This report focuses on the activities at undertaken by the UAPS council and Secretariat from January to December 2017

Contents

1. Council and Member meetings .................................................................................................................. 2
   1.1 UAPS members meeting at PAA 2017 ................................................................................................. 2
   1.2 UAPS members meeting at Cape Town ............................................................................................ 2
   1.3 Council meets North African members ............................................................................................ 3

2. Progress on securing host country for the 8th African Population Conference ........................................ 3

3. Institutional Collaboration ......................................................................................................................... 4

4. Thematic Panels ....................................................................................................................................... 4

5. Amendments of the UAPS Constitution ................................................................................................. 5

6. Updates of Activities at the Secretariat .................................................................................................. 5
   6.1 New Members .................................................................................................................................... 5
   6.2 Membership database ....................................................................................................................... 5
   6.3 Membership and due payments ........................................................................................................ 6
   6.4 Recognition of Gold star members .................................................................................................. 6
   6.5 UAPS Newsletter Production ........................................................................................................... 6
   6.6 Fulfilling UAPS obligations as an NGO within Ghana .................................................................... 7
   6.7. Progress on including dollar option for making payments on UAPS website .............................. 7
   6.8. Monitoring and Evaluation of Activities on Website .................................................................... 7
   6.9 Updates on establishing UAPS academic prize at University of Ghana ....................................... 8

7. Auditing of 2016 financial report ............................................................................................................ 8


Annexes ...................................................................................................................................................... 9
1. Council and Member meetings

Four (4) council meetings were held in the year; three (3) were held via Skype and one (1) face-to-face meeting. The first meeting was held on Friday, 17\textsuperscript{th} February 2017 from 1pm-2pm GMT; the second meeting was on Friday 02\textsuperscript{nd} June 2017; and the third was on Friday October 13\textsuperscript{th}, 2017. The last meeting, which was a face-to-face, was held on Saturday, November 4\textsuperscript{th} 2017 in Cape Town, South Africa during the IUSSP conference. The minutes of each meeting are attached to this report.

In a nutshell, at these meetings, council members discussed progress made in seeking host countries for the 8\textsuperscript{th} APC; measures to improve the functioning of UAPS thematic panels, and enhancement of publication in the African Population Studies Journal.

On the other hand, members meetings were also held in 2017. The first UAPS members’ meeting was held during the PAA conference, UAPS activities at Secretariat and regional levels; UAPS participation at the IUSSP Conference and collaborations between UAPS and other institutions (see annex 1 for minutes of meetings). Some action plans developed after these meetings that have been implemented are presented in this report while others are expected to have been implemented by the end of 2018.

1.1 UAPS members meeting at PAA 2017

A UAPS member meeting took place on Friday, April 28, 2017 at 6:30 pm at Hilton, Chicago in Private Dining Room #4 during the PAA. The Secretariat communicated to members the agenda prior to the meeting. A total of 18 members attended this meeting chaired by the President. At the meeting, the President presented an update on the Union’s activities and finances since the last meeting at PAA 2016. See annex 2 for minutes of UAPS meeting at PAA 2017. Members were invited to the next members’ meeting scheduled to hold on November 1\textsuperscript{st} 2017 during the IUSSP conference, in Cape Town, South Africa.

1.2 UAPS members meeting at Cape Town

A UAPS members’ meeting took place on Tuesday, October 31 2017 at 7pm in the Upper Terrace Room, 2\textsuperscript{nd} floor, CTICC- Cape Town. A total of 95 members attended the meeting which was directed by the General Secretary, Ms. Thandie Habana. Discussions were mainly around the topics; Hosting of the next African Population Conference (8\textsuperscript{th} APC- 2019), Introduction of new thematic panels and Promotion of the APS journal. See annex 3 for minutes of the meeting. Members were informed that the next members’ meeting is scheduled to be held in April at Denver, during PAA 2018.
1.3 Council meets North African members

There was a short meeting between the Council and the North African UAPS members only; 19 people attended the meeting. This meeting took place on November 3, 2017. The main objective of this meeting was to “increase and improve the participation of North African members in the activities of UAPS”. During the meeting, it was suggested that mini conferences, workshops and seminars (for students) should be organized in each country in North Africa to create awareness about the Union. See annex 4 for minutes of the meeting.

2. Progress on securing host country for the 8th African Population Conference

In 2016, UAPS embarked on initiating processes to secure a host country for the 2019 African Population Conference. By the mid-2016, Uganda and Rwanda had shown some interest about considering the possibility of hosting the Conference. However, by the end of 2016 and throughout the first quarter of 2017, only Uganda had taken measures to demonstrate its interest in hosting the conference.

The Secretariat continually liaised with the UAPS Eastern African representative, Dr Yovani Moses and representatives from the National Population council in Uganda who lobbied for the event to be hosted in Uganda. In March 2017, the team in Uganda confirmed that they had received solid communication that the Government of Uganda is committed to hosting UAPS 2019 conference. UAPS acknowledged this interest and requested for an official letter.

The team in Uganda formed an ad-hoc committee for the 8th APC 2019. The committee, chaired by the Director General for the National Population Council of Uganda submitted a concept note and budget to the minister for finance. They also presented a cabinet memo to the government to begin setting aside funds for the conference in 2017. As of June 2017, the team in Uganda was waiting for the letter to be signed before the official communication could be dispatched to UAPS. The team in Uganda informed UAPS that it is important that the letter be signed as an official communication so that any official in office at time of conference will ensure that resources are made available to host the conference.

On October 3, 2017, the team in Uganda happily informed UAPS that the official commitment letter to host the 8th APC, 2019 had been signed by the Minister of State for Finance planning and Economic development, Hon. David Bahati. A scanned copy of the letter was sent to the UAPS Council and the Secretariat. It is hoped that the UAPS President and his team would make a first visit to Uganda in January/February 2018.
3. Institutional Collaboration

As reported in 2016, the Department of Population studies of the University of Botswana had expressed interest in collaborating with UAPS. Progress has been made in this collaborative process in the first quarter of 2017. In March 2017, The Secretariat sent an Acknowledgement letter from the UAPS President regarding the proposed collaboration between the Department and UAPS. In May 2017, the Department of Population Studies communicated to UAPS that the institution was ready to start discussions on collaboration with UAPS; the department’s priority was to have training on Monitoring & Evaluation since they were in the process of developing an area of specialization at the Master’s degree level. They also indicated their plan to introduce a Monitoring & Evaluation course at undergraduate level. In response, UAPS acknowledged that it was willing and available to provide the necessary training in Monitoring and Evaluation for the programs. In June 2017, Prof Lentamo, the contact person of the department communicated that the department will draft the terms of reference and discuss with UAPS at a later stage.

4. Thematic Panels

The Council agreed that that existing chairs of UAPS panels were to be contacted so that they could confirm if they were still interested in maintaining their roles as panel chairs. The Vice President contacted the current thematic panel chairs and after having received feedback, it was agreed that a call for chairs be sent for the Environment and Gender panels. The Secretariat disseminated the Call to the UAPS membership network, website and Twitter pages in May 2017. After receiving the Call, some members suggested that the Migration theme be added to the panels.

Currently, the Union has seven (7) scientific panels; 1) **Capabilities Approach in population studies** 2) **Census** 3) **Computational Social Science** 4) **Environment and Development** 5) **Fertility** 6) **Gender** 7) **Migration**.

Current chairs were also contacted to provide summaries of the objectives /major issues to be addressed, envisaged activities, and how members can participate in these panels. The information received from the chairs is to be used to develop the thematic panels section on the UAPS website in August 2017.

Appointment letters and Guides were sent to new Chairs of the various thematic panels;

- **Prof. Claudine Sauvain-Dugerdil** for Capabilities Approach in population studies,
- **Dr. Visseho Adjiwanou** for Computational Social Science,
- **Dr. Benjamin Delali Dovie** for Environment and Development, and
- **Prof. Ayman Zohry** for Migration.
5. Amendments of the UAPS Constitution

At the last General Assembly in Pretoria, it was proposed that the Constitution of the Union for African Population Studies (UAPS) needed to be reviewed such that;

1. Regional members would be the only ones to elect their own Representatives
2. The President and the Vice President should not be from the same region.

In this regard, a committee of 3 persons have been formed to make the necessary amendments to the Constitution of the Union. On this Committee are, Prof. Eliya Zulu; a former President of UAPS, Prof Jean-Francois Kobiane; the immediate past President of UAPS and the General Secretary; Ms. Thandie Hlabana.

Letters of invitation have been written, signed and sent out to persons mentioned above. The President has received messages of acceptance from the committee members via email.

6. Updates of Activities at the Secretariat

6.1 New Members

87 new members (75 professionals and 12 students) joined the Union between January and December 2017. 36 of these new members have paid their membership dues.

6.2 Membership database

The database of members was updated by regions. The Secretariat also took out email addresses that bounced from its webmail on weekly basis to ensure that the Union has a clean database of members and their contacts. UAPS members’/contacts were classified per regions and sent to the regional representatives for them to establish contacts with members their regions.

The Secretariat requested from Regional representatives to provide the Secretariat with updates of any new contact information from their members so that the database is updated accordingly. Emails were also sent to members to verify their records with the Secretariat including their membership status. The Secretariat received only few responses from members.

The Union currently has in its database 1940 members however; only 893 members are active and responsive. This means that out of 1940 members, only 893 receive and respond to updates from the Secretariat. Of the remaining 1047 members, it was noted that a few are demised while others have changed their contact details but have not yet updated them with the Secretariat.
6.3 Membership and due payments
The Secretariat contacted IUSSP for the transfer of UAPS membership dues collected for the year 2016. At the time UAPS contacted the IUSSP to make the transfer, the IUSSP accounts were being audited hence, IUSSP made the transfer in March 2017. This year, the IUSSP transferred the total UAPS dues collected for the year 2016. The IUSSP also presented a list of members who had paid dues for the year 2017. As of December 2017, a total of 201 had paid dues for 2017. These dues were paid via the IUSSP and UAPS website, and the Secretariat. Many members tend to pay through the IUSSP because they can pay their IUSSP dues simultaneously.

One (1) Institutional member (out of the six (6) institutional members of UAPS), the Regional Institute for Population Studies (RIPS) of the University of Ghana which hosts the Secretariat paid its 2017 dues in June 2017.

6.4 Recognition of Gold star members
The Secretariat introduced the Gold star membership status as a means of appreciating and encouraging members to pay their dues. In order to qualify to be a UAPS Gold star member, a member should have paid his or her dues consistently from 2010 to 2016 or beyond. The Secretariat requested that members verify their membership status as per the records at the Secretariat. According to the feedback received from members and Secretariat records, 51 members had paid their dues consistently within the stipulated period and thus, qualified to be Gold star members. The Secretariat used virtual means to celebrate these members since it was cost efficient. The 51 members received customized E - plaques with an accompanying “thank you” note (see annex 5) from the President on behalf of the UAPS Council. The June 2017 UAPS newsletter also carried this appreciation message to the members. Pictures were also taken of the Gold star members present at the IUSSP Conference in Cape Town, South Africa. The Secretariat received feedback commending UAPS for acknowledging their commitment to UAPS.

6.5 UAPS Newsletter Production
The Secretariat produced and disseminated a pdf printable version of the No.54 edition of the UAPS Newsletter. Some features of this edition included an appreciation letter from the President to Goldstar members, list of Goldstar members, the June council meeting, and an article on writing research papers contributed by Dr Ayaga Bawa. Hard copies of the No. 53 December 2016 edition were printed and distributed to UAPS members at PAA and to RIPS Faculty who are UAPS members. Copies were also presented to the RIPS /ISSER library while few copies were reserved for the UAPS Secretariat archives. Hard copies of both editions were exhibited and distributed to new members during the IUSSP Conference which took place in October 2017.
6.6 Fulfilling UAPS obligations as an NGO within Ghana

The Secretariat took the following measures to ensure UAPS fulfils its obligations while operating as an NGO in Ghana:

- Applied and collected the 2017 certificate of registration of NGO from Accra Metropolitan Assembly (AMA); the old one expired in December 2016. The new certificate was collected in February and expires on 31\textsuperscript{st} December 2017. This is a requirement by the A.M.A that UAPS must always fulfil in order to continue operating legally in Ghana as an NGO.
- Followed up payment of UAPS' Debts at the Social Security and National Insurance Trust (SSNIT); The amount paid which excluded penalties covered dues for former UAPS Secretariat staff: Ms. Marilyn Aniwa (Executive director), Ms. Alice Aziawa (Administrative assistant) and Mr. Joseph Acheampong (Office Agent). UAPS paid an amount of nine thousand three hundred and eighty-two cedis, twenty-four pesewas (GHS 9382.24) being the equivalent of approximately two thousand two hundred and two US Dollars, seventy-two cents (2,202.73 USD) to the SSNIT.
- Applied for a Tax identification number (TIN) for Coordinator; The UAPS accounts office paid all outstanding taxes once the TIN number was provided.

6.7. Progress on including dollar option for making payments on UAPS website

When the Slydepay online platform was created, payments could be deducted only in cedis; members paying on the portal had to indicate the Ghana equivalent of the amount they wanted to pay. Thus, payments could only be received in Ghana Cedis. The Bank promised to update and put in place a system that ensures that payments can be made in US dollars and other currencies which will be paid into the UAPS dollar accounts in Ghana.

The Secretariat followed up with the bank regarding the systems upgrade. The Bank reported that The USD upgrade on Slydepay had been halted and the Bank deployed another payment platform that processes solely in USD. The Bank proposed to set UAPS on the new platform in the interim. However, the Bank charges for the new service came with a monthly fee of $25 (reduced fee of $10 for UAPS) to be debited from the UAPS account on monthly basis. Given the cost of the USD service, the Council agreed that members will keep paying dues the existing platforms, via IUSSP (in euros or dollars) and the UAPS website (converting currency equivalent to Ghana cedi on link provided before payment). Thus, UAPS would wait for the Bank to complete the upgrade process on the current Slydepay system or sign up for the new USD platform proposed by the bank months prior to the 8\textsuperscript{th} APC in 2019.

6.8. Monitoring and Evaluation of Activities on Website

The secretariat constantly updated information and features on the website to enhance user experience. In order to monitor the activities on the website, the Secretariat signed up for Google
analytics. This application helps to monitor and evaluate the number of people that visit the UAPS website, their countries, whether they are new or old visitors, their reasons for visiting the website and the length of time spent on the website. The Secretariat monitors these statistics twice yearly and makes necessary adjustments.

Apart from these, the Secretariat developed yearly and monthly plans for the year 2017 and carried out daily administrative tasks including: preparation of the 2016 report which has been uploaded on the website, correspondence and updating members’ status, disseminating announcements, translating documents, and managing the UAPS website, Twitter, and Facebook pages.

6.9 Updates on establishing UAPS academic prize at University of Ghana

The President reported during the Council meeting held in February that the UAPS proposal to award a prize to the best graduating student in population studies at the University of Ghana had successfully passed through the first stage. It had been approved and forwarded to the Business and executive committee of the University through the College of Humanities.

A letter of acknowledgement of receipt was received from the College of Humanities explaining that the Secretary of the College’s Academic Prizes and Scholarship Committee would contact and communicate to the President the modalities involved in due course. Therefore, the President is looking forward to hearing from the soon.

7. Auditing of 2016 financial report

The financial report for 2016 was successfully audited by the AYK and associates auditing firm. The Secretariat is yet to receive a copy of the audit report.


In March 2017, the journal published Vol. 31, Issue 1 which featured 11 articles. The journal continually gives scholars the platform to communicate their research. Authors are often encouraged to place their articles on their institution(s) website, personal websites and other appropriate websites which they are affiliated with, and then link it to the Journal’s web page at http://aps.journals.ac.za.
Annexes

Annex 1
Minutes of February, June, October and November 2017 Council meetings

Minutes of Council Members’ Skype Meeting

Date: Friday, 17th February 2017
Time: 1pm

Conference Call Attendance: 09
Prof Samuel Codjoe
Dr Donatien Beguy
Prof Bedrouni Mohammed
Dr Kusi-Appouh Dela
Prof Jacques Emina
Dr Léon Swartz
Ms. Thandie Hlabana
Dr Nancy Akwen (UAPS coordinator)
Ms. Makafui Dordoh, National Service Person

Council members available on Skype: 07
Two council members, Prof Soura Abdramane and Dr Yovani Lubaale were unable to participate in the conference call.

Agenda
Welcome remarks
* Feedback from Uganda on 8th APC preparations
* Updates on Thematic Panels
* Brief Reports from Regional representatives and plans for 2017
  * Paying for Publication of Journal articles by members
  * UAPS Participation at IUSSP 2017 Conference
* UAPS Meeting at PAA 2017
* Feedback on UAPS academic prize at University of Ghana
* Report from Secretariat
  * Updates on payment of UAPS SSNIT Debts
  * Members contact information by regions for Council Representatives
  * Recognition of members who have paid dues consistently from 2010-2016
  * UAPS website updates
  * Dues and New members
* AOB
  • STATS SA Proposal
* Closing
Welcome remarks
The meeting started at 1:10 pm. The UAPS President, Prof Samuel Codjoe started the meeting by appreciating the Council members for their positive response towards Council meetings. He immediately proceeded to the agenda of the meeting.

Feedback from Uganda on the 8th African Population Conference
The president noted that Dr Yovani Lubaale has been liaising with representatives of the Ugandan government on the possibility of hosting the 8th APC in 2019. However, he was not present to report feedback on the engagements. The Coordinator briefed council members on the progress that had been made in seeking host countries for the 8th APC. The President had initiated this process with contacts in Uganda and Rwanda respectively. The various contacts in both countries took keen interest in the conference and requested more details about the conference.

Firstly, Uganda requested for Conference description and budget estimates which the Secretariat has provided. The contact person at the (NISR) requested for a project description for review. After the review, the officer at NISR provided emails of the Director of NISR and requested that the Secretariat forward a formal request regarding the conference to the Director General. The Secretariat submitted a formal request to Director General and is still awaiting the responses of these institutions.

The President encouraged the Council members to expand the pool of sponsors. Some Council members mentioned some persons that could be contacted to follow up the process in Uganda. Dr Donatien Beguy suggested that Mr. Jotham Mosumbusi who is with the UNFPA in Eastern Africa could be informed about the UAPS bid to seek sponsors for the conference in Uganda. The President also mentioned Prof Eliya Zulu, a former president of UAPS and the current President of APHRC. Prof Jacques-Emina also suggested Dr Gideon Rutaremwa who is a former UAPS Council member (and is currently with UNECA at Addis Ababa) could also be contacted. The President called on the Vice President and Prof Emina to follow up with these personalities and lobby for conference sponsorship through them.

Dr Dela Kusi-Appouh also proposed that the Council should consider approaching the government of Zambia because their government just ended a conference on Demographic dividend.

Dr Dela Kusi-Appouh inquired about how the 8th APC budget estimates were drawn. The President, Prof Samuel Codjoe explained that there is a template which is always used to delineate the responsibilities for host countries and UAPS during every APC. However, the current budget was deduced from the budget of the 7th APC. The Coordinator also explained that there is a guideline which is also given to host country teams to estimate expenditures since expenditure varies in every country. Dr Dela and Dr Beguy requested that the budget estimates sent both countries be shared with council members.

Updates on Thematic Panels
The Vice President, who is in charge of the thematic presented a brief update on the progress of the thematic panels as follows:

Fertility: Prof Akim Muturi is still interested in chairing the panel.
**Gender:** Prof Mansah Prah is no longer interested in chairing the panel.

**Census:** Prof Richard Marcoux is interested but would want to co-chair the panel with an African researcher. He will advise on a co-chair soon.

*Capabilities:* Prof Bedrouni had proposed a new thematic panel “Capabilities” to be added to the existing panels and has confirmed that Prof Claudine Sauvain is willing to chair the proposed thematic panel. He has already submitted the conceptual background of the new theme.

After the presentations, Prof Jacques Emina suggested that more thematic panels could be added and more interested people (experts and professionals) could be contacted to chair the panels. Prof Emina also suggested that he could contact a certain Mr. Roland Pongou, an Economist, and expert in Demography in Canada who could also chair a thematic panel. He also proposed that Dr Yovani Lubaale, who is also a council member, could chair a panel because of his expertise. Prof Emina also suggested that UAPS members should be allowed to propose panels and the Council members would confirm these panels.

The President welcomed these suggestions and requested that the Vice President liaises with the Secretariat to follow up on these suggestions, and to send out a call for an additional thematic panel if need be. However, he added that the number of UAPS thematic panels should not exceed six.

**Brief Reports from Regional representatives and plans for the 1st half of 2017**

The president requested that council members present brief reports of their activities and plans which should later on be forwarded to the Secretariat. The Central African, Northern African and Southern African representatives presented brief reports and plans for their regions.

**Southern Africa**

The Southern Africa Regional Representative Dr Leon Swartz and the General Secretary, Ms Thandie Hlabana reported that they had engaged with the Department of Population studies of the University of Botswana, and the Department has formally expressed interest in collaborating with UAPS in the various ways. They would like UAPS to offer trainings in the following areas:

- Research methodology and data analysis
- Integrating Population Variables into Development Planning
- Demographic Dividend (DD) & Demographic Data for Evidence-Based Decision-Making
- Monitoring & Evaluation training and Population Health training
- Research Dissemination & Communication

The department also expressed its willingness to collaborate with UAPS to engage with key stakeholders through various avenues such conferences, workshops and seminars which will showcase the Department’s contribution to the socio-economic development of the country. The President inquired about funding for such activities, and Ms. Thandie responded that the Government and the University of Botswana would be the sponsors.

Ms. Thandie Hlabana noted that UAPS had to respond by showing interest in the proposal; meanwhile she and Dr Swartz are to meet in April 2017 in order to conclude the terms and timeframe of collaborative actions with the Department. The President noted that the Secretariat will send a letter of Acknowledgement to the Department for this laudable project. Council members agreed that UAPS had the expertise to deliver the services to the University. Thus, once activities were identified, the University of Botswana together with UAPS would make a call for submissions for experts while the University would be in charge of the submissions.
Payment of fees for publication in APS Journal

Dr Swartz also reported that, Statistics South Africa (STATS SA) was concerned about members paying for their articles to be published in the APS journal. The President proposed to the council that paid up members of UAPS should be exempted from paying fees for publication of their articles in the Journal. Prof Emina noted that the council should also consider other possible sources of funding since some of the fees being paid is being use to manage the publication of the Journal. The President noted that the council should explore these options, and that he will communicate the editor, Prof Clifford Odimegwu, to exempt paid up members from paying the fees.

UAPS Participation at IUSSP Conference, October 2017

The General Secretary reported that she was given a slot to organize an activity on African Youth and Dividend during the Africa Day activities scheduled to take place during the IUSSP Conference in October 2017. She planned to follow up with STATS SA so that UAPS could participate in the activity in the form of a round table conference. The President requested that Dr Swartz to work with Ms. Thandie to plan an activity for UAPS during the Africa day.

The General Secretary reminded Council members that the IUSSP President had promised to help UAPS with sponsorship to attend their conference. She encouraged the President to follow up on this promise. Dr Swartz also mentioned that he was going to have a meeting the IUSSP in a few days following the council meeting. The President observed that he had taken note of the promise and would follow up informally, and encouraged Dr Swartz to take advantage of his scheduled meeting with the IUSSP president to also lobby for sponsorship for UAPS Council and Secretariat to participate in the conference. The President also emphasized that Dr Swartz should use his position as UAPS Southern Africa Representative to draw plans for UAPS to participate actively during the Africa Day.

Central Africa
The Regional Representative, Prof Jacques Emina reported that the Central African members of UAPS had a mini-conference on Demographic dividend at the University of Kinshasa and another meeting is set to take place again in March. In 2016, the Democratic Republic of Congo also had a workshop with UNFPA on Demographic Dividend. The Union was represented at this meeting and UAPS fliers were distributed to participants. He also added that, the Association of Demographers in Gabon, Democratic Republic of Congo, and Congo recently held their elections. He was thus, waiting for their official reports in order to get contacts of the elected officials with whom he can liaise with to expand the UAPS network.

Northern Africa
The Northern Africa Representative has been encouraging doctoral students and researchers from North Africa to join the union, to pay their dues regularly, and to also submit articles for publication in the APS Journal. He also proposed a new thematic panel “Capabilities” to be added to the existing panels, and has confirmed that Prof Claudine Sauvain is willing to chair the proposed thematic panel. He has already submitted the conceptual background of the new theme. Prof Bedrouni also noted that due to the current financial situation in Algeria, it was challenging to raise funds for a national symposium on the Health of Algerians which he had planned for the month of November 2016. This event was postponed and will hold in April 2017 if funds are
secured to sponsor the event. He plans to invite another UAPS member, Prof Parfait Eloundou to make a presentation about UAPS during this event

**UAPS Meeting at PAA 2017**
The President sought to know how many Council members would be Present at PAA 2017 since UAPS usually organizes a member meeting during this event. Other Council members confirmed that they were not certain they would attend PAA 2017. The President reminded all that there will be a UAPS meeting during the PAA event and that members had already been informed about the planned meeting. The President said he would be presenting highlights of the Union’s activities and financial report to members during the meeting.

**Feedback on UAPS academic prize at University of Ghana**
The President reported that the UAPS proposal to award a prize to the best graduating student in population studies at the University of Ghana had successfully passed through the first stage. It had been approved by the RIPS management committee and has been forwarded to the Business and executive committee of the University through the College of Humanities. The President said that it was expected that the committee would approved the proposal before the end of the academic year so that UAPS would be able to begin offering the prize.

**Report from Secretariat**
The UAPS Coordinator presented a summary of activities carried out at the Secretariat from January 2017:

**Updates on payment of UAPS SSNIT Debts**
Checks are ongoing- accountant to visit again 20th February 2017. The SSNIT has been upgrading its systems and there are many verifications to be done before UAPS will know the actual debt being owed. UAPS records show UAPS owes about $3000 (excluding penalties)

**Members contact information by regions for Council Representatives**
UAPS members’ contacts have been classified per regions. Some of them do not have email contacts while others have emails that bounce. We plan to send all contacts to REPS, as they might identify some contacts and also provide Secretariat updates of contact information for members.

**Recognition of members who have paid dues consistently from 2010-2016**
E - Plaques are being customized in (English or French) for these members. The Secretariat had planned to prepare plaques which could be presented at PAA but it is cost efficient to use virtual means to celebrate these members.

The Plaques will be sent to each member via email together with Accompanying “thank you” note from the President on behalf of the Council. Face book and Twitter will be used as well to draw attention to this activity and to also encourage other members to step up their commitment. The Secretariat will send council members a sample before dissemination

**UAPS Website and other updates**
- Google analytics has been installed on the UAPS website which helps the Secretariat monitor number of visitors to UAPS website.
- Draft of 2016 Annual Report has been prepared and submitted to the President for review
Final Evaluation reports for 7th APC sent to Dr Dela and Prof Soura for final review.

25 copies of December 2016 printed, some were distributed to RIPS Faculty who are UAPS members, 2 have been reserved for Secretariat archive while 14 copies have been reserved for PAA event in 2017.

Secretariat followed up with Stanbic Bank, Ghana about including dollar payment option on UAPS online payment portal. Stanbic Bank responded that their team was still working on this option and that it was going to be available by April 2017.

The Secretariat also contacted IUSSP for the transfer of UAPS dues (approximately 2600 Euros) collected for 2016. IUSSP responded that its 2016 account had to be audited at the end of February 2017, and that the transfer will be made once the audit process was completed.

Currently updating webmail list: members’ email addresses that bounce back are being taken out of the UAPS email list on weekly basis in order to create a mail list free of wrong email addresses. The updated list will be used to create a Mail Chimp list which will facilitate sending announcements to members.

Renewal of UAPS certificate of registration as NGO from the Accra Metropolitan Assembly. The 2016 certificate expired on December 31 2016, the application was submitted to the Accra metropolitan Assembly together with the renewal fee and the UAPS 2016 annual report (The Secretariat submitted the Draft 2016 Report at this time). The new certificate is expected by the end of February 2017.

The Application for TIN (Tax identification number) for Coordinator completed. The TIN number has been collected and submitted to Accounts offices to proceed with payment of taxes.

Other daily administrative tasks including, correspondence with members, disseminating announcements website management, Twitter and Facebook management is ongoing.

AOB

STATS SA Proposal for short training courses on demographic techniques at the pre-conference event scheduled to run from 23rd to 28th October 2017 during the 28th IUSSP Conference, Cape Town, South Africa.

STATS SA sent this call to UAPS members via the Secretariat. The President requested that the Secretariat circulates the Proposal to members so that interested members could submit their applications.

Closing

The President brought the meeting to an end by appreciating the Council members for their continuous support and commitment towards the Union.

The meeting ended at 2:31pm GMT.
*Welcome remarks and Confirmation of those in attendance*

*Brief Report of UAPS meeting at PAA*

*Updates on Thematic Panels Call*

*Feedback from Uganda on 8th APC*

*UAPS at IUSSP*
- Participation in sessions/ sponsorship
- Members’ meeting (7-9pm on Wednesday 01 November or Thursday 02 November 2017)
- Council meeting (9:30 am on Saturday 04 November 2017)

*Issues raised by the Editor of the APS Journal*

*Report from Secretariat (March- April Activities)*
- Proposal to conduct a membership survey online between August/ September (collaborate with Dr Dela to come out with survey questions)
- Membership dues equivalent change (update current Dollar and Euro rate for membership dues)

*Any Other Business (AOB)*
- Collaboration with DPS Botswana

*Council members available on Skype: 06*

Three (03) council members, Prof Soura Abdramane, Prof Jacques Emina and Dr Dela Kusi-Appouh were unable to participate in the conference call. Prof Emina reported experiencing connection challenges though he was available to participate in the meeting.

**Welcome Remarks**

The meeting started at 1:06 pm with a welcome remark from the UAPS President, Prof Samuel Codjoe. He also reminded the members that it was important to have virtual meetings since it was not possible for members to have face- to- face meetings.
Brief Report of UAPS meeting at PAA

The President presented to the Council members a brief report on the UAPS meeting at PAA which took place on Friday, April 28 2017 at 6:30pm. The meeting held in the Private dining room 4 at the Hilton Chicago hotel, Chicago with an attendance of 18 members.

The president reported that he presented a summary of the activity highlights of 2016. The presentation covered activities of the Secretariat, Council meetings, the re-introduction of the UAPS newsletter, UAPS regional activities and progress made on securing a host country for the 8th APC. The president also presented the 2016 financial report.

The discussions which followed were mainly on improving sourcing of funds for the Union. Members also sought to know the role UAPS will be playing during the upcoming IUSSP conference.

During the meeting, the president reminded members to use every opportunity to promote the agenda of UAPS, he thus, encouraged members present playing key roles in the IUSSP conference to project UAPS in all their activities and contribute to the progress of the Union. The President’s report on PAA was brief because minutes of the PAA meeting will be shared to Council members via email.

Feedback from Council about the PAA meeting:

While discussing the point about encouraging institutional members to pay their dues, the President read out the current institutional members of UAPS to the council. Dr Beguy noted that IFORD was not one of the institutional members of UAPS.

In response to the comment that was made during the PAA meeting about the apparent absence of UAPS’ participation in the IUSSP conference, council members conferred with the response the president had given during the meeting that many UAPS members were discussants, session organizers and had reviewed papers submitted for the conference.

Updates on Thematic Panels Call

Dr Donatien Beguy, the Vice President explained that a Call for applications has already been sent out to members and there have been feedbacks and suggestions that Migration be added to the existing panels. The Vice president also said that he would ask the current chairs of the various thematic panels to present summaries on the background and objectives of the thematic panels so that this information can be uploaded to the UAPS website.

The president asked for timelines regarding the Call for Chairs and all other plans for the thematic panels. Dr Beguy responded that he expected that the nomination of chairs would be finalized and all thematic panels set up by the end of August. By this time members will be informed of the results of the Call and all developments relating to the panels.

Feedback from Uganda on 8th APC

Dr Yovani Lubaale, the Eastern Africa Regional Representative reported that he been in South Sudan prior to the meeting and was yet to return to Uganda in the following week. However,
before he travelled to Sudan, they had formed an ad-hoc team which was following up to get the Uganda government sign an official communication to host the 8th APC. He explained that an official letter had been drafted and sent to the Minister for approval. He explained that it was important that a Minister of certain portfolio sign the official communication so that it becomes an official government commitment. In this case, any official in office at time of conference will ensure that resources are made available to host the conference. He promised to follow up for the letter to be signed in the following week after the council meeting. Dr Yovani also added that once the government provides the letter of confirmation, the President and vice would have to come to Uganda to have a planning meeting with the team in Uganda.

The President appreciated Dr Yovani and his team for the progress that had been made so far. Prof Codjoe also said that he hoped that the Government will confirm their commitment to host in time, so that the official announcement of the 8th APC host country would be made during the October/November 2017 IUSSP conference in Cape Town, South Africa.

**UAPS AT IUSSP Conference**

*Participation in Sessions*

The President asked Dr Swartz and Ms Thandie about progress made with ensuring that UAPS plays a major role during the IUSSP conference. Dr Swartz’s contributions could not be heard due to connection challenges. However, he sent a message via skype noting that there was a planned NOC meeting on the following Wednesday and he was going to report on plans for the Africa Day. The president requested that Dr Swartz sends a brief report to the Secretariat so that it could be disseminated to council members.

Ms. Thandie Hlabana, the Secretary reported that she had enquired about the current program of the Africa day but was yet to receive a response. However, she observed that it was important for the president of UAPS to play a more prominent role during the Africa day; the UAPS president should be involved as one of the speakers of the day. In response, the President requested that Ms Thandie and Dr Swartz engage the Africa Day planning committee so as to create a slot for a talk by the UAPS President.

**Members meeting (7-9pm on Wednesday 01 November or Thursday 02 November 2017)**

The President announced that there would be a UAPS members’ meeting in Cape Town on Wednesday, 1st November 2017 during the IUSSP Conference. At this meeting, members would be updated on the activities of the Union and preparations towards the 8th APC. Ms. Thandie suggested that the Council members should meet prior to the members’ meeting as this would enable the Council discuss the agenda for the members meeting; the council also needs to have a common ground (as Council members) on issues that would come up during the members’ meeting.

**Council meeting (9:30 am on Saturday 04 November 2017)**
The President also announced that a face-to-face Council meeting has been scheduled to take place in Cape Town from 9:30am on Saturday, November 04 2017. The Council will also discuss issues that came up during the members meeting and preparations towards the 8th APC.

Issues raised by the Editor of the APS Journal

There have been some concerns (see annex 1 on page 7) raised by the Editor regarding the management of the APS journal. The President read out some of the issues presented by the editor. Amongst other feedback from council members, Dr Swartz reported that the Department for Social Development (DSD), South Africa had decided not to pay $5000 contribution towards the journal because they are very concerned about the management of previous journal contributions. DSD has thus, decided to withhold payment unless the journal account is transferred to UAPS in Accra. He also added that STATSSA has stated that they will not pay membership fees for 50 members if members are still expected to pay for publication in the Journal.

After a long discussion, all the council members agreed that the council should meet with Prof Clifford Odimegwu during the meeting in Cape Town so as to discuss and propose a way forward regarding the issues raised by the Editor and other parties.

Report from Secretariat (March to May 2017 activities)

Dr Nancy Sah, Coordinator for UAPS presented a report on activities at the Secretariat from March to May. Below is a summary of the report presented:

- All debts (including that of SSNIT and GRA) have been paid.
- Members were asked via email to verify their records. The Secretariat received a few feedbacks.
- With an updated record, the Secretariat appreciated the Union’s Goldstar members. The Secretariat received feedback commending UAPS for the move which can motivate other members to pay their dues.
- There have also been updates from Stanbic bank on getting a new platform for USD online payment. However, the new platform is available at a monthly cost of USD 10. Therefore it’s preferable to sign on to this new platform perhaps 6 months prior to the 8th APC.
- The Secretariat is working on producing the May/June edition of the newsletter. The layout is ready and the French version of the newsletter has been sent to Prof Bedrouni for revision. A draft of the newsletter would be sent to Council members before publication.
- The Call for Chairs for Gender and Environment thematic panels. The Call has been disseminated to members and institutional members. It has also been announced on our social media pages.
- The Secretariat has been liaising with the team in Uganda to finalize concept notes and letters in preparation for official confirmation by the government of Uganda.
The Secretariat has also sent a letter of Acknowledgement to Prof Lentamo of the University of Botswana in view of collaboration between the Union and the University to host a workshop on Monitoring and Evaluation for students and government personnel.

The Secretariat has been following Institutional members on Twitter, sending announcements of interest, and expects to send the June 2017 Newsletter to these members once the Newsletter is ready. The idea is to touch base with some Institutional members before reminding them of their institutional dues. The Institutional members (apart from RIPS) will be reminded of their institutional membership dues once the June Newsletter has been disseminated. A reminder has been sent to RIPS, who already demanded an invoice so as to process payment.

Proposal to conduct a membership survey online between August and September

The Coordinator also added that the Secretariat would like to conduct a membership survey online between August and September. The survey is to seek the opinion of members about the performance of UAPS and receive their suggestions and contributions to help the growth of the Union. The Council members gave their approval while Dr Beguy suggested that it would be helpful if the survey could be carried out before the UAPS meeting at in November 2017. The Secretariat plans to work with Dr Dela to develop the survey questions.

Membership dues equivalent change (update current Dollar and Euro rates for membership dues)

The Coordinator drew the attention of the Council members to the difference in currency rates of the membership dues; professionals currently pay USD 40 or EUR 30, whereas USD 40 amounts to approximately EUR 35.5. Therefore, the Secretariat suggested that the Euro equivalence (EUR 30) of the membership dues be changed. All Council members supported the idea; Ms. Thandie asked the Coordinator to collaborate with the treasurer and accountants to decide on the currency equivalent rates for the membership dues and then report to the council.

AOB

PASA and UAPS Collaboration for Exhibition

Dr Swartz sent a skype message noting that PASA had proposed having a joint exhibition with UAPS during the conference so as to share the cost of exhibition which stands at over 2,000 US Dollars. He also added that DSD is busy finalizing the payment of membership dues for 31 members and payment will be made before the end of July.

Closing

The meeting ended with the President thanking the Council members for their time and devotion. He also remarked that it had so far been the most successful virtual meeting held by the council. The meeting ended at 2:24pm GMT.
Minutes for Council meeting on Skype

**Date:** Friday, October 13, 2017  
**Time:** 1 pm- 2 pm  
**Attendance:** 08

Prof Samuel Codjoe  
Prof Soura Abdramane  
Prof Jacques-Emina Bedrouni  
Dr Leon Swartz  
Dr Yovani M. Lubaale  
Ms. Thandie Hlabana  
Dr Nancy Akwen  
Ms. Makafui Dordoh

President  
Regional Rep. Western Africa  
Regional Rep. Central Africa  
Regional Rep. Southern Africa  
Regional Rep. Eastern Africa  
General Secretary  
Coordinator, UAPS  
Administrative Assistant

Council members available on Skype: 06  
Three (03) council members, Dr Dela Kusi-Appouh and Dr Donatien Beguy were unable to participate in the conference call due to connection challenges.

**Agenda**

Welcome remarks by the President  
Updates on UAPS/PAA collaboration to organize a session for Denver PAA 2018- Vice President  
8th APC Updates  
- Uganda confirms hosting of 8th APC  
- Uganda team to meet UAPS in Cape Town  
- Theme proposed by President for 8th APC – **Environmental Change and Migration**

UAPS members’ meeting at IUSSP, 31 October 2019, 7 PM - 9 PM  
- Discuss agenda for member’s meeting  
- Introduction of thematic panel chairs to members  

Council members’ meeting in Cape Town, 4 November 2017  
A.O.B  
Closing

**Welcome Remarks**

The meeting initially started at 1:05 pm with 3 council members online however, at 1: 16 pm, more council members joined in the conference call. The President welcomed the council members and immediately continued with the agenda.
Updates on UAPS/PAA collaboration to organize a session for Denver PAA 2018

The President on behalf of the Vice President updated the council members with the updates on the UAPS/PAA collaboration to organize a session at Denver PAA 2018. The President explained that UAPS was contacted by the PAA Outreach program to collaborate with PAA. The President reported that the theme for the session was still under discussion.

UAPS in collaboration with PAA is to reach out to other associations, organize a session and identify a topic (in the African context). The associate of PAA in regards to this subject is Dr Sonalde Desai.

8th APC Updates

Uganda confirms hosting of 8th APC

The President congratulated Dr Yovani Lubaale and his team for the good work done in securing a host country for the 8th APC in 2019. The President reported to the council members that the Union has received formal confirmation from Uganda about hosting the 8th APC in 2019. He added that, he is looking forward to announcing it to members at the UAPS members’ meeting in Cape Town.

Uganda team to meet UAPS in Cape Town

Dr Yovani suggested that, a meeting be held between the Uganda team and the council members after the IUSSP conference. The President agreed to this suggestion explaining that, another meeting has to be arranged for early 2018 in Uganda so as to put up an IOC and LOC team among others.

The President inquired from Dr Yovani the location of the APC in Uganda; is it to be held in Kampala or Munyonyo? Dr Yovani explained that all these would be discussed at the meeting in Cape Town. The President asked Dr Yovani to inform the Ugandan government not to fail UAPS in any way, as the Union is fully dependent on the Ugandan government to host the APC in 2019.

Dr Yovani expressed his concerns about the end of contract (in 2018) of the signatory of the confirmation letter. He explained that, the signatory is looking forward to use this project of hosting the APC to apply for an extension of his contract. However, he also assured Dr Yovani that the decision to host the APC would still hold should there be a new appointment because it has been officially confirmed.

Theme proposed by President for 8th APC – Environmental Change and Migration

The President explained to council members that the theme, “Environmental Change and Migration” is a tentative one. He had to provide that theme for the facilitation of the processes in getting a host country. All council members agreed completely with the theme; each
explaining how migration is a major challenge in their various countries. Ms. Thandie added that the theme be reframed and made more appealing.

**UAPS members’ meeting at IUSSP, 31 October 2019, 7 PM - 9 PM**

*Agenda for member’s meeting in Cape Town*
Council members agreed to the agenda for the members’ meeting to be held in Cape Town. Ms. Thandie suggested that, members be informed about the upcoming UAPS/University of Botswana collaboration to organize training workshops and seminars for students and professionals. Therefore, members should be expecting a conference in 2018 in preparation towards the main APC conference in 2019.

*Introduction of thematic panel chairs to members*
The President commended the creation of the new thematic panels, Migration and Capabilities Approach in population science.

**Council members’ meeting in Cape Town, 4 November 2017**
The President informed the council members about a face-to-face meeting which is scheduled for November 4, 2017 from 9:30 am to 1:00 pm in Cape Town. He sought to know the number of council members who would make it to the meeting. All council members present confirmed their availability and presence at that meeting in the exception of Ms. Thandie. She explained that her time of departure is at 12noon.

**A.O.B**
Ms. Thandie informed the council members that she has been approached by the UNDP and EU for collaboration. She explained that she took the opportunity to suggest to them the idea of collaborating with UAPS/ Botswana. Dr Yovani sought to know the concept note of the project as UAPS can provide DHS, official statistics and datasets.

The President informed council members that he has also been contacted by the IUSSP to give a keynote address during the opening session. However, he was unsure of the theme of his speech. Dr Leon who is also a member of the IPC planning committee confirmed that the UAPS President is to speak on the theme “the 2020 Round of Census from the academic point of view” during the opening session.

The President further expressed discontentment with the concerns raised by the UAPS Editor. The council agreed that the Editor be invited for a meeting in Cape Town.

**Closing**
The meeting ended with a note of thanks from the President to council members. He wished them a safe journey to Cape Town.
The meeting came to an end at 2:05 pm.
Date: **Saturday, November 4 2017**  
Time: **9:30AM – 1PM**  
Attendance: **11**

**Agenda**

Welcome remarks  
Matters arising from UAPS members meeting  
Planning for 8th APC preparatory meeting (s) in 2018  
Fund raising plans; Re-engaging funders and donors  
Regional Representative Plans for 2018  
   Institutional collaboration plans  
      • Collaboration with DPS Botswana  
APS Journal Management Issues  
AOB and Closing  

**Presence:** All Council members were present including the Editor, Prof Clifford Odimegwu who was invited to join the meeting at 10a.m.

1. President  
   Prof Samuel Codjoe  
2. Vice President  
   Dr Donation Beguy  
3. Treasurer  
   Dr Deladem Kusi-Appouh  
4. Rep for Central Africa  
   Prof Jacques Emina  
5. Rep for North Africa  
   Prof Mohammed Bedrouni  
6. Rep for South Africa  
   Dr Leon Swartz  
7. Rep for East Africa  
   Dr Yovani Lubaale  
8. Rep for West Africa  
   Prof SouraAbdramane  
9. Chief Editor  
   Prof Clifford Odimegwu  
10. UAPS Coordinator  
    Dr Nancy Sah Akwen  
11. Administrative Assistant  
    Miss. Makafui Dordoh
Welcome Remarks
The President welcomed the rest of the council members to the meeting. He mentioned that the Editor was invited to join the meeting at 10 a.m therefore discussions would be put on hold when he arrives.

Matters arising from UAPS members meeting
The President acknowledged that attendance at the UAPS members’ meeting was very much encouraging showing that people are re-engaging in the activities of the Union. He also mentioned the suggestion of some members to create a panel on SDGs and Ageing. The Vice President explained that he would follow up on members who made these suggestions.

Prof Bedrouni explained that panel Chairs sought to know how panels are funded. They also sought to know if panel chairs, co-chairs and members are to be strictly UAPS members. The President explained that it is a strategy; non-members can be co-chairs and panel members however they are admonished them to become UAPS members.

Dr Yovani mentioned that members sought to know the impact factor of the APS Journal. He also expressed concerns about the Editor’s comment that the journal is full when the journal is electronic.

Time with the Editor; APS Journal Management Issues
The President welcomed the Editor explaining to him that the objective of the meeting was to know the way forward with the APS journal. The President acknowledged the Editor for how well he has managed the APS journal so far.

The Editor explained that before he was handed-over to, the journal was not indexed. There were not enough manuscripts too. The journal is currently indexed in Scopus and ISI. He added that the journal has been active and manuscripts are also flowing in.

Challenges
1. The problem of the journal not having an impact factor- The Editor mentioned that he made payments to Thomas Reuters to have an impact factor for the journal. However, he disclosed that there is a level of politics involved in getting an impact factor.

2. Lack of subscription to the journal- The Editor explained that the journal was made open-access due to poor subscription. However, in the presence of open-access, there have been no subscriptions to the journal
Universities are also not subscribing to the journal; the Editor explained that he has written to universities or librarians of most Universities in Nigeria encouraging them to subscribe to the journal but has seen no result.

The Editor mentioned some financial challenges he faces in the management of the journal.

3. Financial Challenges

- Funds are inadequate for the management of the journal.
- New charges introduced; hosting fee for the journal.
- Challenges in paying the Editorial assistant who provides ad-hoc services. The Editor explained he pays her with his own money.
- Late provision of funds; funds from the Department of Social Development (DSD), South Africa is usually sent towards the end of the year meanwhile funds are needed to run the journal through the year.
- Support from Hewlett fund has been suspended.
- Challenge in paying article processing fee of $250.

The President thanked the Editor for the report commenting that, the meeting with the Editor is to collectively resolve problems facing the APS journal. The President however sought to know

- The approximate annual cost of managing the APS journal; including the cost of paying assistants and the cost of publishing twice a year.
- The estimated amount of money the Editor receives as funds or support from institutions.

Dr Yovani, Representative for East Africa appreciated the Editor for keeping the journal running. He also had some questions for the Editor;

- What does it take for one to have hardcopies of the volumes of the journal?
- Can the number of issues and editions be increased (two (2) regular issues a year is low) to contain the number of manuscripts/ articles from numerous members?
- How can we get the “big names” (prominent researchers) to be cited on the journal?
- How can members be cautioned not to publish in predatory journals?
- How can payments be made easier for members?

Prof Soura, the Representative for West Africa sought to know how the Union can raise funds to sustain and support the Journal.

In response to the President’s questions, the Editor explained that he would prepare and send a detailed budget to the Council by the first quarter of 2018.

*What does it take for one to have hardcopies of the volumes of the journal?*
Printing hardcopies of the journal would be at an additional cost.

*Can the number of issues and editions be increased to contain the number of manuscripts?*
Yes, the journal is open-access so there is no limit; many issues can be published.
How can payments be made easier for members?
Prof Odimegwu suggested that payments be made through the UAPS online payment system, SlydePay. However, the Treasurer mentioned that the Union pays much to transfer money to South Africa therefore, a new bank account should be opened for UAPS in South Africa; she advised.
To do this, UAPS must be registered as an NPO in South Africa, the Editor explained.

The President assigned Dr Leon to take care of these processes on behalf of the Union since he’s resident in South Africa.

How can members be cautioned not to publish in predatory journals?
The President suggested that members should be given access to Jeffery Beal’s list of predatory journals so as to check up name of journals before publishing in them. The Editor also mentioned that members can access same function in Scopus.

How can the Union raise funds to sustain and support the Journal?
The President suggested that the Union should consider handing over the APS to big publishing house. He explained that, the Union would in turn earn some dividend from publishing houses. The Editor mentioned that he had already contacted Taylor& Francis and Springer but both publishing firms asked for the financial budget of the APS journal and how much of it UAPS can provide.
Dr Yovani also suggested that members pay to publish at different discounts such that paid up members would pay least price or pay nothing to publish in the journal.

Suggestions to the Editor
Prof Soura suggested that the date (month) of publication should be stated on the journal or on the APS website. He added that members should be reminded regularly of submission deadlines.

The Vice President admonished the Editor to demonstrate clearly the use of funds as the entire Council sought to have an idea of the financial expenditure of the APS journal. He also encouraged the Editor to increase correspondence between him and Council members.

Finally, the President thanked the Editor for his presence and for the report on the running of the APS journal.

The Editor ended his report by encouraging all Council members to be ambassadors of the journal.

Planning for 8th APC preparatory meeting (s) in 2018
The President explained that full preparations towards the APC would begin after a trip is made to Uganda to meet the officials and to secure a venue. It is hoped that the trip would be made in February 2018.
Dr Yovani mentioned that;
A budget of $400,000.00 has been presented to the Uganda government. The Uganda Bureau of Statistics and the UNFPA are to support in financing the 8th APC.

18th November is African Statistics Day in Uganda therefore; funds for the celebration would be incorporated into the 8th APC since it is also scheduled for November, 2019. He suggested that a pilot conference or workshop be organized in East Africa to make people aware of the main conference in 2019.

The President expressed his contentment about the enthusiasm the Uganda government is displaying towards hosting the APC in 2019. He acknowledged that the Union is re-gaining its old glory.

**Fund raising plans; Re-engaging funders and donors**
The President encouraged the Treasurer to spearhead the soliciting of funds. In response, the Treasurer sought to know what broke the trust of past donors.

Briefly, the President explained that the past management of UAPS were operating an unsustainable expenditure; much was being paid to the Executive Secretary as salary. Also, 60- 70 percent of funds was being used as payment of staff and not for scientific activities. There were also issues of financial embezzlement; misappropriations of funds.

The Treasurer mentioned that the Council has to seek for core support for the Union. She suggested that UAPS collaborates with two (2) or three (3) institutions to write a proposal to Welcome Trust to organize workshops for members. She also sought to know if private institutions like MTN can be contacted for support.

The Vice President encouraged Prof Bedrouni to engage his government in funding UAPS activities. Dr Yovani suggested that Angola government officials be approached for support too.

The President advised that a committee be set up within the Council to handle the subject of funding. He proposed the Vice President, the Treasurer, the Representative for West African and Central Africa should be on this committee.

**Regional Representative Plans for 2018**
**North Africa**
Prof Bedrouni explained that he has plans to;
- Write to the Cairo Demographic Center (CDC) to help organize activities; a national seminar in Algeria.
- To promote the APS journal by posting the website link of the journal on the Facebook pages of demographers in North Africa. Fortunately, the requirement for publishing in a journal is that the journal must be indexed in Scopus.
The President encouraged Prof Bedrouni to contact the enthusiastic and committed members in North Africa. He also re-touched on members’ suggestion that the Regional Representatives should have contacts of all the universities in the regions of Africa.

Prof Soura, Representative for West Africa suggested that a mail list be created for West African members only and the password and account name be sent to him. In response, the Coordinator explained the challenges in getting members to update their email addresses. She suggested that UAPS members be addressed through the IUSSP newsletter to get the attention of members.

Central Africa
Prof Emina, Representative for Central Africa reported that he is;
- Working on publishing a special issue
- Working on reaching demography-based institutions. He explained that, he already has contacts at IFORD however; he is yet to get contacts from Angola and Equatorial Guinea.
- Working to organize a workshop at which he is expecting to launch the special issue

South Africa
Dr Swartz reported that he is has plans to work with PASA on a population-related project. He also seeks to organize a workshop before the 8th APC.

Eastern Africa
Dr Lubaale reported that he seeks to come out with a group of demographers in East Africa but he currently has no contacts in Somalia, Djibouti and Eritrea.
Prof Bedrouni mentioned he would send him contacts of some people in Djibouti.

Collaboration with DPS Botswana
Ms. Thandie met with Representatives from Botswana however she wasn’t present to give a report on their meeting.

AOB
The Secretariat suggested to the Council members the need for a corporate card. The Council convened to the idea.

The Council discussed the theme for the 8th APC; Prof Emina suggested that: “Environment” in theme is replaced with “Population”.

The President mentioned that the Council works to revive small grants.

Dr Yovani encouraged Dr Sah to be a UAPS Ambassador wherever she goes. He also advised her to present papers for publication and for presentation at UAPS conferences. Dr Sah thanked the Council especially Prof Codjoe for their support.
Closing
Dr Dela moved for the closure of the meeting and Dr Leon seconded. The President thanked all and encouraged them to continue with their enthusiasm. The meeting came to an end at 1:42pm.

Annex 2

Minutes for UAPS members’ meeting at PAA, 28 April 2017, Chicago, USA

Date: Friday, April 28 2017
Time: 6:30 pm
Venue: Private dining Room 4, Hilton Chicago Hotel, Chicago
Attendance: 18

Agenda

- Opening and welcome remarks by President
- Activity Highlights of 2016
- Updates on 8th APC 2019
- Financial Report
- Any Other Business
- Closing

The Meeting commenced at 6:30 pm with an opening, and welcome remarks by the President.

Activity Highlights of 2016

He also provided a summary of the Union’s activities undertaken in 2016. The presentation covered activities of the Secretariat, Council meetings, the re-introduction of the UAPS Newsletter, UAPS regional activities and progress made on securing a host country for the 8th APC. Details of this presentation can be found in the 2016 report which is also available on the website.

Updates on 8th APC 2019

The president reported that the Union had been liaising with representatives in Uganda and Rwanda.

Uganda
The Eastern Africa Representative, Dr Yovani Lubaale had been liaising with representatives of the Ugandan government. As at the time of the meeting at PAA, Uganda has expressed interest
to host the conference and UAPS was awaiting the official letter of interest from the Ugandan government.

**Rwanda**

Some contacts from the National Institute of Statistics, Rwanda had noted that the institute could be interested in hosting the conference. However at the time of the meeting no other communication had been received from Rwanda.

After the presentation, some members asked about the criteria of selecting host countries. The president responded that there was an African Population Conference guideline which stipulated the process of selecting a host country for the conference. He also noted that according to the guidelines, the host countries should be selected in a representative manner such that all regions on the continent have an opportunity to host the conference. In response to this, some members wanted to know why no country in North Africa had hosted the conference. The president responded that apart from following guidelines, UAPS is always flexible to prioritize countries which showed the most interest to host the conference, and also had other favourable conditions to facilitate all the logistics that such a conference might entail. He quoted an example that he had received an invitation to attend a population event in Egypt, yet his attempts to get a visa failed.

**Financial Report**

The president also presented the 2016 financial report. After this presentation, discussions focused on improving sourcing of funds for the Union.

Firstly, members sought to know about the membership status of UAPS institutional members which include:

- The Regional Institute for Population Studies (RIPS) University of Ghana, Ghana
- African Institute for Development Policy (AFIDEP) Kenya
- African Population and Health Research Centre (APHRC) Kenya
- Institut Régional de Santé Publique, (IRSP) Benin
- Institut Supérieur des Sciences de la Population (ISSP), Burkina Faso

It was suggested that the Institutional members who had not paid dues be encouraged to pay their dues since they pay more substantial dues of $500 yearly. It was also recommended that UAPS increases its institutional membership base by seeking and engaging other population institutions who might be interested in becoming institutional members. Members also suggested that UAPS explore more ways of raising funds during African Population Conferences. The President lauded all these recommendations. The president added that since the July 2016 Council meeting, the council had resorted to meeting virtually in order to reduce the cost of face-to-face meetings. A feedback to this suggestion was that in an ideal situation the council should be able to meet physically just like it is done with other population associations like the IUSSP.
Members then recommended that UAPS could approach some institutions including former sponsors like Hewlett Foundation for funding. In response to this suggestion, the president cautioned that due to some challenges in the past, it is prudent for UAPS to improve its image before approaching such institutions for support.

Other Discussions

Membership turnout during meetings at PAA

Members at the meeting also raised concerns that few UAPS members present at PAA are able to attend UAPS meetings organized during PAA. Members reasoned that it is because many other side meetings take place simultaneously causing some members to shuttle between various meetings.

Role of UAPS at the 28th International Population Conference of the IUSSP

Members sought to know the role UAPS will be playing during the conference. The president responded that the Southern Africa UAPS Representatives, Dr Leon Swartz and Ms. Thandie Hlabana represented UAPS in some of the planning processes for the Africa Day sessions. Thus, apart from the UAP members who will be present as presenters or session organizers, there will be UAPS council members acting as chairs and discussants in sessions of the Africa Day during the conference.

The president further reminded members present that they were to always promote the agenda of UAPS when such opportunities arise. He thus, encouraged members present who were to play key roles in the conference to use the opportunity to promote the agenda of UAPS.

Closing

The president thanked members present for their participation and encouraged members to keep up their commitment and investment in UAPS in order to ensure the success of the Union.

Annex 3

Minutes of the UAPS Members’ meeting in Roof Terrace Room, 2nd Floor
Cape Town International Convention Centre (CTICC) - Cape Town, South Africa.

Date: Tuesday, October 31 2017
Time: 7PM – 9PM

Venue: Roof Terrace Room, 2nd Floor, CTICC, Cape Town
The meeting was opened by the General Secretary, Ms Thandie Hlabana who was the program director of the meeting.

1. Welcome remarks
The President, Professor Samuel Codjoe, welcomed members and thanked them for their presence. He also acknowledged the presence of some union dignitaries (including Prof Cheikh Mbacke, Dr Eliya Zulu; Prof Kobiane - former Presidents of UAPS amongst others), the Ugandan delegation and Chairs of the various thematic panels.

2. Minutes of previous meeting during 7th APC 2015
This agenda item was postponed to be presented at the next General Assembly as it is the minutes of the last General Assembly meeting. However the General Secretary mentioned a few points that were recorded during the last General Assembly meeting that needed immediate attention. She reported that it was proposed that the Constitution of the Union for African Population Studies (UAPS) needed to be reviewed such that;
3. Regional members would be the only ones to elect their own Representatives.
4. The President and the Vice President should not be from the same region.

5. **Updates from the Secretariat**
The General Secretary gave a very brief report explaining that there has been constant communication with members through emails and the website. There has also been release of newsletters to members. Members were encouraged to contribute to the Union’s website by sending in opportunities and announcements to be shared with other members.

6. **Updates of UAPS Activities**

*Council meetings*
The Vice President reported that in order to minimise cost, the Council has had only two (2) face-to-face annual meetings, but several (quarterly) meetings have been held online via Skype. This has been found to be very productive for the council.

*Scientific Panels*

**Gender panel**
Chairs of the various thematic panels present at the meeting gave a brief plan of their work. Dr Madeleine Wayack Pambe, chair of the gender panel, presented to members the action plans of the panel for the next two (2) years. She explained that a panel group is still being formed so she encouraged members from Northern, Southern and Eastern Africa to join in.

Dr Ousmane Faye who is a group member of the Gender panel suggested that a panel on Ageing be created.

**Migration Panel**
Prof Sally Findley, co-chair of the Migration panel, explained to members that migration is currently a topical issue so she entreated members to join the panel group.

**Capabilities Panel**
Prof Claudine Sauvain-Dugerdil, chair for the panel on Capabilities approach in population studies thanked UAPS for the opportunity to chair the panel. She also presented a summary of what the panel entails.

**Fertility Panel**
Professor Akim Mturi and his team were not present to report on their activities.

**Regional Activities**

**Central Africa**
Prof Jacques Emina, the Representative for Central Africa, announced that a special edition “Santé sexuelle et reproductive d’adolescents d’Afrique centrale” is in progress. He added that
he seeks to hold a mini Conference or seminar at which the Vice President would be present. He explained that it would be an opportunity to enrol new members into the Union.

**South Africa**

Dr Swartz Leon, Representative for Southern Africa, reported that the Department of Social Development – South Africa has made a contribution of 50,000.00 ZAR (South African Rands) towards the African Population Studies Journal. It is hoped that the amount would be increased next year. He has also been attending Population of Association of Southern Africa (PASA) annual conferences where he’s been making presentation to attract more members to the union.

Ms. Thandie also reported that an ongoing discussion to collaborate with the University of Botswana in organizing a regional conference/training workshop. This activity is envisaged to be launched in June/July 2018. This collaboration would be harnessing expertise. She added that in order to promote the use of population data in Lesotho, she has been approached by UNDP – Lesotho, to collaborate with UAPS in organizing a local conference which a call for papers would be shared with union members to analyse any data on Lesotho.

**West Africa**

The Representative for Western Africa, Prof Soura Abdramane presented the house with updates on activities undertaken in Western Africa. He reported that, a call was launched to publish a supplement on West Africa demography. He explained that though it has not yet been published, the initial plan was to publish the supplement at the IUSSP Conference in Cape Town. Prof Soura complained that more papers in English than in French were submitted; only two (2) French manuscripts were submitted and called for more Francophone participation.

Prof Soura also mentioned that a mail list of demographers in West Africa was created and emails sent to them. However, many of the emails failed. He explained that support is needed in creating a working mail list of all UAPS members in Western Africa. A reviewer of the supplement on West Africa demography commented that, it is a challenge getting UAPS members to assist in reviewing papers. He therefore urged members to accept invitations when called upon to assist in reviewing papers.

Prof Soura ended his report explaining that the supplement would hopefully be published before the end of the year 2017.

**North Africa**

Prof Mohammed Bedrouni, the Representative for North Africa gave a brief report. He reported that efforts were made to mobilise persons to participate in the activities of the Union. It was at this meeting that a North African meeting with the council was proposed.

**East Africa**

Dr Yovani Lubaale, the Representative for East Africa announced to the house Uganda’s interest to host the next African Population Conference (8th APC). He explained that the Uganda government has already confirmed to UAPS its readiness to host the 8th APC. Dr Yovani further
explained why Uganda is the best country to host the 8th APC, highlighting venues and political stability in the country. A delegation from Ugandan government was also introduced in the meeting.

7. Financial Report
The UAPS Treasurer presented the financial report (Annex 1) of the Union. She reported that this year, the Union received its highest amount of membership dues. She therefore congratulated members for their commitment in paying membership dues. Currently we still pay dues through IUSSP website, UAPS website and to regional representatives.

8. APS Journal Updates
The Editor of the APS, Prof Clifford Odimegwu presented to the house updates on the management of the APS Journal. He reported that he has been successful to get the journal into Scopus and ISI. He mentioned that there are associate editors who assist in reviewing papers and that the editorial team has never failed to publish on schedule since the management of the Journal was handed to him.

The Editor also informed the house that discussions with the UNFPA regional office in South Africa seeking support for the commemorative issue of the APS are underway as the IPC is the first IUSSP Conference in South Africa.

He acknowledged the University of Witwatersrand for their assistance in hosting the journal. He also thanked Dr Bruno and Prof Soura for their assistance in organizing manuscripts from francophone members as there was low submission from Francophones.

In addition, he mentioned some of the challenges the APS Journal faces. He explained that there is low citation of the APS Journal by members, low submission of papers and less traffic on the APS website. He explained that at a point in time, he bought a mail list from the United States in order to promote the journal. Regarding the low citation of the journal, the Editor appealed to the Professors and the panel Chairs to purchase and direct people (students) to the APS journal or website. He used the opportunity to thank Prof Claudine for publishing a special issue in the APS journal. The Editor also encouraged students to use the journal for their researches.

The President spoke a little on this subject as Dr Yovani had already reported on it while presenting his report as the Representative of Eastern Africa.

The President explained to the house that a preliminary theme has been provided to the Ugandan government officials to enable them facilitate processes involved in getting a confirmation letter to host the 8th APC. However, he added that the theme provided is subject to change and members are welcome to forward suggestions.

The President proceeded immediately with AOB and Closing on the Agenda.
10. AOB
The President called the house to a minute of silence in memory of the late Prof John Oyaro Oucho who was one of the founding members of UAPS and Secretary General of the Union.

The President moved to encourage other institutions to come on board as institutional members of UAPS.

He also shared with the house that, the UAPS Secretariat Coordinator would be leaving for a post-doctoral position in Canada. He commended Dr Nancy for her support and sang praises about the role she played in running the activities of the Secretariat. A gift will be forwarded to her in her farewell on behalf of UAPS.

The President thanked members explaining that, it is an encouragement to have members attend the meeting in their numbers.

- Suggestions from the floor
Mr. Kamel Esseghairi gave a few suggestions. He mentioned that,
  - Members should have direct access to contact addresses of the Council members.
  - A panel should be created on the SDGs.
  - He also spoke about how to raise funds for the Union.

The President thanked Mr. Kamel for the suggestions and encouraged him to see his Regional Representative, Prof Bedrouni to share with him all his ideas.

Members, especially students and practitioners were also encouraged to publish at least once a year in the APS Journal to promote its visibility. It was also mentioned that, associations from different universities must come together to organize debates; this would help promote the visibility of UAPS in many institutions.

In response to this suggestion, the President proposed that there should be a student representative on the UAPS Council.

Closing
The President thanked the house for contributing to a successful meeting.
The meeting came to an end at 9:10 PM. Members moved out to enjoy a light dinner that was served at the meeting.

Annex 4

Minutes of Round-table meeting with Members of North Africa
CTICC, Cape Town
Date: 3rd November, 2017
Time: 7:00pm

Attendance: 19

Objective: Increase and improve the participation of North African members in the activities of UAPS.

The President welcomed the North Africa members thanking them for responding to his call for an impromptu but important meeting. He explained to them the objective of the meeting.

Ms. Zahia Ouadah-Bedidi started by explaining that North African members are not active in the activities of the Union probably because, major activities are only held every 4 years and other activities are also only organized during IUSSP/PAA Conferences.

Prof Soura, the Representative for West Africa agreed with Ms. Zahia on this point explaining that the same problem cuts across the other regions.

The North Africa members at the meeting explained that there is lack of communication; they do not receive mails from UAPS.

The President admonished the Secretariat to maintain the contact details of the North African members present at the meeting. He also encouraged the Representatives to constantly follow up on members.

Mr. Mahmoud sought to know how well UAPS works with the government. The President explained to him that the UAPS is a non-governmental organisation, it is rather scientific.

Suggestions
Dr Yovani suggested that the regional representative should organize mini-conferences at which awareness about UAPS would be created.

Mr. Eldud also suggested that awareness should be created in Universities through departments. In response, the President sought to know which universities in Algeria would be prepared or can support the Union to host activities.

Ms. Zahia Ouadah-Bedidi also suggested that the Union should

- Organize a lot of workshops and seminars for PhD students; inform them about the benefits of being a UAPS member.
- Conduct a survey so as to have members’ take on the IUSSP conference.
The President encouraged Prof Bedrouni, the Representative for North Africa to search for demographic institutions in North Africa and establish contacts with them.

He also mentioned that in order to increase the presence of North African members in UAPS, it would be better to begin with organizing activities in each country in North Africa. Thus, he asked members to help organize an activity to promote UAPS in Egypt. Mr. Amr explained that the Young Statisticians Association could be of help.

Ms. Zahia with the accord of members present suggested that long and short-term plans and objectives be drawn for the Union on the subject of discussion; increasing and improving the participation of North African Members in UAPS.

The meeting came to an end at around 9:00pm.

Annex 5

Sample of E-plaque and Thank you note from the President to Gold Star members
Subject: Congratulations- UAPS Goldstar Member (2010- 2016)

Dear (name of member),

I would like to take this opportunity to express my heartfelt thanks to you for your participation in the Union for African Population Studies (UAPS). UAPS is celebrating her members who have been consistent in paying their dues every year from 2010 - 2016. The UAPS Council appreciates you for your investment in the Union throughout the years.

It is our members’ investment (dues) that contributes to covering the operational activities of the Union geared at securing support to promote contribution to scholarship in ways that foster the visibility of research on African population.

We look forward to sharing the Union’s activities with you in our quarterly newsletter.

Thank you for your investment in UAPS/UEPA.

Sincerely,

Prof. Samuel N.A. Codjoe,

President, UAPS