

I F F T I
INTERNATIONAL FOUNDATION OF FASHION TECHNOLOGY INSTITUTES
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IFFTI/0304/2006

5th October 2006

Dear Executive Committee Member,

AGENDA FOR THE 16th MEETING OF THE IFFTI EXECUTIVE COMMITTEE

The 16th Meeting of IFFTI Executive Committee is scheduled to be held at Amsterdam Fashion Institute, The Netherlands, on 11th October and 12th October 2006.

2. The agenda for the meeting is enclosed.
3. The itinerary for the events at Amsterdam is given below:-

Wednesday 11th October

1245 hrs	Departure for AMFI by Taxi
1300 hrs	Welcome and Lunch at the Amsterdam Fashion Institute
1400-1700 hrs	Executive Committee Meeting, Session I. On completion return to respective hotels
1900 hrs	Drive from Hotel to Restaurant De Kas
1930hrs	Dinner at restaurant "De Kas". Hosted by AMFI

Thursday 12th October

0945 hrs	Depart from AMFI by Taxi
1000-1100 hrs	Tour of the Amsterdam Fashion Institute
1100 -1300hrs	Executive Committee Meeting Session II
1300-1400 hrs	Lunch
1400-1500 hrs	Executive Committee Meeting Session III (if required)
Afternoon	Optional programme: <u>"Fashion DNA"</u> Exhibition of the Rijksmuseum.nl (under "International"> English) Or <u>Shopping</u> At "The Nine Streets" (Picturesque streets in the heart of Amsterdam's canal district with nice designer boutiques, art galleries, jewelers, gift shops etc.)
1800-1930 hrs	Boat trip through the canals of Amsterdam. Arrangements by AMFI
1930hrs	Dinner Management led by the famous English chef Jamie Oliver. A combination between restaurant and a chef's school for young people struggling to find opportunities in the greater region of Amsterdam. Individual members to pay.

4. You are requested to make it convenient to attend the meeting and associated events.

Best regards,

Commodore Vijay (Retd.)
Secretary

AGENDA

THE 16TH MEETING

OF

THE IFFTI EXECUTIVE COMMITTEE

11TH AND 12TH OCTOBER 2006

AT

AMSTERDAM FASHION INSTITUTE

THE NETHERLANDS

INDEX TO AGENDA
THE 16TH MEETING OF THE IFFTI EXECUTIVE COMMITTEE
SCHEDULED TO BE HELD AT AMSTERDAM FASHION INSTITUTE
THE NETHERLANDS ON 11TH AND 12TH OCTOBER 2006

<u>Agenda Item</u>	<u>Subject</u>
1.	Welcome Remarks by Chairperson-IFFTI
2.	To receive apologies and note membership of the Executive Committee
3.	To agree an amendment to IFFTI Rules and Regulations
4.	To adopt the Minutes of the 15 th Meeting of the Executive Committee and the 8 th Annual Meeting of the General Council
5.	To consider matters arising out of the 8 th Annual Conference <ul style="list-style-type: none">• To note the agreement on the publication of IFFTI conference papers• To note the formation of Sub-Committees• To discuss the structure of Annual conferences, conference costs and registration fees
6.	To receive a report from the Secretariat on the status of Membership Subscription
7.	Any other item with the permission of the Chair

AGENDA NO. 1

WELCOME REMARKS BY CHAIRPERSON – IFFTI

Ms. Elizabeth Rouse, Pro Rector Academic Development & Quality, University of the Arts London and the Chairperson, IFFTI, will make her initial remarks.

AGENDA NO. 2

APOLOGIES

- 2.1 No apologies for absence received to date.
- 2.2 Confirmation of attendance has been received from the authorized representative or their nominee from:
 - (a) Amsterdam Fashion Institute, The Netherlands
 - (b) Bunka Womens's University, Japan
 - (c) Dong Hua University, PR China
 - (d) Fashion Institute of Technology, U.S.A
 - (e) The Hong Kong Polytechnic University, Hong Kong
 - (f) Institut Francais de la Mode, France
 - (g) London College of Fashion, UK
 - (h) National Institute of Fashion Technology, India
 - (i) Royal Melbourne Institute of Technology, Australia
 - (j) Ryerson University, Canada
 - (k) University of Huddersfield, UK

2.3 The following additional delegates have confirmed participation:-

- (a) Prof. Edward Newton- Member Emeritus
- (b) Prof. Trevor Little, North Carolina State University- Special invitee
Chairperson, Research Committee.

2.4 The committee is to kindly take note.

AGENDA NO. 3

TO AGREE THE AMENDMENT TO IFFTI RULES AND REGULATIONS

3.1 At the 14th Meeting of the Executive Committee, vide Agenda item No 3, it was proposed to induct Prof. Edward Newton, the outgoing Chairperson, in to the Executive Committee and the General Council as an additional member for a period of two years. The proposal was made in accordance with clause 10 (c) (vii) of the IFFTI Rules and Regulations which state as follows:-

Clause 10(c) (vii)

“The outgoing Chairperson may be additionally co-opted as the Member of the Executive Committee for such tenure as the committee may deem proper but in any case for a period not exceeding two years provided that such an arrangement does not entail any financial implications for the Foundation”.

3.2 The Executive Committee had, however, decided to appoint Prof. Edward Newton as ‘Member Emeritus’ for life on the IFFTI General Council and the Executive Committee, with voting rites, keeping in view the invaluable contribution made by him to the establishment and growth of IFFTI. In this regard para 4 on page 8 of the Minutes of the Opening Session of the 14th Executive Committee Meeting is relevant.

3.3 The decision of the Executive Committee was later ratified by the General Council at the 8th Annual Meeting. In this regard para 6 on page 14 of the Minutes of the 8th Annual General Council Meeting is relevant.

3.4 In view of the foregoing, it is recommended that Clause 10 (c)(vii) of the IFFTI Rules and Regulations may be amended to read as follows:-

Amended Clause (c)(vii)

“The outgoing Chairperson may be additionally co-opted as the Member of the Executive Committee and the General Council for such tenure and at such terms and conditions as the Committee may deem proper. Such a proposal of the Committee shall be ratified by the General Council”.

3.5 The Committee is asked to agree the amendment to the Rules and Regulations.

AGENDA NO. 4

ADOPTION OF THE MINUTES OF THE 15TH MEETING OF THE EXECUTIVE COMMITTEE AND THE 8TH ANNUAL MEETING OF THE GENERAL COUNCIL OF IFFTI

- 4.1 The 15th Meeting of the Executive Committee and the 8th Annual Meeting of the General Council of IFFTI were held at North Carolina State University, Raleigh, U.S.A as follows:-
- (a) Executive Committee Meetings: 18th June and 22nd June 2006
- (b) General Council Meeting: 19th June 2006
- 4.2 The draft Minutes of the aforementioned Meetings were circulated to the Members on 31st July 2006.
- 4.3 Comments on the draft minutes have been received from National Institute of Fashion Technology, India vide their three letters all numbered NIFT/ho/Bd, Sectt/IFFTI/2006 and all dated 13th September 2006.
- 4.4 The committee is asked to consider the proposed amendments before formally adopting the minutes.

AGENDA NO. 5

TO CONSIDER MATTERS ARISING OUT OF THE 8TH ANNUAL CONFERENCE

5.1 **To note the publication of 7th IFFTI Annual Conference Paper**

Bunka Women's University has confirmed that the papers, presented at the 7th IFFTI Annual Conference held in Tokyo in October 2005, will be published shortly.

5.2 **To note the formation of Sub-Committees**

At the last Annual Conference, it was decided to convene following Sub-Committees:-

5.2.1 **Search Committee** to assist in scouting for and induction of new members. The composition of the Sub-Committee was as follows:-

- a) Prof. Edward Newton, HKPU, Chairperson
- b) Dr. Satoshi Onuma, Bunka, Member
- c) Prof. Trevor Little, NCSU, Member
- d) Ms. Gauri Kumar, NIFT, Member
- e) Ms. Ann Priest, LCF, Member
- f) Ms. Lisebeth in't Hout, AMFI, Member
- g) Sister Maryta Laumann, Fu Jen, Member

Prof. Edward Newton, the Chairperson of the Committee would brief the Executive Committee on the findings of the Search Committee.

5.2.2 **Initiatives Committee** to identify new initiatives for the benefit of IFFTI Members. The following comprised the Sub-Committee:-

- a) Ms. Veronique Schelling, IFM, Chairperson
- b) Dr. Reginetta Haboucha, FIT, Member
- c) Ms. Nannet van der Kleijin, AMFI, Member
- d) Ms. Sue Keen, NTU, Member
- e) Ms. Tina Guglielmino, RMIT, Member
- f) Dr. Philip Taylor, Polimoda, Member

Subsequently Ms. Veronique Schelling expressed inability to be the Chairperson of the Committee. Prof. Tim Moscovitch, Huddersfield, UK has kindly consented to Chair the Sub-Committee. He would brief the Executive Committee on the proposed new initiatives.

5.2.3 **Research Committee** comprising following members to coordinate IFFTl Research activities:-

- a) Prof. Trevor Little, NCSU, Chairperson
- b) Ms. Sylvie Ebel, IFM, Member
- c) Prof. Helen Thomas, LCF, Member
- d) Prof. Yi Li, HKPU, Member
- e) Prof. Judith Mottram, NTU

Prof. Trevor Little will brief the Executive Committee on future course of action.

5.2.4 **Review Committee** comprising following members was convened to evaluate applications of prospective members received till the 2008 Annual Conference: -

- a) Prof. Edward Newton, Chairperson
- b) Prof. Linda Lewis, Member
- c) Ms. Tina Guglielmino, Member

5.2.5 The Executive Committee will review the composition of the Sub-Committees, when necessary, keeping in view the availability of some of the members and change in authorized representatives.

5.3 **To discuss the structure of IFFTl Annual Conferences, Conference Costs and Registration Fees: -**

The broad framework of the previous IFFTl Conferences is given below: -

5.3.1 The Conference is held over 4 to 5 days comprising:-

5.3.1.1 **Executive Committee Meeting (Opening Session)** - Duration 3 hours. One authorized representatives from each Executive Committee Member Institution attend this meeting. In case the authorized representative is unable to communicate in English, in that case the member may be accompanied by an interpreter. Total persons attending- approximately 12 to 15.

5.3.1.2 **IFFTl General Council Meeting (Session 1)** - To discuss Agenda Points. Two authorized representatives from each General Council Member Institution are invited to attend this meeting. This meeting is the opening session of the Conference. The duration of this meeting is 3-4 hours and is held in the forenoon of the first day of the Conference. Approximately 50 delegates attend this meeting.

- 5.3.1.3 **IFFTI General Council Meeting (Session 2)** - This half day session is open to all IFFTI delegates attending the Conference and is utilized for presentation by IFFTI Members (both new and existing), panel discussions on burning issues and interaction between members of various Sub-Committees. The duration of the session is also 3-5 hours and approximate 100 delegates attend the session.
- 5.3.1.4 **Annual Conference-** This is held over the next two days in which paper presentations and panel discussions on the theme of the Conference take place. This is an open house which any delegate willing to register can participate. Approximately 150 to 200 delegates have been attending these sessions.
- 5.3.1.5 **Executive Committee Meeting (Closing session)-** This is held on completion of the Conference and is attended by only one authorized representative from each IFFTI Member Institution. The duration of the session is approximately 2 hours and approximately 12 to 15 members attend this session.
- 5.3.1.6 **Visits and Events-** In addition to the meetings and presentations, the host institution organizes visits and other events to provide the local flavor to the delegates. These may include:-
- (a) Banquet
 - (b) Fashion Show
 - (c) Visits to factories, monuments/ places of interest

5.3.2 **Cost of the Conference-** The cost of hosting the Conference varies depending on the country, activities planned and the extent of outsourcing of events. The approximate costs of hosting the Hong Kong and North Carolina Conferences are given below as a guideline:-

	USD
a) Annual Conference hosted by HKPU in 2002	42,320
b) 8 th Annual Conference hosted by NCSU in 2006	36,600

This does not include administration, secretarial support, in-house accommodation and other miscellaneous expenses.

5.3.3 **Registration Fees**

5.3.3.1 Up to and including the 2006 NCSU Conference, the following procedure was followed:-

- a) **Authorized Representatives**: Two authorized representatives from each Regular Member and one authorized representative from each Associate Member institution were not required to pay the Registration Fees.
- b) **Paper Presenters**: All delegates of IFFTI member institutions, who presented papers at the conference, including Junior Faculty, were also not required to pay Registration Fees.
- c) **Remaining Delegates**: All other delegates, including additional delegates from IFFTI Member Institution were required to pay a registration fee of USD 300 per delegate to the host institution.

5.3.3.2 **Decisions taken at Executive Committee Meeting:-**

At the NCSU Conference, the Executive Committee took following decisions based on the recommendations of Sub-Committees and subsequent discussions:-

- a) The participation at IFFTI Conference would be free for only two authorized representatives from Regular and one authorized representative from Associate Member Institutions. All other delegates including those presenting papers would be required to pay the Registration Fees.
- b) The Conference Registration Fees for delegates presenting papers under the Junior Faculty Travel Funding Initiative would be paid by IFFTI.
- c) The host institution would publish the papers presented at the Conference. The publication will bear an ISBN number to provide benefit to the presenters.
- d) Further discussions on the format and other aspects of Annual Conferences will be held at the Amsterdam Executive Committee Meeting.

5.3.4 **Matters requiring further discussion:-**

- (a) Continuation of presentation by members.
- (b) The inclusion of an open session for IFFTI Members to conduct Panel Discussions/ Round Table on chosen topics including Research activities.
- (c) Inclusion of a separate session exclusively for deliberations by the Sub-Committees.
- (d) Inclusion of an educational strand.
- (e) Enlarging the scope of student competition to fields other than Design.
- (f) Inviting eminent guest speakers to deliver key note addresses.
- (g) Consider reducing the number of days in which papers are presented so that time is available for other IFFTI matters.
- (h) The theme of future conferences may be selected keeping in view the overall future vision of the Foundation.
- (i) Venues for future IFFTI Meetings.

5.4 **The Committee is invited:-**

- (a) to discuss the structure of the conference and the payment of registration fees by IFFTI members in the light of the costs of hosting a conference.
- (b) to agree a set of guidelines for conference hosts.

5.5 **Committees for Reviewing Conference Papers**

5.5.1 At the last Conference it was decided to convene separate Sub-Committees to evaluate Conference Papers under the categories of Design, Technology and Business. The Secretariat had asked members to nominate suitable faculty to evaluate papers under the three specializations of Design, Technology and Business.

5.5.2 The Committee is invited to make nominations as soon as possible.

AGENDA NO. 6

**TO RECEIVE A REPORT ON THE
STATUS OF MEMBERSHIP SUBSCRIPTION**

The upto date status of membership will be presented by the Secretary.

AGENDA NO. 7

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

Members may take up additional issues with the permission of the Chairperson.