



Draft Minutes International Management Committee

Thursday 13 July 2017; 11:00 GMT
GS1, London / Teleconference

Present			
Present:	Name	Position	Initials
In person	Kevin Byrne	International President	KB
	Steve Rinsler	Hon. Secretary & Trustee	SR
	Finbarr Cleary	IVP	FC
	Keith Newton	Secretary General	KN
By 'phone	Bernard Auton	IVP & Trustee	BA
	Francis Ehiguese	IVP	FE
	Sunny Ho	IVP	SH
	Neville Binning	IVP	NB
	Gilles Legault	IVP	GL
	Radzak Malek	IVP	RM
	Romesh David	IVP	RD
	Vicky Koo	WiLAT Deputy Convenor	VK
	Andrew Weatherill	Director of Finance	AW
	Harriet Leung	CILT HK	HL
	Kevin Richardson	CILT UK	KR
	Ceri Williams	Comms Co-ordinator	CW
Apologies	Rupert Nichols, Jan Steenberg, , Aisha Ali Ibrahim, Umaru Usman, Monique Kack-North, David Pugh, Elliot Price, Jon Harris		

No.	Item	Action
1.0	Welcome	
	SR welcomed members to the meeting.	
1.1	SR wished to thank all on the call for helping make Macao such a success as a convention. He thanked CILT Macao for its excellent organisation, speakers and administration. He mentioned the WiLAT event as being a lovely way to finish the convention and recorded thanks to WiLAT Hong Kong for their work on this. He also wanted to thank Ceri and Keith for the enormous amount of work completed on the conference and highlighted the fact that Ceri did much of this behind the scenes with little recognition. There were 229 delegates from 29 of our 34 countries. Well done to IVP's and their countries for getting people there.	
2.0	IMC Thursday 27 April 2017	
2.1	FE asked when the competition for the Young Achiever would happen – KN stated that it took place in Macao but recognised that FE could not attend because of business commitments.	

- 2.2 FE raised the Ireland questions on the KKA document launched at convention and stated that it had been agreed with KN that these will be covered in the IESC on July 21st. KN
- 2.3 RM requested that the wording of item 6.2.1 be amended to read 'National Transport Policy Group' which was a government established group for the industry.
- 2.4 SR noted that business plans have not yet been received from all Territories and Branches. KN to circulate a status summary. KN
KN reported that 2016 Financial Statements have now been received from all countries except Zambia, Malawi, South Africa and China. The return from China will form part of their audit visit and action is in progress on the other outstanding returns.
- 2.5 The meeting approved the minutes and requested that they be posted on the International website.
- 2.6 The meeting considered the minutes of the IVP Meeting in Macao on June 10th 2017.
KN reported that a plan of action is in place for CILT Uganda but that there is no further progress on CILT Kenya. Meetings have taken place with CILT India and a series of longer term actions around education will be progressed through IESC, COT and IMC. India have much work to do before their Territorial status is re-instated. SR observed that the Trustees have to ensure that both the Royal Charter and our members are considered and will need convincing that branches are able to fulfil their Territorial obligations before TO status is granted or restored.
- 2.7 SR observed that YP numbers for International Convention 2017 were disappointing and this should be a matter for discussion for Poland 2018. It is of vital importance that Convention remains affordable for all members and we must also seek to attract a wider base of delegates.
- 2.8 FE raised the issues of visa problems and YP costs and questioned whether YPs should be allocated free places for Convention. SR responded that other delegates would have to pay more to facilitate this and suggested that the International objective should be to keep the event cost effective. The onus is on individual countries to allocate resource to fund 2 YPs each year. SR also pointed out that International only takes £3.75 per member in fees each year and has no other income to fund free places. SR stated that International have no control over visa issues. The onus is on members to arrange their visas early.
- 2.9 The meeting agreed to accept the IVP meeting minutes and agreed with KN's proposal that they are not posted on the website. KN confirmed that minutes had been circulated to IVPs and attendees.
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- 3.0 Convention 2017 Review**
RM observed that Convention had been well organised but suggested that the timing during Ramadan had implications on member participation. SR hoped that we had done everything possible to make participation as easy as possible for all delegates.
- 3.1 SR stated that we need to encourage greater YP attendance over the next 2 years. KB responded that he and KN are already in discussion over YP involvement globally. A plan is in place for increasing YP presence in Poland. KN/KB

- KN reported on positive feedback from YPs at Convention. We now need EP to fulfil his commitment to energise the YP group globally. EP
- 3.2 FC suggested the appointment of a YP group mentor within each branch. He also suggested separating out the YP and WilAT conferences at Convention to enable delegates to tap into the energy from both groups. KN responded that if the meeting agreed this could be built into the planning for 2018 KN
- 3.3 NB proposed that the transition from YP to full member needs to start early and that mentoring could be used to assist the integration process.
- 3.4 SR asserted that having YP and WilAT members on the board of local Councils would assist with issues of involvement and continuity. VK agreed that it is difficult for WilAT to operate in areas where the WilAT Chairperson is not on the local council. SR reassured the meeting that this issue will be addressed on a number of levels over the next 6 months. It is Important that YPs especially have a voice at a local level and are part of individual country agendas.
- 3.5 RD reported that Sri Lanka branch rules allow for default council positions for the YP and WilAT chairpersons. In addition, a further Council member sits on the YP committee. At the start of each year the council publish their programmes alongside those of the YPs and WilAT. YPs have 7 programmes between now and March. WilAT have 10 and the full council have 5. RD is happy to share this experience and SR asked him to produce a one page summary for circulation to branches. RD
- 3.6 FE reported that the Council in Nigeria are active in involving WilAT at a national level and that the YP group are working well.
- 3.7 Discussion was had on the potential of linking YPs with local business organisations to support attendance. SR agreed that our YP groups are a good source of young managers for corporates which could be an excellent incentive for corporate engagement. Could local corporates support YPs in attending convention?
- 3.8 KN reported that Macao have confirmed they have broken even on convention but that we need to confirm the amount of government and other sponsorship income to assist with next year's planning. Cash flow in the planning stages remains an issue for the organising country as delegates continue to register late. SR agreed that we need to continue to encourage early booking to help the host country.
- 3.9 KN informed the meeting that holding Convention 2018 during Ramadan will be unavoidable because of University terms and the holiday season, but that the issue should not arise in 2019. SR stated that we must make the same provisions for members as this year.
- 3.10 BA reported that 6 posters were received for the Ideas Exchange which will now be circulated to all branches. He proposed that the initiative is repeated next year to build momentum. We also received excellent nominations for the International Young Achiever of the Year Award. However, not all TOs made submissions and this should be encouraged. In

	some countries the National winner is automatically submitted to the International competition and this is a template which could be copied.	
3.11	KN reported on the excellent feedback from table discussions at Convention which has now been collated. KN recommended the formation of a small working group from within the IMC to progress the output and report back with proposals. FC, RM, BA, KR, NB, VK all volunteered. SR thanked the volunteers and noted that the group also needs to include YP representation. KN will contact selected members individually. SR requested a grading of issues and plan of prioritisation of suggestions by September with a full action plan to be in place by November	KN
4.0	Strategy & Finance KN reported that we are ahead of budget on income at the end of May and have an underspend against budget on expenditure. However, education income tends to fall in July and August and we intend to reforecast in September.	
4.1	RD enquired why branch income is lower than territory income. KN explained that the fee calculation includes a member factor and therefore territories with many members would contribute much more than a small branch.	
4.2	SR stated the second item on strategy discussions in Macao had already been covered.	
5.0	IVP Reports & Key Developing Groups	
5.1	South East Asia IVP Report RM reported that CILT Malaysia will be holding an Extraordinary General Meeting tomorrow to discuss the formalisation of CILT as a public limited company to assist with local trading and government business. The EGM will also review the constitution in relation to the fact that the WilAT representative is currently only on the board if elected at the AGM and will look at co-option as a principle. SR was supportive of the actions being taken and said that where any fundamental changes to the way countries operate were being planned these should be raised in advance under the obligations of the delegation agreement. In reviewing local constitutions it is imperative that the broader needs of the Charter are understood and respected. SR asked RM to update further once the EGM had been held.	RM
5.2	Nigeria IVP Report FE thanked VK for circulating the visa assistance document and reported that the National Conference and AGM in Nigeria will be held on 21 – 22 July. Government representatives and captains of industry are expected to attend. The public hearing for the formal recognition of CILT in Nigeria was held on 6 July where CILT had 300 supporters. CILT Nigeria now have 14 days to respond to comments from the floor. KN requested that FE keep us informed of progress. FE asked whether the Train a Trainer course will be held once a year at a central location for countries to attend and whether there will be a toolkit for countries to implement. KN replied that IESC will consider this and JH will respond. FE informed the meeting that a committee has been formed to consider and plan for Africa Forum.	FE JH

- 5.3 South Asia IVP Report**
RD reported that Sri Lanka have formed a council subcommittee to examine their rules and bring them into line with best practice. The subcommittee have reviewed the byelaws and the rules of CILT UK and Ireland.
CILT Sri Lanka have been invited to participate in a Ministry of Ports and Shipping group on National Maritime Policy
CILT Sri Lanka will hold their National Conference in August and details will be circulated.
- 5.4 Americas IVP Report**
GL was sorry to miss Convention in Macao but Tom Maville congratulated CILT Macao on the organisation of the event and has debriefed the board of directors in N. America
The CILT N. America Annual National Outlook Conference was held in Toronto in June. Attendance was disappointing but the output was good.
The N. America AGM and Network Conferences will be held in the autumn.
- 5.5 Australasia IVP Report**
NB reported that Australia hosted a delegation of senior Philippine Government Officials in June and that there was interest in establishing a CILT branch in the Philippines. A Federal Government Agency in Australia working with the Department of Foreign Affairs and Trade is keen to work closely with CILT and others on these sorts of delegations. SR observed a general move across the world in involving suitably qualified bodies to perform certain roles. SR encouraged all countries to speak to their governments about our organisation, our standards, and our capabilities. We must put ourselves forwards as the industry's leading professional organisation. CILT Nigeria and Mauritius are good examples of countries moving in this direction. Countries should approach KN for assistance in developing a plan of action. ALL
- 5.6 Ireland IVP Report**
The item on the KKA's had been covered and the suggestion of a working group on strategy had been agreed earlier.
FC offered the CILT Ireland document on governance for use as a best practice paper for information to all countries. SR requested FC to circulate to the IMC FC
- 5.7 WiLAT Group Report**
VK submitted 3 documents during the meeting:
- minutes of the WiLAT Global Meeting on 11 June 2017
- recommendations on how to avoid visa issues at future international events
- WiLAT Global Report May – June 2017
- 5.8 YP Group Report**
No report submitted
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- 6.0 Any Other Business**
FC enquired whether all countries are using the new Brand Guidelines. KB recommended that all countries should have implemented our one global brand by the end of 2017. KN urged all countries to study and absorb the contents of the guidelines and critically examine their activity. ALL
- 6.1 RM enquired whether there were plans to establish WiLAT as a

separate global entity. SR replied that WiLAT is a forum of CILT in the same way that the YP group is. COT is currently reviewing a document clarifying the interaction and governance of those forums. This document would structure how a forum operates and will include accompanying guidelines. Forum operating principles will then be produced to ensure consistency of structure across the Institute.

RM stated that WiLAT is an important part of the CILT family but should not be a separate entity

KR would strongly oppose WiLAT becoming a separate body.

SR confirmed that WiLAT strategy must be part of overall CILT strategy at both country and international levels.

SR asked that concerns over forum status be raised with KN for central consideration

ALL

SR closed the meeting at 13:50

7.0

Date of next Meeting

The next IMC will be held on Thursday 28 September 2017 at 11:00 GMT (12 noon BST)
