APCDA Officers Meeting
March 17/18

President's Message (Allan)
- Allan's report will be in the newsletter this week
- We now have firmed up our goals for FY25
- Energy around the conference looks good
- Several good projects are planned/in-progress
- The fruit of our work so far will be seen this year
- Congratulations to our staff and leadership

Treasurer's Report (Nila) (See Financial Reports)
- Conference income is beginning to arrive, and our Net Income is significantly less negative.
- There are no real financial concerns right now.
- Have more in-person attendees for the 2025 conference now than attended in India in 2024
- We have no Chinese registrants yet because we do not yet have government approval – so we hope that situation will soon change.

2025 Conference Plans
- May 12 – 16: Virtual
- May 23: Kevin Glavin DPI, Henan Museum Tour, Meetup Dinner
- May 24: Keynotes, Student Presentations, Reception
- May 25: Awards Ceremony, Panel Discussion, Closing, Roundtables
- May 26: Allan Gatenby PDI, Career Centers Tour and APCDA Leaders Retreat
- May 27: All Day Tour
- Scholarships (so far)
  - 2 Conflict-zone scholars
  - 1 Student-Presenter
  - 29 Leaders
  - 18 Students/Recent Grads
- Who is invited to the Leaders Retreat? The Officers agreed to keep the initial retreat small, with the intention of developing a longer or wider process later.

2026 Conference
- Venue: Universiti Malaya, Kuala Lumpur
- Hall size: 350
- April or May – we requested May
- Theme: Inclusive Career Development Practices – This theme is intended to focus on 2 kinds of inclusivity:
  - All types of people need to receive career development services

- All types of services need to be provided to assist with developing career plans as well as navigating the workplace
- Suggestions for better wording are welcome
- UM will select 2 Local Keynotes, APCDA can choose the International Speakers. Suggested speakers: Praveen Parameswar, Sharon Givens. We request all leaders to submit names of potential Keynote Speakers by email.
- We have formed a Malaysian Welcoming team with Malaysian members who do not work at UM. We hope to do a better job of marketing this event to all career practitioners in Malaysia.

Future Goals & Ownership
We reviewed and added ownership for the projects we have accepted for FY25.

Goals	Actions
1: Increase member engagement	- Take better advantage of Member365 - Starting a new discussion group to boost member engagement. - Intertwining future goals with activities in progress will help us to accomplish our goals.
2: Increase the perceived value of membership	- Better explain APCDA's value: (Allan, Arun, Marilyn, Natalie) – Member Benefits page/infographic/FAQs - Develop a "Model Career Center" resource for the Resource page (university setting) DR. Vandana Gambhir - Building relationships with international agencies (taskforce- Sini, Arun)
3: Systematically build APCDA's financial stability	- Develop a business plan (Arun, Allan, Elisabeth, Nila) - Fully implement LOEP Accreditation (Serene, Allan, Arun) - Plan a Leadership Retreat (virtual or in-person) at the conference after the 2nd PDI (Allan, Sini)
4: Develop a leadership pipeline for APCDA leadership	- Write "How To" guide for leadership at APCDA – Marilyn, Elisabeth - Focus on the scholarships programs to find future leaders (Nila) - Succession planning for officers – involving retiring leaders in the mentorship of incoming leaders (Allan, Nila, Arun)
5: Build stronger coordination among committees and councils	- Train committees on how to use Member365 - Public Relations Committee and Staff will provide training for APCDA Leaders (PR Committee, Arun) - Use the Committee & Area Councils better (Allan) - Meeting between committee council and area council (Natalie, Nila, Arun, Brian, Baktiar, Gaini, Allan)
6: Connect meaningfully with each member country	- Encourage Area Representatives to be more active in leadership in their own countries – Develop specific goals for each Area Representative (Mentoring Project) - Engage members within a country (Elisabeth, Gaini, Brian) - Kazakhstan project - Pakistan project - Japan project - South China participation - Engagement with country (internal) organizations

- Succession Planning: Allan and Nila volunteered to lead discussions on succession planning and

leadership development. They plan to further develop these ideas at the upcoming retreat. Proper handover processes are needed to capture experiences and improve the transition to new leaders.

- Mentorship Project
  - o Elisabeth will focus on 3 areas for this year
  - o Elisabeth will revise language to make it clear that all parts are focused on career development issues or building APCDA leadership skills
  - o Elisabeth will meet with Nila and Arun to discuss budget needs
  - o Elisabeth and Allan will discuss Area Representative engagement
  - o Allan will send an email to all area representatives regarding their engagement and participation
  - o Elisabeth will work on a survey related to the mentorship project
  - o Allan and Nila will hold a Scholar Meetup will be held on May 2/3 to help scholars make the best use of the conference.
- International Collaboration Taskforce
  - o Sini and Arun will meet before the next Board Meeting

LOEP Accreditation

ID	Fee	Not-High Income		High Income	
		Short Duration (<6 months)	**Long Duration** (>= 6 months)	**Short Duration** (<6 months)	**Long Duration** (>= 6 months)
1	Application Fee	$200 USD			
2	Review/ Assessment Fee	$500 USD	$750 USD	$500 USD	$750 USD
3	Service Fee Option 1: **Per Learner**	$10	$25	$20	$50
4	Service Fee Option 2: **Fixed per Annum**	$750	$1750	$1500	$3500

- Program Objective
  The accreditation program ensures high-quality career development education by establishing international standards, enhancing program credibility, and promoting ethical, inclusive practices. It supports local organizations in delivering effective training, fosters continuous improvement, and enhances learners' employability through globally recognized competencies, strengthening the career development ecosystem across the Asia-Pacific region.
- Pricing Principles
  - **Transparency** – All fees clearly communicated upfront with no hidden costs.
  - **Cost-Effectiveness** – Fees cover essential accreditation costs while remaining affordable.
  - **Equity and Fairness** – Pricing is structured to be fair and considerate of different regions based and the duration of the program.
  - **Sustainability** – Fees support ongoing accreditation services and capacity building.
  - **Value-Based Pricing** – Fees reflect the benefits of accreditation, such as credibility and recognition.
- Fee Types

- o **Application Fee**
  This is a one-time, non-refundable fee that the local organization must pay when submitting an application for accreditation. It covers the administrative costs of processing the application, initial documentation review, and preliminary eligibility checks.
- o **Review/Assessment Fee**
  This fee covers the cost of evaluating the education program to ensure it meets APCDA's accreditation standards. It includes expenses related to expert reviewers, document assessment, and other quality assurance measures necessary to determine whether the program aligns with APCDA's accreditation criteria. It also includes, suggestions & recommendations for reevaluation.
- o **Service Fee per Learner**
  Organizations can choose between a per-learner fee or a fixed annual fee after accreditation is granted. This fee covers ongoing oversight, and administrative support by the staff. The chosen payment structure allows flexibility based on the organization's enrollment model and operational needs.
- Other Terms & Conditions
  - o Application Fee has to be paid in advance, in lumpsum.
  - o Review/Assessment Fee, is to be paid in advance and along with review documents. The payment needs to be made within 3 months of the approval of application. Extensions can be provided on request for 3 months.
  - o Service Fee:
    - Option 1: is to be paid within 2 months of student enrollment
    - Option 2: Payment may be broken into installments