

Agenda Item	Subject	Page No.
1.	Welcome Remarks by Chairman IFFTI	
2.	Apologies sent	
3.	Adoption of the Minutes of the Fourth Executive Committee Meeting held on 7 th November 2000 at London College of Fashion, London	
4.	Finance and Budget of IFFTI	
5.	Consideration of the proposal to lower the annual membership subscription of IFFTI	
6.	Formalisation of the role of the Credentials Committee	
7.	A Report on the activities of IFFTI from November 2000 to February 2001 to be presented by the CEO	
8.	Consideration of the process of election of the Executive Committee with regard to the regional representation to be given to member Institutions	
9.	Consideration of new applications for membership to IFFTI	
10.	Consideration of the draft proposal of the competition to select the logo for IFFTI	
11.	Any other item with the permission of the Chair	

AGENDA FOR THE
5TH EXECUTIVE COMMITTEE MEETING
SCHEDULED TO BE HELD
AT HONG KONG
ON 20TH FEBRUARY 2001

AGENDA ITEM NO. 1.

WELCOME REMARKS BY CHAIRMAN – IFFTI

Mr. Anil Kumar, Secretary (Textiles), Government of India and Chairman – IFFTI will make his initial remarks.

AGENDA ITEM NO. 2.

APOLOGIES SENT

In response to the invitation sent by the Secretariat, the following Member Institutes have sent their apologies for not being able to attend the Executive Committee Meeting.

1. Ms. Brenda Sparkes, The Nottingham School of Art and Design, UK, who have submitted their resignation from the membership of IFFTI. Their official letter of resignation is enclosed for reference in the Annexure – 1.

It is also for the consideration of the Executive Committee, whether the resignation of The Nottingham Trent School of Art and Design be recommended to the Board for its consideration in the ensuing meeting. However, since the representative the School is not attending the Executive Committee Meeting, Leave of absence may also be granted to them.

AGENDA ITEM NO. 3

ADOPTION OF THE MINUTES OF THE FOURTH EXECUTIVE COMMITTEE MEETING HELD ON 7TH NOVEMBER 2000 AT LONDON

The Member Institutions were circulated the draft minutes of the 4th Executive Committee Meeting and were requested to give their views regarding the same.

Since there were no changes or amendments proposed to the minutes of the Meeting, the Executive Committee is requested to formally adopt these minutes.

AGENDA ITEM NO. 4

FINANCE AND BUDGET OF IFFTI

As on date, under the IFFTI Account No. 41629 maintained by NIFT at Canara Bank, Green Park Extension, there is an amount of Rs. 14,98,903/- (equivalent to US\$ 31875/-) representing the membership fee paid by 18 Institutes for the year 1999-2000 and 14 Institutes for the year 2000-2001. The following Institutes have not yet paid the Annual Membership fee for the year 2000-2001 despite invoices having been sent to them followed by subsequent reminders:-

1. Fashion Institute of Technology, USA (As per their mail dt. 14/2/01, FIT have remitted their membership subscription. However, the transfer of funds to IFFTI account is still in the pipeline, therefore the amount shown as available in the bank has not been modified)
2. Universidade Anhembí Morumbi, Brazil
3. Bunka Women's University, Japan
4. China Textile University, China
5. Domus Academy, Italy
6. London College of Fashion, UK
7. De Montford University, UK.

As on 31st March 2001, the IFFTI Secretariat will have an amount of Rs.21.57 lakhs (equivalent to US \$ 45,875) as per the details given below:-

Details	Figures in Rs.	Equivalent US \$
Funds available with the Bank	14,98,903/-	31,875
Membership fee to be collected from seven defaulting members for the year 2000-2001	6,58,000/-	14,000
Total	21,56,903	45,875

Over and above the funds as indicated above, an amount of Rs.15 lakhs (equivalent to US \$ 32,258) has been kept as Fixed Deposit for a period of three years earning interest @ 10% per annum.

It is pertinent to mention that NIFT has been incurring expenditure on behalf of the IFFTI Secretariat and the Board has approved the expenditure of US \$ 26386 upto 13th October 2000 vide the audited statements placed before the Board in its meeting held in November 2000. Further, NIFT has to incur an expenditure of US \$ 7175 upto 31st March 2001 as shown in the table below at Column 'D'.

As the Board is aware, NIFT where the Headquarters of IFFTI is located, is incurring expenditure on the day-to-day administrative activities. A statement indicating the apportioned amount of expenditure for the period 1.4.2001 to 31st March 2002 to be incurred by NIFT, is shown in the table below at Column 'E':-

Figures in US Dollars

S.No.	Item of expenditure	Expend- iture per month	For 5 ½ months from 14.10.2000 to 31.3.2001	For 12 months from 1.4.01 to 31.3.02
A	B	C	D	E
1	Administrative Expenditure *	500	2750	6000
2	Secretarial Assistance	250	1375	3000
3	Faculty Assistance	500	2750	6000
4	Consultant's fee for preparation of the Paper clarifying the process of election of the EC		300	300
5.	Audit Fee			170
	Total		7175	15,470

*This administrative expenditure is being borne by NIFT on items like photocopying, telephone charges, FAX, E-Mail, conveyance and travelling expenses, computer and other infrastructure. The amount shown is on lump-sum basis.

At the time of the 3rd Annual Conference of IFFTI, the Board had directed that the Budget for the current year (1st April 2001 to 31st March 2002)

should be drafted in the context of the proposed activities and new priorities coming up during the year. In this regard, the following costs were taken into account:-

Figures in US \$

1.	Activities proposed during the year *	48,000
2.	Support to FIT for IFFTI – related activities of the Conference	23,830
3.	Cost of Web Site Development	1,000
4.	Administrative Expenditure **	15,470
5.	Cost of bringing out quarterly IFFTI Newsletter	1,000
6.	Incentive Award for IFFTI Logo Competition	5,300
	Total	94,600

* Activities include the re-imburement of travel costs and the Subsistence Allowance payable to the Chairman, CEO and one officer from IFFTI Secretariat to assist them in the proceedings of the Conference, Board Meeting and EC Meetings during the year.

* * As detailed in Column ‘E’ of the previous table

It may be mentioned here that UAM, Brazil were contacted for submitting their estimates of the expenditure involved on the development and maintenance of the website, which has been included in the Budget. On the same lines, FIT, New York were contacted for submitting their estimates of the costs involved in organising the IFFTI-related activities during the 4th Annual Conference in October 2001. However, since the Secretariat did not receive any inputs from them, a lumpsum provision of US\$ 23,830 has been made in the Budget based on the expenditure incurred by LCF on the Conference reducing it by the days of main conference. (Incidentally, neither NIFT, where the plenary session of IFFTI was held in November 1998, nor UAM and LCF where subsequent Annual Conferences of IFFTI were held, have been reimbursed any part of the costs incurred in hosting the Conference).

The Budget of IFFTI as detailed in the previous paragraphs is for consideration and approval by the Executive Committee.

AGENDA ITEM NO. 5.

CONSIDERATION OF THE PROPOSAL TO LOWER THE ANNUAL MEMBERSHIP SUBSCRIPTION OF IFFTI

At the Executive Committee meeting on 7th November 2000 at London, the members had felt that the level of the fee and the costs of attending the Annual Conferences of IFFTI might be prohibitive for some members. It was therefore, proposed to lower the annual membership subscription of IFFTI.

In this regard it may be noted by the EC that the IFFTI activities for the year 2001-2002 will cost an expenditure of US \$ 94600/- as detailed in the previous agenda item.

It is to be mentioned that NIFT has been incurring expenditure on behalf of the IFFTI Secretariat and the Board has approved the expenditure of US \$ 26386 upto 13th October 2000 vide the audited statements placed before the Board in its meeting held in November 2000. Further, NIFT will have to be re-imbursed the expenditure upto 31st March 2001 amounting to US \$ 7175.

The fact to be taken into account is that the total expenditure incurred / to be incurred upto 1st April 2002 will work out to US \$ 1,28,161 (94,600 +26386+7175) and that only an amount of US \$ 78,133 is available with the IFFTI Secretariat upto the financial year 2001.

In view of the above, it is for the consideration of the Executive Committee whether the fees should be reduced as suggested by some members in the Board Meeting held in November 2000.

AGENDA ITEM NO.6.

FORMALISATION OF THE ROLE OF THE CREDENTIALS COMMITTEE

At the 3rd Annual Conference, the Board had felt that for future Conferences, the role of the Credentials Committee for the Board Meetings needed to be formalised. The following structure of formalisation is submitted to the Executive Committee for its perusal and suggestions, if any, so that it can be adopted for the next Conference.

1. The Credentials Committee, comprising one delegate each from three institutions out of the members of the Executive Committee, will be nominated by the Executive Committee at their meeting prior to the Board meeting of the Conference.
2. The tenure of the Credentials Committee will be for the duration of the on-going Conference.
3. A team of not more than two delegates from each Member Institute would take part in Board meetings and in the decision- making process. The delegates will not be charged any participation fee.
4. A Letter of Authority has to be sent for all the delegates from their respective Member / Associate Member Institution, authorising them to take part in the meetings of the Board. The Letter would also indicate as to which delegate would take part in the voting, if any. This letter is to be sent to the Secretariat at least 2 days prior to the Conference.
5. The number of Observers that an Institute can send to the Conference is unlimited, on the condition that they would have to pay the prescribed conference fee.
6. The Observers will also carry an official letter from their respective Institutes, to make the process of verifying their credentials easier.
7. The official delegates to attend the Board meetings will be seated in an inner circle of the Conference table, while all the Observers will be seated behind them.
8. The Credentials Committee has to submit its report to the Chairman prior to the commencement of the Board meeting of the Conference, keeping in view the Constitution of IFFTI and the Letters of Authority received for all the delegates. It has to give recommendations about :–
 - a) the delegates from Member Institutions;
 - b) the delegates from Associate Members;
 - c) the Observers from Member / Associate Institutions / Others; and
 - d) the names of the delegates who will participate in the voting process, if any.

AGENDA ITEM NO. 7

A REPORT ON THE ACTIVITIES OF IFFTI FROM NOV. 2000 – FEB. 2001 TO BE PRESENTED BY THE CEO

During the period from November 2000 to February 2001, the Secretariat carried out the following activities on behalf of IFFTI :-

- The 3rd Annual Conference of IFFTI concluded on 10th November 2000 at London. Thereafter, the Secretariat prepared the draft minutes of the meetings of the Executive Committee and the Board and circulated them among all the Member Institutions of IFFTI, seeking their views and comments on the same. Based on the suggestions, suitable amendments were made, after which the final minutes were forwarded to all the members.
- The Member Institutions were requested to send in materials to be published in the quarterly web-based newsletter of IFFTI, which the Secretariat proposed to bring out from February 2001.
- The Secretariat also took proactive steps to collect material for the newsletter by browsing the web sites of the Member Institutions for further information.
- The Secretariat contacted UAM for an estimate of the expenditure it is likely to incur on the web site for the current year. The estimate submitted by them has been incorporated into the Budget for the coming year. On the same lines, FIT, New York was contacted for its estimate of the expected expenditure for the IFFTI - related activities at the time of the 4th Annual Conference, which it is hosting in October 2001. However, since the Secretariat failed to receive the estimates from FIT, it has prepared a draft of the expenditure that is likely to be incurred in the IFFTI-related activities during the Conference. These two heads of expenditure are to be supported by the Secretariat out of the IFFTI funds and the estimates for these are included in the proposed budget for the current year.
- A structured Application Form was drafted by the Secretariat for the new applicants seeking membership to IFFTI. Certain criteria have been included in the Form which an Institution has to meet before being considered for membership to IFFTI. This

- The Secretariat also drafted a formalised structure for the Credentials Committee for the Board, on the lines of international practices.
- The agenda items for the 5th Executive Committee Meeting at Hong Kong were finalised and circulated among all the Executive Committee members. The members were also contacted to re-ascertain their convenience for attending the meeting on 20th February.
- A position Paper was prepared by the Secretariat on the procedure for election of the next Executive Committee with regard to regional representation, etc.
- The Secretariat has been in constant touch with Ryerson Polytechnic University, Canada, who are the coordinators of the IFFTI Logo Design Competition, with regard to the formulation of the outlines and details of the Competition.
- The Secretariat has also been in close contact with Hong Kong Polytechnic University with regard to the preparations for the current Executive Committee meeting.

AGENDA ITEM NO. 8

CONSIDERATION OF THE PROCESS OF ELECTION OF THE EXECUTIVE COMMITTEE WITH REGARD TO THE REGIONAL REPRESENTATION TO BE GIVEN TO MEMBER INSTITUTIONS

According to the Memorandum of Association of IFFTI, the present term of the Chairman and the Executive Committee would expire in November 2001 and elections for the new Executive Committee would be held in October 2001 at the time of the 4th Annual Conference of IFFTI at FIT, New York.

Towards this end, the Secretariat has prepared a Paper clarifying the process of election and drafting a set of written principles with respect to the regional representation to be given to the member institutions in the next Executive Committee. The Paper is enclosed as Annexure - 2 to this agenda for the consideration of the Executive Committee.

AGENDA ITEM NO. 9

CONSIDERATION OF NEW APPLICATIONS FOR MEMBERSHIP TO IFFTI

As per the decision of the Board meeting during the 3rd Annual Conference of IFFTI, and after consulting the Executive Committee members, the Secretariat had structured a formal Application Form for membership to IFFTI and circulated it to all IFFTI members, and also to the Institutions who had earlier shown an interest in becoming members of IFFTI. The applications received will be submitted to the Executive Committee on the table of the Meeting.

Since the Executive Committee is the deciding authority in matters pertaining to new admissions, which need final ratification by the Board, the applications may be considered by the Executive Committee.

AGENDA ITEM NO. 10

CONSIDERATION OF THE DRAFT PROPOSAL OF THE COMPETITION TO SELECT THE LOGO FOR IFFTI

At the 3rd annual Conference of IFFTI in November, the Board had taken note of the fact that IFFTI needed to have its own brand logo, which will be selected through an International Students' Competition. This competition is to be co-ordinated by Ryerson Polytechnic University, Canada, who will also develop the details and outlines of the competition.

As a sequel to this, Ryerson have prepared a draft of the Rules and Regulations, the Submission Criteria, Prizes and the Entry Form of the "IFFTI LOGO DESIGN COMPETITION 2001". This draft (enclosed as Annexure – 3) is submitted to the Executive Committee for its consideration and suggestions in terms of additions/ deletions/ alterations, after which Ryerson will finalise it for circulation among all the member institutes of IFFTI for further action.

AGENDA ITEM NO. 11

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR