



**IMC**

**Minutes**

**Tuesday 2 February 2016 11:00 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
	Jan Steenberg	JS	IVP
	Bernard Auton	BA	IVP
<b>Members present by 'phone</b>	Radzak Malek (part)	RM	IVP
	Neville Binning	NB	IVP
	David Collenette	DC	IVP
	Finbarr Cleary	FC	IVP
	Umaru Usman	UU	IVP & Chair Africa Forum
	Monique Kack-North	MKN	Growth Ambassador
	Elliot Price	EP	IYP Convenor
	Aisha Ali Ibrahim (part)	AA	WiLAT Convenor
<b>In attendance:</b>	Keith Newton	KN	Secretary General
	Jon Harris	JH	Professional Development
<b>In attendance by 'phone</b>	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>	Stephen Rinsler, Ibrahim Jibril, David Pugh, Becky Loo, Rupert Nichols		

	<b>Item</b>	<b>Action</b>
<b>1.0</b>	<b>Welcome</b> KB welcomed members to the meeting including new members Finbarr Cleary (IVP Ireland), Monique Kack-North (Growth Ambassador) and Kevin Richardson (CEO CILT in UK)	
<b>2.0</b>	<b>Minutes of Meeting on Tuesday 17 November 2015</b> JS seconded KB's proposal that the minutes of the meeting on Tuesday 17 November 2015 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> SR is making plans for this year's Young Achiever Award and will liaise with EP to ensure a YP representative is involved in the process (Item 2.1)	KN/SR
<b>3.0</b>	<b>Strategy &amp; Finance</b>	
<b>3.1</b>	<b>Draft Budget</b> KN circulated the 2016 draft budget and explained that IMC are responsible for	

<p>3.1.1</p> <p>3.1.2</p> <p>3.1.3</p> <p>3.1.4</p> <p>3.1.5</p> <p>3.1.6</p> <p><b>3.2</b></p> <p>3.2.1</p> <p>3.2.2</p> <p>3.2.3</p> <p>3.2.4</p> <p>3.2.5</p>	<p>agreeing to approve the budget before next week's IAC meeting. There are some figures to complete on income especially but these will be finalised before the IAC. KN described the following headlines:</p> <ul style="list-style-type: none"> <li>- There is an increase on income from annual invoicing due to the second phase of annual fee increases approved in 2014</li> <li>- The education / qualifications line will be discussed later in the meeting under item 5</li> <li>- There is an extraordinary income and expenditure line for International Convention in 2015 as Dubai was organised at an international rather than a branch risk..</li> <li>- Discretionary spend is built in for IVP development, education development expenditure, and website / communications (including branch in a box)</li> <li>- The UK licence fee is expected to be met in 2016 as qualifications are used in their updated versions</li> </ul> <p>KB invited comment on the draft budget:</p> <p>DS noted that an amount was budgeted for TO/IB governance. KN explained that the 2015 allowance had been used for governance issues in Kenya and Uganda</p> <p>KN confirmed that income gaps would be completed by the finance team in time for consideration by IAC on Tuesday 9 February. Final approval of the budget will be made by COT on the same day</p> <p>Members are asked to email any further questions to KN at <a href="mailto:Keith.Newton@ciltinternational.org">Keith.Newton@ciltinternational.org</a></p> <p>KN noted that our challenge is how to maintain the growth in our income</p> <p><b>2 Year Strategy Priorities - draft revision for 2016 / 2017</b></p> <p>PB circulated the 2016 strategy priorities document</p> <p>KN outlined the history of the document which originated with the first Plan on a Page in 2013 and progressed over several International Conventions. In Dubai delegates considered alternative Brand values and reviewed the forward strategic direction. This feedback from International Convention 15 is incorporated in the current slides</p> <p>PB highlighted that since Dubai we have changed the values of energy and unity for inclusivity and dynamism</p> <p>The 2016-17 strategy is now being developed based on the 3 pillars of Growth, Capability and Governance.</p> <p>PB reinforced the need to ensure these developments are well supported and recognised.</p> <p>PB emphasized that all members of the IMC have a responsibility to build and develop within their own role. TO/IBs need to work together for our overall growth and we need to drive regional activity as the key to our growth</p> <p>Further consultation will take place at International convention 2016</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>
<p><b>4.0</b></p> <p><b>4.1</b></p> <p>4.1.1</p> <p>4.1.2</p>	<p><b>Conferences &amp; Conventions</b></p> <p><b>International Convention 2016</b></p> <p>The draft programme and registration forms were circulated. DC reported that the website has been live since December and that there is a good team in place in North America. The superb 4* hotel venue has been secured at competitive rates and an arrangement is in place with Air Canada for discount flights. An exciting 3 day programme is planned with the annual North America Outlook Conference on Day 4</p> <p>The convention theme is <i>Linking North America to the World</i>. A tour to the Port of Montreal (key sponsor) is being arranged. Bob Armstrong is busy securing other sponsorship deals</p> <p>DC requested KR's assistance in securing a good UK attendance</p> <p>KN confirmed that the format would integrate international meetings with Guest</p>	<p>KR</p>

<p>4.1.3</p> <p>4.1.4</p> <p>4.1.5</p> <p>4.1.6</p> <p>4.1.7</p> <p>4.1.8</p> <p>4.1.9</p> <p><b>4.2</b></p> <p><b>4.3</b></p>	<p>Speakers and workshop slots. Sir Peter Hendy has been confirmed as a Guest Speaker. BA is in dialogue regarding other Guest Speakers.</p> <p>KN asked all members to consider how they can encourage participation both at member level and at government official level. IVPs are tasked to publicise and drive registration within their regions</p> <p>KN reported that higher profile delegates already confirmed include a trade delegation from Malaysia and expected corporate delegates from China</p> <p>KB stated that the target was to exceed last year's attendance of over 200 delegates.</p> <p>The Early Bird Discount is available until 15 March 2016</p> <p>UU confirmed that he had invited the Minister of Transport from Nigeria. DC will make arrangements for any government ministers to be well received.</p> <p>DC advised that a number of countries especially in Africa and Asia may find the visa process cumbersome. BA and the N America committee are working on this. Delegates are advised to apply early</p> <p>KN requested that IVPs advise of government officials and other senior level delegates as soon as possible</p> <p><b>International Convention 2017</b> KN confirmed that COT have selected Macao to host International Convention 2017</p> <p><b>Africa Forum</b> The draft programme was circulated UU reported that Africa Forum would be held from 9 – 11 March 2016 at the International InterContinental Hotel in the Bay of Balaclava. The Forum theme is <i>Exploring Africa Hub – Logistics and Transport as Growth Drivers</i>. The forum has government support in Mauritius and Guest of Honour will be the Prime Minister of Mauritius. Delegates are expected from across the Africa region and beyond. For the first time invitations have been issued to high level delegates from Development agencies in Africa and it is hoped that other global bodies from outside the Africa region will also be involved. UU hopes to attract over 200 delegates and requests that all country branches in the region mobilise</p>	<p>IVPs/ ALL</p> <p>DC</p> <p>ALL</p> <p>IVPs</p>
<p><b>5.0</b></p> <p><b>5.1</b></p> <p>5.1.1</p> <p>5.1.2</p> <p>5.1.3</p> <p>5.1.4</p> <p>5.1.5</p>	<p><b>Committee Reports</b></p> <p><b>IESC</b> JS/JH circulated the Education and PD Report &amp; the Education Dashboard JS explained that IESC had made a complete review of 2015 in order to justify the 2016 budget figures. Some key targets have been achieved i.e. almost 3000 active students against a target of 2500; recruiting 20 new Training Providers against a target of 10. However, education delivered through those providers has been at the low end and some of that training was delivered at a discounted rate. Thus revenue has been lower than expected. A comprehensive review has therefore been conducted by area, by provider and by course. As a result of not achieving 2015 budget projections for 2016 are cautious JH raised the following headlines:</p> <p>The 2015 target was for £307,000 in education income. Although turnover was £291,000, only £224,540 was received in the International account in Corby.</p> <p>£32,000 has already been received into the International account for January</p> <p>In looking at individual provider projections, newly accredited providers are proving to be of strong quality.</p> <p>Individual countries are asked to recommend high quality training providers from their regions</p> <p>One of the weaknesses in education last year was post accreditation after care. An aftercare programme is now in place to maintain that initial momentum and energy. PB suggested asking TO/IBs to provide a list of their top training providers qualified</p>	

<p>5.1.6</p> <p>5.1.7</p> <p>5.1.8</p> <p>5.1.9</p> <p><b>5.2</b></p> <p>5.2.1</p> <p>5.2.2</p>	<p>to deliver our qualifications so we can build a portfolio of planned targets KB to action</p> <p>BA enquired about countries where there is a training provider but no branch? JH advised that we proceed with caution and look for the nearest country which can support, for example in the gulf region</p> <p>KB questioned whether education is a reliable income stream on which to base our future actions. Jon Harris confirmed that lessons had been learnt over the past year and key actions were in place to move reliably forward. There are also plenty of opportunities to take up</p> <p>KB enquired about the issue of country recognition for CILT courses. JH responded that a planned approach was in place and where international qualifications were an issue, UK qualifications could be used. One of the tasks for 2016 is to improve the universal recognition of international qualifications</p> <p>PB queried the international accounting process whereby sales are not recognised against budget resulting in a £60,000 shortfall. DS to table for review at the 9 February 2016 IAC.</p> <p><b>IMSC</b></p> <p>KN updated the meeting that IMSC plan to meet in March to pick up on items discussed at IMC in November. The main objective will be to consider and recommend on life membership, excluding Hon Fellows. BL welcomes suggestions on any additional items for consideration</p> <p>KB observed that the Membership Guidelines as issued to all TO/IBs should be consistently applied</p> <p>JH raised the issue of the CPD toolkit being used as a record for development across grades. IESC to make a recommendation for consideration by IMSC</p>	<p>KB</p> <p>DS</p> <p>ALL</p> <p>IVP</p> <p>JS/JH</p>
<p><b>6.0</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.5</b></p>	<p><b>Territorial Organisations and International Branches</b></p> <p><b>Africa</b></p> <p>UU reported on the Kenya action plan for dealing with illegal activities. The Minister of Education and the High Commission have been consulted. Patrick Mwangangi is acting as interim Chairperson and we need to move ahead with a new committee. CILT Uganda has recently been suspended with Geoffrey Etyang acting as the local interim representative. Members and their activities should not be affected. UU hopes to have news on Namibia by the time of Africa Forum</p> <p><b>Nigeria</b></p> <p>IJ circulated a written report. KN read out the highlights of that report with membership growth of 37% in 2015 with 41 new members per month. There are 7 new corporates bringing the new total to 34 which is a record. 3 New training Providers were inspected and have now been approved. The focus moving forwards is on improving examination processes. UU is assisting with the ongoing qualification recognition issue and is hopeful of resolution</p> <p><b>S Asia</b></p> <p>No report submitted</p> <p><b>E Asia</b></p> <p>No report submitted</p> <p><b>SE Asia</b></p> <p>RM reported on plans to establish a Brunei chapter with the long term aim of it becoming a stand alone branch. Education opportunities in Brunei are good. RM confirmed that he plans to use the recent WiLAT MOU as a basis for establishing a CILT Asia forum to be launched at the China Conference in October. RM to send info on his trade delegation to DC for progression</p>	<p>RM</p>

<p><b>6.6</b></p> <p><b>6.7</b></p> <p><b>6.8</b></p>	<p><b>Europe &amp; Middle East</b> KB reported that CILT Ireland hope to move premises in March. JH commented on the current good relationship with Ireland providing excellent support on education</p> <p><b>Australasia</b> NB reported that Robin Dunlop is still to visit Fiji, but does intend to do so. The regional focus is still on consolidation and attempts to retain membership. Efforts are being made to link with corporates with some early success. The region is working on building a stronger base for growth. NB has been promoting International Convention through the national council and Convention will form the basis of his President's address in the next member newsletter</p> <p><b>Americas</b> DC reported that the main focus is currently on convention. Following a successful AGM recently Tom Maville was elected as the new chairman with several new board members. Toronto which was previously a weak spot now has strong representation. Monique's new role will help in developing US which continues to be a challenge. A good core of people and sponsors means positive news moving forwards</p>	
<p><b>7.0</b></p> <p><b>7.1</b></p> <p><b>7.1.1</b></p> <p><b>7.2</b></p> <p><b>7.2.1</b></p> <p><b>7.2.2</b></p> <p><b>7.2.3</b></p> <p><b>7.2.4</b></p> <p><b>7.2.6</b></p> <p><b>7.3</b></p>	<p><b>Key Developing Groups</b></p> <p><b>WiLAT</b> The minutes of the WiLAT meeting on 8 January 2016 were circulated AA reported that Wilat is developing well except in Uganda. Work is underway for both the Africa Forum and International Convention. Aisha updated members on the Asia MOU signed by Malaysia, Singapore, Hong Kong and Sri Lanka recently. WiLAT will be launching in Mauritius soon and discussions are underway in UK. AA is working on introducing WilAT to French speaking countries in Africa</p> <p><b>7.1.1</b> DC suggested it would be good to get some French speaking contacts from Africa to Montreal.</p> <p><b>YP</b> EP reported some limited contact with India and a quiet end to 2015. YPs are liaising with BA on plans for International Convention and EP is keen to push for a strong contingency of local delegates. EP is looking for a strong site tour and quality guest speakers.</p> <p><b>7.2.1</b> YPs are considering their marketing within the CILT Brand. EP understands that YPs should be promoted as an integral part of CILT and an important part of the career pathway for younger members. EP reported some concern over friction with the UK YP group on marketing and emphasized that YP marketing materials would be required moving forwards.</p> <p><b>7.2.2</b> EP reported some discussion over the name 'Young Professionals' with 'Emerging Leaders' being muted as a possible alternative.</p> <p><b>7.2.3</b> PB emphasized the need to be seen globally as CILT whilst recognising the need to attract specific audiences in most appropriate way</p> <p><b>7.2.4</b> PB also raised the issue of age branding – emerging leaders are not necessarily under 35</p> <p><b>7.2.6</b> The YP committee are to consider name/age issues and present their recommendation to IMC</p> <p><b>Senior Network Group</b> KN reported that a virtual network was being progressed with the aim of being live for convention</p>	<p>EP</p>

<p><b>8.0</b> 8.1</p>	<p><b>Any Other Business</b> KB enquired about the translation of CILT courses into local language. JH reported that .translated materials are already under discussion for Cameroon, using local resource for reasons of affordability. KB suggested that this remain as a strategic item on the agenda</p> <p>KB thanked attendees and closed the meeting at 12:50</p>	<p>KN</p>
<p><b>9.0</b></p>	<p><b>Dates of Next Meetings</b> Face to face meeting 10 May 2016 in Montreal Teleconference / London Tuesday 19 July 2016 at 12:00 BST/11:00 GMT</p>	