



Proposed Visit Dates for Secretary General & International Vice President, Ireland

The plan is to visit and audit between Monday 23rd and Tuesday 24th March 2020. The final timetable will be agreed and finalised by CILT Ghana and the Secretary General ahead of the visit. This document enables a review of the proposed activities and plans. Agreement should be reached by Friday March 6th 2020 at the latest on the final itinerary. In accordance with the agreement with the Trustees the costs of travel and accommodation for the two auditors will be covered by CILT Ghana.

Involvement of International delegates in the visit

It is not proposed to bring any other International delegates with the Secretary General. In the event of needing other advice or support then the International President, Dato Radzak Malek, the Chair of the Africa Forum, Dr Newton Demba, and the Secretariat team of Jon Harris, Zoe Roberts and Ceri Williams will be contacted and can be included in meetings by Skype or teleconference.

Proposed Items to cover in the visit

The visit's purpose is a formal review of the status of CILT Ghana and their readiness to become a Territorial organisation.

The preparatory documents to be used are

1. The CILT International documents "Granting of Territorial Status" & "Establishment and Management Of Territorial Organisations and Institute Branches" (Dated 24 September 2012)
2. The Delegation Agreement as signed by CILT International and CILT Ghana
3. The Membership Guidelines Document – source from the DMS
4. The Brand Guidelines Document – source from the DMS

The visit should have a formal meeting opening on Monday 23rd March and formal closing meeting on Tuesday 24th March with CILT International and CILT Ghana Council representatives.

The Checklist for preparation and planning

This should cover these areas with documentation as relevant to support discussion and agreement:-

Aims and Objectives – Action Plan document referred to in "Granting of Territorial Status"	✓
CILT Ghana's Latest Strategy and Business Plan - CILT Ghana Business plan review	
CILT Ghana's approach & reasons for establishing CILT Ghana as a Territory – Territorial Action Plan	
Organisational Management & Growth – relevant documents to have prepared for inspection	✓
Registration documents in Ghanaian law	
Governing Council & AGM – review of minutes, meeting programme, actions agreed and taken	
National Secretariat – status, location & organisation of the CILT Office and resourcing plans	
Committees – discussion on the status of main committees – education, membership etc. If appropriate discussion with the chairpersons of the main committees	
Any other relevant committees or development plans that help to give the picture of the "life" of the organisation – i.e. WiLAT, Next Generation etc. – understanding of their programmes and meetings with their leaders	
Regional Development and organisation across Ghana – information on regional structures	



Financial – relevant documents to have prepared for inspection	✓
Financial records and accounts – documentation to be reviewed and discussed including formal processes such as budget and cost management process, bank signatories, annual accounts & audit records	
Guidelines and procedures relevant to financial management	
Financial management process and staff – discussion on how this is managed	

Human Resources Management – relevant documents to have prepared for inspection	✓
Processes for managing Secretariat staff if relevant	

Education Growth and Standards – relevant documents to have prepared for inspection	✓
Government recognition and status of the education programmes across Ghana	
Administrative processes run by CILT Ghana & management process with the accredited training providers.	
In Depth review of education status – student numbers, accredited providers, International certification and issues surrounding, central management of education records and transactions, Education strategy and promotion together with path to taking on accreditation, Education Standards and plans to maintain them.	
Review of income from education in both CILT Ghana & CILT International & protection against loss of collective revenue – review and dialogue	

Membership, Marketing & Growth – relevant documents to have prepared for inspection	✓
Membership records & rules – review of control processes and demonstration of adherence to Membership Guidelines	
Process for evaluating membership and approving new membership applications	
Corporate membership status	
Marketing and Communications – adherence to Brand Guidelines, web and social media usage and opportunities, growth strategies.	
Professional recognition and potential for CILT leading the profession in standards and in profile	

Other Relevant areas	✓
Government links and contacts as relevant, policy & industry recognition	
Status of CILT in the country – business, government & academic exposure	
Offices and Facilities – CILT Ghana offices and regional membership support	
International Event Participation International Convention, China International conference & Africa Forum	
Other programmes and events	

Plan for Recommendation to Trustees and date for report

The visit summary report will be completed by the Secretary General & the IVP & will be shared with CILT Ghana within four weeks of the visit for comment. The final submission will be made to the Council of Trustees meeting on 28th May 2020 for their review and any appropriate actions and decisions.