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**Minutes for the IPAF HK Regional Council Meeting
 of the International Powered Access Federation
 held via Microsoft Team,
 on 5th March 2020 at 09:00 a.m**

HKRC Chairman: Tony Small

S/N	Members' Representative	Initial	Member Company
1	Tony Small	TS	Gammon Construction Limited
2	Ken Tsang	KT	Modern (International) Access Scaffolding Ltd
3	Chris Chong	CC	Hong Us Equipment (HK) Ltd
4	Ed Wu	EW	Shing Fung Engineering & Equipment Ltd
5	Raymond Wat	RW	International Powered Access Federation
6	Geoffrey Lee	GL	Modern (International) Access Scaffolding Ltd
7	Krist Li	KL	JLG Industries
8	Ludwig Leow	LL	International Powered Access Federation
9	Glenn Ho	GH	Terex AWP Hong Kong
10	Nice Wu	NW	Shing Fung Engineering & Equipment Ltd
11	Simon Tsang	ST	Galaxy Machinery Trading Co Ltd

This meeting will be conducted in accordance to the IPAF Corporate Compliance Policy and relevant competition and antitrust laws. There will be no discussion of any information which is commercially sensitive or confidential. By signing the attendance sheet at the start of the meeting, each attendee will be agreeing to abide by the Policy.

1. Absent with apologies

All members are present at the meeting.

2. Review of previous meeting minutes

All council members reviewed and agreed on the last meeting minutes.

3. Matters Raised

The meeting was held to discuss the following matters:

- i. Connecting with Hong Kong Contractors Association (HKCA)
- ii. IPAF modifications and add-ons guidelines
- iii. IPAF HKRC Objective 1 – Raising MEWP Operator Competency
- iv. New Technology in IPAF Training
- v. Hong Kong Region Council Term Ends
- vi. Few cases of truck mounted platform involved in accident in 2019
- vii. Project for HKRC in 2020

4. Connecting with Hong Kong Contractors Association (HKCA)

Chairman Tony Small mentioned that he will fix an appointment with HKCA.

ACTION: TS will arrange a meeting with HKCA and inform council members the meeting date. All council members are welcome to attend.

5. IPAF modifications and add-ons guidelines

RW informed that IPAF technical Director Andrew Delahunt had left IPAF. The guideline is supposed to be out in by 1st quarter of 2020. Will contact Claude Dube, IPAF UK Technical and Safety Manager to understand how the development will be.

Action: RW to update council on the outcome.

6. IPAF HKRC Objective 1 – Raising MEWP Operator Competency (IPAF Operator Course)

- **TS** informed that Gammon Training Department is presently searching for one operation personal who had the relevant experience to be the IPAF Instructor.
- **CC** informed that Honor Us is still looking for an appropriate local to set up their IPAF Training Centre.
- **GL** shared that Modern Training Centre had just been renovated and plans to start marketing on IPAF MEW for Manager Course. Modern had recently trained their own staffs on MEWP for Manager Course as well. Modern TC will start running both classroom base and e-learning base MEWP For Manager Course by 1st April. **GL** plans to use MEWP For Manager Course to promote IPAF Operator Course to the industry.
- **KL** suggested on running Seminars or Webinars to promote IPAF Operator Course in Hong Kong.
- **GH** revealed that the other local MEWP association is still on track to launch their MEWP Operator Course with HKCA.

7. New Technology in IPAF Training

i. MEWP For Manager e-learning

RW informed that IPAF MEWP for Manager e-learning course is now available. This remote training likely to be well received especially during this Covid-19 epidemic. RW had briefly demonstrated the MEWP For Manager e-learning via TEAM meeting

8. Hong Kong Region Council Term Ends

Council was told of the ending term was in 2019. With 11 members and 8 members in the council, HKRC was asked if they would like to continue having an IPAF HKR council and regular meeting. All council members present agreed to continue and proposed the below:

- 1) Renew the existing council members to a new term with Tony Small our Chairman
- 2) 14th Sep 2017 to 13th Sep 2019 – 1st Term / 14th Sep 2019 to 13th Sep 2021 – 2nd term
- 3) Invite all IPAF members to join in our meetings. If decisions are needed, only council members have the voting rights
- 4) Council members like the idea of remote meeting as not traveling is needed
- 5) Council members request for at least one face to face meeting in a year. It could be coupled with a seminar or event in Hong Kong.
- 6) Council would like to set each meeting to be 3 monthly apart
- 7) Each remote meeting ideally within 1 hour

ACTION: RW to fix the rest of the dates on meeting to be share with council for approval.

9. Few cases of truck mounted platform involved in accident in 2019

- **RW** asked both Nice Wu & Ed Wu about the situation of truck mount platform. Offering the assistance from IPAF & IPAF HKRC to work with Hong Kong Truck Mount Association to prevent such accident in the future.
- **EW** explained that generally in Hong Kong Region, Truck Mounted platforms have many old equipment which are like 20-30 years old. There is no requirement from the authority to perform any inspection. Mostly are left to the owner to implement. Modifications on these trucks are also rampant.
- **EW** shared that the Hong Kong Truck Mounted Associations are working on posters to raise this awareness. He had asked if IPAF could provide any materials on such issues to help chip in for the truck mount industry as well.

ACTION: RW to find relevant materials from IPAF to share with the Hong Kong Truck Mounted Association

10. Project for HKRC in 2020

- Council were asked what project they would like to have in 2020.
- **RW** shared with council on the various project from Singapore – Audit programme on ACOP SS616, Malaysia – Waterproof pouch for inspection checklist & IPAF Asia Challenge, China & South Korea – IPAF Asia Challenge.
- **EW** suggested the project in 2020 can be for IPAF & it members to raise the awareness & recognition of IPAF in Hong Kong Region Industry. He further explains that members could stick an IPAF stickers on all members' machines, raising the exposure of IPAF.
- GL thinks it's a great idea but caution that we should develop it further so as not to get the wrong kind of association especially with IPAF stickers on bad condition machine

ACTION: Council to continue to develop this idea in our next meeting

11. Next Meeting

Meeting ends 10:12am. The next proposed IPAF HKRC meeting to be held 3 months later.

ACTION: RW to propose council next few meeting dates of 2020 by email.
