



Agenda

Council of Trustees & IAC Meeting

Thursday 25 February 2021; 11:00 – 14:00 GMT
Zoom Video Conference

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	Minutes of the COT meeting on Thursday 26 th November 2020.	KN
2.1	Matters arising & approval of minutes	ALL
3.0	IAC Items	
3.1	Mazars Audit Completion Report	TN
3.2	Approval for audited accounts for 2019-20 & Going Concern reporting to the auditors	TN
3.3	Letter of Representation	DP
3.4	January 2021 Accounts & Forecast 2 plus 10	TN
3.5	Risk Register	TN

3.6	Status of Contractors	DP
4.0	Governance & Administration	
4.1	Trustee Declarations & CILT UK IVP extension	JS/DP ALL
4.2	AGM on 9 th March 2021	
4.3	IVP Nominations for Nigeria, South Asia and East Asia	
4.4	CILT Kazakhstan change to Delegation agreement geographical area - Central Asia & update on USAID project partnership	KN
4.5	Annual Reports and Returns – summary Issues 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	KN
4.6	NB TON to join for Africa items Country Updates for Governance matters India Education Territorial Proposal & Decision Zambia Education & Governance & Update on Zambian Education Debt Tanzania Branch Suspension New branch status in Rwanda, Sierra Leone, & Cameroon Africa Forum status Philippines progress and request for 3 rd instalment	RM/JS KN/TON KN
5.0	IMC items for COT Any escalated items from the IMC meeting held on 12 th February	PS
6.0	Join Up	
6.1	Minutes & actions from the Join Up groups	AJ
6.2	The International President's Letter to the Trustees	RM
6.3	SG Letter & Proposal to the Trustees	KN
6.4	Progress Discussion	
7.0	Any Other Business	
8.0	Date of Next Meeting Thursday 27 th May 2021	

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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