



A Handbook for Representatives of the

Asia-West Pacific Section

Friends World Committee for Consultation

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A What is Friends World Committee for Consultation (FWCC)?

1 Friends World Committee for Consultation (FWCC) was set up at the 1937 World Conference of Friends in Swarthmore, Pennsylvania, "to act in a consultative capacity to promote better understanding among Friends the world over, particularly by the encouragement of joint conferences and inter-visitation, the collection and circulation of information about Quaker literature and other activities directed towards that end."

In over 70 countries there are about 340,000 members of the Religious Society of Friends. Friends differ not only in language, culture and national allegiance but also in the emphases they place on different aspects of Quakerism.

About 300 representatives appointed by the affiliated Yearly Meetings and Groups, meet together once every three years at Triennials in different parts of the world. This serves to provide links between Friends as they seek to perceive God's will more clearly, so that they may make their corporate witness more effectively. Recent Triennials have been held in USA (1994), UK (1997) USA (2000) and Aotearoa/New Zealand (2004). In 1991, the Fifth World Conference of Friends held on three sites - in The Netherlands, Honduras and Kenya - replaced the usual Triennial meeting. A Triennial is planned to be held in Dublin, Ireland in 2007.

An internationally representative Central Executive Committee meets annually on behalf of Friends to continue FWCC's decision making processes and guide the work of the staff between Triennial meetings. Each Section is represented by its Clerk and Executive Secretary.

The FWCC World Office in London serves as a centre of world-wide communications for FWCC. Its staff helps to organise Triennial meetings and other world gatherings. The office maintains contact with the work of the four Sections and the two Quaker United Nations Offices. Many isolated Friends and worship groups throughout the world are linked to the family of Friends through the International Membership Committee. By means of staff travel, correspondence and publications, the office helps Friends to gain a better understanding of the world-wide character of the Religious Society of Friends and its vocation in the world.

Friends World Committee for Consultation
173 Euston Rd, London NW1 2AX, UK,
Ph +44 20 7663 1199; fax +44 20 7663 1189
<world@fwcc.quaker.org>
website <http://www.fwccworld.org>

2 The Section of the Americas, established in 1938, serves some 40 diverse Yearly Meetings and groups of Friends in the Americas. An extensive programme of visitation, FWCC publications and frequent regional conferences serve to help American Friends find their spiritual unity in their rich diversity of practice and tradition. Appointed representatives conduct the business of the Section at an annual meeting which is held in both English and Spanish.

The Section of the Americas, FWCC
1506 Race Street, Philadelphia, PA 19102, USA
phone +1 215 241 7250 fax +1 215 241 7285
<americas@fwccamericas.org>
website <http://www.fwccamericas.org>

3 The Europe & Middle East Section was established in 1938 and consists of 11 Yearly Meetings in addition to several smaller national groups. Events

such as annual and family gatherings, border meetings, seminars, peace and service consultations, the Quaker Youth pilgrimage (in cooperation with the Section of the Americas) and other activities encourage mutual respect and trust, leading towards greater involvement.

The Europe and Middle East Section, FWCC
1 Cluny Terrace, Edinburgh EH10 4SW, SCOTLAND
phone (0) 121 466 1263
<emes@fwccemes.org>
website <http://www.fwccemes.org>

4 The Africa Section was established in 1971. It maintains links with isolated groups of Friends in West and South Africa and with Yearly Meetings especially in East Africa. The Section held its first representative conference in 1975 and the first full time Secretary was appointed in 1976. The Section is involved with many outreach projects as well as peace and service projects, which include aiding refugees from Burundi and Rwanda now living in Nairobi, Kenya.

The Africa Section, FWCC
Friends International Centre, N'gong Rd,
PO Box 41946, Nairobi, KENYA
Phone +254 2 570 077; +254 2 570 153
<africa@fwccafrica.org>
<fwcc-as@swiftkenya.com>
website <http://www.fwccafrica.org>

5 The Asia-West Pacific Section - our Section - was formally recognised in 1985. Our first full business meeting was held during the FWCC Triennial in Tokyo in 1988. As a Section, we meet during the Triennial meetings of FWCC and usually once between Triennials.

The Section seeks to serve the affiliated small and widely dispersed Yearly Meetings, as well as a number of small worship groups within our region. It also tries to maintain links with other Friends - isolated individuals and non-affiliated groups within the region.

The main method of communication is the quarterly Section Newsletter, edited and circulated by the Executive Secretary. In addition, inter-visitation and regional gatherings, such as the All India Friends Gatherings, are encouraged within the Section. Australia Yearly Meeting now invites an AWPS representative to its Yearly Meetings.

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6 The International Membership Committee

a Most Friends join the Religious Society of Friends after worshipping at a Friends meeting or church near their home. For some this is not possible because there is no Monthly Meeting in their region. In such circumstances they can apply for membership through the FWCC International Membership Committee. There are at present about 80 Friends whose membership is held in this way.

b The International Membership Committee seeks to nurture and support isolated Friends, worship groups and a small number of meetings. The Committee also acts as a Monthly Meeting with regard to membership and pastoral care for individual Friends whose membership is held on the International Membership List. The Secretary to the International Membership Committee and the Secretary of the relevant Section work closely together.

The Secretary to the international Membership Committee
Graham Ellis, 173 Euston Rd, London NW1 2AX, UK
world@fwcc.quaker.org

7 The Quaker United Nations Offices in Geneva and New York

a Two Quaker United Nations Offices are accredited with the United Nations through the sponsorship of Friends Committee for Consultation. One is situated in Geneva, and the other in New York. Through these offices, Friends are involved in a wide range of activities. QUNO promotes concerns at the United Nations such as those concerned with human rights and refugees, peace and disarmament, and the search for global economic and social justice. It also interprets UN issues to groups of Friends throughout the world, and provides an opportunity for people to seek new light on international problems.

b QUNO-New York is administered by FWCC, and like QUNO Geneva, has a representative from AWPS on its Management Committee.

c QUNO Geneva is supported by Quaker Peace and Social Witness (QPSW) of Britain Yearly Meeting and has an oversight committee consisting of representatives from Britain Yearly Meeting, one representative from the FWCC World Office and one from each Section of Friends World Committee for Consultation. These latter representatives are appointed by their Section according to a rolling series of appointments designed to facilitate the work of

the QUNO (Geneva) Committee.

8 Literature about Friends World Committee for Consultation

From the Asia-West Pacific Section Offices

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Directory of Meetings and Churches in AWPS

A listing of places and times of worship within our region, which is published on an approximately annual basis.

AWPS Newsletter

Quarterly newsletter of the Asia West Pacific Section which is obtainable from the Secretary. It may be received in hard copy or by email, and is published on the website.

From the FWCC Office in London

173 Euston Rd, London NW1 2AX, UK,
Ph +44 20 7663 1199; fax +44 20 7663 1189
<world@fwcc.quaker.org>

website <http://www.fwccworld.org>

Friends World News

Published twice a year by the World Office, with details of Quaker Centres and other offices.

Calendar of Yearly Meetings

A List of dates, places and contact addresses of all Yearly Meetings, produced annually.

International Members and Friends

Published twice a year, this contains news of individual Friends, plus that of Recognised Meetings and Worship groups.

Directory for Travelling Friends, published Australia Yearly Meeting.

B The Asia-West Pacific Section

1 SECTION GATHERINGS

- a The Section has set a pattern of organising Gatherings at least once between the FWCC Triennial Committee Meetings. It is hoped that every second Gathering will be held in India.
- b The programme is prepared to enable participants to share together in worship; in worship sharing; in discussion groups; as well as to conduct the business of the Section.
- c Section Gatherings are held to
 - 1) increase our understanding of Friends and Meetings in our own Section by worshipping together, listening to one another, learning about our experiences, needs and goals.
 - 2) increase our appreciation of the cultural differences, the different methods of worship and the difference in the theologies of Friends in the Section.
 - 3) assist us to know the Friends in our region and increase our knowledge of their lives and of the environment in which they live.
 - 4) share our concerns, but not to come with expectations of material aid.
 - 5) conduct the business of the Section.
 - 6) put the Section into the context of Friends World Committee for Consultation worldwide.

2 THE DUTIES AND ROLE OF THE SECTION CLERK

The Clerk's main tasks are to

- a keep in touch with the Secretary of the Section and to respond promptly to any questions that the Secretary may have.
- b represent the Section, with the Secretary, at the meetings of the Central Executive Committee.
- c attend the FWCC Triennials on behalf of the Section.
- d attend the Section Gatherings.
- e clerk the Section business meetings which are held at Triennials and Section Gatherings.
- f carry out any tasks undertaken as part of the work of the Central Executive Committee.

- g liaise with the staff of the World Office.
- h if possible do some intervisitation within the Section when travelling to and from Central Executive Committee meetings and Triennials. At the moment the Section does not have additional funds for this.
- i give time to prayer, reading and thought about Friends within the Section and in the world-wide family of Friends.

3 THE DUTIES AND ROLE OF THE SECTION'S EXECUTIVE SECRETARY AND ASSOCIATE SECRETARY

- a At present the Executive Secretary's position attracts an honorarium of one sixth of the salary of a first year secondary school teacher in the country of residence. Office, postage and travel expenses are met.
- b The main task is communication by
 - 1) encouraging links between Friends through correspondence, and visits when possible.
 - 2) maintaining an address list of Friends, Yearly Meetings and Worshipping Groups in the Section.
 - 3) producing and distributing a quarterly newsletter for the Section.
 - 4) liaising with the staff of World Office, the Clerk of the Section, representatives and other Section Officers and Offices.
 - 5) attending Triennials and the annual meetings of the Central Executive Committee.
 - 6) where possible doing some intervisitation within the Section when travelling to and from Central Executive Committee meetings and Triennials.
 - 7) arranging Section Gatherings in collaboration with the host group.
 - 8) attending the Section Gatherings.
 - 9) answering or forwarding enquiries.
 - 10) giving time to prayer, reading and thought about Friends within the Section and in the world-wide family of Friends.
 - 11) maintaining communication with his/her Support Group
- c In order to carry out these duties, a computer with email connection and a telephone are necessary and a fax machine is an advantage. The

Secretary may like to have a support group (see below).

d English is the language of communication but an additional language relevant to the Asia-West Pacific region would be an advantage.

e At the Section Meetings at the 2004 Triennial in Auckland, provision was made for appointment of an Associate Secretary, to share the work as listed above.

4 THE SUPPORT GROUPS FOR THE SECTION EXECUTIVE SECRETARY/ASSOCIATE SECRETARIES

a The role of such groups is to encourage and support the Executive Secretary/Associate Secretary. Ideally, members will

1) ask the Secretary how things are going on a regular basis – maybe six times a year

2) offer practical help when needed such as with the production of the Section Newsletter

3) receive a report from the Secretary - quarterly?

4) read correspondence from the Secretary and make comments

5) acknowledge communications

6) reply to requests promptly

7) hold him/her in the Light

8) be ready to respond when there is a need

9) encourage others to be aware of the work

10) be in more than email contact

b There is a need for face to face contact with some knowledgeable Friends but some of the above can be done by email.

5 THE DUTIES AND ROLE OF THE SECTION TREASURER AND ASSOCIATE TREASURER

A Treasurer will be appointed in a country where it is possible to open a bank account in the name of the Section. This may or may not be in the same country as where the Secretary is based. If the Secretary and Treasurer live in different countries, it may be practical to appoint an Associate Treasurer in the same country as the Secretary, to operate an account in conjunction with preferably

two other signatories, for the payment of administrative costs, and the Secretary's honorarium.

The main tasks for the Treasurer and/or the Associate Treasurer, if one has been appointed, are:

- a to open and operate Section bank accounts for the receipt of donations from affiliated groups and individual Friends, and the payment of authorised expenses
- b to undertake the responsible investment of the Section's financial reserves
- c to prepare and submit any tax returns for which the Section is liable
- d to prepare budgets in consultation with the Associate Treasurer, if one has been appointed, and the Secretary.
- e to advise the Executive Secretary, the Section Committee, the FWCC representatives and affiliated groups of the financial position of the Section
- f to liaise with the Auditor to ensure the timely audit of accounts
- g to assist in the financial planning for Section Gatherings, the accounts for which will be reported separately from those for the administration of the Section. Any surplus from a Gathering is invested in a Gathering Fund.

6 FUNDS, FUNDING AND FINANCIAL INFORMATION

- a The income of the Section comes mainly from annual contributions from affiliated Yearly Meetings/Monthly Meetings, and from interest from investment of the Section's financial reserves. Some groups of Friends and individuals contribute directly to the Section.

Donations should be made in the currencies of the countries in which the accounts are held, to avoid attracting bank fees on deposit. These costs can be reduced if donations are accumulated, probably by your group's Treasurer, and sent as one bank draft.

- b Contributions from within the Section are best sent via
 - 1) your Yearly Meeting or local Group, clearly earmarked for the Asia-West Pacific Section of FWCC, or
 - 2) directly to the Treasurer, Asia-West Pacific Section FWCC, P.O. Box 181, Glen Osmond, South Australia 5064, Australia.
- c Preferably, contributions from outside the Section will be sent directly to the

Section Treasurer. However they may also be sent via the Financial Officer for FWCC, 173 Euston Rd, London NW1 2AX, UK. (In this case, please indicate clearly that your contribution is for the Asia West Pacific Section.)

d Project Funding

In 1997 the Section accepted the following as guidelines for Responding to Requests for Project Funding.

Requests coming to the Section must

- 1) Provide evidence that the application has previously been made to other Friends Committees or funding bodies by Yearly Meetings within the Section.
- 2) Be forwarded through a Friends Meeting.
- 3) Deal with Friends' work within the Section or on behalf of the Section
- 4) Be sent to the Secretary in time to be included in the agenda circulated to all affiliates of the Section prior to a Section meeting.

e Bequests

If you're intending to make a bequest to the Section, please think about doing the following.

- 1) Leave your bequest as simple and as undirected as possible in the will itself. The following wording is a suggestion. Make sure that whoever acts as the Executor of your Will has access to the latest address of the Section Secretary or Treasurer.

"I give to the Asia-West Pacific Section of Friends World Committee for Consultation (FWCC), (either a specific sum or a proportion of the residuary estate), for the use and benefit of the Asia-West Pacific Section of FWCC at its absolute discretion free from all taxes and duties and I direct that the receipt of the Treasurer for the time being or other duly authorised officer shall be an absolute discharge to my trustees or executors for the gift.

If at any time, and for whatever reason, it becomes impracticable or impossible for the FWCC AWPS to continue to apply the fund for the purpose or purposes directed by me in this my will, then the FWCC AWPS executive may apply the income of the fund and where necessary the capital, for such other purposes as the executive, after consultation with members of the Section, determines are most closely in accordance with my directions."

- 2) Then provide also a sealed letter with your will in which you outline the sorts of activities you have been interested in, areas of service that have particularly either appealed or been an important part of your life and values. Offer some indication of the sorts of way you might like to see the money used. Include a specific statement that these are not

requirements, just aspects of your life that you hope may be able to be taken into consideration when, led by the Spirit, Friends decide on what is best use of the resources you have left in their hands.

7 THE RESPONSIBILITIES OF YEARLY MEETING REPRESENTATIVES AND THEIR YEARLY MEETING OR GROUP

a The major task of FWCC Representatives is to encourage communication between Yearly Meetings and groups, within their Section and in the world family of Friends. They will be responsible to articulate the views and concerns of their Yearly Meeting or group to the international Friends community especially at international FWCC meetings. Similarly they will communicate with their Yearly Meeting or group about their experiences and the issues raised in these meetings as well as share information received between Gatherings.

b Yearly Meetings and groups differ considerably in size and structure. Within each Yearly Meeting there are often different ways to help the work of the World Committee. They may not always be able to comply with its requests for support. What follows is an ideal picture.

c How can FWCC representatives serve their YM or group?
FWCC Representatives should:

- 1) have a firmly-rooted involvement with their local Quaker community
- 2) be well acquainted with their own Yearly Meeting; its spiritual life and concerns; its processes and governance
- 3) be open to learning from Quakers from other traditions of worship, theology, language and culture
- 4) be able to attend Section and Triennial meetings
- 5) consider documents sent out in advance of meetings and read the constitution, etc
- 6) look for ways to share their experience of the wider body of Friends within their own Yearly Meeting, reporting fully and regularly on both World Committee and Section meetings and affairs as the way opens
- 7) be prepared to report to the Section the activities of their own Yearly Meeting or group
- 8) look for ways to share with other Friends, whenever possible, information about the World Committee and the Section activities

- 9) help provide information to enable Friends travelling or moving to make contact with other groups
- d How can your YM or group support you and gain from your work as their representative?
- 1) appoint you as a representative for a set period as decided by your Yearly Meeting. Ideally terms are for three years, and may be renewed for another term. This will enable you to learn about the work being done, and then to participate more fully in the work of FWCC.
 - 2) make opportunities for Friends to discuss relevant issues within your Yearly Meeting or group before Section meetings and Triennials. Though Friends are not "delegates" at a meeting, it is helpful if you bring a broad understanding of the views of your own Yearly Meeting or group.
 - 3) support you as you seek to make opportunities to interpret the work of the Section and the World office to the Yearly Meeting or groups within it.
 - 4) consider implementation of recommendations of the Section Gatherings and Triennials within your Yearly Meeting or group.
 - 5) give financial support for you to attend Section meetings and Triennials.
 - 6) provide the World Office and the Section with both prayerful and financial support and encourage individuals and meetings also to be interested and supportive.
 - 7) It would be ideal if all Yearly Meetings and groups were in a position to fund all expenses of representatives. Some do this; others raise funds for at least some of their costs; and others need help from other sources.

8 THE DUTIES AND ROLE OF THE SECTION REPRESENTATIVE ON THE QUNO GENEVA COMMITTEE and QUNO-NEW YORK

a The Section representative on the Quaker United Nations Office in Geneva (QUNO Geneva)& QUNO New York committee

- 1) travels to Europe/America to attend the meetings of this committee twice a year
- 2) undertakes tasks determined by the committee, between meetings
- 3) tries to be in touch with the Yearly Meetings in the Section which are affiliated with Friends World Committee for Consultation

4) does the required background reading and preparation for the Committee meetings

5) writes regular articles for the Section Newsletter and other Friends journals, as appropriate

6) takes opportunities to spread information about the work of the Quaker United Nations Offices.

b The Secretary of the Section, in consultation with the Section Committee, will initiate the search for a representative if there is no Section Business Meeting at the appropriate time. This search process may take at least 6 months. The length of service is initially for a three year period, which may be renewed for a further period. (? Why is this not AWPS Nominations? Valerie)

c The Section Representative and the Executive Secretary of the Section should facilitate good communication between QUNO and the Section.

9 PREVIOUS SECTION GATHERINGS AND OFFICE HOLDERS

a Previous venues of Section Gatherings

1990 Bali, Indonesia

1992 Hong Kong

1993 Itarsi, India

1996 Darwin, Australia

1999 Wanganui, Aotearoa/New Zealand

2002 Bhopal, India

2005 Seoul, South Korea

b Previous office-holders of the Asia-West Pacific Section

Clerks

1986-1987	Yoon Gu Lee	Korea
1988-1991	Susumu Ishitani	Japan
1992-1997	Michi Nakamura	Japan
1998-2003	Arvind Swan	India
2004-	Dilawar Chetsingh	India

Executive Secretaries

1986-1990	Richard Meredith	Australia
1991-1996	Ruth Watson	Australia
1997-2002	Linley Gregory	Aotearoa/New Zealand
2003	Devdas Shrisunder	India
2004-	Kenneth Co Ching Po	Hong Kong
2004-	Valerie Joy (Assoc)	Australia

Treasurers

1986-1992	The Secretary/Treasurer positions were combined	
1993-1996	John Taplin	Australia

1997-1998	Simon Brown	Aotearoa/New Zealand
1999-2002	John Goodey	Aotearoa/New Zealand
2003	Nalini Titus	India
2004-	David Bottomley	Hong Kong
2004-	Topsy Evans(Assoc)	Australia
2005-	Topsy Evans	Australia
2006-	Julian Stargardt	Hong Kong MM

10 INTERVISITATION

During the 2004 Triennial, participants took part in a Strategic Needs Analysis Process (or SNAP). The outcome showed the main priority was Inreach/Outreach which involved Communications and Publicity, Inter-visitation and Events.

Some suggestions made were to

- 1) develop 'sister' relationships between meetings.
- 2) encourage Yearly Meetings to set up travel funds for inter-visitation
- 3) encourage support and learning
- 4) encourage Young Friends and others from diverse backgrounds to visit one another.

Many Quaker writings, such as the following, encourage personal connections.

"Seek to know one another in the things that are eternal"
Advices and Queries 18, Britain Yearly Meeting.

"Take time to learn about other people's experiences of the Light"
Advices and Queries 5, Britain Yearly Meeting.

" We need to know each other. We need to tell the stories. We need to have opportunities where we can talk about our spiritual journeys..."
This We Can Say - Australian Quaker Life, Faith and Thought 4.1

"Visitation is the essential work of FWCC. Visitation is like opening windows and letting the light of understanding shine in. Friends meet "face-to-face and heart-to-heart" to share both that which unites and that which divides them in the life of the Spirit. With God's help, open exchange builds understanding, respect, trust and love and renews awareness of a world-wide family of Friends."

Website of The Section of the Americas

The Secretary maintains a Contacts List which contains the most recent information on FWCC contacts around the globe, including a List of Friends Centres in our Section. Detailed information is available about FWCC affiliated

Yearly Meetings in our Section. In addition, there are worshipping groups in Vietnam, Cambodia, Laos, Sri Lanka, China and in other places, where Friends welcome contact from larger Meetings. Other contact details for non-affiliated Yearly Meetings, such as those in the Philippines, Indonesia, Nepal and Taiwan may also be available from the Secretary.

If you are planning to travel, please contact the Clerk in your destination ahead of time, with details of your visit.

The following steps may make your visit more fruitful.

- 1) Take a travelling Minute from your Clerk, which provides a spiritual link between your Meeting and the one being visited.
- 2) Take care not to impose any hardship on Friends' hospitality, but give of your time and resources as you are led.
- 3) Explore ways in which contacts can grow into ongoing friendship and mutual support.
- 4) Write about your experience and talk about it in your home Meeting.
- 5) Submit articles to Quaker publications, in particular the Section Newsletter.
- 6) Maintain contact with the Friends you meet and explore ways in which contacts can grow into ongoing friendship and mutual support.