



**THE UNIVERSITY OF WARWICK AND  
THE HONG KONG POLYTECHNIC UNIVERSITY  
MANUFACTURING ALUMNI ASSOCIATION LIMITED**

**IGDSAA 2013 AGM            Executive Committee Report**

I am pleased to submit our 2013 Annual Report as follows.

First, I would like to thank my dedicated colleagues in the executive committee who work tirelessly to serve the needs of our alumni and student members.

This is my first time to be a President of an Alumni Association, special thanks to our former President Jane Wong to provide me all the guidelines and help the Ex-Co team to run the organization.

At this time, we should take a moment to briefly reflect upon the year gone by. As members you would be delighted to know the progress we are making.

**Strategic Plan and Key Activities for the development of IGDSAA**

At the beginning of Year 2013 a strategic plan was developed in the first Ex-Co meeting on 31Jan. The fundamental idea is still to retain existing members and to revitalize sleeping alumni, and to recruit new members since the full-time students from Mainland is now the mainstream of IGDS program.

Key activities will be Seminars and Talks like experience sharing and career talks, Professional development angel program, Visits and to continue the Buddy program that was first launched in 2012.

To bring closer connection to members, Ex-Co agreed to release a quarterly Newsletter to members.

Other than the above activities, IGDSAA will also involve in government funded programs. Hong Kong Sea Transport and Logistics Association HKSTLA invited IGDSAA to become supporting organization of their BUD project. Furthermore, IGDSAA is planning to become the Applicant of the BUD project on Social Media studies.

**Experience Sharing Talks**

To align with the strategy plan on student members, there are total four talks specially designed for current students. There are three PMA sharing classes on **9Mar** by Gavin, **28Mar** by Andrew and **8Nov** by Gavin respectively. Moreover, as Project is an important element for students to complete their IGDS program, a Project Sharing talk was held on **12Apr**.

For alumni members those are parents, a seminar “Working Parents Sharing” offered by Mr. Thomas Chiu was held on 17Aug.

**Professional Talks**

Project management is a new and hot topic in management studies. On **27Jul**, former “IGDS best student”, Dr. Walter Fung has invited IGDSAA members to join his forum on “IT Project Management for Aviation & Tourism Industry from managerial Perspective”.

**Professional Development**

IGDSAA is always have a responsibility to members on Professional Development according to the mission statement. Senior member Mr. Chan Cho Yee offers help to members who are interested on become members and chartered engineers of professional institutions.

In the Ex-Co meeting dated **31May** and **11Sep**, there are discussions on organizing a talk with HKIE, IET and SOE, can't confirm on dates so there is no professional talk in 2013.



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### **IGDS Student Orientation Day**

The Student Orientation Day on **8Aug** was organized by IGDS Office to help new students to understand IGDS program. IGDS Office has invited IGDSAA to send representative and provide information to students about the alumni association. Gavin has promoted IGDSAA in front of 150 new IGDS students mostly from Mainland, many of them has join as student members after this event.

### **Visits**

There are two visits this year and both are interesting sites. Thanks to Mr. Paul Li's arrangements and Ex-Co member Mr. Lawrence Kwong as convener, total 19 participants attended the **Super Air Terminal visit** on **31May**. The other visit was organized on **28Jun** by member Mr. Albert Leung, 10 IGDSAA members were invited to join this visit organized by Hong Kong Cosmetic Technical Resources Centre (HKCTR) to visit a **Cosmetic factory in Huizhou China**, and this is one of the very few cosmetics factory that has implemented Good Manufacturing Practice (GMP).

### **Art Appreciation**

On **10Aug**, Warwick Graduates Association (WGA) invited IGDSAA to run a Joint Talk on Art Appreciation, the topic is "Curious Tales behind Curating Exhibitions", speaker is Mr. Marco Szeto. Thanks to Ms. Shirley Chau from WGA on speaker invitation, Gavin and helper Yaya of IGDSAA is responsible for PolyU lecture hall booking and administrations.

### **Newsletter**

On **16Sep**, the first IGDSAA newsletter was published and send by email to members in PDF format. Editor in Chief is Mona, our VP, she is running all the interviews, article and copywriting and even publishing, and our student helper Yaya is her assistant. Although there are only four A4 pages, it is a breakthrough.

### **Do and Don'ts Workshop**

This is a workshop on **27Sep** specially designed for full time students from Mainland. As they are not familiar with the work environment in Hong Kong, we have invited two speakers to share Dos and Don'ts with students who are going to work as interns or full-time in Hong Kong companies. Speakers are Mr. Thomas Chiu and Gavin, they have provided their suggestions to students in MNC and SME perspectives.

### **BUD Fund Applications**

Initiated by Mr. Paul Li our senior member, IGDSAA has formulated a team to prepare an application to the government's BUD fund. After rounds of discussions, the project title was finalized to be "Brand Connection Upgrading through Social Media Implementation in SME". Project leader is student member Tui Li, the application form is completed on **13Mar** after working with Dr. Tommy Choy, associate professor of PolyU ISE department and his assistant Mr. Ram Wong. Sad news is that the application is not submitted as a further meeting was held on 21 with presence of Prof. Man, he concluded that it would be more appropriate for ISE Dept. to be the applicant, IGDSAA as collaborating organization. Dr. Choy would be the Project Coordinator and Gavin as Deputy Project Coordinator. After that Dr. Choy was engaged in other projects and the BUD fund application is on hold.



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**Buddy Program Orientation**

Initiated by Ex-Co member Jeffrey Zhou in 2012, the Buddy Program is still one of the key programs to connect alumni and students in 2013. Although Jeffrey has step down to be the convener of program, the Buddy Program goes on and evolved. A large scale event with 100 participants was held at Lecture Theater on 2Nov. Leading by Mona, our VP as event manager, partner with Catherine our student helper, we have performance provided by students, with snacks and drinks sponsored by Gavin.

**Recreation Activities**

Hiking is one of the best voted outdoor activity welcome by all age groups. IGDSAA has organized three hiking events on 28Apr, 27Oct and 18Nov, when the weather is nice.

**IGDS congregation 2013**

IGDS congregation 2013 was held on 14Sep, the Association has a counter to distribute newsletters, also to promote and recruit graduates as alumni members.

**Annual Dinner**

Annual Dinner is the anchor event of the Association, it will be held on 6Dec at Police Officers' Club. We have VIPs to fill in two head tables. Other than nice food and drinks, there will be a speech by Prof. Judy Tsui as our Guest of Honor, toasting, performances and lucky draw. Thanks to all the sponsors and participants, the lucky draw prizes are very attractive. Special thanks to Mona, Catherine and Yaya for their hard work to make things happen. Also thanks Jane and the new Ex-Co members' for their work in recruiting sponsors and participants.

**Notification on Use of Personal Data**

From 1Apr, the Personal Data (Privacy) (Amendment) Ordinance 2012 will come into effect. Our Association is committed to the full implementation and compliance with the data protection principles and all relevant provisions of the Ordinance, a letter to all members was sent on 8Apr to explain the new requirements and ask for their approval to retain their names in our databases.

**Official IGDSAA Information Source**

To avoid frauds and misunderstandings, on 30Oct, a letter was sent by e-mail to all members to clarify the official information source from IGDSAA.

**PCPD (Data Leakage) Issue**

On 23Apr, PolyU received a letter from Office of Privacy Commissioner for Personal Data (PCPD), some members personal data can be found on a website, that data was placed there since year 2000. PolyU requested for an emergency meeting for actions. Gavin contacted the site owner, and the members' personal data was soon removed from the site.

On 20May, a letter was sent to all affected member, to explain the situation and to express apology.

On 27May, a letter of privacy consent was prepared and signed, with this arrangement PolyU will reply on behalf of IGDSAA to PCPD.

The case is still open. On 27Nov, PCPD send another email for follow up. IGDS office will help reviewing the reply letter to PCPD, the deadline of reply is on 18Dec after extension request.



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**Use of University Title**

On **27Aug**, PolyU AADO sent a letter with title “Use of University’s Title in the name of an organization, institution or body” for all alumni associations”, the Association has accept the statement of policy and conditions with the help of our legal advisor.

On **28Nov**, AADO send an amendment version, the Association has accepted the amendment.

**Finance**

For the financial position of the Association, please refer to audited financial statements ended 31 March 2013 for details. According to the auditor, the report can be approve during AGM.

**Accounts Auditing / Checking**

Treasurer Mr. Lawrence Kwong has quitted the accounting work. Mona, VP has taken over the Treasurer’s work, with the help of her friend Bonnie, full set of accounts was sent for auditing. The professional service fees for Bonnie is HK\$2,500 after discount. Gavin sponsored HK\$1,500 and no reasons is given, Mona has accepted his offer. Therefore the Association only need to spend HK\$1,000 on accounting service.

**Farewell to committee members stepping down**

We have couple of committee members moving on to give you the opportunity to step in and take the Association to further heights. This year almost everyone in the committee will step down except Ms. Lornnie Choi and Ms. Frances Lui. Our sincere thanks to all committee members who are stepping down or remaining.

**Members**

As at 6 Dec 2013, according to the secretary, there are 634 registered members as follows:

Total registered: 634

Joint award: 242

Warwick award: 188

Student associates: 201

Not yet identified: 3

**Nominees for Ex-Co 2014**

Upon closing of nomination period on 13 November 2013, 8 valid nomination forms were received with following candidates:

President - CHEUK, Mei Ling Elinor

Vice President - LAU, Kwok Wai Johnson

Hon. Secretary - CHOI, Sau Fung Lornnie

Hon. Treasurer - WONG, Yuk Lin Jane

Ordinary Committee Member -

KAN, Kwok Kit Kennex

LAM, Tat Ming

LUI, Oi Har Frances

LI, Jia Tui



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The Executive Committee expressed their sincere gratitude for the guidance and patronage of our Honorary Advisors, Honorary Presidents, Honorary legal advisor and Honorary Auditor.

Finally I think our new Ex-Co 2014 will always open to get feedbacks and suggestions from members and students to develop and run the Association efficiently. You could send your suggestions to [secretary@igds-alumni.org](mailto:secretary@igds-alumni.org).

I also wish to apologize for all the things we failed to achieve or the short comings we had.

Thank you and we wish you all a Merry Christmas and a Happy New Year.

Gavin Luk on behalf of Ex-Co 2013