



Circular Letter 2023/03

9 February 2023

Subject: **General Assembly of Industrial members, Windsor Expo Convention Center, Rio de Janeiro**

To: Industrial members

Dear IALA Industrial member,

1. Introduction

In accordance with the Constitution and Bye-Laws of the Industrial Member's Committee Article 2, a General Assembly will be convened on the occasion of each IALA Conference.

The General Assembly will be held at the Windsor Expo Convention Center in Rio de Janeiro, Brazil, on **1 June 2023 at 14.00-15.30 in room Alhambra 1.**

The purpose of this letter is to invite your organization, Industrial member of IALA, to support the preparation of this meeting as per the Constitution and Bye-Laws Article 2 and 4 which provide for the following:

The Industrial members are represented by the Industrial Members' Committee (IMC) comprising a minimum of five members.

The IMC is elected at the General Assembly of the Industrial members.

At least five committee members of the IMC shall be elected by voting with a simple majority as follows:

One Committee member elected by the Industrial members in the Americas region. (Regional representative).

One Committee member elected by the Industrial members in the Asia and Oceania region. (Regional representative).

One Committee member elected by the Industrial members in the Europe and Africa region. (Regional representative).

One Committee member elected by the Industrial members of the country wherein the next IALA Conference will be held.

One or two Committee members elected by all Industrial members after the other four have been elected.



2. Agenda for the meeting.

A provisional Agenda for the General Assembly, based on standard discussion items, has been developed and is attached as Annex 1.

The final draft Agenda, nominations for the IMC election and all meeting documents will be made available to the members one month before the opening of the General Assembly.

3. Candidates for the Industrial Members Committee.

You are invited to nominate your company as a candidate for the election to the IMC either as a candidate for your region, the host country for the next Conference (India) and/or a candidate elected by all Industrial member.

A standard form for candidates to the IMC is attached as Annex 2. It can be used on your letter head, or any official format Industrial member organizations may require. Should your organization wish to be a candidate, you are invited to send the form back to the Secretariat **by 20th April 2023**.

All correspondence regarding the General Assembly should preferably be by e-mail addressed to secgen@iala-aism.org

I am looking forward to hearing from you soon.

Yours sincerely,

Francis ZACHARIAE
Secretary-General



GENERAL ASSEMBLY OF THE INDUSTRIAL MEMBERS

Provisional Draft Agenda

1. Welcome
2. Approval of Agenda
3. Report on activities and achievements of the Committee since the 2018 Conference (President)
4. Update on IALA/World-Wide Academy (Secretary-General/Dean)
5. Establish new Terms of Reference (ToR)
6. Proposal for a Code of Conduct for Industrial members (The Rio Declaration)
7. Election of the IMC members for the period between the 20th and 21st Conference
8. Any other business



IMC GENERAL ASSEMBLY
ELECTION OF IMC COMMITTEE MEMBERS

We would like to nominate our company:

A. AS REGIONAL REPRESENTATIVE FOR:

- ___ The Americas;
- ___ Asia and Oceania; or
- ___ Europe and Africa.

You may only run for representation of your own region. Each region will vote for their representative.

B. AS REPRESENTATIVE OF THE HOST FOR THE NEXT CONFERENCE (India):

- ___ Host Country.

C. AS REPRESENTATIVE FOR

- ___ All members.

One or two members will be elected. All members will vote for these IMC members.

You may nominate your company for both regional and general representation. If you are elected for the region, your company will be removed from the list of representatives for all members.