



## INTERNATIONAL TABLE TENNIS FEDERATION

### PARA TABLE TENNIS DIVISION: 2/2014

Minutes of a meeting of the Para Table Tennis Division held in Beijing, China on 13 and 14 September 2014 from 08h08.

**PRESENT:** Dorte Darfelt (Chairperson), Emese Barsai, Lill Bhagwan, Alejandra Gabaglio, John Ng, Juraj Stefak, Nico Verspeelt, Barbara Talbot, Gorazd Vecko

**APOLOGIES:** Alena Kánová, Jolanda Paardekam

**BY INVITATION:** Petra Sörling, Pieter du Plooy, Gaël Marziou, Graeme Ireland (for items 2,3 and 8)

**IN ATTENDANCE:** Alison Burchell, Leandro Olvech

**WELCOME:** the Chairperson welcomed Pieter in particular in place of Jolanda. The agenda would be adjusted to allow for those coaching and those leaving on 13 September 2014 to attend relevant items. The Chairperson asked for contributions to the debate to be focused.

The Division noted that this was Petra's first world championships and she was impressed with the standard and noted that, as with everything, improvements could always be made. PTT was a new challenge for her. The ITTF now had a new President, Thomas Weikert, who sent his warm regards to the meeting.

- 1 CONFIRMATION OF MINUTES:** the minutes of the meeting held on 7 and 8 February 2014 were confirmed and signed.
- 2 CHAIRPERSON'S REPORT:** the Division noted the Chairperson's report including:
  - 2.1 succession planning: while nominations were made by associations, each member should encourage and train possible replacements.
  - 2.2 contact with continental federations:
    - this had started prior to and during the 2014 ITTF world championships.
    - integration would take some time, including at a continental level.
    - in order to assist, a paper for discussion with the continental federations should be prepared.
  - 2.3 working group for Tokyo 2020:
    - the increased level of interest in PTT from associations had led to some issues raised about the current selection system for world championships and Paralympic Games.
    - following a meeting in Tokyo, a working group led by the Chairperson with the Vice-Chairperson, Technical Commissioner and secretary general of the Canadian association had been established to review the systems in preparation for the 2020 Tokyo Paralympic Games.
    - input to the working group would be welcome.

2.4 informal meeting with team leaders: had been held with Leandro presenting on the development program followed by an informal discussion on a number of issues.

The Division asked:

- a) Dorte and Alison to prepare a paper for continental integration for input from the Division.
- b) All members to submit comments to the working group.

**3 VICE-CHAIRPERSON'S REPORT:** the Division noted that there was nothing further to add to the Chairperson's report.

**4 SECRETARIAT'S REPORT:** the Division noted the Secretariat's report including:

4.1 marketing and sponsorship:

- the potential marketing value of PTT events had been raised with the Marketing Program and this would be assessed in an ongoing way.
- TV and media coverage had increased significantly as a result of CCTV undertaking to broadcast both live and delayed and 2 tables being streamed live throughout the world championships.
- continental championships may be transferred to the continental federations, using different models, with some guarantees for PTT events being included in any transfer agreement or, as with the able-bodied side, they may remain the responsibility of ITTF.
- PTT would still be there to support PTT in the continents if events were transferred to the continental federations.
- there may be some streaming companies who would support live streaming of PTT events particularly in Fa40.

4.2 review of the strategic plan: to be discussed at the next meeting with more time dedicated.

4.3 player biographies:

- a draft agreement had been sent to the ITTF which was under consideration.
- some investigation had been done to ensure compliance with Swiss data protection legislation which was based on European legislation.
- information which should not be requested included either because it was protected by legislation or was not particularly relevant:
  - date of birth (age would be offered)
  - city of birth
  - city of residence
  - impairment type
  - impairment origin
  - marital status
  - spouse and children's names
  - higher education
  - injuries
  - height
  - weight
  - hobbies
  - name of national coach
  - international debut (country, opponent, tournament, venue)
  - most memorable moment
  - most influential person
  - rituals before a match

- other sports played
  - famous relatives
  - ambition
  - other information
  - who and when collected information from the player
  - optional information (the player would be given the option to respond or not):
    - country of residence
    - age started competing
    - why playing table tennis and not another sport
    - local club
    - hero or heroine
  - the following information would be retained for internal use if the player chose to provide it:
    - email
    - Twitter account
    - Instagram account
    - Facebook fan page
    - website
  - information to be provided to the IPC would be:
    - PTT ID
    - country code (association)
    - gender
    - class
    - name
    - nickname
    - profession/occupation
    - left or right hand
    - playing style
    - philosophy/motto
    - grip
    - rubber on forehand and backhand
    - languages spoken
  - there was some information available through social media so players should be careful what information they willingly divulged.
  - following a meeting with a representative of Rio 2016, some of the information requested by IPC would be available through the accreditation process but the ITTF would not provide it so protecting the ITTF.
  - all information held by Rio 2016 would be handed over to the IPC after the Games so players should be alert to information they provided both to the ITTF and to their NPC.
- 4.4 liaison with IWAS: the IWAS Games had been held under less than ideal conditions.
- 4.5 liaison with CP-ISRA: nothing to report – this would be removed from the agenda.
- 4.6 liaison with INAS: an introductory meeting would be held with the INAS president 4 to 7 September 2014 and a more formal meeting would be held 4 to 7 October 2014 with Petra and Dorte.
- 4.7 liaison with Special Olympics International: nothing further to report.
- 4.8 liaison with Deaflympics/CISS/ICSD: nothing further to report.
- 4.9 transfer of work to Headquarters:
- classification cards were being updated regularly.

- an electronic format had been distributed to classifiers to type in information, then print and sign, sending a copy of the signed ICC to the Headquarters.
  - electronic and paper copies of all ICCs held by classifiers were being destroyed.
- 4.10 online entry system: would become active soon with username and passwords being sent to associations with effect from 1 January 2015.
- 4.11 Commonwealth Games 2018:
- a discussion had been held with the newly appointed Director of Sport at the CGF about relations between CGF and ITTF.
  - a process was underway to get table tennis as a core sport.
  - discussions were ongoing with Gold Coast 2018 to include PTT, under the auspices of the ITTF.
- 4.12 capitation fees 2013: Egypt (Fa50 and Fa40) had still to pay the capitation fees and this was being followed up.
- 4.13 IPC grant 2014:
- 50% of the grant had been received following the report on 2013 being submitted together with a plan for 2014.
  - a new funding formula had been decided for 2015 where the ITTF would receive less funding than in 2014.
- 4.14 application to the Agitos Foundation:
- the videos for umpire education had been completed.
  - a video about TD and classifier education would be developed during and after the world championships.
- 4.15 IPC Sports Council: this meeting had been held from 4 to 7 September 2014 and the main discussions revolved around:
- the future of the Sports Council: the recommendations to be submitted to the IPC General Assembly, if supported by the relevant IF decision-makers were:
    - a meeting of the sports to be organised once a year by the IPC to discuss technical matters.
    - the IFs establish an independent structure (there is a move to have this as a formally registered association).
    - therefore for the Sports Council as it currently existed, to dissolve.
  - the funding formula: that €250 000 be divided equally between the sports and the balance of the funding to be allocated to sports which were able to demonstrate the number of athletes involved in the qualification process leading to the Paralympic Games (25%), the number of countries widely practising the sport (25%), a demonstrable education and training system (25%) and the number of athletes in the Paralympic Games based on the 2014 grant.
  - regional games where a larger number were being organised but the focus was on games organised by the IPC or under its jurisdiction.
  - classification code where the IFs indicated that getting approval for changes to the classification system from the IPC Governing Board was not acceptable and that the code should be a guide of best practice.
- 4.16 IPC Gathering: following the 2013 General Assembly, the IPC had convened a meeting in Berlin from 4 to 7 October 2014, which Petra, Dorte and Alison would attend, to discuss the following main topics:
- Building a Sustainable Financial Model.
  - Developing Fair and Understandable Athletes Classification.
  - Creating an Athletes Development Pathway.
  - Developing the Paralympic Games Sport Programme.

- Enhancing the Partnership with the Olympic Movement.

4.17 ITTF Hall of Fame: the Executive Committee had approved the change to each player needing to win at least 3 gold medals in singles of the 5 required to ensure a high standard was met.

4.18 budget 2014: no report was currently available.

4.19 budget 2015: applications should be considered for 2015.

The Division asked all members to submit motivations for budget allocations for 2015 to Alison by 1 November 2014.

The Division supported the information delineation for player biographies to be submitted in preparation for the 2016 Paralympic Games.

## **5 DEVELOPMENT REPORT:** the Division noted the report from the Development Program including:

### 5.1 Continental development:

- the budget for development coincided with the 4 year Olympic funding cycle.
- the funding, about US\$1m per year, was divided between continents according to a formula (needs and number of members).
- countries were identified and then there was a rotation basis to cover most countries in the 4 year cycle.
- courses included coaching, umpires and referees, women, PTT, marketing and tournament organisation and additional support of an equipment package which could include wheelchair accessible tables.
- development agreements had been signed and were being implemented for 5 continents and in Asia, development was being implemented directly with the associations.
- there were 3 staff coordinating the program with support from continental development officers to offer 116 courses in 2014.
- courses funded by the national association were also encouraged.
- "Table Tennis for All" would be used to promote popularity, universality and inclusion.
- World Table Tennis Day would be established on 6 April 2015 where clubs would be asked to open their doors to the public.
- the UNOSDP organised young leaders to attend development sessions and people should be nominated to participate from ITTF.
- the ITTF was well regarded by the UNOSDP and was a strategic partner.
- ITTF had received several awards and had been nominated for others.
- for the first time in the continental agreements, a PTT activity had been included for €5 000 per continent.
- North America (USA), Latin America (Ecuador), Oceania had been approved.
- Africa (Nigeria) would have a classification seminar.
- Europe was being planned with a possible classification seminar in the Balkans.
- Asia (Indonesia) had offered to host an activity.
- in September 2014, the Development Program finalised the programme for 2015.

### 5.2 Dream-building:

- was the ITTF's social responsibility program and included PTT, development and juniors.
- at the fundraising dinner in January 2014, funds for a PTT training camp in Dubai had been organised with Natalia Partyka as an ambassador and Christian Lillieroos as the coach.

### 5.3 UNOSPD initiative:

- an agreement had been reached with the disability subcommittee of the UNOSDP to run a 3 year project to develop PTT.
- 2 countries would soon be selected.

## **6 PLAYERS' COMMITTEE REPORT:** the Division noted the report from the representative of the Players' Committee:

6.1 Alena Kánová had been elected to represent PTT players on the ITTF Athletes' Commission and José Ruis Reyes and Dorota Buclaw had been elected to the Players' Committee.

6.2 the terms of reference for the Players' Committee:

- the PC was a committee established as an advisory body to the Division and was not a formal part of the structure of committees in ITTF.
- the replacement of a member in case of illness or misbehaviour would be ratified by the Division.
- liaison with the Athletes' Commission would logically be through the newly elected representative.
- liaison with continental federation athletes' commissions would be through the regional PC representatives and the PTT regional representatives should be kept informed.
- the liaison function with the IPC Athletes' Council had been included in the terms of reference of the ITTF Athletes' Council.
- the secretarial function would be managed by a member of the PC.
- a budget could be allocated on the basis of the motivation provided.
- advice to the Tokyo 2020 working group would be welcomed.
- advice received from individual players should be transferred through the national association or through the Athletes' Commission.
- communication directly with players was normally done via the national association and, depending on the issue, via the continental association but could also be done through the Athletes' Commission.

6.3 general report:

- the classification of ID athletes currently was based on borderline cases for those who were relatively high functioning.
- for a second class in ID, this could be catered for in the Special Olympics division system.
- the players' forum had been useful before Facebook became widely used and had thus been discontinued.
- if there were 5 groups in a round robin, player E1 would receive a bye in second KO stage.

The Division confirmed the members of the Players' Committee as Pieter du Plooy, Rebecca McDonell, Ed Levy, Koh Zhi Liang until their respective regional championships were held with the addition of the newly elected members José Ruis Reyes and Dorota Buclaw.

The Division thanked the outgoing members of the Players' Committee for their contributions over the past 4 years.

The Division approved the terms of reference as amended.

## **7 ATHLETES' REPRESENTATIVE REPORT:** the Division noted that there was no Athletes' Representative report.

**8 TOURNAMENT OFFICER'S REPORT:** the Division noted the Tournament Officer's report including:

8.1 review of the tournament structure and quality of tournaments including a world junior championships and separate world championships annually:

- following discussions, separating the world championships to happen every 2 years could be considered.
- the separation should be individual and team.
- the world championships could be in the same year as the regional championships and could start in 2017, taking place in odd years.
- with the selection being based on singles, there were often few teams in the class and this devalued any medal won.
- for the team event, it should be an open entry but the Division would need to consider maximum numbers.
- a separation would reduce the number of days at the world championships.
- there should be the same status for both individual and team world championships.
- there were currently several organisers interested.
- this could allow younger players to come through the system.
- in the able-bodied side, there was a qualification process through the regional championship.
- having a large entry may be a challenge but would also be good news for PTT.
- the able-bodied side had introduced a limit on the number of teams and this should be introduced in the beginning rather than later in the process.
- if there were more than 8 teams, it could be run in a knock out.
- for a junior events, a separate rating system may need to be established or the junior players could be extracted from the current rating list.
- the best option would be to have a junior event linked to a Fa20 event.
- starting with U23 would allow the Division to see the demand for younger players.
- a junior test event could be run in 2015 to begin the process and create awareness.
- the test event could be titled "world cup" or "world championships" to make it attractive.
- this would allow an additional classification opportunity for young players.
- combining with the continental championships could be considered.
- the age should be decided on 1 January each year.

8.2 2014 calendar:

- 3 more tournaments would be held in France, Argentina and Costa Rica.
- if an organiser wanted all or part of the entry fee paid in cash, this would be their decision and risk.
- there were some complaints about conditions in one of the new tournaments but the site inspection report was aimed to set out conditions which should be expected.
- for the world championships, the organisers had provided a wider selection of food than at previous events.
- some rooms were not properly cleaned.
- the playing conditions were the best yet.
- television had been confirmed very late and CCTV was recording and broadcasting a limited number of matches.
- with the show court, the number of spectators moved from the main hall to the show court.

- having more spectators would have been appreciated.
  - there had been a greater media presence for the world championships and this would support increased marketing and sponsorship opportunities.
  - several teams were now bringing media personnel.
- 8.3 2015 regional championships and allocation process for continental championships:
- confirmed events were Europe (Denmark) and Americas (Canada) and Oceania would probably be in Australia.
  - Thailand and Jordan were possible hosts for Asia.
  - re-inclusion in the All Africa Games was a possibility otherwise Cameroon had applied for funding to host the regional championships but this would only be confirmed in December 2014.
  - some Arabic speaking countries had suggested that the regional championships be for Africa-Middle East as this may contribute to developing the African continent and west Asia.
  - the presidents of ATTF and ATTU should be consulted and probably the Executive Committee informed.
  - if this happened, it should be for a limited time.
  - this would allow for development initiatives to take root so that more African and Middle East countries participate in and organise events.
- 8.4 tournament organisers' handbook and education: no progress had been made.
- 8.5 TD training, nominations and review for 2015:
- the training in 2013 had been useful.
  - more training would be held in 2015.
- 8.6 eligibility:
- a player had appealed to be allowed to play for a new country.
  - this was being considered by the Executive Committee.
- 8.7 daily allowance: with effect from 1 January 2015, the ITTF had approved an increase in the daily allowance to US\$25,00 for sanctioned events and US\$30,00 for world title events.
- 8.8 new ball: to ratify the decision taken to introduce the new ball with effect from 1 January 2015.

The Division asked:

- a) Gorazd and Nico to develop a proposal for separating the world championships into an individual and team championships.
- b) Gorazd to find an organiser for a junior test event in 2015 and to work with Graeme to define the details.
- c) all members to submit names for TD trainees to Gorazd.
- d) Gorazd and Alison to ask TDs to ask team leaders at the technical meetings if they require paper results each day.
- e) Nico to confirm the impact, if any, on the selection process for the 2016 Paralympic Games of having an African-Middle East Championships.
- f) Alison to contact the ATTF and ATTU presidents about associations from the Middle East participating in an African-Middle East Championships.
- g) Gorazd and Emese to present the organisers' handbook asap.
- h) Gorazd and Alison to identify options for TD training in 2015.

The Division agreed:

- i) to increase the daily allowance for technical officials equal to US\$25,00 for sanctioned events and US\$30,00 for world title events.

- ii) to ratify the decision to introduce the new ball at events with effect from 1 January 2015.
- iii) in principle, to have Middle East associations participate with African associations if this would not affect the selection process for the 2016 Paralympic Games.

**9 CLASSIFICATION OFFICER'S REPORT:** the Division noted the Classification Officer's report including:

9.1 classifier education, especially technical classification:

- regional championships provided a good platform for level B and C seminars and these would be offered in 2015.
- world championships and Fa40 events were not conducive to seminars.
- the IPC was not supportive of having a classification seminar during the Para Pan Am Games.
- technical classifiers needed to be trained to take decisions in complicated cases.
- 181 new players had been classified in 2014.
- level A seminars could be organised in the regions using regional classifiers.

9.2 classification manual: the draft classification code from the IPC provided a good outline for the manual.

9.3 profile update: a generic outline per class could be provided on the website.

9.4 INAS classification update, INAS list to match the ITTF list, tournaments for classification, touchscreen:

- for 1 class 11, 90 minutes was needed for a simple classification.
- 2 tournaments (France and Taiwan) had been identified for class 11 classification.
- from 2015, there would be 8 to 10 classifiers who could classify class 11.
- IPC had indicated that the touchscreen had to be a particular size and that an iPad would not meet the requirements.

9.5 IPC heads of classification meeting: apologies had been submitted but the draft classification code had been discussed.

9.6 review of the classification code:

- there were aspects of the draft code and other documents which were useful e.g. a classification pathway which should be put on the website.
- the list of players with their class and status was updated after each tournament.
- PTT had been involved in the process leading up to the 2007 Code but it was an IPC sport at that time and had a different view from an international federation now.
- the draft Code and other documents were perhaps built around an IPC sport but did not take into account the way in which an IF operated.
- if the documents were a code of best practice with wording "should" and "may" instead of "must" and "shall", then they would be helpful and would largely be implemented.
- however, the draft Code included clause 8.7 "IFs must have the approval of the IPC before Classification system changes can be implemented....." and several IFs had indicated that as autonomous organisations with their own governance structures (for ITTF this was the Executive Committee, BoD and AGM), this would not be acceptable.
- in addition, IPC did not have the sports specific expertise to undertake this approval process.
- the approach of the IPC was to promote "scientific research" but most researchers, who would charge the IF to do the research, would need to learn

the classification system before they could research it – this had been experienced in developing the class 11 system.

The Division asked:

- a) Alison to follow up on the possibility of a classification seminar at the Para Pan Am Games.
- b) Juraj and Nico to finalise the tournaments where classification, particularly class 11, would take place.
- c) Juraj to update the classification manual.
- d) Juraj to update the class profiles for the website.
- e) Juraj and Alison to finalise the purchase of new touchscreens.
- f) Juraj, Nico and Alison to draft the response for the classification code and associated international standards, to circulate to the Division for comment and to share with other IFs prior to submitting to the IPC by 30 October 2014.

The Division agreed to recommend to the Executive Committee:

- i) not to support the IPC's suggestion that changes to the classification system be approved by the IPC
- ii) to ensure the independence of the ITTF in all documents related to the draft classification code update.
- iii) to promote the Code and international standards as examples of best practice.

**10 SELECTION OFFICER'S REPORT:** the Division noted the Selection Officer's report including:

10.1 selection issues for the 2014 World Championships:

- for this event, there had been a large number of late withdrawals, particularly wild cards allocated.
- the normal entry deadlines for ITTF events could be considered for future events.
- the terminology of "wild card" could be better named if it was to make up teams or a "wild card" for those who do not meet minimum criteria.

10.2 selection issues for the 2016 Paralympic Games (tournament credit):

- a decision to adjust the tournament credit system for players competing in able-bodied events under the ITTF had been taken in July 2014 recognising the process of integration.
- the qualification guide had been published.
- the "bipartite commission invitation allocation" was terminology used by the IPC and was often linked to universality.
- in the lead up to the world championships, if class 11 players entered a tournament and there were not enough entries for the event to happen, that player received the tournament credit.
- class 11 was considered for this arrangement as it could not be combined with any other class.
- if this was allowed again, it should only be confirmed as soon after the second entry as possible.
- the association should have insurance to cover any costs incurred.

The Division ratified its decision to adjust the tournament credit system for players competing in able-bodied events under the ITTF.

The Division agreed that if a class 11 player entered a tournament through the second entry, that player would be eligible for the tournament credit for that event.

**11 WEBMASTER'S REPORT:** the Division noted the Webmaster's report including:

- 11.1 integration with the ITTF website and web server: this had been agreed in principle and would include PTT.
- 11.2 players' database including classification: the data stored on the ITTF database had been deleted and only the information necessary put into the MSL system.
- 11.3 source code in Chinese for Dr Wu's programme: an IT expert who could translate the programme had been found and an offer to buy a licence while Dr Wu kept the copyright could be formalised to allow translation and changes to be made to meet PTT's requirements.
- 11.4 upgrade fee increase for the statistics page: migrating to a new generation programme would lead to an increase in costs.

The Division asked:

- a) Gaël to contact Matt Pound about the requirements for PTT for the website.
- b) Nico and Sheng to liaise with Dr Wu about purchasing a licence for his programme, to translate the comments and make adjustments to make changes required.

The Division agreed to the increase in fees to upgrade the statistics page.

**12 RATING REPORT:** the Division noted the report including:

- 12.1 loss of points in a team match against a higher classified player:
  - was being implemented for singles and team events.
  - this had led to some lower class players being overrated.
  - for the singles events in particular, this should be reviewed at the next meeting.
- 12.2 bonus points for medals: was being implemented.
- 12.3 consultant: as PTT had developed its own rating programme, the services of the consultant were not required beyond the end of the contracted period viz. 31 December 2014.

The Division agreed not to renew the contract with the rating consultant.

**13 REGIONAL REPORTS:** the Division noted the regional representatives' reports including:

- 13.1 Americas:
  - the IPC had organised the South American Para Games and ideally this event should have had rating points.
  - as a result of hosting this event, Chile was investigating organising another PTT event.
  - development activities were run by the Development Program.
  - a grant for organisers may need to be considered in future.
  - courses for classifiers and TDs were required.
  - a meeting of the associations would be held in 2015 in Buenos Aires.
- 13.2 Africa:
  - communication had continued to be a challenge and feedback slow.
  - Rwanda was working on integration.
  - Cameroon was working with schools and universities.
  - South Africa was working with school children.
- 13.3 Asia:
  - working on contact with Kazakhstan.

- the Asian Para Games would be held in October 2014.
- integration was ongoing.

#### 13.4 Europe:

- the PTT committee with ETTU had started its work and was raising awareness successfully.
- issues relating to wars in Europe were of concern.

#### 13.5 Oceania:

- PTT was selected as one of the sports included in the Pacific Sports Partnership.
- a development officer for PTT had been appointed to develop PTT on 4 islands over a 3 year period funded by the Australian government.
- 620 players had participated in Vanuatu.
- governance was a focus for the associations including child protection.
- Vanuatu TTA had affiliated to its NPC.
- PNG had some foundations to build but 40 players had been recruited.
- Fiji had a functioning association and would support the project.
- NZL had dedicated personnel dealing with PTT and with a qualifier for the world championships, this had raised awareness significantly.
- class 11 had been restricted to Australia but New Zealand had recently registered some players.
- Special Olympics had a range of players who could play in class 11.
- there would be no team for class 11 in the Paralympic Games as the number of singles slots did not support a team event.

#### 13.6 affiliation to regional Paralympic committees:

- ETTU had affiliated to the EPC.
- Other continental associations should affiliate to the regional Paralympic committees.

#### 13.7 general:

- information from a national level would help build a better picture of development.
- for example, if associations organised a national championships would be a good measure of overall development.

### **14 2016 PARALYMPIC GAMES:** the Division noted a report including:

14.1 playing system: to ratify the decision to have groups of 3 in the singles with 2 players advancing to the knock out phase.

#### 14.2 test event:

- there would be no test event.
- the technical aspects which needed testing (lighting, heat, airflow etc.) would not be tested in the venue where the Games would be held.
- instead the budget allocated for the Paralympic Games test event would be used to bring in some players and technical officials in early to check all technical requirements were in place before competition started.

The Division resolved to approve groups of 3 being organised in the individual event at the 2016 Paralympic Games with 2 players per group advancing to the knock out phase.

### **15 NEXT MEETING:** the Division agreed to meet in Copenhagen with arrivals on 15 January and departures on late 17 or early on 18 January 2015.

There being no further business, the meeting ended at 10h45 on 14 September 2014.

**READ AND CONFIRMED AT THE MEETING**

**HELD ON.....**

**CHAIRPERSON.....**

AMB/

14 September 2014