

# Secretary's Digest

A Publication of the Distinguished Secretaries' Society of Pakistan

Secretary's Digest

Congress Issue

## EDITOR'S NOTE

Dear Friends,

I felt it only right to put together this Congress Issue of the Secretary's Digest as a record and keepsake of all that took place at the Congress.

The Congress has been a great success!! All the time, effort and dedication along with the mishaps, mistakes and misunderstandings during these past months have been well worth it! Our delegates have taken the time to let us know that they have returned home with happy memories of Karachi and its people.

For me, being part of the team that 'made it all happen' has been an experience of a lifetime! The tasks I completed, (with plenty of help and guidance from MOK and Cheryl) brochures, registration forms, souvenir, backdrops, name tags etc. were all first time experiences and I've learnt tremendously from this.

We have one woman – Virginia Elbinias, to salute, for bringing secretaries across the Asia-Pacific region together for five days to share and bask in the warmth of each other.

Best wishes to the Philippines for the 23<sup>rd</sup> ASA Congress in 2016!

Goretti Ali



*Association of  
Secretaries and  
Administrative  
Professionals  
in Asia Pacific*

**22<sup>nd</sup> ASA Congress**  
**13 – 17 September 2014**  
**Karachi – Pakistan**

**Standing High  
in  
Challenging  
Times!**

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## PRESIDENT ASA AND DSSP, MAHARUKH BHILADWALA (MOK) SAYS



*Welcoming the Presidents ...*



*... and the delegates.*



*The Pakistani Delegation*



*The Organising Committee with their certificates*

The opportunity to host an ASA Congress in Karachi for the second time as ASA President has been a great privilege for me.

My aspirations for this congress were very ambitious. To mention a few, I wished to showcase the softer side of Pakistan to a wider global audience, receive participation from every ASA member association and increase friendship and interaction, to have worthwhile speakers who would hold the interest of a mature audience, media coverage that would increase DSSP's/ASA's world visibility and of course ensure a first-rate event where every session transited smoothly, delegates were safe, happy and enjoyed the food, friends and atmosphere of Karachi.

To a large extent most of these goals have been achieved. We've received very positive feedback from our delegates, both local and foreign. Our Speakers were excellent. Indeed, this is the first Congress I've attended in which people didn't scramble to sit at the rear of the hall in order to slip out unseen if the event was boring! Our off-site events, the Karachi City Tour, dinner at Port Grand and ASA's Ruby Anniversary celebrations at the 'Karachi Nights' event went smoothly. The boat rides and fireworks which were missing the last time we hosted the Congress in 1990, added a WOW factor to our ASA Ruby Anniversary event and the bangles and memento were much appreciated. The food throughout the Congress was consumed with gusto, in fact the only complaint was that there was too much variety and delegates were putting on weight with the delicacies continually on offer! Preparations for all events were completed well in time and the passage to and from our off-site events also went smoothly.

On the flip side, five out of the 14 ASA countries did not participate and many who did were represented by just 1 - 3 delegates which was very disappointing. Despite our best efforts, media coverage was totally lacking when our intention was to portray our profession and Pakistan to the world in a better light.

Compared to the first Congress we hosted in 1990, it has been a case of comparing apples with oranges, as the situation we faced a quarter-century earlier was totally different. Some traditions have died out with the onset of progress whilst others have got a new lease on life with the advent of technology. In 1990, we had a much smaller, tighter Committee that handled all matters with speed and efficiency. This time around there were too many Committees handling too many portfolios, some duplicating each other's sphere of influence, resulting in misunderstandings. Back then, we had four rates – foreign ASA and non-ASA members and local DSSP and non-DSSP members. Delegates had the option to attend or miss any sessions they wished. This time however, in our effort to attract maximum participation, we offered too many options resulting in confusion, additional work and demands for yet more options. As costs have skyrocketed, our sponsorships even though much more than the last time didn't go as far.

All things considered it has been a successful event; our hard work over the last nearly two years has paid off.

## THOUGHTS FROM THE ORGANISING CONGRESS CHAIRPERSON, CHERYL MATHEW



*The Organising Committee on Opening Night*



*ASA's Ruby Anniversary*



*Presenting the 22<sup>nd</sup> ASA Congress Attendance Certificate to the Founding President*



*Local Delegates with their Certificates*

The 22<sup>nd</sup> ASA Congress: What to say... I have never experienced the contentment I have had organising the Congress and bringing it to a successful fruition! This is my fifth congress in terms of attendance and the first I've organized. I have had the pleasure to work with an enthusiastic committee of DSSP members and also a non-member, who have together brought grandeur to Pakistan and to the Distinguished Secretaries' Society of Pakistan.

Hosting of this 22<sup>nd</sup> ASA Congress was confirmed at the Council of President's meeting held in Kuala Lumpur, Malaysia, in 2008 when I was privileged to represent DSSP as President. Since then I have been collecting thoughts and ideas for our Congress. The most difficult part was convincing delegates to travel to Pakistan. As we were assured that members will represent their associations, I had expected at least 130 foreign delegates from 13 member countries. To our dismay, from the point of view of number, only 63 delegates from eight countries had registered. Together with the team I was delighted to welcome these delegates.

My hopes for the Congress were smooth operations from delegates' landing at the airport to their departure. This was achieved quite well, evidenced by various messages from delegates upon their return home and also throughout the Congress. One of the delegates mentioned that at the end of each day I would say to myself this is the best day and the next would be even better! Our team took care of the delegates from receiving delegations at the airport to arranging their airport drops. There were a few setbacks during the Congress which the team overcame without letting the delegates notice.

We aspired to showcase the true image of Pakistan and Pakistanis. I am happy this was achieved, again evident from the various messages and promises from delegates to visit again. It was disappointing though that the event was not awarded adequate media coverage, despite the fact that it is an achievement for DSSP to attract foreign delegates to attend a conference in Karachi. An aspect of concern to me, having attended four Congresses, was the sessions. Up till now 21 Congresses had taken place over the last 40 years, so topics related to the profession were scarce. Moreover secretaries have moved on to administrative and HR roles and have equipped themselves to meet the challenges. So what was new to learn?! I am proud to share that our speakers were superb, they delivered their sessions interactively and kept everyone attentive.

All in all it was a huge success! The best part is we were privileged to host this congress celebrating the Ruby (40<sup>th</sup>) Anniversary of ASA.



**12 SEPT. 2014 PRE-CONGRESS COUNCIL OF PRESIDENTS DINNER**

*Mr. & Mrs. Dinshaw Avari with  
the Organising Committee*

The night of Fri. 12 Sept. 2014 saw the Presidents and ASA Coordinators of eight of the 14 ASA Countries dining with ASA Founding President Ms. Virginia Elbinias, current ASA President Maharukh Bhiladwala (MOK) and Congress Organising Chairperson Cheryl Mathew. They were joined by the ASA Organising Sub-Committee Heads and DSSP's Executive Committee. Dinner was hosted by Mr. and Mrs. Dinshaw Avari at the Sky Grill of the Avari Towers Hotel. This roof top restaurant offers its diners a scenic view of the Civil Lines and Frere Town area of Karachi and the steeples of the Frere Hall and Trinity Cathedral. Dinner was preceded by cocktails in the Indus Suite where everyone had the chance to meet and greet each other.

Khorshed Mahal, Avari Towers Hotel was the Congress venue and the delegates stayed at the Avari Towers Hotel.

**DAY 1 13 SEPT. 2014 COUNCIL OF PRESIDENTS MEETING**

*Council of Presidents Meeting*

The 22<sup>nd</sup> ASA Council of Presidents Meeting began at 9.00 am in the Indus Suite, Avari Towers Hotel on Sat. 13 Sept. 2014. Some of the matters discussed were the quorum for a CP Meeting, identifying areas where the ASA Fund can be best utilised, criteria for attendance/cancellation etc.

The meeting concluded around noon and was followed by lunch at the Asia Live Restaurant. The Minutes of the Meeting were completed and distributed to all the Country Heads by tea time.



*The Secretariat*

Simultaneously the Secretariat in the Pelican Room at the Avari Towers Hotel was registering delegates and handing over the congress kits, name tags, receipts of payment etc. A total of around 140 delegates (65 international and 75 local) registered. The Congress Kit bag, specially made by the Behbud Association was black with a panel and straps in wood block printed material. The Tour Attire also made by Behbud was in black 'Malai Lawn' with a draw-string sash and Ajrak detailing. The bag contained the Congress Souvenir, Song



Booklet, ASA Key & DSSP Logo Pins, Tour Attire, Plastic Folder for hand-outs after each session, writing pad & pen and promotional items from donors. The name tag was a PVC Card listing the attendee's details. The delegate's name, border on the card and lanyard were in the same colour. Delegates were colour-coded into five groups – Red, Blue, Green, Gold and Silver. These five groups were seated together for meals, sessions and on the coasters.

**DAY 1 13 SEPT. 2014 OPENING NIGHT***The Fire Dancers*

The Opening Night ceremonies began around 8.00 pm with Fire Dancers from Chao's Dance and Theatre Workshop circling the Poolside of the hotel around which the guests were seated. The Fire Dancers pirouetted to the beat of drums ending on the stage towards the rear wall.

Shahrazad Irani, a senior DSSP Member and MC for the evening welcomed the delegates to the 22<sup>nd</sup> ASA Congress and to Karachi. The Choir led by Bella Coelho with Sheena Moniz on the Organ sang the 'National Anthem' and the 'ASA Friendship Song'. President MOK delivered her welcome address which was followed by the 'Welcome Song', the lyrics of which were composed by DSSP/ASA President MOK especially for the 22<sup>nd</sup> ASA Congress. Founding President Virginia Elbinias then addressed all the delegates.

The DSSP presented plaques to its three major sponsors without whose valuable assistance this Congress would not be been possible. Sui Southern Gas Company Limited, Qatar Airways and JS Bank Limited.

Guests were entertained to an hour and a half of folk dances reflecting Pakistan's culture and its four provinces. The performances were by Chao's Dance and Theatre Workshop with Mr. Munawar Chao introducing each dance with a brief commentary.

Delegates were treated to a scrumptious dinner before a group photography session which concluded the evening's festivities.

*The Welcoming Addresses**The entire delegation on Opening Night*



**DAY 2 14 SEPT. 2014 OFFICIAL OPENING***The Council of Presidents**The Indian Delegation**The Bangladeshi Delegation*

Natalia Fonseca, DSSP's PSA winner 2014 and Joint Project Leader compered the Official Opening of the Congress and invited Virginia Elbinias to declare the Congress open. Ms. Elbinias welcomed all, saying we will miss those who were not able to attend. The ASA Congress is a means for professional women to meet their sisters across the Asia Pacific region. We share a bond, discussing problems and solutions faced by women professionally and personally. At the end of this five-day Congress held every two years, we part, going our own way and for most, only to meet and catch up at the next Congress!

An official photography session was held delegation-wise. The Associations represented were :

1. Philippine Association of Secretaries and Administrative Professionals, Inc. - Virginia Elbinias and Lilian Coloma.
2. The Women Secretaries and Administrative Professionals of Thailand - Panitta Arivayavicha and Sukanya Nimmanheminda.
3. Indian Association of Secretaries and Administrative Professionals - Yvonne Alphonso and 24 members.
4. Chinese Association of Secretaries and Administrative Professionals - Mo Yuling, Peter Dunn Wen-Hsiang and Lucy Shih Dunn.
5. Association of Secretaries and Administrative Professionals, Brunei - Alvina Chung.
6. The Sri Lanka Association of Administrative and Professional Secretaries - Charmaine Jayawardana and eight members.
7. Professional Secretaries Welfare Association, Bangladesh - Mahmuda Ara and 11 members.
8. Papua New Guinea Association of Administrative Professionals - Weka Avosa and ten members.
9. The Host – Distinguished Secretaries' Society of Pakistan - 73 members.

At the end of the official photographs, a Zoroastrian member requested for a group photograph of all their community delegates. This was followed by group photos community-wise (i.e. Christians, Muslims, Hindus, Buddhists) for their respective community magazines back home.

*On the steps of the Avari Towers Hotel*

**DAY 2 14 SEPT 2014 CITY TOUR**

*On the steps of Quaid-e-Azam's Mausoleum*

After lunch at Asia Live, delegates ventured out on a city tour duly colour-coded into their five groups - Red, Blue, Green, Silver and Gold. The route included Holy Trinity Cathedral, Zainab Market, Bohri Bazaar, the Zoroastrian Fire Temple, Empress Market, Karachi Municipal Corporation Building, I.I. Chundrigar Road (Karachi's business area) and Frere Hall etc. Stops were made at St. Joseph's Convent School, St. Patrick's Cathedral, Quaid-e-Azam's Mausoleum, Masjid-e-Tooba, Shree Ratneshwar Mahadev Temple and Mohatta Palace. Guides at these places of interest provided a brief history. The tour ended with a shopping spree and dinner at the ultra-modern Dolmen Mall at Clifton.

At the start of the tour all delegates were given a snack box for the way, a Tour Guide Booklet containing a brief background to the places of interest in Karachi and cash of Rs.1,000/- to dine or shop.

**DAY 3 15 SEPT 2014 SESSIONS**

*Presenting a plaque to Barrister Shahida Jamil*

Sunnu Golwalla, senior DSSP member, initiator of DSSP's PSA and Project Initiator was the MC for the morning sessions. Barrister Shahida Jamil, former Federal Minister and a senior member of the Bar was our Keynote Speaker.

### **Standing High – Changing Perceptions in Challenging Times** **Barrister Shahida Jamil**

Ms. Jamil spoke about women professionals who successfully balance homes and professions. A woman's day never ends. She is always on call and always delivers. Barrister Jamil recalled the World Wars where women manned the country and were its backbone while the men went to war. Her advice was to recognise excellence, set standards, safeguard integrity, maintain humility and control arrogance. Never be lonely at the top. Take your friends with you. Determine your goals. Observe. Use all your senses. Learn to let go. Change your perception not your values. We live in challenging times and in a time of change, yet women have always stood high!



*With Barrister Shahida Jamil*

### **Mastering the 3 P's – Poise, Professionalism and Power** **Pouruchisty Sidhwa**

Ms. Pouruchisty Sidhwa is the Human Resource Manager at GlaxoSmithKline Pakistan Limited. She spoke about the 3 P's most important to the Administrative Professional. They are Poise or Polish, Professionalism and Power. Ms. Sidhwa showed us several clips on how the wrong etiquette can make or break a profession. A few points to remember are good grooming, impeccable manners, avoiding gossip, refraining from bringing your personal problems to work, being punctual, learning to listen. Professionalism, though summed up in a few words – appearance, demeanour, reliability, competence, ethics, maintaining poise, proper correspondence, phone etiquette, organisational skills and accountability – leads to power. Power, at its core, is the ability of a person to exert her/his will over another. How a person chooses to use power in the workplace depends greatly on her/his personality and position in the company.



*Ms. Pouruchisty Sidhwa*





*Mr. Umair Jaliawala receiving a plaque*



*With Mr. Umair Jaliawala*

## Secretarial Success – the New Rules

### *Umair Jaliawala*

The afternoon session was conducted by Mr. Umair Jaliawala and compered by Editor, Secretary's Digest and Coordinator, Publications & Media, Goretti Ali.

Mr. Jaliawala is CEO and Director at School of Leadership and involved in several other training and consulting ventures. He said that the new rules are 'go with your gut'. You know what you want. Look inside yourself. Do not be afraid of challenges or going all the way. Our deepest fear is not that we are inadequate but that we are powerful beyond measure. Give your best now! Don't leave any leeway for the next time. Good is the enemy of great. If we are satisfied with good, we will never be great. What got us here will not take us there. If we keep on doing things as they've always been done, we'll get only as much as we have, nothing more. Embrace change. When you change the way you look at things, the things you look at change.

Mr. Jaliawala ended by giving us a web address [tedtalks.com](http://tedtalks.com) and the name Anthony Robins to check up on.

**DAY 3**

**15 SEPT 2014**

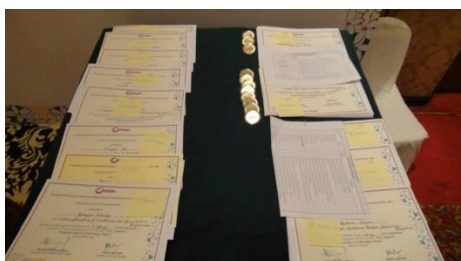
\* **ASA BAZAAR**

\* **CONGRESS ATTENDANCE RECOGNITION AND AWARDS**

\* **PORT GRAND**



*The Sri Lankan Stall at the ASA Bazaar*



*The Certificates and Badges*

The ASA Bazaar was held at the Cinnamon Lounge of the Avari Towers Hotel from 4.00 – 6.00 pm. Most of the items sold out within an hour. The associations that contributed to the Bazaar were the Philippines, Thailand, Indonesia, India, Taiwan-China, Japan, Sri Lanka, Brunei, Bangladesh, Papua New Guinea and Pakistan. The highest contribution was from Bangladesh. The proceeds from the ASA Bazaar were over US\$ 1,000/-.

In the evening Congress Attendance Certificates were presented to delegates who attended six to twenty-two Congresses. Pins and Certificates were given to those who attended 5, 10, 15 and 20 Congresses. Ms. Virginia Elbinias was the only one to receive a Certificate for attending twenty-two Congresses! The MC for the evening was Hazel D'Souza, ASA Coordinator Awards.



*Enjoying dinner at Port Grand*

Dinner was at Port Grand, an entertainment, eating and shopping area built on the historic (now disused) Napier Mole Bridge near Karachi's harbour. The evening concluded with a fire dance at Port Grand's main entrance, much to the enjoyment of all.



**DAY 4 16 SEPT 2014 SESSIONS***Ms. Arshi Ahmad-Aziz*

The morning's sessions were compered by Sunnu Golwalla.

**Beware Confusion - Arshi Ahmad-Aziz**

Ms. Ahmad-Aziz is the founder and lead trainer of The Institute of Training and Consultancy. She advised us to be aware of confusion and to be perceptive. Things are not always what they seem. Change is inevitable. What is expected of a secretary today might not be the same five years later. Accept unpredictability, be flexible. Identify a skill you could develop in the next six months. Master technology. Understand your boss and colleagues. Plan strategically. Have a sense of humour. Be adaptable. Prioritize. Decide your big rocks every day!

*The Papua New Guinea team with Mr. Menin Rodrigues***Social Media - Menin Rodrigues**

Mr. Menin Rodrigues, CEO of SHAMROCK Communications was our fifth speaker. He began by welcoming our foreign delegates and congratulating the Papua New Guinea team on their National Day which is 16 Sept. The decade of Information Transformation has been 2003-13. All the latest applications, LinkedIn, Facebook, YouTube, What's App. which connect the world in seconds began during this decade. Political parties today are using Social Media to crowd source. Every invention has its Pros and Cons. Social Media's Pros are increased awareness, social connections, access to information, employment online. Facebook has connected long lost friends and relatives and the power of email has ensured generous financial assistance to people in need. Some of the Cons are that we are bogged down by news and not all is correct. Too much time is spent checking emails etc. which accounts for loss of productivity and face to face communication. Social Media is not an added qualification but a simple necessity of life. We need to have a solid understanding and use it wisely.

*Questions / Answers***Rising Above - Shirin Naqvi**

Asma Butt, Coordinator Sponsorships & Fundraising and Joint Project Leader was the MC for the last session of the Congress and she introduced Ms. Shirin Naqvi.

Ms. Naqvi is Senior Consultant & Facilitator, Navitas. Her motto is Spread your Wings and Fly. Birds fly against the wind or they would not be able to rise. Ride the Wave and Conquer the Storm. The same is with life. When you are feeling low, do something to lift yourself up. Seek the peace and joy you crave. We are all guided by an inner compass which points us north. We need to be like a gyroscope which is three-dimensional and has an axle which is free to lean in any direction. We all need validation. Proof that we are accepted and loved. We look for reason and meaning in our lives and professions. We are basically all the same. What differentiates us is what and how we choose between happiness and anger and our response or reaction to different situations. This is known as Mind Over Matter.

At the end of each day, hand-outs for the sessions were given to the delegates.

*Ms. Shirin Naqvi with the Indian delegates*

DAY 4

16 SEPT 2014

\* LOL WALAY  
\* ASA PROJECT



LOL Walay



The Judges for the ASA Project



The Winning Presentation - WSAT



DSSP's Presentation

In the evening we had an hour of hilarious entertainment by the LOL (Laughing Out Loud) Walay. They are a group of about six young men and their act is based on the TV show 'Whose Line is it Anyway' where different scenarios are thrown at them and they spontaneously act them out. They are also asked to switch scenes instantly which are side-splitting.

Hazel D'Souza, Coordinator Awards was the MC for the evening when the final round of the ASA Project was held. This Project was introduced by ASA at the 21<sup>st</sup> Council of Presidents' Meeting in Bangladesh in 2012 and initiated at the 22<sup>nd</sup> Congress in Karachi. The contest comprises worthwhile projects undertaken by ASA member associations as part of Social Responsibility and to promote the administrative profession as a whole. This is a three step contest and the judges were expatriates. Mr. Brian Asmus, Spokesperson at the US Consulate General in Karachi, Dr. Margaret Madden, Honorary Fellow of Australian Catholic University and a Sessional Faculty member and researcher at the Notre Dame Institute of Education, Karachi and Ms. Virginia Elbinias, Founding ASA President. Four countries participated.

Thailand presented on a project they have worked on over the last two years "Training the Secretarial Trainers." WSAT worked with the Secretarial Teachers' Club and the Office of Vocational Education Commission (OVEC), under the Ministry of Education to review the curriculum and train the teachers. The programme was implemented in 2013 and 2014 with another planned for 2015.

India gave a presentation on a Convention held last September in Bangalore where members from all seven chapters of IASAP participated. This convention was themed as WoW (Women of Wisdom) 2013. The concept of the collaboration during the convention was based on "understanding the past, managing the present and changing the future."

Sri Lanka's presentation 'Power of the Dark Side' was on a visit to the Kalutara Prison, Ward for the Female Inmates in January this year which coincided with Founder's Day. A Charity/Welfare sub-committee worked on better housing and facilities for the women and children. A new refurbished special ward for female prisoners with children under five was built with financial assistance from UNDP and funds set aside by SLAAPS. Besides clothing, milk powder, etc. a water boiler was also donated. SLAAPS assisted in - creating awareness to the plight of women, reduced sentences, raw material for handicrafts and a market for their products, educational courses etc. SLAAPS gave these families a glimpse to the brighter side of life!

Pakistan gave a presentation on 'Spreading the Ray of Happiness' where by helping youngsters and young professionals one increased their self-worth and that of the person helped. A happy person is a better professional.

Thailand walked away the winner with the highest points and were awarded US\$ 100/-



## DAY 4

## 16 SEPT 2014 ASA'S RUBY ANNIVERSARY



*Sunnu Golwalla enjoying 'Karachi Nights' with Bemvinda Pereira, IASAP and Jennifer Fox, SLAAPS*

The DSSP celebrated ASA's Ruby Anniversary at a 'Karachi Nights' event at the Beach Luxury Hotel grounds. Every delegate was gifted a red/green bag with a set of glass bangles and a ruby coloured wall panel-cum-letter holder hand-crafted in the interior of Sindh. The evening offered sights, sounds and taste commonly experienced on Karachi streets. Street dancers dancing to the beat of drums, a tumbling box, a parrot fortune teller, girls applying mehndi (henna) and boat rides in the creek behind the hotel. The eats and drinks included a live kitchen preparing jalebies, gulab jamuns, pakoras, channa chaat, bun kebabs, lassi, tea etc. Karachi Nights ended with fabulous fireworks above the waters of the Arabian Sea with the words ASA's Ruby Anniversary lit up.

## DAY 5

## 17 SEPT 2014

- \* SUMMARY OF COUNCIL OF PRESIDENTS MEETING
- \* PRESENTATION OF ATTENDANCE CERTIFICATES
- \* EXCHANGE OF GIFTS
- \* HANDOVER OF ASA FLAG, GAVEL AND SHIELD TO THE NEXT HOSTING COUNTRY

Juliana Peter, Runner-up to this year's PSA was the MC for the final day and invited President MOK to announce the consensus of the 22<sup>nd</sup> ASA CP Meeting. The decisions taken were:

- \* To revise the Quorum for a CP Meeting downward from 66% to 50%, with the proviso that if even this is not achieved at any CP Meeting the Presidents at that meeting would constitute the Quorum by Special Resolution.
- \* To continue our efforts to promote ASA as a brand by identifying areas where ASA as an entity, can make the optimum contribution to global initiatives for progress.
- \* Each country association to set up a committee to identify areas where the ASA Fund can be best utilised, to demonstrate ASA's commitment as a socially responsible entity. This report is to be submitted to the Council of Presidents by 31 December 2015.
- \* To introduce more stringent criteria for attendance/cancellation at ASA Congresses.



*Presentation of Certificates*



*The gifts received*



*Handing over the ASA Flag...*

President MOK then presented the Congress Attendance Certificates to each delegation head country-wise. (Eight delegations)

On the conclusion of the Certificate distribution, ASA President MOK introduced her team (the Sub-Committee heads along with their team) who made this event possible.

After the tea break was the exchange of gifts between the host and the attending countries. DSSP presented each President with a handcrafted wooden collapsible fruit basket. Each Country's President presented their gift in turn. Some of the gifts received were a Wall Clock from Thailand, Silver Pendants from India, a painting in scroll from China etc.



... and Shield to the PAS

Before the exchange of gifts President MOK informed the delegates that as the gifts purchased for the ASA Presidents were from DSSP funds so the gifts received have never been kept by DSSP's Presidents but presented to members on a lucky draw at the next DSSP function.

As her last official act as President ASA, MOK handed over the flag, shield and gavel to the Philippines who will be hosting the 23<sup>rd</sup> Congress in Manila in 2016. These were received by PAS President Lilian Coloma who made a presentation introducing their country. Philippine Association of Secretaries and Administrative Professionals, Inc. will be hosting the ASA Congress for the third time. The first in 1974, the year ASA began and the second, twenty years later in 1994 when they initiated the Professional Secretary's Award.

## DAY 5 17 SEPT 2014 CLOSING NIGHT



Shahrazad Irani who compered Opening Night was also the MC on Closing Night.

First on stage was the Choir who began with 'Oh, to be in Karachi'

WSAT gave a presentation on the beauty of Thailand.

IASAP's performance was song and dance based on Bollywood movies reflecting women and their status in life.

Ms. Lucy Shih Dunn representing CASAP performed a Chinese dance.

SLAAPS' dance was a reflection of butterflies.

PSWA presented a traditional mehndi ceremony of a Bangladeshi wedding.

PNGAAP presented a wedding dance.

The DSSP performed a humorous skit written by President MOK reflecting a day in the life of a secretary supported by the DSSP Choir singing 'Those were the Days,' with a modern touch.

In conclusion the Choir sang 'Farewell', 'Auld Lang Syne' where everyone formed a human chain around the hall and the 'ASA Friendship Song' once again. As all had the song booklets many joined in the singing. It is to be noted that the songs other than the original 'Friendship Song' sung throughout the Congress were composed by President MOK for previous Congresses and updated for this 22<sup>nd</sup> Congress in Karachi.



Shahrazad Irani brought the Congress to a close by thanking Founding President Virginia Elbinias for making all this possible for secretaries across Asia and ASA President Maharukh Bhiladwala for organising and hosting this event. Final announcements were made for those leaving early the next day.

The 22<sup>nd</sup> ASA Congress ended on a happy note. Not with Adieu but with *See you in Manila in 2016!!*



## COMMENTS FROM DELEGATES

**Zarine Commissariat, IASAP, India**

My dear MOK, Cheryl and all the Organizing Committee Members of the 22nd ASA Congress, I send to you my congratulations for the amazingly successful Congress you ladies organized, in spite of the poor participation from various countries! You ladies had put in so much effort and it all paid off, because we are back in Mumbai with very happy memories of the Congress. The venue was superb, the speakers were fantastic, the food was finger-licking good (and the variety was great), the excursions and sight-seeing were very well planned (including the music and dance by eunuchs), the delegate bag and "kurti" were well designed and even the airport transfers were well planned and executed.

**Fazileth Vaffoor, SLAAPS, Sri Lanka**

Hi Deborah & all dear ASA Sisters, It was indeed a great and lovely experience meeting up with all our friends from far and near and also to meet up with new friends. It was a wonderful Congress where we gathered lots of information, learned a lot and now can stand high in challenging times.

Thank you to all of you in Pakistan for taking good care of us but was sad that we could not see any one of you during our time of departure to the airport from the hotel. Take care all of you until we meet up again.

**Sukanya Nimmanheminda, WSAT, Thailand**

It was a great meeting, thanks to you Goretti and all the DSSP girls who made us all feel very welcome and looked after. We also enjoyed meeting old friends and making new ones. As the years go by, ASA friends, old and new become like a part of our family and it is always a joy to meet each other wherever and whenever possible. Many of us still keep contacting after 40 years. So, don't hesitate to get in touch with me whenever you want and in whatever way I can do to help out. My thanks once again to you and all DSSP girls.

Just want to mention that Fazileth (SLAAPS) did hit the nail on the head. It would be nicer to have assigned a small committee to see people off at the hotel and to say goodbye. We would have left with a warmer feeling. I was missing this action too.

**Lucy Shih Dunn, CASAP, China**

Dear MOK and Cheryl, Greetings from Beijing. This is a short note to thank for your hospitality extended to us during the past week when we stayed in Karachi for the ASA Congress. It is beyond our expectations to have everything so beautifully done. You and your good team deserve a big applause from all attendees. I believe those ASA friends who are not with us in this Congress will certainly feel regret for not being with us.

**Fauzia Begum, PSWA, Bangladesh**

Thank you so much for the hospitality in Karachi. It was really a memorable and enjoyable time we have passed through.

**Yvonne Alphonso, IASAP, India**

Dear MOK, Cheryl and the entire team, Just to let you know that the Indian delegation who did the post congress tour to Lahore have now returned home safe, sound and satisfied. Heartiest congratulations on successfully hosting the 22<sup>nd</sup> ASA Congress in Karachi; everything done to perfection. You have already been receiving 'Thank you' messages from some of our members. Now, on behalf of the entire Indian Delegation I sincerely thank you all for the kind courtesies extended to us. Please convey the same to each and every member on your team.

**Christobel Silva, SLAAPS, Sri Lanka**

Yes indeed it was a well organized congress – thanks to the members of DSSP who contributed to make the event a success.

There is one point that I should emphasise and I am sure everybody will agree with me; in future the host country should remember to limit the workshop only for half day so that we will have ample time for shopping..... Ha ha.....

**Shireen Naqvi, Speaker**

Dear Sunnu, You must be relaxed now that the event is done and over. It sure was an amazing conference with so many diverse people and such intense learning opportunities. I was thrilled to be part of it and thank you for having me.

**DSSP Members****Severine Fernandes**

Thanks for the wonderful 22nd ASA Congress and to all Committee members for working day in and day out to make this congress a success. Three cheers for the Organizing Committee Hip Hip Hurray

**Sandra Mendonca**

Dear Havovi passed away in November 2011. Why was she not remembered???? (Congress Souvenir – ASA Remembers)

**Jennifer Pereira**

Hi MOK, I attended only two days of the congress but I could see how much work you and the entire committee put in and you all must be so very tired to have the next function so soon. However I hope to come. How I wish I could have attended the entire congress. Had it not been for my back I certainly would have done so. Congratulations to you and the entire committee for all the hard work and lovely time.

**Extracts from Arnawaz Billia's note to Emigrant DSSP members**

Let me assure you ladies that this time I certainly missed you all at our Congress. Even though some of the ASA Member countries didn't attend, the Congress sure was a thundering success... This time around we also got a contingent from Papua New Guinea (islands situated north of Australia). Delegates poured in from India, Bangladesh, Sri Lanka, China, Philippines, Brunei and Thailand. There were four MEN as well, three from Bangladesh and one from China.

Of course, yours truly was requested by MOK to join the LOGISTICS committee...and I did...history repeated itself as I was in the Logistics committee in the Congress of 1990. It was such a pleasure to see the arriving delegates from each country, who had huge smiles on their faces, when they knew that someone had come to welcome them from the DSSP!

Saturday, Sept 13...was the opening night near Avari Towers Swimming Pool area (1990 congress opening night was also held at the same place)...there was a Fire Dance and a special troupe performed folk dances of Pakistan, enjoyed by all the delegates...cameras and mobile phones flashing away to capture the memories of this gala night.

Sunday, Sept 14, 2014....2 pm to 10 pm....was the city tour.... This time around.....everyone had to don a Kaftan specially made of black material and motif in red...made to order from Behbud outlets.

Monday, Sept 15...whole day we had various speakers. In the afternoon, from 4 pm to 6 pm we had the ASA Bazar held in the Cinnamon Lounge of Avari Towers...yet, once again the ladies got carried away by buying from the stalls set up by each country. Small place it sure was but fun it certainly was!! Then we all went to Port Grand for dinner. Six coasters brimmed over with foreign and local delegates...

ASA RUBY ANNIVERSARY - Tuesday, Sept 16... we had yet another set of speakers for the full day. Then we all went to Beach Luxury Hotel for dinner which was in the lush lawns...special Street Food items were freshly served...all enjoyed the channa chaat, bun kebabs and pani puree...along with haleem, pakoras, fried fish and purees...fresh salted and sweet lassies were also slurped up by one and all...we had some local dhol wallas who were accompanied by a few transvestites as well!! Some of them enjoyed boat rides, etc. and it came to a close by colourful fireworks. Since it was ASA's ruby anniversary...all the participants received a red bag containing three slotted pouches and a set of colourful bangles....

Wednesday, Sept 17...last day....distribution of certificates, handing over the gavel to the country hosting the next congress in 2016 (Manila, Philippines,).... once again the closing session commenced around 7.30 pm...after dinner in the foyer next to Khorshed Mahal, dancing session started...and finally around 11 pm all ended...

DSSP is planning to have all the photographs/videos placed on Facebook. One of the speakers...had somehow managed to lay his hand on an old picture (1978)...it was of the DSSP committee...quite a few familiar faces were recognized...MOK, Mahrookh Bamjee, Piroja Engineer and a few others as well.

Indians had a grand time...their contingent also visited Lahore and were full of praises. That's it for the saga...

**Note from Editor:** *On behalf of the President, Organising Chairperson and Committee, thank you for taking the time to express your thoughts. It makes all the work put into this event worthwhile. For any slip-ups/errors at the Congress, our apologies! They should not have occurred! We live and learn. The core of this Congress was to learn and take back something to implement. We've all learnt something!*