



International Management Committee

Meeting Minutes

Monday 20 January 2014; 12:00 – 14:00 GMT

Corby, UK and Teleconference

Present:	Name	Initials	Position
	Stephen Rinsler	SR	Honorary Secretary
	Kevin Byrne (part)	KB	IVP
Present by phone:	Paul Brooks	PB	Chairman
	Dorothy Chan	DC	President
	Jan Steenberg	JS	Trustee & IVP
	Aisha Ali Ibrahim	AA	WiLAT Convenor
	Saliya Senanayake	SS	IVP
	Radzak Malek	RM	IVP
	Stephen Chan	SC	YP Convenor
In attendance:	Keith Newton	KN	Secretary General
	Duncan Snook	DS	Director of Finance in UK
	Steve Agg	SA	CEO in UK
	Ceri Williams	CW	Secretariat
In attendance by phone:	Azlan Jalil	AJ	SG in Malaysia
	Harriet Leung	HL	Manager in Hong Kong
	Sharifah Salwa Abu Bakar	SAB	CILT Malaysia
	Jon Harris (part)	JH	Secretariat
Apologies:	Rupert Nichols, Graham Harrison, Emurwon Olupot, Becky Loo, Robin Dunlop, David Collette, Richard Ebbage, Andrew Stewart		

	Item	Action
1.0	Welcome Paul Brooks welcomed members to the meeting	
2.0	Minutes of Meeting on Thursday 12 December 2014 The minutes were passed as an accurate record of the meeting	
2.1	Any confidential matters / sensitive issues of regional concern are to be removed from the minutes prior to publication on the International website	KN/PB
2.2	Item 2.1 is carried over: KN/RD to discuss Andrew Stewart's East Asia proposal	KN/RD

3.0	Review of 2 Year Plan Progress KN presented the first draft of Plan on a Page 2014. This is initially a live document for discussion which will then be fixed and circulated.	
3.1	All members to review draft plan and feedback comments to KN	All
3.2	IVPs will be the driver for Growth with Trustees taking the lead on Governance and the Secretariat driving Capability	
3.3	KN reported that this is an ambitious programme and that discussion on delivery will be required	
3.3.1	SA queried whether we are trying to do too much especially as individual countries will also have their own objectives to deliver. Would focus areas be more productive if other objectives dropped in priority?	
3.3.2	PB confirmed that this is framework document and that action plans and priorities will need to be agreed in conjunction with territories	
3.4	SR endorsed the positive role for IVPs and recognised the need for longer term discussions on engaging IVPS in achieving these objectives	
3.5	PB reported that once the structure is agreed the next stage is to identify objectives, priorities and measures of success	
3.5.1	KN confirmed that a tracking plan would document progress against actions	
3.6	KN presented the draft budget which has had secretariat and GKH input. A number of errors on the figures are to be corrected	
3.6.1	The final budget will be taken to IAC on 11 February 2014 for sign off	
3.6.2	All members to phone / e-mail comments to KN prior to IAC	All
3.6.3	IMC approved passing of budget to IAC for audit approval, subject to any comments received	
3.6.4	DS to advise on visibility of VAT line prior to circulation	DS/KN
4.0	5 Year Strategy Framework	
4.1	PB/KN will agree and circulate a paper in week 1 February	PB/KN
4.2	All members to review paper and feedback by end of February	All
4.3	The agenda will move forwards from start of Q2	
4.4	All members to feedback any issues on the last paper circulated to KN/PB immediately	All
5.0	Conventions and Meetings	
5.1	Status of Convention 2014 The next meeting of the Convention Planning team is to be held on Tuesday 21 January	
	RM/AJ updated members on progress to date	
5.1.1	Although live, the website is still work in progress. All members to view site (http://cilt-m.com.my/event/#/) and feedback their comments to Azlan (azlan@bridarm.com.my)	All
5.1.2	Malaysian team are currently considering marketing and sponsorship, including the possibility of sponsorship from corporate members / local groups	
5.1.3	RM/AJ are meeting with government departments and the Governor of Malacca, who will be Guest of Honour at the opening ceremony	
5.1.4	Malaysia are setting up a committee to organise awards for the opening ceremony	
5.1.5	Team are considering airport transfers without cost to delegates	
5.1.6	Negotiations on airline deals for delegates are still in progress	

5.1.7	YPs and WiLAT are to be given discounted registration, and early bird booking incentives are in place	KN/DC	
5.1.8	The main hotel has been secured and negotiations are in place for a lower cost accommodation option		
5.1.9	KN confirmed that the detail will be covered in the meeting on 21 January, especially on marketing and pricing, and reinforced that the pricing is favourable in comparison with last year's costs		
5.1.10	KN confirmed that the schedule as circulated is now fixed although there may be some fine tuning of timings		
5.1.11	AJ requested a letter of reference from HRH The Princess Royal. SA advised that although she does not provide such references it would be acceptable to quote her comments from The Fellows lunch. KN suggested that DC could provide a welcome article		
5.2	Status of Convention 2015 Status remains unchanged		
5.2.1	KN will further discussions in India and Dubai / Bahrain next week		KN/PB
5.2.2	Discussions will be held during N America visit this week		KN/PB
5.2.3	An update will be provided mid-February		KN
5.3	Status of Africa Forum 2014 This year's forum will be hosted in Ghana from 3 – 6 March 2014		
5.3.1	KN reported that organisation appears to be good and that delegate packs and details had been issued		KN
5.3.2	KN and JH will be attending and PB is hoping to represent DC		
5.3.3	KN will feedback on IVP funding obligations after the event		
6.0	Committee Reports	GKH All KN/PB	
6.1	IAC The last meeting was held on 12 December 2013 and the next meeting is 11 February 2014		
6.1.1	GKH is preparing to run a risk management session for IB/TOs at convention		
6.1.2	KN welcomed DS to the meeting as new Financial Director for CILT in UK. DS will join the IAC on 11 February		
6.2	IESC An IESC report was circulated		
6.2.1	KB confirmed that Ireland service improvement and the student database are on track for a February launch, alongside the new Training Providers guidance. Africa Forum is an ideal opportunity to present and a help desk and education surgeries will be run		
6.2.2	The diploma has taken second priority and will now soft launch in April / May with a formal launch in Malaysia in June		
6.2.3	KB requested that local branches, assisted by IVPs, help promote courses to assist in achieving our break even target of 1500 new students and 10 new providers this year		
6.2.4	KN/PB to confirm which IVP/TO will support on applications from the Caribbean, following discussions with SA and BA		
6.2.5	JH outlined offers of student internships, at no cost to CILT, to assist with market research and business case testing. 2 particular offers have been received in relation to growth in India and in the Middle East. PB confirmed IMC		

6.2.6	endorsement of the initiative. KB confirmed draft programme would be in place by convention	KB GKH
6.3	IMSC Last meeting of IMSC was held on 13 January 2014 with next meeting on 11 March 2014	
6.3.1	BL has reported back to IMSC on COT/IMC advice on professional qualifications and chartered membership and the advice has been circulated to all TOs	
6.3.2	IMSC are now working on a menu of standard guidelines for a workshop at convention. Janet Eady (UK) and Harriet Leung (HK) are doing the preparation work on guiding branches in following process and on guiding TOs on membership overall	JE/HL
6.4	GMDT/MIG PB reported that the new brand is still rolling out with the last launch scheduled for 29 May 2014 in Hong Kong	
6.4.1	KN confirmed that launch progress was being tracked	
6.4.2	The next actions this year will focus on webinars and websites with a fuller report at the next meeting	PB
7.0	Territorial Organisations and International Branches	
7.1	KN provided detail on China conference sponsored by CCTA and supported by CILT in Beijing at the end of April. Our commitment is to publicise the event within CILT, provide 3 speakers (DC, PB, FC) and support the event from a distance	
7.2	KN reported the launch of a CILT hot desk at UKIBC in Gurgaon, India on 29 January 2014. Vaibhav Gupta will work 2 days/week, funded by CILT International, for £250/month	
7.2.1	KN, PB, SS will attend the launch event along with various corporate invitees	
7.3	KN advised that the new board in UAE are actively engaged and that discussions with AB about stepping away from the region are ongoing	
7.3.1	KN will discuss a re-launch when visiting UAE next week	
7.3.2	The new board includes many senior Logistics and Transport figures and there are some big long term opportunities. KN highlighted the need to discuss resource for this and other growth regions	
7.4	Meetings will be held next week for further talks on IB status for Bahrain. KN reported that the Polytechnic is controlled by the government and is well placed to provide diversity within the board	KN
7.5	Macao will be given formal IB status in February when KN visits Hong Kong	
7.6	KN stood in for DC at the presentation of an Honorary International Ambassador Award to the Minister of Transport in Tanzania in December. KN reported strong government links and a branch well placed to maximise that benefit, alongside good educational opportunities	KN
7.7	KN reported stretched secretariat resources and identified the need to establish dialogue on how best to accommodate and manage growth	
8.0	Key Developing Groups	
8.1	WiLAT KN reported regular meetings with the next meeting on 21 January 2014 focusing on convention	

8.2	YPs	
8.2.1	SC thanked trustees who had accepted invitations to be YP speakers at convention and confirmed that formal invitations and briefings would follow	SC
8.2.2	SC reported that Tanzania are keen to establish a group and have requested support. SC to inform KN/CW if secretariat support is needed	
8.2.3	SC is working on a YP contacts schedule	
8.3	Aspire	
	SR confirmed a meeting to be held today to discuss Aspire international issues	
8.3.1	SR reported that we need to start considering how the rest of the world can contribute to raising funds for Aspire. The majority of funds are currently generated from UK with international receiving approximately 50% of the benefits	
8.3.2	We need to establish funding before inviting further applications	
8.4	Alumni	
	KN reported that a meeting was held on 9 January 2014 with the next meeting in March	
8.4.1	The group is focusing on the concept rather than a big launch and now has International membership with Teete and KY on board	
9.0	Any other Business	
9.1	AJ to link with Richard Hunt/Alan Waller about encouraging a local alumni group in Malaysia	AJ
10:00	Next Meetings	
	The next meeting will be held on Wednesday 2 April 2014 12:00 – 14:00GMT, in Corby (UK) with teleconference	
	The meeting closed at 13:35	