

AGENDA FOR THE 7TH EXECUTIVE COMMITTEE
MEETING SCHEDULED TO BE HELD ON 9TH - 10TH JULY
2002 AT FASHION INSTITUTE OF TECHNOLOGY,
NEW YORK

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AGENDA ITEM NO. 1.

WELCOME REMARKS BY CHAIRPERSON – IFFTI

Professor Edward Newton, Head and Chair Professor, Hong Kong Polytechnic University and Chairman – IFFTI will make his initial remarks.

AGENDA ITEM NO. 2.

CHANGE OF NOMINATED DELEGATES

According to information available with the Secretariat, the following changes have occurred in the list of nominated delegates of Member Institutes since the last Executive Committee Meeting:-

	<u>Member Institute</u>	<u>Old Member</u>	<u>New Member</u>
2.1	National Institute of Fashion Technology (NIFT), India	Mr. Atul Chaturvedi	Ms. Gauri Kumar
2.2	University of Technology, Sydney (UTS), Australia	Ms. Val Horridge	Ms. Alison Mason
2.3	Universidade Anhembi Morumbi (UAM), Brazil	Mr. Anmon Armoni	Mr. Armoni has left UAM. The name of the new representative has not been communicated till now.

Ms. Gauri Kumar, Director General NIFT, the new delegate of NIFT, is amongst us today. I would like to request the Executive Committee to welcome her into the IFFTI fold.

AGENDA ITEM NO. 3

APOLOGIES SENT

The following Member Institutes have sent in their apologies for not attending the 7th Executive Committee Meeting.

- 3.1 University of Technology, Sydney
- 3.2 Donghua University, China

Executive Committee may accept their apologies.

AGENDA ITEM NO. 4

ADOPTION OF THE MINUTES OF THE SIXTH EXECUTIVE COMMITTEE MEETING HELD ON 2ND JULY 2001 AT PARIS

- 4.1 Keeping in view the long passage of time since the 6th Executive Committee meeting, the draft minutes of the Meeting were once again circulated to the Member Institutions requesting them to give their views regarding the same. A copy of the same is placed at *Annexure – I*.
- 4.2 Since there were no changes or amendments proposed to the draft minutes of the Meeting, the Executive Committee may formally adopt them.

AGENDA ITEM NO. 5

PLACING ON RECORD THE DECISIONS TAKEN THROUGH CIRCULAR RESOLUTIONS

- 5.1 As the members are aware, the 4th Annual General Council Meeting of IFFTI, which was scheduled to have been held at FIT, New York, from 17th-20th October 2001, had to be postponed due to the extraordinary international situation prevailing at that time. Efforts to reschedule the meeting within a short span of time were unsuccessful, since many members expressed difficulties in undertaking travel at that point in time.

- 5.2 In the meanwhile, it became necessary to take decisions on the following urgent matters which were circulated in the Agenda for the 4th General Council Meeting of IFFTI;-
- 5.2.1 Appointment of Professor Edward Newton, Head and Chair Professor, Hong Kong Polytechnic University, Hong Kong as the next Chairperson of IFFTI.
 - 5.2.2 Extension of the Tenure of the Executive Committee of IFFTI and co-opting Royal Melbourne Institute of Technology, Australia to the Executive Committee for a period of one year.
 - 5.2.3 Fixing the venue and date of the next (7th) EC Meeting.
- 5.3 In order to obviate a vacuum and ensure that the Foundation does not remain without a legally constituted Governing Body, the aforementioned decisions were taken by Circular Resolutions as provided for in Rule 17 of the Rules and Regulations of IFFTI.
- 5.4 The Executive Committee is requested to take on record these decisions taken by Circular Resolutions.
- 5.5 The EC Members are also requested to sign the Voting Forms placed at *Annexures II, III and IV*, and return the same to Secretary IFFTI for record.

AGENDA ITEM NO. 6

ACTION TAKEN REPORT ON MATTERS ARISING OUT OF PREVIOUS MEETINGS

Action taken by IFFTI Secretary on matters arising out of discussions and decisions taken at the earlier Annual General Council and Executive Committee meetings are given below for information of Executive Committee Members. The issues which need further deliberation or decision by EC, have been included as separate Agenda Items later in the Agenda.

- 6.1 Authorised Delegates:
- 6.1.1 Updation of Data: The Secretariat has requested all IFFTI Member Institutes to update the data in respect of the nominated Members.

- 6.1.2 **Institutional Form:** The Secretariat had drafted and circulated an Institutional Form to all IFFTI Members. They would be requested to use this Form to authorise a suitable delegate to attend the General Council Meeting, in lieu of the originally nominated member, in case the latter is unable to do so owing to unavoidable circumstances. A copy of the same is placed at *Annexure – V*.
- 6.2 **Membership Subscription:** The Secretariat has commenced issuing invoices in original by mail to the IFFTI members for payment of membership subscription. In addition, the Secretariat has been diligently following-up with individual Member Institutions to pay the outstanding Membership Fee. This has resulted in a large number of payments being realised from Members, including the old dues. The details are given in Annexure and would be discussed later in **Agenda Item No. 14**.
- 6.3 **Circulation of Minutes of EC Meetings:** The minutes of EC meetings are now circulated to all the members of IFFTI General Council instead of only to the EC members.
- 6.4 **Meeting of 7th Executive Committee:** The Agenda for the 7th Executive Committee Meeting at FIT was finalised in consultation with the Chairman and circulated among all the Executive Committee Members. The Members were also contacted individually to ascertain their convenience for attending the meeting on 9th and 10th July at FIT, New York.
- 6.5 **New Members:-**
- 6.5.1 In order to broaden the base and enhance IFFTI Membership, the IFFTI Secretariat, through members, is in the process of identifying suitable institutes across the world, which could be invited to become members of IFFTI, in case they wish to do so, and provided they meet the membership criteria laid down by the IFFTI General Council. Towards this end, a shortlist of some suitable Institutes has been prepared. The Secretariat is presently in the process of gathering the necessary information and data in respect of these Institutes through various means, including website and feedback of the existing IFFTI members.

After compiling the required information, the details will be circulated to the Executive Committee to seek its approval to invite the suitable Institutes to become members of IFFTI. The names of some of the Institutes which are being considered are given at *Annexure-VI*.

6.5.2 As a result of this effort, the Secretariat has already been able to shortlist the following 4 Institutes for membership;-

- (a) Pearl Academy of Fashion, India
- (b) Nanyang Academy of Fine Arts, Singapore
- (c) University of Manchester Institute of Science and Technology, UK
- (d) University of Huddersfield, UK

6.5.3 Of these, the documents forwarded by Pearl Academy of Fashion, Nanyang Academy of Fine Arts and UMIST have already been scrutinised by nominated members of the Executive Committee and the same are being put up separately for ratification by the EC.

6.5.4 As regards the University of Huddersfield, the Executive Committee needs to appoint a two-member Sub-Committee to examine the application submitted by the University, to determine its suitability for IFFTI membership.

6.5.5 Detailed deliberations may be held under **Agenda Item No. 7**

6.6 Revision of Rules and Regulations: Secretariat had prepared a revised document of the Rules and Regulations of IFFTI incorporating the recommendations of IFFTI Members and the advice of the Advisor to IFFTI. The same was circulated to all IFFTI members, a copy of which is also placed at **Annexure** and may be further deliberated upon under **Agenda Item No. 13**.

6.7 **IFFTI Web-based Newsletter -** To enable interaction, exchange and dissemination of information between Member Institutes, the IFFTI Secretariat was asked to bring out a quarterly web-based Newsletter. The first issue of this Newsletter was prepared by the Secretariat and forwarded to UAM. However the same could not be hosted on the

website due to financial constraints. Further discussion will be held under **Agenda Item No. 8.**

6.8 **Global Library Network:** Towards achieving a Global Library Network, the Secretariat had circulated the Form proposed by IFM by all EC Members. The same is placed at Annexure and will be discussed separately under **Agenda Item No. 11.**

6.9 **IFFTI Accounts**

6.9.1 The Executive Committee in its 6th Meeting held on 2nd July 2001 at Paris decided that;-

- a. The Secretary should add a permanent item dealing with budget, expenses and accounts to each EC Meeting's agenda;
- b. The Secretary should provide each EC Member with the detailed accounts from the beginning of IFFTI upto now so that the next EC shall be able to work on the review of the costs to be approved by the General Council, and propose a budget which would be compatible with IFFTI's effective resources; and
- c. A Treasurer should be nominated within the EC Members, to assure a following up of the IFFTI Accounts in close relationship with a certified accountant to be appointed by the Secretary.

6.9.2 Accordingly, the Secretariat had appointed a reputed Chartered Accountant firm for conducting audit of the accounts of IFFTI since its inception on 14th October 1999.

6.9.3 The Balance Sheets of IFFTI as on 31.3.2000 and 31.3. 2001 were finalized, audited and circulated to Members in October 2001.

6.9.4 The Balance Sheets of IFFTI as on 31.3.2002 and the Provisional Balance Sheet for the period 01.03.2002 to 30.06.2002 along with the Income & Expenditure Account and Auditor's Report have been finalized and placed at Annexure. The same would be discussed under **Agenda Item No. 14.**

6.9.5 In addition, following tasks related to he accounts of IFFTI have been completed by Secretary-IFFTI after joining:-

- (a) Filed application with Income Tax authorities for allotment of Income Tax Permanent Account No. (PAN).

- (b) Filed application for grant of Tax Deduction Account Number (TAN).
- (c) Filed application for grant of permission for non-deduction of Tax at Source (TDS).
- (d) Filed income tax returns for the years 1999-2000 and 2000-2001 without incurring penalty.
- (e) Application made for refund of TDS deducted by Bank on interest accrued on deposits.
- (f) Registration of IFFTI U/S 12A of Income Tax Act for exemption from payment of Income Tax on income received by IFFTI through contributions.
- (g) Filed application for approval under Section 80G of IT Act for grant of 50% deduction of taxes in the hands of donors for all donations made to IFFTI.
- (h) Applied for permission under Section 35 of Income Tax Act, so that the contributors may be allowed exemption from tax of expenditure @125% of the amounts contributed towards Research.
- (i) Completed formalities under Foreign Currency Regulation Act with Reserve Bank of India for sums received in India in convertible foreign exchange.
- (j) Separate IFFTI Bank Account opened.
- (k) Balance Sheet for the year 2001-2002 prepared.

6.9.6 The detailed deliberations on IFFTI Accounts would take place later under **Agenda Item No. 14.**

6.10 Meetings of the 8th EC and 4th General Council: The Secretariat is interacting closely with Hong Kong Polytechnic University, Hong Kong, for the coordination of the 8th Executive Committee and 4th General Council meetings. The programme for the 8th Executive Committee Meeting and 4th Annual General Council Meeting of IFFTI would be discussed later under **Agenda Item 12.**

6.11 Appointment of full-time Secretary of IFFTI: In the 6th Executive Committee Meeting at Paris on 2nd July, 2001, it was decided to replace the title of 'CEO' with 'Secretary' and to appoint a full-time Secretary of IFFTI to look after the administrative aspects of IFFTI. In fulfilment of that decision, Commodore Vijay (Retd.), assumed the responsibilities of full-time Secretary of IFFTI on 14th January 2002

for an initial test period of 6 months. His resume has been circulate to all the Executive Committee Members. (**Agenda Item No. 15**)

AGENDA ITEM NO. 7

CONSIDERATION OF THE APPLICATIONS OF NEW MEMBERS

- 7.1 On the recommendation of Prof. Edward Newton, the Membership Information and Application Form of IFFTI was forwarded to Pearl Academy of Fashion, India, Nanyang Academy of Fine Arts, Singapore and UMIST, UK. As is the practice, each application was reviewed the Institutes to become members of IFFTI due to their especially high standards of teaching in the areas of design and technology. The comments are placed at **Annexure – VII** for the approval of the Executive Committee. If approved, the Institutes would be invited to attend the 4th Annual General Council Meeting of IFFTI at Hong Kong in November 2002 and formally be inducted into the IFFTI fold.
- 7.2 The Membership Information and Application Form of IFFTI was also forwarded to University of Huddersfield, UK and an application alongwith the necessary documents has been received from them. The Executive Committee may nominate two member institutes to review the application and give their recommendations to the IFFTI Secretariat for further processing. The application of the Institute is placed at **Annexure – VIII** for the perusal of Members.

AGENDA ITEM NO. 8

CORPORATE IDENTITY OF IFFTI

- 8.1 **IFFTI Brochure and IFFTI Logo**: At the time of the 5th Executive Committee meeting of IFFTI held at Hong Kong, the members had decided that one of the tentative Agenda Items for the next Executive Committee meeting would be charting the course of an effective Communication Strategy for IFFTI, which could form a part of the establishment of its Corporate Identity. Towards this end, a draft paper on the text of the IFFTI Brochure was prepared by IFM and

- LCF and circulated to all the members. It had also been decided to hold a Competition for selecting the IFFTI logo.
- 8.1.1 The Competition for selecting IFFTI Logo could not be held as scheduled, as the students in the Member Institutes had broken fro their semester. In the meantime, IFM and LCF generated certain ideas and concepts for IFFTI Logo. These were circulated to members for their mandate. The design which got the maximum number of approval was selected as the IFFTI logo and 1000 IFFTI brochures were got printed by IFM with the approved logo. Further printing of the Brochures is to be undertaken after incorporating changes based on the recommendations of the members.
 - 8.1.2 IFM have forwarded an invoice for the expenses of FF 68,305.15 already incurred by them, which may be considered and approved by the Executive Committee for payment. The same is placed at **Annexure – IX**.
 - 8.1.3 IFM have also proposed that hereinafter, IFFTI Secretariat should take on the task of printing the additional copies of the brochure after updating them, as the cost of doing so in India would be much lower. They are willing to forward to the IFFTI Secretariat the CD with all the express (Macintosh pack) used to print the brochure. The Executive Committee may consider the proposal and take a decision on the same.
- 8.2 IFFTI – Website: In so far as the IFFTI websit is concerned, UAM – Brazil were assigned the responsibility of developing and updating the website according to the new Logo and Corporate Identity of IFFTI, in two phases.
- 8.2.1 UAM has prepared a basic website, for which their membership fee of US \$2000.00 for the year 1999 was adjusted.
 - 8.2.2 For developing and maintaining the website further on the lines of the decisions of 3rd AGC, UAM had quoted a fee of US\$1000 per month.
 - 8.2.3 After deliberation of the same, the 5th EC decided to keep the further development of website on hold.
 - 8.2.4 During the 6th EC Meeting it was decided to review and simplify the current website developed by UAM. It was agreed that the IFFTI website should be the gateway to each Institution Website and UAM is to develop it in two phases.

Details are given at page 6 of 6th EC Minutes placed at **Annexure – I.**

- 8.2.5 UAM have reaffirmed their interest in developing and maintaining the website on the lines of decisions taken at 6th EC Meeting. They have, however, requested that their yearly membership subscription may be adjusted towards fee for carrying out this task.
- 8.3 The Executive Committee may discuss and decide on the future course of action in this matter.

AGENDA ITEM NO. 9

WORK PLAN OF IFFTI

- 9.1 Acknowledging the need for enlargement of the scope of interaction amongst various Member Institutions with respect to exchange of ideas regarding students' exchange, information sharing, course development and faculty and student involvement, IFFTI General Council had formed three Working Groups to examine these aspects and offer firm recommendations. Based on the recommendations of the Groups, and ACTION PLAN FOR IFFTI FOR THE YEAR 1999-2000 was prepared. This is placed at **Annexure – X.** This issue was further discussed in the 3rd Annual General Council meeting at London on 7th – 10th November 2000, wherein following decisions were taken:-
- 9.1.1 All members would take steps to implement these recommendations.
- 9.1.2 The instrument of exchange of students and faculty would be initially through bilateral agreements between member institutions, since it was difficult to achieve multilateral cooperation at the outset in view of the fact that credits and assessment procedures varied between different Institutions.
- 9.1.3 The exchange of ideas is to be effected through the IFFTI website and the web-based newsletter, for which the Secretariat would play a proactive role.

- 9.2 The EC may deliberate on the initiatives taken by the Members in furtherance of these decisions and evolve a strategy to implement the Action Plan, which is the raison d'etre of IFFTI.

AGENDA ITEM NO. 10

AMENDMENT OF IFFTI RULES AND REGULATIONS

- 10.1 According to the Memorandum of Association of IFFTI, the present term of the Chairman and the Executive Committee was to expire in November 2001 and elections for the new Executive Committee were to be held in October 2001 at the time of the proposed 4th Annual Conference of IFFTI at FIT, New York.
- 10.2 Towards this end, the Secretariat had prepared a Paper clarifying the process of election and drafting a set of Election By-laws. However, at the 5th EC meeting, the members felt that there existed certain inconsistencies between the IFFTI Rules and Regulations and the Election By-laws, which needed to be resolved before there could be any further progress on this issue. National Institute of Fashion Technology (NIFT), New Delhi and Fashion Institute of Technology (FIT), New York were requested to review these documents.
- 10.3 The issues under discussion were considered by the Legal Advisor of the Secretariat and the advice received was circulated to all the members of the Executive Committee for comments. The Secretariat received feedback on that advice from Dr. Georgianna Appignani, Prof. Edward Newton and Mr. Amnon Armoni. After taking into account the view-points of all these members, a Paper has been prepared by the Secretariat, which provides the clarifications on the issues raised and proposals for modification in some areas of the documents. This paper is placed at **Annexure – XI** for the consideration of the Executive Committee. Thereafter the proposed amendments of IFFTI Rules and Regulations and the final draft of the Executive Committee Election By-laws (placed at **Annexures – XI and XII**) could be placed before the General Council for ratification during the 4th Annual General Council Meeting in November 2002 at Hong Kong.

AGENDA ITEM NO. 11

AMENDMENT OF IFFTI RULES AND REGULATIONS

- 11.1 During the 6th EC Meeting, the Institut Francais de la Mode, Paris had put up a proposal to set up a partnership between all the libraries and documentation centres of IFFTI member institutions. According to this proposal, all the institutions could get linked up in order to build a global network which would cover fashion industry, textiles, apparels, fashion education, etc. This proposal is important in order to:
- 11.1.1 know more about every existing organisation focussed on the specific sectors of reference libraries and documentation centres, in terms of the size of the library, collections, equipment (computer systems and software), and type of users;
 - 11.1.2 share knowledge and know-how and to exchange and improve each other's habits and techniques in terms of library management, type of computer database and search tools; and
 - 11.1.3 develop exchange of information whenever possible in terms of books, list of periodicals and web-sites.
- 11.2 IFM recommended that the project be started with a simple action. Each partner would fill a presentation form, placed at *Annexure - XIII*, which gives the main characteristics of the library. IFM Documentation Centre will collect filled forms and dispatch them amongst all the different partners of the network in order to disseminate the information. Forms could be sent by e-mail, fax or regular mail.
- 11.3 This project is submitted for approval of the EC and subsequently the General Council, so that it could be launched at the earliest.

AGENDA ITEM NO. 12

PREPARATION FOR THE 4TH GENERAL COUNCIL MEETING TO BE HELD ON 7TH NOVEMBER 2002

- 12.1 At the time of the 3rd Annual General Council Meeting of IFFTI, there was a proposal that future IFFTI Conferences should be reformatted to

- ensure greater involvement of faculty and students. This should be done progressively – from initial emphasis on faculty to gradually moving on to students. Future AGC’s should plan more interactive sessions and seminars to enable increased participation by academia from all over the world.
- 12.2 Hong Kong Polytechnic University, Hong Kong has kindly consented to host the 4th Annual General Council Meeting of IFFTI on 7th November 2002. Attached to the Annual General Council Meeting would be the 8th Executive Committee meeting on 6th and 10th November 2002 .
- 12.3 Keeping in view this decision, HKPU is planning to hold a two day International Conference on ‘Fashion and Textiles’ on 8th and 9th November 2002 to coincide with the 4th IFFTI General Council Meeting scheduled to be held in Hong Kong on 7th November 2002.
- 12.4 Hence the effective involvement of the Members in the activities at Hong Kong would be as follows:
Executive Committee Members - 6th – 10th November 2002
General Council Members - 7th – 9th November 2002
- 12.5 The proposed detailed programme for the 8th Executive Committee Meetings, 4th General Council Meeting and the International Conference on Fashion and Textiles is placed at *Annexure – XXIV* for the approval of the EC.
- 12.6 Invitations for the International Conference on Fashion and Textiles have already been sent to the IFFTI members directly by Prof. Newton, Head and Chair Professor, Hong Kong Polytechnic University.

AGENDA ITEM NO. 13

LINKAGE WITH THE INTERNATIONAL APPAREL FEDERATION

The Chairman will now brief the EC members regarding the outcome of his discussions with International Apparel Federation.

AGENDA ITEM NO. 14

ACCOUNTS, FINANCE AND BUDGET OF IFFTI

- 14.1 **Balance Sheets**: Copies of audited Balance Sheets of IFFTI for the years ending 31st March 2000, 31st March 2001 and 31st March 2002 are placed at *Annexures – XV, XVI and XVII* respectively.
- 14.2 The Provisional Balance Sheet from 1st April 2002 to 30th June 2002 is placed at *Annexure – XVIII*.
- 14.3 **Membership**: A statement showing the payments received towards membership fee upto 30 June 2002 is placed at *Annexure – XIX*.
- 14.4 **Outstanding Membership Fees**: The Statement at *Annexure – XX* gives the outstanding dues from Member Institutes.
- 14.5 **Payments**: The details of outstanding payment to be made by IFFTI are given on *Annexure XXI*. The expenditure is based on the decisions of EC Meetings.
- 14.6 **Income and Expense Statement**: An Income and Expense Account statement upto 30.06.2002, prepared on the basis of the Balance Sheets, is placed at *Annexure – XXII*.
- 14.7 **Net Balance**: The Balance available in Bank Account of IFFTI on 30th June 2002 is US \$ 103,437. Whereas the net capital fund available in the IFFTI Account on 30th March 2002 would be US \$75,682, after taking into account the Membership fees due from members and payments to be made towards approved Budget upto 31.03.2002.
- 14.8 **Budget for the period 01 April 2002 to 31 March 2003**: The proposed budget based on the allocation of funds for requirements emerging out of the deliberations of Executive Committee on the 'IFFTI Action Plan' and the 'Communication Strategy' is to be deliberated upon and finalized by the EC. A draft budget is placed at *Annexure – XXIII*.

- 14.9 **Approval Required:** Executive Committee may peruse the aforementioned, and if deemed fit, approve the following;
- 14.9.1 The Balance Sheets for the periods ending 31st March 2000, 31st March 2001 and 31st March 2002 at *Annexures – XV, XVI and XVII*, respectively, so that the same may be submitted to the General Council for adoption.
 - 14.9.2 Payment to IFM an amount of US \$9,000 approximately, towards their bill placed at *Annexure-IX* for expenses incurred in designing, printing and dispatching 1000 copies of IFFTI Brochures.
 - 14.9.3 Payment to NIFT an amount of Rupees equivalent of US \$38,000 towards bills raised in respect of administrative expenses incurred by them in support of IFFTI Secretariat. *Annexure XXI*.
 - 14.9.4 To consider, and if deemed fit, approve the request of UAM for adjustment of their Membership Subscription of US\$2000 per year for the years 2000 and 2001 (Total US\$4000) towards development of the IFFTI website. This would be in addition to the Membership Subscription of US\$2000 for the year 1999, which had earlier been permitted to be adjusted towards the same purpose.
 - 14.9.5 The budget for the year 2002-2003. *Annexure XXIII*.

AGENDA ITEM NO. 15

CONSIDERATION OF THE EXTENSION OF THE TERM OF SECRETARY OF IFFTI

- 15.1 At the time of the 6th EC Meeting, the Members had:
- 15.1.1 Decided to replace the title of CEO by Secretary.
 - 15.1.2 Empowered Mr. Atul Chaturvedi, CEO to appoint a full-time Secretary of IFFTI at US\$10,000 per year on full time basis plus travel expenses, for an initial test period of six months, who would be in charge of administrative aspects of IFFTI, including follow up of EC and Board decisions, attendance at the EC Meetings, drawing up of Agenda and Minutes etc.

15.2 In pursuance of the above decision, Commodore Vijay (Retd.) was appointed as full-time Secretary of IFFTI on 14th January 2002 for an initial test period of 6 months. His present tenure of appointment expires on 13th July 2002.

15.3 The EC may deliberate on extending the term of the Secretary IFFTI.

AGENDA ITEM NO. 16

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

- Following the review and approval of the Membership Application Form of Pearl Academy of Fashion by FIT and HKPU, an invitation has been sent to Pearl Academy to attend the 4th Annual Conference as an Observer. A list of documents has also been sent to them for their perusal before they send in their confirmation for joining IFFTI as a permanent member.
- In the 6th Executive Committee meeting at Paris on 2nd July, 2001, it was decided to replace the title of CEO with Secretary and to appoint a full-time Secretary of IFFTI to look after the administrative aspects of IFFTI. In fulfilment of that decision, Commodore Vijay (Retd.), has assumed the responsibilities of full-time Secretary of IFFTI on 14th January 2002 for

an initial test period of 6months. His resume has already been circulated to all the Executive Committee members.

- As was decided in the 6th EC meeting, the minutes of EC meeting have been circulated to all the members of IFFTI.
- In the last EC meeting, the members decided to explore a formal linkage with a professional organisation like the International Apparel Federation, for which IFFTI could be the educational component. As the Hong Kong Polytechnic University, Hong Kong, is an active member of this organisation, Professor Edward Newton had taken this responsibility to contact them officially before the next EC meeting. Professor Edward Newton may like to apprise the members regarding the same.
- As per the decision of the last EC, the Secretariat has issued invoices bearing ink signatures by mail to the IFFTI members for payment of membership subscription.
- An Institutional Form was drafted and circulated among all the members of IFFTI, in order to have the authorised delegate nominated by member institutes for attending the 4th Annual Conference and also to authenticate and update the previous information available with the Secretariat.
- The Balance Sheets of IFFTI accounts have been finalised, details of which have been included as a separate agenda item. In the last EC meeting, it was also decided to nominate a Treasurer within the EC members, to assure a following up of the IFFTI accounts. The EC may nominate a Treasurer to discharge these functions.

AGENDA ITEM NO. 7

A REPORT ON THE ACTIVITIES OF IFFTI FROM JULY 2001 – JULY 2002 TO BE PRESENTED BY THE SECRETARY

During the period from July 2001 to July 2002, the Secretariat carried out the following activities on behalf of IFFTI :-

- The 6th Executive Committee meeting of IFFTI took place on 2nd July 2001 at Institute Francais de la Mode, Paris. The draft minutes of the meeting were prepared by IFM and sent to the Secretariat for the review of the CEO, Mr. Atul Chaturvedi. After his review, the Secretariat circulated the minutes among all the Member Institutions.
- The Membership Information and Application Form was forwarded to those leading Fashion institutions, who had either shown an interest in

seeking membership to IFFTI or whose names had been proposed by the existing members of IFFTI. These include:

1. Mr. Herschel Segal, Le Chateau International, Canada
 2. Omilos Dimitreli, Greece
 3. Tianjin Polytechnic University, China
 4. Zhejiang Institute of Science and Technology, China
 5. Osaka Bunka Fashion College, Japan
 6. University of Manchester Institute of Science and Technology, UK
 7. North Carolina State University, USA
- The agenda items for the 7th Executive Committee Meeting at FIT were finalised and circulated among all the Executive Committee members. The members were also contacted individually to re-ascertain their convenience for attending the meeting on 9th and 10th July at FIT, New York.
- The program for the 4th Annual Conference of IFFTI has been forwarded to all the Member Institutions to enable them to plan their attendance at the Conference. A list of suggested hotels has also been enclosed for their reference and convenience.
- The Secretariat has been in constant touch with FIT, New York and Hong Kong Polytechnic University, Hong Kong, for the coordination of the 7th Executive Committee and 4th General Council meetings.

AGENDA ITEM NO. 8

FINANCE AND BUDGET OF IFFTI

The Executive Committee in its 6th meeting held on 2nd July 2001 at Paris decided that:-

- i) the Secretary should add a permanent item dealing with budget, expenses and accounts to each EC Meeting's agenda;
- ii) the Secretary should provide each EC Member, before the end of July, with the detailed accounts from the beginning of IFFTI upto now so that the next EC shall be able to work on the review of the costs to be approved by the General Council, and propose a budget which would be compatible with IFFTI's effective resources; and

- iii) A Treasurer should be nominated within the EC Members, to assure a following up of the IFFTI Accounts in close relationship with a certified accountant to be appointed by the Secretary.

Accordingly, the Secretariat has appointed a reputed Chartered Accountant firm for conducting audit of the accounts of IFFTI since its inception on 14th October 1999.

The Balance Sheets of IFFTI as on 31.3.2000, 31.3.2001 and 31.3.2002 alongwith the Income & Expenditure Account and Auditor's Report are placed at Annexures – 1, 2 and 3 respectively.

In addition, following tasks related to the accounts of IFFTI have been completed by Secretary – IFFTI after joining:-

- (a) Registration of IFFTI U/S 12A of Income Tax Act for exemption from payment of income tax.
- (b) Approval U/S 80G of IT Act for grant of 50% deduction of taxes in the hands of donors.
- (c) Filed income tax returns for the year 1999-2000 and 2000-2001 without incurring penalty.
- (d) Application for allotment of Income Tax Permanent Account No. (PAN) submitted.
- (e) Application made for refund of TDS deducted by Bank on interest accrued on deposits.
- (f) Separate IFFTI Bank Account opened.
- (g) Balance Sheet for the year 2001-2002 prepared. The same will be audited in May and submitted in June.

A Provisional Balance Sheet alongwith Income & Expenditure Account for the period from 01.04.2002 to 30.06.2002 is placed at Annexure - 4.

The position emerging from the above is summarised as under.

During the period October 1999 - March 2000, against the income of Rs.16.82 lakhs (subscription income, including dues from 2 members, Rs.16.23 lakhs and other receipts : Rs.0.59 lakh) against which IFFTI's expenditure was Rs. 6.46 lakhs, leaving a surplus of Rs. 9.28 lakhs(US \$ 21,212/-).

During the year April 2000 - March 2001, against the income of Rs.19.55 lakhs (subscription income, including dues from 4 members, Rs.18.23 lakhs and other receipts : Rs.1.32 lakhs) against which IFFTI's expenditure was Rs.6.97 lakhs, leaving a surplus of Rs. 12.58 lakhs (US \$ 26,885/-).

During the year April 2001 to March 2002,-----

The expenditure figures indicated include the amounts projected by National Institute of Fashion Technology - (NIFT), and approved by the EC / General Council towards administrative expenditure and other components of expenditure of IFFTI Secretariat, in respect of the periods in question.

It will be noted that as per the certified Balance Sheet, as on 31.3.2001, IFFTI's Bank Balance (including FDs) was Rs. 30.40 lakhs, equivalent to US \$ 65,000 approx. This will come down by US \$ 30,000/- (approx.), after the amounts payable to NIFT, etc., are drawn. (It will be noted that the Balance Sheets are compiled on 'accrual basis'.)

As regards the current Financial Year, during the first half, the administrative expenditure is Rs.2.15 lakhs (US \$ 4,500), which takes note of the decision of the 6th EC Meeting held at Paris in July 2001, approving the following budget:-

Administrative Expenditure	US \$ 10,000/-
Incentive Award for IFFTI Logo Competition	US \$ 5,300/-
Promotion of IFFTI Corporate Identity	US \$ 20,000/-

The Statement at Annexure – 5 gives the names of the Member Institutes, from whom Membership Fee is to be received. This statement indicates the latest position of outstandings (as distinct from the Balance Sheets at Annexures – 1, 2 and 3, which indicate the position as on 31st March 2000, 31st March 2001 and 31st March 2002 respectively).

Executive Committee may note the foregoing. Approval may be accorded to the Balance Sheets for the periods ending 31st March 2000, 31st March 2001 and 31st March 2002 at Annexures 1, 2 and 3, so that the same may be submitted to the General Council for its adoption.

AGENDA ITEM NO. 9

CORPORATE COMMUNICATION PLAN

At the time of the 5th Executive Committee meeting of IFFTI held at Hong Kong, the members had decided that one of the tentative agenda items for the next Executive Committee meeting would be the charting the course of an effective Communication Strategy for IFFTI, which could form a part of the establishment of its Corporate Identity. Towards this end, a draft paper was prepared by IFM and LCF and circulated to all the members. IFM also generated certain ideas and concepts for IFFTI Logo. These were circulated to members for their mandate. The design which got the maximum number of approvals was selected as the IFFTI logo and IFFTI brochures were got printed by IFM with the approved logo.

Thereafter IFM have forwarded an invoice for the expenses of FF68,305.16 already incurred by them, which may be considered and approved by the Executive Committee for payment.

IFM have also proposed that herein after, IFFTI Secretariat takes on the task of printing the additional copies of the brochure after updating them, as the cost of doing so in India would be much cheaper. They are willing to forward to the IFFTI Secretariat the CD with all the express (Macintosh pack) used to print the brochure. The Executive Committee may consider the proposal and take a decision on the same.

In so far as the IFFTI website is concerned, UAM – Brazil were assigned the responsibility of developing and updating the website according to the new Logo and Corporate Identity of IFFTI, in two phases. UAM may like to update the members on the progress made in this direction.

AGENDA ITEM NO. 10

CONSTITUTION OF THE WORKING GROUPS

At the last General Council meeting held in London in November 2000, the Work Plan of IFFTI for the year 2000-2001 was adopted, after receiving the

recommendations from the three Working Groups. The IFFTI members had decided that:

- a) All members would take steps to implement the recommendations relating to website development, student exchange and faculty involvement;
- b) The instrument of exchange of students and faculty would be bilateral agreements between the member institutions, since it was difficult to achieve multilateral co-operation in view of the fact that credits and assessment procedures varied between different Institutions; and
- c) The exchange of ideas is to be effected through the IFFTI web-site and the web-based newsletter, for which the Secretariat would play a proactive role.

In order to strengthen the Working Groups and also make their activities more meaningful, it is proposed to re-constitute them in the areas of Education (teaching and learning), Research and Membership, in the following manner:

1. Education and Student Involvement

- Fashion Institute of Technology, USA
- Temasek Design School, Singapore
- Sydney Institute of Technology, Australia
- Hogeschool van Amsterdam, Holland
- Ryerson Polytechnic University, Canada
- Fue Jen Catholic University, Taiwan
- China Textile University, China
- National Institute of Fashion Technology, India

2. Collaborative Research and Development

- National Institute of Design, India
- Bunka Women's University, Japan
- Polimoda, Italy
- De Montford University, UK
- Philadelphia College of Textiles and Science, USA
- Universidade Anhembi Morumbi, Brazil
- National Institute of Fashion Technology, India
- Hong Kong Polytechnic University, Hong Kong

3. Membership

- Fashion Institute of Technology, USA
- London College of Fashion, UK
- Hong Kong Polytechnic University, Hong Kong
- Institut Francais de la Mode, France
- University of Technology, Sydney, Australia
- Royal Melbourne Institute of Technology, Australia

It is felt that such a re-constitution of the Working Groups would help in the involvement of all the members, and give their working the necessary mandate. It is also proposed that in order to avoid the unnecessary expenditure involved in travelling, the meetings of the Working Groups are scheduled in such a manner as to coincide with the Annual Conferences of IFFTI.

AGENDA ITEM NO. 11

PROPOSAL FOR A GLOBAL LIBRARY NETWORK

The Institut Francais de la Mode, Paris propose to set up a partnership between all the libraries and documentation centres of IFFTI member institutions. According to this proposal, all the institutions could get linked up in order to build a global network which would cover fashion industry, textiles, apparels, fashion education, etc. This proposal is important in order to:

- know more about every existing organisation focussed on the specific sectors of reference libraries and documentation centres, in terms of the size of the library, collections, equipment (computer systems and software), and type of users;
- share knowledge and know-how and to exchange and improve each other's habits and techniques in terms of library management, type of computer database and search tools; and
- develop exchange of information whenever possible in terms of books, list of periodicals and web-sites.

It is proposed to start the project with a simple action. Each partner would fill a presentation form, placed at Annexure - 6, which presents the main characteristics of the library. IFM Documentation Centre will collect filled forms and dispatch them amongst all the different partners of the network in order to disseminate the information. Forms could be sent by e-mail, fax or regular mail.

This project is submitted for approval of the EC and subsequently the General Council, so that it could be launched at the earliest.

AGENDA ITEM NO. 12

CONSIDERATION OF THE APPLICATION FOR MEMBERSHIP OF UNIVERSITY OF MANCHESTER INSTITUTE OF SCIENCE AND TECHNOLOGY (UMIST), UK AND UNIVERSITY OF HUDDERSFIELD, UK

On the recommendation of Prof. Edward Newton, the Membership Information and Application Form of IFFTI was forwarded to UMIST, UK. As is the practice, the application was reviewed by two members - HKPU and NIFT. Both have highly recommended the Institute to be a member of IFFTI due to its especially high standards of teaching in the area of technology. The comments are submitted to the Executive Committee for its approval, so that the Institute may be invited to attend the 4th Annual General Council Meeting of IFFTI at Hong Kong in November 2002 and formally be inducted into the IFFTI fold.

The Membership Information and Application Form of IFFTI was also forwarded to University of Huddersfield, UK and an application alongwith the necessary documents has been received from them. The Executive Committee may nominate two member institutes to review the application and give their recommendations to the IFFTI Secretariat for further processing. (**Annexures – 7 and 8.**)

AGENDA ITEM NO. 13

DATE AND PLACE OF THE NEXT EXECUTIVE COMMITTEE MEETING

As per the decision of the 6th Executive Committee, there would henceforth be two EC meetings per year instead of three EC meetings and each of these meetings to be spread to two days instead of one. One of these meetings would be attached to the annual conference, with an opening session before the General Council, and a closing session after the General Council. The Executive Committee may, therefore, approve the holding of the 8th Executive Committee meeting at Hong Kong on 6th and 10th November 2002, so that it is attached to the 4th Annual General Council Meeting scheduled to be held at Hong Kong Polytechnic University, Hong Kong from 7th- 9th November 2002. The draft programme for the events in Hong Kong is placed at Annexure 9 for approval of the Executive Committee.

AGENDA ITEM NO. 14

PREPARATION FOR THE GENERAL COUNCIL MEETING TO BE HELD ON 6TH – 10TH NOVEMBER 2002

Hong Kong Polytechnic University, Hong Kong has kindly consented to host the 4th Annual General Council Meeting of IFFTI from the 7th to 9th November 2002. Attached to the Annual General Council Meeting would be the 8th Executive Committee meeting on 6th and 10th November 2002 and an international Conference on Fashion being arranged by Hong Kong Polytechnic University. I would request the Chairman to provide details regarding the same.

AGENDA ITEM NO. 15

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

Annexure – 4

List of Institutes from whom Membership Fees is to be received

2000-01

1. Bunka Women's University, Japan
2. China Textile University, China
3. London College of Fashion, UK
4. Universidade Anhembi Morumbi, Brazil

2001-2002

- | | | |
|---|---|------|
| 1. Fue-Jen Catholic University, Taiwan | - | Paid |
| 2. Polimoda, Italy | | |
| 3. Ryerson Polytechnic University, Canada | - | Paid |
| 4. Institut Francais de la Mode, France | - | Paid |
| 5. Royal Melbourne Institute of Technology, Australia * | | |
| 6. Bunka Women's University, Japan | | |

7. China Textile University, China
8. National Institute of Design, India
9. Universidade Anhembi Morumbi, Brazil
10. Philadelphia University, USA **

* Included here, as confirmation letter awaited.

** Two remittances received have been adjusted against the dues for 1999-2000 and 2000-2001