



RESEARCH Working Group WG3

Association of Asia-Pacific Business Schools

Terms of Reference

Title of the Working Group

The Working Group shall be called the Research Working Group or WG3 for short (hereafter referred to as WG3).

Terms of Reference

2.1 Role of the Group

The objective of WG3 is to advance the cause of collaborative research across and within the Association of Asia-Pacific Business Schools (AAPBS) member schools.

Research may involve the collection of data sets (e.g. salaries, demographics, Board sizes, tax rates or the like) across the region and beyond that advance a better understanding of business. Research may involve the collaboration of more than one School in a project of communal interest (e.g. intergenerational wealth, governance, laws and the like).

It would not normally be acceptable for AAPBS to fund these research endeavours, but AAPBS could be asked to assist in supporting requests to other bodies for research support. AAPBS may consider meeting reasonable publication costs for AAPBS reports. AAPBS will not support publication fees to journals for publishing the research results.

WG3 may become involved in other research endeavours that from time to time are deemed to be of benefit to member schools, providing it does not totally usurp the terms of reference of any other Working Group.

It is expected that all data, analysis, findings and reports would be made freely available to all AAPBS member schools.

2.2 Committee membership

Members of WG3 must be schools that are members of AAPBS. Membership is for a period of three years and can be renewed for consecutive terms by simple majority vote of the WG3

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membership. The Chair of WG3 shall be appointed by the AAPBS Council on recommendation from the AAPBS Executive. Members and alternates should be academic or administrative staff of the member school.

Invitation to and approval of members (other than the Chair) requires a simple majority vote from WG3.

2.3 Roles Required

WG3 normally shall consist of a minimum of five members - a Chair and four other members. The Chair sets the agenda, convenes meetings and ensures that they are properly conducted, reporting any and all recommendations to the AAPBS Executive.

WG3 may also appoint a Secretary to assist the Chair in day-to-day operation and execution of its business.

Rules of Procedure

If the Chair is not present at a Committee meeting the members present shall elect one of the members to be acting Chair at a meeting.

3.1 Resignation, Absences and Delegates

3.1.1 A WG3 member who is absent for two consecutive meetings of WG3 may be required to resign by WG3. Such resignation shall take immediate effect from the next meeting of WG3. A member so required to resign may stand for re-nomination at any future date.

3.1.2. WG3 members will cease to be a member if they: resign from the Committee; or if they are removed by other members following a 2/3 majority vote by WG3.

3.2 Methods of Work

3.2.1 The Chair is responsible for convening WG3 meetings.

WG3 is normally expected to meet four times a year or as often as business demands. Such meetings may be in person or by remote conferencing techniques.

3.2.2 Each member of WG3 has one vote. A quorum shall be three voting members present at a WG3 meeting.

3.2.3 The Secretary is responsible for ensuring the agenda of the meeting is made available to all members in good time before the meeting.

3.2.4 The Chair may invite parties who are not members of WG3 to participate in a meeting so that they can provide relevant information, materials or knowledge to WG3.

3.2.5 Participants who are not members of WG3 are entitled to speak but shall not vote.



3.2.6 Any recommendations shall be decided by consensus if possible, where consensus means that after deliberation all members support a particular point of view.

3.2.7 Where consensus is not achieved recommendations shall be decided by simple majority vote of members voting on the question. In the case of a tie, the Chair or the person acting as Chair, shall be entitled to a casting vote.

3.2.8 WG3 may establish sub-committees consisting of three or more and refer to them any matter. The persons on these sub-committees have to be associated with an AAPBS full member university and at least one of the persons must be a WG3 member.

Communication with AAPBS

4.1a Reporting to AAPBS

WG3 recommendations for the AAPBS Council will be reported to the AAPBS Executive by the Chair within reasonable time. This reporting will normally be by March and/or October each year.

4.1b Reporting to AAPBS

WG3 shall provide a written report to the AAPBS Executive in time for each annual meeting (AAPBS Academic Conference and AAPBS Annual Meeting). WG3 may be asked to provide an oral report to that same conference but normally such oral reports will be provided by the President.

4.2 Access to AAPBS members

WG3 may determine to consult AAPBS members more formally on particular issues, and if it decided to consult, will determine the form and method of consultation including but not restricted to surveys, questionnaires and workshops.

4.3 Adoption of Terms of Reference

The Terms of Reference of WG3 shall become effective for AAPBS upon approval by the Executive of AAPBS.

4.4 Review of Terms of Reference

The AAPBS Executive shall review the Terms of Reference of WG3 at least once every three years, taking into account any recommendation from the Committee for modification.

