



Asia Pacific Career Development Association

## APCDA Officers Meeting

September 15/16, 2025

### President’s Message (Allan)

- Welcome.
- The year marches on
- We are accomplishing a lot

### Treasurer’s Report (Financial Statements Attached) (Nila)

- The Balance Sheets show that our endowment has decreased in value but still contains \$4000 of interest that can be used in 2026 for scholarships.
- The 2025 Conference expenses and income have been revised based on income and expense statements from Felix because PAC has been non-responsive. We consider these numbers final. Expenses were less than expected.
- Income exceeds the budget by 23%. Expenses are 20% less than budget. While the net income this year is negative, we are better off than the projected value in the budget.

### Discussion: Request that Articles be Downloadable

- A request was received to make newsletter articles downloadable.
- Journal articles are downloadable and conference proceedings are downloadable. News articles are in HTML only.
- The Officers supported this practice and agreed not to change it.

### Accrediting LOCPs (Local Organization Credentialing Program) (Arun)

- The “E” has been changed to “C” because the purpose of this program is to accredit credentialing programs. There are many programs, like our conference, that educational, but are not targets for accreditation.
- Fee Structure & Financial Model
  - Application Fee: This is a one-time, non-refundable fee that the local training 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.
  - Review/Assessment Fee: This fee covers the cost of evaluating the educational 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 improvement.
  - Service Fee per Credential: 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 from the staff. The chosen payment structure allows flexibility based on the organization's enrollment.

| Fee | High Income    |                | Not-High Income    |                      |
|-----|----------------|----------------|--------------------|----------------------|
|     | Short Duration | Long Durations | Short Duration (<6 | Long Durations (>= 6 |
|     |                |                |                    |                      |

|   |  | (<6 months) | (>= 6 months) | months)   | months)   |
|---|--|-------------|---------------|-----------|-----------|
| 1 | Application Fee                        | \$200 USD   |               |           |           |
| 2 | Review/Assessment Fee                  | \$500 USD   | \$750 USD     | \$500 USD | \$750 USD |
| 3 | Service Fee Per Learner (Option 1)     | \$20        | \$50          | \$10      | \$25      |
| 4 | Service Fee Fixed per Annum (Option 2) | \$1500      | \$3500        | \$750     | \$1750    |

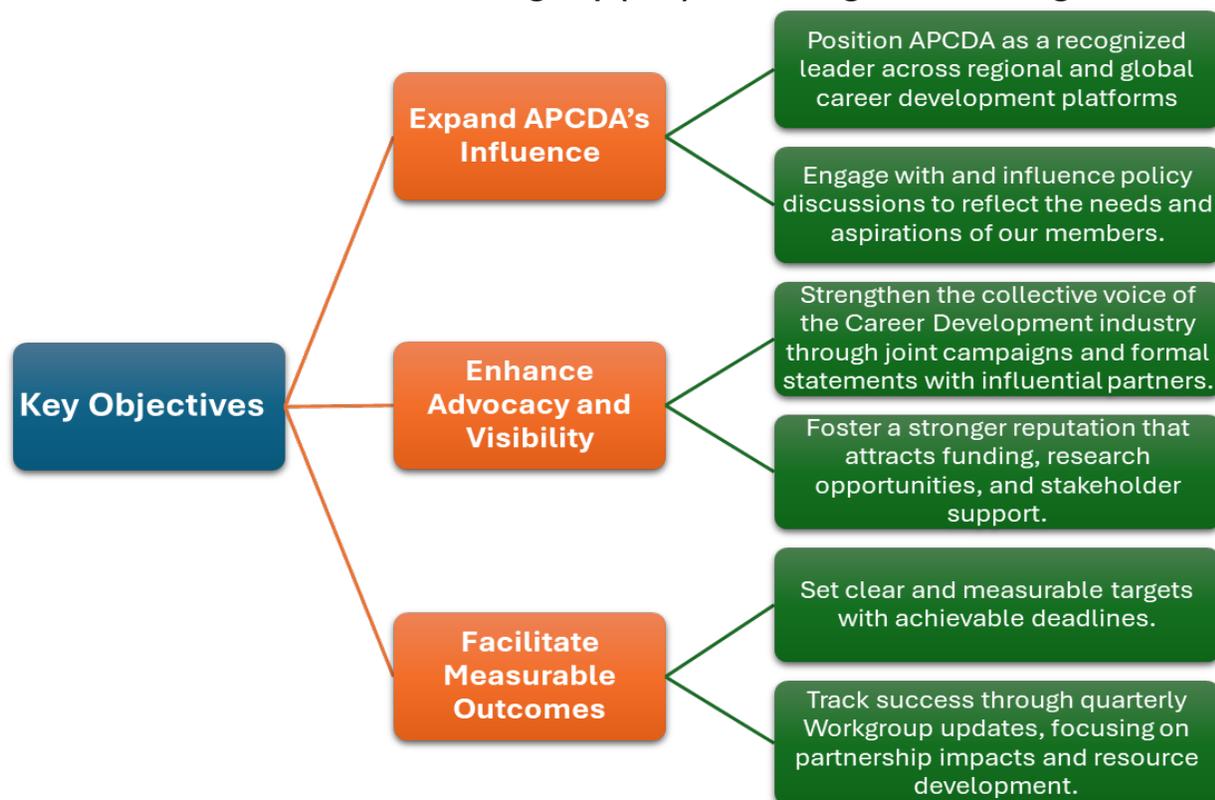
Application Requirements: Training providers must meet certain requirements before accreditation is granted:

- Rolling 3-Year Plan: Applicants must provide a projected plan covering expected learner numbers and proposed fee structures.
- Learner Feedback Integration: Accreditation reviews will incorporate learner feedback, ensuring transparency and quality assurance.
- Program Re-evaluation: Regular evaluations are built into the accreditation cycle to maintain and enhance program quality. Each review will require payment of the Assessment fee.

Outcomes of Accreditation: Programs accredited by APCDA will:

- Be formally recognized as meeting global career development education standards.
- Gain increased appeal for learners, institutions, and partners.
- Demonstrate a commitment to transparency, fairness, and continuous improvement.
- Contribute to APCDA's reputation as a leading standard-setting body for the Asia-Pacific region.

### APCDA's International Collaboration Workgroup (Sini) : Becoming Global Bridge-Builders:



- Workgroup Mandate
  - Immediate Interests (2025–2026)
    - Prioritize and initiate contact with key agencies.

- Organize at least one co-sponsored event or project annually to showcase tangible benefits for APCDA members.
  - Mandate & Scope
    - Develop strategies to broaden APCDA's global impact.
    - Assess partnership outcomes and revise approaches as needed.
    - Serve as an advisory body to APCDA leadership.
    - Draft a detailed four-year plan.
- Four-Year Plan (2025-2029)
  - Year 1: Formalize Workgroup operations; finalize list of high-priority partners. Launch at least one pilot collaboration or co-sponsored event.
  - Year 2: Secure at least two active Memoranda of Understanding (MOUs) or joint projects. Initiate outcome measurement and member impact assessment.
  - Year 3: Deepen partnerships through co-branded research, events, and advocacy. Evaluate partnership ROI and integrate member feedback.
  - Year 4: Consolidate gains; refine strategies based on results. Present a comprehensive impact report with recommendations for the future.
- Members' Job Description & Tenure
  - Co-Chairs: (2-Year Term, Renewable Once): Lead strategic planning, report to the Board, and mentor new Taskforce members.
  - 5 Workgroup Members (2-Year Term, Renewable Once): Contribute specialized expertise and networks; participate in drafting proposals, partnership agreements, and policy documents; represent APCDA in external forums when designated.
- ICW Composition
  - Co-Chairs: Mrs. Sini Parampota & Mr. Arun Mittal
  - Members: Mrs. Carolyn Jones, Dr. Sachin Kumar, Dr. Spencer Niles and Dr. Candy Ho
  - Special Advisors:
    - Mental Health – Dr. Seth Hayden
    - Skills
    - Professionalization
- ICW Priorities
  - Global Advocacy
    - Global Careers Month 2025
  - Mental Health
  - Skills
  - Professionalization

### **Mentorship Report (Elisabeth)**

- See attached report

## **Discussion: Fellowship Program (Sini)**

- A Fellow designation indicates an honor status to a career practitioner, academic or researcher with significant achievements and continuous adherence to the ethical and professional standards of APCDA. Fellowship is earned through outstanding contributions to the field of career development, demonstration of professional expertise, and leadership commitment in the career development community in the Asia-Pacific region and beyond.
- APCDA Fellows must have prior experience as an elected APCDA official (President, Secretary or Treasurer) and/or received an APCDA award, including but not limited to participation in APCDA projects, committees or taskforces and being an APCDA member for at least 8 years.
- Negotiable since APCDA was established 13 years ago.
- Perhaps we look at the contribution people have made to career development practice and leadership rather than number of years membership
- Being distinguished as an APCDA Fellow requires an ongoing commitment to leadership and service to APCDA, such as:
  - Give back: As a Fellow there are opportunities, such as incumbent projects, committees, taskforces to give back or other impactful initiatives, and inspire the next generation of leaders within our community.
  - Be a mentor: Make a meaningful impact by inspiring the next generation of leaders through APCDA's mentorship programme and gain recognition with a mentoring digital credential .
  - Publications: Receive and contribute to APCDA Journal or other joint publications.
  - Webinars: Complimentary registration to or hosting of specialized webinars to connect with and influence an engaged community of career practitioners.
  - Networking: Exclusive invitations to high-level roundtable events, leadership retreat and specialized peer-to peer networking groups during APCDA conferences.
  - An added feature to increase impact. Highly suggested but subject to approval: I suggest that we design a nomination form which contains the selection criteria including independent referees who can speak to character and impact of the nominees leadership experience
- Benefits of being a Fellow
  - Members who accept the Board's invitation to become a Fellow will be recognised:
  - Fellow designation in the APCDA Directory,
  - Permission to use Fellow on logo or be issued with a badge designating Fellow APCDA
  - Discounted registration at conference
- Selection and Appointment Process

- Prospect APCDA Fellows must be either past APCDA elected officials (President, Secretary or Treasurer) and/or award recipients recognized for exceptional contributions in career development practice, education and training or research, potential influence in policy development and building ecosystems within the Asia-Pacific region.
- To be considered for a Fellowship, a referee must support the application and confirm meeting the criteria, allowing APCDA to carry out due diligence and ensure all Fellows share our vision and values. Nominations will be subject to Board confirmation.
- **Eligibility Criteria**
  - Except affiliation, past leadership service or recognition, It is recommended that prospect APCDA Fellows must meet below criteria for consideration:
  - Graduate degree or higher in career counselling or closely related field
  - Eight years or more of postgraduate experience in career development practice, education, training or research.
  - Potential contributions in influencing policy development and building career development ecosystems within the Asia-Pacific region or their respective countries.
  - Demonstrated commitment to continuous capacity building, talent development and sustainable organizational efforts to ensure APCDA's business continuity.
  - Important to communicate value to value to the invitee
  - The key to Fellows for me is their ability to lead and influence growth within APCDA. I would not include qualifications as a requirement
- **Fellowship Committee**
  - As an invitation-based program it is most appropriate that these decisions be made by the Board. Recommendations to the Board must include a professional profile, supported by independent referees. The Committee chairs validate the information provided and then a recommendation is made to the Board for consideration.
  - For the inaugural fellowship batch, a special committee will be formed by current APCDA Officers and staff to present the Fellowship program to the 2026 Annual APCDA Members Meeting for approval and subsequently filter prospect nominations for processing, selection and appointment.
  - It is recommended that the Fellowship Committee is established as an independent body reporting directly to the Board, not under the Committee Council. Fellowship Chairs are always APCDA's immediate Past-President/s and the Managing Director or Financial Controller. Staff and other Past-Presidents may also participate.

- The group discussed renaming the fellowship committee to "Circle of Wisdom" to better reflect Asian cultural contexts. the term "Committee" is misleading. Concerns were raised about resume implications and recognition.
- The details are still being worked out by Sini, Nila, and Elisabeth

### 2026 Conference Report

April 20 – 24: 100% Virtual, 6 simultaneous presentations during each time period.

|            |             |                   |
|------------|-------------|-------------------|
| Mon Apr 20 | 9 am – 2 pm | Breakout sessions |
| Wed Apr 22 | 9 am – 2 pm | Breakout sessions |
| Fri Apr 24 | 9 am – 2 pm | Breakout sessions |

April 27-30: Hybrid: In-Person in Kuala Lumpur, Live-streamed to Virtual Attendees

|            |                 |                |   |
|------------|-----------------|----------------|---|
| Mon Apr 27 | 9 am - Noon     | Hybrid         | Professional Development Institutes (PDI)                 |
|            | 1 – 4 pm        | In-person only | Lunch at the Autism Café and City Tour                    |
|            | 6 – 8 pm        | In-person only | Meetup Dinner   |
| Tue Apr 28 | 9 am – 1 pm     | Hybrid         | In-Person Opening Ceremony, Keynotes, and Awards Ceremony |
|            | 1 – 2 pm        | In-person only | Lunch   |
|            | 2 – 5 pm        | In-person only | In-person Roundtables                                     |
|            | 6 – 8 pm        | In-person only | Reception and Cultural Gala                               |
| Wed Apr 29 | 9 am - 12:30 pm | Hybrid         | Keynotes, Panel Discussion, and Virtual Closing Ceremony  |
|            | 1 – 2 pm        | In-person only | Lunch   |
|            | 2 – 5 pm        | In-person only | In-person presentations                                   |
| Thu Apr 30 | 9 am – 8 pm     | In-person only | Tour of Melaka, including the Vocational Center           |

|    | Task                      | Status | S No | Task                                 | Status |
|----|---------------------------|--------|------|--------------------------------------|--------|
| 1  | Theme                     | Done   | 11   | Conference Staffing                  | WIP    |
| 2  | Venue & Dates             | Done   | 12   | Technology & Broadcasting            | WIP    |
| 3  | Schedule & Speakers       | Done   | 13   | Photography & Videography            | WIP    |
| 4  | Timelines                 | Done   | 14   | Stay & Hotel                         | WIP    |
| 5  | Tours                     | Done   | 15   | Sponsors (HRDF & CDME)               | WIP    |
| 6  | Design (Logo and Banner)  | Done   | 16   | Government Guidelines & Visa Process | WIP    |
| 7  | Budgets                   | Done   | 17   |                                      |        |
| 8  | Food – Lunches            | WIP    | 18   |                                      |        |
| 9  | Food – Meet-up Dinner     | WIP    |      |                                      |        |
| 10 | Reception & Cultural Gala | WIP    |      |                                      |        |

### 2026 Conference, Discussion

- Proposed Local Attendee Discount: \$50 discount on in-person registration. The officers agreed with this proposal.

### Other

- Leadership Retreat on May 1 (perhaps the hotel will have a room that is open on the holiday)
- A video was shown in honor of Marilyn's 80<sup>th</sup> birthday.