ITEM 4.4 CONVENTION PROGRAMME

Programme

ITEM 4.8 CILT INDIA STATUS & MEMBERSHIP PROPOSAL FOR SOUTH INDIA

**Status**

CILT India had their territorial rights for education removed in March 2017 but not those for membership. CILT India has begun an agreed programme for education and has adhered to the education governance directives not to accredit institutions locally without International approval. CILT India have continued to experience issues with the initial partnership made with Transglobe as a training provider. 300 students were signed up for the CILT India diploma course and International allowed these students to receive a CILT India diploma certificate with agreed wording to differentiate with our International certificate. In dispensing these over the last 12 months there has been local threatened litigation and conflicting evidence of further malpractice from CILT India although this is difficult and costly to prove. CILT India regards the return of its territorial rights as a critical issue which is halting its ability to generate revenue from education locally and establish itself as a provider of education at a government level. CILT India has been requested to provide a summary of their position for a meeting with the Trustees in Wroclaw in June.

**South India position & Membership Proposal**

In the last 12 months we have continued to work with 2 providers in Bangalore (Prolific) and Kochi (SLMT). Both are growing numbers of students and income from SLMT doubled in 2018 to £24k and is projected at £48k for 2018.

Both providers wish to begin a CILT membership programme. To do that locally they need to the ability to establish a local membership offering of services and membership administration.

It is proposed for Trustee approval –

1. To allow each local provider to administer membership locally with a common membership fee, joint and local membership events and membership records shared with CILT International and CILT India
2. For the membership monies collected to be retained locally to support membership events and services
3. For assessed membership grades to be processed through the CILT Hong Kong membership processes. (90% of members will initially be student memberships and therefore non assessed).
4. For the initial 12 month period the membership fees payable to CILT International to be set at 50% of the agreed Africa Rate to allow affordability of the initial membership offer. This to be reviewed and reset in the 2nd year.
5. To run this as a pilot membership programme for a year, assess results and plan to integrate with CILT India membership longer term.

ITEM 4.9 GPDR – INTERNATIONAL ACTIONS

**Status**

The General Data Protection Status Regulation comes into force on May 25th 2018. CILT UK have taken steps over the last 12 months to prepare for this and appointed a consultant to advise and support, Jeremy Wyman. CILT International requested a briefing with Jeremy after the IMC on 4th May attended by KN, JH, KB, FC & RM. CILT International actions so far have not been sufficient to meet the legislation requirements and so a plan to resolve and meet that is now required.

**Actions to be taken**

1. **Awareness**

The Trustees and the IMC need to be aware that the legislation covers International activity as we are principally based in the UK and therefore the legislation covers all the data which we hold on individuals. The Trustees need to be aware of actions taken and proposed to be taken to conform with legislation.

1. **Information audit**

The Secretariat plan to carry out an audit of data that we hold on individuals. This audit will be undertaken by the secretariat team and comprise of a listing of personal data held. This data is principally in the education and membership areas but also includes contacts established through our social media and website marketing. This audit will be completed by the end of August 2018 & presented at the September IMC and COT meetings.

1. **Action plan resulting from audit**

The scope of the action plan will need to cover the communication of privacy information, the decisions to hold data or delete data, the management of consent of data held and the handling of requests made for accessing personal data. Processes and procedures for the handling of new data information and the management of stored data will need to be written. Consideration will need to be given to any links with CILT UK data although our initial view is that this is quite separate. The action plan will be completed by the end of October 2018 and proposed for review at the November / December IMC and COT meetings.

1. **Impact,costs and timescales**

It is not proposed to seek further consultancy support for GPDR. The workload will fall on the secretariat and be absorbed as part of the secretariat budget across the team. This meets the requirements as an organisation to plan and complete a detailed approach for the legislation and although that will mean we will not be compliant when the legislation comes into force it is our view that we now have a recognised approach. The deadlines set need to be met and the GPDR scope and actions will need to be continuously reviewed as we progress through the timetable set. The activity will be led and managed by the Secretary General.