



Minutes International Management Committee

Thursday 6 September 2018; 12:00 Noon BST
Transaid, UK / Teleconference

Present

Present:	Name	Position	Initials
In person	Radzak Malek	IMC Chair, President Elect	RM
	Kevin Byrne	International President	KB
	Finbarr Cleary	IVP	FC
	Keith Newton	Int. Secretary General	KN
By 'phone	Romesh David	IVP	RD
	Neville Binning	IVP	NB
	Francis Ehiguese	IVP	FE
	Vicky Koo	WiLAT Deputy Convenor	VK
	Elliot Price	YP Global Convenor	EP
	Ceri Williams	Int. Comms. Co-ordinator	CW
	Abi Sofian	SG CILT Malaysia	AS
	Harriet Leung	Manager CILT Hong Kong	HL
	Andrew Weatherill	Director of Finance	AW
	Jon Harris (part)	Int. Prof. Dev. Co-ordinator	JH
Observer	Mohammed Nizam	CILT Malaysia	MN

Apologies Jan Steenberg, Rupert Nichols, David Pugh, Alan Jones, Kevin Richardson, Sunny Ho, Jon Harris, Aisha Ali Ibrahim, Stephen Rinsler, Teete Owusu Nortey

No.	Item	Action
1.0	Welcome RM welcomed members to the meeting.	
2.0	Minutes of Meeting on Saturday 2 June 2018 The Minutes were passed as an accurate representation of the meeting. Proposed by KB, seconded by FC. The meeting approved the minutes for posting on the international website.	
2.1	Matters arising: KN reported greater YP and WiLAT attendance at Convention 2018 following the directive that each country should support the attendance of at least one YP and one WiLAT member. It appears that funding is the key issue in situations where this hasn't happened. International funds supported 3 YPs this year.	
2.1.1	IMC members are asked to forward thoughts on how to improve support for WiLAT and YP attendance in Manchester next year.	ALL
2.1.2	VK suggested that some of the YP/WiLAT members who attended Convention in Wroclaw were not supported by their national councils.	

2.1.3	KB and RM reinforced that every country was required to send at least one WiLAT and one YP member to every international convention.	ALL
3.0	YP Strategy Review Consultation Document EP reported on the results of the consultation document and survey circulated via the country branches. Response rates varied largely depending on whether individual country offices shared the documents with their members. Responses came from a mixture of students, YPs and more senior Institute members. Many comments were supportive, especially from countries with large numbers of student members. Some negative comments were received regarding the timing of the report.	
	EP to provide a written report on the feedback and send it to CW before COT on 20 September	EP
3.1	A query was raised as to whether including a YP member on all local committees was compatible with local byelaws. KB and RM reinforced that YP members should be in place on local council committees by the end of next year	
3.2	FE discussed the age parameters of the proposed New Generation forum and the relevance of the forum name to members at different stages of their career. EP explained that many existing YP groups have large numbers of students i.e. Sri Lanka, Hong Kong. Responses suggest it is students who are most attached to the name 'Young Professional' as it is aspirational for them. Older YPs feel they are getting less traction from the term. We need to find terminology to suit both groups. Many countries are experiencing a gap in membership in 20s and early 30s as student members drop off. FC suggested that 'Young Generation' might suit both groups as a name	
3.3	RM invited IMC members to comment on the document by emailing CW/KN by 18 September.	ALL
3.4	KN confirmed that the next stage is for the document, along with EP's report on the feedback, to go to the COT meeting on 20 September 2018 KN recommended a small working party join EP in developing and making recommendation on the ideas raised by the report and survey. This working party would report in to December's COT meeting with a final proposal. NB and FC are keen to be involved in the development of YP strategy, and RD and FE are also pleased to join the working group. VK stated that WiLAT will do whatever they can to support the YPs The meeting approved the proposed actions for progressing YP strategy	
3.5	EP confirmed to GL that he will be meeting with the N America YP contact once a month to offer support	
3.6	RM congratulated EP on the Consultation document and requested that SE Asia be included as a region. EP asked for RM's support in finding a YP representative for the region	RM/EP
	RD joined the meeting	

- 3.7 EP recommended that members read Emma Ross's article on YPs in UK Focus magazine.

4.0 IVP Reports and Key Developing Groups

4.1 Australasia IVP Report

NB circulated a report:

- Australia are keen to bid for Convention 2020.
- Australia have built up relationships in Philippines over last few years and are keen to be involved in branch development in the region.

- NB is keen to extend his IVP tenure for next 12 months.

KN responded that:

- Invitations to bid for Convention 202 will be issued in the next few weeks for a decision at December's COT meeting
- There are a number of interested partners in Philippines who we are seeking to bring together. JH will be visiting the region in October.

- Formal endorsement of NB's proposal will go to COT

4.2 The Americas IVP Report

GL circulated a report:

- The N America Education Committee have recently reviewed their focus on 5 major issues. The N America branch has reviewed its strategy agenda to reflect these issues.

- GL invited members to attend N America's Outlook Conference in Ottawa on 15 November

- N America have recognised the importance of social media and are investing in building online platforms

4.3 Nigeria IVP Report

FE reported on recent activities in Nigeria:

- On 26 November the National Conference will be held
- The education strategy document has been reviewed and refined

- YP Chairperson has stepped down

4.4 Africa IVP Report

A report was circulated following TON's visit to Zambia, Zimbabwe and Uganda

4.5 South Asia IVP Report

RD's report is to be circulated after the meeting:

- Sri Lanka's National Awards were well attended
- Accreditation teams are in place following JH's visit
- Sri Lanka have a growth rate of 15 members per month
- WiLAT and YPs in the region remain active

KB was pleased to hear about Sri Lanka's membership work and asked that they share news of their activities with other countries

4.6 IESC

JH joined the meeting for the IESC report:

- There is positive work in India and Sri Lanka concerning education governance.

- IESC recommend that pricing remains at the current level due to the current market situation and in order to align with UK and other pricing costs. However the IESC wish to retain the right to revisit this decision

- There is some liaison work to do with UK on material development

- The Language for Logistics level 2 Foundation course is close to completion and will be used in Kazakhstan in October
 - Train the trainer is already being successfully delivered and IESC are looking at how this can be converted to an e learning platform.
 - IESC are still struggling to get Education Champions to join meetings and will experiment with a regional model from September to see if this helps the situation
- RM questioned education developments in Pakistan. JH confirmed we have conducted an audit and are focusing on working with a new list of approved providers to form the basis of education strategy for Pakistan

JH left the meeting

4.7 **WiLAT**

A report was circulated. Members had no questions.

5.0 **Conferences and Conventions**

5.1 **Kazakhstan Conference**

KN reported on an excellent conference. The event was oversubscribed. There were over 100 delegates from China and a similar number from Kazakhstan along with a good international contingent. Speaker quality was impressive, government support was good and the event will help move the Kazakhstan branch forward.

5.2 **China Conference**

CW reported on the status of registrations for sponsored delegates. IVPs are asked to assist with nominations for supported delegates from India, Ukraine, Philippines, S Africa, Cameroon and Ethiopia

IVPs

5.3 **2020 Convention Nominations**

The bid document for 2020 will be circulated shortly with nominations due by mid-November. A decision will be made by COT in December.

6.0 **Strategy and Finance**

Accounts were circulated to end of July 2018

6.1 KN reported that costs are under control and that we are ahead on income. The forecast has been redone against this.

6.2 We are working with AW and the finance team on reporting and process and are looking at aligning UK and international financial years. IAC will consider this proposal.

6.3 KN thanked Anna Mizerska for the excellent work she does on international finance

7.0 **IMC Ways of Working**

KN updated the meeting that we are working with David Vokins in UK to research conferencing possibilities. Because of the costs involved we need to be assured of the benefit.

8.0 **Any Other Business**

Dial in (UK Callers)
Dial in (International)
Participant code

Toll access: 0333 300 1134; Toll free access: 0800 358 2705
 See attached listing or dial 00 44 333 300 1134
 833356#

- 8.1 RD queried whether CILT UK have reserved rooms for Convention 2019 as the date clashes with the cricket world cup finals in Manchester. AW to investigate AW
- 8.2 RM asked VK to ensure that the WILAT operations guidelines document includes the SE Asia region. KN/CW to review the list of CILT regions and present them to the trustees for consideration with the forum protocol document. KN/CW
- 8.3 AS reported that Malaysia had held its AGM and that the Chief of Armed Forces had agreed to extend the forces programme to other units.
- 8.4 AS will attend future meetings as the representative for the South East Asia region
- 8.5 FE asked whether the YP consultation document proposed a change in the forum age bracket. EP/KN confirmed that this wasn't considered but would be picked up by the working party
- 8.6 FC raised the issue of KN's workload and asked how we can help resource international effectively and reward Keith for his efficient performance
KB recognised that members of the secretariat worked beyond their expected hours on a regular basis

9.0 Date of Next Meeting
Thursday 29 November 2018; 11:00 GMT
GS1 London / teleconference