



## Final Minutes International Management Committee

Thursday 27 April 2017; 11:00 GMT  
GS1, London / Teleconference

Present			
Present:	Name	Position	Initials
In person	Kevin Byrne	International President	KB
	Steve Rinsler	Hon. Secretary & Trustee	SR
	Finbarr Cleary	IVP	FC
	Keith Newton	Secretary General	KN
By 'phone	Francis Ehiguese	IVP	FE
	Sunny Ho	IVP	SH
	Neville Binning	IVP	NB
	Giles Legault	IVP	GL
	Radzak Malek	IVP	RM
	Romesh David	IVP	RD
	Vicky Koo	WiLAT Deputy Convenor	VK
	Elliot Price	IYP Convenor	EP
	Andrew Weatherill (part)	Director of Finance	AW
	Harriet Leung	CILT HK	HL
	Jon Harris (part)	PD Co-ordinator	JH
	Ceri Williams	Comms Co-ordinator	CW
	Michael Lam (part)	CILT Macao	ML
	Prof. Kou (part)	CILT Macao	PK
<b>Apologies</b>	Rupert Nichols, Jan Steenberg, David Pugh, Kevin Richardson, Bernard Auton, Aisha Ali Ibrahim, Umaru Usman, Monique Kack-North.		

No.	Item	Action
1.0	<b>Welcome</b> SR welcomed members to the meeting.	
2.0	<b>IMC Thursday 2 February 2017</b> The minutes of IMC on Thursday 2nd February 2017 were approved as an accurate representation of the meeting.	
2.1	SR referred to action 3.1.1. and asked for an update on how many YPs individual countries will be bringing to International Convention: <ul style="list-style-type: none"> <li>○ Sri Lanka 2 YPs</li> <li>○ Hong Kong will have several YPs in attendance</li> <li>○ Nigeria 2 YPs</li> <li>○ Australia at least 1 YP</li> <li>○ UK 1 YP</li> <li>○ Malaysia 1 YP</li> </ul>	
2.1.1	SR urged all countries to keep encouraging YPs to register. It is	ALL

2.1.2	important to have active discussion from a strong YP contingent. EP advised that the YP programme was at the final stages of planning.	
2.2	3.1.5: SR reiterated that countries are encouraged to collaborate in formal and informal groups. IMC permission is not required but countries are asked to keep IMC informed of their activities.	ALL
2.3	3.1.11: SR advised that the question about what sort of Institute our members want will be raised and discussed at International Convention. All members are asked to contact SR to discuss this important issue.	ALL
2.3.1	FE reported that Nigeria want to address issues of industry recognition of membership and qualifications, benefits of membership, finance for local activities and funding for research and development.	
2.3.2	KN encouraged IVPs to identify key issues for their regions for further discussion at convention.	IVPs
2.3.3	SR reinforced the importance of these discussions to the future of the Institute so that we can develop the right solutions moving forwards.	
2.4	RM expressed concern over the cancellation of Africa Forum. KN responded that this was due to financial issues beyond our control, but there will be an opportunity for African countries to meet together at International Convention. This Africa Forum meeting will take place on the afternoon of day one, at the same time as the Asia and China Forum meetings.	
2.4.1	RM also identified the difficulties of holding International Convention during Ramadan. KN responded that this was discussed during the planning stages and that CILT Malaysia had been working with the Convention secretariat to ensure appropriate food and prayer provision for delegates.	
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<b>3.0</b>	<b>Strategy and Finances</b> KN reported on membership returns and business plans submitted by country offices. Only one third of countries have a current business plan. KN proposed that IMC in June considers the plans and makes a critical assessment of the quality and direction of individual countries plans. It is key to the Institute to get more energy and urgency behind our business plans and the IMC should drive that.	IMC
3.1	SR requested a summary of branch issues addressed versus the questions posed in the business plan template.	KN
3.2	KN asked IVPs to encourage all countries in their regions to submit their plans before convention.	IVPs
3.3	KN made observations on the data received on membership. Although there have been some areas of small growth there is no significant growth overall and there are some areas of decline. A bigger issue is the low proportion of long term members to student members. In Ghana for example 346 of a total membership of 476 are students and KN believes this is a pattern repeated throughout the Institute. It is estimated that over 50% of our total membership are students. KN proposed that this issue be discussed at IMC in June.	IMC
3.3.1	KB asked all IVPs to consider and report on the balance of their membership.	IVPs
3.3.2	KN reported that the IMC strategy session at convention will	

	commence at 3pm on Saturday 10 June and will be followed by an IMC dinner. This is an opportunity for quality discussion and all members are asked to attend. AW left the meeting at 12:45.	ALL
<b>4.0</b>	<b>Conferences and Conventions</b> ML and PK joined the meeting to report on progress with International Convention.	
4.1	KN encouraged all members to book for convention by 30 April to take advantage of the Early Bird offer.	ALL
4.2	ML reported on 41 completed registrations from 20 countries. A further 100 delegates have registered their interest but are yet to fully complete the registration process. Hong Kong, China, Singapore, Nigeria and Ghana will all be receiving a group discount for booking delegations of more than 10 members. It is estimated that final attendance will be between 130 and 230 delegates. Mauritius, Pakistan, India and Indonesia have, to date, failed to respond to communications regarding registration. IVP assistance requested.	IVPs
	IVPs are also asked to ensure that countries in their region are aware of the Early Bird deadline and the group booking discount. Individual requests for extension to the deadline for the Early Bird Discount are being considered by the Convention secretariat.	IVPs
4.2.1	KN reported that late booking causes cash flow issues for the organising country and asked all members to encourage early booking in their countries.	ALL
4.2.2	SR urged IVPs to use their member and wider contacts to publicise convention to a wider audience.	IVPs
4.2.3	VK advised that WiLAT members are struggling to book within the Early Bird period because of funding issues. KN observed that whilst CILT members in general experience the same problems in securing individual finance, specific issues of timing should be raised with ML and his organising committee.	ALL
4.2.4	FE requested an extension of the Early Bird deadline for Nigerian members because of local timing issues but ML advised that Nigeria delegates were taking advantage of the group booking discount with a deadline of 8 June.	
4.2.5	KN asked countries to raise any individual issues on registration with ML within the next 24 hours.	ALL
4.3	ML reported on the interesting programme planned for convention: Day 1: WiLAT conference, YP conference, Asia Forum, Africa Forum and China Forum. Day 2: Prominent International speakers on the subjects of Belt and Road, Smart Transport, and Regional Infrastructure, followed by the President's Dinner in the revolving restaurant at the top of the tallest tower in Macao. Day 3: International meetings and activities followed by the WiLAT Dinner and Talent competition. Day 4: Technical visits including a Regional Infrastructure Tour and a visit to the Hong Kong Macao Bridge construction.	

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4.4	The event is being held at the Sheraton Grand Hotel in Macao which has good facilities for delegates. KN confirmed that the closing date for International Young Achiever nominations is 30 April. The awards committee will consider nominations in May and the award will be presented during the President's Dinner.	BA
4.5	VK suggested that members struggling for finance contact ML for lower cost hotel options.	ALL
4.6	SR thanked ML and his committee for their efficient work in organising the event.	
<b>5.0</b>	<b>Committee Reports</b>	
<b>5.1</b>	<b>IESC</b> Minutes were circulated of the IESC meeting in April. JH updated the meeting on key IESC issues:	
5.1.1	KKAs work has progressed and is on track for launch at convention.	
5.1.2	Train the Trainer work is also progressing.	
5.1.3	Work is in progress on new CILT modules. This will be road tested at convention but will not be ready to launch at the event.	
5.1.4	Discussion on education strategy will be held at convention to review future content. JH confirmed that IESC will currently be focussing on levels 5 and 6 with CILT International qualifications remaining as they are. This work is a gradual process of development.	
5.1.5	JH reported that education champions are in place and that good e-correspondence has been established. However a dip in IESC dial in has been noted and the issue of effective communication needs to be considered to ensure that messages are getting out. IVP assistance is requested with this process.	IVPs
5.1.6	JH responded to FE's enquiry on gaps in the KKA work and informed the meeting that all IESC members and education champions had been asked to highlight gaps as part of the development work undertaken. Over 100 replies were received globally. JH requested that the Nigeria team advise of any further gaps, including the issue of industry and government recognition.	FE
	JH further requested that all countries and IVPs advise of any additional areas of individual concern over the next 2 weeks. JH is to liaise with branches and territories for input prior to convention.	ALL JH
5.1.7	JH reported on beneficial co-operation in areas such as Oman and Kazakhstan.	
5.1.8	SR noted that as an Institute we need to push education standards globally.	
<b>5.2</b>	<b>IMSC</b> KN reported that minutes of the last IMSC meeting had been circulated and the committee will meet again in July for an agenda which includes issues of individual standards. Revised Membership guidelines have been posted on the DMS. KN reported that the committee contains knowledgeable members and is very active.	
<b>6.0</b>	<b>Regions, Territorial Organisations and International Branches</b>	
<b>6.1</b>	<b>India</b>	

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	<p>KN reported that a letter from the Secretary General on behalf of the Trustees to the Chairman of CILT India had been circulated. This letter informed CILT India of the removal of their Territorial Organisation status for reasons based around education. International have assumed responsibility for all India education activities.</p> <p>It is important for countries to understand that education standards are governed by the Trustees who will take action, where appropriate, to ensure that standards are being adhered to.</p>	
6.1.1	KN informed the meeting that this announcement has been posted on the International website.	
6.1.2	KB confirmed that the decision had not been taken lightly and that International were working with India to resolve the issues.	
6.1.3	RD enquired about the status of students who had enrolled on perceived CILT qualifications in India.	
	KN advised that because action had been taken swiftly and at the registration stage students should not have been disadvantaged.	
	JH reinforced that while it is our policy to look at student needs first we also need to protect our education standards internationally.	
	SR agreed that it is necessary to ensure that our standards are consistent globally and that providers are accredited and teaching to the correct levels.	
6.2	SR thanked IVPs for submitting their regional reports and invited additional comments:	
6.2.1	RM reported that CILT Malaysia were involved in the formation of a National Transport Policy Group considering both domestic and International policy which senior and corporate members had attended. RM requested that all IMC members and those linked via WhatsApp contribute their ideas.	ALL
	RM also informed the meeting that outreach programmes have been initiated to encourage YPs in Malaysia to develop from MILT to CMILT status.	
	SR stated that YP comment and opinion is vital to our discussions on what members want from their Institute and should be encouraged in all countries.	ALL
	RM stated that CIILT Malaysia have further set up a membership retention committee to encourage ongoing and active engagement from members.	
	SR asked RM to submit a report of the National Transport Group activity for the basis of a news article on the international website.	RM
6.3	GL reported that N America are trying to link with the China Young Professionals organisation and that a meeting is being held today with the new Chinese Ambassador for Canada.	
	SR suggested that GL contact Dorothy Chan for further contacts.	GL
<b>7.0</b>	<b>Key Developing Groups</b>	
<b>7.1</b>	<b>WiLAT</b>	
	A report was circulated demonstrating a wide range of activities.	
<b>7.2</b>	<b>YP</b>	
	SR reiterated that all countries should ensure that their YPs attend Convention.	ALL

**8.0 Any Other Business**

8.1 KN reported that the DMS and the revised Brand Guidelines had both been launched. Any comments should be addressed to CW  
The meeting thanked the secretariat for their work in implementing the system. ALL

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**9.0 Next Meeting:**

Saturday 10 June 2017 at 15:00 in Macao.  
KN to circulate the agenda. KN  
SR closed the meeting at 14:00