



International Management Committee

Meeting Minutes

Wednesday 4 June 2014; 11:00 – 13:00 local time

MITC, Melaka

Present:	Name	Initials	Position
	Paul Brooks	PB	Chairman & President Elect
	Dorothy Chan	DC	President
	Steve Rinsler	SR	Honorary Secretary
	Kevin Byrne	KB	IVP
	Emurwon Olupot	EO	IVP
	Jan Steenberg	JS	Trustee & IVP
	Robin Dunlop	RD	IVP
	Radzak Malek	RM	IVP
	Becky Loo	BL	IVP
	Amal Kumarage	AK	IVP
	Andrew Stewart	AS	CEO, Australia
	Keith Newton	KN	Secretary General
	Jon Harris	JH	IPDC
Apologies: Steve Agg, Stephen Chan, Aisha Al Ibrahim			

Draft Minutes:

	Item	Action
1.0	Welcome Paul Brooks welcomed members to the meeting	
2.0	Minutes of Meeting on Wednesday 2 April 2014 The minutes were passed as an accurate record of the meeting	
3.0 3.1	Matters Arising Item 3.2.2 still outstanding - KN confirmed that SA would be formally responding on the issue of a move onto UK systems (capability and time scales) although this will not be achieved by end of 2014. PB / JS had met Steve Agg and Neil Ashworth to further drive action. Defined need in most countries for system capability but finances are lacking. Australia offering a simpler web based membership capability. PB/JS to request a UK proposal by end of July from UK AS to put forward a proposal based on Australia system	PB/JS AS

4.0	2 Year Plan progress & 5 Year Strategy Framework	
4.1	2 year plan document not reviewed in detail but 2 items not on track are systems as discussed and Convention 2015	
4.2	Strategy notes from 4 breakouts to be written up and reviewed Regional proposal to be refined and re-issued as draft in next 4 weeks ahead of an IVP call in July DC & BL requested this should take into account the split of regions and committee accountabilities & the join up between committees as discussed in BL's break out group.	KN KN /PB
4.3	Discussion on term of office of YP and WiLAT – agreed should be 3 years and should recommend that as part of the strategy output.	
4.4	Discussion on support service committee with a scope of our offering in terms of training services, our marketing, our processes and our capabilities. AK requested need to ensure CPD / e learning elements were properly covered by this committee or by IESC. Agree in principle that we should look to resource this committee using territory resource. JS / AS to assist in taking further	JS / AS
5.0	Committee Reports	
	IAC	
5.1	Education debts have been successfully raised with all attending countries via delegation & informal meetings and commitments made. Review outcomes and finances in September meeting	
5.1.1		
5.1.2	Will progress country fees increase through September IAC & COT	KN
5.2	IESC	
5.2.1	IESC workshop agreed to leave 4 current education offerings as are with no gaps that need to be filled between them as the basic CILT offering	
5.2.2	KB underlined that projected income was dependant on 1500 students in 2014 – current figure YTD was 800 registered.	
5.2.3	Price freeze to end and 2015 proposal to be prepared for September IMC / COT	JH / KB
5.2.4	Requirement for providers to give pricing information in new MOU that will meet the needs of the Aspire applications – all providers to sign and agree in next 3 months	JH
5.2.5	Convention discussion in IMSC identified further need for link with IESC on membership standards and link to qualifications.	BL / KB
5.2.6	AK raised the need to look at wider education offering across territories and International & identify gaps – pick up in IESC	KB / JH
5.3	IMSC	
5.3.1	BL reported progress in convention meeting and wide comments received. IMSC to now review & also link to IESC on education qualifications.	BL
6.0	Key Developing Groups	
6.1	YP's RD gave update of the review at convention with the committee & the convenor plus input from Sri Lanka YP Chair, Nishantha Fernando. RD has encouraged the group to look at the wider needs of the YP's outside their convention agenda and look to <ul style="list-style-type: none"> • Improve communications to countries via the website • Identify a development project to focus on • Identify a wider role for Sri Lanka 	SC/RD

6.2	RD to communicate to countries who have a YP group WiLAT No update	RD
7.0 7.1	Regional Updates EO reported the need in Africa to for “train the trainer” sessions & the issue of acceptance of our qualifications by countries. Agree this should be covered in IESC	JH/KB
8.0 8.1 8.2 8.3	Status of Convention 2015 Munich proposal looks dead because of prohibitive cost of accommodation and flights Need to look at alternatives picking up the themes from the convention breakout In next two weeks AS / JS / PB to review a potential tender portfolio model with view to using a contracted out model and using territory resource – Hanna Lucas experience in event management was offered by AS	AS/PB/JS
9.0 9.1	Any other Business No other business	
10:00	Next Meetings The next meeting will be held on Wednesday 3 September 2014 in Corby, UK with teleconference	
	The meeting closed at 1245hrs local time	