



**IMC**

**Final Minutes**

**Tuesday 19 July 2016 12:00 GMT**

**Teleconference / Hospital Room, GS1, London, UK**

<b>Present:</b>	<b>Name</b>	<b>Initials</b>	<b>Position</b>
<b>Members present in person</b>	Kevin Byrne	KB	Chairman & President Elect
	Paul Brooks	PB	President
	Bernard Auton	BA	IVP & Trustee
	Stephen Rinsler	SR	Hon. Secretary & Trustee
<b>Members present by 'phone</b>	David Pugh	DP	Hon. Treasurer & Trustee
	Jan Steenberg	JS	IVP & Trustee
	Radzak Malek (part)	RM	IVP
	Neville Binning	NB	IVP
	Finbarr Cleary	FC	IVP
	Romesh David	RD	IVP
	Elliot Price	EP	IYP Convenor
<b>In attendance:</b>	Keith Newton	KN	Secretary General
	Jon Harris	JH	Professional Development
<b>In attendance by 'phone</b>	Vicky Koo	VK	WiLAT Deputy Convenor
	Kevin Richardson	KR	CEO CILT(UK)
	Duncan Snook	DS	Director of Finance
	Harriet Leung	HL	Manager CILT (HK)
	Ceri Williams	CW	Communication/Administration
<b>Apologies:</b>	Gilles Legault, Ibrahim Jibril, Rupert Nichols, Sunny Ho, Aisha Ali Ibrahim, Umaru Usman, Monique Kack-North		

	<b>Item</b>	<b>Action</b>
<b>1.0</b>	<b>Welcome</b> KB welcomed members to the meeting	
<b>2.0</b>	<b>Minutes of Meeting on 11 May 2016</b> The meeting agreed with KB's proposal that the minutes of the meeting on 11 May 2016 be passed as an accurate representation of the meeting and be approved for posting on the website.	
<b>2.1</b>	<b>Matters arising</b> Item 4.3: The China Conference date is now 31 October 2016	
<b>3.0</b>	<b>Strategy &amp; Finance</b>	
<b>3.1</b>	<b>Marketing &amp; Brand Guidelines – Update</b> KN reported on recent marketing activities.	
3.1.1	The Brand Guidelines are being updated with greater detail and direction for country and international use and we are creating artwork templates of Brand assets for sharing on the new Document Management System	
3.1.2	Some countries still need to review their websites and implement the iframe device so members can navigate easily between sites.	

3.1.3	PB reinforced the importance of iframe usage and asked IVPs to ensure compliance within their regions KB emphasized the need for all countries to adopt and implement the revised guidelines once released. IVPs are asked to pass this message on to countries in their regions	IVPs IVPs
3.1.4	The meeting discussed the importance of social media to encouraging engagement with the CILT Brand	
<b>3.2</b>	<b>Vision, Mission, Values &amp; Strategy</b> KN reported on recent developments in our vision & strategy work and highlighted the need to review the vision and mission statements of the Institute. PB is leading the project and will work with individual members over the next 6 months to develop this work	PB
<b>3.3</b>	<b>Quarter 2 Finances</b> KN outlined the current financial status for the information of IMC members	
3.3.1	Finances are largely on track against budget to the end of May 2016	
3.3.2	Education income at the end of May is slightly behind budget but a receipt in early June takes us ahead of budget	
3.3.3	DP is to meet with KN in Corby in the near future to discuss financial performance	DP/KN
3.3.4	SR queried the situation on fees. DS confirmed that outstanding fees are being chased and asked members to be aware that services supplied by UK, Hong Kong and Ireland are offset against fees due	
<b>4.0</b>	<b>Conferences &amp; Conventions</b>	
<b>4.1</b>	<b>3<sup>rd</sup> China International Conference</b> KN updated the meeting on the latest planning for the China conference on 31 October 2016. There will also be a Welcome Dinner on 30 October and visits arranged on 1 November	
4.1.1	FC confirmed that a press conference had already taken place in China promoting the event	
4.1.2	KN reported that there will be 4 international speakers.	
4.1.3	KN confirmed that CILT China have committed to support a delegate from each CILT country. 38 nominations from 24 countries have been received to date. KN will respond to all countries following consultation with China and asks members not to commit prior to confirmation of individual offers.	KN
4.1.4	KN is in discussion with China on how to attract international delegates to the event	KN
<b>4.2</b>	<b>International Convention 2016</b> GL sent his apologies. A report will be available at a later date	GL
4.2.1	PB thanked GL and the team in N America for organising a fantastic international event	
<b>4.3</b>	<b>International Convention 2017 (11 – 14 June 2017)</b> KN reported that planning meetings are due to commence in October	
<b>4.4</b>	<b>Africa Forum 2017 (March 2017)</b> KN reported following recent discussion with UU.	
4.4.1	2 countries plan to bid: S Africa (who would need funding assistance) and Malawi. Africa Forum will inform IMC of their decision	UU
<b>4.5</b>	<b>Future Conventions</b>	
4.5.1	The bid process is underway for International Convention 2018. The closing date for bids is 30 September 2016	
4.5.2	KN confirmed that Convention 2019 will be in UK for the Centenary Anniversary of the Institute	

<b>5.0</b>	<b>Committee Reports</b>	
<b>5.1</b>	<b>IESC</b>	
5.1.1	An update report was circulated and JS informed members that there will be a pricing model recommendation for the next IMC.	
5.1.2	JH reported that priority areas had been summarised in the report circulated. A new dashboard to monitor business and income performance will be presented at the next IMC. A key figure is revenue per student which we need to work on increasing. We also need to improve on the proportion of approved suppliers actively registering students (currently 47 / 63 approved suppliers)	
5.1.3	PB stated that he will be attending a meeting with the Omani embassy and government this week and said that this training initiative approach with the government should be used as a model moving forwards	
5.1.4	JH reported on the launch of the Global Training Directory and asked for IMC help in encouraging countries to provide information on courses available and to upgrade their websites to provide a landing page for courses. IVPs to progress and consult JH/KN for any further information required	IVPs
5.1.5	FC asked whether CILT International received revenue from all courses offered through the Global Training Directory. JS confirmed that in some situations there is no international income. A discussion around a core international offering is in progress and IAC are to consider the issue.	IAC
5.1.6	SR enquired about the delay on priorities highlighted in red. JH replied that there is a resource issue centrally in developing a common standard on how products are taken to market	
<b>5.2</b>	<b>IMSC</b> IMSC have not met since International Convention	
<b>5.3</b>	<b>Global Growth Task Force</b> PB confirmed that a meeting is scheduled for Tuesday 9 August 2016	
<b>6.0</b>	<b>Territorial Organisations and International Branches</b>	
<b>6.1</b>	<b>Africa (UU)</b> No report. UU sent apologies	
<b>6.2</b>	<b>Nigeria (IJ)</b> IJ sent apologies. Report circulated	
<b>6.3</b>	<b>SE Asia (RM)</b> RM enquired about Trustee feedback on the regional MOU which is scheduled for signing at Malaysia Convocation following discussion with the countries in the regional forum. SR responded that the MOU raised a number of issues regarding relationships within CILT which need to be discussed with RN (Hon. Solicitor). SR will feedback as soon as possible after that meeting	SR
<b>6.4</b>	<b>E Asia (SH)</b> No report. SH sent apologies	
<b>6.5</b>	<b>S Asia (RD)</b>	
6.5.1	RD reported on a new council in Sri Lanka with priorities of membership growth, increasing numbers of accredited providers and education	
6.5.2	Concern over standards as highlighted in delegation meeting is to be addressed.	
6.5.3	Sri Lanka have held a recent successful Research Symposium	
6.5.4	KN reported that the Trustees have requested formal business plans from India and Pakistan. RD to liaise with KN regarding support	RD/KN

<b>6.6</b>	<b>Europe &amp; Middle East (BA, FC)</b>	
6.6.1	FC reported on a new CEO in Ireland and a successful AGM. Ireland are working on new website and also on a branch governance document which may be useful to other branches	
6.6.2	BA reported on a recent presentation to CILT UK which highlighted low levels of awareness of international activity from the UK board. BA/JS plan to encourage UK/International relationships supported by KR.	BA/JS/ KR
<b>6.7</b>	<b>Australasia (NB)</b>	
6.7.1	NB reported that PB will be visiting the region in late November when there is an opportunity to be guest at the national awards in Melbourne. This would be an opportunity to talk to both individual members and corporates	
6.7.2	NB plans to follow up on Trans Pacific partnership discussions delayed by the Federal elections.	NB
6.7.3	NB will follow up on interest from the Philippines	NB
<b>6.8</b>	<b>Americas (GL)</b>	
	GL sent apologies. Report to follow	GL
<b>7.0</b>	<b>Key Developing Groups</b>	
<b>7.1</b>	<b>WiLAT</b>	
	A report has been circulated. VK reported on highlights: <ul style="list-style-type: none"> <li>- June Founders Day celebrated by WiLAT groups globally</li> <li>- Launch of WiLAT China planned for the China Conference</li> </ul>	
<b>7.2</b>	<b>YP</b>	
7.2.1	EP reported a lack of YP activity YP attendance was disappointing in Montreal but big plans are in progress for Convention in Macao where Stephen Chan is already working with the local YP team. VK reported that affordable accommodation will be available for YPs in Macao	
7.2.2	EP reported on time and involvement issues from members of the International YP team and asked for IVPs to forward contacts details of local active YPs	IVPs
7.2.3	EP believes the future lies in generating social media content to encourage YP involvement and is considering post sponsorship on Facebook	
7.2.4	JH suggested using the CPD toolkit to encourage YP involvement and also offered a time commitment from Sandy Moller to support YP development internationally. JH/EP to discuss further	JH/EP
7.2.5	PB thanked JH for his offer and asked for IMC support for the YP community. He suggested that every country should nominate 2 YPs for attendance in Macao and then consider funding resource once the commitment has been made	
7.2.6	PB suggested using the CILT Member Forum to initiate discussion about encouraging YP involvement and will start the conversation	PB
7.2.7	SR recommended that more countries run Young Achiever competitions feeding into the International Young Achiever of the Year as a device to encourage YP groups and convention	
7.2.8	EP reported on YP Excellence Awards in Queensland this year reaching out to non CILT members in the industry. There is potential to share this model internationally VK spoke of a Hong Kong initiative support YPs in applying university theory to the real world. Industry speakers participate and share real world experience. VK is happy to share information on programme	
7.2.9	KR reported that UK are looking at a programme to encourage international students to engage whilst studying in UK and the meeting agreed that engagement of overseas students as a model would apply to many of our countries	
7.2.10	KB reminded members that the future of the Institute is with YPs	

7.2.11	KN informed the meeting that NB had agreed to act as support on YPs. KN, NB, EP to discuss and liaise with CW on marketing issues	KN/NB /EP
<b>7.3</b>	<b>Senior Network Group</b>	
7.3.1	KN reported that a paper has been circulated on the Senior Members Network The CILT Members Forum has been launched as a test prior to the launch of the Senior Members Forum but there are no active users to date. Contributors are required from around the globe and IMC support is requested	ALL
7.3.2	IMC members are asked to sign up to the Member Forum and share their ideas on encouraging YP growth	
7.3.3	KN reminded members that the Member Forum could be accessed from the bottom of the Homepage on the CILT website	
<b>8.0</b>	<b>Any Other Business</b>	
8.1	EP reported on confusion on Facebook where it is difficult for online audiences to distinguish between CILT pages. CW stated that this is an area we are currently considering with our marketing agency. The new Brand guidelines will contain recommendations on social media banners and guidelines on the implementation of local CILT and special membership group pages to try and manage the situation KN reported that this is the same issue we are trying to resolve for website audiences through use of the iframe and repeated the request for all countries to implement the device immediately	
8.2	PB reported that his recent South Africa visit had highlighted potential to grow individual and corporate membership. There are good opportunities for education. South Africa presents a good opportunity for us to test branch in a box and sharing of best practice	
8.3	A Recent visit by Mauritius Port Authority, supported by a senior CILT council Member, to UK used global connectivity to support a training centre within the port. This is model we should be sharing	
8.4	BA discussed the merging of IOM with CILT UK providing an opportunity to link supply chain professionals into the institute	
8.5	JH reported that he is currently in discussion with the CPD Standards Authority	
8.6	KN reported on progress with potential new branches in Philippines, Vietnam, the Gambia and Cameroon.	
8.7	FC hopes to have news on CILT Ethiopia shortly	
8.8	KB thanked attendees for their contributions and closed the meeting at 13:35	
<b>9.0</b>	<b>Dates of Next Meetings</b>	
	Teleconference / GS1 London Tuesday 20 September 2016 12 noon BST / 11:00 GMT	