

Minutes of the WISTA ExCo Meeting

Date/Time: Wednesday 07 January 2019 at 10.00 UTC

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

Present:

Despina Panayiotou Theodosiou WISTA Cyprus	President	DT
Diane Edwards WISTA New Zealand	Secretary	DE
Connie Roozen WISTA Netherlands	Treasurer	CR
Jeanne Grasso WISTA USA	Member	JG
Sanjam Gupta WISTA India	Member	SG
Naa Densua Aryeetey WISTA Ghana	Member	NA

Apologies:

Angie Hartman WISTA Greece	Member	AH
-------------------------------	--------	----

Welcome

DT welcomed all to the meeting and explained the circumstances around AH's apology, which was accepted.

Minutes

- The minutes of the 2018 WISTA AGM held on 24 October 2018 in Tromsø were approved.
- The minutes of the WISTA Presidents' Round Table Discussion (RTD) held on 24 October 2018 in Tromsø were approved.
- The minutes of the ExCo Meeting held on 23 October 2018 in Tromsø were approved.

The minutes of the ExCo Meeting held on 5 December 2019 had been circulated but not all had read them so approval was deferred. However the matters arising which had been recorded as actions were discussed under the relevant agenda items below.

Strategy

DT explained that she intends to develop a strategy paper to clarify priorities for the coming year as this had proved very useful last year in guiding decisions on where to focus. She will send out the paper within the next two weeks for review by ExCo.

Action:

- DT to circulate draft strategy paper

Finance

CR said that finances showed the 2018 budget was 20,000 euros. The main contributing factor is the cost of CSO time which was not included in the budget when originally set.

DT and CR now have access to the the bank account, but the paperwork for CR and AH is complete.

CR will be holding a discussion on sponsorship on 8/01/2019. This will include how to manage and fund the Norshipping event.

Action:

- CR to circulate sponsorship papers following the meeting on 8 January 2019.
-

UAE There was a discussion on the next steps for WISTA UAE. It is thought that their AGM will be held in mid January 2019.

Action:

- Monitor developments and determine path forward.

IMO JG working on a policy and guidelines for working with IMO, using the outline given at Tromsø. The outline covers the rules and expectations for NGOs and asserts the requirement to make a substantial contribution. This is not fully defined and contributions to IMO may be made in a number of ways such as writing papers, supporting events, making recommendations, and the like. Attendance is also important. Our contribution will be evaluated every 2 years.

Actions:

- DT and JG to meet to establish next steps for IMO and finalise policy and guidelines.

Events

Norshipping

WISTA Press Officer Jillian Tobias is creating a logo for publicity use.

DT and CR will be developing a budget this week and will come back to the ExCo to start planning.

Action:

- CR and DT to develop budget for Norshipping.

Mid-Term Meeting 2019, May 9-11

AH and DT will meet with WISTA Switzerland in January. Discussed the possibility of a social event on May 11.

Action:

- DT and AH to work on agenda.

Continued on next page

**Events
(continued)**

2019 WISTA International Conference – Cayman Islands

JG said that Sherice Arman appears to have the 2019 conference in hand and more information will be available soon.

International Conference 2021/2022

DT discussed Australia and the need to talk to them about the 2022 conference since WISTA Brazil was voted to host the 2021 International Conference. It was agreed that DE would do this as she has she has been supporting the President there.

Action:

- DE to discuss 2022 conference opportunity with Australia

**Diversity
Committee**

JG and DT will be meeting with WISTA USA's Sarah Brennan to discuss the Pledge. ExCo still need to provide feedback. It is also important that ExCo provide feedback on the other documents, especially the guidelines as soon as possible.

Actions:

- DT to resend the Diversity guidelines and Pledge for ExCo for review and comment.

HR Committee

DE reported that the HR Committee are providing good support for the current students and also for those from last year who have registered to resit for the exams. NWA Presidents are copied into their emails between students to help ensure they stay engaged and supportive. There is still concern about one scholarship recipient and this is being monitored closely.

**Technology &
Futures
Committee**

Six working groups have been established and DE has held meetings with each of her 3 Groups. Each of these groups have also had follow up meetings to focus their research and are working now to narrow down the topic to a working paper title.

DT had not had a chance to meet with her 3 groups so DE will check in with them and, if required, arrange meetings with them to set them on a similar path.

**Communications
Committee**

DT has not yet had a chance to speak to each member of Communications Committee to advise them of the dissolution of the Committee as per ExCo's Decision in Tomso.

DE said she is having regular (virtual) meetings with the CSO and is monitoring the population of NWA profiles. Approximately one third of NWAs have not yet completed their profiles.

Action:

- DE to send list of NWAs yet to complete their profile to ExCo for follow-up.

**Regional
Updates**

Africa

- WISTA South Africa have sent their list of 10 members. The leader will be returning 9/1/19 and will be sending the draft constitution.
- As reported in December, WISTA Nigeria will be donating to Womens Fishfolk a boat, engine and spare parts. This is to provide practical support to those women.
- NA is involved in coordination of Regional Conferences.

MiddleEast/Asia/Oceania

- SG said that Bangladesh had indicated that they are ready to launch and had asked for the forms they need to complete. SG is assisting.

Continued on next page

**Regional
Updates
(continued)**

Americas

- JG reported that the Americas NWAs hoped that WISTA Colombia could be up and running by September for IMO's World Maritime Day event in Cartagena, but this is now likely to be delayed.

Other Business

CSO Contract

Discussed the need to finalise the contract for Lena Gøthberg (Communications and Support Officer) as this is still unfinished.

Action:

- DT and CR to finalise Lena's contract.

AGM and Nominations Committee Protocols

JG offered to finalise all the changes to the protocols that had been identified, including the cut-off date for NWA voting at the AGM and changes to criteria and process for the Nominations Committee.

Actions:

- DT to send JG the current version of the AGM and Nominations Committee Protocols in Word format.
- JG to update the Protocols.

Nudges Booklet

SG said she was still awaiting feedback on how whether the Nudges booklet would be of value and agreed to follow up with Birgit Liodden to see what she had in mind regarding action from ExCo.

Actions:

- SG to re-send Nudges booklet to ExCo

Continued on next page

NWA Start-Up Presentation

Discussed the need to review the NWA Start-Up presentation to ensure that it is up to date. It has been updated recently to ensure the ExCo slide was correct.

Actions:

- JG circulated the latest copy of the NWA Start-Up Powerpoint to ExCo
- ExCo to provide feedback.

ExCo Meeting Protocol Document

DE had not yet received feedback from everyone on the Meeting Protocol document.

Actions:

- DE to resend latest version of the Meeting Protocol Document
- ExCo to provide feedback

Close

The meeting closed at 11.30 UTC.

Summary of Actions

Added this Meeting

Actions	Assigned to:
Circulate draft strategy paper.	DT
Circulate sponsorship papers following the meeting on 8 January 2019.	CR
Establish next steps for IMO and finalise policy and guidelines.	JG and DT
Develop budget for Norshipping	CR and DT
Develop agenda for the Mid-Term event and let ExCo know.	DT
Discuss 2022 conference opportunity with Australia	DE
Resend the Diversity guidelines and Pledge for ExCo for review.	DT
Send ExCo list of NWA who have not completed their website profile	DE
Finalise Lena's contract.	DT and CR
Send JG the current version of the AGM and Nominations Committee Protocols in Word format.	DT
Update the AGM and Nominations Committee Protocols.	JG
Re-send Nudges booklet to ExCo; follow with Birgit regarding her objectives	SG

Actions	Assigned to:
Exco to provide feedback on the NWA Start Up Powerpoint	ExCo
Resend latest version of the Meeting Protocol Document ExCo to provide feedback	DE ExCo

From Previous meetings

Actions	Assigned to:
Speak to each member of Communications Committee to gauge whether the Committee is still required.	DT
Coordinate review of Articles	JG