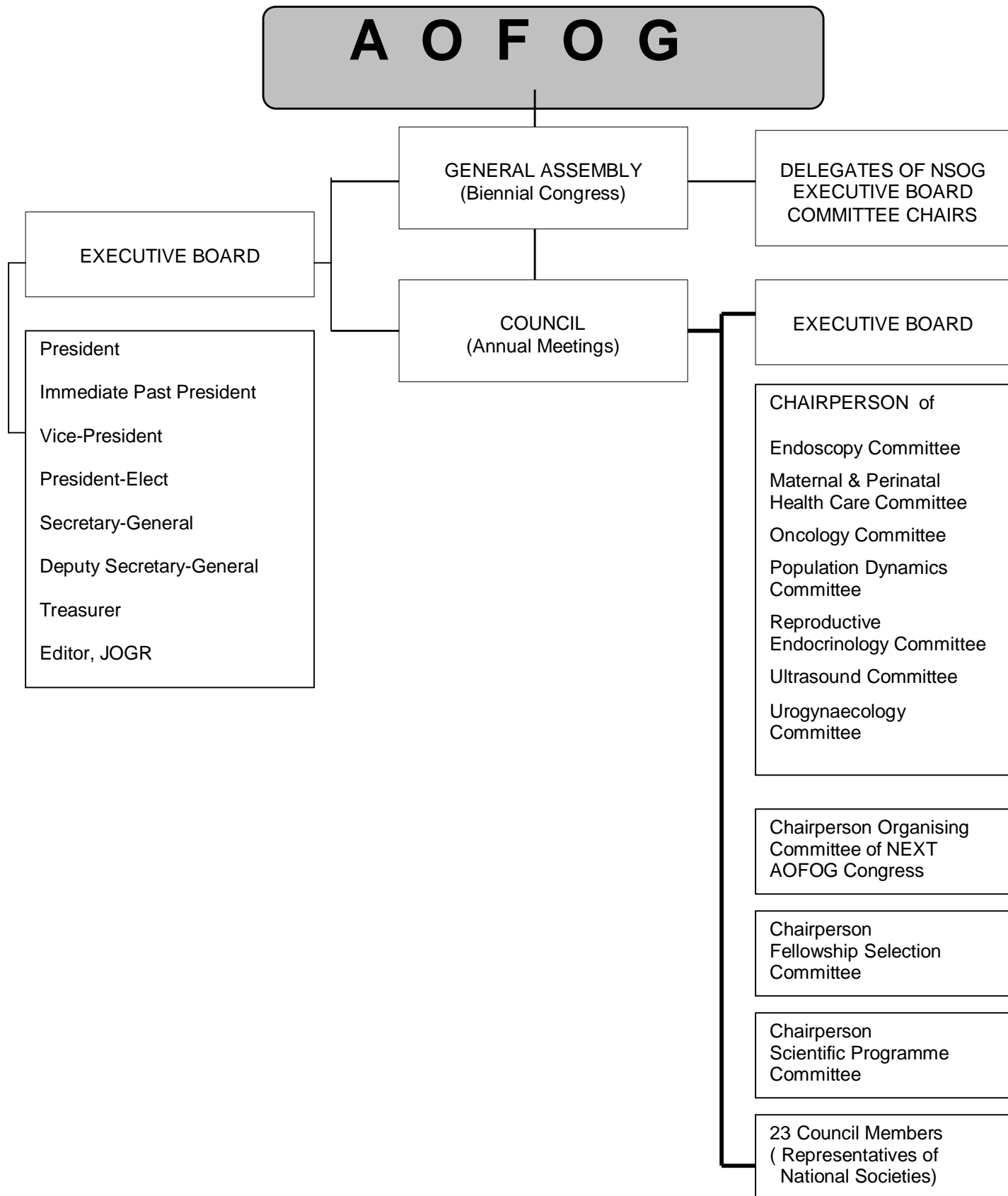
# AFOG MEMBER SOCIETIES DIRECTORY

<b>17</b>	<b>PAPUA NEW GUINEA</b>	<p><b>PNG Society of Obstetrics and Gynaecology</b></p> <p>c/o PMGH, Free Mail Bag, Boroko, NCD, PNG</p> <p>Telephone : 675-3248310 Fax: 675-3250342 Email : <a href="mailto:saligo@daltron.com.pg">saligo@daltron.com.pg</a> or c/o <a href="mailto:glenmola@dg.com.pg">glenmola@dg.com.pg</a>, <a href="mailto:amoab@daltron.com.pg">amoab@daltron.com.pg</a></p>
<b>18</b>	<b>PHILIPPINES</b>	<div style="text-align: center;">  </div> <p><b>Philippine Obstetrical &amp; Gynaecological Society, (Foundation) Inc.</b></p> <p>56 Malakas Street, Diliman P O Box 1252, QCPO 1152 Quezon City, PHILIPPINES</p> <p>Telephone : 632 921 7557 / 435 2384 / 435 2385 Fax : 632 921 9089 Email address : <a href="mailto:pogs@pltdsl.net">pogs@pltdsl.net</a> Website : <a href="http://www.pogs.ph">http://www.pogs.ph</a></p>
<b>19</b>	<b>SAUDI ARABIA</b>	<p><b>Saudi Obstetric &amp; Gynaecological Society</b></p> <p>Kingdom of Saudi Arabia Minister of Higher Education King Abdulaziz University Hospital P.O. Box 80215 – Jeddah 21589</p> <p>Telephone : 9662 640 1000 Fax : 9662 640 8316 / 695 2538 / 640 3975 Email address: <a href="mailto:hsjamal@hotmail.com">hsjamal@hotmail.com</a></p>
<b>20</b>	<b>SINGAPORE</b>	<div style="text-align: center;">  </div> <p><b>Obstetrical &amp; Gynaecological Society of Singapore</b></p> <p>Unit 8K38, (Level 8), Women's Tower KK Women's &amp; Children's Hospital, 100 Bukit Timah Road, SINGAPORE 229899</p> <p>Telephone : 65 6295 1383 Fax : 65 6299 1969 Email address : <a href="mailto:ogss@pacific.net.sg">ogss@pacific.net.sg</a> Website : <a href="http://www.ogss.net">http://www.ogss.net</a></p>

# AFOG MEMBER SOCIETIES DIRECTORY

<b>21</b>	<b>SRI LANKA</b>  	<p><b>Sri Lanka College of Obstetricians &amp; Gynaecologists</b></p> <p>No. 86, "Wijerama House" Wijerama Mawatha, Colombo 07, Sri Lanka</p> <p>Telephone : 94 112689036 Fax : 94 112689036 Email address : <a href="mailto:slcog@slt.net.lk">slcog@slt.net.lk</a> ; <a href="mailto:contact@slcog.lk">contact@slcog.lk</a></p>
<b>22</b>	<b>TAIWAN</b>	<p><b>Taiwan Association of Obstetrics &amp; Gynaecology</b></p> <p>5F, 70 Ming-Chung West Road Taipei 104, TAIWAN</p> <p>Telephone : 886 2 2568 4819 Fax : 886 2 2100 1476 Email address : <a href="mailto:obsyntw@tpts6.seed.net.tw">obsyntw@tpts6.seed.net.tw</a> Website : <a href="http://www.taog.org.tw">http://www.taog.org.tw</a></p>
<b>23</b>	<b>THAILAND</b>  	<p><b>The Royal Thai College of Obstetricians &amp; Gynaecologists</b></p> <p>8th Floor, The Royal Golden Jubilee Building, 2 Soi Soonvijai, New Petchuri Road, Bangkok, Bangkok 10320 THAILAND</p> <p>Telephone : 66 2 716 5721 up to 22 / 716 5724 Fax : 66 2 716 5720 Email address : <a href="mailto:pr_rtcog@rtcog.or.th">pr_rtcog@rtcog.or.th</a> Website : <a href="http://www.rtcog.or.th">http://www.rtcog.or.th</a></p>
<b>24</b>	<b>VIETNAM</b>	<p><b>Vietnam Gynaecology &amp; Obstetrics and Association</b></p> <p>National Hospital of Obstetrics &amp; Gynaecology 43 Trang Thi Street Hanoi, VIETNAM</p> <p>Telephone : 84 4 825 2161 Fax : 84 4 8254638 Email address : <a href="mailto:ipmn@hn.vnn.vn">ipmn@hn.vnn.vn</a></p>

# ORGANIZATIONAL STRUCTURE



## **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

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 deemed 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 Bye Law XVII, 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 & Perinatal Health
- e. Ultrasound
- f. Endoscopy
- g. Population Dynamics
- h. Urogynaecology

### Special committees:

- i. Young Scientist Awards
- j. Young Gynecologist Awards
- k. Fellowship Selection
- l. Constitutional change
- m. Organizing Committee, AOFOG Congress

The duties of the Chairpersons of each committee are enumerated in the AOFOG Constitution Bye-law XIX.

# **THE JOURNAL OF OBSTETRICS AND GYNAECOLOGY RESEARCH (JOGR)**

## INSTRUCTION TO CONTRIBUTORS

### **AIMS AND SCOPE**

*The Journal of Obstetrics and Gynaecology Research* is the official Journal of the Asia and Oceania Federation of Obstetrics and Gynaecology and of the Japan Society of Obstetrics and Gynecology.

### **ACCEPTANCE**

The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. Except where otherwise stated, manuscripts are peer reviewed by two anonymous reviewers and the Editor. The Editorial Board reserves the right to refuse any material for publication and advises that authors should retain copies of submitted manuscripts and correspondence as material cannot be returned. Final acceptance or rejection rests with the Editorial Board.

### **SUBMISSION OF MANUSCRIPTS**

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The covering letter must contain an acknowledgment that all authors have contributed significantly, and that all authors are in agreement with the content of the manuscript. In keeping with the latest guidelines of the International Committee of Medical Journal Editors, each author's contribution to the paper is to be quantified.

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Discussion section what readers can learn from the case. Information that can be linked to the patients' identification must be carefully masked. Case reports should not exceed 2000 words.

**Letters to the Editor:** Two styles of Letter to the Editor will be considered for publication: i) Letters that reference an article published in *The Journal of Obstetrics and Gynecology Research*. Letters are to be submitted online no more than 3 months after the date of the issue in which the related article appeared; ii) Discourse that sheds light on the understanding of the study of Obstetrics and Gynecology in the Asia and Oceania region. This should be structured as a letter to the Editor-in-Chief. Letters should be brief and contain no more than 400 words and 1-4 references. All data presented in the letter must be fully citable and listed as a supporting reference. Letters should be signed by no more than three authors.

**Style:** Manuscripts should follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors' revised '[Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication](#)'. The Journal uses US spelling and authors should therefore follow the latest edition of *Merriam-Webster's Collegiate Dictionary*. All measurements must be given in SI units. Abbreviations should be used sparingly and only where they ease the reader's task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation. Upon its first use in the title, abstract and text, the common name of a species should be followed by the scientific name (genus, species and authority) in parentheses. However, for well-known species, the scientific name may be omitted from the article title. If no common name exists in English, the scientific name should be used only. Drugs should be referred to by their generic names, rather than brand names.

**Equations:** Equations should be numbered sequentially with Arabic numerals; these should be ranged right in parentheses. All variables should appear in italics. Use the simplest possible form for all mathematical symbols.

#### **PARTS OF THE MANUSCRIPT**

Manuscripts should be presented in the following order: (i) title page, (ii) abstract and key words, (iii) text, (iv) acknowledgments, (v) references, (vi) appendices, (vii) figure legends, (viii) tables (each table complete with title and footnotes) and (ix) figures. Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical matter.

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**Abstract and key words:** All articles except case reports must have a structured abstract that states in 250 words or fewer the purpose, basic procedures, main findings and principal conclusions of the study. Divide the abstract with the headings Aim, Methods, Results, Conclusions. Case reports should have an unstructured abstract of 150 words or fewer. The title of the article should be described on the top of the abstract. The abstract should not contain abbreviations or references. Five key words (for the purposes of indexing) should be supplied below the abstract, in alphabetical order, and should be taken from those recommended by the [US National Library of Medicine's Medical Subject Headings \(MeSH\) browser list](#).

**Text:** Authors should use subheadings to divide the sections of their manuscript: Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References.

**Acknowledgments:** The source of financial grants and other funding should be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Thanks to anonymous reviewers are not allowed.

**References:** The Vancouver system of referencing should be used. In the text, references should be cited using superscript Arabic numerals in the order in which they appear. If cited only in tables or figure legends, number them according to the first identification of the table or figure in the text. In the reference list, the references should be numbered and listed in order of appearance in the text. Cite the names of all authors when there are six or fewer; when seven or more list the first three followed by et al. Names of journals should be abbreviated in the style used in Index Medicus. Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Smith A, 2000, unpublished data).

#### **JOURNAL ARTICLE**

1. Dunn JM. A large mesenteric cyst complicating pregnancy. *JAMA*1967; **200**: 1129-1131.

#### **BOOK**

2. Rock JA, Thompson JD (eds) *Telende's Operative Gynecology*, 8th edn. Philadelphia: Lippincott-Raven, 1996.

#### **CHAPTER IN A BOOK**

3. Lindheimer MD, Katz AL. Fluid and electrolytes metabolism in normal and abnormal pregnancy. In: Arieff AL, DeFronzo RA (eds) *Fluid, Electrolytes, and Acid Base Disorders*, 2nd edn. New York: Churchill Livingstone, 1995; 839-875

#### **References in Articles**

We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting.

EndNote reference styles can be searched for here:

<http://www.endnote.com/support/enstyles.asp>

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**Appendices:** These should be placed at the end of the paper, numbered in Roman numerals and referred to in the text. If written by a person other than the author of the main text, the writer's name should be included below the title.

**Tables:** Tables should be self-contained and complement, but not duplicate, information contained in the text. Tables should be numbered consecutively in Arabic numerals. Each table should be presented with a comprehensive but concise legend. Tables should be double-spaced and vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations should be defined in footnotes. Footnote symbols: †, ‡, §, , should be used (in that order) and \*, \*\*, \*\*\* should be reserved for P values. Statistical measures such as SD or SEM should be identified in the headings. The table and its legend/footnotes should be understandable without reference to the text.

**Figures:** All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Line figures should be supplied as sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package; lettering should be included. Individual images forming a composite figure should be of equal contrast, to facilitate printing, and should be accurately squared. Images need to be cropped sufficiently to prevent the subject being recognized, or an eye bar used. Magnifications should be indicated using a scale bar on the illustration. Images should be supplied as high resolution (at least 300 d.p.i.) files, saved as .eps or .tif format. Digital images supplied only as low-resolution print-outs and/or files cannot be used.

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**Figure legends:** Legends should be self-explanatory and typed on a separate page. The legend should incorporate definitions of any symbols used and all abbreviations and units of measurement should be explained so that the figure and its legend are understandable without reference to the text. (Provide a letter stating exclusive licence authorization if figures have been reproduced from another source.)

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The entire article (including tables) should be supplied as a single file; only electronic figures should be supplied as separate files. The following instructions should be adhered to:

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- Turn the hyphenation option off.
- Specify any special characters used to represent non-keyboard characters.
- Take care not to use l (ell) for 1 (one), O (capital o) for 0 (zero) or ß (German esszett) for b (Greek beta).
- Use a tab, not spaces, to separate data points in tables.
- If you use a table editor function, ensure that each data point is contained within a unique cell; i.e. do not use carriage returns within cells.
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YEAR	CONGRESS	VENUE	PARTICIPATION
1957, April 4-6	I Asian Congress of Obstetrics & Gynaecology	JAPAN, Tokyo	
1962, January 23-26	II Asian Congress of Obstetrics & Gynaecology	INDIA, Calcutta	
1965, April 14-16	III Asian Congress of Obstetrics & Gynaecology	PHILIPPINES, Manila	
1968, November 15-20	IV Asian Congress of Obstetrics & Gynaecology	SINGAPORE	
1971, October	V Asian Congress of Obstetrics & Gynaecology	INDONESIA, Jakarta	
1974, July	VI Asian Congress of Obstetrics & Gynaecology	MALAYSIA, Kuala Lumpur	
1976, April 27-30	1 <sup>st</sup> Inter-Congress, Asian Federation of Obstetrics & Gynaecology	Singapore	
1977, November 20-25	VII Asian Congress of Obstetrics & Gynaecology	THAILAND, Bangkok	800
1979, October	13 <sup>th</sup> General Assembly	Japan, Tokyo	
1981, October 25-30	VIII Asia & Oceania Congress of Obstetrics & Gynaecology	AUSTRALIA, Melbourne	2000
1983, September 4-9	IX Asia & Oceania Congress of Obstetrics & Gynaecology	KOREA, Seoul	1400
<i>1983, September 11-12</i>	<i>Post-Congress Seminar on Uterine Cervical Cancer &amp; Infertility</i>	<i>Taiwan, Taipei</i>	
1985, September 5-10	X Asia & Oceania Congress of Obstetrics & Gynaecology	SRI LANKA, Colombo	260
<i>1987, December 1-4</i>	<i>Pre-Congress Seminar</i>	<i>Thailand, Bangkok</i>	
1987, December 6-11	XI Asia & Oceania Congress of Obstetrics & Gynaecology	HONG KONG	1064
1989, December 3-8	XII Asia & Oceania Congress of Obstetrics & Gynaecology	TAIWAN, Taipei	1485
<i>1989, December 10-12</i>	<b>Post-Congress Seminar</b>	<i>Singapore</i>	<i>59</i>
1991, February 10-15	XIII Asia & Oceania Congress of Obstetrics & Gynaecology	THAILAND, Bangkok	514
<i>1991, February 18-22</i>	<b>Post-Congress Seminar</b>	<i>New Zealand, Queenstown</i>	
<i>1993, November 11-12</i>	<b>Pre-Congress Seminar</b>	<i>Malaysia, Kuala Lumpur</i>	<i>83</i>
1993, November 14-19	XIV Asia & Oceania Congress of Obstetrics & Gynaecology	PHILIPPINES, Manila	1354
<i>1995, October 12-13</i>	<i>Pre-Congress Workshop on Ultrasound</i>	<i>Singapore</i>	<i>30</i>
1995, October 15-20	XV Asia & Oceania Congress of Obstetrics & Gynaecology	INDONESIA, Bali	
<i>1998, June 11-12</i>	<i>Pre-Congress Seminar</i>	<b>Thailand, Bangkok</b>	<i>18</i>
1998, June 14-19	XVI Asia & Oceania Congress of Obstetrics & Gynaecology	MALAYSIA, Kuala Lumpur	597
<i>2000, July 7-8</i>	<b>Pre-Congress Seminar</b>	<i>Philippines, Cebu</i>	
2000, July 9-14	XVII Asia & Oceania Congress of Obstetrics & Gynaecology	SINGAPORE	719
<i>2002, September 2-3</i>	<b>Pre-Congress Seminar</b>	<i>Chennai, India</i>	
2002, September 5-10	XVIII Asia & Oceania Congress of Obstetrics & Gynaecology	INDIA, Bangalore	699

YEAR	CONGRESS	VENUE	PARTICIPATION
2005	<i>Pre-Congress Seminar</i>	ULAANBATAR, MONGOLIA	
2005, October	XIX Asia & Oceania Congress of Obstetrics & Gynaecology	SEOUL, KOREA	
2007, September	XX Asia & Oceania Congress of Obstetrics & Gynaecology	TOKYO, JAPAN	
2009	XXIST Asia & Oceania Congress of Obstetrics & Gynaecology	NEW ZEALAND	

# 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 1<sup>st</sup> General Assembly, to make a presentation, justifying its case to hold the Congress. No doubt, the voting will take place at the 2<sup>nd</sup> 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) and award of Young Scientist Awardees
2. President’s Lecture
3. Chien-Tien Hsu Memorial Lecture
4. Shan S. Ratnam Memorial Lecture
5. President’s Night
6. One Executive Board meeting, two Council meetings, two General Assembly meetings, one New Council meeting
7. Best Scientific Paper for Young Gynaecologist Awardees
8. 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 Awards (3)* - Introduction by Chairman, Journal Committee; and presentation by President, AOFOG
- *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

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**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

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**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

# **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.

# **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 three awardees based on the score.

The awardees must have been about or under 45 years of age, when the articles were submitted and he/she must be the principal author of the publication. The awardees 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\$1,000 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 Gynecology 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 1<sup>st</sup> 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 16 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

BANGLADESH  
EGYPT  
INDIA  
INDONESIA  
ISRAEL  
MACAU

MALAYSIA  
MONGOLIA  
MYANMAR  
NEPAL  
PHILIPPINES  
PAKISTAN

PAPUA NEW GUINEA  
SAUDI ARABIA  
SRI LANKA  
THAILAND  
VIETNAM

## DEVELOPED COUNTRIES

AUSTRALIA  
HONG KONG  
JAPAN

KOREA  
NEW ZEALAND

SINGAPORE  
TAIWAN

### 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, M/s Organon Netherlands , Third world Academy of Sciences (TWAS) and several others. Appendix 2 lists the donors and the donations received since its conception.

### IV. Guidelines on YGA selection

- Ø 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.
- Ø 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.
- Ø 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.
- Ø The 15 papers will then be judged by a committee (headed by the Journal Editor) to get the 10 best papers.
- Ø The final list of the YGAs shall be given to the host society three (3) months prior to the Congress date.
- Ø 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 two best presentations are selected for with a cash award c/o M/s Organon.

- Ø 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.
- Ø 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.
- Ø 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.

# ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY (AOFOG)

## PRESIDENT'S NIGHT

[funded by AOFOG]

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.

- Ø 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.
- Ø 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.
- Ø All Council Members and Local Organising Committee Members of the host national society, and their spouses will also be invited.
- Ø 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.
- Ø All awardees of the Young Gynaecologist Award will be presented a certificate by the President.
- Ø The Federation would like to include industry that has contributed to the Young Gynaecologist Award.
- Ø The list of invitees and invitation cards will be prepared and sent by the host national society.
- Ø 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 (AFOG)

## REQUIREMENTS FOR EXECUTIVE BOARD, COUNCIL AND GENERAL ASSEMBLY MEETINGS DURING CONGRESSES

### 1. ONE EXECUTIVE BOARD MEETING (evening before 1<sup>st</sup> 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 23 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 AFOG 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 (AFOG)

## 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 23 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 AFOG 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)

## REQUIREMENTS FOR HOSTING AOFOG-SPONSORED WORKSHOPS

### HOST SOCIETY

At each Council meeting, a member society can indicate its interest to organise one or more workshops, funded by AOFOG through donor agencies. Subsequently, the society has to submit a Workshop and Budget Request Form (*Att A*) to the AOFOG Secretariat for release of funds, subject to the approval of the Chairpersons of the Committees on Maternal & Perinatal Health Care and Education.

From the Core Support of US\$5,000/=-, the Host Society meets the cost of accommodation, meals and local travel expenses of resource person(s) participating in the workshop. The Society also provides an allowance of US\$100/= for the overseas resource person for the duration of the workshop.

On completion of the workshop, a written Report must be compiled and sent to the AOFOG Secretariat. For audit purposes, a statement of expenditure must also be sent.

### AOFOG

AOFOG gives Host Society a Core Support of US\$5,000/= per workshop. Funds will only be released on receipt of the completed Workshop and Budget Request Forms from the Host Society.

AOFOG will pay only the return economy-class air fare for a resource person from outside the host country, from the country of origin to the venue of workshop, by the most direct route. For audit purposes, the individual has to submit the duly completed Travel Expense Claim Form (*Att B*), together with a copy of the ticket stub, to the AOFOG Secretariat immediately after workshop.

**ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY**

Secretariat: No. 56 Malakas St., Diliman, Quezon City  
 1100 Philippines  
 Tel: 632 9255675 Fax:632 9255676

**WORKSHOP ON REPRODUCTIVE HEALTH  
 REQUEST FOR FUNDS**

National Society: \_\_\_\_\_

Title of Workshop \_\_\_\_\_

Country: \_\_\_\_\_ City: \_\_\_\_\_

Dates: From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ITEM NO	DESCRIPTION	<i>AMOUNT</i>	
1	Seminar/Workshop Cost		
2	Printing/Photocopying Cost		
3	Transport & Travel Cost (economy class) (including external resource person)		
4	Accommodation for Overseas Resource Persons		
5	Subvention for Participants (Junior level and paramedical \$.....x.....participants)		
6	Sundry Expenses (Specify):		
	-Token allowance for overseas resource person @ US\$100/- per person for the whole duration.		
TOTAL:			

Cheque/Bank Draft to be drawn in the favour of: \_\_\_\_\_  
 \_\_\_\_\_

Address of National Society: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 / /  
 Date

\_\_\_\_\_  
 Requested by

\_\_\_\_\_  
 Signature

**ASIA & OCEANIA FEDERATION OF OBSTETRICS & GYNAECOLOGY**

Secretariat: No. 56 Malakas St., Diliman, Quezon City  
1100 Philippines  
Telephone: 632 9255675  
Fax: 632 9255676

TRAVEL EXPENSE CLAIM FORM

This form is to be used for claiming reimbursement of travel expenses incurred by persons authorised to travel on behalf of AOFOG. Air ticket stubs must be attached to this form so as to satisfy the auditors.

The travel expenses reimbursed will be ECONOMY travel fare for the most direct route plus transport expenses.

(Please type or write in ink and block capitals)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

EVENT ATTENDED \_\_\_\_\_

PLACE \_\_\_\_\_

TRAVEL From: \_\_\_\_\_ To: \_\_\_\_\_

Local Currency

*US\$*

Air Fare (please attach ticket stub)

Other expenses

\_\_\_\_\_

TOTAL CLAIM

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**(All claims must be made within 60 days of the event)**

(Please return this completed form to: AOFOG Secretariat, No. 56 Malakas St., Diliman, Quezon City 1100 Philippines)

# **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 propogation 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