



# Draft Minutes International Management Committee

Thursday 2<sup>nd</sup> September 2021 12:00 BST

Zoom Meeting

## Present

Present:	Name	Position	Initials
	Paul Sainthouse	Chair of IMC & President Elect	PS
	Dato Radzak Malek	President	RM
	Vicky Koo	WiLAT / WCBC item	VK
	Usman Shuaibu	Deputy for Emma Ross	US
	Jane Green	Trustee	JG
	Dorothy Chan	Advisor to Trustees	DC
	Teete Owusu Nortey	Advisor to Trustees	TON
	Kim Hassall	Deputy for Fiona Knight	KH
	Finbarr Cleary	IVP	FC
	Ramli Amir	IVP	RA
	Tom Maville	IVP	TM
	Niral Kadaawatharatchie	IVP	NK
	Venus Lun	IVP	VL
	Gayani De Alwis	WiLAT Global Chairperson	GDA
	Usman Shuaibu	Next Generation Deputy Global Chair	US
	Harriet Leung	Manager CILT Hong Kong	HL
	Kevin Richardson	CEO CILT UK	KR
	Tom Naylor	Director of Finance	TN
	Keith Newton	Int Secretary General	KN
	Ceri Williams	Int. Marketing, Comms, Governance	CW
	Jon Harris	International Education Lead	JH
	Abi Sofian	International Business Forum	AS

**Apologies** Alan Jones, Rupert Nichols, David Pugh, Jan Steenberg, Fiona Knight, Newton Demba, Emma Ross, Shehu Usman Gidado

No.	Item	Action
1.0	<b>Welcome</b> PS welcomed members to the meeting & explained he was attending the CILT UK Corporates event at Jaguar Land rover	
2.0	<b>Minutes of Meeting on 13 May 2021</b> The Minutes were passed as a true and accurate representation of the meeting and were approved for posting on the website – proposed by JG and seconded by FC.	CW
2.1	<b>Matters Arising from the Minutes</b> Item 4.0 Join Up Discussion. PS informed the meeting that the Trustees had not yet set a date for the International Council meeting but intended to schedule one and will advise further. PS	



and RM emphasised the importance of maximum attendance once the date was set.

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**3.0 Governance, Communications & Strategy**

**3.1 Next Generation, WiLAT & IBF Appointments**

KN outlined the need for all Forum global appointments to be approved at the IMC. This was a requirement in the Forum Protocol Document and applied to WiLAT, IBF and Next Generation.

**WiLAT Global Steering Committee** – six new appointments were requested to be ratified by GDA. They were approved by IMC

- Vicky Koo -Head WiLAT Capacity Building Centre (WCBC) wef 1stJune 2021
- Dhashma Karunaratne - Media Coordinator wef 1stJune 2021
- Doreen Owusu Fianko - Deputy Global WiLAT Chairperson wef 31<sup>st</sup>December 2021
- Folake George - GVC North and West Africa wef 1<sup>st</sup>January 2021
- Marina Kuznechevskya - GVC CA wef 1stMay 2021
- Catherine Lou - GVC Australasia wef 1stAugust 2021

**NG Global Steering Committee** – US introduced the new and current regional chairperson forming the global steering group and requested formal approval of all positions. This was given by IMC.

- Richard Butler – Europe
- Yutin Ki – East Asia
- Biman Hettiarachchi – South Asia
- Arailym Maratkyzy – Middle East and Central Asia
- Wafaa Barakat - Americas
- Nlaliban Wujangi - Africa
- Vivian Chen - Australasia

KN stated that Yutin Ki's time on CILT matters had been limited because of job commitments and that US is testing if he can continue. AS stated that the South East Asia chairperson role had been lost. KN confirmed that US & ER would seek to address this.

**IBF** – this remained a forum in development and the meeting approved the appointment of Finbarr Cleary as the Development Chair and Abi Sofian as the deputy.

PS noted that these appointments were officially approving the individuals from a governance viewpoint

**3.2 Digitalisation Campaign**

PS introduced the item saying he noted the comments on the International WhatsApp group commending the quality of the presentation made on 1<sup>st</sup> September.

CW updated the IMC with the key dates, the design and the content of the campaign.



RM stressed the need for the countries to use the resources available and encouraged the IVPs to push this hard with their CILT's.

### 3.3 Brand Audit

PS introduced by saying how important a consistent brand and message was.

CW updated IMC with the plans as per the pre read presentation.

PS commented on the countries who had not attended and stated that it was important that they didn't see themselves outside the brand guidelines. PS requested that if countries did operate outside then that would be escalated as an issue. CW confirmed to KH that sufficient time and notice had been extended to the countries to reply. RM requested that we consider rewarding brand compliance and excellence with an award. CW / KN to consider.

CW /  
KN

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## 4.0 Regional and Forum Reports

### 4.1 IBF Plan

CW updated the meeting with the circulated plan. FC reminded the group of the work since Manchester 2019 & the need for each country to be involved and appoint a local representative and form a local group. JG fully supported the potential and asked when we would see the proposals for a platform. CW replied at the end of the "discovery" stage recommendations would be made. KH spoke of the Australia platform which is known by the IBF team. JG said consultations with the members would be a key factor. PS stressed the need for IBF to be revenue and member generating.

### 4.2 Next Generation Report

US ran through the NG presentation & the Town Hall event. RM stressed the need to remain brand compliant. Discussion followed on the path to CMILT with the need to retain students as members once they finished their studies and to remain compliant to the membership guidelines.

### 4.3 IVP Reports

Reports followed from each of the IVPs drawing out the main items from their received reports - Australasia (**KH on behalf of FK**), Americas (**TM**), East Asia (**VL**), South East Asia (**RA**) South Asia (**NK**), Europe & Middle East (**FC**)

### 4.4 WiLAT Report

GDA gave her presentation as circulated.

### 4.5 IESC Report

JH reported back from the **IESC** meeting focusing on the success of the USAID bid in Central Asia and the accreditation agreement in China across CILT Hong Kong, Macao and China. VK & JH updated the meeting on the **WSBC initiative**. He also made IMC aware of the student retention initiative that had just started. This initiative was endorsed by IMC.



JH described the **Business Development Workshop process** that had been piloted in CILT NA. IMC endorsed this process for other countries to use.

<b>4.6</b>	<b>Regional Meetings and New Branches</b> KN explained that in the next set of Regional meetings starting in late September he would be asking each IVP to help set the agenda and lead the meetings.	KN
<b>5.0</b>	<b>Conferences and Conventions</b>	
<b>5.1</b>	<b>Africa Forum</b> To pick up at the November meeting.	ND
<b>5.2</b>	<b>International Convention</b> KH said Australia were now planning a 50% attendance mainly by local delegates and a 50% streamed attendance.	
<b>6.0</b>	<b>Financial Review</b>	
<b>6.1</b>	<b>Overview of July Accounts</b> TN reported a strong year to date performance at the end of July with education revenue ahead of the mid-year forecast and likely to meet or beat budget numbers by year end. TN said this was a result of good cost control and an overall excellent performance.	
<b>6.2</b>	<b>Budget 2021 – 2023 process</b> TN reported to IMC that the budget process was now fully in operation and that we were also doing a set of 2022-23 budget numbers.	
<b>7.0</b>	<b>Any Other Business.</b> There was no other business from members.	
<b>8.0</b>	<b>Next Meeting:</b>	
8.1	The next meeting is scheduled for Thursday 25th November 2021	<b>ALL</b>