

Minutes of the WISTA ExCo Meeting

Date/Time: Wednesday 04 February 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
Angie Hartman WISTA Greece	Member	AH

Apologies:

Naa Densua Aryeetey WISTA Ghana	Member	NA
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Welcome DT welcomed all to the meeting.

Minutes

- The minutes of the ExCo Meeting held on 5 December 2019 were approved.
- Approval of the minutes of the meeting held 07 January 2019 was deferred as feedback had only been received on the day of the meeting.

Strategy

DT briefly explained that her strategy had been drafted in a way that it can be presented to external parties as well as members. She ran through the objectives and priorities and discussed action planning and the possibility of exploring the use of software to manage projects.

As not everyone had had the chance to think about the strategy, acceptance was deferred to the next meeting. However, initial feedback from SG was that there may need to be more on communication and marketing e.g leveraging the diversity booklet. CR also suggested there should be some mention of sponsorship.

SG also offered help with the survey as she believed lessons could be learned from surveys already done in India.

Action:

- ExCo to provide DT with feedback on strategy

Finance

CR reported that she is close to finalising 2018 accounts but is still awaiting some costs. She has sent out notices requesting member numbers from NWAs but the response has been slow with 33 NWAs still to respond. She is now working on the budget for 2019.

Action:

- CR to send out list of NWAs who have not advised membership numbers
 - ExCo to follow up in their regions
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UAE

DT, JG and SG still trying to find a way forward but it has been time consuming and progress has not been forthcoming, even though the discussion with UAE has been going on for months.

Action:

- There will be one last effort to receive the required documents and information from UAE; if this does not happen, to be declared dormant
-

Regional Split for ExCo

CR presented her proposal for how to split duties among the ExCo. It was agreed that the discussion on portfolios should be deferred to the Spring meeting as these may change depending on the priorities of the new strategic plan. They would also need to be reviewed regularly after each election when the composition of the new ExCo is known.

JG suggested that the job descriptions and Board Protocols should be reviewed in preparation for deciding portfolios as these already contain much relevant information about how duties are distributed. These documents are in the knowledge base on the website.

It was agreed that the regional portfolios should remain as they are at present with the exception of Australasia, which DE would oversee and CIS will be handled by CR. However, this will need to be reviewed when the new ExCo is elected after the AGM as there may not be a representatives from every region as there is now.

Action:

- DE to distribute Job Descriptions and Board Protocols with papers for Spring meeting.
-

Protocol Updates

JG is finalising the communication protocols for new NWAs. She is also working through the other protocol documents and intends to have these ready for review by ExCo at the Spring meeting.

Trademark JG confirmed that the trademark is now registered in UK and the EU following EU approval in January. Registration is still pending in the USA but this is now almost certain so focus is now on the Madrid Convention countries. Later in 2019 WISTA will need to reach out to the remaining 15 NWA to seek guidance on next steps for those not covered by the registrations above.

Events

Norshipping

It has been determined that WISTA Norway and WISTA International will organise Norshipping jointly. DT to work with WISTA Norway to determine who will be the project manager and how responsibilities will be divided.

International Shipping Week

There is not much information available about International Shipping Week but DT will discuss further with Inmarsat and provide more information by the end of February.

Word Maritime Day

DT has spoken with Helen Buni. IMO are happy for WISTA to decide what to do and they will support as required. It was agreed it would be good to have a WISTA representation at the IMO event. DT will follow up.

2019 Mid Term Meeting

WISTA Switzerland have sent a programme of events but ExCo is concerned about the high cost of hotels in one venue. The plan is:

8th May - ExCo and Swiss Board dinner

9th May - ExCo meeting (meeting room sponsored by WISTA Switzerland). Evening dinner with members of industry.

10th May - Day tour in Guyere and stay overnight.

Events
(continued)

2019 Mid-Term Meeting (continued)

11th May - Around Guyere and second overnight.

12th May – Return to Geneva

ExCo said that they would prefer to return to Geneva on the 11th as many are flying out that night or early on the 12th. This will also save on one night of hotel costs. Although hotel costs appear high, this is to be expected for Switzerland. Furthermore WISTA Switzerland have already secured significant discounts. Agreed that WISTA Switzerland can confirm the hotels.

Action:

- AH to advise WISTA Switzerland that ExCo want to return to Geneva on the 11th and thank them for hosting.

**Update on DT
visit to Central
America**

DT explained she is currently in the Dominican Republic and will be meeting with the Port Director to encourage attendance at the 2019 Conference in the Cayman Islands.

JG confirmed she has set up monthly calls with Sherice Arman and is confident that the organisation is progressing well. The website is done and expected to be live within 2 weeks. The hotel has already received bookings under the WISTA account so interest is already building. There is a framework agenda, with the Presidents' meeting scheduled for the Wednesday and the Conference being held on the Thursday and Friday with activities also scheduled. The gala will be held on the Friday night. The theme will focus on emerging industry issues e.g. the 2020 sulphur cap and also tie in with the IMO Empowering Women theme.

Action:

- DE to schedule date before the Mid Term Meeting for the online Presidents' meeting, in the week starting 15th April.
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**Diversity
Committee**

DT reiterated that they need feedback on all the diversity documents, not just the pledge.

Action:

- ExCo to provide feedback on Diversity Committee Documents.
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HR Committee

It is business as usual for the HR Committee who are supporting students.

DT confirmed that she was no longer chasing Spinaker about the industry survey and has now approached IHS. They focus on research in maritime industry and our survey plans are consistent with what they want to do. There has not been any discussion yet around cost but the relationship is looking promising.

Action:

- DT to continue exploring relationship with IHS in relation to the industry survey.
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**Technology &
Futures
Committee**

Six working groups have been established and DE is supporting. There is a meeting scheduled for 12 February for the groups to come together to share progress.

**Regional
Updates**

There was no time to provide regional updates. ExCo members said they would circulate any information that they felt was urgent by email.

Other Business

There was no other business

Close

The meeting closed at 11.30 UTC.

Summary of Actions

Added this Meeting

Actions	Assigned to:
Provide feedback on draft strategy paper.	ExCo
Send out list of NWAs who have not advised membership	CR
Follow up NWAs who have not advised numbers and/or not completed website updates	ExCo responsible for regions
Advise UAE that they are now considered dormant	DT and JG
Distribute Job Descriptions and Board Protocols with papers for Spring meeting.	DE
Follow up on next steps for Norshipping, ISW and WMD.	DT
Advise WISTA Switzerland that ExCo want to return to Geneva on the 11th and thank them for hosting.	AH
Schedule date before the Mid Term Meeting for the online Presidents' meeting, in the week starting 15th April.	DE
Provide feedback on Diversity Committee Documents.	ExCo
Continue exploring relationship with IHS in relation to the industry survey.	DT

Actions Brought Forward from Previous meetings

Develop budget for Norshipping	CR and DT
Discuss 2022 conference opportunity with Australia	DE
Finalise Lena's contract.	DT and CR
Update the AGM and Nominations Committee Protocols.	JG
Speak to each member of Communications Committee to advise them of decision to dissolve the Committee	DT
Coordinate review of Articles	JG