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|  | **FÉDÉRATION INTERNATIONALE DES TRADUCTEURS****INTERNATIONAL FEDERATION OF TRANSLATORS**🖂 FIT Secretariat, Aeschenvorstadt 71, CH-4051 Basel, Suisse/Switzerland🕽 +(41) 61 225 42 10 | 🖷 +(41) 61 225 44 10 | secretariat@fit-ift.org | www.fit-ift.orgSiège/Registered Office: REGUS, 57 rue d’Amsterdam, 75008 Paris, France |

**FIT EXECUTIVE COMMITTEE (EC) MEETING MINUTES – Penang, Malaysia – 26 August 2013**

The meeting opened at 9:00

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| **Topic**  | **Discussion** | **Decisions and Action Needed** | **Timeline** |
| **Attendance**  | Marion Boers (MB) remotely, Henry Liu (HL), Silvana Marchetti (SM), Jiri Stejskal (JST), Izabel Arocha (IA), Andrew Evans (AE), Reina de Bettendorf (RB), Jeannette Ørsted (JOE)Observers: Prof. Emeritus Abdullah Hassan, Sa'odah Abdullah, Dahlina Daut Mohmud and Ramlah Mohd (MTA, Malaysia), Diana Rodrigues (AUSIT, Australia), Wolf Baur (BDÜ, Germany), Changqi Huang (TAC, China)HL welcomed the EC members and observers to the meeting and thanked the Malaysian Translators Association (MTA) for hosting the EC. Prof. Emeritus Abdullah Hassan, President of the MTA, in turn welcomed the EC to Malaysia and expressed the MTA’s pleasure at having the opportunity to host the EC and the FIT Asian Forum. At item 4 HL handed the meeting over to MB, who was participating by phone from South Africa. | N/A |  |
| **1** | **Approval of agenda** | The agenda was adopted with the addition of an item 5.5 Congress 2017. |  |  |
| **2** | **Approval of minutes of 9 July 2013** | This item was postponed to the next meeting. | N/A | 10 Sept 2013 |
| **3** | **Matters arising from the minutes** | This item was postponed to the next meeting. |  | 10 Sept 2013 |
| **4** | **FIT strategy** |
| **4.1** | **Potential priorities for next mandate** | The intention of this item was to consider the 2008 Shanghai strategic plan and subsequent action plans and to chart a way forward for the Federation for further refinement by the Council and subsequent presentation to the Statutory Congress in 2014. All EC members had considered what they felt were the priorities for the Federation and this formed the basis of the discussion.A mission and vision for the Federation were considered before the EC moved on to defining FIT’s primary purpose and focus. The exercise aimed to distil this to four or five focus areas, each of which could then be expanded with specific action items by each Council, on which the work in their mandate would concentrate.MB had proposed a draft mission and vision to begin the discussion. There was general agreement that the key concepts in FIT’s strategy are working at a *global* level, its *partnerships and cooperation* with others in the field and its *promotion* of the *profession* and those who work in it. Some discussion took place on whether FIT’s work should encompass all components of the profession or be limited to its direct membership. The EC members felt FIT would benefit from broadening its membership base and focus, but this would have to be decided by Congress and for the present discussions would have to focus on the current membership and their interests.The discussion then moved on to FIT’s areas of strategic focus. There was general agreement that FIT’s ambitions and interests are far above its resources and the two needed to be better aligned. Membership dues are likely to remain the bulk of FIT’s resources and its work would need to be tailored to this. FIT needed to concentrate on actions that benefit individuals within member associations and could improve its effectiveness by delegating more work to regional centres where appropriate and having Council concentrate on broader issues. It was important for work done at all levels to be adequately conveyed to members, which was not currently the case. This could perhaps be better managed by making information available in a format suitable for members to translate into local languages and disseminate easily.Increasing FIT’s membership base by more aggressive recruitment would mean representing more professionals and would also improve FIT’s financial position, enabling it to achieve more. This should be translated into tangible services and benefits for members. A more flexible governing structure would also help FIT to respond more easily to changes in the profession and the market. One of the challenges facing FIT is accommodating the cultural differences among members, which mean different priorities and different ways of doing things. There was, however, general agreement that it was vital for the Federation to focus on the needs of members and not try to expand its work beyond its resources; it was preferable to limit the work done, but do it properly and disseminate the results widely. In concluding the discussion, it was pointed out that it was essential to consider whether and how FIT was still relevant to individuals and associations. This would guide its priorities. FIT can indeed be seen as relevant, e.g.:* It offers a forum for solidarity and enables associations to ask for advice from and give assistance to other professional associations at national, regional and international level
* It can put together internationally accepted professional guidelines
* It has established and can continue to promote International Translation Day

All these elements can be linked by local associations to their own situations, e.g. using the examples to avoid local problems, developing similar materials locally and measuring local conditions against international practices. | It was agreed that FIT’s mission was encompassed by its tagline and that owing to time restrictions the mission and vision should be refined by MB, HL and JOE for finalization at the next EC meeting. Similarly, they would prepare a draft of the FIT focus areas on the basis of the background documents for and the discussion at this meeting. | 10 Sept 2013 |
| **4.2**  | **Preliminary results of the survey by the Organizational Development Committee** | The provisional results of a survey of members on possible changes to FIT’s statutes were reviewed with respect to the level of agreement with each question. Some had marginal levels of agreement and members were reminded that bylaw revisions require a 2/3 majority; proposing changes without strong support would probably be counter-productive. In view of the diversity of opinions it might be worthwhile to consider holding regional workshops rather than or in addition to further surveys to clarify certain aspects prior to preparing final proposals for bylaw revisions. It was felt that the committee needed to give further consideration to the next steps, possibly through a position paper and a timeline for future steps. Council would be asked for an opinion after receiving the committee’s recommendations. A decision would need to be made by Council on whether Congress should be offered a block decision or an article-by-article decision on proposed bylaw amendments.  | Feedback to be given to the committee: * Congratulations on the committee’s comprehensive work on the survey
* EC has noted the many unresolved positions
* Request the committee to prepare a position paper on the results and their proposals for Council and also a shorter report giving feedback for the wider membership
 | Response from Committee by 31 October  |
| **4.3** | **Committees**  | Only a handful of reports had been received. The Regional Centres are focused on what they are doing. SM reported on a meeting being organized by FIT LatAm and IA on progress by FIT NA. Both are inviting other associations to attend the meetings as observers as a means of outreach to them. Proposals were requested for how to improve the deliverables of certain committees that are not functioning well or have not even been formally constituted. JOE summarized the issues that each committee is dealing with. Among the proposals made to improve committee functioning were ensuring they hold regular meetings; having FIT Council members act as mentors to each committee and/or to serve as observers on the committee to develop structure and ensure continuity; appointing vice-chairs who can take over if the chair is not available; and having FIT vice-presidents in charge of the committees. Among the challenges is that Council observer members on committees can only play a limited role in facilitating the committee’s work and the fact that the committees bring together experts from different parts of the world who do not necessarily know each, which may hinder the work. The Congress offers a venue at which members and potential members could meet in person and get to know one another, although the fact that committee mandates are no longer aligned with the congresses causes problems here too. | -MB to request the Travel Funding Committee for a timeline by 10 September and the committee’s final proposals a month prior to the March 2014 Council meeting-JOE to follow up with the Education and Professional Development and the Translation Technology and Terminology Committees-IA as an observer on the Medical Interpreting Committee would try to assist in obtaining a new chair for the committeeCurrent efforts to encourage committees through direct contact and intervention would continue, with consultation of the Council members with responsibility for the committees | 31 August, 10 September30 SeptemberOngoingOngoing |
| **4.4** | **Cooperation with partners** | Owing to time constraints, this item was postponed to a future meeting. |  |  |
| **4.5** | **Additional revenue streams for FIT** | Owing to time constraints, this item was postponed to a future meeting. |  |  |
| **5** | **Congress 2014** |  |  |  |
| **5.1** | **Update** | Wolf Baur (WB) made a detailed presentation on the progress of Congress planning and promotion. Marketing material is available for downloading and members will be encouraged to use it to promote the Congress more widely.A good response had been received to the call for proposals, and the programme committee was considering adding poster presentations to accommodate some of these. An Associations Forum with papers on management and best practices of associations was also being considered. A vote for favourite proposals, to maximize the benefit for participants, would open on 1 September. This introduces a new feature to the Congress. The final programme will be selected on 12 October 2013. The programme would be published by 1 December. Current plans for the opening, keynote events and sponsorships were discussed at length and the new Marketing Booklet was distributed. FIT and the BDÜ will put together a hospitality area at the entrance to the venue, which could also be used in some of the anniversary highlights. | Joe and Wolf to draft a short invitation for associations to submit proposals for an Associations Forum |  |
| **5.2** | **Prizes** | Details of and rules for the proposed new prizes were still not available, but were promised for September. Chair of the Awards Committee, Denis Bousquet (DB), had suggested opening nominations in September with a closing date mid-November, so entries can be assessed and results prepared by the end of February; this will allow adequate time for award winners to be notified and indicate if they are able to attend the ceremony.DB proposed separating the awarding of the prizes from the actual Congress, with a simple presentation of the winners perhaps at the opening. IA suggested filming the awards ceremony as well as interviews with the awardees, for posting on a FIT YouTube channel and other promotional purposes. Jury selection should start as early as possible, as this is often the most time-consuming part of the process. | DB to continue investigating the feasibility of a separate awards ceremonyOrganise filming of the awards ceremony if possible All to think of possible jurors and JOE, DB and HL to send invitations to past jurors | October EC meetingOctober EC meeting |
| **5.3** | **Programme** | Some of the planned items for discussion had already been dealt with under 5.1 and 5.2. The issue of how FIT’s free registrations should be allocated was addressed, considering that the number had been greatly reduced from previous years. It would not be possible to sponsor all Council members, past presidents and advisors and committee chairs as in the past. In view of the special anniversary celebrations at this congress, FIT might consider sponsoring some registrations.MB suggested FIT should be more involved in arranging sessions of interest to members at the congress. Some such sessions might be better arranged in conjunction with the statutory congress, e.g. introducing new members to how FIT operates and an induction for new Council members. However, there was agreement that it would be a good idea for FIT to arrange sessions on topics of concern to members, such as the relationship between freelancers and translation companies. | MB to consult Council on who plans to attend the open congress and whether their associations would cover the Congress registrationNew Council to be introduced at opening of CongressMB to submit proposal for FIT panel at Congress and ask Council for further ideas | 30 September31 August |
| **5.4** | **Visibility of FIT work during Congress** |  |  |  |
| **5.4.1** | **Booth** | There was general agreement that it would be beneficial for FIT to have a clear presence at the Congress, in a hospitality area rather than a closed booth. A budget and design would have to be determined to ensure an appropriate image of FIT is projected. Having such a booth would enable FIT to interact better with members, FIT organs, congress delegates and others. | JOE to pursue the idea with the organisers and consult EC as necessary | Ongoing |
| **5.4.2** | **Open Committee meetings** | Discussion took place about the benefit of allowing Congress participants to observe Committee meetings. Since not all committee chairs or members will be at the Congress, this might present challenges. An alternative was to arrange “meet your committee” sessions in the hospitality area. The congress offers a good opportunity to ascertain interest in new committees and identify prospective projects and members. | Follow up on these ideas during congress arrangements | Ongoing |
| **5.4.3** | **Plenary format** | This item had been dealt with under 5.1. |  |  |
| **5.5** | **Congress 2017** | An expression of interest in hosting the 2017 congress had been received. In line with the decision of the last Council meeting, a due diligence review should be undertaken. The candidate would therefore be requested to submit their published audited accounts for the previous three financial years. | JOE to request information by 30 SeptemberInvestment Committee to undertake the review for this and other interested parties. |  |
| **6** | **AOB** | N/A |  |  |
| **7** | **Date of future meetings** | Next EC e-meeting: 10 September 2013 at 20:00 CETNext Council meeting: Weekend of 22/23 March 2014 |  |  |

The meeting concluded at 17:40.