



# Final Minutes International Management Committee

Friday 12<sup>th</sup> February 2021 11:00 GMT  
Zoom Meeting

## Present

Present:	Name	Position	Initials
	Paul Sainthouse	Chair of IMC & President Elect	PS
	Dato Radzak Malek	President	RM
	David Pugh	Hon. Treasurer	DP
	Alan Jones	IVP	AJ
	Jane Green	Trustee	JG
	Keith Newton	International Secretary General	KN
	Fiona Knight	IVP	FK
	Finbarr Cleary	IVP	FC
	Ramli Amir	IVP	RA
	Newton Demba	IVP	ND
	Tom Maville	IVP	TM
	Romesh David	IVP	RD
	Francis Ehiguese	IVP	FE
	Gayani De Alwis	WiLAT Global Chairperson	GDA
	Vicky Koo	WiLAT Deputy Chairperson	VK
	Emma Ross (part)	Next Generation Global Chair	ER
	Kevin Richardson	CEO CILT UK	KR
	Tom Naylor	Director of Finance	TN
	Ceri Williams	Int. Comms & Governance	CW
	Jon Harris (part)	International Education Lead	JH
	Abi Sofian	International Business Forum	AS
<b>Apologies</b>	Rupert Nichols, Jan Steenberg, Sunny Ho, Harriet Leung		

No.	Item	Action
1.0	<b>Welcome</b> PS introduced himself to the IMC as the new Chair and President Elect. He welcomed members to the meeting. PS noted that this was the last meeting for three IVP's, Sunny Ho, Romesh David and Francis Ehiguese. He expressed his thanks for their contribution and commitment and expressed his hope that they would continue to contribute to CILT on the international level and that we would be able to meet again at some not too distant time in the future.	
2.0	<b>Minutes of Meeting on 26 November 2020</b> The Minutes were passed as a true and accurate representation of the meeting and were approved for posting on the website - Approved by KR & seconded by FC. FK advised that Neville	



Binning, who attended as her deputy at the last meeting wished to pass on his thanks for being involved in the last meeting.

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**3.0 Governance Strategy**

**3.1 Annual Reports**

KN advised the meeting that the Trustees had requested countries to be advised that fines would be considered for those countries not returning by December 31<sup>st</sup>. This had led to an improved compliance with only 4 countries not meeting the deadline to enable invoices to be raised. Some business plans & membership data were outstanding or not supplied but with reasons given. The 4 countries and the overall returns status would be reviewed at the Trustee meeting on 25/2.

ALL

**3.2 Key Focus Areas & Strategy 2021-22**

RM emphasised the focus on the 5 areas in 2021 and the importance of continuing to share and collaborate this year. He requested research locally and a focus on Life and Livelihood as members faced difficult circumstances. We should continue to embrace new countries and regions and he thanked WILAT for their work in identifying new opportunities to set up CILT. PS underlined the importance of our profession and sector in the year ahead which would lead to exciting opportunities.

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**4.0 CILT Join Up at UK & International Level (item taken after item 6.0)**

AJ advised the meeting of the recent UK Trustee meeting with plans to bring the two sets of Trustees together soon. There were a few areas of concern about how we would do that to be explored further. AJ advised that we were continuing with the original logic to gain the benefits of Join Up. RM said he had his thoughts on progress and would share those with the Trustees at their meeting on 25<sup>th</sup> February. PS said this was a very important topic & that it was important that the Trustees continued to communicate with everyone. The end result has to be of benefit to all members. VK said that internationally there was concern that the process of Join Up was not taking into account the diversity & inclusion of the organisation. AJ said it was important that we did & was happy to pick that up.

AJ

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**5.0 Regional and Forum Reports**

**5.1 Covid-19 Response: Webinar & Bulletin Approach**

CW reported that we planned to focus on sustainability for the next three months in webinars and bulletins and then digitisation for the next quarter. We had returned to the "I am" campaign to publicise this on social media.

**5.2 IVP Reports**

**5.2.1 Nigeria (FE)**

FE reported on the election of a new Council in Nigeria, a new NG chair and committee and a focus to support industry in the current Covid situation in the country. FE informed the meeting this was his last IMC and PS registered his thanks to FE for his contribution over the years.

**5.2.2 Australasia**

FK advised the meeting of the remarkable financial recovery in the last year of CILT NZ under their retiring chair, Cormac



McBride. New energy and new corporate members had occurred. The Young Achiever Award was being planned this year around Covid restrictions. PS commended the focus on our younger members. FK spoke of the cooperation between CILT NZ and CILT Australia on webinars and bulletins & noted the progress of CILT in the Philippines under the ownership of CILT Australia.

5.2.3 **Americas (TM)**

TM identified successes in training & education with a contract signed with Transport Canada & discussions with Brock University. Webinars had become the membership model with high attendance. There are income challenges with sponsorship and corporate membership, especially in the hard hit sectors such as aviation.

ALL

5.2.4 **South East Asia (RA)**

RA reported progress in Indonesia with a new Business Plan and President / Council. Singapore had begun a new online newsletter and were holding a successful series of webinars. Malaysia was looking for alternative plans for the November 2020 convocation students who had missed their award ceremony. Meetings had been held with the Transport and HR Ministries. IBF and WiLAT had committed leaders and groups with much energy & ideas. CILT Malaysia continued to support the President through the CILT office and Salwa acting as his PA.

5.2.5 **South Asia (RD)**

RD updated on the activities across the region with webinars in India, NG activities in Bangladesh and much activity in Sri Lanka. Sri Lanka was holding its AGM before the end of March with the Council up for re-election. RD expressed his thanks to everyone on the IMC including the Chair and the Secretariat for their support in his tenure as an IVP.

5.2.6 **Europe & Middle East (FC)**

FC drew attention to the successful and energetic regional meeting held earlier in the week. KR notified the IMC of the appointment of Steve Gooding as the new UK President who had taken over from Paul Sainthouse. KR updated on the inclusivity forum set up in CILT UK, the masterclasses for MoD logisticians, collaboration with CILT Ireland on CPC training & opportunities in CPC training with the absence of a major competitor from the market & the holding of the AGM in December. KR said that CILT UK were approaching the year with optimistic caution.

5.2.7 **Africa (ND)**

ND asked the IMC to note the death of the President of CILT Malawi, Stallard B Mpata, on 29th January. Condolences had been sent on behalf of CILT and the IMC and it was noted that the loss of Stallard's contribution both to CILT Malawi and CILT International would be felt strongly. ND advised of three potential new branches in Rwanda, Sierra Leone and Cameroon. CILT Tanzania remained under suspension and International were working with them to hold the AGM and take the correct steps for the suspension removal.



ND advised that in Africa strategies to operate in the CILT organisations had been followed, education had moved online and the main impacts of Covid were being managed but resulting in limitations to membership and education activity. RD advised that the decision had been made to move the Africa Forum to August 12-14<sup>th</sup> in Ghana and planning for that had started. IBF was supported within Africa and it is planned to launch at the Africa Forum event.

**5.3 WiLAT Report**

GDA reported on growing interest globally in CILT with new groups and potential branches developing. The CALF programme under VK has launched with support from JH. A new GVC has been appointed for Africa & WiLAT launches are now planned for Fiji, Indonesia, Oman, S Korea and Central Asia in the next quarter. There will be activities regionally for the International Women's Day on 8<sup>th</sup> March.

**5.4 IBF Report**

FC updated the meeting with the headlines of the IBF report.

**5.5 Next Generation Report**

ER updated the group on activities including the International webinar in February led by NG. ER requested support on NG branding and on information requests and will follow up with CW.

**5.6 IESC Report**

JH requested IMC members address any questions on the IESC minutes circulated to himself or JS.

JH advised of the increasing number of training partners with a recent addition in Guyana as the second Training Partner in South America. He requested awareness and support for both the Training Survey with Training Partners and the appointment by branches of Education Champions.

JH introduced the Business Support Programme piloted in Central Asia and the business coaching and mentoring programme that is arising from this. This had wider potential.

JH is looking to develop further the Global Training Directory this year and would be looking for countries to populate.

**5.7 Regional Meetings**

RM praised the latest series of regional meetings which had been well attended and were increasing the interaction between countries and the sharing of information and ideas.



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<b>6.0</b>	<b>Conferences and Conventions</b>	
<b>6.1</b>	<b>Africa Forum 2021</b>	
	ND notified the meeting of the intent to hold the Africa Forum in Ghana from 12 to 14 <sup>th</sup> August 2021. It is planned to consider the mix of virtual and attendance possible.	ALL

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<b>7.0</b>	<b>Latest Accounts for FY 2020-21</b>	
<b>7.1</b>	<b>December Accounts</b>	
	TN reported the deficit of £6k versus a planned surplus of £1k for December. This followed a trend since October of education income being lower than budget. Areas of discretionary spend had been reduced to compensate. He highlighted that the provisional January accounts showed a deficit of £4.7k against a planned deficit of £18k with education ahead of budget. A forward forecast had been completed to January / February 2022 and showed a surplus for the year and in terms of cashflow. There remains a Covid related risk to the financials and a close watch was being taken on education income.	

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<b>8.0</b>	<b>Any Other Business.</b>	
<b>8.1</b>	<b>Aspire</b>	
	JG asked if any countries were operating similar schemes to Aspire globally and if they would be willing to share details of their funds and how applied. FK said a scheme ran in NZ called TRET and more information could be supplied. Others were asked to pass on details of any schemes to JG.	ALL
<b>8.2</b>	RM asked for support on the Sustainability scheme and to use the opportunity to invite new contributors with best practice or funding	
<b>8.3</b>	FK spoke of the Young Achievers Award in NZ and Australia and the intent to carry on the award in 2021 despite Covid with prizes.	
<b>8.3</b>	PS thanked the three IVPs again for their service and contribution to IMC. He informed the meeting that the replacement nominations from their countries were being considered at the COT meeting on 25 <sup>th</sup> February and would be advised to the IMC ahead of the next meeting.	KN

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<b>9.0</b>	<b>Next Meeting:</b>	
<b>9.1</b>	The next meeting is scheduled for Thursday 13 <sup>th</sup> Friday 12 May at 1200 – 14:00 BST	ALL