



Draft Minutes International Management Committee

Thursday 3 May 2018; 12:00 BST
Transaid, London / Teleconference

Present:	Name	Position	Initials
In person	Radzak Malek	IMC Chair, President Elect	RM
	Kevin Byrne	International President	KB
	Finbarr Cleary	IVP	FC
	Keith Newton	Int. Secretary General	KN
	Alan Jones	Trustee & IVP	AJ
By phone	David Pugh	Hon. Treasurer & Trustee	DP
	Jan Steenberg	IVP & Trustee	JS
	Francis Ehiguese	IVP	FE
	Sunny Ho	IVP	SH
	Neville Binning	IVP	NB
	Romesh David	IVP	RD
	Giles Legault	IVP	GL
	Elliot Price	YP Global Convenor	EP
	Abi Sofian (part)	SG CILT Malaysia	AS
	Andrew Weatherill	Director of Finance	AW
	Vicky Koo	WiLAT Deputy Convenor	VK
Ceri Williams	Int. Communications	CW	

Apologies

Steve Rinsler, Rupert Nichols, Alan Jones, Teete Owusu Nortey, Aisha Ali Ibrahim, Jon Harris, Harriet Leung, Kevin Richardson

No.	Item	Action
1.0	Welcome RM welcomed members to the meeting.	
2.0	Minutes of Meeting on Thursday 15 February 2017	
2.1	Matters Arising:	
2.1.1	GL confirmed that the North America AGM will be held on 12 November 2018 in Ottawa.	
2.1.2	RM to arrange a meeting between himself, FC and NB at Convention to discuss Philippines contacts and progress.	RM/FC /NB
2.1.3	FC queried the wording of item 3.1.8 and reported that CILT Ireland has a difference of opinion about the dates of the decision to withdraw from the International education role. KN reported that this is being handled by the COT.	

- 2.2 The committee agreed the minutes were an accurate representation of the meeting and approved the minutes for posting on the website

3.0 International Convention 2018

- RM welcomed MP to the meeting for the item on Convention 2018.
- 3.1 KN reported that the team in Poland are working hard with 150 – 160 registrations received to date. The Early Bird Offer has now expired. MP hopes that registrations will reach 200 delegates.
- 3.2 KN reported that visa issues are still in progress with some countries, and that letters of invitation are being issued where required. KN stated that countries need to take ownership of the visa process and request assistance where necessary.
- 3.3 KN reported that the programme is in progress. The full programme is available on the event website at <http://cilt2018.cilt.pl/>
- 3.4 KN confirmed that materials are in preparation for a discussion on membership growth following documentation received from 9 countries.
- 3.5 FE to liaise with MP on Nigeria visa issues this week. FE
- 3.6 MP reported that the Amazon visit has been confirmed.
MP left the meeting

4.0 IVP Reports

4.1 South East Asia IVP Report (RM)

- Report Circulated
- 4.1.1 Abi Sofian, Secretary General of CILT Malaysia, reported on recent educational activity.
YP and WilAT groups are active in the region and the new WilAT chairperson is a council member

4.2 Nigeria IVP Report (FE)

- Report circulated
- 4.2.1 FE thanked all delegates who attended the successful Africa Forum.
- 4.2.2 A report on the appointment of the Africa Forum Chairperson is being sent to the Secretary General.
- 4.2.3 A large delegation from Nigeria will be attending Convention.
- 4.2.4 Membership and education strategies are currently being considered in Nigeria

4.3 Africa IVP Report (TON)

No report submitted.

4.4 Americas IVP Report (GL)

- Report circulated
- 4.4.1 A special meeting of the board was held on 9 March to discuss the N America governance structure. The primary focus will be on developing a structure to most effectively support membership growth

- 4.5 Australasia IVP Report (NB)**
Report circulated.
- 4.5.1 NB reported on progress in Australia with WiLAT and YP membership growth and an increase in energy and activity.
- 4.5.2 Inroads are being made on corporate sponsorship.
- 4.6 South Asia (RD)**
Report circulated.
- 4.6.1 RD reported a new council in Sri Lanka and a focus on education and membership.
- 4.6.2 JH is scheduled to visit and hold train the trainer courses later this year
- 4.7 East Asia (SH)**
No report submitted.
- 4.8 Europe & Middle East (AJ/FC)**
No report circulated
- 4.9 WiLAT Report**
Report circulated in pre read documentation.
- 4.9.1 VK reported many WiLAT events and activities over the past couple of months
Members are asked to forward any questions to VK/AA. All
- 4.9.2 WiLAT will be meeting in Poland to discuss adopting the WiLAT operational guidelines
- 4.10 YP Report**
No report circulated
- 4.10.1 EP updated the meeting on Convention activity: A strategic development session will be held for YP leaders on Saturday. All members interested in growing YP groups in their regions are welcome to attend. The Sunday morning session is for sharing ideas and best practice from delegates in all regions, with a session in the afternoon considering the use of technology to host YP events. On Monday Jo Brosnahan will run a session on leadership and personal development. Jo and Jon Harris will be both be available throughout the conference for advice on career progression and professional development.
- 4.10.2 11 YPs are currently confirmed and Elliot is expecting more than 20 delegates.
- 4.10.3 EP reported on recent YP events for the international audience. There is a proposal from the RA for S Asia for a 2 part competition for YPs to be developed internationally following a regional trial. And, a recent live streamed event in UK was shared internationally.
- 4.10.4 EP reported that there is a strong and active leadership group in Africa who are making concrete progress.

5.0 Conferences and Conventions

5.1 2019 International Convention

- AW reported that the UK team has started work on Convention 2019 and information will follow shortly.
- 5.1.1 Provisional dates are 14-16 June 2019 in Manchester

5.1.2	RM requested that members celebrate the Centenary year separately within their countries as well as collectively at International Convention next year.	All
5.1.3	September's IMC meeting will further discuss co-ordination of ideas and activities internationally	
5.2	Africa Forum 2019 KN reported an excellent Forum this year with large delegate numbers. Next year's event will be hosted by Tanzania in Zanzibar	
5.3	Kazakhstan Conference KN reported that China yesterday agreed to work in partnership with Kazakhstan. The event is targeted at delegates from China and Kazakhstan but all international members are welcome to attend, especially those with an interest in Belt and Road.	
5.3.1	We are hoping for government involvement in both countries.	
5.3.2	There is also potential for a UK governmental delegation following a meeting of the Kazakhstan Ambassador to UK with the ex Prime Minister, David Cameron, yesterday.	
5.4	China Conference Date and venue to be confirmed shortly and an announcement will be made in Wroclaw next month.	
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6.0	Strategy & Finance	
6.1	IESC Report JS reported that we are slightly behind plan but this is not unusual at the end of Q1.	
6.1.1	A review of education strategy is underway and a draft will be circulated for comment prior to presentation in September	
6.1.2	JH has circulated a survey on e learning. Members are asked to encourage responses.	All
6.1.3	A supplier on e learning opportunities will be present at Convention	
6.1.4	There has been much discussion around KKAs and support materials will be ready at Convention	
6.1.5	IESC encourage greater participation from all countries on IESC conference calls. IVPs to liaise with countries in their regions to emphasize the importance of participation	IVPs
6.2	WiLAT Operations Guidelines and Forum Protocol Document	
6.2.1	KN updated the meeting that the Forum Protocol Document is now an approved trustee guideline document.	
6.2.2	WiLAT and YP groups are recognised as forums within the document. It is important that all countries read the document as it is already apparent that some countries are not complying. IVPs to reinforce reading and compliance with document within countries.	IVPs
6.2.3	A further WiLAT operations guideline document is being considered and will be further discussed at Convention before returning to IMC in Sept.	

- 6.2.4 VK to respond to KN on version 3.0 draft which has been circulated to all WilAT chairs for comment. VK
- 6.2.5 RD suggested that IMC review the document at Convention. KN
- 6.2.6 RM asked that national councils consider sponsoring a WilAT delegate at International Convention All
- 6.3 International Accounts 2018**
KN reported that accounts had been circulated to the end of Q1 –we are currently on budget for income and expenditure
- 6.4 Membership Returns**
KN circulated membership figures as submitted in 2017 Annual Statements. These figures relate to membership as of 30 June 2017.
- 6.4.1 KN drew attention to a picture of decline with the exception of Nigeria, Sri Lanka and Malaysia who are showing strong growth. As an Institute reversing this downward trend needs to be a focus for our future planning. At Convention 2017 we asked how, as a body we encourage younger and female professionals and corporate bodies. Current membership figures do not reflect development in these areas.
- 6.4.2 KB reinforced that as an institute after 100 years we are in decline. This must be a primary focus at Convention and YPs have to be involved in the discussions.

7.0 Any Other Business

- 7.1 AJ informed the IMC that the Spurrier award nomination has been agreed in favour of Cyprian Moses. The payment of the award will be split into 2 parts. The Trustees will be asked for formal approval at their 17th May meeting.
- 7.2 SH reports that CILT HK will celebrate its 50th anniversary this year and welcomes all members to join the conference on 18 – 20 October. Hong Kong are calling for academic and industry papers and ask countries to share the request.
- 7.3 RD asked whether the byelaws provide for a code of conduct. KN
KN to refer to SR and respond. RD stated that the 2010 amendment refers to a professional code of conduct in s 22 and suggested that any code should be international for consistent application

8.0 Date of Next Meetings:

- Saturday 2 June 2018; afternoon; Wroclaw
- Thursday 6 September 2018; 12:BST; 11:00 GMT; Transaid, London / Teleconference