

## Minutes of the WISTA ExCo Meeting

Date/Time: Wednesday 05 November 2018 at 10.00 UTC

Location: On-line Conference (Go-To-Meeting)

### **Present:**

#### ExCo

Despina Panayiotou Theodosiou	President	DT
Diane Edwards	Secretary	DE
Connie Roozen	Treasurer	CR
Jeanne Grasso	Member	JG
Sanjam Gupta	Member	SG
Naa Densua Aryeetey	Member	NA

### **Apologies:**

Angie Hartman	Member	AH
---------------	--------	----

### **Welcome**

DT welcomed all to the meeting and congratulated SG on her re-election and CR and AH on their election.

---

### **Minutes**

There had been insufficient time to to approve prior month's ExCo minutes, so it was agreed that feedback would be given by email so that they can be signed off at the next meeting.

DE presented a new proposed protocol for the timing and feedback on agenda and minutes. All agreed to review and agree by email.

DE provided a collated list of action points from ExCo, RTD and AGM meetings in Tromsø. This was to review matters arising and ensure all were aware of agreed actions.

## Matters Arising

Matter Arising	Action Required or Progress Made
Need to clarify cut-off date to allow NWAs to vote at AGM	Agreed cut-off date is 01 July and this will be added to the NWA protocol by JG
Need to produce agenda and minutes in a more timely way	DE has drafted a protocol for timings and responsibilities. This has been circulated and feedback is now sought
Disband Communications Committee	DT to speak to each member of their Communications Committee to gauge whether the Committee is still required.
Collate feedback on the pledge and feed back to the Diversity Committee	DT and JG will work with Sara from the Diversity Committee. She has had limited support and they will assist in providing more guidance. They will also thank her for her hard work and enthusiasm.
Collate ExCo feedback to HR Committee on ICS scholarships process and feedback	This has been completed. The HR Committee has taken this and also the feedback gained from the RTD and AGM and used it to improve the process.
Get NWAs to complete their profiles for the website and identify a webmaster for their national sub-site.	Lena Göthburg has sent out reminder to NWAs and set up a webinar to train webmasters. Jillian Tobias has confirmed a November 9 launch date. There will be a basic page for any NWA that does not return information in time.
Get support for industry wide survey	See discussion minuted below.
Review of policies to be updated	Three areas to be updated <ul style="list-style-type: none"> <li>- protocols for NWAs (clarifying AMG voting cut off date)</li> <li>- Nominations process (how to get on the Nominations Committee, changes to procedures)</li> <li>- Review of Articles – JG has asked NWAs if they have UK lawyers who can assist.</li> </ul>

**Matters Arising  
(continued)**

Matter Arising	Action Required or Progress Made
Develop guidelines on participation in IMO activities	See discussion minuted below.
Develop papers for presenting at IMO	DT explained that we are expected to produce or sign on to at least 2 papers for IMO each year. As high interest at AGM, DT to look at establishing an IMO group to determine how to make this happen, though this is a long term, not short term, project.
Clarify the eligibility of candidates for ExCo if they cannot attend the AGM	This has been completed.
Email successful candidates for the Nominations Committee	This has been completed. It was also noted that a chair of the Nominations Committee needs to appoint a chairperson. JG will ensure they are reminded of this.

As part of the discussion on matters arising, clarity was sought on who could attend the AGM, as questions had been raised to some ExCo Members privately after the AGM. It was agreed that that the AGM is only open to NWA members and those who are specifically invited to address issues at the AGM. All other non-members, including journalists, should be reminded that only members may attend the AGM.

**Finance**

CR confirmed that she has had considerable handover help from Rachel Lawton. Rachel will be completing the outstanding actions that are already in progress, i.e. outstanding payments and finalising the annual financial reports, while CR is getting up to speed.

Matters she is looking into are the costs of the CSO and the high cost of phone calls made in Tromsø. She is also exploring options for revenue and will be looking into sponsorship opportunities and modelling increases in member contributions.

It still appears that the CSO contract was never finalised. Regardless, an oral contract exists, which the parties understand. That said, the goal is to finalize the written contract in the near term.

**Actions:**

- JG to send latest copy of contract to DT.
- DT to check what is outstanding and finalise.

## **IMO**

There had been a high level of engagement from the members about our new status at the IMO and many requests to know how they could be further involved. DT confirmed that she and JG had met with the IMO delegates at the conference and endeavored to clarify the type of participation that would be appropriate.

JG will revise the bullet points discussed at the last ExCo meeting. She has also been offered some help from the US Nautical Institute. DT also has received offers of help so together they will develop a clearer idea of what can be done and document this. This will then be communicated to members.

DT confirmed that a person attending IMO representing one organisation cannot also represent another organisation. WISTA could not therefore be represented by a member who is attending in another capacity. Members can attend, though, in more than one capacity as observers or advisors.

DT has also discussed opportunities for WISTA/WIMA collaboration at the Cayman Islands Conference. WISTA Cayman Islands President Sherice Arman is a member of both associations so may be able help to facilitate this. It is important that we also encourage relevant NWAs to invite WIMAs to national and regional events.

---

## **Industry Survey**

DT confirmed that she had met with Spinnaker twice, but that did not result in high engagement. She will make one further attempt and if this is not successful it will be necessary to consider alternatives.

There was discussion on the scope of the survey we are trying to establish. DT said it was about getting information about the number of women across the industry. It was noted that limiting the survey to seafarers would likely enable information to be gathered more efficiently. Plus, IMO indicated this information would be helpful, so this could further cooperation with IMO.

It was suggested that we could partner with other industry bodies, e.g. IAPH, ICS, and flag States, among others. Also SG said that she had funding for a survey of Indian Seafarers and that we can use it to leverage this.

---

---

**Conferences and Meetings**

With Katerina Stathopoulou retiring from ExCo, responsibility for coordination of the National Conferences and Mid-Term meetings are:

- AH to work with WISTA Switzerland on Mid-Term 2019. NA to provide support.
- JG to work with Sherice Arman on Cayman Islands 2019
- ND to work with Wista Ghana on Mid –Term 2020

DT noted that as WISTA International’s 45 Year celebration is approaching and this coincides with IMO’s Empowering Women theme, it may be possible to do something cooperatively with IMO. Other ideas were:

- develop a special logo
- develop press releases theme events around this
- make presentations at other organisations’ events like IMO
- write a book - WISTA Argentina had suggested helping with a book, probably in on-line format to keep costs down.
- tie in celebration with the Norshipping event – perhaps with a panel
- develop sponsorship package to fund events, marketing and activities.

**Action:**

- CR to explore sponsorship for funding of celebration activities
- 

**Nudges handbook**

SG had circulated the Nudges Handbook prior to the meeting. It is about unconscious bias and she asked if there was any way we might want to use this. All will read and will provide feedback.

---

**Committee Updates**

There was not much progress on the Committees since the International Conference. The HR Committee had raised some questions but DT will answer these directly with the Committee.

---

**NWA Matters**

The StartUp presentation for NWAs has been updated to show current ExCo and circulated. It may need further edits, e.g., to show our IMO status.

It was resolved that an email be sent to UAE advising of correct usage of logo and WISTA branding.

**Action:**

- DT will review the start-up presentation and make any necessary changes
  - JG will advise UAE of correct usage of branding
- 

**NWA Updates**

**Africa**

ND reported that:

- South Africa are still held up with registration because the previous WISTA company registration is still in force. JG clarified that they have to resolve this themselves as we cannot assist with national legal processes.
- There appears to be some interest in starting WISTA Kenya.
- Congo and Liberia have French copies of WISTA information. JG clarified that they must get approval from WISTA for their constitution and this must be provided in English. This will then need to be translated into French for filing in their own country. All documents will need to be translated to English to be held by WISTA International.

**Asia/Pacific**

SG reported that Bangladesh is close to registering. The constitution will be sent to JG within a week.

**Americas**

JG is supporting Columbia who are seeking to form.

---

**Close**

There being no other business raised, the meeting closed at 11.45 UTC

---

## Summary of Action In Progress

Matter Arising	Assigned to:
Cut-off date to allow NWAs to vote at AGM to be added to the NWA Protocol	JG
ExCo to provide feedback on Agenda and Minutes timing Document	DE coordinating All ExCo feeding back
Speak to each member of Communications Committee to gauge whether the Committee is still required.	DT
Work with Sara from the Diversity Committee to finalise pledge and thank her for her hard work and enthusiasm.	DT and JG
Get NWAs to complete their profiles for the website and identify a webmaster for their national sub-site.	LG (DE overseeing)
Get external support for industry wide survey	DT
Ensure updates to nominations process (how to get on to nominations committee, changes to procedures) are updated in Nominations Committee Documentation	DE
Coordinate review of Articles	JG
Develop guidelines for participation in IMO activities	DT and JG
Form group to coordinate papers to be written for IMO	DT
Add to AGM protocols the need to check non-members leave the room at start of AGM.	DE
Send latest copy of LG contract to DT.	JG
Check what is outstanding in LG contract and finalise.	DT
Explore sponsorship for funding of celebration activities	CR
Review Nudges booklet	SG coordinating All ExCo to feed back
Respond to questions from HR Committee	DT
Review the start-up presentation and make any necessary changes	DT (all can assist)
Advise UAE of correct useage of branding	