

Dear members

A brief update from the team at the Institute head office – with some important dates and updates on some of the strategic projects.

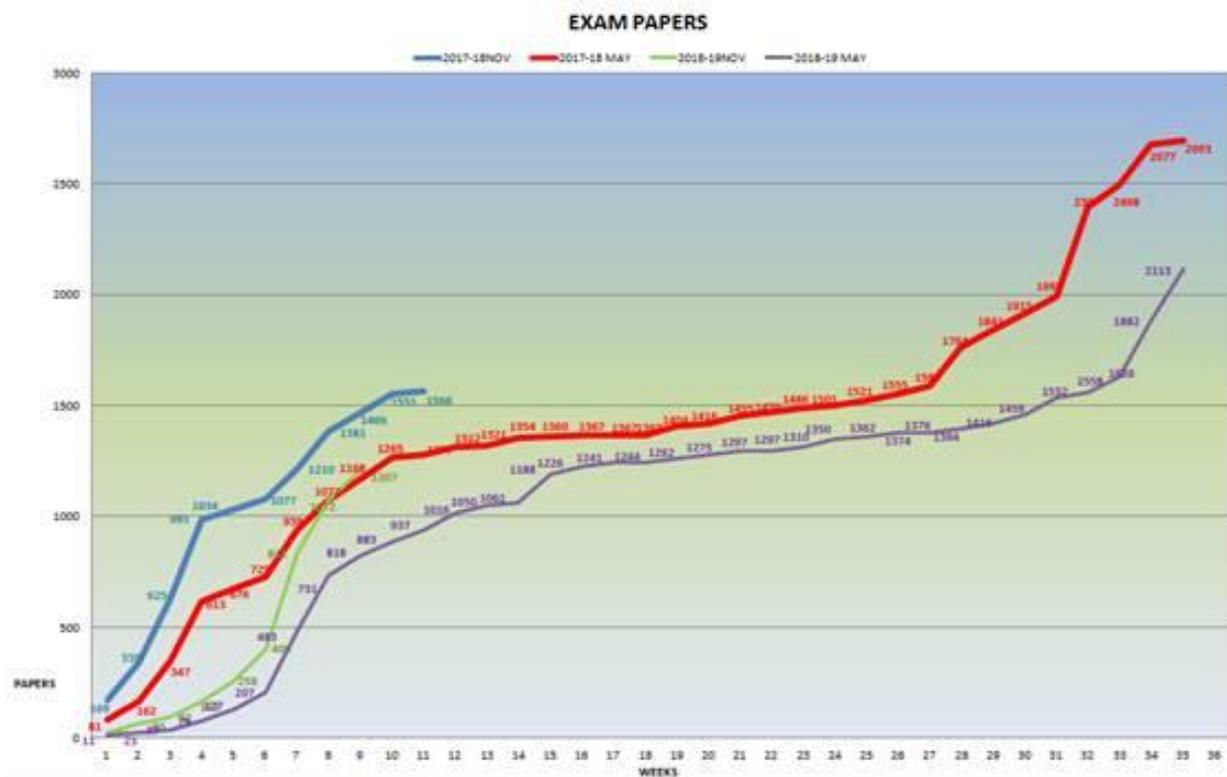
There is a lot of information below about examinations and other education activities. Especially for our volunteer-run branches, this is a lot to keep track of, so we're creating a handbook for branches which will include all this information, plus helpful reminders on how to use the database etc. We'll also be phoning every branch and ITC through August and September to make sure everyone has what they need for the academic year ahead.

### We are going online with our AGM!

The recent meeting of the Executive Council decided that our AGM should be as accessible as possible. Therefore, please make a note in your diary for **Thursday 17<sup>th</sup> October 2019 at 1000 BST** to join us via videoconference. It would be great to see all branches represented.

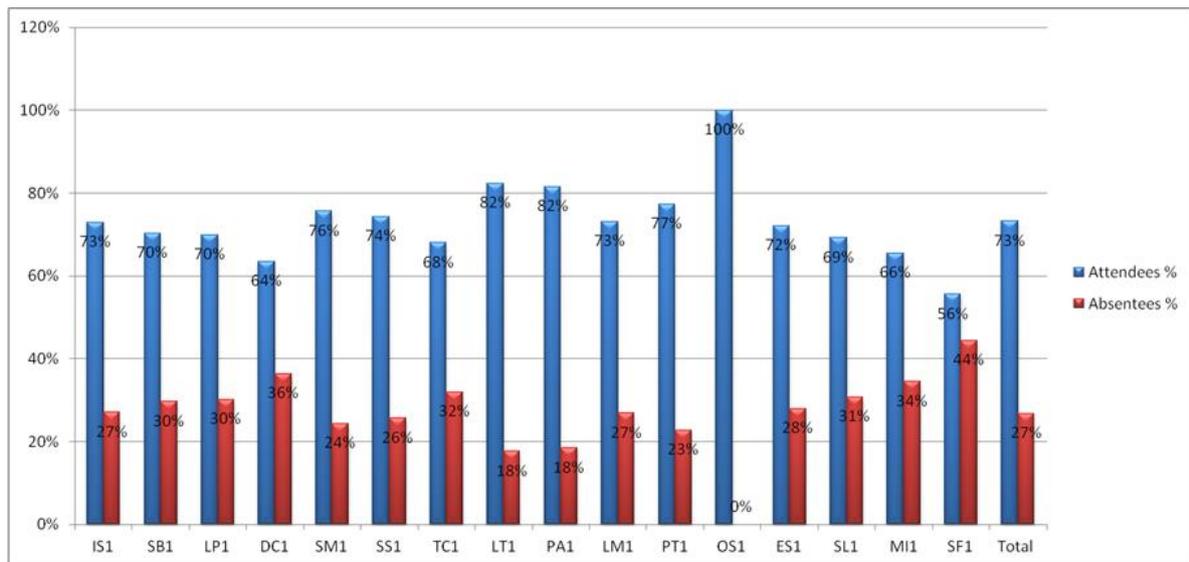
### May 2019 examinations

Exams are over, and the papers are out with our examiners for marking all over the world. We provided around 140 exam centres this year – another great logistical challenge to our small team at head office. Student numbers were consistently lower this year than the previous year, however a campaign to attract students before the May examination registration deadline in April was fairly successful.



We usually set up around 50 requested examination centres each year in response to students' needs. We have a good track record in sourcing free locations, alongside donated time for invigilation. As you look ahead to the next academic year, we're asking all branches to try to do the same in your exam centres. We understand that due to some locations or because of student numbers it's not always possible to find the right examination centre for free, but if you could use your local membership to support the invigilation that would be a huge help.

Attendance was 73% overall this year, and below you can see the breakdown per subject.



**Results date** – Results day is 22<sup>nd</sup> August 2019! We hope to get TradeWinds support to celebrate our successful results again this summer.

**Next academic year** will open on **1<sup>st</sup> July 2019**. We've been working hard over the last few years to bring our academic year earlier, so we're delighted to have achieved this. Please don't worry, this does not mean that all branches or teaching centres need to be able to meet this date, we are aware that summer holidays (for those of us in the northern hemisphere) impacts activity. What it does mean is that registration will be open online, and students can sign up for exams, buy books, register for TutorShip or for our London School of Shipping classes.

TutorShip assignments will not begin till August, and evening classes will begin in September.

## Pricing and dates

Registration	£125	Academic year 2019/2020
Examination fee (Discounted) Back to School	£80	25 September 2019
Examination fee	£140	from 26 September 2019
Exemptions	£170	Per subject
Tutorship	£625	Incls. book and examination fee
Course Book	£95	RRP
Course Book	£85.50	Student discount
Course Book	£47.50	Branch/Member discount
Deferment	£55	Per subject
Examination review	£140	Per subject
Administration fee	£25	(or multiples thereof)*

\* Depending on the nature of the request, the Institute reserves the right to charge multiples of this fee covering additional administration required to complete the request satisfactorily.

Academic year 2019-2020	Date
May 2019 results	22 August 2019
Post exam review deadline (May 2019)	6 September 2019
Back to school discount	
Worldwide Open Day	25 September 2019
Registration deadline (Nov 2019 examinations)	21 October 2019
Deferment deadline (any changes Nov 2019 examinations)	28 October 2019
November 2019 examinations	18 - 28 November 2019
Worldwide Open Day	5 February 2020
Exceptional exam centres request deadline	10 February 2020
November 2019 examination results	27 February 2020
Post-examination review deadline (November 2019)	19 March 2020
Warwick PREP	2 - 5 April 2020
Registration deadline (May 2020 examinations)	6 April 2020
Deferment deadline (any changes May 2020 examinations)	20 April 2020
May 2020 examinations	11 - 21 May 2020

We have fixed the examination dates for the next academic year. These dates clash with public holidays in Germany (November) and Canada, Germany and Denmark (in May). The specific subjects have been scheduled to minimise the impact in those locations on those dates.

The exam session dates for the year ahead were proposed to branches back in March. We only had limited responses, so hopefully there are no scheduling issues in any other branches. If there are, please let us know immediately.

## **Examination subject dates - November 2019 session**

### **18th November 2019**

09:30 - 12:30                      Logistics & Multi-Modal Transport

13:30 - 16:30                      Port Agency

### **19th November 2019**

09:30 - 12:30                      Introduction to Shipping

13:30 - 16:30                      Shipping Business

### **20th November 2019**

09:30 - 12:30                      Offshore Support Industry

13:30 - 16:30                      Shipping Finance

### **21st November 2019**

09:30 - 12:30                      Economics of Sea Transport & International Trade

13:30 - 16:30                      Dry Cargo Chartering

### **25th November 2019**

09:30 - 12:30                      Ship Sale & Purchase

13:30 - 16:30                      Legal Principles of Shipping Business

### **26th November 2019**

09:30 - 12:30                      Ship Operations and Management

13:30 - 16:30                      Liner Trades

### **27th November 2019**

09:30 - 12:30                      Tanker Chartering

13:30 - 16:30                      Port & Terminal Management

### **28th November 2019**

09:30 - 12:30                      Shipping Law

13:30 - 16:30                      Marine Insurance

## **Examination subject dates - May 2020 session**

### **11th May 2020**

09:30 - 12:30 Logistics & Multi-Modal Transport

13:30 - 16:30 Liner Trader

### **12th May 2020**

09:30 - 12:30 Introduction to Shipping

13:30 - 16:30 Shipping Business

### **13th May 2020**

09:30 - 12:30 Economics of Sea Transport & International Trade

13:30 - 16:30 Dry Cargo Chartering

### **14th May 2020**

09:30 - 12:30 Ship Sale & Purchase

13:30 - 16:30 Legal Principles of Shipping Business

### **18th May 2020**

09:30 - 12:30 Offshore Support Industry

13:30 - 16:30 Port Agency

### **19th May 2020**

09:30 - 12:30 Ship Operations & Management

13:30 - 16:30 Tanker Chartering

### **20th May 2020**

09:30 - 12:30 Shipping Finance

13:30 - 16:30 Port & Terminal Management

### **21st May 2020**

09:30 - 12:30 Shipping Law

13:30 - 16:30 Marine Insurance

## **Understanding Shipping**

The modules are print ready and have been sent to the key branches.

The background to this project is the course is already delivered in multiple locations, but in different versions – so the Institute’s global project was to normalise all the versions, make some structural changes, and support each module with some additional content.

Globally, the course will continue to be delivered face-to-face wherever branches request to run it. In other situations (e.g. China) it will be purely supported online. Our aim is that some online content can be used locally by the face-to-face teaching branches.

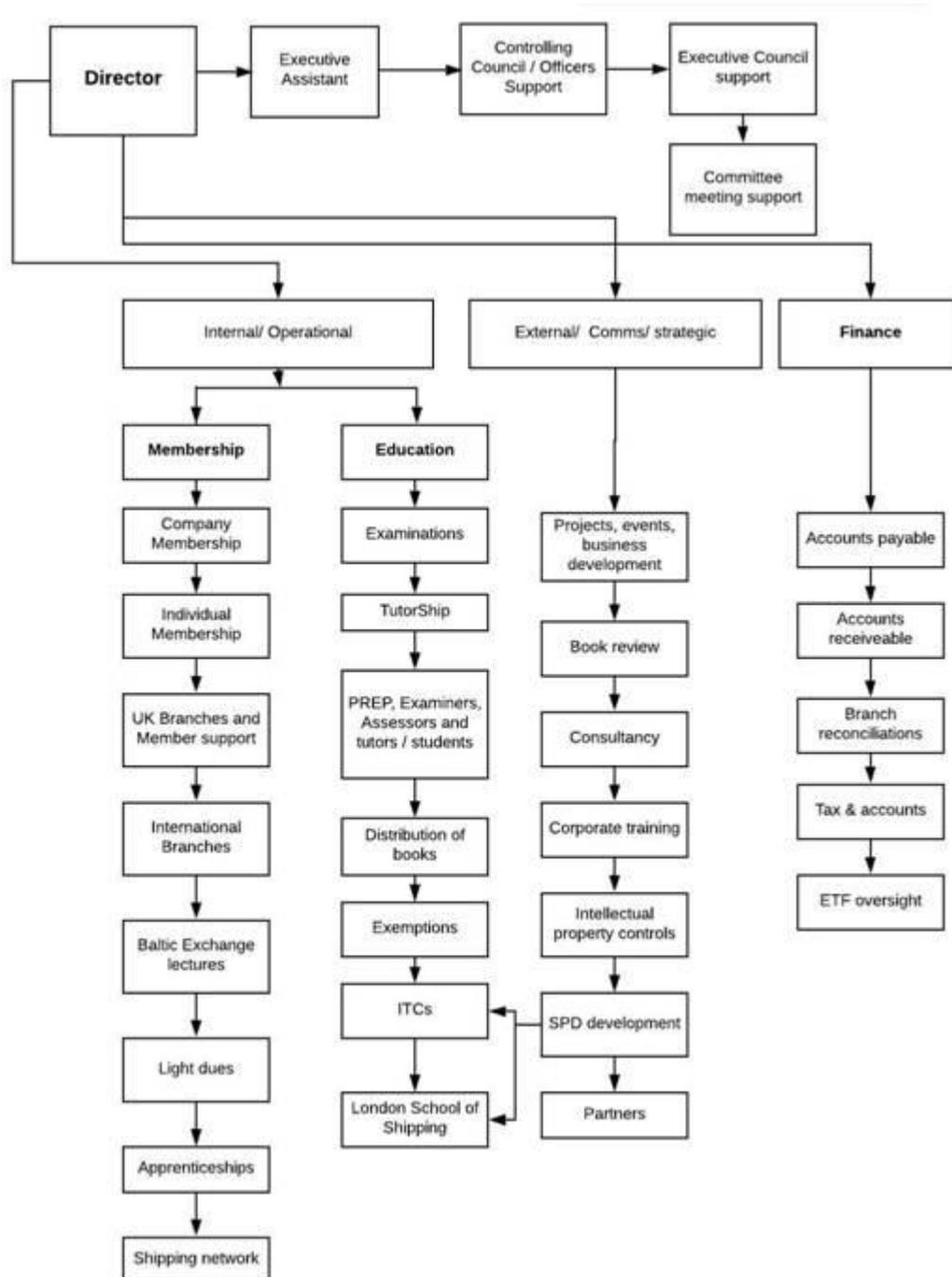
The next stage of development needs volunteers from anywhere in world to help us test the online assessment system. If you have time, and you’re happy to be a student again, get in touch.

## **Internal cross team support**

We would like to increase the administrative and operational support to our branches (see the section on invoicing) but we are limited with our resources, so we’re combining the education and membership teams. These teams have been working together for some time now, supporting each other during the heavier period (for example education is extremely busy in May during the exams, and Membership gets busy in June when the new membership year begins).

As far as branches are concerned, you’ll probably still be emailing the same person, but hopefully you’ll find branches, members, students, tutors, examination centres, corporate partners etc are all getting faster responses and greater support. It will also, we hope, mean we can deliver key projects, such as corporate courses and our Port Agency apprenticeship without extra resources.

There are two people in each team (membership and education) working with Robert. In June, the education team are quieter whilst exams are marked, but the membership team are invoicing thousands of members, and managing all the payments. This support for each other will help us through busy educational periods like registration deadlines etc too, and help reduce the pressure on each team.



### Calling for ambassadors

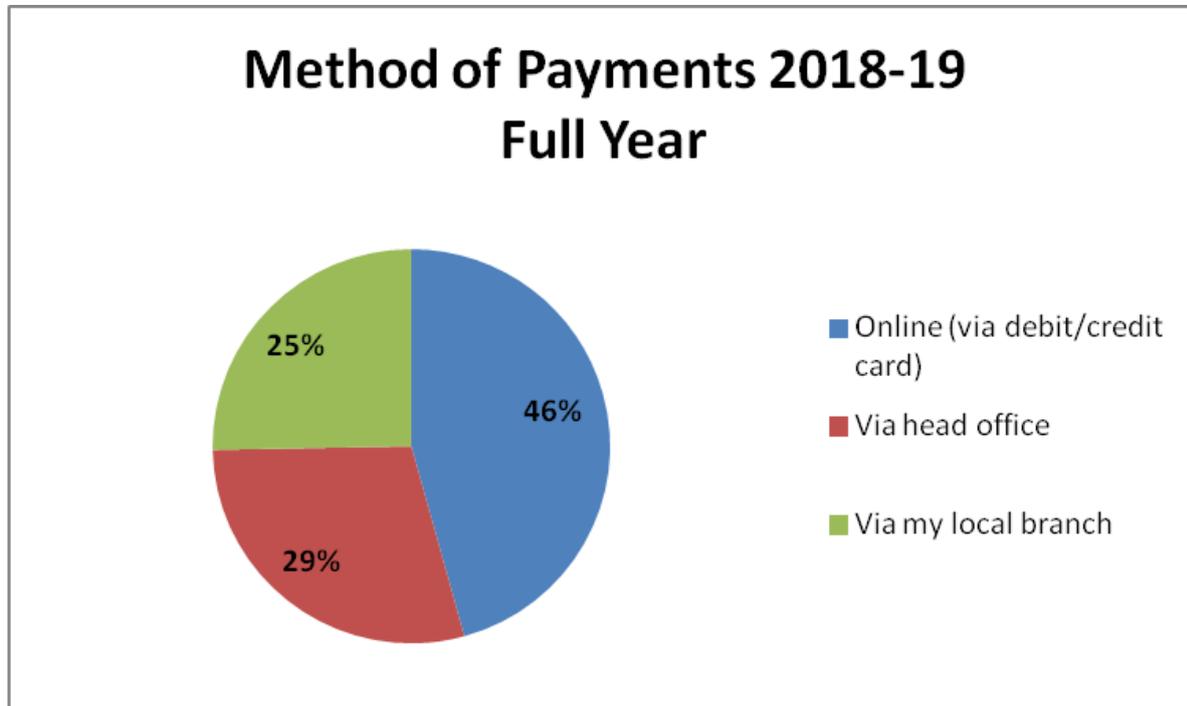
All our members are ambassadors for the Institute, whether they travel between ports in a single region or are crossing the globe.

The membership team have put together an ambassador pack – PowerPoint about the Institute, leaflets on our education, membership, the global network etc. If you'd like a pack sent to you, let us know – and please promote this amongst your local membership. [membership@ics.org.uk](mailto:membership@ics.org.uk)

Thanks to volunteers in Australia, New Zealand, Hong Kong and Sri Lanka for being the first to request your ambassador packs (which will be heading your way as soon as the materials for the next academic year arrive).

## Invoicing members

The head office offered to undertake the invoicing and payment process for all branches again this year. All branches except East India, Germany, Greece, Ireland and Mumbai are now being invoiced centrally. Some branches still maintain a local payment option while most moved to a completely centralised process. The centralised process does not change branch revenue.



As of today, over 1,000 members, have already paid their 2019-20 membership subscriptions. This is well ahead compared to last year, and a reflection of the work branches are doing to ensure members find their membership relevant and useful.

We also delighted to see that the move to online payments has been welcomed by our members, with 46% of them paying online last year.

## Vice Chairman election schedule

We have called for nominations on Tuesday 4<sup>th</sup> June, with six weeks for nominations.

If you have someone (it can be more than one!) from your branch who wishes to stand, please ensure we have received their nomination by Tuesday 16<sup>th</sup> July.

The next key date will be Tuesday 23<sup>rd</sup> July, when ballots go out to all Controlling Council members to vote. We'd like to have finalised the voting by Tuesday 3<sup>rd</sup> September, to announce the result by Friday 5<sup>th</sup> September.

## Corporate training programme

This was launched in May and includes range of professional short courses in key shipping disciplines. The courses include 'Maritime World Explained' an introductory one-day course perfect for new entrants to the industry or people whose work interfaces with shipping and need to gain a better understanding of the sector. Other programmes focus on legal, commercial and operational aspects designed to deliver an improved appreciation of the structures, documentation, risks and opportunities in the maritime industry.

## Course Calendar

<p>Programme Title: <b>Maritime World Explained</b></p> <p>Date: Thursday 6 June</p> <p>Date: Wednesday 4 September</p> <p>Date: Wed 16 October</p> <p>Date: Wed 13 November</p> <p>Duration: 1 day</p>
<p>Programme Title: <b>Introduction to International Trade and Maritime Law</b></p> <p>Date: Wednesday 3 – Friday 5 July</p> <p>Duration: 3 days</p>
<p>Programme Title: <b>Fundamentals of Liner Shipping</b></p> <p>Date: Monday 16 – Tuesday 17 September</p> <p>Duration: 2 days</p>
<p>Programme Title: <b>Fundamentals of Ship, Sale &amp; Purchase</b></p> <p>Date: Tuesday 24 – Wednesday 25 September</p> <p>Duration: 2 days</p>
<p>Programme Title: <b>Fundamentals of Dry Cargo Chartering</b></p> <p>Date: Tuesday 15 – Wednesday 16 October</p> <p>Duration: 2 days</p>
<p>Programme Title: <b>Bills of Lading</b></p> <p>Date: Wednesday 13 – Thursday 14 November</p> <p>Duration: 2 days</p>

## **MBA**

MOU with the University of Hull was signed in May. The eMBA is intended to be available internationally through a phased roll-out with branch/ITC delivery partners in key shipping regions. The first cohort will begin in London in Q1 2020 and we aim to launch at least three further cohorts internationally in 2020. Additional regional hubs will be added in a planned sequence thereafter.

The eMBA consists of 12 X 10 credit modules plus a 60 credit dissertation delivered over a two year period. The primary delivery of each 10 credit module is through a three-day face-to-face seminar/workshop delivered by flying faculty, and potentially supported by visiting speakers in the regional hub where appropriate.

## **Byelaw review**

With Privy Council approval for the work so far, drafting has started. Significant work has been undertaken to protect branches from being affected by a change in the parent organisation's incorporation. The maintenance of professional and operational standards outside of the United Kingdom is not a simple matter because: (a) each branch is representative of the global Institute and therefore has agency powers – express and implied – which may bind the Institute financially, (b) the local academic and practice standards may not always match the standard of those in the UK, and (c) the underlying regulatory approach and procedures may be culturally different from that of the UK.

It is recommended that the establishment of overseas branches should continue to be by local incorporation thus limiting the financial liability of the Institute while granting a substantial measure of autonomy to the voting members within each branch. The alternative is to establish each branch as an overseas division of the parent Institute. However, the problems then arise that the Branch will not have the autonomy envisaged for a Division (which can be resented locally as the Branch grows in membership) and it is difficult if not impossible to remotely manage an overseas Branch in respect of finance, legal, and practitioner standards as would be necessary for a Branch which is an integral part of the Institute.

Simplistically, the new structure will provide greater local autonomy to branches, including for UK branches to access some membership subscription income and for more 'commercial' activities to be marketed by branches without central oversight or approval. Ring-fenced within the authority of the Royal Charter body would be only common/ shared academic and professional standards of the Institute (PQE, criteria for membership, etc). Academic control is vital if the intellectual rigour of the Institute's qualifications is to be maintained throughout the world. The professional ability of members in one country must be the same as in any other.

## **Global book drive continues to Ghana.**

The ETC would like all branches to continue supporting the global book drive to assist students in developing countries. There are lots of ways your branch committee can support this:

- Search your own company shelves or your attic at home for any maritime books or atlas.
- Ask members and guests at your branch dinners to bring any books they have to the dinner to donate.
- Ask students if they would like to donate their old textbooks after they pass their exams.
- Offer to fund raise, or perhaps make this one of the charities your branch supports this year.

The Educational Trust Fund will be supporting this project by covering the shipping costs. If your branch can collate the books, the trust fund will pay for the rest. This year the global book drive will be to support students in West Africa. For more information about why, please read ETC member Simon Ward's blog.

<https://www.linkedin.com/pulse/ursablog-educating-daystar-simon-ward/>



When you have your box of books ready for despatch, or if you have any other great ideas about how to support this Institute project and 'stock the shelves' of our branches, please contact the trust fund team [e.fund@ics.org.uk](mailto:e.fund@ics.org.uk)

## STOCK *the* SHELF

And in further news, funding proposals are being put together to support the West Africa branch build a physical library, with our favourite design being constructed from three recycled containers.

### **Deadlines, deadlines!**

#### **1. New members election**

Deadline for new membership applications for the next election is **3<sup>rd</sup> September 2019**.

#### **2. Draft accounts**

Draft accounts from each branch are due on **31<sup>st</sup> July**, and audited/ approved accounts by **30<sup>th</sup> September**. Please try to meet these deadlines.

#### **3. AGM minutes**

Please ensure you send a copy of your branch AGM minutes to [membership@ics.org.uk](mailto:membership@ics.org.uk) It's important we keep records here for election of branch officers etc.

### **Finally...**

I know that many branches are in direct contact with our education, membership and finance departments too. However, if you ever have a concern or a worry or brilliant idea – please get in touch. I understand that there are concerns about the Institute's finances, which we also share, and we'd like to reiterate that we are keen to hear any views you have, and produce any analysis on any activity or product of the Institute if you have a particular question.

Best wishes, as always,

Julie

**Julie Lithgow**

**Director**



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The Institute of Chartered Shipbrokers is the professional body for **all** members of the commercial shipping industry worldwide.