

STRATEGY 1.1: INCREASE AND RETAIN MEMBERSHIP

ACTION PLAN

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTION TAKEN	REMARKS
1	Update and clean up membership database	Annually (Jan-March)	Secretary & Treasurer	To remove members who did not pay / not active / retired (50 members)	Implemented based on available info and feedback from members
2	Review terms of student membership: - Expand term to 3 years; - Accept post graduates;	Before AGM in March 2017	FSSM Council	To terminate student memberships after 3 years (1 month warning)	It was agreed during Council Meeting 9/2015-2017 held on 22/03/2017 and announced during 12 th AGM on 25 th September 2020.
3	Incorporate student representatives in Committees	By Sept. 2017	Membership committee/ FSSM Council	By invitation (depending on event)	Events held at Univ and events such as NFSS and IFSS have included student reps.
4	Membership drive: - Members to recruit prospective members - Membership drive in forensic institutions- KIMIA, PDRM, Universities etc.	Annually (January – March)	Membership committee; Publicity/Social committee; Student Affairs committee	1. Opportunities in conference / seminars – payment package include membership. Forensic seminar 2018	Ongoing in universities USM,UKM,MSU,UTM. Plan to include UiTM
5	Review and open membership (including students) to all forensic related fields	By Sept. 2017	Membership committee/ FSSM Council	- New memberships from APMM (Forensic Maritime)	Representative from UiTM and UTM have been invited to sit in the forensic council. This is to encourage

					participation from the two institution. Plans to co-op officers from other agencies are underway.
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STRATEGY 1.2: PROVIDE INCENTIVES AND BENEFITS

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTIONS TAKEN	REMARKS
1	Introduce Start Up Kit for new members: - to include Constitution, T-Shirt and FSSM Brochures - to initiate personal 'welcome communication' with new members	By Sept. 2017	FSSM Council	Financial status does not allow for committee to proceed	Will be given due consideration when financial situation permits
2	Create a portal for members to access forensic articles	By Sept. 2017	Publications committee	FSSM website created	Website already in place – content to be continuously updated and improved
3	Introduce periodical bulletins/newsletters	By Dec. 2017	Publications committee	Uploaded on website	Insufficient materials for publications. To request member participation.
4	Establish incentives to members who contribute articles for journals and bulletins	By June 2017	FSSM Council	Application for grants to present conferences and travel grants to members who have contributed to journal / bulletin	- 10 members were sponsored to attend and present papers at INPALMS 2013 in KL - sponsor USM FOSSA (2019) activities

					<p>- travel for AFSN (2012)</p> <p>- presentation at MYSCC n UTM Johor (2017)</p>
5	Organise regional events e.g. seminars for outstation members.	By Dec. 2017	Conferences/ Education committee	<p>1. For future activities, to be handled by universities:</p> <ul style="list-style-type: none"> • Northern – USM • Southern – UTM • Central – MSU 	<p>Talks and seminars organised at university campuses to benefit student members include:</p> <ol style="list-style-type: none"> 1. USM's 2. MSU Health Science Week activity in July 2019 3. UKM <p>Due to MCO since 2020-2022 most seminars and training were done virtually thus allowing outstation members to attend remotely.</p>

					<p>E.g., Part 1 Journal writing workshop (early 2022) and Post-2022 AGM workshop. We will likely continue with this option as the cost to conduct in this form is less expensive. Will conduct F2F sessions when our finances are at a much better solid ground and sponsors are more readily available.</p>
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STRATEGY 1.3: ENGAGE MEMBERS TO IMPROVE PARTICIPATION

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTIONS TAKEN	REMARKS
1	Survey members' interests: - Design survey form and obtain feedback from individual members (during renewal of membership) on areas of proposed involvement e.g. conferences, paper review etc.	By Sept. 2017	Membership committee	To distribute during AGM	Survey forms finalised – to be distributed at AGM 2022
2	Exploit social media – Facebook, Instagram, Twitter to disseminate information/news	By June 2017	Publicity/Social committee	Facebook FSSM developed	For now, KIV as we do not have much activities to report. But, will seriously consider using these platform (Instagram and twitter) when more activities are conducted.
3	Create apps for FSSM to cover information on Society, membership, events, services, news etc.	By Sept. 2017	Publicity/Social committee	Not done – not a priority	Existing social media such Website and Facebook already available
4	Carry out publicity initiatives: - Corporate video; merchandise	By Dec. 2017	Publicity/Social committee	Corporate video put on hold as not an immediate priority and would involve financial implications	Income generated from sale of FSSM T shirt,

				- FSSM merchandise put out for sale to members at AGM	polo shirt and caps
5	Encourage involvement in events (organisation/participation)	Regularly	Publicity/Social committee	Talk by Shimadzu (December 2018)	Done on 6 th December 2018, Eastin Hotel, Petaling Jaya, Selangor.
6	Be co-organizer for forensic events (AFSN, INPALMS, etc.)	2017-2020	Conferences/ Education committee	Co-organised national and international events with other agencies	Done. AFSN- 2023 AsiaAnalysis 2023 We have limited our activities to above to limit our financial exposure.

STRATEGY 1.4: IMPROVE MECHANISM FOR MEMBERSHIP RENEWAL AND PAYMENTS

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTIONS TAKEN	REMARKS
1	Review membership renewal and payment modes	By Mar. 2017	FSSM Council	CDM payment no longer accepted – ATF only	Current system of payment satisfactory, easier traceability
2	Implement improved and secure system for ease of payment and tracking	By Sept. 2017	FSSM Council; Treasurer	To devise online payment of membership fees - By December 2019	Not done as process may need services of IT vendor. Current practice sufficient
3	Implement alert systems for renewal and payment - Notifications for renewal/retention fee - Engage social media	By Sept. 2017	FSSM Council; Treasurer	To update website to include online form to update membership / application - By December 2019	Membership form available on website – downloaded and completed and submitted manually together with relevant documents and proof of payment. Notifications for renewal via email

4	Set up Gmas for ePerolehan transaction	By AGM 2023	FSSM Council;	Gmas system initiated and approved September 2022	Payment by government agencies can be made via ePerolehan
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GOAL 2: REGULATE THE PRACTICE OF FORENSIC SCIENCE**Strategy 2.1: Management of Code of ethics**

NO.	ACTIVITY	TIME FRAME	ASSIGNED TO	ACTION TAKEN/ PROGRESS	REMARKS
1	Review Code of ethics and improve code, if necessary	By June 2017	FSSM Council; Professional Affairs committee	Done once	To be reviewed and updated with current development
2	Engagement with stakeholders/members - Prepare checklist/questionnaire on implementation of ethics - Circulate code of ethics and questionnaire to stakeholders/members for feedback - Compile feedback and present to Council	By Sept. 2017	Professional Affairs committee	Will be done after activity 2.1.1 completed	To follow through once finalized.
3	Study and implement system for monitoring of ethical violations and compliance to Code	By Mar.2018	Professional Affairs committee	Not done	Ethics of FSSM member – to implement after Code of ethics finalised an approved.

Strategy 2.2: Develop regulations in forensic science and practice- To KIV

NO.	ACTIVITY	TIME FRAME	ASSIGNED TO	ACTION TAKEN/ PROGRESS	REMARKS
1	Carry out feasibility study - Study the need for regulations/legislation - Identify relevant ministry - Engage stakeholders (MOSTI/Attorney-General's Chambers)	By Sept. 2017	Professional Affairs Committee; Council members from KIMIA Malaysia; PDRM and UKM	Done	With the enactment of Health Science Act (Akta 774 – Kementerian Kesihatan Malaysia: Akta Profesion Kesihatan. Bersekutu 2016), FSSM was elected as a member to determine who can be classified as a professional practicing Forensic Science related with KKM. For other speciality the council proposed that this issue is to be addressed in future strategic planning since this endeavour would be very complex as it would involve the legal agencies, relevant government

					bodies and other stakeholders.
2	Determine relevancy of existing legislation/ regulation of other professional bodies (local and overseas) for adaption	By Dec. 2017	Professional Affairs committee	Partially Done	Akta 774 - Kementerian Kesihatan Malaysia: Akta Profesion Kesihatan. Bersekutu 2016 Other's underway.
3	Identify panel of experts and set up committee for drafting	By Dec. 2017	FSSM Council	Not Done	
4	Proposal for legislation relating to forensic practice and practitioners	By June 2018	FSSM Council	Not Done	
5	Approach relevant ministry	By Sept. 2018	FSSM Council	Not Done	

Strategy 2.3: Establishing standards for professional competency and certification – to KIV

NO.	ACTIVITY	TIME FRAME	ASSIGNED TO	ACTION TAKEN/ PROGRESS	REMARKS
1	Carry out feasibility and needs study and proceed only if feasible	By Sept. 2017	Professional Affairs Committee	Except for Akta 774 other areas have not been done.	Reference standards need to be identified. Akta 774 – done.
2	Establish criteria for competency	By Dec. 2017	Professional Affairs Committee	Except for Akta 774 other areas have not been done.	To proceed only after a reference standard has been adopted and agreed by relevant agencies Akta 774 - Kementerian Kesihatan Malaysia: Akta Profesion Kesihatan. Bersekutu 2016 (done)
3	Set up evaluation committee comprising panel of experts	By Mar. 2018	FSSM Council	Not Done	Akta 774 – awaiting response from KKM.
4	Invite applications for certification	By June 2018	FSSM Council	Not Done	
5	Begin issue of certificates of competency	By Sept. 2018	FSSM Council	Not Done	

GOAL 3 : PROMOTE KNOWLEDGE IN FORENSIC SCIENCE

Strategy 3.1: Provide a scheme for education, training and continuous professional development for members

NO.	ACTIVITY	TIME FRAME	ASSIGNED TO	ACTION TAKEN/ PROGRESS	REMARKS
1	Identify suitable seminars, conferences, workshops for the year.	In Jan., annually 2017-2020	Conferences/Education committee	Ad-hoc basis carried out if and when available including webminar 2018- 2	Annual Planner to be drafted Explore Webminar for easy access to members
2	Conduct seminars in conjunction with AGM	In Mar. annually, 2017-2020	Conferences/Education committee	Progress as planned	Seminars featured at every FSSM AGM and will be continued at future AGM
3	Organise Workshops in collaboration with instrument vendors	Quarterly, 2017-2020	Conferences/Education committee	Ad-hoc basis	To include in Annual Planner
4	Organise National or international conference in collaboration with other stakeholders	At least once in 2 years	FSSM Council; Conferences/Education committee	Not conducted as frequently as planned	Financial and other constraints have hindered some planned activities. Future collaboration identified;

					<p>National Forensic Science Conference (every 2 years)</p> <p>15th AFSN meeting and conference in 2023</p> <p>ASIANALYSIS in 2023 in collaboration with IKM</p>
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Strategy 3.2: Create and maintain training links with universities and other stakeholders

NO.	ACTIVITY	TIME FRAME	ASSIGNED TO	ACTION TAKEN/ PROGRESS	REMARKS
1	Seek training opportunities for FSSM members with stakeholders (universities, public and private institutions)	By June, annually 2017-2020	Conferences/Education committee; Student Affairs committee	Members especially student members encouraged to attend seminars conducted by universities	Will commence after students are allowed to enter the university fully (sem 2 2022/2023).
2	Organise short training courses on specialised topics; at least 2 courses per year	2017-2020	Conferences/Education committee	To review	To identify topic and resource person and add to planner if feasible

Strategy 3.3: Encourage publications and enhance FSSM Journal

NO.	ACTIVITY	TIME FRAME	ASSIGNED TO	ACTION TAKEN/ PROGRESS	REMARKS
1	Provide recognition to members who publish in FSSM Journal <ul style="list-style-type: none"> - Issue of certificate - Publicity to the articles in social media 	Annually 2017-2020	FSSM Council; Publications committee	Tangible recognition not given yet	To consider for coming publications Accept and promote other form of publication such as short communication, short case report and etc.
2	Provide incentive (partial financial support for publication fees) to members who publish in peer-reviewed journals	2017-2020	FSSM Council; Publications committee	Not done	To defer due to financial constraints
3	Reward for best article(s) during AGM	In Mar. 2017-2020	Publications committee	To be considered for future publications	Criteria to be drafted and panel identified for specific fields of forensic expertise
4	Expand Editorial Board	By June 2017	FSSM Council	Invite when needed	If and when needed based on subject matter
5	Increase number of issues of FSSM Bulletin to at least two per year	2017-2020	Publications Committee	Done once a year	Difficulty in getting articles for publications - insufficient submission

6	Facilitate on-line submission of articles	2017	Publications Committee	Done although not fully online	Current mechanism is sufficient – partial online
7	Publish quarterly bulletin (latest development/forensic news/conference opportunities) through website/emails/apps	2018	Publications Committee	Not Done	Not high priority as other bulletin already available
8	Publish special issues for papers from conferences organised by FSSM	2017-2020	Publications Committee	Done	Abstracts of oral presentation at seminars compiled and distributed to members either as hard copy or uploaded on FSSM website accessible to members.

STRATEGY 4.1: ENHANCE SUSTAINABILITY THROUGH INCOME GENERATION

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTIONS TAKEN / PROGRESS	REMARKS
1	Seek funding/donation from government or private agencies; e.g. apply grant from MOSTI	By June, annually 2017-2020	FSSM Council	No grants available	May be considered in future. Currently obtain sponsorship for specific events
2	Elect representative from various agencies for the collection of retention fee from members	Jan.-Mar. 2017-2020	FSSM Council	Done	Representatives identified at all agencies with members
3	Increase conference/seminar fees	2017 onwards	Conferences/ Education committee	For vendor sponsored sessions, to charge nominal fees to participants	Fees and decided for individual conference and seminar based on current situation
4	Sale of FSSM's merchandise - use website for advertisement; - during AGM/seminars/conferences;	By June 2017	Publicity/Social committee	Merchandise sold during AGMs -T shirts, polo shirts, caps.	Propose new merchandise – Tshirts (new designs), mobile phone accessories
6	Generate income through training courses	2017-2020	Conferences/Education committee	Not feasible at the moment	Financial and resources constraints. Maybe considered in future with cooperation from other agencies for

					venue and resource person.
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STRATEGY 4.2: IMPROVE MANAGEMENT EFFICIENCY

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTIONS TAKEN / PROGRESS	REMARKS
1	Hire a part-time administrative assistant to help with the society's management.	Mar. 2017	FSSM Council	- To defer	Not necessary currently- work load and insufficient funds does not justify employment of assistant.
2	Identify representatives from various agencies to assist in organization of activities	As and when required	FSSM Council	When needed.	Recruit help from members during events such as conferences and AGM
3	Involve Heads of agencies to officiate the activities	As and when required	President/ organizing committee	Done for conferences and seminars	Head of PDRM and DG of DOC invited and officiated NFSS
4	Participate in association forums (such as those organised by MyCEB) to learn best practices	2017-2020	FSSM Council	A council member will be nominated to attend	2017 – One World Hotel. Attended by Dato' Yew
5	Prepare list of duties and responsibilities for executive committee and council members	June 2017	FSSM Council	Not completed	Each committee to draft own list of duties
6	Identify practices to reduce expenditure	June 2017	FSSM Council	On line attendance and alternate presence of outstation council member	Council members based in Kota Bharu take turns to reduce transportation cost.

STRATEGY 4.3: IMPROVE EFFECTIVENESS OF COMMITTEES

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTIONS TAKEN / PROGRESS	REMARKS
1	Review organization structure and establishment of committees	June 2017	FSSM Council/ Secretary	Done	Each council member assigned to specific committees eg Membership Committee, Publications Committee etc
2	Appoint representatives from various agencies in committees	Sept. 2017	All committees	Co-opted council members	Council members co opted from UiTM , MSU, UTM and plans for Bomba and APMM
3	Prepare quarterly reports - to be tabled at FSSM Council meetings	Quarterly	All committees	Only annual report, presented at AGMs	Report of activities of each committee discussed at council meetings
4	Recognition of Council members or other representatives for contribution to Society	2017-2020	FSSM Council	Presentation of certificates	Letter of Appreciation presented to council members after term of each Council

GOAL 5: DEVELOP AND SUSTAIN NETWORKING**Strategy 5.1: Network with relevant agencies**

NO.	ACTIVITY	TIME FRAME	ASSIGNED TO	ACTION TAKEN/ PROGRESS	REMARKS
1	Identify and establish links with local professional bodies	By Dec. 2017	FSSM Council	Done – to expand further	Links with IKM, Allied Health Sciences Division, AFSN
2	Identify and establish links with foreign forensic associations	By Dec. 2017	FSSM Council	Not Done	Not ready yet to communicate with foreign forensic societies.

Strategy 5.2: Create networking opportunities for members

NO.	ACTIVITY	TIME FRAME	ASSIGNED TO	ACTION TAKEN/ PROGRESS	REMARKS
1	Compile directories of key forensic science stakeholders in FSSM	By Sept. 2017	Publications committee	Done	To update-need further consideration to upload on website
2	Compile database of forensic experts	By Dec. 2019	Membership committee	To be done	Committee to look into issues of fields of expertise, duplication, confidentiality etc

GOAL 6: PROMOTE THE SOCIETY**STRATEGY 6.1: UPDATE WEB-BASED AND ELECTRONIC PLATFORMS FOR DISSEMINATION OF INFORMATION**

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTIONS TAKEN / PROGRESS	REMARKS
1	Review appointment of webmaster	June 2017	FSSM Council	Renew annually	On going
2	Enhance and Improve FSSM website	Sept. 2017	Publications committee; Webmaster	On-going	Updated with members list, current council members, information on activities etc
3	Provide links for members at website	Sept. 2017	Publications committee; Webmaster	On-going	Links to FSSM conference abstracts and links to other forensic agencies
4	Update and create links to directories and bulletins	Sept. 2017	Publications committee; Webmaster	Done	Link to journal website.
5	Update email address of members	June 2017	Secretary	Only list of members provided – no email address provided	Emails not provided to ensure privacy of members

STRATEGY 6.2: PROMOTE THE SOCIETY VIA CONFERENCES, SEMINARS, SOUVENIRS, SOCIAL MEDIA

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTIONS TAKEN / PROGRESS	REMARKS
1	Promote souvenir items for sales via bulletin, website and during FSSM events.	Continuously	Publicity/Social committee	FSSM merchandise sold at AGM	Merchandise include T shirts, Polo shirts, caps
2	Create FSSM e-brochure	Annually	Publications committee	Not done	To consider
4	Engage the print and electronic media to promote important activities/events	As and when required	Publicity/Social committee	As and when required	Possible with attendance of Ministers or international events

STRATEGY 6.3: ORGANISE SOCIAL ACTIVITIES AND ANNUAL RECOGNITION NIGHT

NO.	ACTIVITY	TIME FRAME	RESPONSIBILITY	ACTIONS TAKEN / PROGRESS	REMARKS
1	Organise recognition session for FSSM members/stakeholders contribution after AGM through Annual Dinner, Family Day and other social functions	In Mar., annually, 2017-2020	Publicity/Social committee	KIV until finance is at a better footing.	Plans to organise Annual Dinner if funds available.
2	Organise lunch talks	At least twice a year	Conferences/Education committee	Not done	Most companies are unable to provide lunch talk due to limited finances. We will try to do at least one by Dec 2023. Either F2F or virutally.