



1.0 Establishment of Committee

On September 4, 2008 a number of new WITSA committees were established. One such committee was the *Membership Committee*. The Chairman of the committee is Mr. Ian Birks from the Australian Information Industry Association (AIIA).

2.0 Objectives

Below are the objectives outlined in the committee framework:

- 2.1 To provide a platform for discussion on membership matters.
- 2.2 To retain existing members and recruit new members for WITSA based on its goals.
- 2.3 To review existing membership criteria stated in WITSA's by-laws.
- 2.4 To review existing membership benefits and services.
- 2.5 To propose new membership benefits and services.

3.0 Roles & Responsibilities

The roles and responsibilities of the committee include:

- 3.1 To gather suggestions from members.
- 3.2 To discuss and evaluate suggestions proposed by members.
- 3.3 To select suggestions that best fit all interest group and to propose ideas to Board of Directors for approval
- 3.4 To assist in evaluating and formulating membership benefits and services every 2 years (1 term)
- 3.5 To attend Board of Directors' Meetings as scheduled by WITSA and other meetings deemed necessary.
- 3.6 To call for Committee Meetings

4.0 Structure

Term	: 2008-2010
Report To	: WITSA Board
Chairman	: Ian Birks, IIA
Secretariat	: Kelly Hutchinson, AIIA Wong Yin Feng, WITSA HQ
Frequency of Meeting	: Quarterly (from 2009)



5.0 Updated News & Activities

5.1 Membership Information Update

- 5.1.1 November 18, 2008: Sent email to members to request for membership information update and advice on key membership priorities
- 5.1.2 Some useful updated information received from several members such as AITA (Algeria), UITE (Armenia), CISA (Chinese Taipei), JISA (Japan), ICT-CAM (Cambodia), Intellect (UK) and ICT-Office (The Netherlands).

5.2 Membership Recruitment Target List

- 5.2.1 We managed to identify recruitment target list based on regions; Latin America, Middle-East, Western Europe, Eastern Europe and Asia Pacific

5.3 Membership Recruitment Updates

- 5.3.1 We are in discussion with Computer Software Industry Association (CSIA) of China. CSIA is interested to join WITSA as a member, but raised on their concern on having representations from multiple Chinese countries. However, CISA will continue to submit their proposal to the Ministry of Foreign Trade and anticipated to take several months for approval. In addition, CISA has requested for annual fee reduction or waiver.

5.4 WITSA Knowledge Portal & e-Newsletter Content Framework

- 5.4.1 Nov 18, 2008: Sent email to members to request for content contribution
- 5.4.2 Requested for the following content contribution:
 - 5.4.2.1 Industry News & Updates
 - 5.4.2.2 Industry Best Practices
 - 5.4.2.3 Foreign Direct Investment (FDI) Reports
 - 5.4.2.4 Grants Availability
 - 5.4.2.5 Market Intelligence and Survey Reports
 - 5.4.2.6 Upcoming Events 2009 / 2010