

**Asian Consortium for the Conservation and Sustainable Use of Microbial
Resources (ACM)
Administrative Rules**

(Revised on Oct 31, 2016, Mar 28, 2019 and Oct 13, 2020)

1. Name

The Consortium shall be named the ‘Asian Consortium for the Conservation and Sustainable Use of Microbial Resources’ (hereinafter referred to as “the Consortium”).

2. Objective

The objective of the Consortium is to promote collaboration among government or public organizations in Asian countries for the purposes of enhancing conservation and sustainable use of microbial resources in Asia.

3. Activities

The activities of the Consortium should cover the following:

- (1) Collaboration through the network of biological resource centers;
- (2) Promotion of research and development on microbial resources and their application in industrial and other uses;
- (3) To enhance public awareness on the Consortium’s activities for the conservation and sustainable use of microbial resources;
- (4) Development of human resources;
- (5) Exchange of views and information;
- (6) To organize scientific meetings (seminars, workshops, etc.);
- (7) Others

4. General Assembly

- 4.1 Matters related to the activities of the Consortium shall be discussed and decided in the General Assembly.
- 4.2 The General Assembly shall, in principle, be hosted annually by one of the members of the Consortium (hereinafter referred to as the “Host Organization”).
- 4.3 The General Assembly shall elect a representative of the Host Organization(s) as its chairperson. His/her term continues until a new chairperson is elected in the next General Assembly.
- 4.4 Two vice-chairpersons, representatives of the members to host the subsequent two General Assembly meetings shall be elected in the General Assembly. Their terms of office shall be:
 - (1) One year for the vice-chairperson who represents the member which will host the immediate next General Assembly. He/she will become the chairperson if approved by the next General Assembly.
 - (2) Two years for the vice-chairperson who represents the member which will host a General Assembly after the next one. His/her term for the second year shall be approved by the next General Assembly.
- 4.5 The General Assembly shall use its best endeavors to make decisions on a consensus basis. In a case where consensus decision cannot be achieved in one general assembly meeting, the decision shall be made by majority vote in the subsequent General Assembly as specified in 4.6.
- 4.6 To conduct a vote in a fair and equitable manner, each member organization is entitled to one vote. The decision is made by two-thirds majority vote of members attending the general

assembly.

5. Membership

5.1 The members of the Consortium shall be government or public institutes, or universities in Asia actively engaged in promoting conservation and sustainable use of microbial resources as listed in the attached Members' List.

5.2 Application for new membership shall be approved by the General Assembly according to the following procedure.

- (1) A candidate shall contact the ACM Secretariat (hereinafter referred to as the "Secretariat") with the intention of applying for the ACM membership.
- (2) The Secretariat shall explain to the candidate about the ACM Administrative Rules and the current activities.
- (3) The candidate shall submit an application letter for membership and self-introductory documents along with any other relevant documents, if specifically requested by the Secretariat, to the Secretariat.
- (4) The Secretariat shall share the application letter, self-introductory documents, and other relevant information, if any, with all the members no later than one month prior to the next General Assembly then compile opinions from the members.
- (5) The matter of new membership shall be discussed and decided in the General Assembly.

6. Focal Point

6.1 The focal point shall be selected in each member country and be approved by the General Assembly.

6.2 The primary function of the focal point is to act as liaison with the Secretariat on behalf of members in own country.

6.3 The focal point is the institution designated by the present members in own country.

6.4 The focal point shall receive and disseminate information related to ACM activities.

6.5 The focal point shall designate representative(s) and encourage other members to attend/participate in ACM annual meeting.

6.6 The focal point shall respond to the requests, inquires, and message from ACM members and the Secretariat.

6.7 The focal point shall collaborate with focal points in other countries to facilitate implementation of ACM activities.

7. The ACM Secretariat

7.1 The Secretariat shall

- (1) Work to support the Host Organization in effectively performing their functions and duties as described in Article 7 of this Administrative Rules;
- (2) Prepare proposal documents and agendas of the General Assembly and effectively compile opinions from the members;
- (3) Be familiar with all the details of the decisions adopted by the General Assembly and support in facilitating their implementation;
- (4) Facilitate the coordination and liaison among the members by disseminating information and notices concerning ACM activities;
- (5) Be a contact point for accepting new membership application and disseminate relevant information to the members;
- (6) Be responsible for the maintenance, update and management of the ACM homepage;
- (7) Maintain neutrality and treat all members in an unbiased and impartial manner.

7.2 The Secretariat shall be elected among the members at the General Assembly every three years.

8. Host Organization(s)

8.1 The Host Organization(s) shall

- (1) Make plans and arrangements for hosting an annual ACM meeting and the General Assembly in consultation with the Secretariat.
- (2) Bare expenses for hosting the annual ACM meeting and the General Assembly. The expenses may include fees for venue rentals, logistic support, local transportation, and printing materials;
- (3) Take the minutes of the annual ACM meeting and the General Assembly, then use its best efforts to submit it to the Secretariat within one month after the annual ACM meeting. The Secretariat will circulate the draft minutes to the members through e-mail for review and approval. The draft minutes that unanimously approved by the members shall become the official minutes.

8.2 The Host Organization(s) shall be elected among the members at the General Assembly annually.

9. Task Force

9.1 Task Force may be constituted to conduct specific tasks.

9.2 Establishment of a Task Force shall be decided in the General Assembly.

10. Amendment of the Rules

The Administrative Rules shall be amended by the General Assembly.

Attachment

Member List of ACM * In alphabetical order

As of October 13, 2020

- Biodiversity-Based Economy Development Office (BEDO), The Government Complex Commemorating His Majesty, Thailand
- Biological Resource Center, National Institute of Technology and Evaluation (NBRC), Japan
- Bioresource Collection and Research Center (BCRC), Food Industry Research and Development Institute (FIRDI), Chinese Taipei
- Botany Department, Patheingyi University, Myanmar
- Department of Science and Technology Management, Ministry of Science and Technology (MOST), Vietnam
- Ecosystems Research Development Bureau (ERDB), Department of Environment and Natural Resources (DENR), The Philippines
- Indonesian Institute of Sciences (LIPI), Indonesia
- Institute of General and Experimental Biology, Mongolian Academy of Sciences (IGEB-MAS), Mongolia
- Institute of Microbiology and Biotechnology, Vietnam National University, Hanoi, Vietnam
- Institute of Microbiology, Chinese Academy of Sciences (IMCAS), China
- Iranian Biological Resources Center (IBRC), Iran
- Japan Collection of Microorganisms (JCM), RIKEN BioResource Center (RIKEN BRC), Japan
- Korean Agricultural Culture Collection (KACC), National Academy of Agricultural Science, Korea
- Korean Collection for Type Cultures/BRC (KCTC), Korea Research Institute of Bioscience and Biotechnology (KRIBB), Korea
- Malaysian Agricultural Research and Development Institute (MARDI), Malaysia
- Microbial Culture Collection (MCC), National Centre For Cell Science, India
- Microbial Culture Collection, National Institute for Environmental Studies (MCC-NIES), Japan
- Microbial Culture Collection Unit (UNiCC), Institute of Bioscience, Universiti Putra Malaysia
- Microbiological Research and Services Laboratory, Natural Sciences Research Institute (NSRI), University of Philippines, Diliman (UPD), The Philippines
- Microbiological Resources Centre (Bangkok MIRCEN), Thailand Institute of Scientific and Technological Research (TISTR), Thailand
- Microbial Type Culture Collection and Gene Bank (MTCC), Institute of Microbial Technology (IMTECH), Council of Scientific and Industrial Research (CSIR), India

- National Agriculturally Important Microbial Culture Collection (NAIMCC), ICAR-National Bureau of Agriculturally Important Microorganisms (NBAIM), India
- National Center for Genetic Engineering and Biotechnology (BIOTEC), National Science and Technology Development Agency (NSTDA), Thailand
- Philippine National Collection of Microorganisms (PNCM), National Institute of Molecular Biology and Biotechnology (BIOTECH), University of the Philippines Los Baños, The Philippines
- Research Institute of Science (RIS), Science Technology and Environment Agency (STEA), Laos
- Secretariat, National Steering Committee for Biosafety, Ministry of Environment (MOE), Cambodia
- Universitas Negeri Jakarta Culture Collection (UNJCC), Indonesia
- University of Santo Tomas Collection of Microbial Strains (USTCMS), Thomas Aquinas Research Complex, The Philippines

Total of 28 organizations