



## IMC

### Final Minutes

**Tuesday 21 July 2015; 11:00 GMT**

### CILT Ireland & Teleconference

<b>Present:</b>	<b>Name</b>	<b>Initials</b>	<b>Position</b>
<b>Members:</b>	Kevin Byrne	KB	Chairman
<b>Members by 'phone:</b>	Paul Brooks	PB	President
	Rupert Nichols	RN	Honorary Solicitor
	Jan Steenberg	JS	Trustee & IVP
	David Pugh	DP	Honorary Treasurer
	Bernard Auton	BA	Trustee & IVP
	Robin Dunlop	RD	IVP
	David Collenette	DC	IVP
	Radzak Malek	RM	IVP
	Amal Kumarage	AK	IVP
	Ibrahim Jibril	IJ	IVP
	Umar Usman	UU	IVP
	Aisha Ali Ibrahim	AI	WiLAT Convenor
	Elliot Price	EP	YP Convenor
<b>In attendance:</b>	Keith Newton	KN	Secretary General
	Jon Harris (part)	JH	IPDC
<b>In attendance by 'phone</b>	Duncan Snook	DS	Director of Finance
	Ceri Williams	CW	IC&AC
	Steve Agg	SA	CEO (UK)
	Harriet Leung	HL	
<b>Apologies:</b>	Stephen Rinsler, Becky Loo		

	<b>Item</b>	<b>Action</b>
<b>1.0</b>	<b>Welcome</b> KB welcomed members to the meeting held from Dublin	
<b>2.0</b>	<b>Minutes of Meeting on Tuesday 5 May 2015</b> RD seconded KB's proposal that the minutes of the meeting on Tuesday 5 May 2015 be passed as an accurate representation of the meeting and be approved for	

	posting on the website.	
<b>3.0</b>	<b>Strategy</b> KN provided an update on the 2 Year Tracking document and stated that education strategy had been added to the original tracking document	ALL
3.1	KN reported that the timing of the Advanced Diploma had changed but that it would be ready in time for convention	
3.2	KN updated the meeting on the progress with the website which is due to go live before the end of July. The new site is currently in final edit. All members are asked to follow the link circulated and provide any outstanding materials / comment this week	
3.3	KB queried our capability for ongoing update and management of the website. KN confirmed secretariat capability. Training is complete. The only issue remaining is one of resource	
<b>4.0</b>	<b>IVP Role and Regional Co-ordinators</b> KB updated the meeting on themes from IVP calls held this month with RM, UU, IJ and RD	IVPs
4.1	KB reported an issue that not all IVPs are recognised within their region which is being addressed and will plan to use the convention to raise the profile	
4.2	PB requested a list of top 10 corporate organisations that regions are currently engaged with and list of top 10 large corporates they think they should be engaged with. Information is requested by end of August with PB to report back at convention	
4.2.1	PB clarified that TO and IBs are individual business who should engage with corporates at a local level. The information requested is for additional activity at an international level	
<b>5.0</b>	<b>Conferences &amp; Conventions</b>	IVPs  IVPs       AA
<b>5.1</b>	<b>International Convention 2015 ( 13-16 Sept 2015)</b> KN provided an update on the programme to date. 3 out of 4 international speakers are confirmed. The programme will aim to include membership and education sessions at different times to allow delegates to attend both. There will also be a session on strategy and some focus group sessions. In response to feedback, there will be more focus on regional activity – IVPs should be prepared to present on activity within their region. WiLAT and YP conference agendas are in progress.	
5.1.2	IVPs are requested to arrive for Saturday night and to participate in meetings on Sunday, Monday and Tuesday	
5.1.3	KB requested that members prepare in advance for country delegation meetings and attend on time to ensure timely completion of meeting schedule	
5.1.4	EP confirmed that YP conference will start at 08:30 on Sunday and stated that members in general are welcome especially CMILT / FCILT grade members willing to act as mentors within the YP programme	
5.1.4	AA confirmed that all delegates are welcome to both the WiLAT conference and the WiLAT dinner on evening of 15 September. AA to confirm WiLAT Dinner details to KN for inclusion in the programme	
5.1.5	KN confirmed that the President's Dinner is included within the convention package	
5.1.6	KB reminded members that this is a new convention model partly in response to	

<p>5.1.7</p> <p>5.1.8</p> <p>5.1.9</p> <p>5.1.10</p> <p><b>5.2</b></p>	<p>the central management of convention this year and partly in response to member feedback</p> <p>KN reported that we currently have 14 registrations and requested that all members work within their regions to encourage registrations. KB asked the meeting about any impediments to booking. UU and AK reported that some members had raised the issue of expense. KB asked for a role call of attendance:  RM: Malaysia will bring delegation of 3 with potential for 3-4 more  RD: 3-4 delegates from New Zealand  EP: 7 delegates from Australia  DC: 3 already booked from N America with additional delegate to book  AK: Currently 2 delegates from Sri Lanka  HL: 8-10 delegates from Hong Kong including 3 YPs  SA: 3 staff members from UK</p> <p>AA urged all countries to encourage women to attend</p> <p>KN reported that in response to feedback from UU and AK on pricing, KN/DS had discussed a proposed discount for countries booking in blocks of 10 delegates. The main delegate cost would reduce from £575 to £475 per delegate. KB requested comment and the meeting agreed on this proposal.  No objections were raised to the idea of a more prosperous country passing the discount benefit to a less prosperous neighbour although booking and payment would need to be made at one central point.  KN to send TO/IB mailing this week</p> <p>KB will follow up on regional bookings on an ongoing basis and asks all members to work towards encouraging registrations</p> <p><b>International Convention 2016</b>  KN reported that convention will be held in Montreal from 8-11 May 2016 and will be promoted by the N American team in Dubai this September  DC reported that a working group is in progress and suggested that convention costs will be cheaper due to the level of the Canadian dollar.</p>	<p>ALL</p> <p>ALL</p> <p>KN KB/ALL</p>
<p><b>6.0</b></p> <p><b>6.1</b></p> <p>6.1.1</p> <p>6.1.2</p>	<p><b>Committee Reports</b></p> <p><b>IESC</b>  JS reported on the overall progress of the IESC and highlighted the following key points on the update report:</p> <ul style="list-style-type: none"> <li>- Education Strategy has been agreed and approved and will be issued shortly</li> <li>- The process of establishing education champions is going well with 80% in place</li> <li>- The Advanced Diploma timeline has changed as discussed in item 3</li> <li>- The Global Training Directory on the website is in progress</li> <li>- The Focus is now on the CPD product range and tool kit</li> </ul> <p>JH reported that there are no indications that educational targets will not be met this year. With the launch of the advanced diploma at convention and the organisation of the rest of products, we encourage IVPs to push educational products especially in the final quarter of the year</p> <p>JH reported a loss of some Education Providers due to tightening of QA process but advised that they are being replaced with better quality providers</p>	<p>IVPs</p>

6.1.3	JH advised that Nigeria and Namibia are receiving short term support	
<b>6.2</b>	<b>IMSC</b> KN reported in BL's absence on the IMSC aim to publish the member guidelines document at convention.	
6.2.1	Members are asked to send final comments prior to submission to Trustees for final approval on Tuesday 28 July KB reinforced that if passed the guidelines will be relevant to all countries	ALL
<b>6.3</b>	<b>Aspire</b> SR has reached end of his Aspire term. KB proposed and the meeting agreed that SR continue in Aspire post for the next 12 months.	
<b>7.0</b>	<b>Territorial Organisations and International Branches</b>	
7.1	KB requested that in future IVPs submit reports to him in advance of meetings	
7.2	RE: Still working on Fuji. RD retiring as IVP at convention	
7.3	DC: Most of current work focussed on building membership. Hope for major conference in US within 12 months. Membership is increasing but there is still work to be done	
7.4	RM: Planning activities to celebrate 50 years CILT in Malaysia climaxing in Convocation in November. Investigating establishment of CILT community in Brunei, Henan, Thailand and Cambodia. He outlined the opportunities in the AEAN region and how to develop that as a CILT region in line with the IVP / regional convenor role.	
7.5	UU: Main focus currently Uganda and Kenya. Teleconference with KN to be held tomorrow to further plans to visit both countries. Also support for Ethiopia. Next AF programme to be issued shortly	
<b>8.0</b>	<b>Key Developing Groups</b>	
<b>8.1</b>	<b>YP</b> EP updated the meeting on YP progress. The committee is currently focused on convention and are trying to introduce a model for convention which can be rolled out annually to avoid conference dominating the YP calendar	
8.1.1	EP would like CMILT and FCILTs to join YP conference as mentors during the YP challenge activity on Sunday 13 September in Dubai	
8.1.2	EP is working on communications within YP committee due to issues of attendance at regular YP Conference calls	
8.1.3	EP reported that he is also working as a section head for CILT in Australia	
8.1.4	EP is waiting for TO/IB Annual Statements to establish the current status of YP representation	CW
8.1.5	KN reminded EP of 2 year strategy target to introduce YPs into 50% countries	
<b>9.0</b>	<b>Any other Business</b> No items raised KB closed meeting at 13:30 with final a request for members to engage with regions and encourage participation at convention in Dubai	
<b>10.0</b>	<b>Dates of Next Meetings</b> - 14/15 September 2015 in Dubai	