



International Management Committee

Meeting Minutes

Wednesday 2 April 2014; 11:00 – 13:00GMT, 12:00 – 14:00 BST

GS1 London, UK and Teleconference

Present:	Name	Initials	Position
	Paul Brooks	PB	Chairman
	Kevin Byrne	KB	IVP
	Graham Harrison	GKH	Honorary Treasurer
Present by phone:	Dorothy Chan	DC	President
	Jan Steenberg	JS	Trustee & IVP
	Robin Dunlop	RD	IVP
	David Collenette	DCo	IVP
	Aisha Ali Ibrahim	AA	WiLAT Convenor
	Saliya Senanayake	SS	IVP
	Stephen Chan	SC	YP Convenor
In attendance:	Keith Newton	KN	Secretary General
	Jon Harris	JH	Secretariat
In attendance by phone:	Harriet Leung	HL	Manager in Hong Kong
	Duncan Snook	DS	Director of Finance in UK
	Ceri Williams	CW	Secretariat
Apologies:	Stephen Rinsler, Rupert Nichols, Emurwon Olupot, Becky Loo, Andrew Stewart, Radzak Malek, Steve Agg		

Draft Minutes:

	Item	Action
1.0	Welcome Paul Brooks welcomed members to the meeting	
2.0	Minutes of Meeting on Monday 20 January 2014 The minutes were passed as an accurate record of the meeting	
2.1	Any confidential matters / issues of regional sensitivity are to be removed from the minutes prior to publication on the International website	KN/PB
2.2	Item 2.2 is carried over: KN/RD to discuss Andrew Stewart's East Asia proposal	KN/RD

3.0	Review of 2 Year Plan Progress	
3.1	KN presented Draft Plan on a Page 2014 for comment. None received.	
3.2	KN presented 2 Year Tracking Document: The only item not progressing is web and digital communication. All other items are on track.	
3.2.1	PB queried whether this indicated a lack of ambition? The meeting agreed that good progress had been made and suggested that plans should now be reviewed in light of that progress to include future challenge	
3.2.2	KN confirmed that SA would be formally responding on the issue of a move onto UK systems (capability and time scales) although this will not be achieved by end of 2014. DS confirmed that the matter is in hand and is progressing internally within UK. DS confirmed that approaches have also been received from UAE and HK. PB requested that the matter is addressed as a matter of urgency by CILT (UK) as this item is critical to International agenda	CILT(UK)
3.2.3	JS requested that this is included as a separate agenda item for future IMC meetings.	CW/KN
3.2.4	JH proposed that the IESC report against the tracking document	
3.3	KN presented the 2014 draft Budget At headline level there is an increase in education income and a slight reduction in annual fees (to be reviewed in COT). The objective is to reduce spend following last year's investment in branding. Large spend on education is proposed to cover Ireland's costs under SLA. Spend is also proposed to support India and IVPs	
3.3.1	DCo queried the budget for Ireland. KN confirmed that in past year Irish spend for International was more than double the funding received. GKH confirmed that moving forwards Ireland's education commitment would be seen as a cost centre in its own right. GKH confirmed that the income stream was dependent on a minimum of 1500 students	
3.3.2	DS confirmed that as VAT is not recoverable, VAT will no longer be shown as a separate line.	
3.3.3	DCo noted the reduction in SG travel expenses. DC commented that DC, PB and SG were splitting out travel commitments	
3.3.4	KN requested IMC approval in principle for final approval in COT and IAC on 9n April 2014. Approval in principle given.	
4.0	5 Year Strategy Framework	
4.1	PB reported on IVP calls held on 24 and 31 March	
4.2	The framework document is to be updated with feedback and reissued ready for convention. The aim is to have the document fully complete by mid May with the aims and responsibilities of IVPs but also as a formalisation of our objectives as an Institute. The document will set out our expectations on the direction of the Institute for every member as decided by COT and driven by IMC.	PB
4.3	Another IVP call will be held ahead of convention to finalise the document	PB
5.0	Conventions and Meetings	
5.1	Status of Convention 2014 KN reported that the process of monthly meetings is ongoing with one more to go prior to convention.	

5.1.1	Organisation of delegation meetings is in progress and pro forma documents have been issued. Members to comment to CW/KN	ALL
5.1.2	KN confirmed that the meeting schedule will be issued well in advance of convention, on receipt of information from individual TO/IBs. One member per group will minute meetings	KN/CW
5.1.3	There will be an open meeting of IMC on day 2 although WilAT and YP programmes will be running at the same time	
5.1.4	DC will be inviting IVPs for lunch on Sunday.	
5.1.5	On Wednesday a closed IMC meeting will be held and the programme will be updated and re-issued to reflect this.	
5.1.6	Concerns over pricing have been fed back to Malaysian team but in reality further action is probably not possible, although a day rate is being investigated	
5.1.7	KN reported registrations up from 35 last week to 63 today.	
5.1.8	There have been problems with the online booking system which are believed to have been resolved.	
5.1.9	The Early bird discount will be extended for a further 15 days,	
5.1.10	KN requested that all members encourage bookings	ALL
5.2	Status of Convention 2015	
5.2.1	KN reported on progress over last few days.	
5.2.2	An official bid has been received from India who are proposing a convention in Delhi in October in partnership GD Goenka University	
5.2.3	Bahrain have proposed October 2015 or April 2016 to coincide with Bahrain Grand Prix. DC raised issue of cost at time of grand Prix. KN confirmed that Bahrain / India proposals for Oct were for climatic reasons	
5.2.4	KN is starting to examine an alternative option of partnering with Munich Supply Chain Conference in May 2014. CILT in UK are intending to take up a stand irrespective of the International decision. KN is meeting the organisers next week to discuss option of co-locating a convention at the conference.	KN
5.2.5	DS confirmed that AGM had to occur within 10 months of financial year end	
5.2.6	PB proposed addressing how this plan affects the growth agenda	
5.2.7	DCo suggested a European option in order to maximise attendance.	
5.2.8	Proposals to be formulated by early May to allow for reflection pre convention	KN
5.3	Report on Africa Forum 2014	
5.3.1	DR Olupot did not join the call so KN presented on Africa Forum	
5.3.2	KN reported on a successful Forum with around 250 delegates, including large Nigerian and Ghanaian contingents. Some countries were missing – Egypt, Malawi, Mauritius, South Africa. CILT in Ghana made a good job of organising the forum and the programme was very good. AA ran a WilAT conference ahead of the main conference.	
5.3.3	AA requested direction on setting up WILAT in Gambia where there is no CILT.	
5.3.3.1	PB indicated this will be captured by the branch in a box discussion as an entry point. The Marketing Group are to pick this up. PB/KN to further discuss with AA	PB/KN
5.4	China Conference	
5.4.1	KN reported on the Beijing conference to be held at the end of April in	

<p>5.4.2</p> <p>5.4.3</p> <p>5.4.4</p>	<p>partnership with CILT in China. CILT(International) agreed to provide publicity and speakers. Organisation is being provided by China. An International Group of 20-30 delegates will be attending.</p> <p>DC thanked KN for efforts in supporting organisation.</p> <p>DC will arrive on evening of 26 April and will arrange for meeting with KN and CILT China.</p> <p>Paul Brooks indicated that this will assist with China and next stage of growth strategy</p>	<p>DC</p>
<p>6.0</p> <p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.1.3</p> <p>6.1.4</p> <p>6.1.5</p> <p>6.2</p> <p>6.2.1</p> <p>6.2.2</p> <p>6.2.3</p> <p>6.2.4</p> <p>6.2.4.1</p> <p>6.2.4.2</p> <p>6.2.4.3</p> <p>6.2.5</p> <p>6.2.5.1</p> <p>6.2.6</p> <p>6.2.7</p>	<p>Committee Reports</p> <p>IAC</p> <p>GKH reported on IAC:</p> <p>Education database for admin accounting and procedures is now live in Dublin with CILT Ireland. GKH to visit Ireland one more time to finalise memo of agreement, SLA agreement, budget for students and aged debts with team and KN/ JH.</p> <p>GKH met with D of F and MP in March – audit is now complete and accounts will be ready for signature at IAC next week</p> <p>Risk management presentation in Malaysia will be given by Jan Steenberg</p> <p>Management accounts for 2 months to end Feb 2014 are in line with budget</p> <p>Next IAC Meeting will be 9 April 2014</p> <p>IESC</p> <p>KB reported on IESC activity and circulated the minutes of the last meeting with an update in priorities:</p> <p>By end of April the accreditation element of the database should be live. Training manuals and guidelines will be in circulation</p> <p>Income forecast for this year depends upon 1500 new students paying the full amount.</p> <p>Prices are frozen to 1 Jan 2015 to allow for resolution of service issues</p> <p>Challenges:</p> <p>KB raised the question: How can IVPs, Presidents and local councils assist in promoting courses to achieve required student numbers?</p> <p>KN suggested that IESC need to work on communications to bridge the gap between IESC and individual countries</p> <p>PB identified the need for a global message from convention on pro active promotion of education</p> <p>KB observed that education now a central issue for CILT.</p> <p>PB thanked IESC for their enthusiasm and activity and requested that all members get behind the initiative</p> <p>KB thanked the Irish Council for their work and for agreeing to a new SLA on education</p> <p>JH reported that the Diploma is behind because of database work but will still launch at convention. Syllabus and First Half module will be available by convention with remainder being completed by summer break. Full packages will be ready for new courses starting in September.</p> <p>JH also reported slippage on the Advanced Diploma as it is being twin tracked with UK. Aim to launch first quarter 2015</p>	<p>GKH</p> <p>JS</p> <p>ALL</p>

6.2.7.1	JS queried the 9 month delay on advanced diploma against tracking document.	JH
6.2.7.2	PB suggested clarification with UK on plans for completion of this work within the 2 year plan	
6.3	IMSC	
6.3.1	HL reported that the IMSC meeting in Jan discussed issues following from Convention in 2013.	
6.3.2	Harriet and Janet Eady(UK) are working on a draft proposal for membership guidelines for IMSC to consider in their next meeting on 22 April	
6.3.3	The proposal will then be taken to the Membership workshop at Malacca convention	
6.4	GMDT/MIG	
6.4.1	PB reported that roll out of launches will be complete when HK launches on eve of convention.	
6.4.2	The next issues for remainder of 2014 will be consistent communication of the brand and sharing of best practice	
6.4.3	Aims are to raise profile and promote product to drive membership income and educational sales.	
6.4.4	Launch of a trial web site in a country where there is no branch presence is planned to test effect on driving traffic. JH suggested locating site in an area where active EPs but no branch	
7.0	Territorial Organisations and International Branches	
7.1	Regional Updates by IVPs	
7.1.1	Robin Dunlop had no matters to report	
7.1.2	David Collenette reported a 30% increase in membership this year. There is good work on corporate sponsorship involving deals with Canadian National Airways and Toronto Airports Authority amongst others. There were 250 attendees at meeting in Vancouver last week. Montreal is active with an Outlook Conference next week. Good work building associations in Atlanta chapter. US seminar at University of Michigan planned for late August – hope to use to establish a chapter in Greater Detroit area. Main US chapter is in Washington DC where progress is moderate but improving. BA is working aggressively and the administrative & education machines are in place.	
7.1.3	Saliya Senanayake reported that the India situation is in hand but progress is slow. Alternative locations to Delhi are being explored. Pakistan is well established but focus needs to be directed. Sri Lanka is going well. There is a new President following the AGM and momentum is being maintained	
7.1.4	Jan Steenberg had no matters to report. PB suggested that discussion is required on developing relationships with a view to establishing a European chapter	
7.1.5	Kevin Byrne reported regular meetings Ireland	
7.2	SG Update	
	KN reported that UAE are progressing well with re-establishing the basics and re-establishing their regional contacts. The Operating licence has now been	

7.2.1	achieved. PB thanked KN and GKH for their work in fostering relationships in UAE	
8.0	Key Developing Groups	
8.1	WiLAT	
8.1.1	SS reported lots of WiLAT activity and a focus on building interest. The next step is to connect all the local activities to formulate international strategy	
8.1.2	Initiatives are being discussed to link with other women's groups	
8.2	YPs	
8.2.1	SC reported on 2 recent conference calls in February and March covering: <ol style="list-style-type: none"> 1. Relevant IMC outputs 2. Country updates, including UAE 3. International Convention arrangements and requirements More calls are planned in April / May to finalise convention plans	
8.2.2	Some COT members had been invited to address the YP convention but there is a potential clash with IMC meeting – KN/PB to address issue and respond	KN/PB
8.2.3	SC reported that Anand had resigned as deputy Convenor from UK. PB to liaise with SA to make an alternative UK nomination	PB/SA
8.2.4	SS queried YP communications from Sri Lanka. SC confirmed that there are no current communications. SS to follow up	SS
8.3	Aspire	
8.3.1	AS needs to restart discussions re S Pacific due to change in government therefore issue is currently on hold	
8.3.2	SR has communicated with TO/IB/EPs about process and following application rules.	
8.3.3	SR has opened the question of how to raise funds which will be followed up at convention.	
8.3.3.1	IVPs to consider how countries could be involved / utilise corporate funding.	IVPs
8.3.3.2	PB suggested that SR communicates the UK model to convention – to test if it could be rolled out globally?	SR
8.4	Alumni	
8.4.1	KN reported on Secretariat challenge to support the group	
8.4.2	The group is working towards an agenda for the Malaysian convention. AW will be attending.	
8.4.3	The group is keen to communicate with branches ahead of convention.	
8.4.4	PB suggested that for convention we need to clarify the difference between Aspire and Alumni and how they fit together and work separately. One page is required from each group to IMC	SR, KN
8.4.5	PB suggested that support for all key groups be included as part of delegation meetings discussions	
9.0	Any other Business	
9.1	DS clarified that for filing purposes AGM should be held within 10 months of financial year end and under byelaws AGM should be held within 15 months of previous meeting	

10:00	Next Meetings The next meetings will be held on Monday 2 June (post meeting amendment) in Malacca, Malaysia without teleconference and on Wednesday 3 September 2014 in Corby, UK with teleconference	
	The meeting closed at 14:00BST (13:00GMT)	