



Minutes

of decisions taken at the Administrative Committee meeting
Bern, 27th September, 1984

<u>President:</u>	Mr. Kuwahara (J), 3rd vice-president and Mr. Sommer, sec.-gen.
<u>Present:</u>	Messrs. Fink (A), Dusseldorp (AUS), de Miranda (BR), Fischer (C), Häussler (D), O'Maolchatha (EIR), Baudo (F), Schädler (FL), Norris (GB), Eda (J), Kim (K), Chu (TAI), Lewis (USA)
<u>Guests:</u>	President Albert, honorary member Segaar (NL), Watabe (J), 2 representatives of Japan Travel Bureau
<u>Secretariat:</u>	Miss Moser
<u>Interpreter:</u>	Mrs. Yamamoto
<u>Translators:</u>	6 persons

Mr. Kuwahara opens the meeting and regrets the absence of president Wang (TAI) and vice-president Bertelsmann (NL). The standing commission has decided that, on this account, the secretary-general will lead the proceedings (for health reasons Mr. Kuwahara could only attend for a short while).

Mr. Sommer welcomes delegates and regrets the passing away of former technical committee president Harry Hamer. Delegates observe a minute of silence in his memory, his personal merits are briefly recalled.

The chairman also gives credit to Mr. Bertelsmann (NL), whose merits are recognised and who, for reasons of health, has had to retire from the organisation.

Unfavorable news was received shortly before the meeting from president Wang (TAI), who was unable to attend. In any case, Mr. Wang intimated that he can no longer actively participate.

The chairman clarifies the decision regarding the conduct of business, as well the motion put forward by the standing commission.

Decision: The secretary-general will conduct the meeting. The elections of president and vice-president are to be carefully prepared and carried out at the next meeting.

The chairman introduces new delegates and wishes Mr. Thorpe (GB) prompt recovery. (represented by Mr. Norris (GB). A special word of greeting to Mr. Segaar, active collaborator in the revision of the constitution sub-committee.

Apologies were received from the official delegate for Brazil, as well as the representative from Spain (telex arrived later).

No news from Venezuela and Luxemburg. India announced its participation but nobody turned up.

Brief comments were sent to delegates on various agenda points. These form part of the minutes (see appendix).

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Adresse:

Daniel Sommer
Postfach 360
CH-8053 Zürich

Telex 815 804 ibw ch
Tel 1-53 91 31 (Deutsch/français)
Tel 24-61 23 45 (English/français)

Bank:

Schweizerische Bankgesellschaft
Zürich-Witikon: Nr. 880.311.01 U

ad 1: Minutes of the Linz meeting

Decision: the minutes are adopted.

ad 2: Transfer of general secretariat

Decision: it is acknowledged that this transfer took place without any friction and is now completed. Direct contact with President Albert is possible via Mrs. Becker in Madrid (Tel. 1 259 08 49)

ad 3: Pending matters from Atlanta 1981

Decision: the standing commission proposal is accepted. The outstanding 1982 USA debit and the general secretariat's debt for interpreter costs are written off, in agreement with the USA representative.

ad 4: Outstanding annual contributions

This does not concern 1984, but previous years. These arrears have several causes. However, the general secretariat would appreciate a clean slate as soon as possible.

Decision: to publish the list of debtors at this meeting.

The following members are requested to settle their arrears:

GB	approx. Fr. 12'576.--
F	Fr. 6,774.-
EIR	Fr. 800.-
E	Fr. 15,000.-
D	Fr. 11,000.-
YR	Fr. 3,000.-
BR	Fr. 10,000.-
LUX	Fr. 1,100.-

Mr. Schädler (FL) wants to know what the repercussions are.

Mr. Sommer explains that the problem is the availability of cash funds which the general secretariat needs to make further payments (refunds to member countries), which is impossible at this stage.

Mr. Häussler (D) reminds the meeting of the brochures printed in Germany. The D arrears are related to unfavourable brochure sales. Further payment will be made in 1984 and arrears made up in 1985.

Mr. O'Maolchatha (EIR) will settle the modest sum in 1984.

Mr. Baudo (F), newly appointed delegate, is not fully in the picture and would like a written recapitulation.

Mr. de Miranda (BR) is in the same position and requests a detailed account, which he will settle in due course.

Mr. Norris (GB) is aware of these arrears but has not yet received the required details.

Decision: All countries will settle their outstanding accounts by the end of 1985 at the latest. YR, L and E can only participate in the competition when all debts have been settled.

ad 5: Final accounts 1983, auditors' report

Mr. Sommer (CH) comments on the figures and refers to the written report.

Mr. Häussler (D) reports on the auditing, carried out together with Mr. Kim (K). They recommend approval of the auditors' report.

Decision: the 1983 accounts are adopted and discharge given to Messrs. Albert and Sommer.

ad 6: Contacts with other countries

The volume of correspondence is considerable. New Zealand and Macao can be expected to participate in Osaka. India announced its participation at the meeting but the representative did not turn up.

Mr. de Matos Dias (P) advises that he is the authorised representative of Macao at this meeting. The corresponding telex was received.

Decision: a decision about the admission of new countries can only be taken at the next meeting. In any case, participation in Japan is subject to prior part payment.

Mr. Fink (A) reports on contacts with Uruguay, without positive results.

ad 7: Contacts with the ILO

President Albert maintains informal contacts, after the standing commission recommended discretion. In the ILO it is not clear who is trying to help whom. What is not ambiguous is the fact that costs are involved and at this moment there is not much financial latitude.

Decision : tacit agreement.

ad 8: Main IVTC objectives

As technical committee business is delayed, the matter cannot be dealt with. It is intended to limit the number of new member countries. On the other hand, the limit for new trades is 40. Only in these circumstances are competitions feasible. Mr. Häussler (D) is in favour of a discussion, this matter not being restricted to the technical committee.

Mr. Fink (A) points out that 40 trades is too high a number.

Mr. Sommer remarks that the discussion is duplicated as the technical committee is also discussing the point. He suggests coming back to the matter after the technical committee has given its opinion.

Decision: the matter is adjourned.

ad 9: 28th IVTC in Osaka

Mr. Sommer (CH) recapitulates the documents distributed by Mr. Eda (J) and points out that the prices in Yen correspond to last April's prices in dollars. Costs have not increased on account of rate of exchange fluctuation.

The provisional programme is confirmed and travel arrangements can be discussed with travel agent representatives from Japan. Charter flights are expensive because of the empty return leg.

Interpreters will be supplied partially from Europe.

Mr. Eda (J) completes the information given in his documents and requests members to indicate participation numbers by the end of November. Prices given are also valid for observers and guests.

Mr. Häussler (D) wants to know why experts cannot be put up at cheaper hotels. The answer is that the Sfr 10.- price difference per day does not justify the additional organisational efforts.

Mr. Lewis (USA) would like an average daily rate.

Mr. Eda (J) indicates:

for competitors, full board	Sfr. 50.-
for adults	Sfr. 120.- single room
	Sfr. 110.- double room
plus lunch and dinner. Indicative price for lunch : Sfr. 15.-	
Half-board forfait is possible at Sfr.125.- to Sfr.135.- (DZ,EZ)	
A list of reasonable restaurants is given. Hotel food is expensive.	

Decision: the information is noted. A regular bus service to and from competition sites is planned. The possibility of a car per country is being considered.
Experts, delegates, observers and guests are accommodated in the same hotel at the same conditions.
The questionnaire must be sent duly completed to Mr. Eda (J) by the end of November.

The chairman thanks the Japanese organisers for their efforts and especially Messrs. Kuwahara, Eda and Mori for their considerable commitment.

ad 10: Motion concerning the designation of delegates

Decision: This matter will be dealt with at the same time as the constitution

ad 11: NL proposal regarding observers

Mr. Berends (NL) underlines the significance of observers, which should be given better consideration.

Decision: This matter to be dealt with under item "Constitution".

ad 12: First reading of the constitution and by-laws

The different points are dealt with separately.

Decision: The constitution and by-laws will be studied once again and re-examined at the next meeting. Particularly the following modifications are called for :

- 1.1 "for youth" should be included in the title
- 1.2 a more positive wording should be used
- 2.1 "further training" falls away. This is considered part of vocational training. The chapter "re-education" is not gone into. The reference to youth unemployment is left out.
- 3.1 to be more clearly set out. Write new 3.2. "Admission" of honorary members to be dealt with in article 10.
- 6.2 delete "special contributions", see 7.2
Chapter V precedes Chapter III
- 9.3 as joint principle in article 17
- 9.2. "chairman" instead of body.
- 11. define vice-presidents
- 12/13 add election of president and vice-presidents
- 17 complete as recapitulative point
general: set up replacement of delegates and replacement during absence of president and vice-president of a committee.

By-laws:

- 1. organise question of deputies
The NL proposal re a new designation is not approved.
- 3/4 no agreement with NL proposal, present ruling valid
- 5. The number of teamleaders to be fixed. It must be clearly defined which meetings they can attend.
- 6. technical committee decisions to be considered
- 15/17 election procedure to be defined
Point X to be defined in agreement with Mr.Gonthier.

Final decision at the member assembly in Osaka, effective as from 1.1.1986. Further elaboration by sub-commissions.

ad 13: World Congress

After brief discussion, AUS and GB confirm their interest.

Decision: delegates will study and discuss the questions at home, in order to provide answers to the following questions at the next meeting:

- should the congress take place yes or no
- if so, where and when
- how many people are interested
- possible theme, topics, lectures
- how to finance and/or guarantee deficit

ad 14: Proposed new organisation of competition

adjourned, as not yet discussed by the technical committee.

ad 15: Proposal for nomination of honorary members

Decision: see minutes of member assembly meeting

ad 16: Badges

Decision: new acquisition is not considered

ad 17: New publications

Decision: the proposal is accepted.

ad 18: Mr. Albert's report in Linz

Decision: it is agreed to publish an abbreviated version.

ad 19: Proposals submitted by members

No motions to be considered.

ad 20: 1985 Budget

Individual items are clarified. Statements can only be drawn up in November, based on module 6.

Decision: the budget is approved (see appendix). The module calculation must be based on competitor numbers for the last 4 years.

Mr. Sommer (CH) recommends drawing up a mixed budget to avoid important deviations. In this way reserves can be built up for the following year. He will work out a proposal for 1986-1988.

Decision: Mr. Häussler (D) is appointed auditor for 1984.

ad 21: 1985 meetings

Decision: a further meeting will take place in the spring, to deal with elections, to adopt the 1984 accounts and to finalise the constitution.

ad 22: Miscellaneous

Mr. Häussler (D) proposes to delegate an administrative committee representative to the standing commission, until such time as elections have taken place.

Mr. Dusseldorp (AUS) supports this proposal. He suggests the oldest (in experience) member be appointed.

Decision: Mr. Fink (A) will defend the interests of the administrative committee in the standing commission.

Mr. Sommer (CH) expresses appreciation for the cooperation received. The meeting is adjourned at 16.30 hrs.

Responsible for the minutes:

Daniel Sommer
secretary-general

Information in brief concerning agenda items of the
Administration committee, September 1984

Item: Information:

1. Decisions according the minutes have been executed.
2. The transition took place according to plan. Two meetings were held in Zurich. Unused material remains in Madrid.
3. The United States have agreed to bear the costs of the Atlanta general secretariat. What remains unclear is whether this includes interpreters.
Motion by the Standing Commission: The minutes provide no information. As a generous gesture the remaining U.S. debt for 1983 should be cancelled. This roughly equals the cost of an interpreter.
4. Motion by the Standing Commission: New member countries are to be obliged to make a down payment in the amount of their estimated annual fee. Pending items are to be dealt with definitively, and decisions regarding default interest must be rendered.
5. The annual statement will be audited and presented at the meeting. It is below the budgeted amounts in spite of additional costs and payment of debts from previous years.

6. Contacts were established with: Canada, Singapore, Saudi Arabia, Sweden, India, Sri Lanka, Tunisia, Morocco, Belgium, Denmark, and New Zealand. All countries were invited to Bern.
7. Additional tentative contacts were initiated by the president, Mr. Albert. The Standing Commission is compelled to weigh carefully the financial and political realities. The bylaws must not be affected.
8. The Standing Commission will motion to continue an open policy regarding the admission of new countries. The Technical Commission will be directed to limit the number of professions and to create a new award format. A briefing will be given verbally after conclusion of negotiations by the Technical Commission.
9. Briefing by Mr. Eda. Preparations are proceeding apace, contacts have been made and are secured. The delegates are asked to state the estimated number of observers. The question of interpreter service is yet to be resolved. Verbal briefing.

10. NL would like to avoid creating an order of rank for the delegates. Verbal briefing. Motion by the Standing Commission: To keep to the existing system, internationally speaking, there is no order of rank or precedence. Nationally, influence-taking is neither possible nor constructive.
11. NL will make a motion for a more precise description and definition of observers. Motion by the Standing Commission: Keep to the existing system. The question has been dealt with in the new administrative regulations. Meetings during the competition for purposes of exchange of ideas are desirable. No influence should be exercised on national situations.
12. The objective is merely a first reading. The delegates are expected to have read the draft, and to have a clear understanding of individual points. A second reading is scheduled to take place in spring of 1985, a discussion at the members' meeting in Japan. The authors do not intend to make radical changes to the existing bylaws. Their intention is to tighten and clarify them with administrative regulations designed to retain the bylaws unchanged for some time.
13. An educational congress is planned for 1986 or 1987. Objective: to provide impulses for practical implementation in individual countries. Educational experts are the target group. A working paper will be distributed at the meeting. Question to everyone: how many visitors from your country do you expect? Costs: Approx. SF 750.00 for four days. Location: open.

14. The subject will be dealt with mainly by the Technical Commission. Briefing: verbal. Objective: organization that is simpler and more economical for the host countries.
15. Motion to be made verbally.
16. Lapel pins are no longer available. Motion by the Standing Commission: an economical alternative must be found to silver or gold-plated pins. The basic premise is not contested. Costs are included in the budget.
17. A simpler form of general publications in an attractive folder in lose-leaf form has been suggested. Reason: printed brochures are of limited permanence, revisions are expensive. A sample will be available at the meeting.
18. A summarized version of the address is to be published as described in point 17. Objective: to preserve information of lasting worth.
19. Additional motions concerning the Administrative Committee will be explained verbally. Those presenting the motions are asked to provide a brief rationale for their motion.
20. The budget has to first be discussed by the Standing Commission.

21. A meeting is planned for February/March, 1985. Motions may be presented at that time and place.

22. Notice to delegates:

Only items not within the competence of the various committees can be dealt with. This adds to the value of both the members' meeting and the committees. The Saturday meeting listed in the official program will only be held under exceptional circumstances. And alternative program is in the planning stage.

Gifts are not customary in our country. There is no need, therefore, to plan for any at receptions.