

Minutes of the WISTA ExCo Meeting

Date/Time: Tuesday 23 October 2018 at 09.00 CET

Location: Skandic Ishavhotel, Tromsø, Norway

Present:

ExCo

Despina Panayiotou Theodosiou	President	DT
Diane Edwards	Secretary	DE
Rachel Lawson	Treasurer	CR
Jeanne Grasso	Member	JG
Sanjam Gupta	Member	SG
Naa Densua Aryeetey	Member	NA
Katerina Stathopoulou (by video link)	Member	KS

Observer

Connie Roozen

Welcome

DT welcomed all to the meeting and noted that CR had been invited to the meeting as she is the only candidate for the next Treasurer.

Minutes The minutes of the Mid-Term Meeting held 09 May 2018 in Singapore were presented and approved.

ExCo discussed that the agenda was sent out later than usual. While there is nothing in the Articles about when the agenda should go out, there needs to be sufficient time to review the agenda. There was also discussion around the timeliness of minutes and challenges arising from the split between the Secretary and CSO role.

Action:

- DE to work with Lena Göthberg to review split of duties and streamline processes to ensure all duties were being covered in a timely manner.
- DE to ensure timeframes for agenda and minutes provide sufficient time to provide feedback before meetings.

General Review DT presented the ExCo presentation for the AGM, which was an overview of membership, events, achievements and projects throughout the Year.

Financials RL showed her financial presentation for the AGM. She noted that the costs of running WISTA are increasing due to the increasing number of NWAs, an increase in the projects and development work, plus the employment of a CSO. There were also higher travel costs for the conference due to the location. She also highlighted potential additional costs for attendance at IMO meetings.

There was a discussion about whether to increase the membership fee. Agreed to keep fee at current level of 30 euros but to signal to Presidents at the RTD that an increase may occur in 2020. Sponsorships on a project basis were also discussed to offset increased costs. Although WISTA may be liable for tax, it will still be to the benefit of WISTA to receive sponsorships

Protocols for the AGM

ExCo discussed the right to vote at the AGM by new NWAs. It was agreed that an NWA must have been active for at least 3 months to vote at the next AGM. Effectively, any NWA incorporated after the 1 July of any year will obtain voting rights at the AGM the following year, but can otherwise attend the AGM and participate in any other activities.

Action:

- JG to update the NWA protocol to clarify that NWAs must be incorporated for three months before they are eligible to vote.

Communications Committee Update

ExCo discussed the role of the Communications Committee and whether it should be disbanded now that the role of Press Officer is established, the CSO is managing the social media and general communications, and there is a manager of Instagram (Consuelo Rivero, WISTA Spain). As this is an *ad hoc* committee it was agreed it was no longer required.

Action:

- DT to inform Communications Committee members.

Jillian Tobias joined the meeting to give an update on the new website. She presented a tour around the website, demonstrating the layout and key features. She explained the importance of all NWAs completing their own site and encouraging their members to complete their individual profiles. Minor feedback was given on some areas, but overall the ExCo thanked Jillian for an excellent job. It was agreed that the intention is to launch mid-November.

**Diversity
Committee
Update**

The draft pledge was discussed. Clarification was sought about the purpose and value of pledge and how this relates to other pledges that exist, *e.g.*, Maritime UK. It was agreed that hard work had been done by the Committee and that DT should convey to them the gratitude of ExCo and also ensure it delivers what is required.

Action:

- DT and JG to work with the Diversity Committee on finalising the pledge.

**HR Committee
Update**

DE summarised the results if the ICS Scholars for this past year and the changes the HR Committee were recommending to try and ensure that the students were more successful. She stressed that the HR Committee, particularly Astrid Drent, Helen Joannou and Janine Heinicke had spent many hours supporting the students, but that there was a strong sense that the students had not all shown sufficient commitment. It was agreed that KS's email of suggestions be sent to all the new students and that the NWA's should take more responsibility for monitoring and supporting the students. This would be raised during the Presidents' RTD when the HR Committee are presenting the results.

NA requested that consideration be given to allocating the scholarships across all regions. DE explained that this is already a criterion, provided a candidate has met the other criteria.

DE also gave a brief summary of the member survey, noting much higher participation than last year and the ability to start doing year on year comparisons, although 2 years is not sufficient yet to show a trend. Feedback on the survey was mostly about the categorisation of roles, especially if a person fit in more than one category.

A presentation will be given at the AGM and the survey will be sent to Presidents and be available online through the website.

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HR Committee Update

ExCo discussed developing a wider industry survey. DT met with Karen Waltham from the Maritime Association for initial discussions, but there has been no recent contact.

ExCo discussed starting with seafarer information, e.g., obtaining data by country possibly through flag States, focusing on the top 10 Flag Registries. SG said she also had funding for a project in India that could be leveraged.

Action:

- DT to re-approach Spinnaker to see if she could re-engage them.
- Further discussion to occur regarding surveying seafarers.

Technology & Futures Committee Update

DE and DT gave a brief summary of progress of the Technology and Futures Committee. It is still in start-up mode with 24 women joining the Committee. They will split into up to 6 sub-groups. These would be the working groups to produce white papers for publication.

Project Updates

GDPR

JG summarised that work on the GDPR policy started by using draft policy from the UK, which was then significantly refined by one of JG's Blank Rome partners, has been circulated for feedback and is now in a final form. The policy will be posted on the website. She noted a need to keep monitoring it so that it remains current.

Trademark

JG summarised progress: In UK registration is complete, and in the EU and USA it is pending. She suggested that the next step would be to target countries covered by the Madrid Convention. This would capture 15 existing WISTA countries and cost circa US \$6,000.

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**Project Updates
(continued)**

Trademark (continued)

This would mean Trademark registrations for other countries would need to be handled individually with a potential cost estimated at about US\$50,000. She suggested that these be dealt with in future years on a case by case basis, based on risk and see if WISTA has lawyers in these countries whose firms may be willing to provide pro bono support.

Policy Updates

It was clarified that:

- The GDPR policy is complete
- The Travel policy is complete
- The Trademark Protocol is complete
- Regional Guidelines are complete and incorporated into the NWA Protocol.

All were circulated to the NWAs prior to the Tromso AGM.

Office Support

ExCo discussed that WISTA is growing and there is more work to be done on daily basis. While the CSO is helping, ExCo discussed having a full or part time Executive Director and maintaining an office, but agreed that at present there is insufficient funding for this.

IMO

There was discussion on WISTA's relationship with the IMO and who can attend and participate on WISTA's behalf.

It was agreed that there is a need to develop a framework for working with IMO and this should be inclusive, allowing the wider membership to contribute and leverage their expertise. The framework would include guidelines on attendance and participation as representatives of WISTA.

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IMO (continued)

DT clarified that our status means we should target delivering or participating in 2 papers per year at the IMO, which must be submitted in accordance with IMO guidelines.

WISTA and the NWAs also need to support the "Empowering Women in Maritime" theme, including at the WISTA event at Norshipping.

Actions:

- DT and JG to meet with IMO delegation to try to get more clarity about how WISTA can add most value in engaging with IMO.
- DT to find out the format and rules for presenting IMO papers.

Platform for Change (PFC)

KS gave an update on the PFC meeting she attended. Key topics included: equal pay for equal work; transparency of pay issues; collective bargaining; and how to address stereotypes at the grass roots level. The aim is to see what can be put through as law for EU members. DT noted that recommendations from the Diversity Committee might be tabled as they address many of the same issues raised at the PFC meeting.

Conferences

JG confirmed WISTA Cayman Islands has a good team and preparations are underway for 2019. The Marriott Hotel has been booked for Oct 29-Nov 1st, 2019. The theme will tie in with “Empowering Women in the Maritime Community”.

The 2019 Mid-term Meeting is confirmed for 9-10 May 2018, hosted by WISTA Switzerland. Events likely to be mostly centred around social and networking activities rather than a full conference.

WISTA Germany has tentatively confirmed 15-18 September to celebrate their 40th anniversary in 2020 in conjunction with the International Conference in Hamburg.

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Conferences (continued)

NA brought a request from WISTA Ghana to host the 2020 Mid-Term, as this would be their 10th anniversary. It was agreed to offer WISTA Ghana the opportunity to host.

DE and DT had both heard the previous WISTA Australia Board express a desire to host the 2021 conference. However, DE said the new incoming Board had not shown the same commitment and believed they would not be in a position to do so. It was agreed to ask at the AGM if there are other interested NWAs.

Action:

DT to raise with NWAs at the AGM whether there was any interested NWAs for 2021.

Nominations Committee (NC)

A Nominee for ExCo indicated she was unable to attend the AGM and had been told by the NC she was no longer eligible. Discussed if non-attendance impacts her ability to stand as she had a valid business reason and it had been flagged very early.

Action:

- DT to inform NC that ExCo recommend the Nominee be allowed to stand this year, but that it is the NC's decision, and that the NC clarify the policy going forward.

The new NC was discussed.

- Dorothea Ioannou (WISTA Greece), Yasmina Rauber (WISTA Switzerland) and Jemilat Jawulaa Mahamah (WISTA Ghana) are willing to be re-appointed
- Kathy Plemer is not seeking re-appointment
- Catherine Smith had missed the deadline so is not eligible for re-appointment.
- Karin Orsel (WISTA Netherlands) and Laura Sherman (WISTA USA) are willing to be appointed
- Sherice Arman (WISTA Cayman Island) is willing to remain as substitute.

Action:

- JG will advise the new NC members of their appointment.

DT recommended that the Nominations Committee Protocol be amended to include information on the nominee, such as a bio or CV and experience with WISTA.

Action:

JG will review the Nominations Protocol and make suggestions.

Collaborations

Association of African Administration (AAMA)

NA reported on AAMA, which falls under IMO under the ITCP and has representations from various women's associations, *e.g.*, WIMA. This year was the first time there was representation from WISTA. With WISTA's growing links to IMO, NA suggested we continue the relationship. All agreed.

WOMESA

NA described role of WOMESA and WIMA and how they are supporting women into management. She highlighted the need to build collaborative relationships with them, which fits well with the relationship with IMO. All agreed.

World Ocean Summit

DT noted we are participating in the World Ocean Summit in November 2018. WISTA has supported in past, but this time WISTA is hosting a women's panel.

WOC have asked for an MOU but DT is still waiting for them to outline what this may involve.

Action:

- DT to clarify what type of MOU WOC is seeking.

FONASBA

DT confirmed that FONASBA have agreed with our suggestion to act in an advisory role, following their approach earlier in 2018 to WISTA with the request to collaborate. They are based in London. The next step will be to look for members of an NWA who might want to pick this up.

Action:

- Identify who will become FONASBA liaison, possibly Consuelo Rivero.
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**WISTA Speakers
Policy**

DT said WISTA had been approached by Capital Link to provide women speakers. ExCo discussed whether this is something that could be added to a member profile on the website, so that members could register when they completed their profile, in essence the beginning of forming a speakers' bureau, which could be searchable by country/region and subject.

Action:

- DT to explore with Jillian Tobias what is possible on the website.

**RTD and GM
Preparation**

ExCo reviewed the agenda for the RTD and AGM.

**Regional
Updates**

Asia/Pacific

- SG attended the Women in Logistic Conference in Bangladesh and noted that there appears to be considerable support for the setting up a WISTA Bangladesh.
- China still experiencing challenges with getting legal registration, but this is progressing.
- Korea is now in good standing.
- Indonesia is still on the radar.

Europe/Middle East

- Still some interest from Malta.

Africa

- South Africa still working through their registration issues
 - Ghana keen to host the 2020 Mid-term
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Summary of Actions From these Minutes

Action Identified	Assigned to:
Clarify timeline for circulation of agenda and minutes	DE
ExCo to provide feedback on Agenda and Minutes timing Document	DE coordinating All ExCo feeding back
Cut-off date to allow NWAs to vote at AGM to be added to the NWA Protocol	JG
Speak to each member of Communications Committee regarding disbanding the Committee.	DT
Work with the Diversity Committee to finalise guidelines and pledge and thank them for their hard work and enthusiasm.	DT and JG
Re-engage with Spinnaker to assess interest in helping with an industry Survey; discuss seafarers' survey.	DT
Meet with IMO delegation to try to get more clarity about how WISTA can add value to IMO.	DT and JG
Find out the format and rules for presenting IMO papers.	DT
Raise with NWAs at the AGM whether there was any interested NWAs for 2021.	DT
Advise the new NC members of their appointment.	JG
Clarify what type of MOU WOC is seeking	DT
Identify who will become FONASBA liaison	DT
Explore with Jillian Tobias whether it is possible to add a section on speakers to the member profile and automating the page.	DT

