

*ENCLOSURE to
IFFTI/030210/2004
dated 15 September 2004*

I F F T I
INTERNATIONAL FOUNDATION OF FASHION TECHNOLOGY INSTITUTES
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AGENDA

THE 12TH MEETING

OF

THE IFFTI EXECUTIVE COMMITTEE

30TH SEPTEMBER & 1ST OCTOBER 2004

AT

RYERSON UNIVERSITY
CANADA

AGENDA FOR
THE 12TH MEETING OF THE IFFTI EXECUTIVE COMMITTEE
SCHEDULED TO BE HELD AT RYERSON UNIVERSITY, TORONTO
ON 30TH SEPTEMBER AND 1ST OCTOBER 2004

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AGENDA ITEM NO. 1.

WELCOME REMARKS BY CHAIRPERSON – IFFTI

Professor Edward Newton, Chair Professor, Fashion Design, Institute of Textiles and Clothing, The Hong Kong Polytechnic University and the Chairperson, IFFTI, will make his initial remarks.

AGENDA ITEM NO. 2.

APOLOGIES SENT

- 2.1 Confirmation of attendance has been received from:-
- (a) Bunka Women's University, Tokyo, Japan
 - (b) Fashion Institute of Technology, New York, USA,
 - (c) Hong Kong Polytechnic University, Kowloon, Hong Kong
 - (d) London College of Fashion, London, UK
 - (e) Royal Melbourne Institute of Technology, Melbourne, Australia
 - (f) Ryerson University, Toronto, Canada
- 2.2 Confirmation is awaited from National Institute of Fashion Technology, New Delhi, India.
- 2.3 Donghua University, Shanghai, PR China, Institut Francais de la Mode, Paris, France and Universidade Anhembi Morumbi, Sao Paulo, Brazil have sent in their apology for not being able to attend the Executive Committee Meeting.
- 2.4 The Executive Committee may kindly accept their apology.

AGENDA ITEM NO. 3

ADOPTION OF THE MINUTES OF THE 11TH MEETING OF THE EXECUTIVE COMMITTEE

- 3.1 The 11th Meeting of the Executive Committee was conducted in two sessions as follows:-
 - 3.1.1 Opening Session at 1630 Hrs. on 29th March 2004
 - 3.1.2 Concluding Session at 1800 Hrs. on 01st March 2004

- 3.2 The draft Minutes of the Meeting were circulated to the Members on 21st April 2004.

- 3.3 As no comments have been received from Members, the Executive Committee is requested to formally adopt the Minutes of the aforementioned Meeting.

AGENDA ITEM NO. 4

NEW MEMBERSHIP

- 4.1 At the 10th Executive Committee Meeting held at Paris in November 2003 the Committee decided to enlarge the geographical representation of the foundation by scouting for Members from regions which were hitherto either not represented or had the potential of increased representation like Africa, China, Egypt, Germany, Greece, Israel, Italy, New Zealand, Portugal, Spain, Sri Lanka, Turkey, USA, etc. The Executive Committee Members unanimously agreed to assist the Secretariat in this matter.
- 4.2 The Secretariat received recommendations from the Members for consideration of following Institutions for IFFTI Membership:-

S. No	Name of Institution and Address	Recommended By
a.	Keimyung University, Daegu, South Korea	Mr. Sunao Onuma Bunka Women's University, Japan
b.	University of Stellenbosch South Africa	Ms. Angela Peers MMU, UK
c.	Senai/Cetiqt Colour Institute, Rio de Janeiro, Brazil	Prof. William Oxenham, NCSU, USA
d.	St. Petersburg State University of Technology and Design, Russia	Prof. Janice Mee, DMU, UK
e.	NDT Nagold Vogelsangweg, Nagold Germany	Mr. A. K. G. Nair Pearl Academy, India
f.	Dubai International Institute, Dubai UAE	Dr. Rajesh Bheda NIFT, India

- 4.3 The Secretariat has forwarded the Membership Application and Information Form to the Institutions. Replies are awaited.

AGENDA ITEM NO.5

WORK PLAN OF IFFTI

5.1 Paper on Best Practice in Fashion Education.

- 5.1.1 At the 7th Executive Committee Meeting held in July 2002 at New York, the Committee decided that the surplus funds of the Foundation should be utilised to support Initiatives which would further the goals of IFFTI and be of direct benefit to Members. It was decided to create an opportunity to identify and disseminate the innovation and good practices that exist within the Member Institutions and to bring the findings to a wider audience through a publication. Accordingly, the Member Institutions were asked to submit Papers on the topic of '*Best Practice in Fashion Education*'.
- 5.1.2 Out of the 35 abstracts received, 19 authors were selected to submit full papers for evaluation. They were also invited to present papers at the 2004 Conference at NIFT and 13 faculty members presented their papers at the Conference.
- 5.1.3 The final selection process is in progress under the supervision of Ms. Elizabeth Rouse, LCF, the Chairperson of the Programmes Committee.
- 5.1.4 Ms. Julia Gaimster will apprise the Committee about the present status of the Initiative.
- 5.1.5 At the 6th Annual Conference, the General Council decided to continue with this Initiative and the next publication would take place in 2006.

5.2 Travel Funding for Junior Faculty to Present Papers at the next Annual Conference

- 5.2.1 One of the objectives of IFFTI is to '*promote an international forum for the exchange of ideas, and collaborative research and development in fashion design, technology and business and related industries*'.
- 5.2.2 In order to encourage greater collaboration between IFFTI Member Institutions and to encourage participation by Junior Faculty in IFFTI Annual Conferences, it was decided to fund the travel of selected Junior Faculty Members to present Papers on the *theme* of the Conference at IFFTI Annual Conference held at NIFT, India on 01st April 2004.

- 5.2.3 Out of 12 submissions received, the Editorial Board selected the Papers of three 'Junior Faculty'. Two of them made presentations at the 2004 Annual Conference at NIFT, New Delhi.
- 5.2.4 At the 6th Annual Conference, the General Council had decided to continue with the Initiative for the next Conference also.
- 5.2.5 Accordingly a request inviting papers for this initiative was issued by the Secretariat vide letter no. IFFTI/1004/2/2004 dated 10th September 2004.

5.3 Panel Discussion

- 5.3.1 Topics for Panel Discussions at the next Annual Conference may be deliberated upon and finalized by the Committee.

5.4 Research

- 5.4.1 At the 6th IFFTI Annual Conference, the General Council was of the opinion that IFFTI should devote its resources to identify ways to take fashion research forward. The foundation should determine the ways to share the research being undertaken by IFFTI Members and assist in advancing new research in the key areas of fashion design, technology and business for the benefit of Members.
- 5.4.2 A Sub-Committee comprising of following Members was convened to supervise this Initiative:-
- (a) Ms. Sylvie Ebel, IFM, France
 - (b) Ms. Karen Webster, RMIT, Australia
 - (c) Prof. Edward Newton, HKPU, Hong Kong.
 - (d) Ms. Elizabeth Rouse, LCF, London.
- 5.4.3 A simple and interactive questionnaire, framed by the Sub-Committee was forwarded to the Members to gauge the depth and diversity of research being undertaken by Member Institutions vide Secretariat letter no. IFFTI/1004/3/2004 dated 10th September 2004.

5.5 Competitions and Scholarships

- 5.5.1 At the Executive Committee Meeting held at Paris in November 2003. It was decided that IFFTI should undertake following New Initiatives:-
- (a) *International Competition in Fashion and Textiles* – This competition is to be sponsored by Industry and Commerce. The sponsorship would be given on the lines of 'travel sponsorship', wherein IFFTI Member Institutions worldwide would provide assistance and opportunities to the recipient of sponsorship visiting their respective countries.

(b) IFFTI Scholarship to assist students for further studies – The sponsorship for this Initiative would also be obtained from Industry and Commerce. This sponsorship would be on similar lines as the ‘Inlaks’ and ‘Fulbright’ Scholarships.

5.5.2 Members were requested to assist the Secretariat in finding sponsors for the two Initiatives.

5.5.3 The Committee may further deliberate on the issue.

5.6 IFFTI LIBRARY RESOURCE NETWORK

5.6.1 It was decided that, for the time being, the authorized representative of Member Institutions are to be contacted for obtaining the desired information from respective Institutions.

5.7 LINKAGES WITH INTERNATIONAL WOOL TEXTILE ORGANISATION (IWTO) AND INTERNATIONAL APPAREL FEDERATION (IAF)

5.7.1 The foundation has been able to put in place a reciprocal arrangement of Associate Membership with International Wool Textile Organisation (IWTO).

5.7.2 According to the proposed arrangement, the two foundations will become Associate Members of each other’s organizations and their Members would be invited to attend each other’s events.

5.7.3 A letter from IWTO in support of this arrangement is placed at *Annexure I (Page 11)*

5.7.4 The Secretary under the able guidance of Prof. Newton, Chairperson IFFTI is trying to enter into a similar arrangement with International Apparel Federation (IAF). In this regard, Secretariat letter of introduction to IAF is enclosed at *Annexure II (Page 13)*.



INTERNATIONAL WOOL TEXTILE ORGANISATION
FEDERATION LAINIERE INTERNATIONALE

Hon. Founder-President
MAURICE DUBRULLE
President
JUAN CASANOVAS
General Manager
HENRIK KUFFNER

Brussels, 22nd April 2004

IFFTI Secretariat C/o NIFT Campus
Commodore Vijay
Hauz Khas, Near Gulmohar Park
NEW DELHI – 110 016
INDIA

RE : YOUR EMAIL MESSAGE OF 22ND JUNE 2004

Dear Commodore Vijay,

Thank you very much for your letter dated 22nd June concerning cooperation between our organizations.

We have the pleasure to inform you that, after discussion and approval by our Board, it was decided to start a co-operation with your Foundation as discussed in your email message.

This means in details that according to you letter:

- ***IFFTI will become Associate Member within IWTO with all rights and duties of such a membership***
- ***IWTO will become Associate Member within IFFTI with all rights and duties of such a membership***

Main benefit of this cooperation for your Foundation will be that all member universities will have access to all IWTO congresses, forum, summits etc...

We could also evaluate the possibility of common projects etc...

Benefit for IWTO will be to have access to the events of your Member Universities as well as to establish good contacts and cooperation between us and the universities

For your membership in our organization we will now start the official procedure which is basically the voting of all our members for acceptance of your organization as an Associate Member of IWTO. We would therefore need an official letter from your side for our files mentioning your wish to become an Associate Member of IWTO.

After the vote will have taken place, we will then send you all IWTO official documents and your official recognition as an Associate Member within IWTO.

Please let us know the procedure for IWTO to become an Associate Member of your Foundation and if anything special should be made from our side.

Yours sincerely,

Henrik Kuffner
General Manager

I F F T I
INTERNATIONAL FOUNDATION OF FASHION TECHNOLOGY INSTITUTES
*IFFTI Secretariat, C/o NIFT Campus,
Hauz Khas, Near Gulmohar Park,
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IFFTI/1004/3/2004

14 May 2004

Mr. John Wilson, OBE
General Secretary,
International Apparel Federation
5, Portland Place,
London. W1N 3AA

Dear Sir,

**LINKAGE ON RECIPROCAL BASIS BETWEEN MEMBERS OF
INTERNATIONAL APPAREL FEDERATION (IAF) AND
INTERNATIONAL FOUNDATION OF FASHION TECHNOLOGY INSTITUTES (IFFTI)**

Background

The International Foundation of Fashion Technology Institutes (IFFTI) is an international association of leading higher education institutions dedicated to promoting excellence in teaching and learning in fashion and fashion related programs.

2. IFFTI's Mission is to develop a global network of institutions recognized as leaders in the advancement of education in design, technology and business for fashion and its related industries through international collaboration.
3. IFFTI Member Institutions participate in International Annual Conferences and collaborate with each other in bilateral agreements and many professional development activities. IFFTI has set the standard for fashion education throughout the world. IFFTI Members foster close relationship with the fashion related industries.
4. To promote closer interaction between the faculty members of the Member Institutions, IFFTI is supporting Initiatives which would be of direct benefit to the Members. One such initiative is aimed to create opportunity to identify and disseminate the innovatory and best practices that

exist within the Member Institutions and to promote the finding to a wider audience through publication. In another Initiative IFFTI supports air travel to facilitate Junior Faculty from IFFTI Member Institutions to present papers at IFFTI Annual Conferences. Efforts are also being made to advance Research Activities in Fashion Design, Technology and Business.

5. Detailed information on IFFTI's Mission, Vision, Objectives, Membership etc. is placed at Enclosure.

Collaboration with IAF

6. Prof. Edward Newton, the Chairperson IFFTI, had informed IFFTI General Council that International Apparel Federation was agreeable in principle to reciprocal arrangement of Associate Membership with IFFTI.
7. According to this arrangement IFFTI and IAF would become Associate Members of each other's foundation and their Members would be invited to attend each other's events. However, this arrangement will not preclude individual Institutions from becoming Members of IAF or IFFTI, if it so desires.
8. Efforts could be made to try and schedule IFFTI Meetings to coincide with IAF activities to facilitate participation of the Members of the two organisations in each other's events.
9. The IFFTI General Council at its meeting held at NIFT, New Delhi, India, on 30th March 2004, have approved such an arrangement with International Apparel Federation.
10. I am therefore pleased to solicit your views on the methodology of putting the aforementioned arrangement in place.

Best regards,


Commodore Vijay (Retd.)
Secretary

AGENDA ITEM NO. 6

AUTHORISED REPRESENTATIVES

- 6.1 According to existing practice, each Member Institution nominates a suitable representative to act as Authorised Representative on the General Council and the Executive Committee of IFFTI. The Institution also nominates an alternative representative to represent the Institution in case the Authorised Representative is unable to attend IFFTI Meetings.
- 6.2 Data collated in respect of the meetings held from 2002 to 2004 reveals that during this period, the Authorised Representatives of majority of the Member Institutions have changed frequently.
- 6.3 In this context a letter received from Ms. Karen Webster of RMIT is placed at *Annexure III (Page 16)* for perusal of Members.
- 6.4 The Committee may deliberate upon the issue and recommend corrective measure if necessary.

Annexure III

Date: Thu, 02 Sep 2004 18:18:18 +1000
From: "Karen Webster" <karen.webster@rmit.edu.au>  [View Contact Details](#)
To: iffisec@yahoo.com
CC: "Harriet Edquist" <harriet.edquist@rmit.edu.au>, "Maxine Sparks" <maxine.sparks@rmit.edu.au>
Subject: greetings from Melbourne

Dear Commodore Vijay,

Greetings from Melbourne, I hope you are in good health. Please pass on my best wishes to your family.

As you are aware I will not be attending the next IFFTI executive meeting at Ryerson in Canada. Maxine Sparks who is the Acting Head of the RMIT School of Fashion and Textiles will attend on behalf of our Institute.

As we move into the future could you please supply RMIT with some clarification on representation? To put this into context: RMIT is a very large multi-disciplinary University. We have a strong commitment to creative and technology based industries. Due to the diversity of what we do, fashion at RMIT does not sit within the domains of one School.

The School of Fashion and Textiles has a focus on clothing, merchandising and textile technologies. It has a strong commitment to vocational education (from certificate to diploma). Maxine Sparks is acting Head of this School.

RMIT Fashion from degree to PhD sits within the School of Architecture and Design, and incorporates undergraduate and postgraduate programs that integrate design, fashion business and technology. The programs have a strong research focus and span from exploratory to applied outcomes. I am the Program Director for this group and Professor Harriet Edquist is the Head of School.

Professor Edquist has requested that I obtain some information on IFFTI representation so that we may consider how we may all take an active involvement in the organisation. As you are aware RMIT is enthusiastically committed to IFFTI and the important global role that it performs for the fashion industry. We are keen to maintain a professional and mutually supportive relationship that benefits all involved.

best regards

Karen

Karen Webster
Program Director - Fashion
RMIT Fashion
RMIT University
phone: (03) 9925 2782
facsimile: (03) 9925 2948
karen.webster@rmit.edu.au

AGENDA ITEM NO. 7

2005 ANNUAL CONFERENCE

- 7.1 The 7th IFFTI Annual Conference is scheduled to be held at Bunka Women's University, Tokyo, Japan in November 2005.
- 7.2 Mr. Satoshi Onuma of Bunka Women's University will brief the Committee on the details of the activities being planned at the Conference.

AGENDA ITEM NO. 8

VENUES OF FUTURE IFFTI MEETINGS

- 8.1 At the last Annual Conference the General Council had approved the following venues for IFFTI Meetings till the year 2010:

S. No.	Meeting	Venue	Period
a)	12 th Executive Committee	Ryerson, Canada	September 2004
b)	13 th Executive Committee	LCF, London, UK	July 2005
c)	7th Annual Conference and 14 th Executive Committee	Bunka Women's University, Tokyo, Japan	November 2005
d)	15 th Executive Committee	FIT, New York, USA	July 2006
e)	8th Annual Conference and 16 th Executive Committee	IFM, Paris, France	November 2006
f)	9th Annual Conference and 17 th Executive Committee	Jointly by RMIT and SI TAFE, Melbourne and Sydney, Australia	April 2007
g)	10th Annual Conference	NCSU, USA/Ryerson, Canada	2008
h)	11th Annual Conference	Fu Jen, Taiwan	2009
i)	12th Annual Conference	NCSU, USA/Ryerson, Canada	2010

- 8.2 Representative of RMIT and Ryerson University are requested to brief the Executive Committee regarding their proposals of hosting the 9th and the 10th Annual Conferences in 2007 and 2008 respectively.

AGENDA ITEM NO. 9

IFFTI WEBSITE

9.1 The Secretary will brief the Executive Committee in this regard.

AGENDA ITEM NO. 10

IFFTI ELECTION BY-LAWS

- 10.1 The existing Executive Committee was elected at the 4th Annual General Council Meeting held at Hong Kong in November 2002.
- 10.2 The tenure of the existing Executive Committee extends upto the 7th Annual Conference scheduled to be held at Bunka Women's University, Tokyo, Japan in November 2005, when elections are to be held to elect new Members from Category (B) ie Institutions representing main geographical areas.
- 10.3 The tenures of the present Chairperson and the Deputy Chairperson would conclude at the 15th Executive Committee Meeting scheduled to be held in July 2006 when the new Chairperson and Deputy Chairperson would be elected.
- 10.4 It is necessary to frame suitable Bye-Laws for the conduct of ensuing elections to the posts of Chairperson, Deputy Chairperson and the Category B Members to the Executive Committee of IFFTI.
- 10.5 Draft Bye-Laws for the conduct of elections were forwarded to the Executive Committee Members by the Secretariat vide letter no. IFFTI/0101/2004 dated 13th September 2004.
- 10.6 The Executive Committee may deliberate upon the Bye-Laws and approve the same.

AGENDA ITEM NO. 11

ACCOUNTS AND FINANCE

- 11.1 The Auditors Report on the Balance Sheet for the period 01st April 2003 to 31st March 2004 is placed at *Annexure IV (Page 22)*
- 11.2 Status of Membership Subscription is placed at *Annexure V (Page 27)*
- 11.3 Statement of Financial Affairs is placed at *Annexure VI (Page 29)*
- 11.4 Balance Sheet for the period 01st April 2003 to 31st March 2004 is placed at *Annexure VII (Page 30)*
- 11.5 The Executive Committee may deliberate and approve the same.

DHANESH GUPTA & CO.
CHARTERED ACCOUNTANTS

I-1/16, ANSARI ROAD,
SHANTI MOHAN HOUSE,
DARYA GANJ, NEW DELHI - 110002.
PHONE : 23261266, 23263059
FAX : 23263059
E-MAIL: dhaneshgupta_co@vsnl.net

The Members,
International Foundation of Fashion
Technology Institutes (IFFTI),
NIFT Campus, New Delhi

We have audited the attached Balance Sheet of **International Foundation of Fashion Technology Institutes** as at 31st March 2004 and the Income and Expenditure Account for the year ended on that date and report that :-

1. We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit.
2. The Balance Sheet and Income and Expenditure Account referred to in this report are in agreement with the books of accounts.
3. In our opinion and to the best of our information and according to explanations given to us, the said Balance Sheet and Income and Expenditure Account read with the Notes on Accounts (Schedule I) give a true and fair view:-
 - a) in so far as it relates to the Balance Sheet, of the state of affairs of the Foundation as at 31.03.2004;
 - b) in so far as it relates to the Income and Expenditure Accounts, of the surplus for the year ended 31.03.2004

for DHANESH GUPTA & CO.
Chartered Accountants

Place : NEW DELHI
Dated : 22.06.2004

(DHANESH CHANDER)
Proprietor

**INTERNATIONAL FOUNDATION OF
FASHION TECHNOLOGY INSTITUTES**

SCHEDULE -I

**ACCOUNTING POLICIES AND NOTES TO ACCOUNTS FOR THE YEAR ENDED
31.3.2004**

I) ACCOUNTING CONCEPTS

- i) The Foundation follows mercantile system of accounting and recognises income and expense on accrual basis.
- ii) Accounting Policies not specifically referred to otherwise are consistent and in consonance with the generally accepted accounting principles followed by the foundation.

II) Revenue Recognition

Subscription from the Members are recognized during the year at the prevailing rates of conversion on the date of receipt and in case of subscriptions due, the same has been accounted for as the income at the rate of conversion of Foreign Currency as on the last working day of the year.

III) Notes to Accounts

1. International Foundation of Fashion Technology Institutes (IFFTI) has been registered at Delhi (India) as a Society under 'Societies Registration Act 1860 vide certificate of Registration No. S-35833 issued on 14.10.1999.

2. Subscription from Members:

Subscription from Regular Members are collected for the year April - March every year @ US\$ 2000 Per member.(Except two associate members from whom subscriptions are collected @ US \$1000 per year).

The Subscriptions pending and due as on 31st March 2004 are shown as receivable. The amount of subscription receivable has been converted into Indian Rupees by applying the rate of Rs. 46/- per Dollar, which was the applicable conversion rate as on last working day of the year.

The net difference as arose in the books of accounts due to variation in exchange rate has been reduced from the figure of subscription from members.

3. The incomes received / expenditure incurred in foreign currency during the period has been reflected in these accounts at the prevailing rate on the date of transaction.

4. National Institute of Fashion Technology (NIFT), New Delhi from where the Secretariat of the Foundation is functioning, has met the operational and other expenses during the year which have been accounted for in the books of the foundation at the applicable conversion rate as on last working day of the year (which was Rs. 46/- per US \$ as on 31.03.2004) as under :-

Head of Account

Administrative Expenses

(US \$ 500 p.m.)

US \$ 6,000 @ 46/-

Rs. 2,76,000/-

5. The previous year figures have been regrouped and / or rearranged wherever considered necessary to make the same comparable with that of the current year figures.
6. Schedule I hereto form an integral part of the accounts.

for International Foundation of Fashion Technology Institutes

Place : New Delhi
Dated : 22.06.2004

(Commodore Vijay (Retd.))
Secretary

FORM 10B

[See rule 17B]

AUDIT REPORT UNDER SECTION 12A(b) OF THE INCOME TAX ACT, 1961, IN CASE OF CHARITABLE OR RELIGIOUS TRUSTS OR INSTITUTIONS

We have examined the Balance Sheet of **International Foundation of Fashion Technology Institutes (IFFTI)**, NIFT Campus, Hauz Khas, New Delhi as at 31.03.2004 and the Income and Expenditure Account for the year ended on that date which are in agreement with the book of account maintained by the said Society / Institution.

We have obtained all the information and explanations that to the best of our knowledge and belief were necessary for the purposes of the audit. In our opinion, the head office of the above named society has kept proper books of account so far as appears from our examination of the books.

In our opinion and to the best of our information, and according to information given to us, the said accounts give a true and fair view:-

- i) In the case of the Balance Sheets, of the state of affairs of the abovesaid society as at 31.03.2004, and
- ii) In the case of the Income and Expenditure Account, Excess of Income over Expenditure of its accounting year ended on 31.03.2004.

The prescribed particulars are annexed hereto.

for DHANESH GUPTA & CO.
Chartered Accountants

Place : New Delhi
Date : 22.06.2004

(DHANESH CHANDER)
Proprietor

AGENDA ITEM NO. 12

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

Members may discuss additional issues with the permission of the Chairperson.

----- X -----