



# Minutes Council of Trustees Meeting

Monday 7<sup>th</sup> October 2019; 11:30 BST  
Teleconference / Waterloo

## Present

Present:	Name	Position	Initials
Network Rail	Sir Peter Hendy	President	PH
	Stephen Rinsler	Hon Secretary	SR
	Rupert Nichols	Hon Solicitor	RN
	Keith Newton	Secretary General	KN
	Alan Jones	IVP (UK)	AJ
	David Pugh	Hon Treasurer	DP
	Jan Steenberg	IVP (UK)	JS
Teleconference	Dato Radzak Malek	Chair IMC & President Elect	RM

No.	Item	Action
1.0	<b>Welcome</b> PH welcomed all to the meeting	
2.0	<b>Minutes of the meeting on Thursday 16<sup>th</sup> May 2019</b> The minutes of the meeting were accepted as a true record of the meeting.	
2.1	<b>Matters Arising</b>	
2.1.1	<b>CILT India Report</b> PH / KN to follow up to establish the best contact with India Railways or India High Commission	
7.1	<b>Alex Borg situation</b> KN has advised Alex Borg following the IESC decision that his membership has been rescinded and CILT UK & CILT Malta have both been informed. All affected students have been communicated to and provided certification where merited.	PH / KN
3.0	<b>Governance &amp; Administration</b>	
3.1	<b>Trustee Declarations</b> Alan Jones informed the Council that he is taking on the Interim Chair role in CILT UK. This was strongly supported by the Trustees as helpful to the Join Up agenda. Jan Steenberg has been appointed to the ICONET board in the EU David Pugh has accepted an appointment to the JK Project Management Education Trust Sir Peter Hendy has been appointed a Trustee to the Science Museum.	
3.2	<b>IVP and Trustee nominations &amp; status</b> The CILT UK nomination for Jane Green as the UK appointed Trustee to take up the position from January 1 <sup>st</sup> 2020 was accepted unanimously. Jane will be invited to the December meeting of the Trustees.	KN

- The IVP nomination for Fiona Knight to replace Neville Binning as the Australia / NZ IVP position had been received and accepted by the Trustees on 13<sup>th</sup> August 2019 and was ratified at the meeting. Fiona took up her position on 14<sup>th</sup> September 2019.
- SR recommended that Andrew Weatherill be invited to the December COT meeting as well as the IAC to enable better links with the Join Up plans. It was agreed that KN would invite him. Both SR and RN would be standing down from the Trustees at the December meeting and JS would be nominated as the new Honorary Secretary. KN/SR/JS to meet to review the duties before the next Council of Trustee meeting. The Honorary Solicitor role remained as a vacancy with RN reviewing potential replacements. CILT UK had not yet nominated a President Elect & wanted to allow more time to do this with the Join Up plans. This would create a need to fill the Chairman of the IMC role with a Trustee from January 2020.
- 3.3 CILT Ghana Territorial Status request**  
 SR proposed we seek to remove the Territory & Branch differential status in the longer term.  
 KN was requested to review and return with a discussion paper & review this within the Join Up process.  
 The meeting agreed with the proposal to prepare plans for a territorial audit with CILT Ghana to be prepared to sponsor the audit. This would be timed to coincide with the Africa Forum in March 2020.
- 3.4 CILT Tanzania Audit Status (TON joined for this item)**  
 It was agreed that CILT Tanzania should be suspended and the delegation agreement terminated as a result of the lack of sufficient actions being taken locally to address the debt and the governance. KN to agree with TON how to communicate this post the China conference on 17<sup>th</sup> October where CILT Tanzania were expected to attend (Did not attend). The focus should then be on creating a new team in Tanzania with new leadership and rebuilding the education programmes.
- 3.5 CILT India Request for Territorial status reinstatement**  
 The request for the reinstatement of territorial status was made at the Manchester Convention delegation meeting and again in writing post the event. The proposed response by KN was reviewed and agreed. KN to write to India and inform that that they should use this opportunity to demonstrate their ability to grow the membership & the education market. The reporting and audit proposal was agreed also.
- 3.6 CILT Mauritius Status**  
 KN's report was reviewed. RN was concerned that CILT Mauritius could bring the Institute into disrepute and should be told to ensure they managed issues outside of the public domain. RN stated that the removal of the Honorary Ambassador award was not in the gift of the country President to remove, as it was an International award. The President should be instructed to write a letter to withdraw his letter to MPA removing the award. CILT Mauritius again should be instructed to deal with these local issues in a way that does not risk the

3.7	<p>Institute's reputation and that manages the issues sensibly and with limited public exposure. They should be informed that the Trustees continue to keep these matters under review.</p>	
	<p><b>CILT Philippines</b>          The paper and business plan for the formation of CILT in Philippines with CILT Australia support was reviewed. DP questioned if the figure was £25k and if this was a grant or a loan. KN stated that the position was a £12.5k grant from International funds in 2019-20 and then the country was require to have an income stream to support the administrative cost from the start of Year 2. It was a grant, not a loan. DP requested that the grant should be placed into the forecast as soon as practical. The grant was agreed and KN / DP would agree the correct statement to be sent with the notice of the grant.</p>	KN / DP
4.0	<p><b>Join Up</b>          KN updated the meeting with the status with Education Track One progress and an update on Track Four: Governance. KN explained the priorities that were diverting resource in CILT UK around Brexit and governance. KN also explained the plans to bring the finances together for 2020-21 around the budget process beginning in June 2020. To meet concerns about the pace of the activities PH proposed having a monthly meeting chaired by himself and Paul Sainthouse with involvement from AJ and RM. This would require a report against deliverables and PH was willing to continue this approach under his leadership into 2020.          It was agreed to have an all-day meeting at the 11<sup>th</sup> December Council of Trustees to enable us to review in more depth and agree the best approach in 2020.</p>	ALL
5.0	<p><b>IAC Report &amp; Matters Arising</b>          The Council of Trustees meeting was held ahead of the IAC meeting due to PH's availability. DP explained the background to the budget and the review process already held by KN/ DP and AW. KN explained the performance ahead of forecast and budget in 2018-19 in the financial year completed on September 30<sup>th</sup>, which gave confidence about the deliverability of the 2019-20 budget.          The meeting confirmed acceptance of the budget subject to IAC approval, which was formally given in the IAC that followed.</p>	
6.0	<p><b>IMC Update</b>          RM updated the meeting on the headlines of the IMC meeting held on 4th September. These were</p> <ol style="list-style-type: none"> <li>1. Next Generation had been agreed as the new identity of the Young Professionals and would be adopted in a phased way by countries. The Global Convenor, Elliot Price, was stepping down and nominations would be sought for a new person to fill the role.</li> <li>2. RM / KN updated the meeting on the plans for the savoy event. RM notified the meeting that CILT Malaysia had agreed to contribute £2k towards the costs of the event for which PH thanked CILT Malaysia for their generosity towards the family. RN requested that Mike Pestereff would be invited, as he was an omission from the invitation list. KN to correct.</li> </ol>	

**7.0 Any Other Business**

**7.1 Dates for 2020**

The proposed dates for the COT, IAC and IMC were reviewed and accepted. The second half of the year dates would be reviewed as the Join Up progresses to see if both UK & International meetings could be integrated or co-located.

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**8.0 Date of Next Meeting**

Wednesday 11<sup>th</sup> December 1000hrs to 1700hrs GMT for COT & IAC at Network Rail Offices, Waterloo

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