



# Minutes International Management Committee

Wednesday 13 February 2019; 11:00 GMT  
Teleconference / Network Rail, London

## Present

<b>Present:</b>	<b>Name</b>	<b>Position</b>	<b>Initials</b>
In person:	Peter Hendy	International President	PH
	Radzak Malek	IMC Chair, President Elect	RM
	Alan Jones	Trustee, IVP	AJ
	David Pugh (part)	Hon Treasurer, Trustee	DP
	Keith Newton	International Secretary General	KN
	Stephen Rinsler	Hon Secretary	SR
By Phone:	Jan Steenberg	Trustee, IVP, Chair IESC	JS
	Romesh David	IVP	RD
	Neville Binning	IVP	NB
	Francis Ehiguese	IVP	FE
	Sunny Ho	IVP	SH
	Finbarr Cleary (part)	IVP	FC
	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 (part)	Manager CILT Malaysia	AS
	Ceri Williams	International Communications	CW
<b>Apologies</b>	Rupert Nichols, Aisha Ali Ibrahim, Jon Harris, Teete Owusu Nortey, Finbarr Cleary, Gilles Legault		

<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>1.0</b>	<b>Welcome</b> RM welcomed all members to the first meeting of our centenary year.	
<b>2.0</b>	<b>Minutes of Meeting on Thursday 29 November 2018</b> The Minutes were passed as an accurate representation of the meeting. Proposed by SR, seconded by RD.	
2.1	Matters arising:	
2.1.1.	Secretariat Changes KN outlined the secretariat changes detailed in the pre read document implemented following November's IMC and the subsequent COT meeting in December.	
2.1.2	Website & Social Media Audit KN reiterated the importance of the brand as we start our centenary year. The branch website and social media audit has demonstrated areas that need to be discussed and progressed.	

- IVPs to remind countries of the availability of 1 2 1 feedback sessions. IVPs
- RM reinforced the importance of harmonisation
- 2.2 The minutes were approved for posting on the international website CW
- 2.3 RM thanked Network Rail for the use of the meeting room and welcomed Sir Peter Hendy to his first meeting as International President

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### 3.0 YP Strategy Review Consultation Document

- KN updated the meeting on progress and asked the meeting to support the proposed development plan The objective is to launch the new product in Manchester.
- 3.1 EP thanked the meeting and the communications team for their support and confirmed that he and his YP team are in favour of the development plan
- RM invited comments
- 3.2 RM reinforced that Malaysia support the concept of the Next Generation
- 3.3 KR agreed that CILT UK would support through Emma Ross's involvement
- 3.4 FE reinforced the importance of a unified approach across countries
- 3.5 VK to forward details of the new Hong Kong YP Champion VK
- 3.6 The meeting approved the proposal for progressing the initiative.

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### 4.0 IVP Reports and Key Developing Groups including YP & WiLAT

#### Africa

No report submitted

#### Nigeria

FE submitted a pre read report on activity in Nigeria, including new strategy on Professional Education Growth, and Membership Growth and Retention.

FE requested a discount on registration fees for International Convention

RM congratulated Nigeria on an increase in membership from 2,610 in 2017 to 3,363 in 2018.

#### South Asia

RD submitted a pre read report. Membership is progressing well in Sri Lanka, and WiLAT and YP forums are strong. Government influence and policy are improving.

RM congratulated Sri Lanka on membership growth from 1,503 in 2017 to 1,683 in 2018

SR requested that KN is kept informed on USAID discussions as we also have USAID involvement with Kazakhstan RD

#### East Asia

No pre read report submitted. SH informed the meeting that CILT Hong Kong and CILT Macao are entering a Logistic and Supply Chain Alliance.

#### South East Asia

RM submitted a pre read report.

#### Europe & Middle East

No report submitted. KR reported that UK have signed an agreement with the MOD. A good relationship is developing with the first joint event running in March.

SR offered to attend if helpful.

#### **Australasia**

NB submitted a pre read report. Convention 2020 will be held in Perth. NB is interested in strategic involvement in our future development as we move into the next 100 years.

#### **Americas**

No report submitted

#### **YP Report**

No report submitted.

#### **WiLAT Report**

VK submitted a pre read report. VK reported that WiLAT are working towards developing their structure in line with the new forum document

VK reported that the cost of Convention in Manchester is an issue for WiLAT members

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<b>5.0</b>	<b>Territories &amp; Branch</b>	
5.1	<p>KN reported that a proposal for establishing CILT Caribbean was going to COT in March, following an initial approach in 2011. Sierra Leone had a branch in 2007 – 2009 and there is strong interest in re-creating the branch.</p> <p>Philippines is work in progress. Further work is being carried out on the business plan by Karyn Welsh and the plan will go back to COT in March.</p> <p>KN/TON conducted a CILT Tanzania Audit recently. KN reported a good membership but no working business model and low income. The audit report requests dramatic changes. COT will consider the report in March as a governance matter.</p>	
5.2	<p>KN reported that a number of branches have failed to make full Annual Returns. COT will consider this in March. The improved secretariat resource will enable greater focus on conformance. IVPs are asked to assist with countries in their regions.</p>	IVPs

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<b>6.0</b>	<b>Conferences and Conventions</b>	
<b>6.1</b>	<b>2019 Convention Update</b>	
	<p>KN reported on a planning meeting held last week, which KN / CW attended. The latest draft programme was circulated in the pre read documentation.</p>	
6.1.1	<p>KR / AW are working with the UK marketing and events teams to revisit costs. KR requested that International delegates hold off booking until next week.</p>	
6.1.2	<p>KR reported that CILT UK have had further discussions with Pacific 7 on hotel costs. Delegates are advised to shop around for the best hotel prices, and to book early as Manchester will be busy in June.</p>	
6.1.3	<p>KN recommended that pricing be resolved within a week to avoid losing delegates.</p>	
6.1.4	<p>SR requested transport from the remote hotels to the venue. CILT UK to consider and respond.</p>	
6.1.5	<p>KN to forward Secretary of State invitation letter to PH</p>	KN

- 6.1.6 FE reported that the Nigeria council and members have serious concerns over fees and the location of accommodation.
- 6.1.7 VK reported that WiLAT have concerns on pricing which is currently prohibitive and hope the new pricing will enable attendance
- 6.1.8 RD reiterated concerns on pricing, especially in relation to YP and WiLAT. High pricing will result in a smaller delegation
- 6.1.9 KN asked IVPs to forward names of companies who may be interested in sponsorship packages IVPs
- 6.2 China Conference 2019**  
KN reported on a successful conference last November in Changsha. The 2019 event is already in planning for a conference to be held in Shandong. CILT China have new leadership and DC, VK and KN met the new team in Beijing in January. CILT China will send a delegation to convention in June.
- 6.3 Africa Forum 2019**  
KN reported that Africa Forum is open on the website for booking for 4 – 6 April in Zimbabwe. RM invited members to join. SPH is unable to join in person but will send a video message. FE reiterated the invitation for members to attend the forum and discuss issues affecting Africa and the Institute as a whole
- 6.4 2020 Convention**  
The 2020 event will be held in Perth from 18 – 21 October 2020. Further details to follow. VK asked whether this would be an affordable convention for all members. NB responded that the organising committee were aiming to keep registration figures in line with those of recent conventions and to utilise sponsorship to facilitate the event. The committee would be working to achieve attractive pricing.
- 6.4.1 RM reiterated that the Malaysian experience had been successful in attracting sponsorship to reduce registration fees
- 6.5 100 Years Plan**  
KN reported on a planned anniversary event at The Savoy Hotel on 3 November this year. This will be a set piece event for 100 guests. KN encouraged other countries to hold events on that day to link into the event in London. We should use the day as a celebration day across the world. SR reiterated the importance of global marketing. RM asked all countries to adopt the centenary treatment on communications throughout the course of the year CW reported that centenary concepts were in development for communication to branches shortly. CW reminded countries that the brand guidelines do not support the creation of new logos but that we will be issuing a recommended visual treatment to be applied in recognition of the centenary
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- 7.0 Strategy and Finance**
- 7.1 Budget 2018-19**  
KN shared the proposed budget, which will go to COT and IAC in March. We are changing the way we deal with income recognition and our financial year to align with CILT UK, which makes the budget complex. We are projecting further growth in education and there will be increased spend on convention and

centenary activities this year. Education income will now be recognised on invoice.

**7.2 Annual Fees 2019**

There is an increase on annual fees from £2.00 to £2.10 per member, which will increase revenue by approximately £6,000. As in recent years, most of our revenue is from education income.

There were no questions from meeting

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**8.0 Any other business**

8.1 AS updated the meeting on activities in Malaysia, detailed in the pre read document.

8.2 RM request a LOI from International President for members to attend Manchester Convention to assist with registrations

8.3 VK reiterated that pricing for Manchester is key for members to attend.

8.3.1 SH reinforced concerns on Convention pricing from CILT Hong Kong

8.4 FC thanked IMC and COT for appreciating KN's work

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**9.0 Date of Next Meeting: Monday 29<sup>th</sup> April 2019  
Waterloo / Teleconference**