
Agenda 1: Activity Report 2019

Fiscal Year 2019 (1 Apr 2019 – 31 Mar 2020)

Introduction

The activity plan for the fiscal year 2019 was designed to adhere fundamentally to the continuing development of the following five (5) themes.

1. Forming and developing the international network
2. Contribution to society by progressing researches and practices
3. Contribution to society with human resource development
4. Functional operation
5. Organizational operation

The achievements for each theme are summarized herein.

1. Forming and developing the international network

A) Quarterly publication of IPA Newsletter

The quarterly publication of the IPA Newsletter has been continuous in the fiscal year 2019 as follows.

• Vol.4, No.2	June 2019	21 pages
• Vol.4, No.3	September 2019	32 pages
• Vol.4, No.4	December 2019	40 pages
• Vol.5, No.1	March 2020	31 pages

IPA Newsletters have been distributed to 2,500 readers in the world, not only IPA members but also all the participants of the international conference, the seminars on Press-in technology, the members of IPA Technical Committee and others. The bound version No.3 in hardcover compiling 4 issues (Vol.4 No.1 to No.4) during 2019 was published in March 2020.

B) Periodic convening of Press-in seminars, symposiums and conferences

a. The Press-in Engineering Seminar:

The 11th IPA Press-in Engineering Seminar in Tokyo 2019 was held at a conference room of the Japanese Geotechnical Society (JGS) in September 2019: the state-of-the-art technology for estimation of subsurface information by utilizing data obtained during press-in piling. About 70 participants attended this seminar. The report on the Seminar is found in the Newsletter Vol.4, Issue 4, December 2019.

b. TC Symposia:

The Steel Sheet Pile Symposium organized by the Technical Committee 3 (TC3: Expansion of Applicability and Assessment of Seismic Performance of Partially Floating Sheet pile (PFS) Method -Chaired by Prof. Otani, Kumamoto University) was held in October 2019 at King Mongkut's University of Technology Thonburi (KMUTT), in Thailand, with 50 participants. The report on the Symposium is found in the Newsletter Vol.4, Issue 4, December 2019.

c. International Conference (ICPE2021):

The second International Conference on Press-in Engineering (ICPE2021) is planned to be held at Kochi University of Technology (Kami-city, Kochi) on 19th and 20th June 2021. Prof. Tatsunori Matsumoto was appointed the chair of the organizing committee and visited the Governor of Kochi Prefecture in May 2019 and February 2020, and the organizing committee was established in October 2019. The main theme of the conference is "Evolution and Social Contribution of Press-in

Engineering for Infrastructure Development, and Disaster Prevention and Mitigation”, and the organizing committee has invited Distinguished Professor Yozo Fujino (Yokohama National University) and Professor Mark Randolph (University of Western Australia) as keynote speakers and received their approval. Call for abstracts was announced in November 2019.

C) Periodic interaction with other organizations in various countries and expanding IPA network

a. South America

Associate Prof. Marcos Massao Futai (Geoinfra, University of Sao Paulo, Brazil), who was appointed as an IPA director, gained a deeper understanding about IPA activity and Press-in technology through the Board of Directors meeting and a facility tour at the headquarters, GIKEN LTD..

b. China

IPA has continuously expanded the network in China by joining in two international/technical forums organized by China Civil Engineering Society (International/technical forums are described in 2. B. e.). The IPA President visited Guangzhou Lantian Shouhui Ltd. which owns pressing-in machines, exchanging technical information and point-of-view.

c. Japan

The first technical committee in collaboration with Japan Press-in Association (JPA) was held in June 2019. Thereafter JPA technical members participated in Construction management Working Group of IPA-TC4, “Vertical performance and construction management of sheet piles installed by the Press-in Method and tubular piles installed by Rotary Cutting Press-in Method”.

d. IPA Network

In collaboration with Prof. Chun Fai Leung (IPA Vice President, National University of Singapore) and the regional office in Singapore, IPA seminars on Press-in Technology were prepared in Indonesia (Refer to 2. B. e). Furthermore, based on the suggestion from Dr. Nor Azizi Bin Yusoff (IPA Vice President, Universiti Tun Hussein Onn Malaysia), a basic agreement was discussed in regard to the collaboration research between Construction Research Institute of Malaysia (CREAM) and IPA.

2. Contribution to society by progressing research and practice

A) Enhancement of research activities by Technical Committees

The activities of technical committees are as follows:

a. Technical Committee 1 (TC-1)

Research Subject: Application of cantilever type steel tubular pile wall embedded to stiff ground

Chair: Associate Prof. Jiro Takemura (IPA Director, Tokyo Institute of Technology)

Number of members and organizations: 19 members from 14 organizations

Activity:

- TC-1 was supposed to be a three-year plan research activity from 2017, but TC-1 proposed an extension of one year, the fiscal year 2020.
- In the fiscal year 2019, one plenary meeting and eleven working groups meetings were held (4 working groups: WG1 on design method, WG2 on centrifuge model test, WG3 on numerical analyses and WG4 on case study of construction).
- Three research papers were submitted to GEOTECH HANOI 2019 which was an international conference in Vietnam.
- A final report was originally planned to be submitted within the fiscal year of 2019, but is scheduled to be submitted to the IPA Research Committee in November 2020.

b. Technical Committee 3 (TC-3)

Research Subject:

- Expansion of Applicability and Assessment of Seismic Performance of PFS (Partial Floating Sheet-pile) Method

Chair: Prof. Jun Otani (IPA Director, Kumamoto University)

Number of members and organizations: 25 members from 21 organizations

Activity:

- TC-3 is a three-year plan research activity from 2017, and the fiscal year 2019 was the last year for this activity. TC-3 proposed an extension of one year, the fiscal year 2020.
- In the fiscal year 2019, one plenary meeting and 6 working group meetings were held (5 working groups: Survey WG, Experiment WG, Analysis WG, Design WG and Overseas WG).
- Two research papers were submitted to GEOTECH HANOI 2019.
- A final report including the draft of the design manual was originally planned to be submitted within the fiscal year of 2019, but is scheduled to be submitted to the IPA Research Committee in November 2020.

c. Technical Committee 4 (TC-4)

Research Subject:

- Vertical performance and construction management of sheet piles installed by the Press-in Method and tubular piles installed by Rotary Cutting Press-in Method

Chair: Dr. Stuart Haigh (IPA Director, Cambridge University)

Number of members and organizations: 27 members from 21 organizations

Activity:

- TC-4 is a three-year plan research activity from 2019, and the fiscal year 2019 was the initial year for this activity.
- In the fiscal year 2019, 5 meetings of the three working group meetings were held (Construction management WG, Vertical performance assessment (Japanese issues) WG, Vertical performance assessment (International issues) WG).
- Reviewing the researches and the design codes on the methods of estimating the vertical performance of jacked piles from the existing subsurface information, in terms of capacity, stiffness and group piles.
- Discussing the effect of the piling process, by reviewing researches on small scale model tests.
- Two temporary load tests utilizing a Pressing-in machine were conducted: One was in the facility of Fujii gumi Co., Ltd. (Osaka, Japan) and the other was in the facility of GIKEN LTD. (Kochi, Japan).

B) Global dissemination of the Press-in Method

Three main activities have been conducted in the fiscal year 2019, such as publication of technical books, multilingualization of the Press-in handbook and holding Seminars.

a. Design and construction manual of the Press-in Method, March 2020 (in Japanese)

This manual was published in March 2020 as a 2020's version. The purpose of the revision was below: (i) Contents should be consistent with the Japanese standard "Technical Standards and Commentaries for Port and Harbour Facilities in Japan" (The Ports and Harbours Association of Japan, 2018) and "Specifications for Highway Bridge" (Japan Road Association, 2018), (ii) Contents should be consistent with "Press-in retaining structures: a handbook (the first edition)" (IPA, 2016), (iii) Contents should be updated by the information for the last five years (*i.e.* functions and applications of Press-in technology, research results and so on), (iv) Improvement in convenience for readers by collecting new applications as well as classifying applications in a systematic manner.

The editorial committee, consisting of 16 members from academic and research organizations

met three times (March, June and November 2019) in order to review the manual so that Press-in method would be fairly and neutrally described.

b. Press-in retaining structures: a handbook (Second edition)

The revision of “Press-in retaining structures: a handbook” has been conducted since February 2020. In the fiscal year 2019, a part of “Design and construction manual of the Press-in Method, March 2020” was primarily translated into English. The revised version of the handbook is planned to be completed in the early part of the fiscal year 2020.

c. Multilingualization of the Press-in Handbook

(a) Chinese version

The Chinese version of the Press-in retaining structures: a handbook was published in October 2019 through China Architecture and Building Press (CABP): this book was translated into Chinese by Prof. Limin Zhang (IPA Director, HongKong University of Science and Technology), and was reviewed under the supervision of Prof. Jianmin Zhang (Tsinghua University).

(b) French version

The publication schedule of the French version was modified according to the delay of the publication of “Press-in retaining structures: a handbook (Second edition)”.

(c) Other languages (Russian proposal)

Ditto. Item 2. B). c. (b)

d. Technological books

(a) Case history volume -1

“Case history volume - 1” was issued in June 2019: 28 applications of Press-in technology were compiled by the IPA Research Committee.

(b) The introductory book on Press-in Technology

The introductory book on Press-in Technology was written and edited by four co-authors including Dr. Masaaki Terashi (IPA Director, GIKEN LTD.) who serves as a corresponding person with the publisher. The contract with CRC press/Balkema was agreed and the book is to be published in fiscal year 2020.

(c) Papers of ICPE2018

Individual papers in the Proceedings of ICPE2018 has been on sale in the IPA website since July 2019.

e. Seminars on Press-in Technology

(a) China

IPA took part in the following two international/technical forums organized by China Civil Engineering Society (CCES), promoting the Chinese version of the Press-in retaining structures: a handbook: With regard to the Chinese version, refer to 2. B. c.

① The 4th International Forum on Urban Flood Control and Drainage Capacity (IFUF)

The 4th IFUF was held in Guangzhou City on 14 and 15 November, 2019 and approximately 500 participants from 6 countries participated. IPA joined this forum as a co-organizer and the IPA president delivered a lecture entitled “Countermeasures against Urban Flooding in Japan” as a keynote speaker, introducing some applications of Press-in Technology in Japan and the possibility that the Press-in technology is applicable to China.

② The 19th Waterproof and Drainages Technology Forum

The 19th Waterproof and Drainages Technology Forum was held in Nanning City from 21 to 22 November, 2019 and 160 experts attended. Prof. Xiaoduo OU, who is a president of Guangxi Ruiyu Construction Technology Co., Ltd. (IPA Corporate member), delivered a lecture as a keynote speaker, introducing the IPA activity and the publication of Chinese version of “Press-in retaining structures: a handbook”.

(b) Southeast Asian Nations and Areas

IPA had been working with each local organizing committee for several months to prepare two seminars in Taiwan and Indonesia. Unfortunately, it was decided on IPA directors’

endorsement to postpone the seminars until the threat of coronavirus is clear.

C) Award granting

Members of IPA were encouraged to submit recommendations to the following awards at the end of the fiscal year 2018.

- 1. Outstanding Project Award**
- 2. Innovative Technology Award**
- 3. Distinguished Research Award**

Based on deliberation of the Award Committee, award winners were decided in June 2019. Newsletter, Volume 5, Issue1, March 2020 included a report on those awards.

D) IPA Library (collection of books)

The IPA library was opened in June 2019 and the privilege of reading and borrowing from the IPA Library without charge was granted to IPA members. The current number of books is 528 after adding 199 books in this fiscal year.

3. Contribution to society with human resource development

A) Conducting consecutive research and educational programs through Technical Committees' activities with participation of young researchers and engineers.

Six young researchers and engineers joined the Technical Committee 4 (TC-4) composed of three working groups (Refer to 2. A). c). 20 students from KMUTT participated in a symposium for academic groups and young researchers and engineers organized by IPA Technical Committee 4 (TC-3)

B) Soliciting young researchers and engineer's participation in the editing process of technological books and papers with respect to the Press-in technology.

Over ten (10) young researchers and engineers were invited to participate in the editing process of Press-in Manual in Japanese, Press-in Handbook in English, Case History volume-1 and Press-in Introductory Book.

C) Forming an international network for the cultivation of young researchers and engineers throughout the world.

Opportunities for students, young researchers and experts to expand their network through IPA seminars were offered in China (Guangzhou, Nanning).

D) Driving collaboration activities with the Japan Press-in Association (JPA) for viable study or research work.

As a way to develop collaborative activity with JPA through TC-4, one young engineer from a JPA corporate member joined TC-4 activity.

4. Functional operation

A) Recruitment of Directors to enhance IPA activities as well as the cultivation of the next generation in the organization.

As a result of recruiting IPA Directors with area consideration for diversification of IPA activities, new IPA Directors were selected from the Philippines, Brazil, Tunisia and Japan at the IPA General Assembly. Additionally, the nomination committee prepared the short list including candidates from US, Australia, Vietnam and Japan for the directors for the General Assembly with a view to "Alternation of generations."

B) Aiming for globalization through enhancement of the possible establishment of IPA Regional Office.

The Regional Office in Singapore with Prof. C F Leung (IPA Vice president, National University of Singapore) is preparing the Board of Directors meeting and seminar in Singapore in 2020.

C) Aiming for economic self-sustainability operation

IPA kept applying the economic self-sustainability principle to events. The following seminars/forums/symposium were held in the fiscal year 2019 with this principle:

- 11th IPA Press-in Seminar 2019 in Tokyo (Japan)
- International/technical forums in China
- Steel Sheet-Pile Symposium in KMUTT

5. Organizational operation

A) Better services for IPA members

a. Services for IPA members

The following services continued:

- (a) Participation in the IPA global network through IPA activities including Technical committees for research works
 - (b) Receiving the IPA Newsletter periodically with valuable information
 - (c) Browsing research papers through the IPA membership site
 - (d) Admission and registration to conferences, seminars, symposia with special rate
 - (e) Submission of papers to proceedings for conferences
 - (f) Facilitation of IPA website and membership site
 - (g) Operation of IPA Library (Refer to 2.D).
- b. Implementation and development of the IPA website and membership site continued, providing better content and improving the privilege.
- c. IPA Directors' website has been in service since January 2020. The website facilitates IPA Directors participating in IPA activities and accessing documents related to past IPA Board Meetings and others.

B) Amendment of Constitution, By-laws, and Regulations

Amendment of constitution, by-laws, and regulation for improving IPA's operation was unanimously approved and the draft was created to acquire approval at the General Assembly and Board Meeting of the fiscal year 2020.

6. Others

A) General Assembly

The General Assembly was held during the period of 10th June to 24th June 2019 (fifteen days), approving the new board members together with the "Activity Report" and "Income and Expenditure Statement" for the fiscal year 2018 and the activity plan and Budget for the fiscal year 2019.

B) Board of Directors meeting

The Board of Directors meeting was held on 4th July 2019 in Tokyo with the participation of 20 directors and 2 auditors. The directors unanimously approved proposals on vice presidents, chairpersons of the standing committees, awards, IPA regional offices, publications, activities of the technical committees and the launch of the IPA library. After the meeting, some directors visited a press-in construction site and facilities of GIKEN LTD., and enhanced their knowledge of the Press-in technology.

The e-mail discussions and decisions among Board of Directors were made in the following. (1) IPA support to CREST2020 (1st International Symposium on Construction Resources for Environmentally Sustainable Technologies) dated on August 19, 2019, (2) Nomination of new Board Members (term 2020-2021) dated on December 16, 2019, (3) Procedures for election of the next IPA President dated on January 22, 2020, (4) Postponing the IPA seminars dated on February 6, 2020, and (5) Nomination of the next IPA President (2020-2021) dated on March 13.

C) Steering Committee

The Steering Committee consists of the President, all the chairpersons of the Standing Committees. There were two meetings on 11th November 2019 and 3rd March 2020 in the fiscal year 2019. The main agendas of the meetings including 2nd ICPE preparation, an activity report of

the fiscal year 2019, activity plan of the fiscal year 2020 and the agendas for the next Board of Directors meeting and General Assembly.

D) Standing Committees

The Standing Committees' meetings (Research, Award, Development, Publicity and Administration Committees) were held upon chair's call in July 2019 and executed the activity plan 2019 based on the "terms of reference" for each Committee.

E) Memberships

Numbers of IPA members as of 31st March 2020

Individual members	675	[Last year	619	(+56 increased)]
Student Members	26	[Last year	13	(+13 increased)]
Corporate members	54	[Last year	54	(No change)]

Agenda 2: Income and Expenditure Statement for 2019

Income & Expenditure Statement for the Fiscal Year 2019

Period : 1st Apr. 2019 - 31st Mar. 2020

(Unit: JPY)

Items	2019 Budget	2019 Actual	Note
I Operating Activity			
1 Operating Income			
① Membership Fee			
Individual Member's Annual Fee	6,500,000	6,680,000	668 members (as of the end of the FY 2019)
Corporate Member's Annual Fee	7,300,000	7,400,000	54 members (as of the end of the FY 2019)
② Contribution			
Contribution	16,000,000	16,000,000	
③ Miscellaneous Income			
Research commission	4,000,000	3,300,000	
Sales of Books	7,000,000	6,635,560	Design and construction manual of the Press-in Method - March 2020 (JP version), etc.
Other Income	0	23,192	
Total Operating Income	40,800,000	40,038,752	
2 Operating Expenditure			
① Expenditure for Conference and Seminar			
1st International Conference on Press-in Engineering (ICPE)	0	0	Preparation cost only (*Independent account for ICPE)
2nd International Conference on Press-in Engineering (ICPE)	300,000	123,680	Preparation cost only (*Independent account for ICPE)
11th IPA Press-in Engineering Seminar	200,000	0	Preparation cost only (*Independent account for Seminar)
Press-in Seminars on overseas (for the Press-in Handbook)	800,000	115,003	Seminar in China (Guangzhou, Hangzhou)
② Expenditure for Publication			
Design & Construction Manual of the Press-in Method, March 2020 (JP version)	3,500,000	5,482,950	Review fee, transportation cost and printing cost
Press-in Handbook reprinting (EN version)	0	0	
Press-in Handbook 2nd edition (EN version)	2,800,000	439,085	Review fee, translation cost
Press-in Handbook (CN version) - editing fee in China	0	0	Completed in 2018
Press-in Handbook (CN version) - publication cost*	2,800,000	56,290	Published by China Architecture & Building Press *The cost occurred in this year only.
Press-in Handbook 2nd edition (Other languages)	2,200,000	0	French, Russian, etc.
Case History Volume -1, 2019	2,000,000	2,078,258	Published in June 2019
IPA Newsletter (bound version #3)	1,000,000	1,005,510	Published in March 2020
Introductory Book on Press-in Technology	200,000	3,418	To be published in 2020 (by appointed publisher)
③ Expenditure for Research Activity			
Board of Directors' meeting / Steering committee expenses	2,200,000	2,182,685	Travel expense, etc.
Research committee / Technical committee expenses	4,000,000	3,300,000	TC1, TC3 and TC4
Awarding expenditures	100,000	80,352	Translation cost on "Outstanding Project Award", etc.
IPA library	3,000,000	2,760,957	Purchasing of books for Library facility (2nd phase)
Other activities (e.g. Participations to other conferences)	300,000	352,092	Registration cost, etc.
④ Administrative Expenditure			
Website maintenance	1,200,000	697,680	IPA website renewal and maintenance
Membership cards and certificates	100,000	23,324	
Printing expenditures	300,000	5,900	Guidance of IPA, etc.
Postage cost for international / domestic	350,000	57,470	
Communication expenses	150,000	150,943	Landline charge
Director's remuneration	10,650,000	10,840,930	
Lease expenses	3,400,000	3,806,629	Office rent, Copy machine, etc.
Outsourcing expense	2,300,000	1,713,514	Certified accountant fee, and etc.
Commission expense	400,000	319,424	Bank charges
Office supplies expense	350,000	588,228	Purchase of PC, etc.
Miscellaneous expense	200,000	134,874	
Reserve fund	300,000	0	
Total Expenditure	45,100,000	36,319,196	
Surplus / (Deficit) of Income over Expenditure	(4,300,000)	3,719,556	
II Investments			
1 Investment			
① Sales of fixed assets			
Fixed deposit refund	0	0	
Total Investment	0	0	
2 Investment			
① Acquisition of fixed assets			
Fixed deposit	0	0	
Total Investment	0	0	
Surplus / (Deficit) of Investment Activity	0	0	
III Other revenue / expense			
Non-operating income / expense	0	0	
Balance brought from the Previous Year	6,418,730	6,418,730	
Surplus / (Deficit) of the Current Year	(4,300,000)	3,719,556	
Balance carried forward to the Next Year	2,118,730	10,138,286	

Remark: The Income & Expenditure Statement of the 11th Press-in Engineering Seminar in Tokyo is attached to this agenda for reference. Please refer to "Appendix: Income & Expenditure Statement - The 11th Press-in Engineering Seminar in TOKYO".

Appendix: Income & Expenditure Statement - The 11th Press-in Engineering Seminar in TOKYO

(Unit: JPY)

Items	Amount	Note
1 Income		
① Admission Fee	185,500	IPA Members: 35 participants, Non-Members: 23 participants
Total Income	185,500	
2 Expenditure		
① Printing cost	2,850	Flyers - 600 pcs
② Shipping cost	24,661	Publications, Documents, etc.
③ Cost for venue	46,000	Venue: Japan Geotechnical Society (JGS)
④ Travel cost	25,400	Travel cost for speakers (incl. IPA Directors)
⑤ Speaking fee	60,000	2 Speakers (JPY30,000- / person)
⑥ Miscellaneous expense	5,878	Application cost for CPD program, bottled waters for speakers
Total Expenditure	164,789	
Surplus / (Deficit) of Income over Expenditure	20,711	The balances are to be appropriated to the activities of the Research Committee(RC).

In our opinion, the above statement of accounts is presented fairly in all material respects.

監査の結果、重要な点において適正に表示しているものと認める。

Date: 15 April, 2020,

Auditor Wang Guixuan
Dr. Wang Guixuan

Auditor 
Mr. Yoshihisa Fujisaki

Agenda 3: Activity Plan 2020

Fiscal Year 2020 (1 Apr 2020 – 31 Mar 2021)

IPA will continue to intensify and expand its activities based on the following themes throughout the fiscal year 2020.

1. **Forming and developing the international network**
2. **Contribution to society by progressing researches and practices**
3. **Contribution to society with human resource development**
4. **Functional operation**

The summary of the activity plan for each of the above is described below:

1. **Forming and developing the international network**

A) **IPA Newsletters**

IPA Newsletters have been published on a quarterly basis since September 2016 with many contributions from around the world, and distributed to over 2,500 readers including new readers from the participants of international conference, seminars and symposia.

The fourth bound version in a hard cover which contains the four issues to be published in the fiscal year 2020 is planned to be published in March 2021.

B) **Periodic convening of the Press-in seminars, symposia and conferences**

a. **The Press-in Engineering Seminar**

The Press-in Engineering Seminar is held for those researchers and practitioners in Japan. IPA will take advantage of the seminar to attract potential participants of the forthcoming ICPE, by widely disseminating outcomes of the research and case studies. The next Press-in Engineering Seminar is being planned to be held in Tokyo, Japan, in November 2020 as a joint seminar with the technical committee TC-1 and TC-3.

b. **TC Symposia**

The Technical Committee 1 (TC-1) will advance preparations for holding a symposium outside Japan.

c. **International Conference on Press-in Engineering (ICPE) 2021**

The second International Conference on Press-in Engineering is scheduled to be held at Kochi University of Technology (Kami city, Kochi Prefecture, Japan) on 19th and 20th June 2021. The ICPE2021 organizing committee will continue the preparations throughout this year. A call for full papers will be made in June 2020, after reviewing submitted abstracts.

C) **Periodic interaction with other organizations in various countries**

a. **China**

Through planning and preparing to participate in the international forum and conference held by China Civil Engineering Society (CCES), IPA continually strengthens and expands its global network. Also, IPA intends to take action to establish a technical committee in China.

b. **Japan**

IPA plans to hold 17 lectures in 12 cities in Japan, with Japan Press-in Association (JPA) for disseminating the “Design and construction manual of the Press-in Method, 2020 version” published in March 2020. Also, JPA corporate members continue to participate in the construction working group of the Technical Committee 4 (TC-4), “Vertical performance and construction management of sheet piles installed by the Press-in Method and tubular piles installed by Rotary Cutting Press-in

Method”.

c. IPA Network

IPA will encourage IPA Vice Presidents and corresponding members of Regional Offices to facilitate interaction activities to expand IPA network. The Administration Committee collects opinions from the Vice Presidents and considers actual measures based on their opinions. IPA also will discuss further the suggestion of joint research with the Construction Research Institute of Malaysia (CREAM) proposed by Dr. Nor Azizi Bin Yusoff (IPA Vice President, Universiti Tun Hussein Onn Malaysia (UTHM)).

2. Contribution to society by progressing researched and practices

A) Research Committee

The Research Committee will review the framework of the Technical Committees in order to facilitate their activities. Also, the Research Committee will cooperate with the Administration Committee and revise the operation rules of the Technical Committees. The Committee considers the possibilities of establishing new technical committees.

B) Technical Committees

a. Technical Committee 1 (TC-1)

Research Subject:

- Application of cantilever type steel tubular pile wall embedded to stiff ground

Activity:

- TC-1 commenced in 2017 with a 4 year research program (an extension of one year was approved in the fiscal year 2019), and 2020 will be the final year to conclude this activity.
- TC-1 is going to submit the design manual draft and the final report to the Research Committee.
- TC-1 will report the outcome of the research at the forthcoming Press-in Engineering Seminar in November 2020.
- The TC-1 Symposium is to be held in the fiscal year 2020 outside Japan.

b. Technical Committee 3 (TC-3)

Research Subject:

- Expansion of Applicability and Assessment of Seismic Performance of PFS* Method
*Partial Floating Sheet-pile

Activity:

- TC-1 commenced in 2017 with a 4 year research program (an extension of one year was approved in the fiscal year 2019), and 2020 will be the final year to conclude activity.
- TC-1 is going to submit the design manual draft and the final report to the Research Committee.
- TC-1 will report the outcome of the research at the forthcoming Press-in Engineering Seminar in November 2020.

c. Technical Committee 4 (TC-4)

Research Subject:

- Vertical performance and construction management of sheet piles installed by the Press-in Method and tubular piles installed by Rotary Cutting Press-in Method

Activity:

- TC-4 commenced in 2019 with a 3 year research program and 2020 will be the second year.
- Collecting the site data regarding the performance of the press-in piles, making up a table summarizing the review results of estimating the vertical performance of jacked piles from existing subsurface information, etc. will be conducted by the three working groups.
- The interim report will be submitted to the Research Committee by the end of the fiscal year 2020.

C) Global dissemination of the Press-in Method

Publication of technical books will be continued as an effective form of disseminating the Press-in technology.

a. Press-in retaining structures: a handbook (Second edition) in English

The translation process began in March 2020. The Editorial Committee will be organized at the beginning of the fiscal year 2020, and the second edition will be published in the first half of the fiscal year 2020.

b. Multilingualization of the Press-in Handbook:

(a) French version

Following completion of Press-in retaining structures: a handbook (Second edition) in English, a translation into French will be commenced thereafter and IPA will prepare for the publication of the French version.

(b) Russian version

Following completion of "Press-in retaining structures: a handbook (Second edition)", a translation into Russian will be commenced, simultaneously with the French version, and IPA will prepare for the publication of the Russian version.

(c) Other languages

Upon completion of the second edition of the Handbook in English, multilingualization to other languages will be considered subject to market research.

c. The introductory book on Press-in Technology

The introductory book on Press-in Technology will be published by CRC Press in the fiscal year 2020.

d. Seminars on Press-in Technology

(a) China

Considering the impact of the outbreak of Coronavirus, IPA will examine the possibility of participating in seminars and conferences which are held in Mainland China and Hong Kong through communication with other organizations and local IPA directors.

(b) Asian Nations and Areas

Considering the threat brought by coronavirus, IPA decided to postpone two seminars planned to be held in Taiwan and Indonesia in the fiscal year 2019 till the fiscal year 2020. IPA will also consider holding the second-round seminars in ASEAN countries such as Singapore, Malaysia, Thailand, the Philippines and Vietnam where IPA has already held its seminars in the past, and will start preparations in cooperation with the IPA Vice President for the area and the Regional Office.

(c) Other countries

IPA considers holding seminars in African countries and is going to discuss with IPA Director, Dr. Mounir Bouassida once the publication schedule of "Press-in retaining structures: a handbook (Second edition)" in French is clarified.

D) Award granting

The Award Committee has decided on the first recipients for the following awards through the approval of the Board of Directors' Meeting held in July 2019, and will start preparing to award the winners in ICPE2021.

1. Outstanding Project Award

2. Innovative Technology Award

3. Distinguished Research Award

The Award Committee is going to coordinate the award program with the organizing committee of ICPE so that the second recipients of the above three awards are determined from the papers to be presented at ICPE2021. The Award Committee will call for papers for the Distinguished Research Award. The winners will be selected from these papers and the papers presented at ICPE2021 and other conferences.

E) IPA Library (collection of books)

Approximately 50 books are planned to be furnished in the fiscal year 2020 in order to improve IPA library service. Simultaneously, IPA will enhance the operation of the library space and function.

3. Contribution to society with human resource development

A) Conducting consecutive research and educational programs through Technical Committees' activities with the participation of young researchers and engineers

IPA will invite at least 10 young researchers and engineers to the seminars or symposia held by the Research Committee and Technical Committee.

B) Soliciting young researchers and engineers' participation in the editing process of technological books and papers with respect to the Press-in technology

Over ten (10) young researchers and engineers are invited to participate in the editing process of "Press-in retaining structures: a handbook (Second edition)" in English, French and Russian.

C) Forming an international network for the cultivation of young researchers and engineers throughout the world

Taking the opportunity of seminars on Press-in technology, IPA will facilitate interaction among young researchers and engineers.

D) Driving collaborative activities with the Japan Press-in Association (JPA) for viable study or research work

As an effective way for practical engineers in JPA to participate in IPA activities. IPA will continue its collaborative activity with Japan Press-in Association (JPA) through TC-4.

4. Functional and Efficient Operation of Organization

A) Better services for IPA members

a. IPA members will receive the following privileges:

- ① Participation in the IPA global network through IPA activities including Technical committees for research works
- ② Receiving IPA Newsletter periodically with valuable information
- ③ Browsing of the research papers via the IPA membership site
- ④ Admission and registration at Conferences, Seminars, and Symposia with a special rate
- ⑤ Submission of papers to proceedings for conferences
- ⑥ Facilitation of IPA website and members website
- ⑦ Operation of IPA Library

b. IPA will continue to improve contents and service of the IPA website and the IPA member site. Preparation for an IPA website in Chinese has started as a first stage for the multilingualization of the IPA website.

B) Recruitment of Directors to enhance IPA activities as well as the cultivation of a young generation in the organization

The possibility will be considered to recruit IPA Directors from areas considered key for diversification of IPA activities. The nomination committee will prepare the draft short list for the directors and auditors for each term for "Alternation of generations".

C) Aiming for globalization through establishment of IPA Regional Offices

The regional office in Singapore will start preparing to hold the Board of Directors' meeting and seminar in accordance with the instruction of the vice president of the regional office. Also, IPA will activate Regional Offices in the USA, Holland, and Japan to organize Seminars on Press-in technology in each region.

D) Aiming for economic self-sustainability operation

IPA will keep applying the economic self-sustainability principle to events to be held in the fiscal year 2020, such as:

- Press-in Engineering Seminar (Tokyo, Japan)
- Technical Lectures of Design and Construction Manual of the Press-in Method, March 2020 (with Japan Press-in Association, Japan)
- IPA Seminar on Press-in Technology (Indonesia, Taiwan)

E) Membership

IPA will continue its activities for increasing individual and corporate members through international conferences, seminars and symposia.

Agenda 4: Budget for Fiscal Year 2020

Budget for the Fiscal Year 2020

Period : 1st Apr. 2020 - 31st Mar. 2021

(Unit: JPY)

Items	2019 Actual	2020 Budget	Note
I Operating Activity			
1 Operating Income			
① Membership Fee			
Individual Member's Annual Fee	6,680,000	6,950,000	695 members
Corporate Member's Annual Fee	7,400,000	7,200,000	54 members
② Contribution			
Contribution	16,000,000	16,000,000	
③ Miscellaneous Income			
Research commission	3,300,000	1,300,000	Research Commission from GIKEN LTD.
Sales of Books	6,635,560	5,450,000	Design and construction manual of the Press-in Method - March 2020 (JP version), etc.
Other Income	23,192	20,000	
Total Operating Income	40,038,752	36,920,000	
2 Operating Expenditure			
① Expenditure for Conference and Seminar			
2nd International Conference on Press-in Engineering (ICPE2021)	123,680	300,000	Preparation cost only (*Independent account for ICPE)
12th IPA Press-in Engineering Seminar	0	0	Preparation cost only (*Independent account for Seminar)
Press-in Seminars on overseas (for the Press-in Handbook)	115,003	1,200,000	Seminar in Taiwan, Indonesia, China
② Expenditure for Publication			
Design & Construction Manual of the Press-in Method - March 2020 (JP version)	5,482,950	0	Review fee, Transportation cost and printing cost
Press-in Handbook 2nd edition (EN version)	439,085	3,360,000	Review fee, Translation cost
Press-in Handbook (CN version)	56,290	1,260,000	Published by China Architecture & Building Press
Press-in Handbook 2nd edition (Other languages)	0	3,000,000	French, Russian, etc.
Case History Volume 1, 2019	2,078,258	0	
IPA Newsletter (bound version #4)	1,005,510	1,000,000	To be published in March 2021
Introductory Book on Press-in Technology	3,418	300,000	To be published in 2020 (by appointed publisher)
③ Expenditure for Research Activity			
Board of Directors' meeting / Steering committee expenses	2,182,685	4,940,000	Travel expense, and etc.
Research committee / Technical committee expenses	3,300,000	2,300,000	TC1, TC3, TC4, and new TC(s)
Awarding expenditures	80,352	100,000	Trophies, Certificates, etc. for 3 Award categories
IPA library	2,760,957	1,400,000	Purchasing of books, Maintenance cost for library system
Other activities (e.g. Participations to other conferences)	352,092	300,000	
④ Administrative Expenditure			
System maintenance	697,680	4,850,000	Multilingualization of IPA website, System update for ICPE 2021, etc.
Membership cards and certificates	23,324	30,000	
Printing expenditures	5,900	50,000	Guidance of IPA, etc.
Postage cost for international / domestic	57,470	100,000	
Communication expenses	150,943	120,000	Landline charge
Director's remuneration	10,840,930	10,850,000	
Compensation for additional staff(s)	0	3,000,000	Personnel cost for temporary staff(s), etc.
Lease expenses	3,806,629	3,480,000	Office rent, Copy machine, etc.
Outsourcing expense	1,713,514	1,730,000	Certified accountant fee, and etc.
Commission expense	319,424	300,000	Bank charges
Office supplies expense	588,228	290,000	
Miscellaneous expense	134,874	150,000	
Reserve fund	0	0	
Total Expenditure	36,319,196	44,410,000	
Surplus / (Deficit) of Income over Expenditure	3,719,556	(7,490,000)	
II Investments			
1 Investment			
① Sales of fixed assets			
Fixed deposit refund	0	0	
Total Investment	0	0	
2 Investment			
① Acquisition of fixed assets			
Fixed deposit	0	0	
Total Investment	0	0	
Surplus / (Deficit) of Investment Activity	0	0	
III Other revenue / expense			
Non-operating income / expense	0	0	
Balance brought from the Previous Year	6,418,730	10,138,286	
Surplus / (Deficit) of the Current Year	3,719,556	(7,490,000)	
Balance carried forward to the Next Year	10,138,286	2,648,286	

Agenda 5: Election of the Directors

The Nomination Committee^(*1) hereby proposes the following fifteen (15) candidates as the Director(s) for the two **fiscal years 2020 and 2021** in accordance with Chapter IV, Article 12 in IPA Constitution.

Director(s) for the term of 2020 – 2021

Name	Affiliation	Country Region
Dr. Chun Fai Leung	Professor National University of Singapore	SGP
Dr. Tatsunori Matsumoto	Professor Kanazawa University	JPN
Dr. David White	Professor University of Southampto	GBR
Dr. Osamu Kusakabe	Professor Emeritus Tokyo Institute of Technology	JPN
Dr. Yoshiaki Kikuchi	Professor Tokyo University of Science	JPN
Dr. Pastsakorn Kitiyodom	Deputy Managing Director Geotechnical & Foundation Engineering Co., Ltd.	THA
Dr. Kenichi Soga	Chancellor's Professor University of California, Berkeley	USA
Dr. Masaaki Terashi	Technical Advisor GIKEN LTD.	JPN
Dr. Taro Uchimura	Associate Professor Saitama University	JPN
Dr. Lei Yang	Vice President Shanghai Tunnel Engineering Co., Ltd.	CHN
Dr. Limin Zhang	Professor HongKong University of Science and Technology	HKG

Candidates for the new Directors (term of 2020 – 2021)

Name	Affiliation	Country Region
Dr. Junichi Koseki	Professor The University of Tokyo	JPN
Dr. Barry Michael Lehane	Professor The University of Western Australia	AUS
Dr. Ramin Motamed	Associate Professor University of Nevada Reno	USA
Dr. Vu Anh Tuan	Lecturer Le Quy Don Technical University	VNM

The curriculum vitae of the new director(s) are on the following pages.

Note: The Nomination Committee^(*) was organized in accordance with Section 4 of By-laws

Remarks: Agenda 5 asks for collective approval on fifteen (15) candidates instead of individuals.
Should you have any comments on Agenda 5, please post your comments in the on-line voting page.

Candidate for Director 1:

Name	Dr. Junichi Koseki
Current position	Professor Department of Civil Engineering The University of Tokyo
Nationality	Japan

Educational Background

1994	The University of Tokyo PhD in Civil Engineering
1987	The University of Tokyo M.S. in Civil Engineering
1985	The University of Tokyo B.S. in Civil Engineering

Academic Awards

2016	2015 ASCE Outstanding Reviewer for Journal of Geotechnical and Geoenvironmental Engineering
2012	Service Award from Japanese Geotechnical Society

Professional Experience

2014 – Present	Professor, Department of Civil Engineering The University of Tokyo
2003 – 2014	Professor, Institute of Industrial Science The University of Tokyo
2012 – 2013	Head of Department of Civil Engineering, Graduate School The University of Tokyo
2010 – 2011	Adviser to the President The University of Tokyo
2007 – 2008	Chief of Research Department, Institute of Industrial Science The University of Tokyo
1994 – 2003	Associate Professor, Institute of Industrial Science The University of Tokyo.
1991 – 1992	Visiting Engineer Massachusetts Institute of Technology, USA
1987 – 1994	Researcher and Senior Researcher, Public Works Research Institute Ministry of Construction, Japan

Candidate for Director 2:

Name	Dr. Barry Michael Lehane
Current position	Professor School of Civil, Environmental & Mining Engineering The University of Western Australia
Nationality	Australia

Educational Background

1999	M.S. in Engineering Trinity College, Dublin
1992	PhD in Civil Engineering Imperial College, London
1984	B.S. in Civil Engineering University College, Cork

Academic Awards

1984	1 st class honours & 1 st position at University College, Cork
1980	1 st position in Christian Brothers College, Cork, Ireland

Professional Experience

2002 – Present	Professor The University of Western Australia
2002 – Present	Design Consultant Belpile Pty Ltd, Arup Australasia, etc.
2000 – 2002	Fellow Trinity College, Dublin
1993 – 2000	Lecturer Trinity College, Dublin
1992 – 1993	Geotechnical Team Leader Arup Geotechnics, Hong Kong
1992 – 1992	Technical Leader Arup Geotechnics, London

Candidate for Director 3:

Name	Dr. Ramin Motamed
Current position	Associate Professor Department of Civil & Environmental Engineering University of Nevada Reno
Nationality	United States of America

Educational Background

2007	The University of Tokyo PhD in Civil Engineering
2002	Iran University of Science and Technology M.S. in Civil Engineering
2000	Urmia University B.S. in Civil Engineering

Academic Awards

2018	Outstanding Reviewer, Journal of Computers & Structures
2017	Outstanding Reviewer, Journal of Soil Dynamics & Earthquake Engineering
2017	National Instruments Academic Research Grant Awardee

Professional Experience

2018 – Present	Associate Professor University of Nevada Reno
2012 – 2018	Assistant Professor University of Nevada Reno
2009 – 2012	Engineer & Senior Engineer Arup, San Francisco
2007 – 2009	JSPS* Postdoctoral Fellow Tokyo Institute of Technology

*Note: JSPS is the abbreviation of “Japan Society for the Promotion of Science”.

Candidate for Director 4:

Name	Dr. Vu Anh Tuan
Current position	Lecturer Civil Engineering Department Le Quy Don Technical University
Nationality	Viet Nam

Educational Background

2017	Kanazawa University PhD in Geotechnical Engineering
2011	Le Quy Don Technical University M.S. in Civil Engineering
2006	University of Transportation and Communications B.S. in Civil Engineering

Professional Experience

2006 – Present	Lecturer Le Quy Don Technical University(Military Technical Academy)
2018 – Present	Executive Committee Member Vietnamese Society of Soil Mechanics and Geotechnical Engineering
2017 – 2017	Visiting Researcher Kanazawa University

Agenda 6: Amendments to Constitution

The proposed amendments to the Constitution are attached hereto.
(see the following pages)

Current Constitution	Amendments to Constitution	Remarks
<p>CHAPTER I General</p> <p>Article 1 – Name The name of this Association will be the International Press-in Association, hereafter referred to as the “Association”. The abbreviation of the Association will be “IPA”.</p> <p>Article 2 – Office The Association will be located at 2-4-12 Konan, Minato-ku, Tokyo, Japan.</p> <p>Article 3 – Branches The Association may establish branches based on the resolution of the Board of Directors.</p>	<p>CHAPTER I General</p> <p>Article 1 – Name The name of this Association will be the International Press-in Association, hereafter referred to as the “Association”. The abbreviation of the Association will be “IPA”.</p> <p>Article 2 – Office The Association will be located at 2-4-3 Konan, Minato-ku, Tokyo, Japan.</p> <p>Article 3 – Branches The Association may establish Branches based on the resolution of the Board of Directors.</p>	<p>Change of address</p> <p>Technical error</p>
<p>CHAPTER II Purpose and Activities</p> <p>Article 4 – Purpose The Association will have the purposes of advancing the press-in engineering through the international cooperation amongst practitioners, project owners and academia, promoting environmentally-considered construction, and thus contributing to the development of society.</p> <p>Article 5 – Activities In order to attain the purposes set out in the preceding Article 4, the Association will be engaged in the following activities:</p> <ol style="list-style-type: none"> (1) To encourage information exchange among specialized piling contractors, general contractors, design engineers, project owners, material suppliers, machine manufacturers and academia for improving the planning, design and construction of embedded structures and walls, that is the prime purpose of the press-in engineering and the Association. (2) To promote research and development by organizing committees and/or working groups of engineers and academia from various disciplines that compose press-in engineering such as but not limited to geotechnical engineering, environmental engineering, mechanical engineering, measuring-surveying-monitoring engineering, data and information processing. (3) To compile State of the Art and Practice of press-in engineering and help practicing engineers solve real-life problems and assist government agencies develop relevant codes and standards. (4) To support and hold international conferences, symposia, lectures and 	<p>CHAPTER II Purpose and Activities</p> <p>Article 4 – Purpose The Association will have the purposes of advancing the press-in engineering through the international cooperation amongst practitioners, project owners and academia, promoting environmentally-considered construction, and thus contributing to the development of society.</p> <p>Article 5 – Activities In order to attain the purposes set out in the preceding Article 4, the Association will be engaged in the following activities:</p> <ol style="list-style-type: none"> (1) To encourage information exchange among specialized piling contractors, general contractors, design engineers, project owners, material suppliers, machine manufacturers and academia for improving the planning, design and construction of embedded structures and walls, that is the prime purpose of the press-in engineering and the Association. (2) To promote research and development by organizing committees and/or working groups of engineers and academia from various disciplines that compose press-in engineering such as but not limited to geotechnical engineering, environmental engineering, mechanical engineering, measuring-surveying-monitoring engineering, data and information processing. (3) To compile State of the Art and Practice of press-in engineering and help practicing engineers solve real-life problems and assist government agencies develop relevant codes and standards. (4) To support and hold international conferences, symposia, lectures and 	

<p>seminars related to press-in engineering.</p> <p>(5) To evaluate studies, technologies, and practices related to press-in engineering and award honors.</p> <p>(6) To improve public and government awareness of press-in engineering through IPA web site and publications.</p> <p>(7) To promote the communication among the members of the Association and the professional development of the members.</p> <p>(8) To perform other activities required to attain the purpose of the Association.</p>	<p>seminars related to press-in engineering.</p> <p>(5) To evaluate studies, technologies, and practices related to press-in engineering and award honors.</p> <p>(6) To improve public and government awareness of press-in engineering through IPA web site and publications.</p> <p>(7) To promote the communication among the members of the Association and the professional development of the members.</p> <p>(8) To perform other activities required to attain the purpose of the Association.</p>	
<p>CHAPTER III Membership Article 6 – Types of Memberships Membership will comprise the following three types. Individual Member: Individuals who have educational background or professional experiences related to the press-in engineering and are in favor of the aims of the Association. Corporate Member: Corporations or organizations who are willing to support the activities of the Association. Student Member: Students of the universities, colleges, junior colleges or technical colleges who are interested in the press-in engineering.</p> <p>Article 7 - Admittance and dues</p> <ol style="list-style-type: none"> 1. To become an Individual Member, a Corporate Member or a Student Member, an applicant shall make all required procedures for admittance and shall be approved by the Board of Directors. 2. In the case of Corporate Member, any such member shall nominate and file with the Association an individual who represents such member and exercise its powers (known as "Individual Member Representative of Corporate Member"). Any alteration of such Representative of Corporate Member shall be filed in the same manner. 3. All members shall pay annual dues as provided for in the Regulations. 4. Annual dues shall be non-refundable for any reason. <p>Article 8 - Termination of Membership Membership shall be terminated if any of the following occur:</p> <ol style="list-style-type: none"> (1) Withdrawal, (2) Appointment of judicial guardianship, or bankruptcy, (3) Death, court decision of disappearance, or dissolution for Corporate Member, 	<p>CHAPTER III Membership Article 6 – Types of Memberships Membership will comprise the following three types. Individual Member: Individuals who have educational background or professional experiences related to the press-in engineering and are in favor of the aims of the Association. Corporate Member: Corporations or organizations who are willing to support the activities of the Association. Student Member: Students of the universities, colleges, junior colleges or technical colleges who are interested in the press-in engineering.</p> <p>Article 7 - Admittance and dues</p> <ol style="list-style-type: none"> 1. To become an Individual Member, a Corporate Member or a Student Member, an applicant shall make all required procedures for admittance and shall be approved by the Board of Directors. 2. In the case of Corporate Member, any such member shall nominate and file with the Association an individual who represents such member and exercise its powers (known as "Individual Member Representative of Corporate Member"). Any alteration of such Representative of Corporate Member shall be filed in the same manner. 3. All members shall pay annual dues as provided for in the Regulations. 4. Annual dues shall be non-refundable for any reason. <p>Article 8 - Termination of Membership Membership shall be terminated if any of the following occur:</p> <ol style="list-style-type: none"> (1) Withdrawal, (2) Appointment of judicial guardianship, or bankruptcy, (3) Death, court decision of disappearance, or dissolution for Corporate Member, 	

<p>(4) Removal.</p> <p>Article 9 -Withdrawal</p> <ol style="list-style-type: none"> 1. A member who desires to withdraw from the Association shall submit its withdrawal form after having fulfilled any outstanding obligations. 2. Any member may be treated as having withdrawn from the Association if such member has not paid dues over one year. <p>Article 10 – Removal</p> <p>Any member who disgraces the honor of the Association and commits behaviors contrary to the purpose of the Association may be removed from the membership of the Association after the resolution of the Board of Directors.</p>	<p>(4) Removal.</p> <p>Article 9 -Withdrawal</p> <ol style="list-style-type: none"> 1. A member who desires to withdraw from the Association shall submit its withdrawal form after having fulfilled any outstanding obligations. 2. Any member may be treated as having withdrawn from the Association if such member has not paid dues over one year. <p>Article 10 – Removal</p> <p>Any member who disgraces the honor of the Association and commits behaviors contrary to the purpose of the Association may be removed from the membership of the Association after the resolution of the Board of Directors.</p>	
<p>CHAPTER IV Directors and Auditors</p> <p>Article 11 - Number of Directors and Auditors</p> <p>The Association will have the following Directors and Auditors:</p> <ol style="list-style-type: none"> (1) Directors not less than ten (10) members and not more than thirty (30) members. (2) Not more than two (2) Auditors. <p>Article 12 - Election of Directors and Auditors</p> <ol style="list-style-type: none"> 1. Directors and Auditors will be elected from among the Individual Members (Including Individual Members of Representative of Corporate Member) of the Association by the resolution of the General Assembly. 2. The Directors will elect one (1) President and not more than five (5) Vice President from among themselves. 3. One (1) Secretary General may be appointed by the President when necessary. 4. In the case of vacancy of Directors or Auditors, substitute Directors or Auditors may be elected. In this case Section 1 of the Article 12 shall apply. <p>Article 13 - Duties of Directors</p> <ol style="list-style-type: none"> 1. Directors will discharge their duties as provided below: <ol style="list-style-type: none"> (1) The President will represent the Association and oversees the affairs of the Association. (2) Vice Presidents will assist the President and, if and when the President is unable to discharge its duties or is vacant, will discharge the duties of the President in its place in such order prescribed by the President in advance. (3) Secretary General will assist the 	<p>CHAPTER IV Directors and Auditors</p> <p>Article 11 – Number of Directors and Auditors</p> <p>The Association will have the following Directors and Auditors:</p> <ol style="list-style-type: none"> (1) Directors not less than ten (10) members and not more than thirty (30) members. (2) Not more than two (2) Auditors. <p>Article 12 – Election of Directors and Auditors</p> <ol style="list-style-type: none"> 1. Directors and Auditors will be elected from among the Individual Members (Including Individual Members of Representative of Corporate Member) of the Association by the resolution of the General Assembly. 2. The Directors will elect one (1) President and not more than five (5) Vice President from among themselves. 3. One (1) <u>Executive Director may be appointed from among the Directors by the President when necessary and approved by the Board of Directors.</u> 4. In the case of vacancy of Directors or Auditors, substitute Directors or Auditors may be elected. In this case Section 1 of the Article 12 shall apply. <p>Article 13 – Duties of Directors</p> <ol style="list-style-type: none"> 1. <u>The</u> Directors will discharge their duties as provided below: <ol style="list-style-type: none"> (1) The President will represent the Association and oversees the affairs of the Association. (2) <u>The</u> Vice Presidents will assist the President and, if and when the President is unable to discharge its duties or is vacant, will discharge the duties of the President in its place in such order prescribed by the President in advance. (3) <u>The Executive Director</u> will assist 	<p>This post is introduced to secure the continuity and effectiveness of IPA.</p> <p>Technical error</p>

<p>President and Vice Presidents, and will be responsible for the smooth management of the whole affairs of the Association, and discharge duties assigned to it by the resolutions of the Board of Directors.</p> <p>(4) Directors other than those specified in the preceding paragraphs will assist the President and Vice Presidents, and perform affairs of the Association in accordance with the resolution of the Board of Directors.</p> <p>2. Directors will consider and decide by voting the matters stipulated in Article 18.</p> <p>3. Directors may not be Auditors at the same time.</p>	<p>the President and Vice Presidents, and will <u>oversee</u> the smooth management of the whole affairs of the Association, and discharge duties assigned to <u>him/her</u> by the resolutions of the Board of Directors.</p> <p>(4) <u>The</u> Directors other than those specified in the preceding paragraphs will assist the President, <u>the</u> Vice Presidents <u>and the Executive Director</u>, and perform affairs of the Association in accordance with the resolution of the Board of Directors.</p> <p>2. Directors will consider and decide by voting the matters stipulated in Article 18.</p> <p>3. Directors may not be Auditors at the same time.</p>	<p>The role of Executive Director is stipulated.</p>
<p>Article 14 - Duties of Auditors</p> <p>1. Auditors shall perform duties as provided below:</p> <p>(1) to audit the status of assets of the Association;</p> <p>(2) to audit the business performed by Directors;</p> <p>(3) to report to the General Assembly any failure to comply with laws, constitution or material unfair practices if such failures or practices are found</p> <p>(4) to call the General Assemblies to report the matters listed above.</p> <p>2. Auditors may be present at the meetings of the Board of Directors, and state opinions, but may not vote thereat.</p> <p>3. Auditors may not be Directors at the same time.</p>	<p>Article 14 – Duties of Auditors</p> <p>1. Auditors shall perform duties as provided below:</p> <p>(1) to audit the status of assets of the Association;</p> <p>(2) to audit the business performed by Directors;</p> <p>(3) to report to the General Assembly any failure to comply with laws, constitution or material unfair practices if such failures or practices are found</p> <p>(4) to call the General Assemblies to report the matters listed above.</p> <p>2. Auditors may be present at the meetings of the Board of Directors, and state opinions, but may not vote thereat.</p> <p>3. Auditors may not be Directors at the same time.</p>	
<p>Article 15 - Terms of office for Directors, Auditors, President and Vice Presidents</p> <p>1. The term of office for Directors and Auditors shall be two years.</p> <p>2. The term of office for the President and Vice Presidents shall be two years.</p> <p>3. A director or an auditor may not serve more than five (5) consecutive terms. After the term limits, a director or an auditor must vacate his/her position at least one year before seeking reelection. Provided, however, that if a Director is elected to the President or a Vice President, the Director's term shall automatically be extended for as long as the Director remains serving as the President or a Vice President.</p> <p>4. The term of office for Directors and</p>	<p>Article 15 – Terms of office for Directors, Auditors, President, Vice Presidents <u>and Executive Director</u></p> <p>1. The term of office for Directors and Auditors shall be two years.</p> <p>2. The term of office for the President, Vice Presidents <u>and Executive Director</u> shall be two years.</p> <p>3. A <u>D</u>irector or an <u>A</u>uditor may not serve more than five (5) consecutive terms. After the <u>five consecutive</u> term limits, a <u>D</u>irector or an <u>A</u>uditor must vacate his/her position at least one year before seeking reelection. Provided, however, that if a Director is elected to the President, a Vice President <u>or the Executive Director</u>, the <u>above-mentioned</u> term <u>limit</u> shall automatically be extended for as long as the Director remains serving as the President, a Vice President <u>or the</u></p>	<p>Clarification of unclear description of the term limit</p>

<p>Auditors shall begin at the time of election at the General Assemblies.</p> <ol style="list-style-type: none"> The term of office for the President and Vice Presidents shall begin at the time of election at the Meeting of the Board of Directors. The term of office for substitute Directors and Auditors shall be the unexpired term of office for the predecessors. Directors and Auditors shall continue their respective offices until the election of the successors irrespective of the termination of their offices or their resignation. <p>Article 16 - Remuneration of Directors and Auditors Directors and Auditors can be remunerated on the payment basis stipulated in the Regulations.</p>	<p><u>Executive Director.</u></p> <ol style="list-style-type: none"> The term of office for Directors and Auditors shall begin at the time of election at the General Assemblies. The term of office for the President, Vice Presidents <u>and Executive Director</u> shall begin at the time of election at the Meeting of the Board of Directors. The term of office for substitute Directors and Auditors shall be the unexpired term of office for the predecessors. Directors and Auditors shall continue their respective offices until the election of the successors irrespective of the termination of their offices or their resignation. <p>Article 16 – Remuneration of Directors and Auditors Directors and Auditors can be remunerated on the payment basis stipulated in the Regulations.</p>	
<p>CHAPTER V Meetings</p> <p>Article 17 - Organization and Convocation of Board of Directors</p> <ol style="list-style-type: none"> The Board of Directors shall consist of Directors, and the President will preside at the meetings thereof. The meetings of the Board of Directors will be called by the President not less than once a year. If the President considers necessary, or at the request of not less than one-third of all Directors showing the purposes of the meetings, Extraordinary Meetings of the Board of Directors will be held. <p>Article 18 - Matters to be resolved by the Board of Directors</p> <ol style="list-style-type: none"> The Board of Directors will resolve the agenda to be proposed to the General Assemblies and the matters necessary for the management of the Association except those matters falling within the powers of the General Assemblies The Board of Directors, by its resolution, may entrust the management of the Association between meetings of the Board of Directors to the Executive Steering Committee to the extent authorized by the Board of Directors. The Executive Steering Committee shall 	<p>CHAPTER V Meetings</p> <p>Article 17 – Organization and Convocation of Board of Directors</p> <ol style="list-style-type: none"> The Board of Directors shall consist of Directors, and the President will preside at the meetings thereof. The meetings of the Board of Directors will be called by the President not less than once a year. If the President considers necessary, or at the request of not less than one-third of all Directors showing the purposes of the meetings, Extraordinary Meetings of the Board of Directors will be held. <u>The Latest Available Past President, as appointed in accordance with the Bylaws, may be present at the meetings of the Board of Directors and state opinions, but may not vote thereat if he/she is not a Director.</u> <p>Article 18 – Matters to be resolved by the Board of Directors</p> <ol style="list-style-type: none"> The Board of Directors will resolve the agenda to be proposed to the General Assemblies and the matters necessary for the management of the Association except those matters falling within the powers of the General Assemblies The Board of Directors, by its resolution, may entrust the management of the Association between meetings of the Board of Directors to the Steering Committee to the extent authorized by the Board of Directors. The Steering Committee shall consist of the 	<p>This post is introduced to maintain the continuity of IPA.</p>

<p>consist of the President, the Secretary General and the chairperson(s) of the Standing Committee(s) which the Board of Directors considers necessary to establish.</p> <p>3. The Standing committees will assist the role of the Executive Steering Committee. The chairperson of the committees will be appointed by the President from among the Directors.</p>	<p>President, <u>the Latest Available Past President, the President-elect as elected in accordance with the Bylaws, the Executive Director,</u> the Secretary General and the <u>representatives, as appointed in accordance with the Bylaws,</u> of the Standing Committees which the Board of Directors considers necessary to establish.</p> <p>3. The Standing <u>C</u>ommittees will assist the role of the Steering Committee. The <u>C</u>hairs of the <u>C</u>ommittees will be appointed by the President from among the Directors <u>and approved by the Board of Directors.</u></p>	<p>The post of President-elect is introduced so that the next President can prepare himself for the post of President. The way to elect President-elect will be discussed in deliberation on Bylaws at the next Board of Directors meeting.</p> <p>For flexible convening of Steering Committee, the provision is changed so that Standing Committees can appoint their representatives.</p>
<p>Article 19 - Quorum and Resolution of the Board of Directors</p> <p>1. The quorum for the meetings of the Board of Directors shall be a majority of Directors, provided however that any Director shall be deemed to be present if such Director shows its intents in writing (including but not limited to email) for the matters to be considered in the meetings.</p> <p>2. Resolutions shall be adopted by an affirmative vote of a majority of Directors present at the meetings. If the respective number of the affirmative votes and negative votes are equal, the President shall have a casting vote.</p>	<p>Article 19 – Quorum and Resolution of the Board of Directors</p> <p>1. The quorum for the meetings of the Board of Directors shall be a majority of Directors, provided however that any Director shall be deemed to be present if such Director shows its intents in writing (including but not limited to email) for the matters to be considered in the meetings.</p> <p>2. Resolutions shall be adopted by an affirmative vote of a majority of Directors present at the meetings. If the respective number of the affirmative votes and negative votes are equal, the President shall have a casting vote.</p>	
<p>Article 20 - Organization and Convocation of General Assemblies</p> <p>1. General Assemblies shall consist of Individual Members specified in Article 6.</p> <p>2. Ordinary General Assemblies will be called by the President once for each Fiscal Year within two months from the end of such Fiscal Year.</p> <p>3. Extraordinary General Assemblies shall be held by the call of the President or Auditors, as the case may be, in each of the following cases:</p> <ol style="list-style-type: none"> (1) when the President considers necessary; (2) when Auditors consider necessary; (3) when not less than one-twentieth of the Individual members demand the convocation of the General Assemblies showing the agendas to be transacted thereat. In this case, the meetings therefore shall be held within thirty days from the date of such demand. (4) The President will preside at the meetings of the General Assemblies. 	<p>Article 20 – Organization and Convocation of General Assemblies</p> <p>1. General Assemblies shall consist of Individual Members specified in Article 6 <u>and Individual Member Representatives of Corporate Members specified in paragraph 2 of Article 7.</u></p> <p>2. Ordinary General Assemblies will be called by the President once for each Fiscal Year within two months from the end of such Fiscal Year.</p> <p>3. Extraordinary General Assemblies shall be held by the call of the President or Auditors, as the case may be, in each of the following cases:</p> <ol style="list-style-type: none"> (1) when the President considers necessary; (2) when Auditors consider necessary; (3) when not less than one-twentieth of the Individual members demand the convocation of the General Assemblies showing the agendas to be transacted thereat. In this case, the meetings therefore shall be held within thirty days from the date of such demand. (4) The President will preside at the meetings of the General 	<p>Technical error</p>

<p>Article 21 - Call of General Assemblies All meetings of the General Assemblies shall be notified to each member by a notice (including but not limited to notice by email) or a publication of the Association not less than two weeks in advance of the time of such meeting showing the date and hours, places and agenda to be transacted thereat.</p> <p>Article 22 - Quorum and Resolutions</p> <ol style="list-style-type: none"> 1. The quorum of the General Assembly shall be a majority of all Individual Members, provided however that any Individual Members shall be deemed to be present if such Individual Member shows its decisions in writing (including but not limited to email) with respect to the agenda of the meetings. 2. Each Individual Member will have one vote, and all transactions will be adopted by a majority of Individual Members present at the meetings, unless otherwise provided for the required number of votes for resolutions. <p>Article 23 - Matters to be resolved by General Assemblies The General Assembly will resolve the following matters:</p> <ol style="list-style-type: none"> (1) Election of Directors and Auditors; (2) Business plan and budgets of revenue and expenditure; (3) Business report and settlements of report and expenditure; (4) Alteration of Constitution; (5) Transfer into Fundamental Assets; (6) Approval of long-term borrowings; (7) Disposition, mortgaging, pledging or other encumbrance of Fundamental Assets; (8) Dissolution and liquidation; (9) Any other matters as considered necessary by the Board of Directors. <p>Article 24 – Minutes All minutes of the General Assemblies and the Board of Directors will be prepared by the President, and will be signed by the President and two representatives present at the meetings and preserved by the President.</p> <p>Article 25 - Notice of Resolutions of General Assemblies All resolution will be notified to Members.</p>	<p style="text-align: center;">Assemblies.</p> <p>Article 21 – Call of General Assemblies All meetings of the General Assemblies shall be notified to each member by a notice (including but not limited to notice by email) or a publication of the Association not less than two weeks in advance of the time of such meeting showing the date and hours, places and agenda to be transacted thereat.</p> <p>Article 22 – Quorum and Resolutions</p> <ol style="list-style-type: none"> 1. The quorum of the General Assembly shall be a majority of all Individual Members <u>and Individual Member Representatives of Corporate Members</u>, provided however that any Individual Members shall be deemed to be present if such Individual Member shows its decisions in writing (including but not limited to email) with respect to the agenda of the meetings. 2. Each Individual Member <u>and Individual Member Representative of Corporate Member</u> will have one vote, and all transactions will be adopted by a majority of Individual Members present at the meetings unless otherwise provided for the required number of votes for resolutions. <p>Article 23 – Matters to be resolved by General Assemblies The General Assembly will resolve the following matters:</p> <ol style="list-style-type: none"> (1) Election of Directors and Auditors; (2) Business plan and budgets of revenue and expenditure; (3) Business report and settlements of report and expenditure; (4) Alteration of Constitution; (5) Transfer into Fundamental Assets; (6) Approval of long-term borrowings; (7) Disposition, mortgaging, pledging or other encumbrance of Fundamental Assets; (8) Dissolution and liquidation; (9) Any other matters as considered necessary by the Board of Directors. <p>Article 24 – Minutes All minutes of the General Assemblies and the Board of Directors will be prepared by the President, and will be signed by the President and two representatives present at the meetings and preserved by the President.</p> <p>Article 25 – Notice of Resolutions of General Assemblies All resolution will be notified to Members.</p>	<p style="text-align: center;">Technical error</p>
--	--	--

<p>CHAPTER VI Secretariat and Staff</p> <p>Article 26 - Secretariat and Staff</p> <ol style="list-style-type: none"> 1. The Association may have a secretariat and paid staff thereof to deal with its affairs. 2. Employment and dismissal of staff members will be made by the President with the resolution of the Board of Directors. 3. Organization and other matters related to the Secretariat will be determined separately. 	<p>CHAPTER VI Secretariat and Staff</p> <p>Article 26 – Secretariat and Staff</p> <ol style="list-style-type: none"> 1. The Association may have a secretariat and paid staff thereof to deal with its affairs. 2. Employment and dismissal of staff members will be made by the President with the resolution of the Board of Directors. 3. Organization and other matters related to the Secretariat will be determined separately. 4. <u>One (1) Secretary General will be appointed by the President.</u> 	<p>This paragraph is moved to a more appropriate place from Article 12.</p>
<p>CHAPTER VII Assets and Accounting</p> <p>Article 27 – Assets</p> <p>The Assets of the Association shall be divided into the following two kinds. Fundamental Assets: Assets resolved to be included as such by the General Assemblies. Operating Assets: Assets consisting of income from membership fees, profits generated from business activities, benefits derived from assets, donations and properties other than fundamental assets</p> <p>Article 28 - Restrictions to Disposition of Fundamental Assets</p> <p>The fundamental Assets may not be disposed of or served as security, provided, however, that part of the same may be disposed of or served as security by the resolution of the General Assembly if it is necessary for the performance of business.</p> <p>Article 29 - Fiscal Year</p> <p>The fiscal year of the Association shall begin on April 1 each year and end on March 31 of the next calendar year.</p>	<p>CHAPTER VII Assets and Accounting</p> <p>Article 27 – Assets</p> <p>The Assets of the Association shall be divided into the following two kinds. Fundamental Assets: Assets resolved to be included as such by the General Assemblies. Operating Assets: Assets consisting of income from membership fees, profits generated from business activities, benefits derived from assets, donations and properties other than fundamental assets</p> <p>Article 28 – Restrictions to Disposition of Fundamental Assets</p> <p>The fundamental Assets may not be disposed of or served as security, provided, however, that part of the same may be disposed of or served as security by the resolution of the General Assembly if it is necessary for the performance of business.</p> <p>Article 29 – Fiscal Year</p> <p>The fiscal year of the Association shall begin on April 1 each year and end on March 31 of the next calendar year.</p>	
<p>CHAPTER VIII Amendments of Constitution and Dissolution</p> <p>Article 30 - Amendments of the Constitution</p> <p>The Constitution may not be altered without an affirmative vote of a majority of three-quarters of the members present at a meeting of the General Assembly.</p> <p>Article 31 – Dissolution</p> <p>The dissolution of the Association may be made by a majority vote of three-quarters of the members present at a meeting of the General Assembly.</p> <p>Article 32 - Disposal of Remaining Assets</p> <p>Disposition of the remaining assets after the dissolution of the Association may only be</p>	<p>CHAPTER VIII Amendments of Constitution and Dissolution</p> <p>Article 30 – Amendments of the Constitution</p> <p>The Constitution may not be altered without an affirmative vote of a majority of three-quarters of the members present at a meeting of the General Assembly.</p> <p>Article 31 – Dissolution</p> <p>The dissolution of the Association may be made by a majority vote of three-quarters of the members present at a meeting of the General Assembly.</p> <p>Article 32 - Disposal of Remaining Assets</p> <p>Disposition of the remaining assets after the dissolution of the Association may only be</p>	

<p>made by a majority vote of three-quarters of the members' presence at a meeting of the General Assembly.</p>	<p>made by a majority vote of threequarters of the members present at a meeting of the General Assembly.</p>	
<p>CHAPTER IX Supplementary Provisions</p> <p>Article 33 - Enforcement of Constitution By-laws and regulations that may be required for the enforcement of the Constitution may be provided by the resolution of the Board of Directors.</p> <p>Article 34 The Association is organized and existing under the laws of Japan, and if any dispute or difference of opinion arises relating to the Association or the Constitution, such dispute or difference of opinion shall be resolved by the consultation among the parties in issue. Should resolution have not reached by such consultation, then resolution shall be subject to the exclusive jurisdiction of Tokyo District Court of Japan.</p> <p>Additional Provision</p> <ol style="list-style-type: none"> 1. This Constitution shall take effect as of 16th February 2007. 2. The Article 2 for Office of the Chapter 1 was amended on 3rd August 2010. This was resolved as the sixth (6) agenda at the General Assembly held on 3rd August 3, 2010 and herein record as the Additional Provision 2. 	<p>CHAPTER IX Supplementary Provisions</p> <p>Article 33 - Enforcement of Constitution By-laws and regulations that may be required for the enforcement of the Constitution may be provided by the resolution of the Board of Directors.</p> <p>Article 34 The Association is organized and existing under the laws of Japan, and if any dispute or difference of opinion arises relating to the Association or the Constitution, such dispute or difference of opinion shall be resolved by the consultation among the parties in issue. Should resolution have not reached by such consultation, then resolution shall be subject to the exclusive jurisdiction of Tokyo District Court of Japan.</p> <p>Additional Provision</p> <ol style="list-style-type: none"> 1. This Constitution shall take effect as of 16th February 2007. 2. The Article 2 for Office of the Chapter 1 was amended on 3rd August 2010. This was resolved as the sixth (6) agenda at the General Assembly held on 3rd August 3, 2010 and herein record as the Additional Provision 2. 	