Agenda

Council of Trustees & IAC Meeting

Thursday 25 February 2021; 11:00 – 14:00 GMT

Zoom Video Conference

|  |  |  |
| --- | --- | --- |
| To attend | | |
| **Name** | **Position** | **Initials** |
| Dato’ Radzak Malek | President | RM |
| Jan Steenberg | Honorary Secretary | JS |
| Rupert Nichols | Honorary Solicitor | RN |
| David Pugh | Honorary Treasurer | DP |
| Alan Jones | IVP | AJ |
| Jane Green | IVP | JG |
| Keith Newton | Secretary General | KN |
| Mike Pestereff | IAC Committee Member | MP |
| Tom Naylor | Interim Finance Director | TN |
| Paul Sainthouse | Chair of the IMC & President Elect | PS |
| Chief Teete Owusu-Nortey  (in part) | Special Advisor to the Trustees for Africa | TON |
| Agenda | | |
| **Number** | **Item** | **Lead** |
| **1.0** | **Welcome & Apologies** | RM |
| **2.0**  2.1 | **Minutes of the COT meeting on Thursday 26th November 2020.**  Matters arising & approval of minutes | KN  ALL |
| **3.0**  3.1  3.2  3.3  3.4  3.5  3.6 | **IAC Items**  Mazars Audit Completion Report  Approval for audited accounts for 2019-20 & Going Concern reporting to the auditors  Letter of Representation  January 2021 Accounts & Forecast 2 plus 10  Risk Register  Status of Contractors | TN  TN  DP  TN  TN  DP |
| **4.0**  4.1  4.2  4.3  4.4  4.5  4.6 | **Governance & Administration**  Trustee Declarations & CILT UK IVP extension  AGM on 9th March 2021  IVP Nominations for Nigeria, South Asia and East Asia  CILT Kazakhstan change to Delegation agreement geographical area - Central Asia & update on USAID project partnership  Annual Reports and Returns – summary  Issues arising from Annual Returns   * Non compliance with dates * CILT UK & CILT HK requests to exclude student / learners from membership numbers used in fee calculation * CILT Indonesia request for fee reduction   **NB TON to join for Africa items**  **Country Updates for Governance matters** India Education Territorial Proposal & Decision  Zambia Education & Governance & Update on Zambian Education Debt  Tanzania Branch Suspension  New branch status in Rwanda, Sierra Leone, & Cameroon  Africa Forum status  Philippines progress and request for 3rd instalment | JS/DP  ALL  KN  KN  RM/JS  KN/TON  KN |
| **5.0** | **IMC items for COT**  Any escalated items from the IMC meeting held on 12th February | PS |
| **6.0**  6.1  6.2  6.3  6.4 | **Join Up**  Minutes & actions from the Join Up groups  The International President’s Letter to the Trustees  SG Letter & Proposal to the Trustees  Progress Discussion | AJ  RM  KN |
| **7.0** | **Any Other Business** |  |
| **8.0** | **Date of Next Meeting**  Thursday 27th May 2021 |  |
|  |  |  |
| Documents for Pre Read | | |
| **Item** | **Paper** | **Author** |
| 2.0 | Minutes of COT Meeting on November 26th 2020 | KN |
| 3.1 | Mazars Audit Completion Report | TN |
| 3.2 | Final Year Accounts 2019-20 | TN |
| 3.2 | Going Concern & Forecast 2 plus 10 | TN |
| 3.3 | Letter of Representation | DP |
| 3.4 | January 2021 Accounts | TN |
| 3.5 | Risk Register | TN |
| 4.3 | IVP Nominations -Nigeria, Sri Lanka, HK | KN |
| 4.6 | CILT India Education Status documents | RM/JS |
| 4.6 | Zambia Visit report | TON |
| 4.6 | CILT Rwanda Delegation Agreement | KN |
| 4.6 | CILT in Philippines- CILT Australia update | CILT A |
| 5.0 | IMC Minutes | PS/KN |
| 6.1 | Minutes of the Join Up meeting – 4/12 | AJ |
| 6.1 | International Reference Group Minutes – 16/12 | KN |
| 6.2 | Presidents Letter to the Trustees | RM |
| 6.3 | SG Way Forward document | KN |
|  |  |  |