



Minutes International Management Committee

Thursday 29 November 2018; 11:00 GMT
Teleconference / GS1, London

Present

Present:	Name	Position	Initials
	Kevin Byrne	International President	KB
	Alan Jones	Trustee, IVP	AJ
	Finbarr Cleary	IVP	FC
	Keith Newton	International S-G	KN
By Phone:	Radzak Malek	IMC Chair, President Elect	RM
	Jan Steenberg	Trustee, IVP, Chair IESC	JS
	Stephen Rinsler	Hon Secretary	SR
	Romesh David	IVP	RD
	Neville Binning	IVP	NB
	Francis Ehiguese	IVP	FE
	Sunny Ho	IVP	SH
	Vicky Koo	WiLAT Deputy Convenor	VK
	Elliot Price	YP Global Convenor	EP
	Kevin Richardson	CEO, CILT UK	KR
	Andrew Weatherill	Director of Finance	AW
	Harriet Leung	Manager CILT Hong Kong	HK
	Abi Sofian	S-G, CILT Malaysia	AS
	Jon Harris (part)	International PD	JH
	Ceri Williams	International Communications	CW
	Karyn Welsh (part)	CEO, CILT Australia	KW
Apologies	Rupert Nichols, Gilles Legault, Aisha Ali Ibrahim, Teete Owusu Nortey, David Pugh		

No.	Item	Action
1.0	Welcome RM welcomed members to the meeting.	
2.0	Minutes of Meeting on 6 September 2018 The Minutes were passed as an accurate representation of the meeting. Proposed by KB, seconded by FC.	
2.1	Matters arising: KN advised on a correction to YP Strategy minute 3.0 made following the previous meeting.	
2.2	The meeting approved the minutes for posting on the international website.	
3.0	YP Strategy Review Consultation Document KN reported on the Next Generation proposal circulated. The working party to support the YP global team has met twice since	

- the last IMC meeting. We do not yet have a working plan. KN asked IMC to endorse the name change and direction. Secretariat / external support will be required in developing the proposal, and there is a need to link up with UK following their launch. The plan is to launch internationally in Manchester in June
- 3.1 EP reported on progress with the Next Generation proposal and explained issues in articulating the proposal and what it means to both the Institute and individual YP members. It has become apparent that we need professional help to develop the idea and drive change.
RM invited contribution from members
- 3.2 VK reported concern in Hong Kong over what 'NG' means to members and whether it accurately represents YP needs. Hong Kong propose to retain the name YP and raise the age limit to 49 years.
- 3.2.1 SR expressed concern on the overlapping of forums within the Institute, especially with regard to YP overlapping with the middle section of our membership age range.
- 3.2.2 EP pointed out that Hong Kong had been involved in progress to date and reinforced that the proposed name was Next Generation not NG.
- 3.2.3 FE suggested that too wide an age range would jeopardise the representation and retention of younger members.
- 3.2.4 RD felt that the use of the acronym NG should be outside of these discussions. We must not lose sight of the basic proposal that we are representing our junior members and that members up to the age of 49 have widely differing needs and are in varying positions in relation to their career development.
KR and SR supported this position.
- 3.2.5 KB reinforced that the important question from a YP perspective is 'What does this mean for me?'
- 3.2.6 RD observed that it was critical that UK and International should proceed with developing one common proposal and a unified programme.
- 3.2.6.1 KR explained that UK had raised the issue of encouraging young people to join the Institute through a Focus magazine article which whilst under the banner of Next Generation was not specifically branded as Next Generation. The UK will not apply an age limit – the offering will be related to stage of career.
EP reported that his group supported this, although age limits may be used for competition purposes such as the Young Achiever award.
- 3.2.6.2 SR agreed that age limits should not apply and that members should be free to engage with appropriate areas of the Institute by choice. We need to investigate and develop the proposition of what this means to the individual members.
- 3.2.6.3 EP confirmed that Next Generation is an umbrella term to cover various stages of career development and progression according to individual need.
- 3.2.7 FE suggested that allowing Forum to have legal status at national level may lead to leadership conflicts caused by Forum feeling it has somewhat independence.

- 3.2.8 KN reminded members that they have been consulted through the Forum Consultation process and the YP Consultation Document over the past year and reinforced the importance of countries and members feeding into the consultation process as we move forwards. Members and countries should raise issues for consideration formally to KN.
- 3.2.9 KN asked for CILT UK guidance on linking up with the UK programme. EP / Emma Ross are to liaise and make recommendation. KR reported that not much development has taken place to date on the proposition in UK.
- 3.2.10 RM asked IMC to endorse the proposal to change the YP name and develop the substance of the proposition for presentation to COT on 13 December for a unified UK / international programme to be launched at Convention 2019. The meeting approved the proposal by majority. SH and VK requested additional time for local consultation and will feed in to the development of the substance of the proposition before the presentation to COT on 13 December.
EP left the meeting

4.0 IVP Reports and Key Developing Groups

Americas Report

GL circulated a report

Australasia

NB circulated a report:

- Australia have submitted a proposal to host Convention 2020
- Australia submitted a proposal on an IVP Elect role
- NB is keen to be involved in Centenary planning
- Australia have an interest in continued involvement with the development of CILT Philippines

Europe and Middle East

FC circulated a letter from CILT Ireland's new President

South East Asia

RM circulated a report

East Asia

No report circulated.

South Asia

RD circulated a report and requested an update on the India conference. RM reported a successful Expo India conference, although there were some issues with CILT Branding. The conference was efficiently organised and CILT was well recognised by the local authorities and government. RM recommended that India seek IVP / international support for future events. RM will compile a full report for circulation.

Africa

No report circulated as TON is currently engaged in liaison with branches in the region.

Nigeria

FE circulated a report and updated members on membership and education issues in Nigeria, and the recent AGM

WiLAT

VK circulated a report and thanked members for supporting the recent WiLAT function in Hong Kong.

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VK reported that the WiLAT Guidelines have now been issued to all local forums.

4.1 **CILT Philippines Start up Proposal**

JH and Karyn Welsh joined the meeting.

JH summarised his recent visit and key meetings on governance and approach.

A business plan and a plan on a page have been created locally and are subject to review and development by interested parties in international, CILT Australia and SGV (a Philippine multidisciplinary professional services firm).

KW reinforced the SGV offering and the need to consider this fully within the development of the business plan. JH emphasized the importance of recruiting public and private sector professionals to boost Institute credibility and recognition. JH identified the advantage of cross country collaboration in the birth and development of a new branch and asked for IMC advice on the preferred route for progression..

4.1.1 JH requested member views by Friday 7 December before we respond to the local team in Philippines with clear parameters for development.

4.1.2 IMC agreed that the branch be supported by CILT Australia and that this, and SGV's input, should be recognised in the business plan. A refreshed business plan would be presented to IMC in February.

4.1.3 FC identified an interest from other CILT countries in supporting the development of the Philippines branch and KN agreed that this would be facilitated in the process. FC also suggested that we seek out international members working within the Philippines, who are very keen to be involved, and include them as part of the committee.

KW left the meeting

5.0 **IESC Report**

JH summarised the IESC report circulated and invited questions from members. No questions received.

5.1 **DAI Commission in Central Asia**

JH reported on winning the tender for our first international business development opportunity in Kazakhstan. The method of delivery will allow us to accredit new establishments in the process of delivering the project and will also allow CILT Kazakhstan to kick-start their own programmes.

RM congratulated the tender team

5.1.1 SR observed that as a flagship initiative, this project must be run closely with tight project management. KN reported that the first planning meeting will take place next week and that resource and management issues will be discussed later in this meeting

5.1.2 RM reported on Malaysia's recent study and report on empowering women leadership in the maritime sector which was presented at The APEC Senior Transport Officers Meeting at Lima Peru on 15/10/18. JH requested copies of the report and identified a request from the DAI development partner for the progression of WiLAT

JH left the meeting

6.0 Conferences and Conventions

6.1 China Conference

KN reported on a successful conference and WiLAT forum, and the strengthening of links with China on training and development. CILT had a strong international delegation. KN will meet with China in January to discuss next year's event. More active dialogue is still required moving forward but this is improving year on year. WiLAT China is attracting high quality business leaders.

6.2 Africa Forum

Next Year's forum has moved from Tanzania for governance reasons. TON is liaising with the African countries and will report back.

6.3 2020 Convention Nominations Status

KN reported that the bid process closes tomorrow. An Australian bid has been received and there has been interest from Hong Kong and Mauritius. SH confirmed that HK will be submitting a bid. Bids will be processed through to Trustees for a decision on 13 December.

6.4 2019 Convention Update

KN circulated an update on the programme and the organisation of the event over 3 days. The speaking agenda will focus on the Tuesday and Monday will focus on a New Institute for a New Era. KN described the time limitations of a 3-day programme with reduced time for separate WiLAT and YP deliberations. Members are invited to feedback to KN
VK to email KN with specific WiLAT requests

7.0 Accounts and Forecast Sept 2018

7.1 KN circulated the accounts and forecast for September 2018.

We have now simplified our accounting processes to align with CILT UK and our accounting year has therefore finished after only 9 months. There is a slight operating profit despite education income falling away in last couple of months. The focus is now on forecasting for the final 3 months of 2018 and the budget is in progress for review by IAC on 13 December.

7.2 AW commented on changes to accounting policy for next year.

We have £220k unrestricted funds with costs of just over £400k which keeps the organisation within the six month guidelines on funds and revenue. Our working capital has been tight in recent months partly due to the change in financial processes. We have £812k investments so there are no liquidity concerns and working capital will resolve itself. A change to the look of accounts next year will recognise debtors and improve profitability. The 2017-18 financial Audit is now in progress.

7.3 SR identified that due to the change in the accounting year the AGM date must be no later than 30 June.

7.4 AW confirmed that Membership income would remain on a cash received basis with all other income on an accruals basis.

7.5 VK identified the success of KN's contribution and questioned how we increase income for greater involvement from KN at regional and local levels. FC reiterated the request for IMC to provide greater support for KN. RM to carry the question forward to trustees in December.

8.0 IMC Ways of Working

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- No discussion. Item carried forward.
- 8.1 Dates for 2019 Meetings**
Meeting dates have been circulated and KN identified a change of meeting day and location to fit in with the new President's diary.
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- 9.0 Any Other Business**
- 9.1 Secretariat Structure and Personnel Changes**
FC asked the Trustees to look at Keith Newton's position, contribution and workload and consider an end of year reward in the form of a bonus or a financial incentive. FC requested IMC support for the proposition which was seconded by RD.
SR left the meeting
- 9.1.1 KN announced that JH is now working one day a week and that other individuals are being approached to cover specific project work. KN is managing the education finance bid with ZR and we are seeking additional administrative support. COT will be considering the full proposal on 13 December.
- 9.2 Branch Website and Social Media Audit**
CW reported on the completion of a global website and social media audit to ensure that as an Institute we are accurately and consistently representing our brand across our global network. The audit has been completed from a brand, user experience, structure and content perspective, and has been carried out by Pink who are our Brand Consultants and retained marketing agency. Individual country reports have been compiled to feedback on areas where we are performing well and to identify ways in which we can improve our users' experience. The marketing team will send reports out in early December and will also be available for one to one feedback sessions for branches who wish to discuss the content of their report in greater detail.
- 9.3 100 Years Plan**
CW circulated a draft proposition for a soft launch in January with an initial focus on using our website / social media communication platforms, building through set piece events, to an anniversary event in November, supported by charity activity and a programme of local events throughout the year. Members are requested to feed in to the plan. We will work with CILT UK and Pink to develop the proposal and will liaise with counties on the local event plan.
- 9.3.1 As we wish to co-ordinate all activity centrally, countries who already have plans in place are asked to communicate with CW
- 9.4 CILT Theme song proposal**
AS reported on Malaysia plans for the centenary and proposed an initiative for a team song to support the Stronger Together proposition. The proposal is to run a competition for lyrics with the composer being selected by CILT Malaysia.
- 9.4.1 KN suggested a song might be received differently around the globe but that this should be viewed as a fun item in recognition of our 100 years.
RM proposed that Malaysia would support the funding of the composer and the reward for the winner of the lyrics competition.

There was no other business.

10.0 Date of Next Meeting
Wednesday 13 February 2019
Waterloo, Teleconference

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