



EFVET Newsletter

May 2002

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Message from the President

Dear EfVET members,

EfVET has been active during the past month (see: <http://www.efvet.org/news/news.html>) and I can only mention a few of the current activities. You will find some other issues covered in this newsletter.

If you have any questions, please do not hesitate to contact your national representative. See <http://www.efvet.org/sc/steeringC2001.html>.

Steering Committee meeting

Please see the minutes of this meeting for details: <http://www.efvet.org/sc/SC090302.doc>

Working Parties

The Steering Committee agreed to establish working parties of members to take care of specific areas of concern. If you have any suggestions for such an area, please contact your national representative. If you want to join a working party, contact our Vice President Pete Hodgson (<mailto:phodgson@nortcoll.ac.uk>)

Membership

Members in Denmark, The Netherlands and Italy have been very active to improve membership for the future, given all sort of changes in VET infrastructures and colleges in their countries. This issue will certainly stay on the agenda, and has my warm attention and commitment!

European Policies

A would like to draw your attention this time to the European Curriculum Vitae:

http://europa.eu.int/rapid/start/cgi/guesten.ksh?p_action.gettxt=gt&doc=DOC/02/9|0|RAPID&lg=EN&display

and the targets for European Mobility:

http://europa.eu.int/rapid/start/cgi/guesten.ksh?p_action.gettxt=gt&doc=IP/02/235|0|RAPID&lg=EN

Consultation

As you may read elsewhere in this newsletter, EfVET has again been requested by the Commission to give advice on the proposal for a Directive on Conditions of Entry for Third Country Nationals. Peter Hodgson and Leif Haar have been asked members for their opinions and experiences and have drawn an excellent report on the basis of member's information. It can be found on our website:

Presidency

I have accepted another term of two years to serve as your president. I do believe that Vocational Education and Training is of crucial importance for economic and social development of European Countries and educational policies often do not pay enough attention to this. The manifestation of EfVET (and possible partners) with the European Parliament in November will again underline this issue.

Hans F. van Aalst
President.

Preliminary Programme: 11th International Conference EFVET: Seville 23 – 26 October 2002

Theme:

Life as Learning

Changing Society / Different Learning / New Role of the Teacher

Wednesday 23 October

17.00 Registration delegates in hotel/conference centre
19.00 Welcome reception in hotel/conference centre

Thursday 24 October

08.00 Registration delegates in hotel/conference centre
09.00 **Opening session**
Welcome speeches:
Hans F. van Aalst,
President of EFVET
Speaker: CECE
Speaker: Local Government, Seville
09.30 Plenary session:
Theme of the conference
Keynote speaker:
Hans F. van Aalst,
President of EFVET
09.45 Keynote speaker:
Raf Chanterie, Member of Cabinet
European Commission for Education and Culture
10.30 Refreshment break
11.00 Keynote speaker:
Spanish Minister of Education / Local Government
11.30 Keynote speaker:
Finnish research program, representative from Finland
12.00 Questions and debate
12.30 Lunch
14.00 Workshops
15.30 Refreshment break
16.00 – 17.30 Workshops
18.00 Excursion to bullfight training farm / networking
Dinner at farm

Friday 25 October 2002

08.30 Visits:
Vocational and professional training centres and university
in Seville
11.30 Reception Townhall, Seville
13.30 Round Table session
15.00 Refreshment break
15.30 Round Table session
17.00 AGM
20.30 Conference Dinner and Dance

Saturday 26 October 2002

09.30	Plenary session Global perspectives of conference theme Keynote speaker: John D. Bartram, The Commonwealth of Learning, Vancouver, Canada
10.30 delegates	Conclusions and recommendations of the conference by delegates
11.15	Refreshment break
11.45	Closing session by the President of EFVET Introduction 12 th Annual International Conference in 2003 UK
12.30 – 14.00	Lunch
14.00	Business excursion/networking Jerez Frontiere, inclusive dinner at countryside

Brochure with the final programme and other information will be sent to the members in June.

Leif Haar

Message from the Treasurer

The Data base

At the AGM in Maastricht last October 2001, I promised the members to get the database in order. This has been a horrendous task, which took a lot longer than I anticipated.

The information of most of the members was either incorrect or out of date.

This could have been the result of two reasons:

*the change of information send by the respective member to the Central Office was not handled properly,

*the respective members did not send the change of information to the Central Office at all.

There is no point trying to find out where the mistakes were made, in the meantime the database is nearly correct. To keep it that way I urge you to inform the Central Office of any changes in the information we need for that database.

This can be done in two ways:

If you have a web page on our web site, please check whether the information is still correct.

If changes are needed please use the following procedure:

go to: www.efvet.org/members/edit_page.htm, put the changes in the e-form that will be on your screen and submit the form as prescribed.

If you don't have a web page on our web site, please send the change of information in writing to the following address:

EFVET Central Office, Rue de la Concorde 60, 1050 Brussels, Belgium.

Only if you stick to this we can guarantee that all the information you are entitled to as a member will be send to your proper address.

The invoice of the membership fee for 2002

In the second week of May the invoices have been send to the members of whom we have the right data in the database.

We urge you to pay the outstanding membership fee for 2002 within the 30 days that was agreed at the AGM in Helsinki in 1996 and reinforced at the AGM in Maastricht in 2001.

You may understand that with the handling of the database the invoices are late this year and that we are facing a cash flow problem at the moment.

Paying in time is also in the interest of your National Body which can claim 10 % of the membership fee paid in time to use for National activities.

I thank you in anticipation for your cooperation in this matter.

Frans Schneider, Treasurer.

WorldCALL

WorldCALL offers six teachers scholarships so they can participate in the next WorldCALL conference in Canada.

Do you know of an African teacher working with teaching a foreign language AND who has also tried to do so using a computer? I have been asked by a WorldCALL representative, Claire Bradin to locate such teachers so they can apply for a scholarship enabling them to come to the 2003 Worldcall conference in Canada (travel + conference fee + hotel + "pocket money approx 600USD". Read more below:

WorldCall (Computer Assisted Language Learning) 2003 May 7th - 10th 2003

Scholarships for participants from 3rd World and countries

Following the successful WorldCALL 1998 www.hlc.unimelb.edu.au/worldcall conference, held at the University of Melbourne, Australia, the WorldCALL Steering Committee is pleased to announce that WorldCALL 2003 will be hosted jointly by the: www.ucalgary.ca and the University of Alberta www.ualberta.ca in Banff, Alberta, Canada

The conference will be held in the Banff Centre for Conferences www.banffcentre.ab.ca/conferences/visitor in the heart of the Canadian Rocky Mountains.

The WorldCALL 2003 Conference will bring together experts and practitioners in Computer-Assisted Language Learning from around the world.

One of the goals of WorldCALL is to provide a number of scholarships for professional development, offering those who have worked with CALL in developing countries the opportunity to attend this conference and benefit from the exchange of ideas and contact with leaders in the field. Funding has already been pledged to this end.

Criteria for scholarships:

Each recipient must:

- speak English or French fluently;
- have made a significant contribution to CALL research or practice;
- be a citizen of a developing country.

Each applicant should submit the following documents: Application form, Personal statement of 200 words or less, 3 letters of recommendation, Curriculum vitae (maximum length: 2 pages) including any previous scholarships and awards and a list of presentations at conferences.

Applications and supporting materials should be sent to:

Claire Bradin Siskin

Robert Henderson Language Media Center
G17 Cathedral of Learning University of Pittsburgh
Pittsburgh,
PA 15260
USA

Fax: 415-624-9450
Email: cbsiskin@pitt.edu

Applications and supporting materials may be sent via postal mail, fax, or email.

Kent Andersen

EfVET and EU projects

EfVET is currently dissemination partner in a very interesting LEONARDO II pilot project "EMMT - European Management Training for VET Colleges" coordinated by Ishøj Tekniske Skole (DK). For further information about this project please contact Louise Rosthøj (lur@ishts.dk).

Furthermore EfVET is included as dissemination partner in two bids: one is a language project under LEONARDO II coordinated by Technical College Odense (DK), the other one a project under the joint call SOKRATES/LEONARDO about E-Learning Centers promoted by our new Italian member CSCS in Pistoia.

We would like to encourage all EfVET members to include EfVET as dissemination partner in any LEONARDO and SOKRATES bids. This would be very beneficial for the projects and EfVET. For further information please contact Wolfgang.Stutzmann@t-online.de

Wolfgang Stutzmann



World Federation of Associations of Colleges & Polytechnics (WFACP)

In this newsletter you will find the activity report of the Steering Committee and the draft constitution as it was presented and accepted at the first Annual General Meeting (AGM) of the WFACP during the 2nd World Congress of Colleges and Polytechnics, which was held in Melbourne (Australia) last 24-27 March.

EFVET was represented in this Steering Committee which had the task to prepare this constitution and to organize the 2nd World Congress, in the person of Frans Schneider (NL). During the first AGM of the WFACP the new board was elected and at the first meeting of that new board last 27 March the officers and two co-opted members were appointed.

The full board consists of the following persons/associations:

Molly Venter: Chairperson,
Association of Further Education and Training Institutions of South Africa (AFETISA).
Gerald Brown: Deputy Chairperson,
Association of Canadian Community Colleges (ACCC).
David Gibson: Secretary,
Association of Colleges U.K. (AOC).
Frans Schneider: Treasurer, EFVET
George R. Boggs: Member,
American Association of Community Colleges (AACC).
Chan Lee Nun: Member,
Council of Polytechnic Principals, Singapore.
Jim Doyle: Member,
Association of Polytechnics in New Zealand.
Barry Peddle: Member,
Technical and Further Education (TAFE) Directors Australia.
William Rwambulla: Member,
Commonwealth Association of Polytechnics in Africa (CAPA).
Tayeb Kamali: Co-opted member,
Gulf Cooperation Council Dean's Council, United Arab Emirates.
Perive T. Lene: Co-opted member,
Association of Pacific TVET providers.

As you can see the board consists of members with a good spread all over the world.

During the board meeting a consideration was put on the table to exchange reciprocal free memberships among the associations which are part of the board. That would enable each of us to receive and pass on to the members of our associations the communications that are sent to the members of each association. A decision in that respect will be made in the near future. There was also an expression of interest from South Africa, supported by the Ministry of Education, to hold the 3^d World Congress in that country in 2004. A few members of the board had some doubts about the safety of the delegates in South Africa and would like to be reassured

that this item would be taken seriously by the government. A decision about the venue of the 3d World Congress will be made at the meeting of the board next 24 July.

WORLD FEDERATION OF ASSOCIATIONS OF COLLEGES AND POLYTECHNICS

SUNDAY 24TH MARCH 2002

15.00 – 17.00 HOURS

JOHN BATMAN THEATRE

MELBOURNE CONVENTION CENTRE

ACTIVITY REPORT

PRESENTED BY THE WORLD FEDERATION STEERING COMMITTEE

1. Introduction

Many delegates who attended the 1st World Congress of Colleges and Polytechnics in Quebec, Canada in May 1999 supported the concept of a world-wide forum for associations and societies of colleges and polytechnics. The need to establish such a permanent and strong voice for providers of lifelong learning and vocational education and training across the world formed one of the five principal resolutions taken by the 1st World Congress. A Steering Committee, consisting of key people in further education bodies across the world, was established as a direct result of this resolution and was charged with:

- a) taking forward the creation of such a world-wide forum

This Steering Committee is pleased to announce that work has been done since the 1st World Congress to establish the World Federation of Associations of Colleges and Polytechnics. College and polytechnic associations across the world have been asked to support this venture

- b) preparing a formal constitution for presentation at the next World Congress

This Steering Committee is pleased to announce that, as the World Federation of Associations of Colleges and Polytechnics is currently not a fully constituted body, a draft constitution prepared by this Steering Committee awaits formal acceptance at this General Meeting of Members (see attached Draft Constitution).

- c) overseeing the arrangements for the next World Congress

This Steering Committee is pleased to announce that it set the framework for support of this 2nd World Congress and played a key role in its planning and implementation

2. Aims and Objectives of the World Federation

This Steering Committee has agreed a draft frame of reference incorporating the following strong mission and objectives:

- to establish a world-wide network of associations and societies of colleges and polytechnics providing leadership in the delivery of lifelong learning which promotes both individual progress and that of society and the global economy
- to be a forum for member associations and societies to learn from one another, sharing ideas and information on the roles they play and the mechanisms they employ to fulfill these roles
- to be a resource for member associations and societies in meeting their national and international objectives
- to be an advocate of colleges, polytechnics and similar learning institutions by promoting and raising awareness of their contribution to human resources development and the role they play in the development of society in general and the economy in particular
- to promote the development of linkages between member associations and societies and the international business and learning community.

3. Resolutions from the 1st World Congress

Accessibility

Government, in their planning, policy making and funding, and institutions, in their practices, should expand inclusive access to colleges and polytechnics. Such expansions should include as many full-time students and lifelong learners as is consistent with the capacity of the institutions and strengthened by the use of learning technology. Actions may include the use of prior learning assessment and recognition, remediation, accreditation and transferability processes, academic strengthening programmes, distance education and part-time programmes.

Partnership

Institutions, in their practices and governments, in their planning for and support of those institutions, should initiate actions that facilitate partnerships between colleges/polytechnics and the employer community. Such measures may include industry and stakeholder-led governing councils, programme-related advisory committees, industry-driven curriculum committees as well as institution-based market responsive short term and applied approach.

Finance

Whereas governments must accept the primary role in financing public education, employers, business, industry and students as direct beneficiaries should also play a supplementary role. Governments, in their planning and policy-making and institutions, in their practices and national/regional representative organisations, in their actions must assist colleges and polytechnics to become more financially viable. Viability can be strengthened through sufficient institutional autonomy to respond to markets for learning and training. Actions may include allowing institutions freedom to respond to the markets they serve, setting and keeping fees for training and developing innovative approaches to income generation.

Human Resources Development

The plans and policies of governments, funding ministries/agencies and the institutions and their representative associations should support the continuous training and upgrading of staff and faculty in teaching skills, teaching styles, subject knowledge/skills, management competence and the integration of international issues such as the environment and sustainable growth.

A Permanent International Voice

The existing International Planning Committee, comprising national and regional associations of colleges, polytechnics and similar institutions, should be re-designated as an Interim Steering Committee, tasked with developing a world council of colleges and polytechnics. Such a council, among other tasks, would take responsibility for approving and guiding future World Congresses, accept accountability for promoting the resolutions of each Congress and support international information and idea-sharing mechanisms.

4. Membership of the Steering Committee

American Association of Community Colleges	George Boggs, President & CEO
Association of Canadian Community Colleges President	Gerry Brown,
Association of Colleges (UK) David Gibson, Chief Executive	
(Chair, Steering Committee)	
Association of Further Education and Training Chair	Molly Venter,
Institutions of South Africa	
Association of Polytechnics in New Zealand Executive Director	Jim Doyle,
Colombo Plan Staff College for Technician Education, F. Adiviso (Philippines)	Dr. Bernardo
Commonwealth Association of Polytechnics in Africa Rwambulla,	William
Secretary General	
Commonwealth of Learning	John Bartram, Education Specialist
European Forum of Technical & Vocational Education Schneider, Executive and Training	Frans
Team	
Higher Colleges of Technology (United Arab Emirates)	Dr Tayeb Kamali
Indian Society for Technical Education Professor R.S. Nirjar, President	
Southeast Asian Ministers of Education Organisation Ghani Bin Haji	Haji Abdul
Omar, Director	
Technical and Further Education Directors (Australia)	Gillian Shadwick, Chair

Steering Committee support and secretariat:

Jo Clough, International Director, Association of Colleges, UK

Rita Dobson, International Projects Officer, Association of Colleges, UK

Tom Norton attended meetings in an advisory capacity as a member of the organising team which planned and delivered the 1st World Congress of Colleges and Polytechnics in Quebec, Canada in May 1999.

5. Membership of the World Federation

Through the World Federation, member associations and societies will be encouraged to work with, learn from and support each other over a wide variety of issues, including how best to serve the communities in which they work; strategies for influencing and contributing to policy development; staff and student mobility; approaches to curriculum content, delivery and quality standards. Of key importance is that the World Federation should provide the global linkages through which associations, societies and consortia of colleges and polytechnics in different countries and regions can promote their own missions and provide a value-added service to their own constituency.

Until approval of the formal constitution at this General Meeting of Members, membership was deemed to be by way of an “Expression of Interest”. To take account of differing economies and situations, the Steering Committee has included in the draft constitution a formula for membership subscriptions and a proposal that organisations not deemed to be eligible for full membership ie. associations who do not directly represent colleges or polytechnics in their country, may be eligible to become associate members.. Member organisations have contributed a token donation in the region of \$500 USD to support the costs of setting up and promoting the World Federation. A special bank account has been set up for this purpose, held by the Association of Colleges (UK) with full accountability and reporting arrangements to the Steering Committee and all donating organisations. A separate financial report is included within this report.

Currently, membership of the World Federation stands as follows:

American Association of Community Colleges
Association of Canadian Community Colleges
Association of Colleges (UK)
Association of Further Education and Training Institutions of South Africa
Association of Polytechnics in New Zealand
Bve Raad, The Netherlands
Commonwealth Association of Polytechnics in Africa
Council of Polytechnic Principals (Singapore)
European Forum of Technical & Vocational Education and Training
Higher Colleges of Technology (United Arab Emirates)
Indian Society for Technical Education
Pacific Association of TVET Providers
Technical and Further Education Directors (Australia)

Full membership must be applied for by the following organisation who has formally expressed an interest in joining the World Federation. This organisation will need to make a special case to the new World Federation Board, as per the draft constitution.

The following organisations who have formally expressed an interest in joining the World Federation are eligible for associate status, as per the draft constitution.

Commonwealth of Learning
Southeast Asian Ministers of Education Organisation

6. Steering Committee Activities

The Steering Committee has met on four separate occasions since the 1st World Congress in Canada in order to progress with its tasks. These meetings are listed on the next page along with a record of attendance at meetings:

- Harrogate, UK (November 1999)
- Hoorn, The Netherlands (June 2000)
- Nairobi, Kenya (March 2001)
- Birmingham, UK (November 2001)

It is noted that John Bartram and Molly Venter joined the Steering Committee after its meeting in Hoorn, The Netherlands in June 2000.

Steering Committee member	Meetings attended
Dr Bernardo F. Adiviso, Colombo Plan Staff College for Technician Education (Philippines)	None
John Bartram, Commonwealth of Learning	2 meetings attended Nairobi, Kenya (March 2001) Birmingham, UK (November 2001)
George Boggs, American Association of Community Colleges (Previously represented by David Pierce)	1 meeting attended by AACC representative, Mary Ann Settlemire Hoorn, The Netherlands (June 2000)
Gerry Brown, Association of Canadian Community Colleges	2 meetings attended by Gerry Brown 1 meeting attended by ACCC representative, Terry Anne Boyles Harrogate, UK (November 1999) Hoorn, The Netherlands (June 2000) Nairobi, Kenya (March 2001)
Jim Doyle, Association of Polytechnics in New Zealand	2 meetings attended Harrogate, UK (November 1999) Nairobi, Kenya (March 2001)
David Gibson, Association of Colleges (UK) Chair of the World Federation Steering Committee	4 meetings attended Harrogate, UK (November 1999) Hoorn, The Netherlands (June 2000) Nairobi, Kenya (March 2001) Birmingham, UK (November 2001)
Dr Tayeb Kamali, Higher Colleges of Technology (United Arab Emirates)	None
Haji Abdul Ghani Bin Haji Omar, Southeast Asian Ministers of Education Organisation	None
Prof. R.S. Nirjar, Indian Society for Technical Education (Previously represented by Prof. Chopane)	2 meetings attended by Prof. Chopane Harrogate, UK (November 1999) Hoorn, The Netherlands (June 2000)
William Rwambulla, Commonwealth Association of Colleges in Africa	1 meeting attended Nairobi, Kenya (March 2001)
Frans Schneider, European Forum for Vocational Education and Training	3 meetings attended by Frans Schneider 1 meeting attended by EFVET President, Hans van Aalst Harrogate, UK (November 1999) Hoorn, The Netherlands (June 2000) Nairobi, Kenya (March 2001) Birmingham, UK (November 2001)
Gillian Shadwick, Technical and Further Education Directors (Australia) (Previously represented by Peter Veenker)	1 meeting attended by TAFE Directors representative, Geoff Rogerson 2 meetings attended by TAFE Directors representative, Barry Peddle Harrogate, UK (November 1999) Hoorn, The Netherlands (June 2000) Nairobi, Kenya (March 2001)
Molly Venter, Association of Further Education and Training Institutions of South Africa	1 meeting attended by Molly Venter 1 meeting attended by AFETISA representative, Leon Beech Nairobi, Kenya (March 2001) Birmingham, UK (November 2001)

Listed below are activities which have been undertaken and completed by the Steering Committee:

- Selection of an organisation to host the 2nd World Congress of Colleges and Polytechnics
- Involvement in the planning of the 2nd World Congress and assistance with speakers, themes, Congress programme and sponsorship of delegates
- Production of a draft constitution, to be formally accepted by members of the World Federation
- Production of a framework for the election of World Federation Board members
- Issue all delegates from the 1st World Congress with an announcement of the establishment of the World Federation
- Encouragement of associations across the world to become World Federation members
- Development of a global database of associations of colleges and polytechnics
- Creation of a World Federation of Associations of Colleges and Polytechnics website (www.worldcolleges.org)

7. Financial Status of the World Federation

As mentioned in part 5 of this report, member organisations have contributed a token donation in the region of \$500 USD to support the costs of setting up and promoting the World Federation. A special bank account has been set up for this purpose, held by the Association of Colleges (UK) with full accountability and reporting arrangements to the Steering Committee and all donating organisations.

A schedule outlining details of the World Federation financial status will be available to World Federation members at 18.00 hours on Tuesday 26th March 2002.. It is estimated that the Association of Colleges, in providing a Secretariat service for the Steering Committee of the World Federation, has incurred approximately £14,000 in administration, travel and working time costs. It is anticipated and hoped that profits made at the 2nd World Congress will be used to offset those expenses.

8. Conclusion

This Steering Committee has great pleasure in handing over responsibilities for the World Federation to a newly appointed Board. On behalf of the Steering Committee, the Chair would like to thank all those involved in the development of this World Federation and gratefully acknowledges the enthusiasm, time and personal expense which those organisations have willingly given.

The new World Federation Board will be announced at the close of the 2nd World Congress, along with the venue and host of the 3rd World Congress.

World Federation of Associations of Colleges & Polytechnics

DRAFT CONSTITUTION

This draft has been prepared by the Steering Committee appointed at the 1st World Congress of Colleges and Polytechnics in May 1999. That Committee was charged with the task of establishing a permanent international voice for colleges to be launched at the 2nd World Congress taking place in Melbourne, Australia in March 2002. The Constitution will be formally presented for approval at the first general meeting of members of the Federation taking place at the Congress.

The Steering Committee is of the view that the Federation should not, in the first instance, be a legally registered body but instead be a free standing organisation operating under a Constitution agreed by all its members. This will give members the flexibility to recommend any necessary changes as the Federation evolves, without having to go through complex and expensive legal procedures, as well as avoiding early decisions as to the country of registration and form of legal entity.

The following Constitution is therefore presented in non legal terminology and is intended to convey to the layman and potential member the spirit and intentions of the Federation.

1. World Federation of Associations of Colleges & Polytechnics

1.1 The World Federation of Associations of Colleges & Polytechnics (WFACP) is hereby established as a direct outcome of the recommendation of the 1st World Congress of Colleges and Polytechnics hosted by the Association of Canadian Community Colleges in Quebec, Canada, May 1999:-

“that there should be established a permanent international voice to take responsibility for:-

- a) approving and guiding future World Congresses
- b) promoting the resolutions of each Congress
- c) supporting an international information and idea sharing mechanism.”

1.2 This Constitution, prepared by the first Steering Committee (members listed as Appendix A) is presented for approval at the 2nd World Congress of Colleges hosted by the Technical and Further Education Directors of Australia in Melbourne, Australia, March 2002.

2. Aims

To be a strong united voice and international forum through which colleges and polytechnics in different countries can:

- collectively promote and develop their contribution to their own communities and countries as an international economic and social force
- collectively influence the development of policy in all areas which impact on human resources development and lifelong learning
- share insight, experience and learn from one another
- share the most current and effective tools and approaches to content and delivery

- learn from and work with each other internationally
- promote partnerships to improve staff and student mobility and credit recognition
- develop partnerships and quality standards for the delivery of international co-operation contracts
- organise World Congresses and other high profile international events

3. Objectives

To be a **forum** for member associations and societies to learn from each other and to share ideas and information on the roles they plan and the mechanisms and programmes they employ to fill these roles

To be a **resource** for member associations and societies in meeting their national and international objectives

To be an **advocate** of colleges, polytechnics and similar learning institutions by raising awareness of their contribution to human resources development and the role they play in the development of society in general and the economy in particular

To **promote** the development of linkages between members and the international business and learning community

4. Values

- To support policies that promote lifelong learning and that recognise the diversity of lifelong learners
- To support its members in developing their own unique approach to community and institutional development
- To support member organisations in addressing their individual missions and to respect the diversity of such missions
- To promote an understanding of the relationship between workforce skill development, economic development and social prosperity
- To promote the principle of equality and social inclusion in all aspects of lifelong learning, particularly with regard to race, gender, religion and ethnic background
- To promote and uphold in its own dealings, the highest levels of transparency, integrity and probity

5. Membership

5.1 As a world-wide organisation, and given the voluntary nature of its Board members (see Para 7.2 below), the Federation shall ideally be a mechanism for linking and pursuing its aims and values through member organisations which represent the interests of individual colleges and polytechnics.

5.2 Eligibility for full membership shall therefore primarily be open to

- a) national membership associations & societies of colleges and polytechnics

- b) cross-national membership associations & societies of colleges and polytechnics

5.3 Other college and polytechnic organisations may be deemed eligible for membership only where no appropriate national association or society of colleges or polytechnics exists and where a special case can be made to the Board. In such case, the Board is empowered to accept that organisation into membership.

5.4 The Board may also agree to accept as associate members other related organisations.

5.5 All organisations accepted into full or associate membership are deemed to fully support the aims and values of the Federation as set out in this Constitution.

6. Membership Voting Rights

6.1 Given the potential diversity of membership in different countries and cross-national organisations, the underlying principle governing all decision making and voting by the full membership, including the General Meeting of members attached to each World Congress, shall be:-

- a) one vote per country constituency (regardless of the number of organisations which may be in membership)
- b) one vote per cross-national constituency

6.2 Voting at meetings of the Board (see Para 9.4 below) shall be on the basis of one member, one vote.

6.3 Associate members shall not be entitled to vote at any meeting of the Federation.

6.4 The quorum for decision making shall be the majority (51%) of those entitled to vote.

6.5 Voting at any meeting of the Federation may be by proxy, provided written authority by the member organisation(s) concerned has been given to the representative casting the vote.

7. Governance of the Federation

7.1 The supreme decision making body of the Federation shall be the General Meeting of members attached to each World Congress.

7.2 The General Meeting of members associated with the World Congress shall elect a Board to manage the affairs of the Federation for the period of time until the next World Congress.

7.3 The Board shall be mandated to perform - and to be accountable for - such actions as may be reasonably expected by the membership in between Congresses, in particular:-

- a) championing and steering the aims of the Federation as set out in this Constitution
- b) specific responsibilities deemed under this constitution
- c) agreeing arrangements for the provision of suitable and cost effective secretarial and financial support services
- d) other such responsibilities as may be authorised by the General Meeting of members

A specific and non-negotiable minimum responsibility of the Board shall be to set in place and oversee the arrangements for the next World Congress of Colleges and Polytechnics.

- 7.4 The Board shall meet, either in person or through electronic means, at least once a year during its period of office.
- 7.5 The Board shall be accountable to the membership as a whole and shall present to the General Meeting of members a full report of all its activities during its period of office.
- 7.6 The General Meeting of members may also, if it wishes, authorise the Board to appoint a Patron who should be a high profile, internationally renowned person.

8. Special General Meetings of Members

- 8.1 Special General Meetings of members may be held between World Congresses as often as the Board considers necessary, or if three fully paid members of the Federation, from at least two countries, request the Board to do so.
- 8.2 Written notice of any Special General Meeting must be sent by the Board to all members at least three months' in advance of the meeting.

9. Membership of the Board

- 9.1 The Board shall comprise 9 representatives of member organisations elected by the general meeting of members in accordance with the arrangements set out in Paragraph 10 below.
- 9.2 The Board shall have authority to co-opt up to 4 additional members and shall be responsible for appointing from among its number a Chair and other officers as deemed appropriate.
- 9.3 The term of office for the Board shall be the period of time up until the next general meeting of members/World Congress. Individual members shall be entitled to serve on the Board for no more than three consecutive terms of office, with a maximum of 6 years.
- 9.4 All members of the Board shall be entitled to vote at Board meetings.
- 9.5 Should any member be absent for two consecutive meetings of the Board, s/he will be deemed to have relinquished their place unless a special case for their being permitted to continue is approved by the other Board members.

10. Appointment of the Board

- 10.1 A notice of the General Meeting of members and request for nominations for Board membership shall be sent to all paid up full member organisations at least six months before the date of the election of the Board. Only authorised representatives of paid up full member organisations of the Federation shall be eligible to stand as nominees.
- 10.2 Nominations must be submitted in writing to the address shown on the notice by the date shown. This shall normally be at least two months after the date of the notice calling for nominations.

- 10.3** Three months before the election of the Board, the Secretariat shall send to all paid up full member organisations a summary of all the nominations received. Where more than nine nominations have been received, that summary shall set out the arrangements for an election at the general meeting of members.
- 10.4** The Board shall take office immediately following its election at the General Meeting of members and shall serve for the period of time up until the next World Congress.
- 10.5** An individual serves on the Board as the official representative of the relevant member organisation. Should s/he be replaced in the capacity under which s/he was appointed, his/her replacement in that post will automatically continue on the Board. In the event of a mid-term vacancy through other reasons, including resignation of the organisation from membership, non-attendance at meetings etc. the remaining Board members shall be empowered to make appropriate alternative arrangements for a replacement.

11. Conduct and Authority of the Board

- 11.1** Where the Board on behalf of the Federation needs to enter into any legal agreement with a third party it is anticipated that one or more Board member organisations will volunteer to take on this responsibility, subject to a legal memorandum of understanding or responsibility being drawn up with other Board members.
- 11.2** Regardless or not of such a legal agreement being drawn up under Para 11.1 above, it is expected that all Board members take on a responsibility to underwrite the financial or other losses of any particular Board member who they have specifically mandated to act on behalf of the Board as a whole, provided such action has been carried out with the full knowledge and specific authority of all those members.
- 11.3** Minutes of meetings of the Board together with a report of all other significant actions taken by individual Board members on behalf of the Federation, shall be publicised at regular intervals to the full membership.
- 11.4** All Board members are expected to uphold generally accepted principles of integrity and probity in all their dealings conducted in the name of the Federation, in particular to declare to the Board all matters of potential financial interest either to themselves personally or to their employing/sponsoring institutions.

12. Federation Membership Fees and Expenditure Budget

12.1 The Board shall be responsible for establishing a budget and determining a formula for membership subscriptions within its agreed term of office. Such a membership fee formula shall:-

- a) take account of realistic expectations of expenditure during its term of office (including secretariat costs)
- b) be fair and equitable given the diversity of membership and different economic circumstances of different countries and categories of membership

12.2 All budgetary and membership fee proposals shall be publicised to the Federation's membership for comment before final resolution.

12.3 A report of all financial dealings led by Board members on behalf of the Federation, including any bank account, income & expenditure transactions etc. shall be made available to all member organisations of the Federation at least once a year.

13. Internal Procedures

13.1 This constitution is intended to provide a framework and basis for co-operative working between the member organisations in each country. It is not intended to legislate for each and every potential situation which may arise, but more to convey the spirit in which the Federation was created.

13.2 Until such time as it may be decided to proceed with legal registration and a more tightly controlled legal constitution, each Board should prepare and agree (within three months of its election) a more detailed schedule of internal financial and "authority to act" procedures. These procedures must take full account of responsibilities and powers to act which may be assigned to Board officers or staff.

This constitution is presented for ratification to the 2nd World Congress of Colleges and Polytechnics in Melbourne, Australia, March 2002

Impressum

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