



Designated Area Trade Association (DATA) Group Guidelines & Suggestions for Success

Establishing a Local DATA Group

Members of ICPA can form local Designated Area Trade Association (DATA) groups. ICPA encourages the creation and development of DATA groups as a means of advancing its mission, expanding membership benefits and increasing membership.

The following guide provides information on the process of forming local DATA groups.

Why establish a Local DATA Group?

The International Compliance Professionals Association is an effective global not for profit organization which delivers a wide range of benefits to its members. Local DATA groups serve as a venue for members to network, exchange views/ideas, discuss localized trade compliance issues, and attend continuing education meetings and social activities. Local groups can regularly interact in a local community to provide programs or activities that directly impact the local trade community.

What are the requirements in establishing a DATA group?

1. Must be run by a regular ICPA member or a service provider with a regular member partner.
2. Must be open to members and non-members alike
3. Must actively encourage ICPA membership

What You Need To Get Started

Starting a local DATA group is not a difficult process, but most importantly, it is a process which requires commitment! It requires trade compliance professionals who agree with the ICPA's mission and wish to take an active role accomplishing the mission. Without this commitment an effective DATA group cannot exist.

Steps in getting started

Contact the ICPA Data group committee (datagroup@icpa.com) and inform them that you are interested in forming and chairing a local DATA group of ICPA.

In the request, please provide:

- Name
- Company Name
- Address
- Cell Number



- ICPA Membership Status
- Confirmation of understanding of the local DATA group requirements
- Intended coverage area of DATA group

ICPA will provide a list of ICPA members in your community or metropolitan area who have authorized ICPA to publish their information.

Identify two or three people who share your enthusiasm and goals to assist you in the creation of the local DATA group. Contact local ICPA members either by telephone or email. ICPA recommends that you first identify individuals or members you already know. Contact them and ask them to participate in the formation of the new local DATA group.

A local DATA group is not designed to make money, but funds are available on a limited basis to encourage the development of a local DATA group.

What to Do, Once You Are Started

- Identify a date and location for your meetings. ICPA encourages local DATA groups to work with local universities and/or community colleges to host the venue for meetings. These facilities are eager to host and cater professional meetings especially if the universities / community colleges offer degree programs in International Business, Logistics or Supply Chain, etc. Possible other locations can be conference rooms of any of the local members, local restaurants, libraries, or a local service provider.
- While ICPA will make limited funds available, ICPA encourages DATA groups to secure sponsorships / funding for refreshments, etc. from service providers.
- Invite everyone who may be interested. Include current members of ICPA and potential members.
- At the meeting be prepared to:
 - Discuss the organization's mission and goals
 - Develop a schedule of events
 - Refer potential new members to the ICPA website
 - Generate enthusiasm for the new local DATA group
- Provide the ICPA DATA committee with a schedule of events so ICPA can place announcements on its website.



- Provide the ICPA DATA committee with any reference materials so that these can be placed on the ICPA website so other members can benefit.

ICPA DATA groups are created to bring people together in an area where no local group or association already exists. ICPA DATA groups will not compete with other local trade organizations (such as broker associations, industry specific groups, and local trade councils). DATA group members are encouraged to be widely involved in the trade community.

Benefits of chairing a successful DATA group

ICPA recognizes that chairing a successful DATA group can take a significant amount of effort and time. As a token of our appreciation, ICPA will reward successful DATA group chairs with a free annual spring conference registration pass.

ICPA DATA group leaders must provide the ICPA DATA committee with supporting documentation outlining meetings, events, dates / locations and attendance records to validate initiate growth of the local DATA group.