Draft Minutes

International Management Committee

Thursday 25th November 2021 11.00 GMT

Zoom Meeting

Present:

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| Name | Position | Initials |
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| Paul Sainthouse | Chair of IMC and President Elect | PS |
| Dato Radzak Malek | President | RM |
| Jan Steenberg | Honorary Secretary & Trustee | JS |
| David Pugh | Honorary Treasurer & Trustee | DP |
| Jane Green | Trustee | JG |
| Alan Jones | Trustee and Interim Secretary General | AJ |
| Dr Newton Demba (Part) | IVP& Africa Forum Chair | ND |
| Finbarr Cleary | IVP & Chairman IBF | FC |
| Ramli Amir (Part) | IVP | RA |
| Tom Maville | IVP | TM |
| Venus Lun | IVP | VL |
| Dr Shehu Usman Gidado | IVP | SG |
| Neville Binning | Deputising for Fiona Knight | NB |
| Niral Kadawatharatchie | IVP | NK |
| Gayani de Alwis | WiLAT Global Chairperson and Advisor to Trustees | GdA |
| Vicky Koo | WiLat Deputy Global Chairperson | VK |
| John Harris | International Education Lead | JH |
| Harriet Leung (Part) | Manager CILT Hong Kong | HL |
| Teete Owusu Nortey | Advisor to Trustees | TON |
| Ceri Williams | Int Comms & Governance | CW |
| Usman Shuaibu | Next Generation deputy Global Chair | US |
| Tom Naylor | Director of Finance | TN |
| Kevin Richardson | CEO CILT (UK) | KR |

Apologies: Dr Dorothy Chan, Abi Sofian Fiona Knight

**No. Item Action**

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| 1.0 | Welcome  PS welcomed members to the meeting. |  |
| 2.0 | **Minutes of the Meeting of 2 September 2021**  FC noted that point one required correction. His title was Chairman IBF and that of Abi Sofian was Vice Chairman IBF. With this one changes the minutes were passed as a true and accurate representation of the meeting and were approved for posting on the website – proposed by KR and seconded by JG.  There were no matters arising from the minutes. | CW |
| 3.0  3.1  3.2  3.3  3.4 | **Governance, Communications and Strategy.**  **Digitalisation Campaign** – CW updated the IMC with the key components of the campaign including seven webinars and “In Conversation”, various bulletins and the overall awareness campaign.  RM commented that he thought his key priorities had been well delivered and the whole Secretariat Team were worthy of thanks.  **Brand Audit Update** – CW advised that 29 branches had been selected and 23 returns received. There were several inconsistencies in the areas of Tools, Templates and Brand Guidelines. Each Branch had been offered a 1-2-1 to discuss the findings but only North America, Sri Lanka and Pakistan had arranged a meeting.  TN noted that the latest brand audits on DMS were 2018 and requested the upload of the new results. This was agreed.  **Annual Reporting Process** – CW advised that Branch returns were due by 15 November and were currently being monitored. When received the Financial Reporting and Membership Data would be forwarded to TN and the team. Invoicing was due to take place w/c 6 December. It was noted that the Budget included a 2.5% increase.  Both AJ and PS requested that returns be made to timescale to avoid the unproductive requirement to chase branches. IVP’s to assist as required.  **President Elect** – AJ advised that there were four candidates and that the process was scheduled (subject to diaries) to conclude by 20 December. The process would be:  By 3 December - Candidates to be advised of 45minute meetings  By 10 December - Candidate Meetings to be complete  13 December - Decision on Appointment  17 December - Candidates Informed  20 December - Formal Announcement  The meeting noted that the application in respect of Martin Paweski had been submitted outside of the agreed timescale and would not therefore be considered.  HL joined the meeting at 11.25 | CW  IVP’s |
| 4.0  4.1  4.2  4.3 | **Regional and Forum Reports**  **IBF Report –** FC noted an excellent Webinar in the previous week and offered his thanks to the speakers. He did however also note that attendance was low with numbers being down on other seminars.  FC also noted that meetings with Pink/CW/KN had been postponed and there was a need to reschedule and roll out the marketing plans. AJ requested that FC contact him to agree dates.  FC further noted that IBF Indonesia would be launching on 10 December but that overall engagement from Branches was disappointing. He would welcome all possible assistance from all IVPs.  PS commented that he was a massive supporter of IBF which is a significant and unique feature for corporates. He will be pushing for growth and expansion plans.  **Next Generation Forum Report** – US noted that it had been agreed to separate SE Asia from East Asia and Surendran Muniandy was proposed as Regional Chairperson, SE Asia.  Good progress was being made on branding.  **WiLAT Forum Report** – GdA reported that two new countries had been launched – Cote d’Ivoire and Rwanda bringing the total with WiLAT presence to 32It was expected that Cameroon, Reunion, Turkmenistan and Tajikistan would follow shortly.  All were invited to join WiLAT Yuletide Joy online on 3 December.  AJ requested copies of slides from GdA.  PS commented that Wings of Change was a very positive read and asked how many active participants there were in the 32 countries. GdA responded that of the 32, 5/6 were dormant for various reasons  RA joined the meeting at 11.40  PS asked whether we advise branches on how to obtain funding/sponsorship etc. GdA noted that some countries were more difficult than others, for example Fiji, Madagascar and Seychelles had no CILT presence but women were coming forward. In Turkey there was also no CILT but a particularly strong Chair had already obtained funding. Assistance was given where possible. | FC  GdA |
| 4.4 | **IESC –** JS noted that the IESC had expanded its membership to widen diversity of view/ He commented that there was a need to refresh the education offering in both Standards and Material.  **J**H then presented an update noting that we now worked with 2,500 students plus a further 1,800 in China and a total of 127 training providers. New markets had been opened up in Ecuador, Guyana, USA, Caribbean, Seychelles and Sierra Leone. Mentoring was growing particularly well especially in Nigeria but also in South Africa and Central Asia.  In the wider business market we are working with USAID in Central Asia, UKAID in Tanzania and East Africa and World Bank in Kazakhstan and Central Asia. |  |
|  | For 2022 the objectives would be to enhance visibility and engagement in more countries including China, Azerbaijan, Pakistan, India, Russia, Turkey, Greece and throughout South America. There was also a need to refresh and renew course resources and to remotivate the Education Champions.  ND joined the meeting at 11.55  RM noted that CILT Malaysia and the Halal Development Corporation were working to establish expertise and a course on Halal transportation. When complete this would be passed to JH to develop a curriculum which JH believed would map across to accreditation. FC added that such expertise in Halal would give CILT a unique offering. |  |
| 4.5 | **IVP Reports** – PS requested that given that written reports had been submitted the IVP’s restricted their comments to any specific issues on which they wished the views or comments of the IMC.  **NK** commented that in addition to his report he had to advise that the Chair of Pakistan Next Generation had resigned suddenly.  **NB** deputising for Fiona Knight noted that Australasia were still progressing with the 2022 International Convention now scheduled for late October 2022. They are anticipating 50% local attendance and 50% on livestream.  PS noted the idea on the Australasian report specifically that “CILT International compile each 3 months an industry/academic set of articles from say 10 branches at a time” PS believed this was worthy of further consideration – include in agenda of next meeting.  **TM** confirmed that North America were busy with webinars and a particular and in depth focus on strategy.  **RA** noted that he had received no report from Indonesia. Singapore is very involved in the Save the World Sustainability initiative and their newsletter “Buzz” continued to be very well received. Malaysia had hosted several webinars and continued collaboration with local University. A successful convocation was held on 13 November.  No report submitted from Africa.  **ND** commented that the Africa Forum will happen in 2022. He also wished to express his thanks for the convening of the meeting on 23 November which he felt had enabled a discussion and reflection of views. He noted his conclusions:   1. The appointment of a President Elect has commenced and will conclude in December. 2. Recruitment of a new Secretary General will take place as soon as possible. The Interim Secretary General will meet all Branches by Zoom. 3. There will be a timetable for the recruitment. 4. A Board will be constituted to aid the recruitment. 5. The current Secretariat Team will continue to focus on their roles. 6. RM and PS and the Trustees should rest assured that they have his support in their endeavours. 7. He wished to thank RM and KN for all their work.   **VL** commented that Taiwan continued to struggle to recruit members. Korea was beginning to build it’s Social Media presence which it was hoped would give it more traction and help in member recruitment/  The China Conference in November had been postponed due to Covid.  FC noted that he had received only four reports – Central Asia, Ireland, WiLAT CA and WiLAT Middle East. He requested once again that reports be submitted  TN supported FC request that reports be submitted in advance. The ability to pre-read aids comprehension and understanding and facilitates any questions that may be required. This meeting had heard of the lack of reports as identified by RA and FC and also noted the lack of a report from Africa,  **Please submit reports in time to enable pre-read.** | CW/AJ  IVP’s |
| 5.0 | **Conferences and Conventions**  Covered in IVP reports |  |
| 6.0  7.0  8.0 | **Financial Review**  **TN** advised that whilst October was in deficit it was less than budgeted. Revenues were above budget and costs below budget so a strong start to the year. It should however be noted that the reduced costs are still a function of the changed times. The budget assumed that international travel would recommence but to a large extent this was not the case.  The Balance Sheet and cash balances remain strong.  **Any Other Business**  **PS** noted that this would be his last IMC as Chair and that the experience had been thoroughly enjoyable thanks to the participation of all.  **SG** updated the meeting on progress in Nigeria which was full of opportunities and the mentoring scheme in particular was generating a flood of members. They were also introducing a membership portal and support or advice on this would be most welcome.  **VK** noted that this would be her last official IMC and wished to propose a vote of thanks to RM. She is also looking forward to PS manifesto.  **RM** was thankful for the kind words and in turn thanked all IMC members for their support. We are indeed “Stronger Together”  **Date of Next Meeting**  **AJ** advised that provisional dates for 2022 had been circulated by **CW** – could all please confirm.  **CW** passed on a request from FK that one meeting be held on a Friday – AJ/CW to consider.  **AJ** also confirmed in response to the points raised earlier that he would arrange Zoom meetings with Branches and Territories as soon as possible.  The Meeting closed at 12.45 GMT. | ALL  AJ/CW |