Minutes

International Management Committee

Monday 29 April; 11:00 GMT

Teleconference / Network Rail, London

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| Present |  | | |
| **Present:** | **Name** | **Position** | **Initials** |
| In person: | Sir Peter Hendy (part) | International President | PH |
|  | Dato Radzak Malek | IMC Chair, President Elect | RM |
|  | Alan Jones | Trustee, IVP | AJ |
|  | Keith Newton | International Secretary General | KN |
|  | Stephen Rinsler | Hon Secretary | SR |
|  | Finbarr Cleary | IVP | FC |
|  | Kevin Richardson | CEO, CILT UK | KR |
|  | Abi Sofian | Manager CILT Malaysia | AS |
| By Phone: | Romesh David | IVP | RD |
|  | Sunny Ho | IVP | SH |
|  | Vicky Koo | WiLAT Deputy Convenor | VK |
|  | Elliot Price | YP Global Convenor | EP |
|  | Harriet Leung | Manager CILT Hong Kong | HL |
|  | Ceri Williams | International Communications | CW |
|  | Jon Harris (part) | International Education | JH |
| **Apologies** | Rupert Nichols, Aisha Ali Ibrahim, Gilles Legault, Jan Steenberg, Neville Binning, David Pugh, Andrew Weatherill, Francis Ehiguese, Newton Demba | | |

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| **No.** | **Item** | **Action** |
| **1.0** | **Welcome**  RM welcomed members to the meeting and apologised for the delay in accessing the meeting room. |  |
| **2.0**  2.1  2.1.1.  2.1.2  2.1.3  2.1.4  2.2 | **Minutes of Meeting on 13 February 2019**  The Minutes were passed as an accurate representation of the meeting.  Matters arising:  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 are asked to remind branches in their regions of the availability of free 1 2 1 feedback sessions.  KN reminded branches that the Centenary branding should now be applied to their website and social media platforms. CW confirmed that full campaign guidelines and artwork for several variations of the campaign is available on the DMS along with artwork for event materials, banners, letterheads, email banners, powerpoint presentations, brochures and other branch assets.  RM reinforced the importance of harmonisation across branches.  KN acknowledged that UK’s convention branding and the UK 100 year logo are outside of CILT guidelines and recognised that we need to look at how we bring UK branding in line moving forwards.  New Branch Progress  A more detailed report will be brought to the next meeting. KN reported that Philippines is still work in progress, and the Caribbean is an exciting opportunity. Sierra Leone has a business plan but finance remains an issue. We have a new Training Provider in Botswana.  The minutes were approved for posting on the international website |  |
| **3.0**  3.1  3.2  3.3  3.4  3.5  3.6 | **YP Strategy Review**  CW advised that the discovery phase is complete and that all branch YP committees were invited to contribute. The consultation period was extended to facilitate a higher response level. We now have around 40 responses. The summary report is in progress and the working party will be having a workshop webinar in early May to discuss the results and explore options for moving forwards. Delivery will be dependent on the output of this session with recognition of Convention in June as an instrument in agreeing the way forward  KN reported that Africa are keen not to lose the YP element. We need to ensure that all countries have opportunity to contribute.  EP reported that concerns in Africa may be based on lack of information as we are still in the consultative rather than the delivery phase.  EP advised that the first session at convention is set aside to discuss the new concept, to recognise where YPs have come from and to agree the direction forwards. This will Include a session on International Young Achievers over the years.  The afternoon session will be a workshop session for branch support and to look at local and regional collaboration.  EP emphasized the importance of attracting both YPs and branch council members who can support YPs locally.  SR suggested it is important that the name doesn’t get in the way of developing the product and recognised that It may take time for individual branches to adopt the new concept.  CW confirmed that the process is currently looking at how we identify the group, characteristics that make them a specific group within CILT, how their particular needs can be met and how we add value for them, before consideration of the name  KR suggested that the solution may differ between countries.  KN recommended that we allow the YP global committee to make their recommendation following their webinar workshop. |  |
| **4.0**  4.1  4.2 | **IVP Reports and Key Developing Groups including WiLAT**  RM requested that IVPs report on matters from all countries in their region rather than just from own country, so that all branches are represented at IMC.  KN is to circulate a summary of expectation from the IVP role.  **IVP Reports**  **Africa (ND)**  No report submitted  **Nigeria (FE)**  No report submitted  **South Asia (RD)**  RD is currently liasing with countries for feedback on the uptake of the Centenary Campaign  **East Asia (SH)**  SH reported on Hong Kong’s centenary plans. SH is awaiting responses from other countries in his region.  **South East Asia (RM)**  AS reported on Malaysia’s new member programme.  Malaysia are preparing for their AGM and planning a  Centenary Seminar at the end of the year.  **Europe & Middle East (FC & AJ)**  FC reported that Ireland’s Centenary dinner is being arranged for November.  KR reported that UK ran a corporate member day recently which HRH Princess Ann attended. UK now have 140 corporate members. UK are also planning a logistics and diversity challenge and a 3 day transport practioners conference in the summer. KR further reported on significant governance changes in UK and the beginning of an education focus on development at level 3 and level 6.  SR is keen not to lose individual membership through a focus on corporate membership. KR confirmed that UK are ensuring they have no free members. SPH suggested that corporate membership should attract individual members as a result of employers’ interest in the Institute.  **Australasia (NB)**  Report submitted by NB  **Americas (GL)**  **GL** circulated a report on N America’s Outlook conference  **WiLAT Report**  Written report circulated.  RM updated the meeting on activities in Indonesia and Singapore.  VK reported that WilAT have new chapters in the Indian Ocean Islands and Kazakhstan (Central Asia). WiLAT will recognise these new branches in Manchester. One of them is interested in adopting the CALF prograame. WilAT are working with KN on sessions for Convention. WilAT have followed forum guidelines for their first steering committee meeting.  VK reported that WilAT have redesigned their website following their audit report recommendations and requested a re-audit.  SPH left the meeting |  |
| **5.0**  5.1  5.1.1  5.1.2 | **Territories & Branch**  Membership Returns 2019  KN circulated membership figures from Annual returns and advised that current reported figures are from June 2018. Some of the high spots for growth include Zambia, Nigeria, Bangladesh, Hong Kong and Sri Lanka. India membership has been falling and COT have a new tactic for India.  SR suggested International consider charging for corporate membership.  RD enquired why UK, Australia and New Zealand membership is falling. EP suggested that the New Zealand member offering may be lacking. |  |
| **6.0**  **6.1**  **6.2**  6.2.1  **6.3** | **Conferences and Conventions**  **China Conference**  KN reported on new dates of 17/18 Oct. We now need to source international speakers. Nominations for sponsored delegates will start after Convention.  **Africa Forum Report**  KN and RM attended Africa Forum held in a magnificent conference centre in Harare. Attendance levels were good from Nigeria, Ghana, Zimbabwe and Zambia especially.  RM announced Dr Newton Demba as the new IVP for Africa, and thanked Chief Teete Osusu Nortey for his work in the role. TON will now act as Special Adviser to the Council of Trustees for Africa.  **2019 Convention Update**  KR reported on the progress of planning in UK .The full programme is available on the website.  KR is hopeful that the Minister of Transport may be attending on Tuesday.  KN reinforced that we have strong international speakers with Sean Culey and Mark Millar leading on a New Institute for a New Era on Sunday.  KN asked the meeting for any visa problems and none were reported.  KN confirmed that the President’s dinner will be held on Tuesday evening. |  |
| **7.0**  7.1  7.2  7.3 | **IESC Report**  JH joined the meeting to report on IESC activity.  JH drew attention to an audit of education materials and the consideration of a new 3-5 year strategy plan, and welcomed input from IMC members and countries.  JH reported that Kazakhstan and Philippines remain important areas of focus, that a Train the Trainer programme is planned in June in Kazakhstan, and that Skills Council recognition of CILT qualifications is going well in s Africa. JH hopes this will help in other countries. A level 5 qualification work based product is currently being developed and the next project is to refresh the CPD toolkit.  JH reported that a new set of moderators and assessors is in progress.  RM invited comments. None received  JH reiterated that members are welcome to get involved with any of the above projects and should contact him directly..  JH confirmed that the IESC minutes currently only go to the core IESC team as they may contain sensitive issues. Education Champions meet separately and are not copied on these IESC minutes, although key issues are fed back into the Education Champions meetings.  JH to produce a reduced version of the minutes for general circulation moving forwards. | ALL  ALL  JH |
| **8.0**  8.1  8.2 | **Strategy and Finance**  **March Accounts & Latest Forecast 2019**  KN circulated the forecast. Numbers are being reviewed as education income has been lower than forecast. With the change in accounting process it is taking some time to follow the pattern of income. However, March income invoiced at 32k and April at 72k.  KN confirmed that 1 Kazak project invoice is included in March and 1 is to be invoiced in April..  A tax situation relating to Kazakhstan is delaying receipt of funds. |  |
| **9.0**  **9.1**  9.1.1  9.1.2  9.1.3  9.1.4  9.1.5  9.1.6  9.1.7  9.2 | **Any Other Business**  100 years plan  CW reported that Centenary campaign had been launched and we have currently run 4 variations of the campaign on the international website and social media platforms. New variations will now be released twice monthly for the rest of the year.  Artwork for all the variations is available on the DMS for branches to use on their websites and social media platforms. Branches have been asked to apply centenary branding by Wednesday 17 April but many have yet to do so. IVPs are asked to encourage uptake of the campaign by all branches and report on progress within their region.  Artwork for other centenary applications is also available on the DMS for branches to use, including letterheads, email banners, event materials, event banners, Powerpoint presentations, centenary headers, brochures, flyers etc  CW reported that we are also looking at a Training Provider variant to be used on A5 flyers, website banners and social media posts.  CW reminded countries that the brand guidelines do not support the creation of new logos and that the only logo that should ever be used is the primary CILT logo.  CW reported that we will shortly be launching 100 membership stories on the international website and our new Youtube channel. All branches have been asked to nominate 3 members to participate – one YP, One mid career member, One Fellow / Senoir member including at least one male and one female member. Stories are due by 31 May. IVPs are asked to assist with encouraging nominations from branches.  We need an initial supply of stories to start the process. IMC members are asked to participate. Emma Ross and TON already have their stories in progress and they will be shared for IMC reference.  CW confirmed that the Savoy Hotel has been booked for 3rd November and we are currently looking at the Guest list.  Claire will be contacting all branches this week for details of local centenary activity so that we can create a co-ordinated events calender to,share details of local activities globally, and promote local activities on international social media channels.  CW reported that an international member benefits brochure was in progress under the Centenary theme and will be shared shortly in electronic and print formats.  We are also starting work on a We are CILT video for international distribution.  RM sent condolences and thoughts to CILT friends in Sri Lanka  RM c;losed the meeting at 2pm. | IVPs  ALL  IVPs  ALL |
| **10.0** | Date of Next Meeting: Wednesday 4 September 2019 |  |