



# Minutes International Management Committee

Thursday 13 February 2020; 11:00 GMT  
Teleconference / Network Rail, London

## Present

<b>Present:</b>	<b>Name</b>	<b>Position</b>	<b>Initials</b>
In person:	Alan Jones	Chairperson, IVP & Trustee	AJ
	David Pugh	Hon Treasurer	DP
	Keith Newton	International Secretary General	KN
	Jane Green	Trustee	JG
	Finbarr Cleary	IVP	FC
By Phone:	Dato Radzak Malek	President	RM
	Jan Steenberg	Hon. Secretary	JS
	Dr Newton Demba (part)	IVP	ND
	Francis Ehiguese	IVP	FE
	Ramli Amir	IVP	RA
	Sunny Ho	IVP	SH
	Fiona Knight	IVP	FK
	Tom Maville	IVP	TM
	Romesh David	IVP	RD
	Dr Dorothy Chan	WILAT Global Chairperson	DC
	Vicky Koo	WILAT Deputy Chairperson	VK
	Emma Ross (part)	Next Generation Global Chair	ER
	Harriet Leung	Manager CILT Hong Kong	HL
	Andrew Weatherill,	Director of Finance	AW
	Ceri Williams	International Communications	CW
	Abi Sofian (observer)	International Business Forum	AS
<b>Apologies</b>	Rupert Nichols, Jon Harris, Teete Owusu Nortey, Kevin Richardson		

<b>No.</b>	<b>Item</b>	<b>Action</b>
<b>1.0</b>	<b>Welcome</b> AJ welcomed members to the 1 <sup>st</sup> meeting of the year and apologised for the delay in starting proceedings from London. The meeting approved Alan Jones's role as Chairperson of IMC for the year. The meeting recognised several new members: Jane Green (Trustee) Tom Maville (IVP) Ramli Amir (IVP), and Emma Ross (Next Generation Global Chairperson).	
<b>2.0</b>	<b>Minutes of Meeting on 27 November 2019</b> The Minutes were passed as an accurate representation of the meeting and were approved for posting on the website.	
2.1	Matters arising:	
2.1.1	AW noted that the yearend surplus figure given in item 6 has been subject to adjustment since the previous meeting following the financial audit.	

- 2.1.2 KN confirmed that the final audited accounts would be picked up in the forthcoming IAC meeting on February 27<sup>th</sup>.

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<b>3.0</b>	<b>Annual Returns</b>	
3.1	AJ noted the number of countries who have outstanding annual returns. KN outlined the amount of secretariat time involved in chasing outstanding returns. IVPs to liaise with countries in their region and encourage timely compliance. KN stated that countries who continue to fail to return would be referred to the COT for a decision on action, the ultimate sanction being removal of a delegation agreement. KN to follow up with non-compliant countries and copy IVPs Countries to advise their IVP or the secretariat if they have any problems in completing their return.	IVPs  KN ALL
3.2	KN outlined the issue of declining membership through core countries such as UK. Historic membership models may no longer be relevant for new members and as an organisation we need to look at attracting and retaining members. We have had an introduction to a global membership consultancy who may be of interest in helping us explore this area. This item will be discussed at the COT meeting on February 27 <sup>th</sup> .	
3.2.1	The meeting agreed on the importance of Next Generation in the membership discussion and that we need to cater for all members at all levels.	
3.2.2	KN outlined the number of enquiries received by the secretariat and expressed concern that our membership trend is not reflecting this volume. There is a suspicion that countries may not be following up on enquiries forwarded from the secretariat.	
3.2.3	FE proposed that IVPs report on membership within their region in their IMC reports.	IVPs

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<b>4.0</b>	<b>CILT Join up at UK &amp; International Level</b> AJ reported on a joint trustees meeting a few weeks ago to establish a mandate for moving forwards. JH has been appointed as a full time education person for the joint organisation. The project tracks are continuing to progress and a further branch communication will be delivered over the next few weeks. Sir Peter Hendy and Paul Sainthouse are offering continued involvement to ensure progress of the project.	
4.1	RM reported concern from the branches that the new organisation serves all parts of the international network, but is confident that progress is being made.	
4.2	JS endorsed the appointment of JH. Progress is being made in joining UK and international education to ensure a common agenda and effort in delivering our new education offering. The education team will meet again in March to continue work on future strategy.	
4.3	AJ responded to FE's questions on curriculum and cost, and on delegation agreements. Delegation agreements will remain as they are and will not be changed because of the join up. The education team is aiming to achieve a qualification and education offering which is valid around the world. JS added that	

- currently the UK offering is the basis for developing the international qualifications and this will continue. Although the core curriculum is based on the UK qualification, International qualifications will continue to be different to the UK qualifications and will continue to be offered with differing price points.
- 4.4 JS reported that countries have an opportunity to promote and share their own products through the Global Training Directory.
- 4.5 KN confirmed to VK that our qualifications are updated and internationalised by professionals rather than academics and are intended to be professional qualifications. KN to share the detail with VK. JS suggested VK might also wish to see & the KKA document. KN
- 4.6 KN outlined the opportunity for us to grow our market in having JH as a full time education person
- 4.7 FE raised the issues of recognition of education & the importance of dealing with those in the join up. FE expressed a view that this could enable the removal of the recognition issues experienced where CILT International and CILT UK were not understood as being one body. KN to asked FE to bring these questions to IESC for more detailed discussion. KN/FE

Dr Demba joined the meeting at 12:15 and outlined the main points of his Africa Report. He encouraged all from the IMC and from countries outside of Africa to consider attending the Forum in Accra in March

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## 5.0 IVP Reports and Forum Reports

### 5.1 Next Generation (NG) Forum Report

- KN reported that the announcement about the new NG leadership roles had gone out.
- 5.1.1 KN reported that Elliot Price and Wayne Kavanagh were had thought that they were remaining in role until Perth but KN is managing the conversation with them directly. We now need to move the NG concept on and ER, US, CW and KN have had an initial meeting this week to discuss the process.
- 5.1.2 FK requested a further formal recognition of the work of Elliot Price and Wayne Kavanagh. AJ/RM supported this and requested KN to draft a letter from the Trustees.
- 5.1.3 Emma Ross presented her first report as Next Generation Global Chairperson and stated that she intended to continue the work she had previously been involved in with EP and WK. ER thanked the regions for the warm welcome she and Usman had received. Emma and Usman plan to focus initially on a 'branch in a box' style guide for local implementation of a sustainable Next Generation concept. ER recognised the importance of maintaining local individuality and hopes to deliver guiding principles and a network of support without detracting from regional identity. NG plan to deliver a workshop launch at International Convention in Perth in October. ER confirmed that the forum should be referred to as Next Generation and not NexGen or NextGen, although countries who wish to retain the Young Professionals title may do so if they use Next Generation in the tagline. ALL
- RM congratulated ER on her new role and looks forward to the development of the NG concept.

- ER left the meeting
- 5.2 IVP Reports**
- Africa (ND)**  
An Africa Forum report was circulated
- Americas (TM)**  
A report was circulated.  
TM outlined a focus on membership in N America. The branch is trying to attract Millennials through engaging with social media and are trialling a series of webinars.
- Australasia (FK)**  
A report was circulated.
- East Asia (SH)**  
A blank report was submitted due to cancellation of activities in the mainland, Hong Kong, Macao and Taiwan because of Coronavirus. SH requested that the IVP roles and responsibilities document be updated and circulated.
- Europe & Middle East (FC & AJ)**  
CILT Ireland circulated a report.
- Nigeria (FE)**  
A report was circulated. FE highlighted the industry leadership programme in Nigeria, development of 2 new chapters and other collaborative projects in Nigeria. A value proposition document is soon to be published.
- South Asia (RD)**  
A report was circulated
- South East Asia (RA)**  
A report was circulated. RA reported a busy year for CILT Malaysia. RA suggested a set format for regional reports
- 5.3 WiLAT Report**  
A report was circulated  
VK highlighted the invitation to RD to act as Global Advisor to WiLAT and a successful collaborative conference in Pakistan.  
DC reported that WiLAT are planning for International Convention in Perth. DC will not be attending Africa Forum but Gayani De Alwis and Romesh David are planning to attend.
- 5.4 International Business Forum(FC & AS)**  
FC reiterated the request for IVPs to spread the word on the IBF IVPs to all members and all branches. The pilot would be launched at the Africa Forum in March.
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- 6.0 Conferences and Conventions**
- 6.1 Convention 2020**  
KN reported that CILT Australia are very well organised for this stage and that plans are progressing well. Australia have taken on lessons learned from recent events in their planning.  
FK reiterated that plans are progressing well and that international delegates could tie the event in with the New Zealand awards dinner the following week.
- 6.2 Africa Forum**  
ND outlined preparations for Africa Forum  
AF will be held at La-Palm Royal Beach Hotel, Accra from 18 – 20 March.  
The theme is Sustainable Implementation of the Africa Continental Free Trade Agreement: The Role of Logistics, Transport and Industry”

	ND thanked CILT Ghana for their work to date in organising and financing the event to date. ND outlined government officials and guests of honour attending. The event includes the launch of the IBF. ND does not foresee problems due to coronavirus as there are currently no reported incidents in Africa.	
6.2.1	RM asked how Ghana could help delegates and exhibitors to attend from non-African countries.	
6.2.2	FC asked IVPs to ensure countries are sharing International Business Forum information with their members	ALL
<b>7.0</b>	<b>Management Accounts to end January 2020</b> KN reported that income at the end of January was slightly ahead of budget and that costs were close to budget in most areas. There have been some changes in moving costs and revenue on the advice of the auditors. The secretariat cost in Q1 was driven by The Savoy and other centenary events so is slightly above budget.	
7.1	DP reported on the 4 plus 8 forecasting process, which will be completed for next meeting and reiterated that we are generally on track.	
<b>8.0</b>	<b>Any Other Business.</b>	
8.1	RM suggested the introduction of a President's Award to recognise and celebrate successful branch activities around the world. AJ to take this item to COT. FK supported the concept.	
8.2	Trustees to produce a letter of thanks to EP and WK for RM to sign. AJ closed the meeting at 2:01pm and thanked Network Rail for the use of the facility in London	
<b>9.0</b>	<b>Next Meeting: Thursday 14 May 2020</b>	