



Draft Minutes International Management Committee

Wednesday 4 September; 11:00 GMT
Teleconference / Network Rail, London

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
By Phone:	Francis Ehiguese	IVP	FE
	Dr Neville Binning	IVP	NB
	Dr Dorothy Chan	WiLAT Global Convenor	DC
	Vicky Koo	WiLAT Deputy Convenor	VK
	Elliot Price	YP Global Convenor	EP
	Harriet Leung	Manager CILT Hong Kong	HL
	Kevin Richardson	CEO, CILT UK	KR
	Abi Sofian (part)	Manager CILT Malaysia	AS
	Andrew Weatherill,	Director of Finance	AW
	Ceri Williams	International Communications	CW
Apologies	Sunny Ho, Rupert Nichols, Jan Steenberg, David Pugh, Jon Harris, Dr Newton Demba, Gilles Legault, Romesh David		

No.	Item	Action
1.0	Welcome RM welcomed members to the 4 th meeting of the year and apologised for the delay in starting proceedings from London.	
2.0	Minutes of Meeting on 17 June 2019 The Minutes were passed as an accurate representation of the meeting and were approved for posting on the website.	
2.1	Matters arising KN will circulate the regional structure document from item 5.5 to all branches and territories.	KN
3.0	CILT Join up at UK & International Levels RM described our competitor threat and emphasized the importance of remaining relevant at all times.	
3.1	KN circulated 2 documents as pre read. These documents were tabled at the first teleconference meeting of the Trustees and reference groups recently. KN/KR have been looking at the structure and timing of the project under 9 tracks.	

- The initial focus is on bringing together the International and UK education products and this was discussed at the last IESC in August. A further project planning session is planned for next week.
- 3.2 KN confirmed that Jon Harris will step down from his CILT role at the end of October although he will still be involved with IESC on a volunteer basis.
- 3.3 KN announced that the competitive pathway track is also under way and that the governance pathway is being explored.
- 3.4 KN reported that the UK and international boards are both undergoing periods of change which is an immediate focus. In the short term we remain as 2 boards with a long term (18 month) aim of bringing the 2 boards together as one charity.
- 3.5 KR announced that Alan Jones will take on the UK Chairman role as well as remaining an IVP. There is also a proposal for Jane Green to take on an IVP role.
- 3.6 SPH described his pleasure with the work completed to date.
- 3.7 FC identified that the feeling outside the UK is not as positive as the feeling within the UK. Many delegates at conference did not understand the message or the proposed benefits. This needs to be addressed with the branches. Communication will be key moving forwards.
- 3.8 SPH highlighted the need to act now in order to safeguard our position, especially on education
- 3.9 KN proposed a secondary communication to branches based on the track and competitive documents circulated to this meeting. The meeting agreed.
SPH outlined the need to explain the rationale for actions being taken and to invite comment from branches.
SR questioned the confidentiality of the documents and KN responded that they should be for members only and should not be shared outside the Institute.
RM suggested a layered approach with communications to councils first and then our general membership as a later stage.
CW suggested the importance of identifying a clear route for branches to respond whether that be via their IVP, the reference group, the Secretary General or a series of Q&A webinars.
- 3.10 KN confirmed that the join up does not impact on or change the delegation agreements with the countries and agreed with DC that this needs clear communication to the countries.
- 3.11 SR shared that IAC had questioned the financing of the actions.
- 3.12 KR described the difference between the current UK regulated and the international unregulated qualifications. CIPS have global regulated standards recognised at a world wide level. We believe CILT should offer Chartered global professional status as well as Chartered membership. Underneath this would be a suite of unregulated qualifications which could be offered locally. A third level would involve a sharing of best practice and localised training.
- 3.13 SR suggested that we should give some idea of the sort of programme we are looking at to reassure branches that this is a process of evolution not revolution.
- 3.14 SPH summarised that we should share as much information as possible with branches and actively encourage dialogue.

KN confirmed that a letter will be circulated to branches by the end of the month. KN
 SPH left the meeting at 12:50

4.0 YP Strategy Review

EP summarised his conversation with KN this week on succession planning. A personal profile and role description are being prepared. There is no obvious successor and nominations will be requested from branches.

- 4.1 The call for nominations will be circulated by the end of the month. KN asked IVPs to consider suitable candidates from their IVPs regions and encourage them to apply
- 4.2 EP confirmed that discussion regarding identification of the group is ongoing.
- 4.3 EP suggested that countries who wished to progress with the Next Generation name should do so
- 4.4 EP is currently investigating the use of the existing website forum and a series of webinars to improve networking and interaction within the group. The group also plans a focus on governance and provision of resources.
- 4.5 SR commented that Next Generation should be used on all internal communications from now onwards.
- 4.6 RM proposed that the meeting approve the name Next Generation for submission to the Council of Trustees.
- 4.6.1 FE identified that during the research period a number of countries, including Nigeria, had raised objections to the name Next Generation. EP felt this view was at odds with the view represented by YP Africa Ambassador.
 KN reiterated that within the current proposal Nigeria are able to retain the name Young Professional but that internationally the language will be Next Generation.
- 4.7 DC identified that she was happy to support the Next Generation proposal.
 Abi Sofian left the meeting

5.0 IVP Reports and Forum Reports

5.1 IVP Reports

Africa (ND)

No report submitted

Nigeria (FE)

A report was circulated

South Asia (RD)

No report circulated

East Asia (SH)

No report circulated

South East Asia (RM)

A report was circulated

RM announced that he has stepped down as President of CILT Malaysia

Europe & Middle East (FC & AJ)

CILT Ireland circulated a report

Australasia (NB)

A report was circulated.

Dial in (UK Callers)

Toll access: 0333 300 1134; Toll free access: 0800 358 2705

Dial in (International)

See attached listing or dial 00 44 333 300 1134

Participant code

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NB reported that Australia were working closely with Ceri and Keith on plans for Convention 2020

NB announced that this was his last IMC as he hands over to Fiona Knight from New Zealand as IVP for Australasia

RM thanked NB for his hard work and contribution as IVP

Americas (GL)

No report circulated

5.2

Forum Reports

WiLAT Report

A written report was circulated.

VK highlighted that DC has taken over as Global WiLAT Chairperson.

DC shared a plan on a page for WiLAT in the coming year.

DC thanked the Trustees and IMC for developing the forum guidelines and confirmed that she will focus on re-enforcing these guidelines.

DC is already discussing the WiLAT event at Convention 2020 with CILT Australia

DC believes that WiLAT can expand by developing our regional resources

FE left the meeting

YP Report

No report circulated

International Business Forum

FC presented the proposal for an International Business Forum for corporate members which has been in development during the past year.

RM described the potential benefit of the forum in facilitating global networking and business development opportunities.

SR asked whether there would be any charge for joining the forum but RM confirmed that the group was for CILT members.

SR recommended the use of a forum LinkedIn page.

KR suggested that one of the issues with a forum is how members get in touch without breaching data protection regulations. Longer term this could be incorporated within a global membership database. In the short term a LinkedIn group may provide the solution. KR recommended further

consideration of the detail of the proposal and the inclusion of additional groups i.e. Transport planning and infrastructure.

KR queried whether we had the capability to support a global networking structure at this stage.

RM suggested that we launch small and learn as we grow.

6.0 Conferences and Conventions

6.1 China Conference

KN reported that this year we have doubled the number of potential delegates and that the administration of the conference is a large undertaking for the secretariat team. 3 international speakers have been confirmed: Dabney Shall-Holma, Prof Austin Smyth, and Prof Marcin Paweska.

6.2 Centenary Day

Sir Peter will await the outcome of tonight's vote before taking a decision on following up with the Transport Minister as Guest of PH Honour.

Dial in (UK Callers)

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KN confirmed that we had invited HRH Princess Anne but she was unable to attend.

KN confirmed that IVPs had been asked to provide centenary messages on video for the Savoy event. IVPs to contact CW if they require reminding on the requirements of the brief.

IVPs

KN requested that invited members respond to their invitations asap.

ALL

6.3 **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.

7.0 **Budget 2019 – 2020**

Review and Approval

KN reported on the budget proposal and requested IMC support. The proposal will proceed to the COT for final approval on 7 October.

Education income continues to be reasonably strong. Education forecast this year has been achieved with 2 months to go. We will be proposing a 9% price increase from 1 April 2020 in international prices. This is the first increase in 3 years.

We are also proposing a 4.75% increase on the country membership fee (based on number of individual members) to sustain our central activities.

KN invited comment.

7.1 FC recommended that we communicate the membership fee increase in advance of the issue of invoices.

7.2 KN reported that there will be a surplus at the end of the financial year due to the change in accounting process

8.0 **Any Other Business.**

No other business

RM thanked NB for his excellent contribution to IMC and the Australasia region which the meeting reinforced.

RM closed the meeting at 2:01pm and thanked Network Rail for the use of the facility in London

9.0 **Next Meeting: Wednesday 27 November 2019**