

# Global Tape Forum Meeting Minutes

Date: 17 May 2016

Time: 14.00 – 17.00

Venue: The Great Wall  
Sheraton Hotel, Beijing, China

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Present: See attached Delegation Attendee List (**Attachment: List of Participants for GTF/GTMC Meetings 2016**)

Chairman: Kiran Malhotra, Chairman PSTC Test Methods Committee & Global Tape Forum Chair

Secretary: A. Lejeune, Afera Secretary-General

Date of Next Meeting: Hosted by Afera most likely in conjunction with its international Technical Conference venue and exact date to be decided, April/May 2018

## Agenda – Session:

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1. Review the objectives of the GTF as published on the website
2. Review action items from the Tennessee meeting
3. Membership: review potential for more members
4. Organisational structure:
  - Agree on position guidelines for Chair and Vice Chair
  - Secretariat appointment
  - Roles and expectations from each organisation
5. Budget
  - Treasurer's report
  - Decision on additional funding
6. Guidelines for GTMC: input on types of tests needed for different markets
7. Demand increase initiatives:
  - Afera and PSTC programs for increased use of tape Afera: "Why Tape"; PSTC: "Think Tape"
  - Input from other members
8.
  - Presentation of production volume data
9. Review proposal for Position Guide for the GTF Chairman and Vice-Chairman
10. GTF Awareness
  - GTF brand and messaging
  - Promote brand identifier for Harmonized Test Methods
11. 2018 and 2020 venues
12. Conclusion.

## **1. Review the objectives of the GTF as published on the website**

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- 1.1 Mr. Wong Feng, CATIA Chairman and President of Yongle Tape Co.Ltd., welcomed everyone present to the Global Tape Forum Meeting in Beijing and stated to be grateful having so many different countries and tape organisations together today in one global event. He was confident that the coming three days would enrich our knowledge and will give everyone the opportunity to exchange ideas which could benefit our businesses and the self-adhesive tape industry in general. All present thanked Mr. Feng for his friendly and warm words and for CATIA's hospitality and excellent organisation of this event.
- 1.2 Mission statement agreed amongst counterparts from the first meeting as well as published on the Global Tape Forum Website:

### **GTF Mission Statement**

To enhance the worldwide PSA industry by providing a global forum for all Member Associations that enables them to add greater value to their members.

### **GTF Objectives:**

1. Harmonise key PSA test methods.
2. Work together to increase the demand for self-adhesive tapes' or 'Grow the Pie'.
3. Establish database of environmental & regulatory trends by association.
4. By association, generate studies of production data using the same tape categories
5. Share an open calendar of global PSA educational events and promote cross participation.
6. Bi-annual Meetings hosted by Member Associations.
7. Establish a small shared fund for running costs.
8. GTF website

## **2. Review action items from the Tennessee meeting**

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- 2.1 The following actions from the former meeting were reviewed:
  - Forward event schedule to Astrid to post on GTF website – *Astrid Lejeune requested everyone to send their schedules when they become available within each association (Action)*
  - Each group to place GTF website in prominent place on their respective websites – *Astrid Lejeune requested everyone to check their websites on this action (Action)*
  - Research the possibility of banner ads on website to increase funding – *Everyone present agreed that this is not necessary at the moment as current funding is sufficient*
  - Collect additional data containing all environmental legislative items affecting the operations of PSA producers in countries/regions of the association. *Send to Astrid to include on website (Action)*

- Report each on a yearly basis the total PSA tape production accordingly – *this item was discussed later in the agenda*
- Develop a newsletter that can bridge the communication between organizations between meetings – *so far this item has not been actioned*
- Draft role and responsibilities document for Chair and Co-Chair of the GTF – *is item 4 on the agenda*

### **3. Membership: Review potential for more members**

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- 3.1 As stated in the Tennessee meeting tape representatives from Brazil, Philippines and Korea are inactive.

### **4. Organizational structure: guidelines Chair and Vice Chair, Secretariat appointment, Roles and expectations from each organisation**

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#### **4.1 Position guide for GTF Chairman and Vice-Chairman**

##### GTF Chairman

- The position of GTF Chairman will rotate among the member organisations every two years based on meeting geography.
- During the current meeting, the current hosting counterpart will nominate and install the Chairman for the following 2-year term.
- All agreed-upon actions, except for those related to the website, will be owned by the counterpart (i.e. the Secretariat General) delivering the GTF Chairman.
- The GTF Chairman will be responsible for co-ordinating GTF and GTMC and related meetings, managing logistics, taking the lead in actioning agreed-upon items, collaborating with the Vice-Chairman, and initiating invitations to relevant groups.
- The GTF Chairman will include the Vice-Chairman in all of his activities and copy him in on all of his correspondence.
- The former Chairman will offer his/her support during the transition of office.

##### GTF Vice-Chairman

- This position will rotate among the member organisations every two years based on meeting geography.
- During the current meeting, the Vice-Chairman will be nominated and installed by the organisation which will host the next meeting (2 years following the current one).
- The Vice-Chairman will be responsible for supporting the GTF Chairman in all of his activities.

##### **Agreed:**

- All present agreed with the proposed position guide.
- Michael Yang, Secretary General of CATIA agreed to Chair the Global Tape Forum for the next 2 years. Vice-Secretary to Michael Yang of CATIA

supporting him in all actions will be Vivian Fu. Vice-Chairman should be someone from Afera. Afera will appoint someone in their next Steering and/or Technical Committee meeting. **(Action)**

- Afera will host the 2018 Global Tape Forum and Global Test Method Committee meetings. Exact venue and dates have still to be agreed within the next Afera Steering and Technical Committee. Most likely these will be held in conjunction to Afera's technical conference in April/May 2018.
- Rotation GTMC and GTF Chairs according to the agreed position guide. Lutz Jacob, Afera's Test Method expert agreed to Chair the 2018 Global Test Method Committee and mentioned to put that position up for his successor in 2020.
- During discussions under this agenda item it was also agreed to add a link on the Global Tape Forum website to the global test methods (ISO/GTF methods) **(Action)**

## **5. Budget – Treasurer's report, decision on additional funding**

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5.1 TAAT reported on the funds as of 6 May, 2016 (see following page)

**Agreed:**

All present agreed after reviewing the status of the funding that currently no additional funding is needed.

Globe Tape Forum				
GTF Fund Income Statement				
May 6, 2016				
<b>Revenues</b>				
<b>1. Fund</b>				
PSTC ( Jan 5,2011 )	US\$	5.000,00		
Afera ( Jan 13,2011 )		5.000,00		
TAAT ( Jan 13,2011 )		5.000,00		
JATMA ( Feb 1,2011 )		5.000,00		
CNAIA ( Jun 15,2011 )		5.000,00	US\$ 25.000,00	
<b>*2. Interest</b>				
Jun 21,2011		1,74		
Dec 21, 2011		3,82		
Jun 21, 2012		5,22		
Dec 21, 2012		5,21		
Jun 21, 2013		5,21		
Dec 21, 2013		3,78		
Jun 21, 2014		5,00		
Dec 21, 2014		4,08		
Jun 22, 2015		3,75		
Dec 21, 2015		3,77	41,58	US\$25.041,58
<b>Expenses</b>				
<b>1. Bank handling charge</b>				
PSTC ( Jan 5,2011 )	US\$	8,00		
TAAT ( Jan 5,2012 )		6,85		
Afera ( Jan 13,2011 )		0,00		
TAAT ( Jan 13,2012 )		6,90		
JATMA ( Feb 1,2011 )		0,00		
TAAT ( Feb 1,2012 )		6,90		
CATIA ( Jun 15,2011 )		26,00		
TAAT ( Jun 15,2012 )		6,95	US\$ 61,60	
<b>2. GTF Website Fee ( Dec 23, 2011 )</b>				
Payment to Afera EUR3,324.00		4371,92		
US\$ ( 4,365.09+6.82+0.0132 )				
Bank handling charge		13,36	4.385,28	
<b>3. GTF New Website Fee ( Jul 12, 2013 )</b>				
Payment to Afera EUR4,085.28				
US\$5,378.18 ( included bank handling charge )		5.378,18	5.378,18	
<b>4. GTF Website( Yearly Registration + Kittyhawk modx) Fee ( Dec 24,2014 )</b>				
Payment to Afera EUR260.36(included 10.36 wire transfer fee)				
US\$319.11(included wire transfer fee)		319,11	319,11	10.144,17
<b>Net Income</b>				<b>US\$14.897,41</b>
This Income Statement is prepared by TAAT				

## 6. Guidelines for GTMC: input on types of tests needed for different markets

6.1 It was agreed to move this item forward to the GTMC meeting the next day.

## **7. Demand increase initiatives and presentations of production volume data**

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Chairman Kiran Malhotra referred to two initiatives taken by Afera and the PSTC to raise the awareness of the capabilities of adhesive tapes towards potential members as well as young engineers and educational institutions.

### **-PSTC – Think Tape Project**

Primary activities of the project were brand introduction, development of a website focussed on stakeholders and influencers, creation of two You Tube videos about tape which can be found at [www.thinktape.org](http://www.thinktape.org), development of application stories, white papers, etc. The members recognised the benefits to all their businesses. The creation of the website and videos are part of an outward reach campaign to promote the use and application of tapes in North America to grow the industry.

### **-Afera – “Why Tape” Initiative**

Afera is reaching out to a market of hundreds of thousands of engineer- and designer end-users who do not yet know about the use of tape as a fixing and joining method. Afera is also spearheading initiatives which put ‘tapes’ into educational tools, course curricula and events about bonding, adhesives and structural adhesion. The idea is to increase the business of tape producers as a whole instead of struggling to increase or maintain an individual company’s share of the business.

Chairman Kiran Malhotra suggested to the Asian counterparts presented to extend this initiative in the future to a global initiative. All agreed to be interested to discuss this further in a following GTF meeting. This item will be added to the next agenda. **(Action)**

CATIA mentioned the RTM Programme of the PSTC and was interested to learn more about this initiative. Michel Merkx, President of the PSTC explained that the Responsible Tape Manufacturer (RTM) Programme acknowledges and raises the visibility of PSTC member tape companies that invest in being responsible manufacturers. PSTC’s RTM Program is uniquely comprehensive and recognizes good manufacturing practices as an integral part of the value that PSTC member tape companies bring to their customers. The program delivers quantifiable differentiation between RTM certified tape companies and all other tape producers. To learn more about the programme please follow

<http://www.pstc.org/i4a/pages/index.cfm?pageid=4441>

Companies certified comply with Quality, Environmental and Production standards.

JATMA explained to run several educational symposia on an annual basis. Participants, JATMA’s membership, learn how one can treat and overcome certain regulations.

### **Production Volume Data**

JATMA presented their production volume data. A copy of the presentation shall be sent to Astrid Lejeune in Afera's Secretariat in order to attach it to these minutes **(Action)**.

CATIA gave all present an update on their production figures "Overview of China Adhesives Tapes". A copy of the presentation shall be sent to Astrid Lejeune in Afera's Secretariat in order to attach it to these minutes **(Action)**.

TAAT presented their last update on "Taiwan's Adhesive Tape Production". A copy of the presentation shall be sent to Astrid Lejeune in Afera's Secretariat in order to attach it to these minutes **(Action)**.

## **8. Review CATIA proposal for classification of pressure sensitive tape products GB/T 2956-2013**

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All present reviewed the enclosed agenda document "Classification of Pressure Sensitive Adhesive Products" drafted by CATIA.

### **Agreed**

All agreed that classification is beneficial when all counterpart would use similar terminology although it will remain up to the different organisation to choose which classification one uses.

## **9. GTF Awareness – brand and messaging**

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All present agreed by publishing all information as well as the GTF methods on the GTF website international recognition is already gained.

### **Agreed**

All agreed that classification is beneficial when all counterpart would use similar terminology although it will remain up to the different organisation to choose which classification one uses.

## **10. 2018 and 2020 venues**

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Venues for the next GTF and GTMC Meetings:

### **2018**

- Europe, hosted by Afera, date and venue to be agreed (most likely April or May 2018)

### **2020**

- Japan, hosted by JATMA, October 2020 in Osaka during the Olympics

### **Agreed**

All agreed on the volunteering hosting counterpart proposals and all intended to

take over the concept CATIA has introduced this year and organised so well by making the event in conjunction with the GTF and GTMC meetings global where international speakers from each counterpart will be invited.

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