

**AGENDA ITEM NO. 1.**

**WELCOME REMARKS BY CHAIRPERSON**

Professor Edward Newton, Head and Chair Professor, Hong Kong Polytechnic University and the new Chairperson – 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 Institutions since the last General Council Meeting:-

	<b><u>Member Institution</u></b>	<b><u>Old Member</u></b>	<b><u>New Member</u></b>
2.1	Bunka Women's University, Japan	Prof. Machiko Miyoshi	Mr. Katsuhiro Hamada
2.2	Hogeschool (now renamed Amsterdam Fashion Institute - AMFI), The Netherlands	Ms. Ineke Vijn	Ms. Pauline Terreehorst
2.3	National Institute of Design, India	Mr. Vikas Satwalekar	Dr. Darlie O. Koshy
2.4	National Institute of Fashion Technology (NIFT), India	Mr. Atul Chaturvedi	Ms. Gauri Kumar
2.5	Temasek Polytechnic, Singapore	Ms. Josephine Loh	Not yet nominated
2.6	Universidade Anhembi Morumbi (UAM), Brazil	Mr. Airton Embacher	Mr. Sergio Garrido Moraes
2.7	University of Technology, Sydney (UTS), Australia	Ms. Val Horridge	Ms. Alison Mason

**AGENDA ITEM NO. 3**

**APOLOGIES SENT**

3.1 The following Member Institutions have sent in their apologies for not attending the 4<sup>th</sup> Annual Meeting of the General Council of IFFTI.

3.1.1 Philadelphia University, USA

3.1.2 Polimoda, Italy

3.1.3 Ryerson Polytechnic University, Canada

3.1.4 Temasek Polytechnic, Singapore

3.1.5 RMIT, Australia

3.2 The General Council may kindly accept their apologies.

## **AGENDA ITEM NO. 4**

### **ADOPTION OF THE DECISIONS TAKEN THROUGH CIRCULAR RESOLUTIONS**

- 4.1 As the members are aware, the 4<sup>th</sup> Annual Meeting of IFFTI General Council, which was scheduled to have been held at FIT, New York, from 17<sup>th</sup>-20<sup>th</sup> October 2001, had to be postponed due to the extra-ordinary 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.
- 4.2 In the meanwhile, it became necessary to take decisions on the following urgent matters which were circulated in the Agenda for the 4<sup>th</sup> Annual General Council Meeting of IFFTI that was scheduled to have been held in October 2001:-
- 4.2.1 Appointment of Professor Edward Newton, Head and Chair Professor, Hong Kong Polytechnic University, Hong Kong, as the next Chairperson of IFFTI.
- 4.2.2 Extension of the Tenure of the Executive Committee of IFFTI by one year upto the 2002 Annual General Council Meeting.
- 4.2.3 Co-opting Royal Melbourne Institute of Technology, Australia to the Executive Committee for a period of one year.
- 4.3 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.
- 4.4 The General Council is requested to adopt these decisions taken by Circular Resolutions. The same are placed at *Annexures - I, II and III* respectively.



"Circular Resolution for apptt. of Ed New



"Circ. Resolution for extending term of EC

**AGENDA ITEM NO. 5****ADOPTION OF THE MINUTES OF THE 3<sup>RD</sup> ANNUAL MEETING OF THE GENERAL COUNCIL, AND THE 5<sup>TH</sup>, THE 6<sup>TH</sup> AND THE 7<sup>TH</sup> MEETINGS OF THE EXECUTIVE COMMITTEE OF IFFTI**

- 5.1 The last (3<sup>rd</sup>) Annual Meeting of the General Council of IFFTI was held from 7<sup>th</sup> to 10<sup>th</sup> November 2000 at London. Thereafter, three (the 5<sup>th</sup>, the 6<sup>th</sup> and the 7<sup>th</sup>) meetings of the Executive Committee of IFFTI have been held in February 2001, July 2001 and July 2002 respectively.
- 5.2 Keeping in view the long passage of time since the 3<sup>rd</sup> Annual Meeting of the General Council, the draft minutes of all the Meetings were once again circulated to the Member Institutions for their perusal and comments.
- 5.3 However, no changes or amendments were proposed by the Members to the aforementioned draft Minutes of the Meetings.
- 5.4 The General Council may, therefore, formally adopt the Minutes of the Meetings of the 3<sup>rd</sup> Annual General Council and the 5<sup>th</sup>, the 6<sup>th</sup> and the 7<sup>th</sup> Executive Committee, placed at *Annexures IV, V, VI and VII* respectively.

**AGENDA ITEM NO. 6****RATIFICATION OF EXECUTIVE COMMITTEE DECISION TO INDUCT  
FOUR NEW MEMBERS**

- 6.1 Applications were received from the aforementioned Institutions for becoming members of IFFTI. In accordance with the existing practice, the Executive Committee formed sub-committees comprising two members each, which reviewed their applications. After careful scrutiny of all the documents submitted by these Institutions, the EC has recommended that the aforementioned Institutions may be offered following types of IFFTI membership:-
- |     |                                            |                         |
|-----|--------------------------------------------|-------------------------|
| (a) | UMIST, UK                                  | - Regular Membership    |
| (b) | University of Huddersfield, UK             | - Regular Membership.   |
| (c) | Nanyang Academy of Fine Arts,<br>Singapore | - Associate Membership. |
| (d) | Pearl Academy of Fashion, India            | - Associate Membership  |
- 6.2 The General Council is requested to ratify the recommendations of the Executive Committee and formally invite the four Institutions into the IFFTI fold.

## **AGENDA ITEM NO.7**

### **ADOPTION OF THE MEMBERSHIP INFORMATION AND APPLICATION FORM AND THE PROCEDURE FOR INDUCTION OF NEW MEMBERS**

#### **Background**

- 7.1 The Membership criteria and Admission Process were deliberated at length during the last Annual General Council Meeting of IFFTI held at LCF, London, in November 2000. The General Council had been of the view that it would be of immense benefit to IFFTI if it widened its base by including leading fashion institutions representing different geographical regions of the world, within the parameters of membership criteria agreed upon by IFFTI members.
- 7.2 It was decided to make the process of selection transparent, objective and fair by developing a set of written criteria for membership and also an application process for the same. This task was assigned to a sub-committee comprising FIT USA, HKPU Hong Kong and IFM Paris. Based on the criteria recommended by the sub-committee, the following decisions were taken by the General Council.
  - (a) A structured Application Form would be drafted by the Secretariat for the benefit of new applicants.
  - (b) In case the applicant is not able to meet any of the laid down criteria, it should justify as to why it should be considered for membership in spite of not being able to meet the laid down criteria.
  - (c) Applications for membership would be placed for consideration at the EC meeting and thereafter referred to the General Council for ratification.
- 7.3 Subsequently, this issue was extensively deliberated upon at the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> EC Meetings.

7.4 The decisions taken at these meetings are summarised below:-

- (a) IFFTI would offer two types of Membership – ‘Regular’ and ‘Associate’.
- (b) EC 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 Institutions, inviting them to become members of IFFTI.
- (c) 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.
- (d) 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.
- (e) The recommendations of the Sub-Committee are to be placed before the Executive Committee for final decision.
- (f) After approval by the EC, the applicant institution would be invited to attend the next IFFTI Annual Conference, where it would be formally inducted into the IFFTI fold, after ratification of the EC decision by the General Council and payment of the appropriate Membership subscription.

7.5 As a result of these deliberations, detailed criteria for membership were evolved by the EC. The Membership Information and Application Form incorporating the approved criteria is placed at *Annexure - VIII*.

**For Ratification.**



- 7.6 The General Council is requested to adopt the above-mentioned procedure for inducting new members into IFFTI, together with the IFFTI Membership Information and Application Form placed at *Annexure - VIII*.

## **AGENDA ITEM NO. 8**

### **A REPORT ON THE ACTIVITIES OF IFFTI FROM NOVEMBER 2000 TO NOVEMBER 2002**

During the period from November 2000 to November 2002, the Secretariat carried out the following activities on behalf of IFFTI :-

- The 3<sup>rd</sup> Annual Conference of IFFTI concluded on 10<sup>th</sup> November 2000 at London. Thereafter, the Secretariat prepared the draft minutes of the meetings of the Executive Committee and the General Council and circulated them among all the Member Institutions of IFFTI, seeking their views and comments. Based on the suggestions, suitable amendments were made, after which the final minutes were forwarded to all the members.
- The 5<sup>th</sup> Executive Committee meeting of IFFTI took place on 20<sup>th</sup> February 2001 at Hong Kong Polytechnic University, Hong Kong. The agenda items for the meeting had been finalised and circulated among all the Executive Committee members by the Secretariat. The draft minutes were prepared by HKPU and sent to the Secretariat for the review of the then CEO, Mr. Atul Chaturvedi. Thereafter, the Secretariat circulated the minutes among all the EC Members.
- The 6<sup>th</sup> Executive Committee meeting of IFFTI took place on 2<sup>nd</sup> July 2001 at IFM, France. The agenda items for the meeting had been finalised and circulated among all the Executive Committee members by the Secretariat. The draft minutes were prepared by IFM and sent to the Secretariat for the review of the then CEO. Thereafter, the Secretariat circulated the minutes among all the EC Members.
- The program and the Agenda for the 4<sup>th</sup> Annual Conference of IFFTI, which was scheduled to be held at FIT, New York in October 2001, were forwarded to all the member institutions to enable them to plan their attendance at the Conference. The Secretariat was also in constant touch with FIT for the coordination of the

Conference. However, the Conference had to be cancelled at short notice due to extraordinary circumstances prevailing at that time.

- The 7<sup>th</sup> Executive Committee meeting of IFFTI took place on 9<sup>th</sup> – 10<sup>th</sup> July 2002 at FIT, New York. The agenda items for the meeting had been finalised and circulated among all the Executive Committee members by the Secretariat. The draft minutes were prepared by the Secretariat and circulated among all the Member Institutions of EC, seeking their views and comments. The comments and modifications received from Members have been duly incorporated.
- As per the decision taken at the 6<sup>th</sup> EC meeting, the minutes of EC meetings are now circulated to all the members of IFFTI General Council instead of only to the EC Members.
- The IFFTI Member Institutions were requested to send in materials to be published in the quarterly web-based Newsletter of IFFTI, which the Secretariat had 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 first issue of the Newsletter was prepared by the Secretariat in February 2001 and sent to UAM, Brazil to be hosted on the IFFTI web-site. Unfortunately, due to budgetary constraints on the part of UAM, the Newsletter could not be hosted on the website.
- The Secretariat also drafted a formalised structure for the Credentials Committee of the General Council on the lines of international practices. However, at the 5<sup>th</sup> Executive Committee meeting of IFFTI held on 20<sup>th</sup> February 2001 at Hong Kong, the members felt that it was not necessary to have a Credentials Committee, as the Secretariat could determine the delegates and observers from the member institutions, which would then be recorded in the minutes of the meeting.
- The Secretariat was in constant touch with Ryerson Polytechnic University, Canada, who were the co-ordinators of the IFFTI Logo Design Competition, with regard to the formulation of the outlines and details of the Competition. However, since the timing of the Competition happened to be such that the students of most of the schools had completed their assignments and broken for the term, it was proposed that the competition may be held at a later date, with modified rules for prizes, dates, etc., to be finalized by the General Council. In the meantime, at the 6<sup>th</sup> EC meeting at Paris, it was decided that the task of developing the Brochure and IFFTI Logo be assigned to IFM, Paris as part of the development of the Corporate Communication Plan of IFFTI.

- At the 7<sup>th</sup> EC Meeting held at FIT, New York in July 2002, it was decided that henceforth, the IFFTI Secretariat will take on the task of printing the additional copies of the brochure after updating them. Towards this end, the Secretariat is in the process of updating the information about Members Institutions. Thereafter, the task of printing the additional copies of the Brochure will be undertaken.
- Revised IFFTI Rules and Regulations have been prepared by the Secretariat for adoption at this Conference.
- A revised Membership Information and Application Form has been drafted by the Secretariat for the new applicants seeking membership to IFFTI. It spells out certain basic criteria which an Institution has to fulfil to be eligible for either Regular or Associate Membership to IFFTI. This Form has been circulated to all the members of IFFTI for their information.
- 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.
- Consequent to the decision of the 7<sup>th</sup> EC Meeting, the Secretariat has sent an invitation to UMIST, UK and University of Huddersfield, UK, to join as Regular Members of IFFTI and to Pearl Academy of Fashion, India and Nanyang Academy of Fine Arts, Singapore to become Associate Members of IFFTI. A set of IFFTI documents was also sent to them for their perusal before they sent in their confirmation for joining IFFTI as permanent members.
- In order to prepare a data base for a Network of Specialised Information, the Secretariat is interacting with IFFTI Members to collect data from the specialized collections from the Archives of their respective Institutions, as well as new developments and practices that may have been evolved by them and which are their forte. This information will be incorporated in the IFFTI Website for easy dissemination, while ensuring both ease of access and exclusivity for all IFFTI members.
- The Secretariat has commenced the process of launching a new IFFTI website. Simultaneously the Secretariat has written to UAM to transfer the URL, the Administrative Password and the File Transfer Protocol Password to it, to enable

hosting and maintenance of the site by the Secretariat. Their response is still awaited. The website is expected to be operational by January 2003.

- The Secretariat interacted closely with Hong Kong Polytechnic University, Hong Kong, for the coordination of the 8<sup>th</sup> Executive Committee and 4<sup>th</sup> General Council meetings.
- The Secretariat has streamlined the IFFTI accounts and all legal formalities concerning them have been completed. The important ones are summarised below:-
  - (a) The Balance Sheets of IFFTI as on 31.3.2000, 31.3.2001 and 31.10.2002 have been finalized and got audited by a certified Chartered Accountant.
  - (b) Application with Income Tax authorities for allotment of Income Tax Permanent Account No. (PAN) has been filed.
  - (c) Application for grant of Tax Deduction Account Number (TAN) has been filed.
  - (d) Application for grant of permission for non-deduction of Tax at Source (TDS) has been filed.
  - (e) Income tax returns for the years 1999-2000, 2000-2001 and 2001-2002 have been filed with the Income Tax authorities.
  - (f) Application has been made for refund of TDS deducted by Bank on interest accrued on deposits.
  - (g) Registration of IFFTI U/S 12A of Income Tax Act for exemption from payment of Income Tax on income received by IFFTI through contributions, has been made.
  - (h) 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 has been filed.
  - (i) Permission under Section 35 of Income Tax Act has been applied for, so that the contributors may be allowed exemption from tax of expenditure @125% of the amounts contributed towards Research.
  - (j) Separate IFFTI Bank Account in US Dollars has been opened.
- 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 collect the outstanding Membership Fee. This has resulted in realisation of **US \$57,000** from Members, since January 2002.

## **AGENDA ITEM NO. 9**

### **ELECTION OF THE NEW EXECUTIVE COMMITTEE**

- 9.1 At the 3<sup>rd</sup> Annual Meeting of the General Council held in November 2000, it was agreed that the next Executive Committee would be constituted during the 4<sup>th</sup> Annual Meeting of the General Council, which was scheduled to have been held in October 2001, at New York.
- 9.2 However, that meeting did not take place due to extraordinary circumstances.
- 9.3 In order to obviate a vacuum and ensure that the Foundation does not remain without a legally constituted Governing Body, the tenure of the incumbent Executive Committee was extended by one year through a Circular Resolution. Hence it is now necessary to constitute the new Executive Committee during the ongoing 4<sup>th</sup> Annual Meeting of the General Council.
- 9.4 In the intervening period, the aforementioned issues were deliberated upon extensively at the 5<sup>th</sup>, the 6<sup>th</sup> and the 7<sup>th</sup> meetings of the Executive Committee. At those meetings, the EC took the following decisions with regard to the composition and tenure of the Executive Committee:-
- 9.4.1 **Composition.** (Agenda Item No. 5 of the Minutes of the Meeting of the 6<sup>th</sup> EC). In order to provide world representation and continuity within the Executive Committee, the members decided that the next Executive Committee should comprise 9 members under three categories as follows:-
- (a) **Category A – 4 Founding Institutions.** The following four Founding Institutions of IFFTI should be permanent members of the Executive Committee:-

- (i) FIT, USA
- (ii) HKPU, Hong Kong
- (iii) IFM, France
- (iv) NIFT, India

**PLUS**

- (b) **Category B – 4 Institutions representing main geographical areas.** To begin with, the Committee has recommended that the following four Institutions be made members of the Executive Committee under this category:-

- (i) Asia - Donghua
- (ii) Australia - RMIT
- (iii) Europe - LCF
- (iv) South America - UAM

**PLUS**

- (c) **Category C - 1 Institution hosting the next Annual Conference** if it is not a member of the Executive Committee.

**Total - 9 Members.**

- 9.4.1.1 **Next Executive Committee.** Accordingly, the Executive Committee in its 6<sup>th</sup> meeting held at Paris in July 2001 had recommended that the next EC should comprise the following Member Institutions:-

- a) FIT, USA
- b) HKPU, Hong Kong
- c) IFM, France
- d) NIFT, India
- e) Donghua, China
- f) RMIT, Australia
- g) LCF, UK
- h) UAM, Brazil

- 9.4.2 **Renewal of EC.** To provide continuity and meaningful contribution by members, it was decided that the Executive Committee should be renewed by 50% every 3 years. (Agenda Item No. 5 of the Minutes of the Meeting of the 6<sup>th</sup> EC).
- 9.4.3 **Tenure of New EC.** The tenure of the new EC mentioned in Para 9.4.1.1 above will be upto the Annual General Council Meeting to be held in the year 2004 (total 3 years from October 2001), at which time elections will be held to elect 4 members (50% of EC) from Category B, which provides geographical representation. The existing members under this category (Donghua, LCF, RMIT and UAM) would also be eligible to participate in the elections.
- 9.4.4 **New Chairperson.** The Committee appointed Professor Edward Newton as the next Chairperson of IFFTI consequent to the retirement of Mr. Anil Kumar. Prof. Newton was selected keeping in view his academic background, which would go a long way in furthering the basic aim of IFFTI of gaining academic leadership. The members further felt that he had the international stature and ability to raise and mobilise funds on behalf of IFFTI. (Agenda Item No. 5 of the Minutes of the Meeting of the 6<sup>th</sup> EC).
- 9.4.5 **Appointment of a Deputy Chairperson.** To provide continuity in policy matters, the Committee decided that a Deputy Chairperson should be appointed instead of 4 Vice Chairpersons, as was originally envisaged. The Deputy Chairperson would also be the next Chairperson-designate and would perform the functions of the Chairperson in his absence. Dr. Dario A. Cortes, FIT, was elected as the first Deputy Chairperson of IFFTI. (Agenda Item No. 17 of the Minutes of the Meeting of the 7<sup>th</sup> EC).

**For Ratification:**

- 9.5 The General Council is requested to ratify the decisions of the Executive Committee mentioned in Para 9.4 above, regarding the composition and tenure of the Executive Committee, and the election of the new Chairperson and Deputy Chairperson of IFFTI.

**AGENDA ITEM NO. 10****ADOPTION OF THE REVISED RULES AND REGULATIONS OF IFFTI**

- 10.1 At the 7<sup>th</sup> meeting of the Executive Committee, the members had examined the revised Rules and Regulations in great detail. It was felt that the Rules and Regulations needed to be further amended to incorporate the changes brought about through decisions taken in various IFFTI meetings held since the inception of the Foundation. Simplification of the style and language of the Regulations was also considered desirable. The task of redrafting the Regulations was assigned to the Secretary.
- 10.2 Secretary IFFTI had accordingly redrafted the Rules and Regulations incorporating the recommendations of the EC members. The same had been circulated for comments to all the members of IFFTI. A final draft of the Rules and Regulations of IFFTI has been prepared by the Secretary after taking into account the feedback received from members. These are placed at *Annexure - IX*.
- 10.3 The General Council are requested to adopt them.



## **AGENDA ITEM NO. 11**

### **WORK PLAN OF IFFTI**

#### **Background.**

- 11.1 Since the inception of IFFTI, the General Council and the Executive Committee have been actively trying to further the objectives of IFFTI by identifying and supporting suitable projects.
- 11.2 At the 7<sup>th</sup> meeting of the Executive Committee, held in July 2002 at New York, the annual review of the financial position of the Foundation took place. It was noted that the Foundation through an increase in membership and prudent management has accrued a small surplus. It was the view of the Executive Committee that these funds should be used to support initiatives which would further the goals of IFFTI and be of direct benefit to members. To this end, the following decisions were taken:-
- (a) **Papers on ‘Best Practice in Fashion Education’.** A publication titled ‘Best Practices in Fashion Education’ should be produced and circulated among the members to highlight and disseminate the innovatory practices in Pedagogy within the Member Institutions. A budget of US \$18,000 was allocated to cover the cost of the awards, services of an editor and publication costs. The project is being managed by Ms. Elizabeth Rouse, LCF, with the assistance of Dr. Georgianna Appignani, FIT. The detailed work plan of the project has been circulated to members vide IFFTI Secretariat letter number IFFTI/1004/2002 dated 5<sup>th</sup> October 2002. A copy of the same is placed at *Annexure - X* for ease of reference.
  - (b) **Formation of ‘Programmes Committee’.** In order to define and manage future initiatives, the Executive Committee has decided that a

Programmes Committee be established. Ms. Elizabeth Rouse (London College of Fashion) was nominated as the Convenor and nominations for four additional members are invited from the General Council.

11.3 Ms. Elizabeth Rouse is now requested to brief the General Council regarding the Work Plan for the IFFTI Initiatives.

11.4 The General Council may kindly:-

- (a) Ratify the above-mentioned decisions of the Executive Committee regarding the IFFTI Initiatives;
- (b) Nominate the 4 additional members of the Programmes Committee.

## **AGENDA ITEM NO. 12**

### **NETWORK OF SPECIALISED INFORMATION**

- 12.1 At the 7<sup>th</sup> meeting of the Executive Committee held in July 2002, the Institut Francais de la Mode, Paris had put forward a proposal to set up a partnership between all the libraries and documentation centres of IFFTI Member Institutions, according to which, all the Member Institutions could get linked up in order to build a global network which would cover fashion industry, textiles, apparels, fashion education, etc.
- 12.2 However, the EC members felt that it was a very complex and extensive exercise and given the magnitude of some of the libraries of the Member Institutions, such a data may be difficult to document. Therefore, it was instead 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 Institutions in the fields of Fashion related Education, Industrial Research and Technology.
- 12.3 To enable the preparation of such a data base, Member Institutions 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, was also to be provided. This information is to be incorporated in the IFFTI Web Site to enable easy dissemination, while ensuring both ease of access and exclusivity for all IFFTI members.
- 12.4 Consequently, the Secretariat has approached IFFTI members to provide the required information to the Secretariat for collection and dissemination. Uptill now, details have been received from RMIT and IFM. Data from the other members is still awaited.

**AGENDA ITEM NO. 13****CORPORATE COMMUNICATION PLAN****Background.**

- 13.1 During the 3<sup>rd</sup> Annual Meeting of the General Council held at London in November 2000, it had been decided to hold a Students' Competition for selecting the IFFTI Logo. However, the Competition could not be held as scheduled, as the timing of the same was such that the students in most of the Member Institutes had completed their assignments and broken for the term.
- 13.2 At the 5<sup>th</sup> EC Meeting of IFFTI held on 20<sup>th</sup> February 2001 in Hong Kong, the members had decided to add an item for charting the course of an effective Communication Strategy for IFFTI, which could form a part of the establishment of its Corporate Identity. London College of Fashion (UK), and Institut Francais de La Mode (France) were requested to look after the establishment of the corporate identity of IFFTI (graphic design & colour rules for the logo and stationery and web site development), at an estimated cost of US \$20.000.

**IFFTI Brochure.**

- 13.3 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 approvals was selected as the IFFTI logo and 1000 IFFTI brochures were printed by IFM with the approved logo.
- 13.4 The 7<sup>th</sup> 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.

- 13.5 The Secretariat is in the process of updating the information regarding Member Institutions prior to printing additional copies of Brochures. Inputs from some of the members are still awaited. The latest information available with the Secretariat is placed at *Annexure - XI* for scrutiny of Members prior to its inclusion in the Brochure.

### **IFFTI Web Site.**

- 13.6 The EC members also decided to review and simplify the content and design of the IFFTI Web Site developed by UAM, Brazil in 2000. It was felt that the new IFFTI Web Site should be developed and updated according to the new logo and corporate identity rules of IFFTI, and serve as the gate-way to each Member Institution's Web Site. Its development is to be conducted in two phases as follows:-

(a) **Phase I**

- (i) General information about IFFTI
- (ii) Details of Conferences
- (iii) Details of Member Institutions with hyperlinks to home-pages of each Institution's Web Site

(b) **Phase II**

- (i) Curriculum Area
- (ii) Interviews with IFFTI Faculty and Students
- (iii) Research Area

- 13.7 At the 7<sup>th</sup> meeting of the Executive Committee in July 2002, the Members thanked UAM for their efforts towards the development of IFFTI Web Site. However, keeping in view the appointment of a full-time Secretary, the task of developing and maintaining the new Web Site was handed over to the IFFTI Secretariat.

- 13.8 The Secretariat is in the process of finalising the design of the IFFTI Web Site. It has also contacted UAM to transfer the URL, the administrative password and the File Transfer Protocol Password to the Secretariat, so that the necessary formalities with regard to the launch of the new Web Site could be completed at the earliest.

**AGENDA ITEM NO. 14**

**LINKAGES WITH INTERNATIONAL APPAREL FEDERATION**

- 14.1 At the 7<sup>th</sup> Meeting of the EC, the Committee had 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.
- 14.2 The General Council may ratify the decision of the EC.

**AGENDA ITEM NO. 15****ACCOUNTS, FINANCE AND BUDGET**

- 15.1 **Balance Sheets.** The Balance Sheets for the years 1999-2000, 2000-2001 and 2001-2002 were approved by the 7<sup>th</sup> EC at its meeting held on 9<sup>th</sup> – 10<sup>th</sup> July 2002 at FIT, New York. The approved Balance Sheets are placed at *Annexures –XII, XIII and XIV* respectively. The General Council may adopt them.
- 15.2 **Membership Subscription.** A statement showing the payments received towards membership subscription upto 31<sup>st</sup> October 2002 is placed at *Annexure – XV* for the information of the General Council.
- 15.3 **Income and Expense Statement.** An Income and Expense Account statement upto 31<sup>st</sup> October 2002 is placed at *Annexure –XVI* for the perusal of the General Council.
- 15.4 **Budget for the period 01 April 2002 to 31 March 2003:-** The budget for the period 01 April 2002 to 31 March 2003, which has been approved by the EC, is placed at *Annexure – XVII* for adoption by the General Council.

**AGENDA ITEM NO. 16****APPOINTMENT OF FULL-TIME SECRETARY**

- 16.1 At the time of the 6<sup>th</sup> EC Meeting, the Members had decided to replace the title of ‘CEO’ by ‘Secretary’ and empowered the then CEO to appoint a full-time Secretary of IFFTI 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.
- 16.2 In pursuance of the above decision, Commodore Vijay (Retd.) was appointed as full-time Secretary of IFFTI on 14<sup>th</sup> January 2002 for an initial test period of 6 months. However, at the 7<sup>th</sup> meeting of the EC held in July 2002 at New York, the Committee decided to extend the term of his appointment for a further period of one year at the existing terms and conditions.
- 16.3 The General Council may take note of the same.



**AGENDA ITEM NO. 17****VENUES OF FUTURE IFFTI MEETINGS AND CONFERENCES**

The proposed venues of future IFFTI Meetings upto the year 2006 will be finalised by EC at its 8<sup>th</sup> Meeting scheduled at Hong Kong on 6<sup>th</sup> November 2002. The approved proposal will be placed before the General Council for ratification.

**AGENDA ITEM NO. 18**

**AGENDA FOR THE 5<sup>TH</sup> ANNUAL MEETING  
OF THE GENERAL COUNCIL**

The General Council may formalise the Agenda for the 5<sup>th</sup> Annual Meeting of the General Council.

**AGENDA ITEM NO. 19**

**ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR**