

ICT ASSOCIATION OF FIJI

Minutes of the ICT Association of Fiji Meeting held on Tuesday 3 July 2007 at 2pm – FTIB Board Room, 6th Floor Civic Towers, Suva

PRESENT:

Ms Berny Nicholls	-	Quest Fiji Ltd
Ms Anshu Mala	-	Fiji Islands Trade and Investment Bureau
Mr Herbert Powell	-	Fiji Islands Trade and Investment Bureau
Ms Artika Goundar	-	Fiji Islands Revenue and Customs Authority
Mr Tomasi Vakatora	-	Amalgamated Telecom Holdings Ltd
Mr Binesh Chand	-	Training & Productivity Authority of Fiji
Mr Sachin Deo	-	Training & Productivity Authority of Fiji
Mr Semi Tukana	-	Software Factory
Ms Nancy Bakani	-	Micronet Systems (Fiji) Ltd
Mr Jonathan Segal	-	Oceanic Communications Ltd
Mr John Tevita	-	Oceania Customer Interaction Services
Mr Charles Goundar	-	Telecom Fiji Ltd
Mr Ian Lyons	-	Telecom Fiji Ltd
Mr John Pollock	-	Unwired Fiji
Mr Hansel Fong	-	Computech
Ms Shalini Sheila	-	Fern Software Ltd
Mr George Samisoni	-	FINTEL
Mr David Eyre	-	Fiji TV

APOLOGIES:

Mr Karunesh Mani	-	Datec Fiji Ltd
Ms Marisa Wiman	-	Greymouse
Mr Niteshwar Prasad	-	Sublime Pacifica Fiji Ltd
Mr Praneel Anand	-	VT Solutions
Mr Sanjay Singh	-	Link Business Solutions Ltd

1.0 WELCOME

Ms Berny Nicholls, the Head of Special Initiatives of Quest Fiji Ltd chaired the meeting and welcomed the invited representatives of Fiji's ICT industry followed by a thank you note to the FTIB for hosting this meeting.

2.0 AMENDMENTS TO THE MINUTES

The last meeting minutes were amended by Mr Prem Prasad (Manager – KTFZ) of FTIB and Ms Berny Nicholls (Head of Special Initiatives) of Quest Fiji Ltd.

3.0 CONFIRMATION OF MINUTES OF LAST MEETING DATED 19 JUNE 2007

The Minutes were confirmed by Mr John Pollock and Mr Herbert Powell and seconded by Mr John Tevita as a true record of the meeting held on the 19 June 2007.

4.0 MATTERS ARISING FROM THE MINUTES

4.1 Update on Association Registration – Secretariat informed the participants that all necessary forms and documents were lodged with the Ministry of Labour for the official registration of the Association and the procedure will take at least three weeks to complete. The official registration of the Association is aimed before the next ICT meeting.

4.2 Submission to the 2008 National Budget – The contributors to the submission paper were thanked and it was informed by Ms Nicholls that the submission has been forwarded to the Permanent Secretary of the Ministry of Finance for consideration in the 2008 Budget. Ms Nicholls also advised the participants that there will be discussion on the issues highlighted in the submission paper in the due course with the pertinent authorities, therefore any other issues of relevance to the ICT industry is still welcomed by the Association to be taken up to the Ministry of Finance for 2008 Budget consideration.

4.3 Membership to the Association – Since the last ICT meeting, there has been an increase in the number of individuals/companies/company representatives who have shown their interest and commitment to join the Association.

5.0 NOMINATION AND VOTING OF OFFICE BEARERS – THE BOARD OF MANAGEMENT

The role of the Board of Management was highlighted by Ms Nicholls as per the Association Constitution Part IV (8). It was emphasised on Clause 8.1 of the Association Constitution that proxies will not be permitted to represent on the Board of Management. It was agreed that the Board of Management be made of 5 people: a Chairperson, 2 Deputy-Chairpersons, a Secretary, and a Treasurer plus 1 Member.

5.1 Nominees for the Board of Management

Chairperson	-	Mr Ian Lyons (TFL)
	-	Ms Berny Nicholls (Quest Fiji Ltd)
Deputy-Chairperson(s) x2	-	Mr John Pollock (Unwired Fiji)
	-	Mr George Samisoni (FINTEL)
Secretary	-	Ms Anshu Mala (FTIB)
Treasurer	-	Mr Semi Tukana (Software Factory Ltd)

Member - Mr Jonathan Segal (Oceanic Communications Ltd)

5.2 Appointed Members for the Board of Management

Chairperson - Ms Berny Nicholls

Deputy-Chairperson(s) - Mr John Pollock

- Mr George Samisoni

Secretary - Ms Anshu Mala

Treasurer - Mr Semi Tukana

Member(s) - Mr Jonathan Segal

Ms Nicholls, thanking the participants in appointing the members for the Board of Management, emphasised the recognition the Association will give especially to the small ICT businesses in Fiji to help them grow through promotion activities undertaken by the Association both locally and overseas.

6.0 ASSOCIATION WEBSITE

Mr Jonathan Segal, the Managing Director of Oceanic Communications volunteered to design the website for the Association. Mr Segal highlighted on some of the features of a good website which includes that its reflective of the overall goal/mission/objective of the Association, has proper branding, includes all relevant information available (meeting minutes, industry incentives), links to its members' websites, and is a core means of communication for the Association and its members. Ms Nicholls added that it should be simple, user-friendly, easy-navigation, and should not be restricted to its users and visitor in any way. However, restrictions should apply in the case of the workshops/conferences/events organised by the Association whereby the members will be given preferential rates and treatment with non-members paying premium rates.

In addition, it was discussed that the ICT infrastructure providers such as FINTEL, Telecom Fiji can put up basic information on the website including their contact details which can help the users touch base with the right contacts. Other information includes labour supply statistics available for the ICT industry, labour rates, and short profile of the Association members with links to their website. All other information that will assist the industry can be considered as well.

It was agreed that Mr Segal will present the design-approach of the Association website in the next ICT Meeting.

Agreed website address for the Association: www.ictfiji.org.fj

7.0 OTHER IDEAS FOR PROMOTION OF THE ASSOCIATION

7.1 Association Logo – suggestions were made for the Association to have a logo. The participants were requested to help design a logo for the Association which will be finalised in next ICT meeting.

7.2 Press Releases – it was suggested that the Association should create awareness to the whole community as a whole through press releases to the media. This will help convey the image/impression of the Association to the public and also highlight the importance of the organisation.

It was suggested that one of the Vice-Presidents should take this communication aspect of the Association as one of his core tasks for the Association. It was agreed that Mr John Pollock will be responsible for drawing up a strategy for the promotion of the Association to be discussed at the next meeting.

8.0 OTHER BUSINESS

8.1 Official Launch of the Association – suggestions were made to officially launch the Association upon formal registration. This will give the Association publicity and awareness at national level. FTIB offered to investigate the possibility of support.

8.2 Board of Management Meeting - Members of the Board of Management were requested to stay back for further discussion.

9.0 NEXT MEETING

As there was no further business, the Chair thanked all participants for their attendance and advised that the next ICT meeting will take place after 3 weeks.

The next ICT meeting is scheduled for 11am Friday 27 July 2007 at FTIB Board Room, 6th Floor Civic Towers, Victoria Parade, Suva.

Please send us any other items you want to be included in the agenda.

10.0 BOARD OF MANAGEMENT MEETING

The following highlights were made by the members, which needs to be clarified in next ICT meeting:

1. Strategies to promote the Association and gain recognition – website, logo and press release for a start off and then moving to particular events organised by the Association through association fees and other means of funding and sponsors.
2. The Association will have to pay \$100 for its website domain name
3. Clarify type of membership for government bodies

4. Membership fee for parent vs. subsidiary companies and privileges, voting rights etc.
5. An additional member required for the Board of Management to provide an odd number to minimise the occasions for the utilisation of the casting vote by the Chairperson.
6. Maintenance and Support of the Website – volunteer required or methodology for maintenance.
7. Job description of each member in the Board of Association.
8. Upon official registration of the Association the first press release is to be agreed and issued.
9. Mr Jonathan Segal offered to be responsible for the communications of the Association via the website. Other communications on behalf of the Association will be discussed and agreed as required.
10. Official launching of the Association

Ms Anshu Mala – Fiji Islands Trade and Investment Bureau
SECRETARIAT