



IMC

Draft Minutes

Wednesday 11 May 2016 10:30 EST 14:30 GMT

Montreal Convention 2016 Fairmount Queen Elizabeth Hotel

Present:	Name	Initials	Position
Members present in person	Kevin Byrne	KB	Chairman & President Elect
	Paul Brooks	PB	President
	Jan Steenberg	JS	IVP
	Bernard Auton	BA	IVP
	Radzak Malek	RM	IVP
	Neville Binning	NB	IVP
	Stephen Rinsler	SR	Hon Secretary & Trustee
	Finbarr Cleary	FC	IVP
	Umaru Usman	UU	IVP & Chair Africa Forum
	Aisha Ali Ibrahim	AA	WiLAT Convenor
	Keith Newton	KN	Secretary General
Observers	Sharifah Salwa		CILT Malaysia Secretariat
	Assoc Professor Rozita Husain		Sec General, CILT Malaysia
	Capt Lasitha Cumaratunga		Chairman, CILT Sri Lanka
	Gayani de Alwis		Chairperson, WiLAT Sri Lanka
Apologies:	Kevin Richardson, Ibrahim Jibril, David Pugh, Becky Loo, Rupert Nichols, Harriet Leung, Duncan Snook, Sunny Ho, Elliot Price, Jon Harris, Gilles Legault, Monique Kack-North, Romesh David		

	Item	Action
1.0	Welcome KB welcomed members and those observers who were attending the Montreal convention. KB recognised the attendance at convention from over 20 countries & with over 200 delegates.	
2.0	Minutes of Meeting on Tuesday 2 February 2016 The minutes of the previous meeting were agreed to be an accurate representation & can be posted on the website.	
2.1	Matters arising There were no matters arising.	
3.0	Strategy & Finance	
3.1	First quarter financials were reviewed. KN observed that income was on plan for education and expenditure was also in line with budget except for the extraordinary costs incurred to support the visits to Kenya in March.	

<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>Conferences & Conventions</p> <p>International Convention 2016</p> <p>ER spoke of the excellent YP programme and the engagement in the session supported by CILT NA and their guest speaker. The attendance of YP's was lower than hoped for. JS made the proposal that all countries should seek to sponsor 2 YP's in 2017 for the Macao convention regardless of reasons why they couldn't raise the finances. Countries should use the time between now and June 2017 to look at how they could attract sponsorship for YP's and other ways of encouraging the YP attendance. SR spoke of the opportunity to link in attendance with the Young Achiever award and have more countries using this as a method of involving young people in the event. The proposal was supported by all IMC members. Discussion was had on the number of visa rejections that had impacted attendance from Nigeria, Ghana, Zambia, Pakistan, Bangladesh and China. Over 50 delegates had been refused entry. DC explained how the government had been engaged and DC will make a further representation to the Canadian government. He highlighted that the same issues had impacted a conference being held the week after ours where over 1000 delegates had had entry refused and the conference had had to be cancelled. AA spoke of her treatment on arrival and the possibility of being held on her return. DC undertook to ensure AA's passage through the airport on her return was not affected. FC spoke of having more time in the programme for country updates and best practice. RM mentioned that the Convention is an annual event for CILT members from all over the world to meet and discuss matters relating to the activities, future plans of their respective countries besides sharing the views and opinions. This year convention concentrates more toward conferences and paper presentations from local delegates. It was agreed to review the 2017 programme with this in mind. Ideas included having an opportunity to share things done and achievements not just by presentations but by posters and displays.</p> <p>Africa Forum</p> <p>This was noted as being very well attended and run by CILT Mauritius and our thanks for their organisation was expressed. UU spoke of the invitations to government and international organisations and the success of getting the African Union representation there. This had proved to be difficult to sustain for Montreal but would be further worked on.</p> <p>China Convention 2017</p> <p>The preparation for this event on October 27th in Suining City was noted and KN will seek to encourage attendance from over 30 countries.</p> <p>International Convention 2017</p> <p>It was agreed that CILT Macao and International would publicise the visa position for all countries well in advance of the event.</p> <p>Future Conventions</p> <p>PB outlined the intent to hold the 2019 convention in London as it was the centenary of the organisation. Interest had been expressed by Ireland, Poland and India for the 2018 venue and a process will be announced in June / July for the receipt of bids. NB spoke of the opportunity to work towards the 2020 convention with Perth as a potential venue. Starting early with that intent would enable CILT Australia to position for government support & recognition and he is planning to begin that process.</p>	<p>ALL</p> <p>KN / ALL</p> <p>KN</p> <p>KN</p>
<p>5.0</p> <p>5.1</p>	<p>Committee Reports</p> <p>IESC</p> <p>JS gave the IESC report to members. He advised of the intent to review pricing in the summer and make recommendations for 2017 in September. This would look at variable pricing options.</p>	

5.2	<p>FC applauded the move to market country education offerings internationally as announced at convention. He stressed the need to ensure that International did not simply broker these courses without a fee. FC said this was an opportunity to raise income for International that can then be used to further develop the ability to support the organisation globally as within our strategic plans. JS spoke of the need to manage the growth of education now being experienced and enable the smooth administration to continue despite that growth. JS said attention would be paid to this. JS spoke of the opportunity given by the Global Training Directory with 100 courses now online from 6 countries. FC reiterated that this marketing needed to have a mechanism to enable benefit financially to CILT International. SR spoke of the need to ensure that the quality of courses marketed was monitored.</p> <p>IMSC</p> <p>The meeting noted that Professor Becky Loo was now standing down as IMSC chair as she had stepped down as an IVP at the end of her term. KB would lead the replacement and approval process through IMC.</p> <p>JS raised that membership standards were being applied differently in some countries and that where that was occurring then the IMSC should take action. PB noted that where we had evidence that was happening then steps were being taken. Members were asked to identify any specific concerns so that action can be taken.</p>	KB
6.0 6.1 6.2 6.3	<p>Territorial Organisations and International Branches</p> <p>IVPs present were asked for short verbal updates of regional and country progress.</p> <p>SE Asia.</p> <p>RM raised the question of setting up the Asian forum to cover 3 regions (East Asia, SE Asia and S Asia) as a step following on from the formation of a WiLAT Asia Forum. A draft MOU from CILT Malaysia was circulated as a hard copy to attendees during the meeting. PB said this would be reviewed at the May COT meeting. PB stated in principle that full support for the establishment of an Asia Forum should be given as a direction of travel. SR undertook to lead the review of the MOU and requested a soft copy be sent via email for his perusal. PB stated that the signing of this MOU should be targeted for October / November either at the Malaysian convocation or the China conference. Principle and timelines would be reviewed and endorsed at COT with any questions or challenges from that meeting to be addressed to RM. RM spoke of the intent to establish a Secretariat linked to International in the region.</p> <p>Australasia</p> <p>NB spoke of intent to link CILT Australia further with the Federal Government and trade and a plan of engagement to further this. He also spoke of links with Peru and Cuba he has that he will share with the Secretariat as potential to develop branches becomes more evident.</p> <p>Africa</p> <p>KN reported that the status in Kenya remains of high concern. In Uganda there are plans now to re-establish the branch but committed dates for actions will need to be monitored. A fuller review will be held at the May COT meeting.</p>	PB/SR
7.0 7.1 7.2	<p>Key Developing Groups</p> <p>WiLAT</p> <p>WiLAT were congratulated both on the convention and the issuing of their annual report.</p> <p>YP</p> <p>ER explained the late absence of Elliot from the convention due to work</p>	

	commitments and staffing shortages. She thanked CILT NA for the support in inviting the speaker Elias Demangos who had provided an excellent introduction to the conference day for the YPs. She also thanks Bob Armstrong for providing the underground tour guide.	
8.0 8.1	Any Other Business KB thanked attendees and closed the meeting at 1210hrs as the convention lunch required delegates to be seated	
9.0	Dates of Next Meeting Tuesday 19 th July 2016 at 1200hrs BST, 1100hrs GMT	