

ENCLOSURE TO IFFTI LETTER NO.
IFFTI/0303/2002 DATED 9TH OCTOBER 2002

MINUTES OF THE SEVENTH MEETING OF
THE EXECUTIVE COMMITTEE OF IFFTI
HELD AT NEW YORK, USA ON 9TH AND 10TH JULY 2002

The 7th meeting of the Executive Committee of IFFTI was held at FIT, New York. The meeting was presided over by Professor Edward Newton, Head and Chair Professor, Hong Kong Polytechnic University and the new Chairperson of IFFTI.

2. The following Executive Committee Member Institutes were represented at the meeting:-

<u>Sr. No.</u>	<u>Institute</u>	<u>Represented By</u>	<u>Designation</u>
(a)	HKPU, Hong Kong	Prof. Edward Newton	Chairperson
(b)	FIT, New York, USA	Dr. Dario A. Cortes	Member
(c)	IFM, Paris, France	Ms. Sylvie Ebel	Member
(d)	LCF, London, UK	Ms. Elizabeth Rouse	Member
(e)	NIFT, India	Ms. Gauri Kumar	Member
(f)	RMIT, Australia	Mr. Ian Sapwell	Member
(g)	UAM, Brazil	Ms. Rita Moraise de Andrade	Nominated Representative of UAM
(h)	FIT, New York, USA	Dr. Georgiana Appignani	Special Invitee
(i)	FIT, New York, USA	Mr. Howard Dillon	Special Invitee
(j)	IFFTI	Commodore Vijay (Retd.)	Secretary

3. The following Institutes had sent in their apologies for being unable to depute their authorized representatives to attend the Meeting :-
 - (a) University of Technology, Sydney, Australia
 - (b) Donghua University, China

AGENDA ITEM NO. 1

WELCOME REMARKS BY CHAIRPERSON

4. At the outset, Prof. Edward Newton thanked the Executive Committee members on his election as the Chairperson of IFFTI. He assured the members that during his tenure as the Chairperson, he would make all efforts to propel the Foundation towards achieving its conceptualized objectives. He also thanked FIT, New York for hosting this 7th meeting of the Executive Committee of IFFTI at such short notice.
5. Prof. Newton expressed regret that the 7th EC and the 4th AGC scheduled to have been held at the same venue in November last year, had to be cancelled at short notice owing to extraordinary circumstances, but hoped that productive discussions would take place during this Meeting, leading to useful decisions and recommendations on important pending matters, so that the desired activities of the Foundation could once again gain momentum.

AGENDA ITEM NO 2

CHANGE OF NOMINATED DELEGATES

6. The Chairperson and the Executive Committee members placed on record their appreciation and gratitude to Mr. Anil Kumar, the outgoing Chairperson of IFFTI, Mr. Atul Chaturvedi, ex-CEO and Director General NIFT, Ms. Val Horridge, Director, Fashion and Textile Design, UTS, and Mr. Ammon Armoni, Vice-Rector, UAM, for their useful contributions in the formative stage of this nascent organization and wished them success in their new ventures.
7. Prof. Newton then welcomed Ms. Gauri Kumar, Director General, NIFT, India to the Executive Committee of IFFTI.

AGENDA ITEM NO 3

APOLOGIES

8. The Executive Committee accepted the apologies sent by UTS, Sydney and Donghua University, China, for being unable to attend the 7th Executive Committee Meeting.
9. The members were of the opinion that the Foundation would stand to gain enormously if it had the benefit of the collective inputs of the diverse experience and knowledge of the entire Executive Committee Member Institutes of IFFTI. This was only possible if the nominated delegates of all the Executive Committee Member Institutes participated in its meetings.
10. It was, therefore, decided that all Executive Committee Member Institutes should make efforts to depute their respective authorised representatives to attend all Executive Committee meetings. However, in cases where the designated member is unable to attend the meeting due to unavoidable circumstances, he/she should depute another suitable representative to attend the meeting in lieu. Such nominated person should be fully briefed about the Agenda points and vested with the authority to take the necessary decisions on behalf of the Member Institute.
11. It was further decided that in case a Member Institute of the Executive Committee is not represented through its authorised delegate in two consecutive meetings of the Executive Committee without a valid reason, withdrawal of such an Institute from the Executive Committee may be considered.

AGENDA ITEM NO. 4

ADOPTION OF THE MINUTES OF THE 6TH MEETING OF THE EC

12. The Minutes of the 6th meeting of the Executive Committee, held at Paris on 2nd July 2001, were approved and adopted unanimously.

AGENDA NO. 5

PLACING ON RECORD THE DECISIONS TAKEN THROUGH CIRCULAR RESOLUTIONS

13. The EC took on record the following decisions taken through Circular Resolutions:-
 - (a) Appointment of Professor Edward Newton, Head and Chair Professor, HKPU, Hong Kong as the next Chairperson of IFFTI for a period of two years.

- (b) Extension, for a period of one year, of the tenure of the existing Executive Committee and co-opting RMIT, Australia to the Executive Committee.
- (c) Holding the 7th meeting of the Executive Committee at FIT, New York on 9th and 10th July 2002.

AGENDA ITEM NO. 6

**ACTION TAKEN REPORT ON MATTERS ARISING OUT OF
PREVIOUS MEETINGS**

14. Secretary – IFFTI presented the Action Taken Report on matters arising out of previous IFFTI meetings. The Executive Committee noted the same and expressed its satisfaction at the tasks pursued and completed by the Secretariat, especially in the recovery of membership subscriptions and streamlining the accounts and finances of the Foundation.

AGENDA ITEM NO. 7

CONSIDERATION OF THE APPLICATIONS OF NEW MEMBERS

15. After scrutiny of the applications for new membership received from four Institutes and the opinions of the Sub-Committees nominated to examine the applications, the Executive Committee gave the following decisions:-
- (a) Regular Membership is to be offered to UMIST, UK and University of Huddersfield, UK.
 - (b) Associate Membership is to be offered to Nanyang Academy of Fine Arts, Singapore.
 - (c) The application of the fourth applicant was to be forwarded to Dr. Dario Cortes for further review.

TYPES OF MEMBERSHIP

16. Henceforth IFFTI would offer two types of membership as under:

SR. NO.	TYPE OF MEMBERSHIP	ANNUAL MEMBERSHIP SUBSCRIPTION (US \$)
(a)	Regular Membership	2000
(b)	Associate Membership	1000

MEMBERSHIP CRITERIA

17. **For Regular Membership:** The criteria for the award of Regular Membership to an Institute as decided in the 3rd meeting of the General Council held in November 2000, were to be strictly adhered to. To be eligible for consideration as a 'Regular Member', an Institute must demonstrate that:-
- a) It is an outstanding fashion institute of national and international standing, dedicated to integrated pursuit of all three areas relating to fashion education, namely design, technology and business.
 - b) Its mission statement and program offerings demonstrate the quality of the institution's leadership in promoting international fashion education.
 - c) It has been accorded State recognition (eg. Ministry of Industry, Ministry of Education, etc).
 - d) It is accredited by a National organisation.
 - e) Its faculty is engaged in research publication and scholarship
 - f) It has adequate dedicated library, laboratory and other training facilities
 - g) It is willing to submit the necessary documents for review by the IFFTI Executive Committee and the General Council
 - h) It can provide a reference from an existing member institution of IFFTI
18. **For Associate Membership:-** Associate Membership would generally be granted to those Institutes which do not meet all the stringent criteria laid down for Regular Membership but have an excellent record of providing worthwhile educational and related facilities in one or more of the areas of Design, Technology and Business for the fashion-related industry, with commitment to move towards all the three disciplines over a period of time. It should additionally:-
- (a) Be willing to accept the 'Observer' status in the formal meetings of IFFTI, and not enjoy any voting rights.
 - (b) Provide a reference from an existing Member Institution of IFFTI.
19. An institution seeking membership of IFFTI should have been awarding duly accredited degrees / diplomas in the major fields in Fashion Design, Management and Technology.

STREAMLINING THE PROCEDURE:-

20. The Executive Committee decided that in future the following procedure will be followed for admitting new members into the IFFTI fold:-
- (a) Executive Committee members are to scout for new members in their respective fields of interaction. Names of Institutes considered suitable for membership are to be sent to the Secretary who will then forward the modified IFFTI Membership Information and Application Form to these Institutes, inviting them to become members of IFFTI.

- (b) The Secretary is to ensure that only those applications which are complete in all respects and which prima facie meet the basic membership criteria, are placed before the Executive Committee for consideration.
- (c) The Executive Committee is to nominate a Sub-Committee comprising two members of the EC, to scrutinize the short-listed applications. One of the members of the Sub-Committee should preferably be from the same region as the applicant.
- (d) The recommendations of the Sub-Committee are to be placed before the Executive Committee for final decision.
- (e) After approval of the EC, the applicant will be invited to attend the next Annual Conference of IFFTI, where it will be formally inducted into the IFFTI fold, after ratification of the EC decision by the General Council and payment of the appropriate Membership subscription.

21. To ensure the aforementioned, the Committee directed the Secretary to:-

- (a) Revise the Membership Information and Application Form as per the decision of the Executive Committee. It should incorporate a format which ensured that the applicants provided more detailed information about their Institutes, thus making the selection process simple and objective.
- (b) Invite UMIST and University of Huddersfield to attend the 4th Annual General Council meeting in Hong Kong for induction to IFFTI as regular members.
- (c) Write to Nanyang Academy seeking their concurrence to become an Associate Member of IFFTI. If agreed, they are also to be invited to attend the 4th AGC as Observers.
- (d) Forward the Application submitted by the fourth applicant to Dr. Cortes, FIT, New York, for further scrutiny.

AGENDA ITEM NO 8

CORPORATE IDENTITY OF IFFTI

- 22. **IFFTI Brochure** The Executive Committee commended IFM for the design and neat format of the IFFTI Brochure printed by them. However, for the sake of convenience, the Committee decided to entrust the future task of updating, printing and distributing the additional copies of the Brochure to the Secretariat. The Committee also approved the bill forwarded by IFM towards expenses incurred by them for printing and distribution of 1000 copies of the Brochure.
- 23. **IFFTI Website**. The Executive Committee thanked UAM for their efforts towards development of IFFTI Website. Keeping in view the appointment of a full-time Secretary, the task of developing and maintaining the Website was handed over to the IFFTI Secretariat.

AGENDA ITEM NO 9

WORK PLAN FOR IFFTI

24. The Executive Committee was of the view that the Action Plan for the year 1999 was outdated in the present context. It was decided to have a fresh look at the initiatives to be undertaken by IFFTI to fulfill the mission of the Foundation.
25. **Paper on 'Best Practices in Fashion Education'**. To begin with, the Executive Committee decided to publish Papers on 'Best Practices in Fashion Education' as per the following modalities:-
- (a) Papers are to be invited from the fashion fraternity on 'BEST PRACTICES IN FASHION EDUCATION'.
 - (b) Ten best papers would be printed in the form of IFFTI Working Papers and distributed to IFFTI members.
 - (c) LCF and FIT were assigned the task of managing this project.
 - (d) An Editorial Committee is to be formed to vet the Papers. The Committee is to comprise experts in the field of Fashion Education. The Executive Committee members were requested to forward their suggestions in this regard to FIT and LCF.
 - (e) A budget of US \$ 18000.00 was allocated for this Project, with the following breakdown:-

Sr. No.	Item	US \$
(i)	Incentive award to the authors of the 10 selected Papers @ US \$ 1000 each.	10,000
(ii)	Fee for editing the Papers	3,000
(iii)	Printing and distribution of Brochures containing the 10 selected Papers	5,000
	TOTAL	18,000

26. **Formation of Programmes Committee.** As a long term measure, it was decided to convene a Programs Committee to define the initiatives that should be undertaken using IFFTI resources. The following guidelines were laid down for the formation of the Committee:-

- (i) The initiatives are to be carefully chosen keeping in view the overall vision of IFFTI and the annual budget earmarked for the purpose by the EC.
- (ii) The Committee is to comprise five members. One Executive Committee Member would be the Convenor of the Committee. The remaining four members would be nominated from the General Council after seeking their concurrence.
- (iii) LCF was unanimously elected as the first Convenor of the Programmes Committee. The remaining four members would be nominated during the 4th AGC which is scheduled to be held at Hong Kong in November this year.
- (iv) A list of 5 initiatives recommended by the Committee is to be forwarded to the Secretary for obtaining the approval of the EC.
- (v) The Secretary is to place the list before the next EC for decision.

AGENDA ITEM NO. 10

AMENDMENTS OF IFFTI RULES AND REGULATIONS

27. The Executive Committee examined the revised Rules and Regulations and the Election By-laws in great detail. It was felt that their style and language needed to be simplified and further revised to cater to the decisions taken since the initial formation of the Foundation. Some of the areas which needed to be addressed were:-
- (a) Associate Membership
 - (b) Institutes to be members and not individuals
 - (c) Insertion of termination clause for Member Institutes
 - (d) Tenure of Chairperson
 - (e) Provision for one Deputy Chairperson instead of 4 Vice Chairpersons
 - (f) Secretary instead of CEO
 - (g) Nomination of authorized representatives to attend IFFTI meetings
28. Secretary IFFTI was asked to redraft the Rules and Regulations incorporating the recommendations of the EC members. The revised Draft is to be put up for approval of the EC at Hong Kong on November 6th 2002 .

AGENDA ITEM NO.11

GLOBAL LIBRARY NETWORK

29. It was decided to create a Network of Specialized Information for the benefit of IFFTI Members. This data base is to contain unique / special achievements and procedures of the Member Institutes in the fields of Fashion related Education, Industrial Research and Technology.
30. To enable the preparation of such a data base, Member Institutes were requested to forward to the Secretariat their respective specialized collections from Archives and new developments and practices evolved by them and which were their forte. The name of the person to be contacted for providing further information on the subject, is also to be provided. The Secretary is to collate this information and include it in the IFFTI website in an appropriate manner, ensuring both ease of access and exclusivity for members.

AGENDA ITEM NO.12

IFFTI CONFERENCE AT HONG KONG IN NOVEMBER 2002

31. Prof. Newton apprised the members regarding the events planned during the IFFTI Conference scheduled to be held at HKPU on the 8th and 9th of November 2002, on '*Fashion and Textiles: The New Frontiers – Design, Technology and Business*'.
32. Thereafter, the modalities of conducting the 8th meeting of the Executive Committee and the 4th meeting of the Annual General Council of IFFTI, were discussed in great detail. It was decided to include the following activities during the 4th Annual General Council Meeting to make the meetings more interactive and beneficial to the Members:-
 - (a) Panel Discussion on 'E – Learning'
 - (b) Presentation and Panel Discussion on 'Emerging Education Structures in Fashion Education'.
 - (c) Demonstration of the HKPU laboratory.

33. Accordingly, the detailed itinerary of various activities at Hong Kong would be as follows:-

ALL DATES NOVEMBER 2002

<u>Sr. No.</u>	<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Remarks</u>
(a)	6 th	1500 – 1730 hours	Meeting of the 8 th Executive Committee	(i) For IFFTI Executive Committee members only. (ii) Deliberation on Agenda points.
(b)	7 th	<u>Forenoon Session</u> 1000 –1330 hours	4 th Annual General Council Meeting of IFFTI	(i) For IFFTI General Council Members only. (ii) Presentations by new Member Institutions. (iii) Deliberation on Agenda points.
(c)	7 th	1330 – 1415 hours	Lunch	
(d)	7 th	<u>Afternoon Session</u> 1430 – 1730 hours	4 th Annual General Council Meeting of IFFTI	(i) For IFFTI General Council Members and special invitees. (ii) Panel Discussion on ‘E-Learning’. (iii) Presentation and Panel Discussion on ‘Emerging Education Structures in Fashion Education’. (iv) Demonstration of HKPU laboratory
(e)	8 th and 9 th		International Conference on <i>‘Fashion and Textiles: The New Frontiers – Design, Technology and Business’</i>	(i) By invitation. Two persons from each IFFTI Member Institution being invited to attend. (ii) Hosted by Hong Kong Polytechnic University. (iii) Conference Banquet on 9 th evening. By invitation.
(f)	10 th	1000 – 1200 hours	8 th Executive Committee Meeting - Concluding Session	For IFFTI Executive Committee members only.

AGENDA ITEM NO. 13

VENUES FOR FUTURE MEETINGS

34. Committee was of the opinion that the venues of future IFFTI meetings should be finalised well in advance, to provide sufficient time to the host Institute for making the necessary arrangements.
35. After due deliberations, the following forecast of venues upto 2006 was tentatively proposed, subject to confirmation from the concerned Institutions.

<u>Sr. No.</u>	<u>Event</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
(a)	Executive Committee Meeting	NIFT, India	Dong Hua University, China	Hogeschool, Amsterdam	FIT, USA / Ryerson, Canada
(b)	Annual Conference	RMIT, Australia	NIFT, India	Ryerson, Canada / FIT, USA	IFM, France

AGENDA ITEM NO. 14

LINKAGE WITH INTERNATIONAL APPERAL FEDERATION

36. The Chairperson briefed the Executive Committee regarding his discussions with the Federation.
37. The Committee requested the Chairperson to explore the possibility of IFFTI obtaining Corporate Membership of the International Apparel Federation, so that IFFTI Members could attend the Annual Conferences of the Federation.

AGENDA ITEM NO. 15

ACCOUNTS, FINANCE AND BUDGET

38. The Secretary presented the up-to-date Balance Sheets and Account Statements of IFFTI, as well as the status of subscriptions received from members.
39. The net balance available in IFFTI account as on 30-6-2002, after taking into account the liabilities of IFFTI, was approx. US\$ 50,688.00.

40. The Committee appreciated the efforts put in by the Secretary in preparation of detailed statements of accounts and Balance Sheets, as also the vigorous follow-up, which had resulted in recovery of outstanding dues from most of the members. They were, however, of the view that in future only a simple Income and Expenditure Statement should be presented for the perusal of the Executive Committee.

41. After detailed deliberations, the following decisions were taken:-

- (a) **The Balance Sheets** for periods ending 31st of March 2000, 2001 and 2002 were approved.
- (b) **Payment to IFM** towards their bill for FF 68,305.66 for printing and distribution of brochures was approved.
- (c) **Payment to NIFT.** The Committee placed on record its appreciation of NIFT for providing administrative and secretarial support to the IFFTI Secretariat. It approved payment to NIFT a lump-sum amount of US\$ 20,000, in respect of all the facilities provided in support of the IFFTI Secretariat from its inception up to the 31st of March 2002.
- (d) NIFT agreed to continue to provide the following support to the IFFTI Secretariat up to the 31st of March 2006 at a cost of US\$ 6000.00 per annum:-
 - (i) Furnished accommodation for the Secretary and the assistant
 - (ii) Telephone with ISD facility
 - (iii) Computer with Printer and Internet connection for Email
 - (iv) Fax
 - (v) Photostat facility
 - (vi) Courier Services
 - (vii) Stationary
 - (viii) Maintenance of the aforementioned facilities

NIFT would, however, be free to withdraw the facilities at any time during the period by giving a notice of 12 months (one year) to IFFTI.

The Executive Committee approved this proposal.

- (e) **UAM Membership Subscription:-** The representative of UAM agreed to discuss the matter with her Institute for payment of their membership subscription for the years 2000, 2001 and 2002. The Secretary is to liaise with UAM in this regard.
- (f) **Reserve:-** It was decided to keep two years' subscription in reserve at all times. The remaining amount could be utilized for funding the IFFTI initiatives and activities.
- (g) **Allocation for 2002:-** Out of the present reserves an amount of US \$ 18,000.00 was sanctioned for meeting the expenses of the activities connected with the publishing of the Papers on 'BEST PRACTICES ON FASHION EDUCATION'.
- (h) **Corporate Identity:-** Suitable expenses to be incurred by the Secretariat in connection with the development and maintenance of the IFFTI Website and printing and distribution of IFFTI Brochure, were also approved. This amount has already been catered for in the budget for last year and hence has no new financial implications.
- (i) **IFFTI Bank Accounts** are to be converted to US Dollar accounts.
- (j) **Budget for 2002-2003:-** Committee approved the following budget for the year 2002-2003:-

<u>SR. NO.</u>	<u>ITEM</u>	<u>INCOME (US \$)</u>	<u>EXPENSES (US \$)</u>
(i)	Subscription from members	44000	
(ii)	IFFTI Initiatives	18000*	18000
(iii)	Promotion of IFFTI corporate identity	9000*	4000
(iv)	Administrative expenses including payment to NIFT		19000
(v)	Travel Expenses for 4 th AGC		3000
(vi)	Surplus		27000
	TOTAL	71000	56000

Note: * Brought forward from last year budget and surplus funds.

AGENDA ITEM NO. 16

EXTENSION OF THE TERM OF SECRETARY IFFTI

42. The EC decided to extend the term of appointment of Commodore Vijay (Retd) as full-time Secretary of IFFTI for a further period of one year at the existing terms and conditions. The Committee congratulated Commodore Vijay for his excellent work in establishing new Accounts and Administrative procedures for operation of IFFTI Secretariat and exhorted him to discharge the additional responsibilities assigned to him with continued dedication and zeal.

AGENDA ITEM NO 17

APPOINTMENT OF DEPUTY CHAIRPERSON

43. Professor Edward Newton opined that it would be desirable to appoint the Deputy Chairperson of IFFTI, from amongst the Executive Committee, who would also be the next Chairperson-designate. This would ensure continuity and smooth handling of affairs in the absence of the Chairperson. The proposal was welcomed by the EC. The Chairperson then proposed the name of Dr. Dario A. Cortes, FIT, for the post of the Deputy Chairperson of IFFTI. The Executive Committee unanimously approved the proposal.

CONCLUDING REMARKS

44. The Chairperson thanked FIT for making such excellent arrangements for the conduct of the 7th meeting of the Executive Committee. He was also appreciative of all those attending the Meeting, for their valuable contributions which had resulted in many long outstanding issues being resolved and some progress being made towards achievement of the IFFTI mission. He hoped that the activities of the Foundation would gain further momentum after the 4th Annual General Conference at Hong Kong.
45. There being no further points, the Chairperson declared the meeting closed.