Agenda

Council of Trustees & IAC Meeting

Thursday 25 February 2021; 11:00 – 14:00 GMT

Zoom Video Conference

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| To attend |
| **Name** | **Position** | **Initials** |
| Dato’ Radzak Malek | President | RM |
| Jan Steenberg | Honorary Secretary | JS |
| Rupert Nichols | Honorary Solicitor  | RN |
| David Pugh | Honorary Treasurer  | DP |
| Alan Jones | IVP | AJ |
| Jane Green | IVP | JG |
| Keith Newton | Secretary General | KN |
| Mike Pestereff | IAC Committee Member | MP |
| Tom Naylor | Interim Finance Director | TN |
| Paul Sainthouse | Chair of the IMC & President Elect | PS |
| Chief Teete Owusu-Nortey(in part) | Special Advisor to the Trustees for Africa | TON |
| Agenda |
| **Number** | **Item** | **Lead** |
| **1.0** | **Welcome & Apologies**  | RM |
| **2.0**2.1 | **Minutes of the COT meeting on Thursday 26th November 2020.** Matters arising & approval of minutes  | KNALL |
| **3.0**3.13.23.33.43.53.6 | **IAC Items**Mazars Audit Completion ReportApproval for audited accounts for 2019-20 & Going Concern reporting to the auditorsLetter of RepresentationJanuary 2021 Accounts & Forecast 2 plus 10Risk RegisterStatus of Contractors | TNTNDPTNTNDP |
| **4.0**4.14.24.34.44.54.6 | **Governance & Administration**Trustee Declarations & CILT UK IVP extensionAGM on 9th March 2021IVP Nominations for Nigeria, South Asia and East Asia CILT Kazakhstan change to Delegation agreement geographical area - Central Asia & update on USAID project partnershipAnnual Reports and Returns – summaryIssues arising from Annual Returns* Non compliance with dates
* CILT UK & CILT HK requests to exclude student / learners from membership numbers used in fee calculation
* CILT Indonesia request for fee reduction

**NB TON to join for Africa items****Country Updates for Governance matters** India Education Territorial Proposal & DecisionZambia Education & Governance & Update on Zambian Education DebtTanzania Branch SuspensionNew branch status in Rwanda, Sierra Leone, & Cameroon Africa Forum statusPhilippines progress and request for 3rd instalment | JS/DPALLKNKNRM/JSKN/TONKN |
| **5.0** | **IMC items for COT**Any escalated items from the IMC meeting held on 12th February | PS |
| **6.0**6.16.26.36.4 | **Join Up**Minutes & actions from the Join Up groupsThe International President’s Letter to the TrusteesSG Letter & Proposal to the TrusteesProgress Discussion  | AJRMKN |
| **7.0**  | **Any Other Business** |  |
| **8.0** | **Date of Next Meeting**Thursday 27th May 2021 |  |
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| Documents for Pre Read |
| **Item** | **Paper** | **Author** |
| 2.0 | Minutes of COT Meeting on November 26th 2020 | KN |
| 3.1 | Mazars Audit Completion Report | TN |
| 3.2 | Final Year Accounts 2019-20 | TN |
| 3.2 | Going Concern & Forecast 2 plus 10 | TN |
| 3.3 | Letter of Representation | DP |
| 3.4 | January 2021 Accounts | TN |
| 3.5 | Risk Register | TN |
| 4.3 | IVP Nominations -Nigeria, Sri Lanka, HK | KN |
| 4.6 | CILT India Education Status documents | RM/JS |
| 4.6 | Zambia Visit report | TON |
| 4.6 | CILT Rwanda Delegation Agreement | KN |
| 4.6 | CILT in Philippines- CILT Australia update | CILT A |
| 5.0 | IMC Minutes | PS/KN |
| 6.1 | Minutes of the Join Up meeting – 4/12 | AJ |
| 6.1 | International Reference Group Minutes – 16/12 | KN |
| 6.2 | Presidents Letter to the Trustees | RM |
| 6.3 | SG Way Forward document | KN |
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