

Asian-Pacific Activities Working Group Charter

1. Membership

- Chairman and Co-Chairman appointed by the President
- Members recommended by the Chairman and approved by the President

2. Term of Appointment

- 3 years

3. Committee function, scope and responsibilities

- The working group shall be responsible for making the decision of the conference side of every tree years in Asian-Pacific Region
- To promote the mutual cooperation of Biomedical Engineering Researches and Developments among the Societies.
- To encourage the nations in this region to set up the national society and to become the membership of the Federation.

4. Responsibilities of Chair

- The Chair shall be responsible for holding the ordinary Working group meeting.
- The Chair shall act as a chairman in the working group meeting.
- The Chair shall promote and coordinate the affairs of Researches and Developments of Biomedical Engineering in the Asian-Pacific Region. The chair shall maintenance the liaison between members at all times.

5. Responsibilities of Vice Chair

- To assist Chair to promote the affair of the Medical and Biological Engineering of Asian-Pacific Group.
- To act as a chairman in the group meeting during the time of the chair is absence. This appointment shall be approved by the President.
- To record and summarize the meeting minutes in the meeting.

6. Procedures

- To maintain the affairs between the members via email.
- To elect the location of conference within a period of three years.

7. Time Table

- To hold the ordinary group meeting at the appropriate location once a year. The occasional meeting shall be held if necessary