

ICA 02542

HUMAN RESOURCE DEVELOPMENT PROJECT

MINUTES OF THE FIRST MEETING OF THE ICA SUB-COMMITTEE
ON
COOPERATIVE EDUCATION & TRAINING FOR ASIA

(Bangkok - 27-28 May, 1988)

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MINUTES OF THE FIRST MEETING OF THE ICA SUB-COMMITTEE ON
COOPERATIVE EDUCATION AND TRAINING FOR ASIA
HELD ON 27-28 MAY 1988 AT BANGKOK, THAILAND

01. GENERAL

The first meeting of the ICA Sub-Committee on Cooperative Education and Training for Asia was held at 9.30 a.m. on 27th May, 1988 to 5.30 p.m. on 28th May at Royal Hotel in Bangkok, Thailand.

The following members attended the meeting:

<u>Name of Member</u>	<u>Country</u>
Mr. Mohd. Iqbal Hussain	Bangladesh
Dr. M. P. Saxena	India
Mr. J. K. Lumunon	Indonesia
Prof. Ki Won Suh	South Korea
Mr. Jae Seung Lee	South Korea
Mr. Ahmed Ghazi bin Abdul Hamid	Malaysia
Chaudhri Shahabuddin	Pakistan
Mr. Yousaf Naseem	Pakistan
Dr. Leandro Rola	Philippines
Mr. P. K. Panadam	Singapore
Mr. K. R. P. W. Karunaratne	Sri Lanka
Mr. J. A. S. Ravindra	Sri Lanka
Mr. Narong Marukatut	Thailand
Mr. Paisarl Anusasanan	Thailand

Observers

Mr. Saad Kdewkes	Thailand
Ms. Supattra Tanaseniat	Thailand
Ms. Suwanna Jearanaikoon	Thailand

Mr. W. U. Herath	Secretary
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Special Invitees

Dr. Yookti Sarikaphooti	Dy. Permanent Secretary, to the Govt. of Thailand
Mr. Anan Chamnankit	President, CLT
Mr. G. K. Sharma	ICA Regional Director
Mr. J. M. Rana	ICA Dy. Regional Director
Mr. M. K. Puri	Consultant to ICA Cons. Coop Development Project



02. INAUGURAL SESSION

Mr. Anan Chamnankit, President of the Cooperative League of Thailand, welcomed the special guest Dr. Yookti Sarikaphooti, special invitess and members of the sub-committee and remarked that he was indeed privileged to have the first meeting of the sub-committee on Cooperative Education and Training in his country. Dr. Yookti Sarikaphooti inaugurated the committee meeting making special reference to the needs of preparing and implementing cooperative education and training programmes based on the current needs in the Region. Mr. J. M. Rana too addressed the meeting and gave a complete picture of the present ICA ROA structure and history of education function of the Regional Office from the days the education centre was established.

Mr. Narong Marukatut, Director of CLT and also a member of the committee proposed a vote of thanks.

03. DISCUSSION ON THE AGENDA

The business of the meeting according to the Agenda started after the coffee break.

The Secretary gave a brief background of the establishment of the committee and tabled the proposed agenda for the meeting for comments and suggestions. Dr. Rola from Philippines suggested that the constitution should be adopted before taking up other items in the Agenda, which became common consensus of the meeting.

Later the meeting unanimously decided to have Mr. J. M. Rana as the temporary Chairman of the meeting until such time the constitution is adopted and the office bearers are elected.

Thereafter, Mr.Rana chaired the meeting.

Before taking up the Agenda items for discussions, Mr.Ghazi from Malaysia wanted to know whether this committee too would collapse like SEASPECT, in which he was a member. Mr.G.K.Sharma, the Regional Director, gave a comprehensive account on the sub-committee under each project of the ICA ROA and explained the role of the sub-committees as advisory bodies to the Regional Council. He emphasized the role of sub-committees as to advise the Regional Council and the projects. The sub-committee would also function as a forum for exchange of experience among members and also search for the possibilities of inter-country collaboration in the field concerned.

Dr.M.P.Saxena congratulated the ICA ROA for setting up this important committee through which the linkages with international agencies and also the other member countries would become easy. He emphasized the need to integrate educational training subject into a broader area of human resource development to realise development. Messrs. Karunaratne and Iqbal Hussain also spoke agreeing with Dr.Saxena.

Mr.Puri expressed the view that the idea of setting up special committees was to have technical committees under the ICA and mentioned that there is no need to have separate committee on the subject of Education and Training as other projects too carry out the same functions as part of their activities. The earlier project called CEMAS was to undertake only member education activities. He also indicated that Human Resource Development is too wide a subject which will encroach on other projects.

The Secretary explained that the sub-committee on Cooperative Education & Training under earlier constitution has now been modified to suit the present Human Resource Development project, which has been tabled for discussion and adoption at the meeting. He also indicated that under the re-structuring programme of the ICA, it was expected that the Regional Office would consider the member movements and organisations in totality and undertake overall planning and development in future. The project team of the ICA ROA were to undertake team work in planning and sharing functions which have been emerged under the planning process. In this respect, the cooperative organisations would have human resource development as well as organisational development. The objective of the Human Resource Development project is to take an over-view of the human resource situation in cooperatives in the Region and try to identify areas of development on a long-term perspective. Under this process, the other technical projects would supplement the activities by undertaking technical or vocational training of staff or other target groups involved. Developing technical skill is only an integrated activity in long term human resource development. It is also necessary to undertake man power surveys and also man power development activities to bring about efficiency of cooperative organisations. Activating membership is a major challenge the ICA has faced at present. The trainers and the educators could help other projects to plan out their technical training programmes in a scientific way in order to bring about results expected. Not necessarily all project officers are specialists on curriculum development and methodology. Therefore, the project was given the correct title of Human Resource Development so that it would become part and parcel of the total effort of the ICA to bring about efficiency in cooperatives and also mobilise

marginal groups such as women and youth.

Mr. Panadam, suggested that the draft constitution for the sub-committee is valid. He also said that in cooperatives, the human beings are more essential. Dr. Rola too agreed with him and congratulated the ICA for setting up the sub-committee. He also said that the sub-committee should collaborate and help other projects of the ICA. Mr. Puri suggested that it is necessary to decide on priorities in this type of sub-committees and also suggested that member participation and member education should become a priority of the sub-committee.

Mr. Sharma suggested that it is desirable to go through the constitution first and decide on its adoption so as to cover all aspects which are being discussed. Accordingly, the Chairman asked the Secretary to table the constitution for consideration.

04. CONSIDERATION 7 ADOPTION OF THE CONSTITUTION

The Secretary tabled the constitution and said that the constitution of the previous sub-committee has already been circulated earlier and a draft has been prepared to accommodate the latest changes in the structure of the project. The constitution was opened for discussion. The meeting decided to drop the term "specialised sub-committee" and to use the title as "committee" at the suggestion of Dr. Rola. The meeting adopted the provisions 2.1, 2.2 and 3.1 as given in the draft. Mr. Ghazi suggested to delete 3.2 and was seconded by Mr. Iqbal Hussain. They were in the opinion that the project of Women and Youth is covered under the overall aims and also article 6 of the constitution. The meeting adopted the amendments. Article

No 4 was adopted with the amendment of numbering and also deleting the words "to make recommendations" and incorporated the words, "to advise and assist" in provision No 5 of the draft. The amendment was proposed by Dr.Rola and seconded by Dr.Saxena. Dr.Rola suggested that the committee should have authority to raise funds for the programmes in order to make it more functional. He also suggested that the committee should have authority to design and formulate policy guidelines in the field of Human Resource Development.

After some discussion, the meeting adopted the amendments to be incorporated in the constitution. It was also decided to amend provision No 4.6 to accommodate the collaboration with international organisations and other sub-committees of the ICA ROA.

The meeting also adopted to amend provision 5.1 of the draft constitution to read as "sub-committee shall consist of specialists engaged in the field of Human Resource Development in the member movements of the ICA in the Region."

Dr.Saxena and some members expressed the view that the restriction of committee membership to two from each country is not sufficient. Therefore, it was decided that the provision should be amended to accommodate three persons. The meeting also approved a motion raised by Dr.Rola to modify provision No 5.4 to read as "Three representatives from each country should compose preferably....."

Provision No 8 of the draft was subjected to lengthy discussion on the place of the office. Dr.Rola suggested

that the committee should have authority to decide on the place of the committee office. The chairman explained the problem of finding a separate office as well as the functioning of the secretary. Mr. Panadam suggested that the office should be located where the ICA ROA office is. After discussion, it was decided to delete the section "New Delhi or at such place as may be decided by the sub-committee".

Dr. Rola suggested that the committee meeting should be held at least once a year, which was seconded by Dr. Saxena. Mr. Ghazi was of the opinion that it would be difficult to have meetings once a year. Mr. Hussain from Bangladesh suggested that meetings should be held once in 3 years, which was seconded by Mr. Ghazi. The Chairman suggested that each country should indicate their possibility to finance the travel of the members once a year for such meetings. Thailand, India, Malaysia, Pakistan and Korea expressed that they would be able to finance the participation once a year. Chaudri Shahabudin suggested that there is no need for meeting once a year as the activities undertaken by the project within one year is not sufficient for review. After discussions, the meeting approved to retain provision to have meetings once in two years. In view of the increase in the number of membership in the sub-committee, Dr. Rola suggested that provision No. 9.3 of the draft be changed to read "each member country attending the meeting shall have one vote". The amendment was unanimously adopted.

The meeting also adopted to include special invitees as observers as per provision 9. The meeting also approved the motion to change the quorum from 'five members' to '3 members from 3 countries'.

Provisions from 10.1 to 13.2 were unanimously adopted. Mr. Luminon raised the question of fees for the sub-committee. Mr. Hussain suggested that ICA should take only one fee for all the sub-committees. Mr. Luminon said that the organisations had to undergo many hardship to finance the sub-committees. The Chairman explained that there is legal provision to charge members of the sub-committee in the Standing Orders of the ICA which cannot be changed. Any modifications should go to the Regional Council and Central Council. Therefore it was agreed to keep the provision as it is until such time the issue is discussed at the Regional Council.

Provision No 14 was adopted unanimously.

05. ELECTION OF OFFICE BEARERS

After adopting the constitution with amendments, agenda item No 01 of the original document was taken up. Mr. Karunaratne proposed Prof. Ki Won Suh as the Chairman of the sub-committee, which was seconded by Mr. Panadam. Mr. Naseem proposed Dr. Leandro Rola as Chairman, which was seconded by Mr. Ghazi. Prof. Ki Won Suh declined to come forward and wanted to withdraw his name. In the absence of any other name, the chair declared Dr. Rola elected as Chairman of the sub-committee. Mr. Ghazi proposed the name of Dr. M.P. Saxena as the Vice Chairwoman of the committee. Mr. Hussain seconded the name. As there was no other name, Dr. Saxena was elected Vice Chairman of the committee.

Mr. Rana thanked the members for giving him cooperative to conduct the affairs of the meeting and handed over the Chair to Dr. Rola.

Dr. Rola thanked the members for electing him as the Chairman of the sub-committee and he indicated that he will do his best to serve it to his best capacity. Dr. Saxena too thanked the members for electing him as the Vice Chairman of the committee.

06. PRESENTATION OF COUNTRY SITUATIONS

Thereafter, Agenda item No 3 (Presentation of Country Papers) was taken up for discussion. The following problem issues were high-lighted from the presentation of country papers:

Thailand

- i. Insufficiency of skilled trainers, infra-structural facilities and financial resources.
- ii. Problem of proper curriculum development and inadequacy of training material.

Indonesia

- i. Heavy concentration on training of government officers.
- ii. Lack of participation by cooperative movements in the field of cooperative education and training.
- iii. Inadequacy of training facilities and training programmes for youth.

The meeting was adjourned at 6.00 p.m. for the next day.

The meeting resumed its proceedings at 8.30 a.m. on 28th May, 1988.

Presentation of country papers continued.

The following problem issues have been identified from the presentation of country papers by other members:

Singapore

- i. Courses are confined to evenings only.
- ii. Difficulty of obtaining course leaders who are conversant in cooperatives as well as specialised subjects.
- iii. Cooperative leaders do not have sufficient knowledge of using methodology for extension work.
- iv. There is a difficulty of determining the level of learning as the course are non-examination oriented.
- v. Lack of proper educational planning.

Pakistan

- i. The main emphasis of training has become staff oriented.
- ii. Trainers use conventional methods and techniques in their training programmes.
- iii. Lack of proper study of the current situation to identify all their needs.

South Korea

- i. Inadequacy of skills in participative training methods.

Philippines

- i. Funding for training activities.

Bangladesh

- i. Heavy concentration of training of government officers more than the managers and staff of the movement.
- ii. Man power surveys are rarely undertaken.
- iii. Lack of man power planning and development programmes. Training is not a part of the career development system for cooperative managers.
- iv. Courses are examination oriented with out proper application in practical areas.
- v. No proper curriculum development takes place based on actual needs.
- vi. Lack of job-oriented practical training materials.
- vii. Traditional training methods
- viii. Teacher-oriented behaviour of cooperative trainers.
- ix. Lack of finances.

India

- i. Lack of proper study on the training systems in the state and at the central level.
- ii. To lack of proper data base on Human Resource Development.

Malaysia

- i. Limited coverage of cooperative membership in the training programmes adopted by the CCD, CCM and ANGKASA.
- ii. Lack of education for prospective cooperative members.
- iii. Lack of proper training material.
- iv. Use of traditions form of communications (lectures).
- v. Lack of training for trainers in training methodologies.
- vi. Lack of proper man power surveys and man power policies.
- vii. Lack of proper staff development programmes for cooperative officers and lecturers.
- viii. Inadequacy of funds for the training of staff.

Sri Lanka

- i. Inadequacy of audio-visual aids.
- ii. Lack of training material and books in local languages.
- iii. Inadequacy of class room facilities.
- iv. Scarcity of trained and qualified personnel to carry out training.
- v. Inadequacy of funds.
- vi. Lack of coordination at the institutional level.

The need to obtain assistance from the ICA and International Agencies in the following areas were high-lighted by the members who presented country papers:

- i. Technical and financial assistance for the training of trainers on training methodoligies, curriculum development and specialised subjects.
- ii. Technical assistance to conduct man power surveys and prepare man power development programmes.
- iii. Making training material and books available for the training institutions.
- iv. Receiving and dessemination of -information, materials and equipment for training institutions.

- v. Conducting fellowship programmes for trainers on subject specialisation.
- vi. Conducting surveys on the training situation in the Asian Region.
- vii. Preparation of a data base in each country on human resource development.

07. WORK PLAN FOR 1988-89 TO 1991-92

The Secretary presented the work plan for 4 years starting from 1988-89 on the Human Resource Development Project of the ICA ROA.

The work plan was opened for discussion.

Dr. Saxena emphasized the need for having specific activities in the following areas on priority basis:

1. Member Education.
2. Research and Development in Human Resources in Coop Sector.
3. Conduct man power surveys in cooperatives in the Asian region and a document giving current situation to be prepared by the ICA ROA.
4. To organise a project on research and development of Human Resource Development.

5. Training of trainers on country specific projects.
6. See possibility of organising population education through cooperatives.
7. Maintain a dialogue with the international agencies to initiate funding for country specific projects.

The Secretary pointed out that some of these areas have already been covered in the work plan for the next four years. He too pointed out that ICA ROA has to work within the priorities already identified by the ICA while accommodating requests made by the member organisations.

Dr. Rola pointed out that if the committee would get authority from the Regional Council to function as a professional body, some of the activities could be undertaken by the members themselves. He too was in the opinion that the committee should be able to work in close collaboration with donor agencies to negotiate fundings for its programmes. After some discussions, the meeting decided to table the constitution as amended at the next Regional Council meeting and seek their approval.

The Secretary tabled the draft constitution as amended at the meeting for approval. The meeting adopted the constitution.

The work programme for the next four years was adopted by the meeting.

08. ANY OTHER MATTERS

Mr.Rana requested committee members to help in preparing a directory of cooperative experts in the Region, when the documentation is sent to their member organisations.

Mr.Ravindra, the member from Sri Lanka said that they have brought US\$ 200 as the fee for the committee and asked whether that could be accepted. Mr.Rana appreciated the gesture of making payment even before the intimation to the member countries and thanked them for the contribution towards the committee.

The subject of utilisation of contribution was then discussed. The Secretary was asked to draw up rules for the use of such funds and send to the members of the committee for their consideration.

09. VENUE OF THE NEXT MEETING

The venue and time for the next meeting was then discussed.

Dr.Rola mentioned that his institution would be willing to host the meeting and also bear some costs involved. The members appreciated the gesture and decided to hold the next meeting in Philippines before the Regional Council Meeting in 1990.

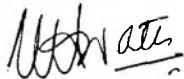
The Secretary to the Committee proposed a vote of thanks for the CLT for hosting the meeting and said that within a very short notice, the CLT has made excellent arrangements to hold the meeting and all the arrangements were satisfactory. He thanked the staff of the CLT for their support. He also thanked Dr. Yookti Sarikaphooti for inaugurating the meeting and also Mr. Anan Chamnankit for welcoming the meeting and giving his fullest cooperation.

Mr. Herath also thanked the member organisations who contributed to the meeting by bearing some part of the costs including travel and contributions and also by sending delegates for the meeting. He wished them every success in cooperative services. He thanked members for their presence and active contribution at the meeting.

The meeting was declared closed at 5.30 p.m. on 28 May 88.

Bangkok,

29 May 1988


Secretary

CONSTITUTION OF THE ICA COMMITTEE
ON HUMAN RESOURCE DEVELOPMENT IN COOPERATIVES FOR ASIA.

Preamble

This committee is a Committee of the ICA Regional Council for Asia. The Committee shall work in accordance with the aims and objectives of the ICA and the general policy of the ICA Regional Council for Asia.

ARTICLE 1 : Name

1. The name of the Committee shall be the ICA Committee on Human Resource Development in Cooperatives for Asia. It will be referred to hereinafter as the Committee.

ARTICLE 2 ; Definitions

2.1 The word "Region" will be used to refer to Asia i.e. the area covered by the ICA Regional Office for Asia.

2.2 The term "Human Resource Development" will be used to cover human resource development in cooperatives and more specifically member education and member relations; leadership development; and management development in the cooperative movement.

ARTICLE 3; Overall Aim

3.1 The Overall aim of the Committee shall be to contribute to the promotion and development of effective programmes in the field of Human Resource Development in Cooperatives in the Region

including strengthening of infra-structural facilities, and to recommend to the Regional Council programmes of activities required in the field of Human Resource Development.

ARTICLE 4 ; Specific Objectives

4. The specific objectives of the Committee shall be as follows:

4.1 to review periodically the progress made in the field of Human Resource Development in Cooperatives and to recommend policies and common lines of actions.

4.2 to identify needs and areas of technical assistance required for national and regional projects/programmes;

4.3 to promote inter-change of experience and technical know-how among member-organisations and national cooperative training institutions in the Region;

4.4 to recommend appropriate strategies, approaches and techniques in the field of Human Resource Development;

4.5 to advise and assist in regard to the following technical areas;

4.5.1 Production of education and training material and their effective use;

4.5.2 Training of field educators and trainers;

4.5.3 Training management and curriculum development;

- 4.5.4 Development of research and evaluation for better planning and implementation of the above programmes;
 - 4.5.5 Promotion of consultancy services;
 - 4.5.6 Manpower management;
 - 4.5.7 Management development.
- 4.6 To liaise and/or collaborate with AGITCOOP, ICA Womens Committee and ICA Committees on Human Resource Development in other Region and other Sub-Committees of the ICA RO within the Asian Region.
- 4.7 -To Liaise and/or Collaborate with other international Organizations through ICA Regional Office.
- 4.8 To source Funds for its Projects/programmes
- 4.9 To design and formulate effective Policy guidelines in the field of human resource development.
- 4,10 To carry out any other activities with are incidental or conductive to the promotion of the aims and objectives of the -Committee.

ARTICLE 5 ; Membership

- 5.1 The Committee shall consist of specialists engaged in the field of Human Resource Development in the member movements of the region.

5.2 The movement from each country will be entitled to nominate not more than three persons to the Committee.

5.3 Member on the Committee shall be nominated by the national cooperative unions. In a country where there is no single organisation representing the entire cooperative movement, the nominations shall be made jointly by the various member organisations through mutual consultations.

5.4 The three representatives from each member country should comprise preferably (a) executive responsible for Human Resource Development (b) the director /principal of the national cooperative training institution.

5.5 The Regional Director, or his nominee and members of the Executive Sub-Committee shall be entitled to attend the meetings of the Sub-Committee.

5.6 The members shall serve on the Committee from Congress to Congress.

ARTICLE 6 ; Involvement of Women and Youth

6. Considering the participation of women and youth in Cooperative activities and their education, training and development is of great importance, the member organisations may send women and youth officers responsible for cooperative education of these groups to attend the meetings as observers, if they are not already nominated as members of the Committee. The host movement shall generally be requested to send special women and youth participants as mentioned above.

ARTICLE 7 ; Working Groups

7. The Committee may constitute working groups or task forces, as may be necessary, to deal with specific issues and problems and these groups may meet as often as required.

ARTICLE 8 ; Office .

8. The Office of the Committee will be at the head quarters of the ICA RO for Asia,

ARTICLE 9 ; Meetings

9.1 Meetings of the Committee shall be held at least once in two years. The meetings shall be convened by the Secretary who shall also furnish to the Committee a report on activities.

9.2 The meeting of the Committee shall be conducted in English. Participants requiring interpretation in any other language must be accompanied by personal interpreters at their own cost.

9.3 Each member country attending the meeting shall have one vote.

9.4 Members who have not paid their annual membership dues shall not be entitled to vote.

9.5 Representatives of specialised institutions/agencies engaged in cooperative education and training such as AGITCOOP, ILO (Matcom), FAO (AMSAC) and UNESCO may be invited to attend meetings of the committee as observers. or special/invitees.

9.6 The observers or special invitees shall not have voting rights.

9.7 The Committee shall have the powers to frame its own rules of procedure and conduct.

9.8 The quorum shall consist of three members, from three Countries.

ARTICLE 10 ; Officers

10.1 The Committee shall elect a Chairman and a Vice-Chairman. Their terms of office shall be from Congress to Congress. Retiring officers shall be eligible for re-election.

10.2 The Secretary to the Committee may be appointed by the R.D. from among the officers of the ICA ROEC. The Committee may appoint its Secretary from sources other than the Regional Offices, if it so desires.

10.3 In the event of both the Chairman and the Vice-Chairman not being present at the meeting, the Committee shall elect a Chairman from among the members present for conducting the concerned meeting.

ARTICLE 11 ; Relationship with member-organisations

11.1 The members of the Committee from each country will work towards establishing at the national level a specialised cooperative Human Resource Development or Cooperative Education and Training Committee, if it does not already exist.

11.2 Each member of the Committee will act as the Committee Liaison Officer in respect of his field of specialisation vis-a-vis his

country's cooperative movement on all matters relating to Human Resource Development.

11.3 The members of each country will hold consultations with their respective member-organisations, the national cooperative organisations and, where possible, with the concerned government ministries and departments before attending the Committee meetings and report back to them with a view to maintaining effective communication and ensuring follow-up action.

11.4 The members from each country will keep the ICA ROA informed of the national development plans and their progress in regard to Human Resource Development in cooperatives.

ARTICLE 12 ; Report to Regional Council

12. The Committee shall submit a report of its activities to the ICA Regional Council for Asia atleast once in two years.

ARTICLE 13 ; Finance

13.1 The work and meetings of the Committee shall be on a self financing basis.

13.3 The financial year for the Committee the calendar year.

13.3 The annual membership Subscription for membership in the Committee shall be U.S. \$200.00 for each nominating country or as decided by the Committee from time to time which should be paid to the office of the Committee within the first quarter of the calender year.

ARTICLE 14 ; Amendments

14. Any amendment to the Constitution of the -Committee shall be a decision of two-thirds majority of all the member countries eligible to vote. Amendments thus adopted shall come into force after they are approved by the ICA Regional Council.